

**MEETING OF THE  
CENTRAL IOWA REGIONAL HOUSING AUTHORITY  
EXECUTIVE COMMITTEE  
1201 SE GATEWAY DRIVE  
GRIMES, IOWA  
TUESDAY, January 16, 2018  
6:00 pm  
AMENDED**

1. Roll Call and Approval of Agenda for Executive Board Meeting
2. Approval of the minutes from
  - A. Executive Committee meeting on **November 14, 2017**
3. **December, 2017 and January, 2018** disbursements
4. Report of the Executive Director
  - A. Monthly Program Statistics – December, 2017/January, 2018
  - B. Monthly Banking Balances
  - C. Security Deposit Grant
5. Other Business
  - A. September, 2017 financials (FYE)
  - B. October, 2017 financials
  - C. November, 2017 financials
  - D. December, 2017 financials
  - E. Commissioner Retreat
6. New Business
  - A. RESOLUTION 18-01 RESOLUTION APPROVING AND AUTHORIZING THE REVISION TO THE PERSONNEL POLICY
  - B. RESOLUTION 18-02 RESOLUTION APPROVING AND AUTHORIZING THE IMPLEMENTATION OF DATA SHARING AGREEMENT – IOWA DEPARTMENT OF PUBLIC HEALTH

\*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, NOVEMBER 14, 2017  
1201 SE GATEWAY DRIVE  
GRIMES, IOWA**

The Chairperson, Todd Kilzer, called the meeting to order at 6:10 p.m. These members of the Executive Committee were present:

Todd Kilzer- Chairperson  
Marlene Stout-Vice Chairperson  
Paul Thompson-Treasurer  
Randy Schmitz-Boone County  
Bill Stammerman-Dallas County  
Craig Armstrong-Jasper County  
Denyse Thompson-Madison County  
Craig Agan-Marion County  
Jodene Allen-Tenant Advisory

ABSENT:  
Vanessa Baker-Latimer-Story County

GUEST:  
Kendra Wignall-CIRHA employee

1) **AGENDA –**

Motion Agan, second Stammerman to approve amending the presented Agenda.  
Motion carried by a unanimous vote.

Motion Agan, second Thompson to approve removing Items 5.A. and 5. B. from the  
Agenda as presented. Motion carried by a unanimous vote.

2) **MINUTES -** Motion Armstrong, second Schmitz to approve the October 17, 2017  
minutes as presented. Motion carried by a unanimous vote.

3) **DISBURSEMENTS –** Motion Stammerman, second D. Thompson approving  
November 2017 disbursements. Motion carried by a unanimous vote.

4) **EXECUTIVE DIRECTOR REPORT**

A. Monthly Program Statistics for October and November 2017 were presented as attached.

B. Bank account balances as of 10/31/17 were presented as attached.

C. Security Deposit Grant Program report was presented as attached.

Motion Schmitz, second Armstrong to allocate \$5,000 from the Homeownership  
Account to fund the Security Deposit Grant Program. Motion carried by a  
unanimous vote.

5) **OTHER BUSINESS**

A. Motion D. Thompson, second Stout approving up to \$1,000.00 of travel expenses  
for Ms. Conner to attend the NAHRO Legislative Conference in Washington, DC,  
April 22-24, 2018. Motion carried by a unanimous vote.

- B. Motion Stammerman, second Armstrong approving up to \$1,000.00 of travel expenses for Ms. Conner to attend the NCRC Conference in Fort Wayne, Indiana, April 30-May 2, 2018. Motion carried by a unanimous vote.
- C. Request for Interest and Qualifications - Contracted Services for Operating Agent of the City of Des Moines Municipal Housing Agency (DMMHA) Public Housing and Housing Choice Voucher Programs. Ms. Conner contacted Mr. Chris Johansen proposing transfer of the Housing Choice Voucher Program utilized outside of the Des Moines city limits to CIRHA. Mr. Johansen relayed that the City of Des Moines will not consider that at this time.
- D. The Committee for the Executive Director's Annual Evaluation met and concluded that Officer's; Kilzer, Stout and P. Thompson will conduct the Executive Director's Annual Evaluation on Monday, November 27, 2017 following further discussion. Motion Schmitz, second Stammerman approving the Officer's to determine and execute a salary increase of 0 - 4% for the Executive Director. Motion carried by a unanimous vote.

6) **NEW BUSINESS**

- A. **RESOLUTION 17-27 RESOLUTION APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT – Stern** Motion Armstrong, second Stout to approve Resolution as presented. Motion carried by a unanimous vote.

Chairperson, Todd Kilzer adjourned the meeting at 6:41 p.m. Motion Stammerman, second Armstrong to adjourn meeting. Motion carried by unanimous vote.



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Marcy Conner, Secretary CIRHA