

**MEETING OF THE
CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE
1201 SE GATEWAY DRIVE
GRIMES, IOWA
TUESDAY, April 18, 2017
6:00 p.m.**

1. Roll Call and Approval of Agenda for Executive Board Meeting
2. Approval of the minutes from
 - A. Executive Committee meeting on March 21, 2017
3. **April, 2017** disbursements
4. Report of the Executive Director
 - A. Monthly Program Statistics – March/April, 2017
 - B. Monthly Banking Balances
 - C. Security Deposit Grant
 - D. State Offset
 - E. Executive Committee Members listing
5. Other Business
 - A. March, 2017 financials
 - B. Code of Professional Ethics
 - C. NAHRO Conference training in Indianapolis for 2 employees
 - D. Iowa NAHRO Conference Commissioner training - April 20, 2017
 - E. CIRHA website – www.cirhahome.org
6. New Business

***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.**

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, MARCH 21, 2017
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

The Chairperson, Todd Kilzer, called the meeting to order at 6:00 p.m. The following members of the Executive Committee were present:

Todd Kilzer-Chairperson
Bill Stammerman-Vice Chairperson
Marlene Stout-Treasurer
Randy Schmitz-Boone County
Paul Thompson-Dallas County

ABSENT:
Craig Agan-Marion County

Craig Armstrong-Jasper County
Denyse Thompson-Madison County
Lauris Olson-Story County
Jodene Allen-Tenant Advisory

GUEST:
Deb Schildroth-Story County
Kendra Wignall-CIRHA employee

- 1) **AGENDA** – Motion Stammerman, second Armstrong to approve the Amended Agenda. Motion carried by a unanimous vote.
- 2) **MINUTES** - Motion Armstrong, second D. Thompson to approve the February 21, 2017 minutes as presented. Motion carried by a unanimous vote.
- 3) **DISBURSEMENTS** – Motion D. Thompson, second Schmitz to approve March 2017 disbursements. Motion carried by a unanimous vote.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for February and March 2017 were presented as attached.
 - B. Bank account balances as of 02/28/17 were presented as attached.
 - C. Security Deposit Grant Program report was presented as attached.
 - D. CIRHA was required to re-submit documents proving eligibility for the State of Iowa Offset Program. During this time submissions were on hold, so no amount has been recovered thus far in 2017.
- 5) **OTHER BUSINESS**
 - A. February 2017 financials were presented as attached.
 - B. CIRHA received one finding on the 2015-2016 Audit due to an error made by the agency's fee accountant. A final audit report will be available at the annual meeting in June.
 - C. Motion D. Thompson, second Schmitz accepting Story County Alternate Representative, Deb Schildroth's resignation and appointing Lauris Olson as the Story County Alternate Representative. Motion carried by a unanimous vote.
 - D. All Commissioners are required to sign a Code of Ethics annually. Ms. Conner will provide a 'Commissioner Code of Ethics' document at the next meeting and collect them.
 - E. Motion D. Thompson, second P. Thompson authorizing withdrawal of \$100,000 from CIRHA Public Housing Investment Account to deposit into a Certificate of Deposit at Visionbank for the term of 14 months with a rate of 1.50% interest. Ayes- Stammerman, Stout, D. Thompson, P. Thompson, Armstrong, Olson, Allen; Abstain Schmitz.
Motion Armstrong, second P. Thompson authorizing withdrawal of \$200,000 from CIRHA Section 8 Investment Account to deposit into a Certificate of Deposit at Visionbank for the term of 14 months with a rate of 1.50% interest. Ayes- Stammerman, Stout, D. Thompson, P. Thompson, Armstrong, Olson, Allen; Abstain Schmitz.
 - F. Five Commissioners will be attending the Iowa NAHRO 2017 Conference in West Des Moines, Iowa on April 20, 2017.
 - G. CIRHA's updated website www.cirhahome.org can be viewed any time after March 22, 2017.

6) **NEW BUSINESS**

- A. **RESOLUTION 17-03 RESOLUTION COMMITTING TO UTILIZE UNRESTRICTED NET ASSETS** – Motion Armstrong, second Stout to approve Resolution as presented. Motion carried by a unanimous vote.
- B. **RESOLUTION 17-04 RESOLUTION APPROVING AND AUTHORIZING CAPITAL FUND BUDGET REVISION FOR IA05P13150115** - Motion D. Thompson, second Armstrong to approve Resolution as presented. Motion carried by a unanimous vote.
- C. **RESOLUTION 17-05 RESOLUTION APPROVING AND AUTHORIZING CAPITAL FUND BUDGET REVISION FOR IA05P13150115** - Motion D. Thompson, second Armstrong to approve Resolution as presented. Motion carried by a unanimous vote.

Chairperson, Todd Kilzer adjourned the meeting at 7:13 p.m. Motion Stammerman, second Stout to adjourn meeting. Motion carried by unanimous vote.

 Marcy Conner, Secretary CIRHA