



CENTRAL IOWA REGIONAL HOUSING AUTHORITY

Executive Committee Members

Marlene Stout, Chairman	Denyse Thompson, Vice Chair
Paul Thompson, Treasurer	Randy Schmidt, Boone County
Bill Stammerman, Dallas County	Craig Armstrong, Jasper County
Denyse Thompson, Madison County	Craig Agan, Marion County
Vanessa Baker-Latimer, Story County	Jodene Allen, Tenant Advisory

AUGUST 10, 2018

NOTICE OF EXECUTIVE COMMITTEE MEETING

CIRHA Board of Commissioners,

Please be advised that the Executive Committee meeting of the Central Iowa Regional Housing Authority (CIRHA) is scheduled for **Tuesday, August 21, 2018** at the CIRHA office located at 1201 SE Gateway Drive, Grimes. Enclosed please find the agenda for the Executive Committee meeting.

Please call if you have any questions regarding the agenda or meeting date/location.
Thank you

Sincerely,


Marcy Conner
CIRHA Executive Director



**MEETING OF THE
CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE
1201 SE GATEWAY DRIVE
GRIMES, IOWA
TUESDAY, AUGUST 21, 2018**

1. Roll Call and Approval of Agenda for Executive Board Meeting
2. Approval of the minutes from
 - A. Executive Committee meeting on **July 17, 2018**
3. August, 2018 disbursements
4. Report of the Executive Director
 - A. Monthly Program Statistics – July/August, 2018
 - B. Monthly Banking Balances
 - C. Security Deposit Grant
5. Other Business
 - A. July Financials
 - B. Executive Committee - Madison County Representative
 - C. Staffing Changes
 - D. Capital Funds – 2018-2019
 - E. CIRHA Business Account
 - F. Staff Benefits
 - G. Executive Director Written Evaluations
6. New Business
 - A. RESOLUTION 18-13 RESOLUTION APPROVING EXECUTION OF THREE YEAR AUDIT CONTRACT WITH NIEWEDE & WIENS

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 Marcy Conner, Executive Director, at (55) 986-1882 x26 should you require assistance.

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, JULY 17, 2018
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

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

Chairman-Todd Kilzer
Marlene Stout-Vice Chairperson
Bill Stammerman-Dallas County
Craig Armstrong-Jasper County
Denyse Thompson-Madison County
Craig Agan-Marion County
Vanessa Baker-Latimer-Story County
Jodene Allen-Tenant Advisory

Absent:
Randy Schmitz-Boone County

Guest:
Paul Thompson-Dallas County Alternate
Kendra Wignall-CIRHA employee

- 1) **AGENDA** – Motion Stammerman, seconded by Armstrong to approve the Agenda as presented. Motion carried by a unanimous vote.
- 2) **MINUTES** - Vice Chairperson, Stout began discussion of Other Business; Item D. on the June 19, 2018 minutes. Executive Committee members in attendance stated opinions on Kilzer’s appointment as a Dallas County representative and Paul Thompson’s action to step down from Treasurer to become the Dallas County Alternate Representative. During discussion, Chairman, Kilzer submitted a verbal resignation and exited the meeting. Motion Agan, seconded by Armstrong to approve the June 19, 2018 minutes as presented. Motion carried by a unanimous vote.
- 3) **DISBURSEMENTS** – Motion Agan, seconded by Stammerman approving July 2018 disbursements. Motion carried by a unanimous vote.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for June and July 2018 were presented as attached.
 - B. Bank account balances as of 06/30/18 were presented as attached.
 - C. Security Deposit Grant Program report was presented as attached. Motion Baker-Latimer, seconded by D. Thompson to allocate an additional \$7,000 from the Homeownership account to fund the Security Deposit Grant Program. Motion carried by a unanimous vote.
- 5) **OTHER BUSINESS**
 - A. June 2018 financials were presented as attached.
 - B. Stammerman will remain as the Dallas County Representative.
 - C. Paul Thompson will remain as the Treasurer.
Stout will assume the position of the Chairperson.
Motion Stammerman, seconded by Armstrong appointing Denyse Thompson as the Vice Chairperson. Motion carried by a unanimous vote.

- D. Philip Macumber has agreed to join the Executive Committee as the Madison County Representative.
- E. Discussion on using funds from the CIRHA Business Account to hold staff appreciation outings. Motion Baker-Latimer, seconded by P. Thompson approving an amount not to exceed \$5,000 from the CIRHA Business Account to be used for staff appreciation outings at the discretion of Ms. Conner. Further details of the outings will be presented to the Executive Committee. Motion carried by a unanimous vote.

6) **NEW BUSINESS**

- A. **RESOLUTION 18-09 APPROVING AND IMPLEMENTING THE PHAS PLAN FOR FISCAL YEAR 2018-2019** Motion Stammerman, seconded by Armstrong to approve Resolution as presented. Motion carried by a unanimous vote.
- B. **RESOLUTION 18-10 RESOLUTION APPROVING THE REVISIONS TO THE SECTION 8 ADMINISTRATIVE PLAN** Motion D. Thompson, seconded by Armstrong to approve Resolution as presented. Motion carried by a unanimous vote.
- C. **RESOLUTION 18-11 RESOLUTION APPROVING THE REVISION TO THE PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP)** Motion Agan, seconded by Stammerman to approve Resolution as presented. Motion carried by a unanimous vote.
- D. **RESOLUTION 18-12 RESOLUTION APPROVING AND AUTHORIZING THE WITHDRAW OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT – Mead** Motion Baker-Latimer, seconded by Armstrong to approve Resolution as presented. Motion carried by a unanimous vote.

Motion Armstrong, seconded by D. Thompson to allow Kilzer ‘a cooling off period’ until Friday, July 20, 2018 and to make a final decision of resignation by that date. (contingent upon Kilzer’s final decision) proposing to purchase of a special gift for Kilzer acknowledging his long service on the CIRHA Board of Commissioners and Executive Committee. Ms. Conner to present gift purchase at the next meeting. Ayes-Allen, Agan, Armstrong, Baker-Latimer, D. Thompson, P. Thompson; Naves-Stammerman, Stout.

Chairperson, Stout, adjourned the meeting at 7:30 p.m. Motion Armstrong, seconded by Agan to adjourn meeting. Motion carried by unanimous vote.



Marcy Conner, Secretary CIRHA