

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

1. Roll Call and Approval of Agenda for Executive Board Meeting
2. Approval of the minutes from March 21, 2023
3. March/April 2023 disbursements
 - A. Treasurers Report
4. Report of the Executive Director
 - A. Monthly Program Statistics March and April 2023
 - B. Monthly Portability Payments for April 2023
 - C. Monthly Banking Balances
 - D. Business Account - Staff Fund Expense Summary
 - E. Security Deposit Grant Program
 - F. Agency Overview and Current Focus
5. Other Business
 - A. Financials – March 2023
 - B. Maintenance Work Clothing Allowance
6. New Business
 - A. **RESOLUTION 23-06 APPROVING AND IMPLEMENTING REVISED PUBLIC HOUSING LEASE**
 - i. Updated Owned Housing lease; includes maintenance charges.
 - B. **RESOLUTION 23-08 APPROVING THE REVISIONS TO THE SECTION 8 ADMINISTRATIVE PLAN**
 - i. Occupancy Standards
 - ii. Payment Standards
 - iii. Portability from Waiting List
 - C. **RESOLUTION 23-09 APPROVING INVESTMENT OF EXCESS FUNDS IN CDs**
 - D. **RESOLUTION 23-10 APPROVING A BUDGET REVISION FOR ADDITIONAL STAFFING – MAINTENANCE TECH AND CASE WORKER/INSPECTOR**
 - E. **RESOLUTION 23-11 APPROVING THE CREATION OF A PROJECT BASED VOUCHER PROGRAM**
7. Good of the Order

If you are unable to attend in person, you may attend:

- By ZOOM – Meeting ID: 983 918 8147 Passcode: 957308
- By telephone – (833) 548-0276

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, APRIL 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
Marvin Ostrander, Treasurer
Bill Stammerman, Dallas County
Bob Findlay, Dallas County
Susan Crowdes, Madison County
Vanessa Baker-Latimer, Story County
Latifah Faisal, Story County

Staff:

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

- 1) AGENDA – Motion Crowdes, second by Stammerman approving the Agenda as presented. Motion carried by a unanimous vote.
- 2) Motion Crowdes, second by Faisal approving the March 21, 2023 minutes as presented. Motion carried by unanimous vote.
- 3) DISBURSEMENTS – Motion Faisal, second by Crowdes approving March and April 2023 disbursements. Motion carried by a unanimous vote.
 - A. The Treasurer reported no concerns.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for March and April 2023 presented as attached.
 - B. April 2023 Portability Payout Report presented as attached.
 - C. Bank account balances as of March 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 spoke on the Agency Overview and Current Focus
 - (1) LIHTC Deals – Potential for CIRHA’s future involvement in Newton and Waukee with Project Based Vouchers.
 - (2) Ames Motel – Potential for CIRHA to provide Emergency Housing Vouchers.
 - (3) CIRHA applied for a \$4,264,508 Housing Related Hazards Capital Fund Grant for Public Housing properties.
 - (4) Non-profit launch to be discussed in near future.
 - (5) CIRHA Public Housing
 - (a) 95/100 REAC Score for FYE 2022
 - (b) In the process of purchasing/replacing Maintenance vehicles.
 - (c) Windows are currently being replaced at scattered units.
 - (6) The Office is no longer going to be closed to the public on Wednesdays.
 - (7) Cash will no longer be accepted for any transaction at CIRHA.
 - (8) Reminder of Board “To Do List” presented at March 2023 meeting.

5) **OTHER BUSINESS**

- A. March 2023 financials presented as attached.
- B. Motion Agan, second by Faisal approving Executive Director to move forward with maintenance work clothing purchase as considered necessary. Motion carried by a unanimous vote.

6) **NEW BUSINESS**

- A. RESOLUTION 23-06 APPROVING AND IMPLEMENTING REVISED PUBLIC HOUSING LEASE
Motion Agan, second by Stammerman approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.
- B. RESOLUTION 23-08 APPROVING THE REVISIONS TO THE SECTION 8 ADMINISTRATIVE PLAN
Motion Faisal, second by Crowdes approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.
- C. RESOLUTION 23-09 APPROVING INVESTMENT OF EXCESS FUNDS IN CDs
Motion Faisal, second by Findlay approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.
- D. RESOLUTION 23-10 APPROVING BUDGET REVISION FOR ADDITIONAL STAFFING-MAINTENANCE TECHNICIAN
Motion Stammerman, second by Agan approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.
- E. RESOLUTION 23-11 APPROVING THE CREATION OF A PROJECT BASED VOUCHER PROGRAM
Motion Stammerman, second by Baker-Latimer amending the Agenda to remove Resolution. Motion carried by a unanimous vote.

7) **GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 7:37 p.m.



Robert Vernon, Secretary CIRHA