

**MEETING OF THE
CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE
1201 SE GATEWAY DRIVE, GRIMES, IOWA
TUESDAY, JANUARY 21, 2020
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 **November 19, 2019**
3. December, 2019 and January, 2020 disbursements
4. Report of the Executive Director
 - A. Monthly Program Statistics –December, 2019/January, 2020
 - B. Monthly Portability Payments for January, 2020
 - C. Monthly Banking Balances
 - D. Security Deposit Grant
 - E. Maintenance Truck Repairs
 - F. Evaluation Comments
5. Other Business
 - A. Vice Chairman Appointment
 - B. Phillip Macumber resignation – Madison County
 - C. Madison County Representative
 - D. Financials
 - i. October, 2019
 - ii. November, 2019
 - iii. December, 2019
 - E. Underground Electric Line Easement – Madrid
 - F. Copier Purchase
 - G. Public Housing Assessment (PHAS) Score
 - H. Conference Approval for Executive Director, Staff, and Commissioners
6. New Business
 - A. **RESOLUTION 19-24 RESOLUTION APPROVING THE REVISIONS TO THE SECTION 8 ADMINISTRATIVE PLAN**
 - i. Revisions to Plan to include newly offered funding for up to 25 Foster Youth to Independence (FYI) tenant protection vouchers
 - B. **RESOLUTION 20-01 RESOLUTION OF SUPPORT FOR BILL S.912 TO REQUIRE CERTAIN PUBLIC HOUSING AGENCIES TO ABSORB PORT-IN HOUSING CHOICE VOUCHERS**
 - i. Support to have portability rules changed
 - C. **RESOLUTION 20-02 RESOLUTION APPROVING THE OPERATING BUDGET REVISIONS FOR FISCAL YEAR BEGINNING 10/1/2018**
 - i. Updates to 2018 – 2019 operating budget
 - D. **RESOLUTION 20-03 RESOLUTION APPROVING AND AUTHORIZING CAPITAL FUND BUDGET REVISION – IA05P13150118**
 - i. Have all Capital Fund in Operations for payment allocations
 - E. **RESOLUTION 20-04 RESOLUTION APPROVING AND AUTHORIZING CAPITAL FUND BUDGET REVISION – IA05P13150119**
 - i. Have all Capital Funds in Operation for payment allocations

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, JANUARY 21, 2020
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

Chairperson, Craig Armstrong, called the meeting to order at 6:03 p.m. These members of the Executive Committee were present:

Craig Armstrong, Chairperson
Craig Agan, Vice Chairperson
Paul Thompson, Treasurer (by telephone)
Randy Schmitz, Boone County
Marvin Ostrander, Boone County
Bill Stammerman, Dallas County
Marlene Stout, Jasper County
Kelley Brown, Madison County
Vanessa Baker-Latimer, Story County (by telephone)
Lauris Olson, Story County (by telephone)
Jodene Allen, Tenant Advisory

Absent:

Guests:

Kendra Wignall, CIRHA Staff

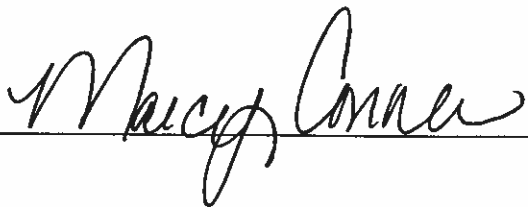
- 1) **AGENDA** – Motion Agan, seconded by Allen to approve the Agenda as presented. Motion carried by a unanimous vote.
- 2) **MINUTES** – Motion Olson, seconded by Schmitz to approve the November 19, 2019 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Stammerman, seconded by Stout to approve December 2019 and January 2020 disbursements. Motion carried by a unanimous vote.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for December 2019 and January 2020 were presented as attached.
 - B. January 2020 Portability Payout Report presented as attached.
 - C. Bank account balances as of December 31, 2019 were presented as attached.
 - D. Security Deposit Grant Program report was presented as attached.
 - E. One of CIRHA's maintenance vehicles suffered damage in a single car accident while doing snow removal. The vehicle has been repaired. Total cost of repair was \$5,404.00; CIRHA's deductible is \$250.00.
 - F. Marcy Conner, Executive Director made comments regarding her annual evaluation, please contact her with any questions.
- 5) **OTHER BUSINESS**
 - A. Chairperson Armstrong called for nominations for Vice Chairperson and nominated Craig Agan and asked for other nominations; having none, Schmitz, seconded by Stammerman to close the floor for nominations. Motion carried by a unanimous vote.
Motion Olson, seconded by Ostrander approving Craig Agan for Vice Chairperson. Motion carried by a unanimous vote.
-It was requested that Ms. Conner update each Executive Committee member on their term expiration dates.
 - B. The Executive Committee accepted Madison County Representative, Philip Macumber's resignation.
 - C. The Executive Committee appointed Kelley Brown as the Madison County Representative on the Executive Committee.
 - D. October, November and December 2019 financials were presented as attached.

