



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
Philip Macumber, Madison County	Craig Agan, Marion County
Vanessa Baker-Latimer, Story County	Jodene Allen, Tenant Advisory

January 8, 2019

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, January 15, 2019 at 6:00 pm** 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,

A handwritten signature in blue ink that reads 'Marcy Corner'.

Marcy Corner
CIRHA Executive Director



**MEETING OF THE
CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE
1201 SE GATEWAY DRIVE
GRIMES, IOWA
TUESDAY, JANUARY 15, 2019
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 27, 2018**
3. October, 2018 disbursements
4. Report of the Executive Director
 - A. Monthly Program Statistics –December, 2018/January, 2019
 - B. Portability Payments for January, 2019
 - C. Monthly Banking Balances
 - D. Security Deposit Grant
5. Other Business
 - A. October Financials
 - B. November Financials
 - C. December Financials
 - D. Funding availability with shutdown
 - E. PHAS Score
 - F. SEMAP Score
 - G. Staff Benefit Review Committee report
6. New Business
 - A. RESOLUTION 19-01 RESOLUTION APPROVING AND AUTHORIZING CONTINUATION OF INTERAGENCY AGREEMENT WITH IOWA DEPARTMENT OF INSPECTION AND APPEALS
 - B. RESOLUTION 19-02 RESOLUTION APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT - Erickson

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, NOVEMBER 27, 2018
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

Treasurer, Paul Thompson, called the meeting to order at 6:00 p.m. These members of the Executive Committee were present:

Denyse Thompson-Vice Chairperson (at 6:05 pm)
Paul Thompson-Treasurer
Randy Schmitz-Boone County (by telephone)
Bill Stammerman-Dallas County
Philip Macumber-Madison County
Craig Agan-Marion County
Lauris Olson-Story County (at 6:05 pm)
Jodene Allen-Tenant Advisory

Absent:

Chairperson-Marlene Stout
Craig Armstrong-Jasper County

Guest:

Dennis Auld-City of Roland
Kendra Wignall-CIRHA employee

- 1) **AGENDA** - Motion Stammerman, seconded by Macumber to approve the Agenda as presented. Motion carried by a unanimous vote.
- 2) **MINUTES** - Motion Agan, seconded by Stammerman to approve the October 16, 2018 minutes as presented. Motion carried by a unanimous vote.
- 3) **DISBURSEMENTS** – Motion Schmitz, seconded by Agan approving November 2018 disbursements. Motion carried by a unanimous vote.

Vice Chairperson, D. Thompson, arrived at 6:05 p.m. Treasurer, P. Thompson stepped away from conducting the meeting and Vice Chairperson, D. Thompson resumed business.

4) **EXECUTIVE DIRECTOR REPORT**

- A. Monthly Program Statistics for October and November 2018 were presented as attached.
- B. November 2018 Portability Payout Report presented as attached.
- C. Bank account balances as of 10/31/18 were presented as attached.
- D. Security Deposit Grant Program report was presented as attached.

5) **OTHER BUSINESS**

- A. September 2018 Public Housing Fiscal Year End financials were presented as attached.
- B. No report was provided by Chairperson, Marlene Stout on the NAHRO National Conference.
- C. Ms. Conner provided a written report on the NAHRO National Conference in Atlanta, Georgia.
- D. E. & F. Motion Stammerman, second by P. Thompson approving travel expenses up to \$1,000 per conference for Ms. Conner to attend: ITEM D. NAHRO Legislative Conference in Washington, DC April 7-9, 2019, ITEM E. NCRC Conference in Omaha, Nebraska April 16-18, 2019, ITEM F. NAHRO National Conference in San Antonio, Texas October 10-12, 2019. Motion carried by a unanimous vote.

- G. Purchase information of three maintenance vehicles was presented. Costs are after trade-in allowance. Motion P. Thompson, seconded by Olson approving: purchase of one in stock cargo van from Stew Hansen Dodge for \$9,942.00 as recommended; and purchase of two in stock trucks from Charles Gabus Ford for \$30,598.00 as recommended. Motion carried by a unanimous vote.
 - H. Update provided by the CIRHA Bylaw Review Committee. After discussion, it has been determined that no changes will be made at this time and this item will be further discussed at a later time.
 - I. Staff Benefit Review will provide a report at the next meeting.
 - J. The staff holiday party that the Board previously approved using the CIRHA Business Account for, will be at AJ's Steakhouse.
- 6) **NEW BUSINESS**
- A. **RESOLUTION 18-23 RESOLUTION COMMITTING TO UTILIZE UNRESTRICTED NET ASSETS** Motion Olson, seconded by Agan to approve Resolution as presented. AYES: ALL; NAYES: NONE.
 - B. **RESOLUTION 18-24 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT-Sacco** Motion P. Thompson, seconded by Stammerman to approve Resolution as presented. AYES: ALL; NAYES: NONE.
 - C. **RESOLUTION 18-25 RESOLUTION APPROVING CERTIFICATION OF FAMILY SELF SUFFICIENCY APPLICATION FOR CONTINUED FUNDING FOR COORDINATOR** Motion Agan, seconded by Macumber to approve Resolution as presented. AYES: ALL; NAYES: NONE.

There will not be a meeting held in December 2018.

Vice Chairperson, D. Thompson, adjourned the meeting at 6:41 p.m.



Marcy Conner, Secretary CIRHA