



CENTRAL IOWA REGIONAL HOUSING AUTHORITY

Executive Committee Members

Todd Kilzer, Chairman	Marlene Stout, Vice Chair
Jodene Allen, Tenant Advisory	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	

JULY 11, 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 **after the Public Hearing, Tuesday, July 17, 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

PUBLIC NOTICE

A public hearing will be held at the Central Iowa Regional Housing Authority (CIRHA) office on July 17, 2018 at 6:00 pm. The PHA Annual Plan will be discussed. Relevant documents will be available for review at CIRHA's office located at 1201 SE Gateway Drive, Grimes, IA. Office hours are 8:00 am to 4:30 pm; Monday, Tuesday, Thursday and Friday.



**MEETING OF THE
CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE
1201 SE GATEWAY DRIVE
GRIMES, IOWA
TUESDAY, JULY 17, 2018
After 6:00 pm Public Hearing**

1. Roll Call and Approval of Agenda for Executive Board Meeting
2. Approval of the minutes from
 - A. Executive Committee meeting on **June 19, 2018**
3. July, 2018 disbursements
4. Report of the Executive Director
 - A. Monthly Program Statistics – June/July, 2018
 - B. Monthly Banking Balances
 - C. Security Deposit Grant
5. Other Business
 - A. June Financials
 - B. Executive Committee – Dallas County Representative/Alternate
 - C. Executive Committee – Treasurer
 - D. Executive Committee – Madison County Representative
 - E. CIRHA Business funds
6. New Business
 - A. RESOLUTION 18-09 RESOLUTION APPROVING AND IMPLEMENTING THE PHAS PLAN FOR FISCAL YEAR 2018-2019
 - B. RESOLUTION 18-10 RESOLUTION APPROVING THE REVISIONS TO THE SECTION 8 ADMINISTRATIVE PLAN
 - C. RESOLUTION 18-11 RESOLUTION APPROVING THE REVISION TO THE PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP)
 - D. RESOLUTION 18-12 RESOLUTION APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCRO ACCOUNT - Mead

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, JUNE 19, 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
Paul Thompson-Treasurer
Randy Schmitz-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

Absent:

Guest:

Joseph Moser, Attorney, Finley Law Firm
Kendra Wignall-CIRHA employee

- 1) **AGENDA** – Motion Stammerman, seconded by Agan to approve the Agenda as presented. Motion carried by a unanimous vote.
- 2) **MINUTES** - Motion D. Thompson, seconded by Stout to approve the May 15, 2018 minutes as presented. Motion carried by a unanimous vote.
- 3) **DISBURSEMENTS** – Motion Schmitz, seconded by Armstrong approving June 2018 disbursements. Motion carried by a unanimous vote.

Announcement of Closed Session

Motion Armstrong, seconded by P. Thompson to move out of Public Session at 6:05 p.m. Motion carried by a roll call vote. Ayes-Allen, Agan, Armstrong, Baker-Latimer, Schmitz, Stammerman, D. Thompson, P. Thompson, Stout.

Motion Armstrong, second P. Thompson to adjourn to Closed Session pursuant to Iowa Code § 21.5(1)(c) to discuss strategy with legal counsel in matters that are presently in litigation or where litigation is imminent and disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation at 6:05 p.m. Motion carried by a roll call vote. Ayes-Allen, Agan, Armstrong, Baker-Latimer, Schmitz, Stammerman, D. Thompson, P. Thompson, Stout.

Motion Stammerman, seconded by Schmitz to re-convene into Public Session at 7:00 p.m. Motion carried by a roll call vote. Ayes-Allen, Agan, Armstrong, Baker-Latimer, Schmitz, Stammerman, D. Thompson, P. Thompson, Stout.

The Executive Committee authorized Attorney, Joseph Moser, Finley Law Firm to proceed with discussion's defending CIRHA in any future litigation.

4) **EXECUTIVE DIRECTOR REPORT**

- A. Monthly Program Statistics for May and June 2018 were presented as attached.
- B. Bank account balances as of 05/31/18 were presented as attached.
- C. Security Deposit Grant Program report was presented as attached.

5) **OTHER BUSINESS**

- A. May 2018 financials were presented as attached.
- B. Proposed Annual PHA Plan was presented as attached. As requested, Ms. Conner explained that CIRHA will not be submitting a "Registration of Interest" to HUD for Veteran's Affairs Supportive Housing (VASH) vouchers. Each "Registration of Intent" must include a letter of support from a partnering VA facility. Due to there being no VA facility in the CIRHA service area, CIRHA is not able to obtain a support letter.
- C. Vanessa Baker-Latimer stated that she thought the Commissioner Retreat held in March 2018 was very informative and helped her reflect on her position as a board member.
- D. The City of Urbandale, Iowa has agreed to enter into a 28E Agreement with CIRHA. This will allow CIRHA to administer tenant-based section 8 housing assistance within the City of Urbandale, Iowa located in Dallas County. The City of Urbandale has been in contact with Todd Kilzer about appointing him as their representative on the CIRHA Board of Commissioner's. This appointment would result in there being two Executive Committee Officer's from Dallas County which is not allowable by CIRHA Bylaws. Therefore, Todd Kilzer or Paul Thompson would be required to step down as an Officer. Paul Thompson agreed to step down as Treasurer and become the Dallas County Alternate Representative. The Treasurer position has become vacant; Ms. Conner will look into temporarily filling the Treasurer position until the next annual meeting.

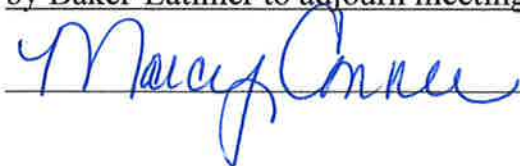
6) **NEW BUSINESS**

A. **RESOLUTION 18-07 APPROVING AND AUTHORIZING THE EXECUTION OF A CERTAIN JOINT EXERCISE OF POWERS AGREEMENT FOR THE PURPOSE OF CREATING A REGIONAL HOUSING AUTHORITY FOR CITY OF URBANDALE, IOWA**

Motion Armstrong, seconded by P. Thompson to approve Resolution as presented. Ayes-Allen, Agan, Armstrong, Baker-Latimer, Schmitz, Stammerman, D. Thompson, P. Thompson; Naves-Stout.

B. **RESOLUTION 18-08 RESOLUTION APPROVING AND ACCEPTING CAPITAL FUND IA01P13150118 - Motion Agan, seconded by Allen to approve Resolution as presented. Motion carried by a unanimous vote.**

The Chairman, Todd Kilzer, adjourned the meeting at 7:25 p.m. Motion Armstrong, seconded by Baker-Latimer to adjourn meeting. Motion carried by unanimous vote.



Marcy Conner, Secretary CIRHA