- E. Motion Agan, seconded by Schmitz authorizing Executive Director, Marcy Conner to move forward with the Underground Electric Line Easement in Madrid, Iowa per attorney's instructions. Motion carried by a unanimous vote.
- F. Motion Olson, seconded by P. Thompson approving purchase of two Xerox copy machines totaling \$15,948.00 from LRI LLC with a monthly service agreement cost of \$253.00. Motion carried by a unanimous vote.
- G. CIRHA received 83/100 Public Housing Assessment System (PHAS) score for fiscal year ending September 30, 2019. Ms. Conner has appealed the score due to errors caused by HUD that affected the score. Once the errors are corrected, CIRHA's score should be 94/100.
- H. -Motion Schmitz, seconded by Agan approving travel expenses not to exceed \$1,000 per conference for Ms. Conner to attend: NAHRO Legislative Conference in Washington, DC March 29-31, 2020, NCRC Conference in Chicago, Illinois April 22-24, 2020, and NAHRO National Conference in Orlando, Florida October 1-3, 2020. Motion carried by a unanimous vote.
 - Ms. Conner to present additional staff training/conference costs for approval at the next meeting.
 - Training/conference opportunities for Commissioner's were presented. Motion Ostrander, seconded by Stammerman approving Chairperson Armstrong to attend the NAHRO Legislative Conference in Washington, DC March 29-31, 2020 at the cost of approximately \$1,800.00. Motion carried by a unanimous vote.
 - Holding a board retreat was briefly discussed. Ms. Conner has contacted the HUD Office in Kansas City, Missouri and confirmed HUD Staff would be willing to provide training. Ms. Conner will be in contact with the Executive Committee regarding availability and suggestions on a location for a retreat.

6) **NEW BUSINESS**

- A. **RESOLUTION 19-24 RESOLUTION APPROVING THE REVISIONS TO THE SECTION 8 ADMINISTRATIVE PLAN** Motion Stammerman, seconded by Allen to approve Resolution as presented. Motion carried by a unanimous vote.
- B. **RESOLUTION 20-01 RESOLUTION OF SUPPORT FOR BILL S.912 TO REQUIRE CERTAIN PUBLIC HOUSING AGENCIES TO ABSORB PORT-IN HOUSING CHOICE VOUCHERS** Motion Agan, seconded by Schmitz to approve Resolution as presented. Motion carried by a unanimous vote.
- C. **RESOLUTION 20-02 RESOLUTION APPROVING THE OPERATING BUDGET REVISIONS FOR FISCAL YEAR BEGINNING 10/1/2018** Motion Stammerman, seconded by Allen to approve Resolution as presented. Motion carried by a unanimous vote.
- D. **RESOLUTION 20-03 RESOLUTION APPROVING AND AUTHORIZING CAPITAL FUND BUDGET REVISION – IA05P13150118** Motion Schmitz, seconded by Agan to approve Resolution as presented. Motion carried by a unanimous vote.
Funds will be held in the Homeownership bank account until payment allocations are made.
- E. **RESOLUTION 20-04 RESOLUTION APPROVING AND AUTHORIZING CAPITAL FUND BUDGET REVISION – IA05P13150119** Motion P. Thompson, seconded by Allen to approve Resolution as presented. Motion carried by a unanimous vote.
Funds will be held in the Homeownership bank account until payment allocations are made.

Chairperson, Craig Armstrong, adjourned the meeting at 7:25 p.m.



Marcy Conner, Secretary CIRHA