

CENTRAL IOWA REGIONAL HOUSING AUTHORITY
1201 SE Gateway Drive, Grimes, Iowa 50111
EXECUTIVE COMMITTEE MEETING
TUESDAY, JANUARY 23, 2024
6:00 PM
AGENDA

1. Roll Call and Approval of Amended Agenda for Executive Board Meeting
2. Approval of the minutes from December 19, 2023
3. November/December 2023 disbursements
 - A. Treasurers Report
4. Report of the Executive Director
 - A. Monthly Program Statistics December 2023 and January 2024
 - B. Monthly Portability Payments for December 2023
 - C. Monthly Banking Balances
 - D. Business Account - Staff Fund Expense Summary
 - E. Security Deposit Grant Program
 - F. Executive Director Overview
5. Other Business
 - A. Financials-October, November, December 2023
 - B. Discuss and Approve CIRHA Development Corp Articles of Incorporation and Bylaws
6. New Business
 - A. RESOLUTION 23-38 APPROVING AND AUTHORIZING THE CONTINUATION OF INTERAGENCY AGREEMENT WITH IOWA DEPARTMENT OF INSPECTIONS AND APPEALS
 - B. RESOLUTION 24-01 APPROVAL OF APPLIANCE PURCHASE AND REPLACEMENT
7. 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, JANUARY 23, 2024
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

Chairperson, Craig Armstrong, called the meeting to order at 6:01 p.m. These members of the Executive Committee were present:

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

Absent:
Marvin Ostrander, Boone County

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

Guest:
Shirley McAdon, City of Adel by Zoom

- 1) **AGENDA** – Motion Findlay, second by Agan approving the Amended Agenda. Motion carried by a unanimous vote.
- 2) Motion Findlay, second by Agan approving the December 19, 2023 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Findlay, second by Faisal approving December 2023 and January 2024 disbursements. Motion carried by a unanimous vote.
 - A. Treasurer, Crowdes reported no concerns on the monthly credit card statement.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for December 2023 and January 2024 presented as attached.
 - B. January 2024 Portability Payout Report presented as attached.
 - C. Bank account balances as of December 31, 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) As of 12/31/23 the HCV Program was 90% or above leased.
 - (2) Will present a recommendation at the next meeting to replenish the Staff Fund Expense Account through the non-federal funds held in CIRHA Business Account.
- 5) **OTHER BUSINESS**
 - A. October, November and December 2023 financials were presented as attached.
 - B. Motion Faisal, second by Stammerman to continue discussion of CIRHA Development Corp. Articles of Incorporation and Bylaws until next meeting after new information has been reviewed. Motion carried by a unanimous vote.
- 6) **NEW BUSINESS**
 - A. RESOLUTION 23-38 APPROVING AND AUTHORIZING THE CONTINUATION OF INTERAGENCY AGREEMENT WITH IOWA DEPARTMENT OF

INSPECTIONS AND APPEALS - Motion Crowdes, second by Findlay to continue discussion until next meeting. Motion carried by a unanimous vote.

- B. RESOLUTION 24-01 APPROVAL OF APPLIANCE PURCHASE AND REPLACEMENT Motion Findlay, second by Agan approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.

7) GOOD OF THE ORDER

Chairperson, Craig Armstrong, adjourned the meeting at 7:49 p.m.



Robert Vernon, Secretary CIRHA