



CENTRAL IOWA REGIONAL HOUSING AUTHORITY

Executive Committee Members

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

JUNE 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 **6:00 pm, Tuesday, June 19, 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, JUNE 19, 2018
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 **May 15, 2018**
3. June, 2018 disbursements

Closed Session

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

4. Report of the Executive Director
 - A. Monthly Program Statistics – May/June, 2018
 - B. Monthly Banking Balances
 - C. Security Deposit Grant
5. Other Business
 - A. May Financials
 - B. PHA Plan discussion
 - C. Executive Committee Retreat Comments
 - D. 28 E Agreement with City of Urbandale/City Representative
6. New Business
 - A. RESOLUTION 18-07 RESOLUTION 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, IA
 - B. RESOLUTION 18-08 RESOLUTION APPROVING AND ACCEPTING CAPITAL FUND IA01P13150118

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, MAY 15, 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
Denyse Thompson-Madison County
Craig Agan-Marion County
Lauris Olson-Story County
Jodene Allen-Tenant Advisory

ABSENT:
Randy Schmitz-Boone County
Bill Stammerman-Dallas County
Craig Armstrong-Jasper County

GUEST:
Kendra Wignall-CIRHA employee

- 1) **AGENDA** – Motion D. Thompson, second Olson to approve the Amended Agenda as presented. Motion carried by a unanimous vote.
- 2) **MINUTES** - Motion Agan, second Stout to approve the April 17, 2018 minutes as presented. Motion carried by a unanimous vote.
- 3) **DISBURSEMENTS** – Motion Agan, second Stout approving April and May 2018 disbursements. Motion carried by a unanimous vote.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for April and May 2018 were presented as attached.
 - B. Bank account balances as of 04/30/18 were presented as attached. Discussion on re-investing funds currently held in two CD's at Visionbank with maturity date of 5/29/18. Motion P. Thompson, second Agan approving re-investment of CD xxxxx418 funds in Visionbank for 21 months at 2.10% APY and re-investment of CD xxxxx400 funds in Visionbank for 15 months at 1.65% APY. Motion carried by a unanimous vote.
 - C. Security Deposit Grant Program report was presented as attached.
- 5) **OTHER BUSINESS**
 - A. April 2018 financials were presented as attached.
 - B. CIRHA is in the beginning phase of a project to remodel the office reception area.
 - C. CIRHA By-Laws state that 25% of the Board of Commissioners are needed for a quorum at CIRHA's Annual Meeting, not 50% as previously communicated.
 - D. Ms. Conner presented a written report on the Legislative Conference she attended in Washington DC.
 - E. Ms. Conner presented a written report on the NCRC Conference she attended in Fort Wayne, Indiana.

- F. A complaint has been filed with the Iowa Civil Rights Commission against CIRHA and Rochelle Meister-CIRHA Housing Coordinator. This matter has been turned over to CIRHA's insurance company, AHRMA.
- G. The City of Urbandale, Iowa may enter into a 28E Agreement with CIRHA. This would allow CIRHA to administer low income housing in that city.
- H. The Executive Committee was satisfied with the training provided at the Commissioner Retreat held in March 2018. Ms. Olson commented that future correspondence should specify between the Executive Committee and/or Board of Commissioners.
- 6) **NEW BUSINESS**
- A. **RESOLUTION 18-05 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT Salgado - Motion Olson, second D. Thompson to approve Resolution as presented. Motion carried by a unanimous vote.**
- B. **RESOLUTION 18-06 RESOLUTION APPROVING AND AUTHORIZING CAPITAL FUND BUDGET REVISION FOR IA05P13150117 - Motion Agan, second Allen to approve Resolution as presented. Motion carried by a unanimous vote.**

The Chairman, Todd Kilzer, adjourned the meeting at 6:44 p.m. Motion Stout, second Olson to adjourn meeting. Motion carried by unanimous vote.



Marcy Conner, Secretary CIRHA