

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY  
EXECUTIVE COMMITTEE MEETING  
TUESDAY, SEPTEMBER 20, 2022  
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 (Zoom)  
Bob Findlay, Dallas County  
Bill Stammerman, Dallas County  
Susan Crowdes, Madison County (Zoom)  
Vanessa Baker-Latimer, Story County (Zoom)  
Latifah Faisal, Story County

**Absent:**  
Marvin Ostrander, Treasurer  
Jodene Allen, Tenant Advisory

**Guest:**  
Kendra Wignall, CIRHA Staff

- 1) **AGENDA** – Motion Faisal, second by Stammerman approving the Agenda as presented. Motion carried by a unanimous vote.
- 2) **MINUTES** – Motion Findlay, second by Stammerman approving the August 16, 2022 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Faisal, second by Crowdes approving August and September 2022 disbursements. Motion carried by a unanimous vote.
  - A. The Treasurer’s report was not available.
- 4) **EXECUTIVE DIRECTOR REPORT**
  - A. Monthly Program Statistics for August and September 2022 presented as attached.
  - B. September 2022 Portability Payout Report presented as attached.
  - C. Bank account balances as of August 31, 2022 presented as attached.
  - D. Security Deposit Grant Program report presented as attached.
- 5) **OTHER BUSINESS**
  - A. August 2022 financials presented as attached.
  - B. CIRHA has been issued fifteen Fair Share Vouchers by HUD. These vouchers may be distributed beginning October 1, 2022. Special fees will be funded when each voucher is leased.
  - C. Discussion on employee salary increases for FYE 2023 and September 30, 2022 conclusion of the \$200 per month cost-of-living supplement that was approved in June 2022. Motion Agan, second by Faisal approving up to 4% salary cost of living increase for all employees. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay. Motion approved by roll call vote.
  - D. Faisal and Baker-Latimer stated that they received very good recommendations from the references provided by OperationsInc. Motion Faisal, second by Findlay to approve OperationsInc. Contract. Discussion on the scope of work needed for CIRHA job descriptions and the cost of each project as expressed in the contract. Motion Faisal, second by Stammerman to approve OperationsInc. Contract and Service Agreement with addition of “Not to Exceed \$2,500” clause added to Project #1. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.

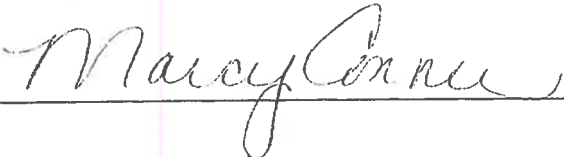
- E. The Organization Leadership Edge representatives addressed the Executive Committee by Zoom on the following:
- (1) A survey was sent to the Executive Committee, results were received from some of the members. The results are used in Strategic Planning, Executive Director Recruitment and developing a candidate profile.
  - (2) Strategic Goals and Vision draft document was presented. This document will be reviewed by the Executive Committee and finalized at future work meetings. It will also be important to have CIRHA Staff involvement.
  - (3) Three applications have been submitted for the Executive Director position. Announcement of the opening and outreach at the national and local level are still occurring. The deadline to apply is currently September 30, 2022.
  - (4) The next work session will be Tuesday, October 4, 2022 at 5:00 p.m. in the CIRHA Office.

**6) NEW BUSINESS**

- A. RESOLUTION 22-16 TO APPROVE SECTION 8 VOUCHER PAYMENT STANDARDS  
Motion Findlay, second by Faisal approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay. Motion approved by roll call vote.
- B. RESOLUTION 22-17 TO APPROVE PUBLIC HOUSING FLAT RENTS  
Motion Faisal, second by Crowdes approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay. Motion approved by roll call vote.
- C. RESOLUTION 22-18 APPROVING FAMILY SELF SUFFICIENCY ACTION PLAN TO RECEIVE TO CONTINUED FUNDING FOR FSS COORDINATOR  
Motion Findlay, second by Faisal approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay. Motion approved by roll call vote.
- D. RESOLUTION 22-19 APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES  
Motion Crowdes, second by Faisal approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay. Motion approved by roll call vote.

**GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 7:56 p.m.

  
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Marcy Conner, Secretary CIRHA