



**EXECUTIVE COMMITTEE MEETING  
TUESDAY, JULY 18, 2023  
1201 SE GATEWAY DRIVE  
GRIMES, IOWA**

Chairperson, Craig Armstrong, called the meeting to order at 6:00 p.m. These members of the Executive Committee were present:

Craig Armstrong, Chairperson  
Craig Agan, Vice Chairperson  
Bill Stammerman, Dallas County  
Bob Findlay, Dallas County  
Susan Crowdes, Madison County  
Vanessa Baker-Latimer, Story County  
Latifah Faisal, Story County

Absent:  
Marvin Ostrander, Treasurer

**Staff:**

Robert Vernon, Executive Director, Secretary  
Kendra Wignall, Deputy Director

- 1) AGENDA – Motion Agan, second by Stammerman approving the Agenda as presented. Motion carried by a unanimous vote.
- 2) Motion Crowdes, second by Agan approving the June 20, 2023 minutes as presented. Motion carried by unanimous vote.
- 3) Motion Stammerman, second by Faisal approving the June 26, 2023 minutes as presented. Motion carried by unanimous vote; Agan recused himself due to not being in attendance on June 26, 2023.
- 4) DISBURSEMENTS – Motion Crowdes, second by Findlay approving June and July 2023 disbursements. Motion carried by a unanimous vote.
  - A. The Treasurer’s report was not available.
- 5) **EXECUTIVE DIRECTOR REPORT**
  - A. Monthly Program Statistics for June and July 2023 presented as attached.
  - B. July 2023 Portability Payout Report presented as attached.
  - C. Bank account balances as of June 30, 2023 presented as attached.
  - D. Business Account - Staff Fund Expense Summary presented as attached.
  - E. Security Deposit Grant Program report presented as attached.
  - F. Executive Director, Robert Vernon reported on the Agency Overview
    - (1) Created the Annual Plan
    - (2) Reviewed the ACOP
    - (3) Reviewed the S8 Administrative Plan
    - (4) Daniel Zahn started on July 5, 2023 as a Housing Coordinator and back-up Inspector
    - (5) CIRHA applied for a Safety and Security Grant
    - (6) AHRMA Insurance has approved the claim for roofs and gutters for Public Housing units in Newton that received hail damage. Siding claim is still being processed.
    - (7) Board Retreat
    - (8) Voucher utilization and Public Housing occupancy remain a priority.
    - (9) Continue to visit Public Housing properties and assess various needs.

6) **OTHER BUSINESS**

- A. June 2023 financials presented as attached.
- B. The Executive Committee unanimously agreed that it is acceptable for monthly financial reports to be made available to the committee as soon as they are received from the Fee Accountant, Loucks and Schwartz. These will be provided by email.
- C. CIRHA recovered \$7,115 in debts owed to the Housing Authority through the State Offset Program from tax year 2022. A renewal agreement will be presented at the next meeting.
- D. Approval was made to change the date of the August 15, 2023 meeting to August 22, 2023.
- E. Ms. Baker-Latimer will send a new poll to get date availability for a Board Retreat.

7) **NEW BUSINESS**

- A. RESOLUTION 23-12 APPROVING REVISIONS TO THE SECTION 8 ADMINISTRATIVE PLAN Motion Faisal, second by Baker-Latimer approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.
- B. RESOLUTION 23-13 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT - Casteel Motion Baker-Latimer, second by Faisal approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.

8) **GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 7:09 p.m.



Robert Vernon, Secretary CIRHA

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY**  
**1201 SE Gateway Drive, Grimes, Iowa 50111**  
**EXECUTIVE COMMITTEE MEETING**  
**TUESDAY, JULY 18, 2023**  
**6:00 PM**

**AGENDA**

1. Roll Call and Approval of Agenda for Executive Board Meeting
2. Approval of the minutes from June 20, 2023
3. Approval of the minutes from June 26, 2023
4. June/July 2023 disbursements
  - A. Treasurers Report
5. Report of the Executive Director
  - A. Monthly Program Statistics June and July 2023
  - B. Monthly Portability Payments for July 2023
  - C. Monthly Banking Balances
  - D. Business Account - Staff Fund Expense Summary
  - E. Security Deposit Grant Program
  - F. Executive Director Overview
6. Other Business
  - A. Financials – June 2023
  - B. Approval of timing for monthly financial reports
  - C. State of Iowa Offset Collections
  - D. August 2023 meeting date change
  - E. Board Retreat
7. New Business
  - A. RESOLUTION 23-12 APPROVING REVISIONS TO THE SECTION 8 ADMINISTRATIVE PLAN
  - B. RESOLUTION 23-13 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT
8. Good of the Order

Please note that this Agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), *Code of Iowa*, in accordance with Title 11 of the Americans with Disabilities Act as it pertains to access to Public Meetings, The Executive Director of CIRHA, upon adequate notice, will make reasonable accommodation for persons with special needs. Please Contact Robert Vernon, Executive Director, at (515) 986-1882 x106 should you require assistance.