

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, MARCH 16, 2022
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

Chairperson, Craig Armstrong, called the meeting to order at 6:01 p.m. These members of the Executive Committee were present:

Craig Armstrong, Chairperson
Craig Agan, Vice Chairperson
Marvin Ostrander, Boone County
Bill Stammerman, Dallas County
Vanessa Baker-Latimer, Story County
Latifah Faisal, Story County

Absent:
Michele Brant, Madison County
Jodene Allen, Tenant Advisory
Paul Thompson, Treasurer
Guests:
Robert Findlay, City of Dallas Center
Pam Danielson, City of Redfield
Kendra Wignall, CIRHA Staff

- 1) **AGENDA – Motion Stammerman, second by Agan approving the Agenda as presented. Motion carried by a unanimous vote.**
- 2) **MINUTES –**
 - A. Motion Faisal, second by Baker-Latimer approving the January 18, 2022 minutes as presented. Motion carried by unanimous vote.
 - B. **DISBURSEMENTS – Motion Stammerman, second by Agan approving January, February and March 2022 disbursements. Motion carried by a unanimous vote.**
 - A. Chairperson, Armstrong presented the Treasurer’s report.
- 3) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for February and March 2022 presented as attached.
 - B. March 2022 Portability Payout Report presented as attached.
 - C. Bank account balances as of February 28, 2022 presented as attached.
 - D. Security Deposit Grant Program report presented as attached.
 - E. Maintenance Technician, Paul Berry retired on February 28, 2022. A replacement for his position has been hired.
 - F. CIRHA owned unit in Woodward, Iowa sustained smoke damage from a clothes dryer fire. The tenant has filed a claim with their insurance company for cleaning and damage costs.
 - G. CIRHA was randomly selected for an audit of its submissions to the VMS (Voucher Management System) for FY 2021. Preliminary reports indicate the audit is complete with no findings.
A final report will be presented after it is received from HUD. Chairperson, Armstrong will be present for a virtual exit interview on March 17, 2022 with HUD and CIRHA.
- 4) **OTHER BUSINESS**
 - A. January 2022 financials presented as attached.
 - B. February 2022 financials presented as attached.
 - C. The Executive Committee accepted Paul Thompson’s resignation as Treasurer and from the Executive Committee.
 - Motion Faisal, second by Stammerman nominating Marvin Ostrander as Treasurer. There were no additional nominations. Motion Baker-Latimer, second by Stammerman closing nominations to fill the Treasurer position. Motion carried by a unanimous vote. Motion Faisal, second by Stammerman nominating Marvin Ostrander as Treasurer with term ending at next annual meeting. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Faisal, Aye, Ostrander, Aye-Stammerman. Motion appointing Marvin Ostrander as Treasurer approved by roll call vote.

- Motion Ostrander, second by Agan nominating Robert Findlay as a Dallas County Representative on the Executive Committee. There were no additional nominations. Motion Baker-Latimer, second by Stammerman closing nominations to fill the Dallas County Representative position on the Executive Committee. Motion carried by a unanimous vote. Motion Ostrander, second by Agan nominating Robert Findlay as a Dallas County Representative on the Executive Committee with term ending at next annual meeting. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Faisal, Aye, Ostrander, Aye-Stammerman. Motion appointing Robert Findlay as a Dallas County Representative on the Executive Committee approved by roll call vote.
 - D. Personnel policies pertaining to compensation - Baker-Latimer will send information to the Executive Committee for review prior to discussion at the April meeting.
 - E. Motion Baker-Latimer, second by Ostrander increasing the security deposit grant balance to a total of \$20,000 with funds from CIRHA Business Account. Motion carried by a unanimous vote.
 - F. Motion Baker-Latimer, second by Faisal increasing the employee fund balance to a total of \$5,000 with funds from CIRHA Business Account. Motion carried by a unanimous vote.
 - G. Motion Stammerman, second by Agan approving Delta Dental insurance renewal rates as presented. Motion carried by a unanimous vote.
 - H. Motion Stammerman, second by Agan continuing with current plan and approving Wellmark BCBS health insurance renewal rates as presented. Motion carried by a unanimous vote.
 - I. The annual meeting will be held on May 17, 2022.
- 5) **NEW BUSINESS**
- A. **RESOLUTION 22-01 APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES** Motion Agan, second by Stammerman approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Faisal, Aye-Findlay, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.
 - B. **RESOLUTION 22-02 APPROVING AND IMPLEMENTING THE REVISED PHA PLAN FOR FISCAL YEAR 2021-2022** Motion Ostrander, second by Baker-Latimer approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Faisal, Aye-Findlay, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.
 - C. **RESOLUTION 22-03 RESOLUTION APPROVING AND AUTHORIZING WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT-Schurke** Motion Baker-Latimer, second by Faisal approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Faisal, Aye-Findlay, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.
- 6) **GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 7:17 p.m.

Marcy Conner, Secretary CIRHA