

AGENDA

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, MAY 21, 2024
1201 SE GATEWAY DRIVE
GRIMES, IOWA 50111
6:00 PM**

1. 6:00 Roll Call and Approval of the Agenda for Executive Board Meeting
2. 6:05 Approval of the minutes from April 16, 2024
3. 6:10 April and May 2024 disbursements
 - A. Treasurers Report
4. 6:15 Report of the Executive Director
 - A. Monthly Program Statistics April and May 2024
 - B. Monthly Portability Payments for May 2024
 - C. Monthly Banking Balances
 - D. Staff Expense Fund Breakdown
 - E. Security Deposit Grant Program
 - F. Executive Director Overview
5. 6:35 Other Business
 - A. Financials-April 2024
6. 6:50 New Business
 - A. RESOLUTION NO. 24-10 APPROVING AND AUTHORIZING THE MEMORANDUM OF UNDERSTANDING WITH IOWA DEPARTMENT OF INSPECTIONS, APPEALS AND LICENSING (DIAL)
 - B. RESOLUTION NO. 24-11 APPROVING THE PHA PLAN FOR FISCAL YEAR 2024-2025
7. 6:55 Good of the Order

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 21, 2024
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

Chairperson, Craig Armstrong, called the meeting to order at 6:02 p.m. These members of the Executive Committee were present:

Craig Armstrong, Chairperson by Zoom
Latifah Faisal, Vice Chairperson by Zoom
Susan Crowdes, Treasurer by phone
Bob Findlay, Dallas County
Bill Stammerman, Dallas County by Zoom
Vanessa Baker-Latimer, Story County by Zoom

Absent:
Marvin Ostrander, Boone County
Craig Agan, Marion County

Staff:

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

- 1) **AGENDA – Motion Findlay, second by Stammerman approving the Agenda. Motion carried by unanimous vote.**
- 2) **Motion Findlay, second by Crowdes approving the April 16, 2024 minutes as presented. Motion carried by unanimous vote.**
- 3) **DISBURSEMENTS – Motion Findlay, second by Crowdes approving April and May 2024 disbursements. Motion carried by a unanimous vote.**
 - A. Treasurer, Crowdes reported no concerns on the monthly credit card statements.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for April and May 2024 presented as attached.
 - B. May 2024 Portability Payout Report presented as attached. Robert was asked to provide the Board with follow up explanation on the discrepancy between the portability report and voucher use report in regards to number of port-outs.
 - C. Bank account balances as of April 30, 2024 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
-Voucher leasing has decreased some due to CIRHA being in Shortfall status. Robert has a meeting with HUD on Wednesday, May 22nd to discuss next steps.
- 5) **OTHER BUSINESS**
 - A. April 2024 financials were presented as attached.
- 6) **NEW BUSINESS**
 - A. **RESOLUTION 24-10 APPROVING AND AUTHORIZING THE MEMORANDUM OF UNDERSTANDING WITH IOWA DEPARTMENT OF INSPECTIONS, APPEALS AND LICENSING Motion Faisal, second by Findlay approving Resolution. Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.**
 - B. **RESOLUTION 24-11 APPROVING THE PHA PLAN FOR FISCAL YEAR 2024-2025 Motion Stammerman, second by Baker-Latimer approving Resolution. Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.**
- 7) **GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 7:00 p.m.

A handwritten signature in black ink that reads "Robert Vernon".

Robert Vernon, Secretary CIRHA