

AGENDA

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, MARCH 19, 2024
1201 SE GATEWAY DRIVE
GRIMES, IOWA 50111
6:00 PM**

1. Roll Call and Approval of the Agenda for Executive Board Meeting
2. Approval of the minutes from February 20, 2024
3. February and March 2024 disbursements
 - A. Treasurers Report
4. Report of the Executive Director
 - A. Monthly Program Statistics February and March 2024
 - B. Monthly Portability Payments for March 2024
 - C. Monthly Banking Balances
 - D. Staff Expense Fund Breakdown
 - E. Security Deposit Grant Program
 - F. Executive Director Overview
5. Other Business
 - A. Financials-February 2024
 - B. Dupaco Credit Union Certificate of Deposit Maturity
 - C. Employee Health Insurance Renewal
 - D. Employee Dental Insurance Renewal
6. New Business
 - A. RESOLUTION NO. 24-06 COMMITMENT TO USE UNRESTRICTED NET ASSETS FOR HOUSING ASSISTANCE PAYMENTS (HAP)
 - i. HUD authorizes PHA use of Unrestricted Net Assets if a shortfall occurs while maximizing HCV leasing.
 - B. RESOLUTION NO. 24-07 APPROVING FISCAL YEAR 2023-2024 PUBLIC HOUSING PROGRAM BUDGET REVISION
 - C. RESOLUTION NO. 24-08 APPROVING FISCAL YEAR 2023-2024 HOUSING CHOICE VOUCHER PROGRAM BUDGET REVISION
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, MARCH 19, 2024
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

Chairperson, Craig Armstrong, called the meeting to order at 6:12 p.m. These members of the Executive Committee were present:

Craig Armstrong, Chairperson
Latifah Faisal, Vice Chairperson
Bob Findlay, Dallas County
Bill Stammerman, Dallas County by Zoom
Craig Agan, Marion County

Absent:
Susan Crowdes, Treasurer
Marvin Ostrander, Boone County
Vanessa Baker-Latimer, Story County

Staff:

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

- 1) **AGENDA – Motion Agan, second by Findlay approving the Agenda. Motion carried by a unanimous vote.**
- 2) **Motion Findlay, second by Agan approving the February 20, 2024 minutes as presented. Motion carried by unanimous vote.**
- 3) **DISBURSEMENTS – Motion Agan, second by Findlay approving February and March 2024 disbursements. Motion carried by a unanimous vote.**
 - A. Treasurer, Crowdes reported to CIRHA prior to the meeting, that there were no concerns on the monthly credit card statement.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for February and March 2024 presented as attached.
 - B. March 2024 Portability Payout Report presented as attached.
 - C. Bank account balances as of February 29, 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 reported on the Agency Overview
 - Administrative Assistance is answering incoming phone calls instead of an auto-attendant.
 - Working on CD Investments; some banks and credit unions are not able to sign the General Depository Agreement required by HUD for federal funds. Robert will continue to provide updates on CD investments.
 - Turnaround on vacant Public Housing units has been positively impacted by the hiring of a third Maintenance Technician resulting in quicker leasing.
 - Vacant unit in Melcher-Dallas suffered major damage from a broken water pipe; an insurance claim has been opened.
 - SEMAP deficiency/corrective action letter has been submitted to HUD as required.
 - CIRHA will be helping a resident that relocated to Public Housing from out of state, with transporting some donations from The Freestore.
 - Working on getting CIRHA registered as an entity with the Secretary of State.
 - Recent discussions with HUD on HCV Utilization. Robert will send out the Two Year Tool to the Board highlighting critical areas that impact the decision to approve funding a shortfall.

5) **OTHER BUSINESS**

- A. February 2024 financials were presented as attached. Robert will work with the Fee Accountant on revisions to February 2024 financials prior to budget revisions being made.
- B. Robert will research current CD rates for reinvestment of Dupaco CD maturing on March 27, 2024. These funds will be reinvested at a financial institution with the highest rate available.
- C. Motion Faisal, second by Findlay approving to continue with current Wellmark BCBS health insurance plan at proposed renewal rates as presented. Aye-Agan, Aye-Armstrong, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.
- D. Motion Agan, second by Findlay approving the Delta Dental insurance renewal rates as presented. Aye-Agan, Aye-Armstrong, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.

6) **NEW BUSINESS**

- A. RESOLUTION 24-06 APPROVING AND AUTHORIZING THE COMMITMENT TO USE UNRESTRICTED NET ASSETS FOR HAP SHORTFALL Motion Stammerman, second by Findlay approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.
- B. RESOLUTION 24-07 APPROVING FISCAL YEAR 2023-2024 PUBLIC HOUSING PROGRAM BUDGET REVISION Motion Agan, second by Findlay approving Resolution with exception of moving Security Deposit Grant line 4590.2 to Section 8 Voucher Program budget. Aye-Agan, Aye-Armstrong, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.
- C. RESOLUTION 24-08 APPROVING FISCAL YEAR 2023-2024 SECTION 8 VOUCHER PROGRAM BUDGET REVISION Motion Findlay, second by Faisal approving Resolution with exception of moving Security Deposit Grant line 4590.2 from Public Housing to Section 8 Program budget. Aye-Agan, Aye-Armstrong, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.

7) **GOOD OF THE ORDER**

- A. Resignation received from Commissioner, Todd Kilzer representing the City of Urbandale, Iowa.

Chairperson, Craig Armstrong, adjourned the meeting at 8:05 p.m.



Robert Vernon, Secretary CIRHA