

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY**  
**1201 SE Gateway Drive, Grimes, Iowa 50111**  
**EXECUTIVE COMMITTEE MEETING**  
**TUESDAY, MAY 16, 2023**  
**6:00 PM**  
**AGENDA**

1. Roll Call and Approval of Agenda for Executive Board Meeting
2. Approval of the minutes from April 11, 2023
3. Approval of the minutes from April 18, 2023
4. April/May 2023 disbursements
  - A. Treasurers Report
5. Report of the Executive Director
  - A. Monthly Program Statistics April and May 2023
  - B. Monthly Portability Payments for May 2023
  - C. Monthly Banking Balances
  - D. Business Account - Staff Fund Expense Summary
  - E. Security Deposit Grant Program
  - F. Executive Director Overview
6. Other Business
  - A. Financials – April 2023
  - B. Robert Findlay re-appointment by City of Dallas Center
  - C. Nominating Committee
  - D. Board Retreat
  - E. Modification of Public Housing waiting list procedures
7. New Business
  - A. Closed Session 21.5(1)(a) Employee Compensation
8. Good of the Order

If you are unable to attend in person, you may attend:

- By ZOOM – Meeting ID: 983 918 8147 Passcode: 957308
  - By telephone – (833) 548-0276

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 Robert Vernon, Executive Director, at (515) 986-1882 x106 should you require assistance.



**EXECUTIVE COMMITTEE MEETING  
TUESDAY, MAY 16, 2023  
1201 SE GATEWAY DRIVE  
GRIMES, IOWA**

Chairperson, Craig Armstrong, called the meeting to order at 6:00 p.m. These members of the Executive Committee were present:

Craig Armstrong, Chairperson  
Craig Agan, Vice Chairperson  
Marvin Ostrander, Treasurer  
Bill Stammerman, Dallas County  
Bob Findlay, Dallas County  
Susan Crowdes, Madison County  
Vanessa Baker-Latimer, Story County  
Latifah Faisal, Story County

**Staff:**

Robert Vernon, Executive Director, Secretary  
Kendra Wignall, Deputy Director

- 1) AGENDA – Motion Ostrander, second by Findlay approving the Agenda as presented. Motion carried by a unanimous vote.
- 2) Motion Agan, second by Faisal approving the April 11, 2023 minutes as presented. Motion carried by unanimous vote.
- 3) Motion Agan, second by Faisal approving the April 18, 2023 minutes as presented. Motion carried by unanimous vote.
- 4) DISBURSEMENTS – Motion Stammerman, second by Crowdes approving April and May 2023 disbursements. Motion carried by a unanimous vote.
  - A. The Treasurer reported no concerns.
- 5) **EXECUTIVE DIRECTOR REPORT**
  - A. Monthly Program Statistics for April and May 2023 presented as attached.
  - B. May 2023 Portability Payout Report presented as attached.
  - C. Bank account balances as of April 30, 2023 presented as attached.
  - D. Business Account - Staff Fund Expense Summary presented as attached.
  - E. Security Deposit Grant Program report presented as attached.
  - F. Executive Director, Robert Vernon reported on the Agency Overview
    - (1) Ames Motel – Potential for CIRHA to provide Emergency Housing Vouchers is not going to be viable.
    - (2) CIRHA will be applying for a \$250,000 Safety and Security Grant
    - (3) 20 Public Housing units in Newton received hail damage to roofs, gutters and siding during a recent severe storm.
    - (4) A call was held with Loucks & Schwartz Fee Accounting to gain a better understanding of CIRHA’s financial statements. The capital expenditure budget needs to be reviewed further.
    - (5) Non-profit launch to be discussed in near future.
    - (6) Voucher utilization and Public Housing occupancy are a current priority.

(7) In the process of reviewing the ACOP, Administrative Plan and policies and procedures; changes will be proposed at the 2023 Public Hearing.

(8) Continue to visit Public Housing properties and assess various needs.

**6) OTHER BUSINESS**

- A. April 2023 financials presented as attached.
- B. Robert Findlay has been re-appointed as the Representative for the City of Dallas Center.
- C. Ms. Baker-Latimer was appointed to the 2022 Nomination Committee.
- D. Robert will send a poll to get date availability for a Board Retreat in August 2023.
- E. Public Housing waiting list procedure to be modified. This will be included in the proposed changes to the ACOP at the Public Hearing.
- F. Motion Faisal, second by Crowdes approving addition to Agenda in New Business. Item 7. B. Approving the Executive Director to open a \$200,000 CD. Motion carried by a unanimous vote.

**7) NEW BUSINESS**

- A. Motion Findlay, second by Crowdes to hold a closed session as provided in section 21.5(1)(c) of the open meetings law to discuss employee compensation. Motion carried by a unanimous vote.  
Reconvene in open session. Motion Faisal, second by Agan approving salary adjustments as recommended by the Executive Director. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.
- B. Motion Stammerman, second by Crowdes approving the Executive Director to open a \$200,000 C.D. at a non-designated financial institution that will enter into the General Depository Agreement as required by HUD. Motion carried by a unanimous vote.

**8) GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 7:57 p.m.



Robert Vernon, Secretary CIRHA