

AGENDA

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, SEPTEMBER 17, 2024
1201 SE GATEWAY DRIVE
GRIMES, IOWA 50111
6:00 PM**

1. 6:00 Roll Call and Approval of the Agenda for Executive Board Meeting
2. 6:05 Approval of the minutes from August 20, 2024
3. 6:08 Boone County Representative Jeannette Flynn Appointment
4. 6:10 August and September 2024 disbursements
 - A. Treasurers Report
5. 6:15 Report of the Executive Director
 - A. Monthly Program Statistics August and September 2024
 - B. Monthly Portability Payments for September 2024
 - C. Monthly Banking Balances
 - D. Staff Expense Fund Breakdown
 - E. Security Deposit Grant Program
 - F. Executive Director Overview
6. 6:25 Other Business
 - A. Financials-August 2024
 - B. Raccoon River Bank and Dupaco Credit Union CD Maturity
7. 6:40 New Business
 - A. RESOLUTION 24-18 APPROVING FISCAL YEAR 2023-2024 PUBLIC HOUSING PROGRAM BUDGET REVISION
 - B. RESOLUTION 24-19 APPROVING FISCAL YEAR 2023-2024 VOUCHER PROGRAM BUDGET REVISION
 - C. RESOLUTION 24-20 APPROVING FISCAL YEAR 2024-2025 PUBLIC HOUSING PROGRAM BUDGET
 - D. RESOLUTION 24-21 APPROVING FISCAL YEAR 2024-2025 VOUCHER PROGRAM BUDGET
 - E. RESOLUTION 24-22 APPROVING EXECUTION OF ONE YEAR ACCOUNTING CONTRACT WITH LOUCKS AND SCHWARTZ-PUBLIC HOUSING
 - F. RESOLUTION 24-23 APPROVING EXECUTION OF ONE YEAR ACCOUNTING CONTRACT WITH LOUCKS AND SCHWARTZ-VOUCHERS
8. 6:50 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.



**EXECUTIVE COMMITTEE MEETING
TUESDAY, SEPTEMBER 17, 2024
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

Chairperson, Craig Armstrong, called the meeting to order at 6:02 p.m. These members of the Executive Committee were present:

Craig Armstrong, Chairperson
Susan Crowdes, Treasurer
Jeannette Flynn, Boone County
Bob Findlay, Dallas County
Bill Stammerman, Dallas County
Vanessa Baker-Latimer, Story County by Zoom

Absent:
Latifah Faisal, Vice Chairperson
Craig Agan, Marion County

Staff:

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

Guest:
Shirley McAdon, City of Adel by Zoom

- 1) **AGENDA** – Motion Stammerman, second by Crowdes approving the Agenda. Motion carried by unanimous vote.
- 2) Motion Crowdes, second by Stammerman approving the August 20, 2024 minutes as presented. Motion carried by unanimous vote.
- 3) Motion Stammerman, second by Findlay accepting the appointment to the Executive Committee of Boone County Representative, Jeannette Flynn. Motion carried by unanimous vote.
- 4) **DISBURSEMENTS** – Motion Crowdes, second by Flynn approving August and September 2024 disbursements. Motion carried by unanimous vote.
 - A. Treasurer, Crowdes reported no concerns on the monthly credit card statements.
- 5) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for August and September 2024 presented as attached.
 - B. September 2024 Portability Payout Report presented as attached.
 - C. Bank account balances as of August 31, 2024 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 on the Agency Overview
 - i. CIRHA will be sending out an RFP for an Engineer for the Housing Related Hazards Grant soon.
- 6) **OTHER BUSINESS**
 - A. August 2024 financials were presented as attached.
 - B. Motion Stammerman, second by Baker-Latimer approving the Executive Director to renew Raccoon Valley Bank CD at maturity on 09/27/2024 and Dupaco Credit Union CD at maturity on 09/27/2024 for 12 months or less at the best available rates. Motion carried by unanimous vote.
- 7) **NEW BUSINESS**
 - A. **RESOLUTION 24-18 APPROVING FISCAL YEAR 2023-2024 PUBLIC HOUSING PROGRAM BUDGET REVISION** Motion Crowdes, second by Flynn approving the Resolution. Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Findlay, Aye-Flynn, Aye-Stammerman. Motion approved by roll call vote.

- B. RESOLUTION 24-19 APPROVING FISCAL YEAR 2023-2024 VOUCHER PROGRAM BUDGET REVISION Motion Flynn, second by Stammerman approving the Resolution with provision for HUD EHV funds as advised by Fee Accountant and Auditor. Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Findlay, Aye-Flynn, Aye-Stammerman. Motion approved by roll call vote.
- C. RESOLUTION 24-20 APPROVING FISCAL YEAR 2024-2025 PUBLIC HOUSING PROGRAM BUDGET Motion Stammerman, second by Findlay approving the Resolution. Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Findlay, Aye-Flynn, Aye-Stammerman. Motion approved by roll call vote.
- D. RESOLUTION 24-21 APPROVING FISCAL YEAR 2024-2025 VOUCHER PROGRAM BUDGET Motion Stammerman, second by Crowdes approving the Resolution. Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Findlay, Aye-Flynn, Aye-Stammerman. Motion approved by roll call vote.
- E. RESOLUTION 24-22 APPROVING EXECUTION OF ONE-YEAR ACCOUNTING CONTRACT WITH LOUCKS & SCHWARTZ FOR FISCAL YEAR ENDING 2025 FOR PUBLIC HOUSING PROGRAM Motion Crowdes, second by Findlay approving the Resolution. Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Findlay, Aye-Flynn, Aye-Stammerman. Motion approved by roll call vote.
- F. RESOLUTION 24-23 APPROVING EXECUTION OF ONE-YEAR ACCOUNTING CONTRACT WITH LOUCKS & SCHWARTZ FOR FISCAL YEAR ENDING 2025 FOR VOUCHER PROGRAM Motion Stammerman, second by Crowdes approving the Resolution. Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Findlay, Aye-Flynn, Aye-Stammerman. Motion approved by roll call vote.
- 8) **GOOD OF THE ORDER**
Chairperson, Craig Armstrong, adjourned the meeting at 7:29 p.m.



Robert Vernon, Secretary CIRHA