

**MEETING OF THE
CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE
1201 SE GATEWAY DRIVE
GRIMES, IOWA
TUESDAY, AUGUST 29, 2017
6:00 pm**

1. Roll Call and Approval of Agenda for Executive Board Meeting
2. Approval of the minutes from
 - A. Executive Committee meeting on **July 11, 2017**
3. **August, 2017** disbursements
4. Report of the Executive Director
 - A. Monthly Program Statistics – July/August, 2017
 - B. Monthly Banking Balances
 - C. Security Deposit Grant
5. Other Business
 - A. June, 2017 financials
 - B. July, 2017 financials
 - C. Project Based Vouchers
 - D. Board Binders
 - E. Board Planning Retreat
 - F. Ethics for Commissioners – E learning; November 15-16, 2017
 - G. NAHRO Summer Conference reports – Conner & Meister
 - H. Annual Evaluation committee for Executive Director
 - I. Updated PHAS Score – High Performer
6. New Business
 - A. RESOLUTION 17-14 RESOLUTION APPROVING AND IMPLEMENTING EMERGENCY TRANSFER PLAN FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING
 - B. RESOLUTION 17-15 RESOLUTION APPROVING CERTIFICATION OF FAMILY SELF SUFFICIENCY APPLICATION FOR CONTINUED FUNDING FOR COORDINATOR

*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, AUGUST 29, 2017
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

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

Todd Kilzer- Chairperson
Randy Schmitz-Boone County
Bill Stammerman-Dallas County
Craig Armstrong-Jasper County
Denyse Thompson-Madison County
Vanessa Baker-Latimer-Story County
Jodene Allen-Tenant Advisory

ABSENT:
Marlene Stout-Vice Chairperson
Paul Thompson-Treasurer
Craig Agan-Marion County
GUEST:
Lane Shaver-Madrid, IA Alternate
Kendra Wignall-CIRHA employee

- 1) **AGENDA** – Motion Baker-Latimer, second Stammerman approving the Agenda as presented. Motion carried by a unanimous vote.
- 2) **MINUTES** - Motion D. Thompson, second Allen to approve the July 11, 2017 minutes as presented. Motion carried by a unanimous vote.
- 3) **DISBURSEMENTS** – Motion Schmitz, second D. Thompson to approve August 2017 disbursements. Motion carried by a unanimous vote.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for July and August 2017 were presented as attached.
 - B. Bank account balances as of 07/31/17 were presented as attached.
 - C. Security Deposit Grant Program report was presented as attached.
- 5) **OTHER BUSINESS**
 - A. June and July 2017 financials were presented as attached.
 - B. Ms. Conner provided FAQ on Project Based Vouchers as requested by Mr. Armstrong followed by discussion on CIRHA administering this type of voucher. Ms. Conner has been asked to conduct an analysis of the Housing Authority funding and voucher availability to be presented to the Executive Committee for review and further discussion on Project Based Vouchers.
 - C. Informational binders were provided to Executive Committee members that were present. Please contact Ms. Conner with any additional information you would find useful to have in the binders.
 - D. Ms. Conner has contacted Mr. Jim Inglis about presenting Commissioner training at a board retreat. Mr. Inglis proposed the dates of November 7 & 8, 2017. The Executive Committee would prefer November 8 & 9, 2017. Ms. Conner will contact Mr. Inglis regarding his availability and follow up with Executive Committee members soon.
 - E. NAHRO is offering e-learning (online) Ethics training for Commissioners on November 15 & 16, 2017. Please contact Ms. Conner for more information.

- F. Written reports were presented by Ms. Conner and Rochelle Meister on the 2017 National NAHRO Summer Conference.
- G. The Committee for the Executive Director's Annual Evaluation will include Mr. Schmitz and the three officers; Mr. Kilzer, Ms. Stout and Mr. Thompson. Ms. Conner was asked to provide Mr. Kilzer with a salary history and her three previous evaluations. A report and any recommendations will be presented to the Executive Committee.
- H. CIRHA received 90/100 Public Housing Assessment System (PHAS) score for fiscal year ending September 30, 2016. The agency obtained high performer status. The scoring report was presented as attached.
- 6) **NEW BUSINESS**
- A. **RESOLUTION 17-14 RESOLUTION APPROVING AND IMPLEMENTING EMERGENCY TRANSFER PLAN FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING** Motion Armstrong, second Stammerman to approve Resolution as presented. Motion carried by a unanimous vote.
- B. **RESOLUTION 17-15 RESOLUTION APPROVING CERTIFICATION OF FAMILY SELF SUFFICIENCY APPLICATION FOR CONTINUED FUNDING FOR COORDINATOR** Motion D. Thompson, second Schmitz to approve Resolution as presented. Motion carried by a unanimous vote.

Chairperson, Todd Kilzer adjourned the meeting at 6:55 p.m. Motion Stammerman, second Schmitz to adjourn meeting. Motion carried by unanimous vote.



Marcy Conner, Secretary CIRHA