

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, MAY 16, 2017
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

The Chairperson, Todd Kilzer, called the meeting to order at 6:00 p.m. The following members of the Executive Committee were present:

Todd Kilzer-Chairperson	GUESTS:
Marlene Stout-Treasurer	Bill Stammerman
Randy Schmitz-Boone County	Kendra Wignall-CIRHA employee
Paul Thompson-Dallas County	
Craig Armstrong-Jasper County	
Denyse Thompson-Madison County	
Craig Agan-Marion County	
Vanessa Baker-Latimer-Story County (by telephone conference)	
Jodene Allen-Tenant Advisory	

- 1) **AGENDA** – Motion P. Thompson, second Agan to approve the Amended Agenda as presented. Motion carried by a unanimous vote.
- 2) **MINUTES** - Motion D. Thompson, second Armstrong to approve the April 18, 2017 minutes as presented. Motion carried by a unanimous vote.
- 3) **DISBURSEMENTS** – Armstrong, second D. Thompson to approve May 2017 disbursements. Motion carried by a unanimous vote.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for April and May 2017 were presented as attached.
 - B. Bank account balances as of 04/30/17 were presented as attached.
 - C. Security Deposit Grant Program report was presented as attached.
- 5) **OTHER BUSINESS**
 - A. April 2017 financials were presented as attached.
 - B. Commissioner Training Reports
 - Five Commissioners attended the Iowa NAHRO Conference Commissioner training on April 20, 2017; all of them found the content presented by Mr. Jim Inglis to be very informative.
 - Mr. Kilzer presented a written and verbal report on the 2017 NCRC Commissioner Conference he attended in Detroit, Michigan. He found the training by Mr. Jim Inglis to be very interesting and urges other commissioner's to take advantage of training opportunities. Mr. Kilzer would like to participate in creating an orientation manual for new commissioners. The manual would include agency details, board responsibilities, budgetary items, etc.
 - C. Motion Armstrong, second Schmitz approving 6:30 p.m. as the start time of the Annual Board Meeting to be held on Tuesday, June 20, 2017. Motion carried by a unanimous vote.
 - i. CIRHA Staff to present basic information of the S8 Voucher Program, FSS and Portability at the meeting.
 - ii. Motion P. Thompson, second Armstrong approving Auditor, Jeff Wiens to present CIRHA's FY 2016 via electronic communication. Motion carried by a unanimous vote.
 - iii. Vanessa Baker-Latimer and Denyse Thompson were appointed as the 2017 Nomination Committee.

- D. Motion Agan, second P. Thompson approval to change the date of the Public Hearing to July 11, 2017 from July 18, 2017. Motion carried by a unanimous vote.
- E. Motion Schmitz, second Armstrong approval to change the August meeting date to August 29, 2017. Motion carried by a unanimous vote.
- F. Motion D. Thompson, second Armstrong to proceed with the purchase of blue polo shirts for the Executive Committee as presented by Ms. Conner with 'Central Iowa Regional Housing Authority' as the logo. Motion carried by a unanimous vote.
- G. Motion D. Thompson, second Allen approving two CIRHA Staff members to attend the Peer to Peer Homelessness Symposium in Omaha, Nebraska June 5-7, 2017. The training is free so the cost will only include hotel and travel expenses. Motion carried by a unanimous vote.
- H. Mr. Stammerman's appointment by the City of Dallas Center has expired. Mr. Kilzer thanked Mr. Stammerman for his many years of service and he was presented with a plaque.
- 6) **NEW BUSINESS**
- A. **RESOLUTION 17-05 RESOLUTION APPROVING FISCAL YEAR 2016-2017 BUDGET REVISION #1 SECTION 8 VOUCHER** Motion Armstrong, second Schmitz to approve Resolution as presented. Motion carried by a unanimous vote.
- B. **RESOLUTION 17-06 RESOLUTION APPROVING FISCAL YEAR 2016-2017 BUDGET REVISION #1 PUBLIC HOUSING** Motion Agan, second D. Thompson to approve Resolution as presented. Motion carried by a unanimous vote.
- C. **RESOLUTION 17-07 RESOLUTION APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES AS OF 05/16/2017** Motion Schmitz, second P. Thompson to approve Resolution as presented. Motion carried by a unanimous vote.

Chairperson, Todd Kilzer adjourned the meeting at 7:10 p.m. Motion Schmitz, second P. Thompson to adjourn meeting. Motion carried by unanimous vote.

 Marcy Conner, Secretary CIRHA

**MEETING OF THE
CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE
1201 SE GATEWAY DRIVE
GRIMES, IOWA
TUESDAY, May 16, 2017
6:00 p.m.
AMENDED**

1. Roll Call and Approval of Agenda for Executive Board Meeting
2. Approval of the minutes from
 - A. Executive Committee meeting on April 18, 2017
3. **May, 2017** disbursements
4. Report of the Executive Director
 - A. Monthly Program Statistics – April/May, 2017
 - B. Monthly Banking Balances
 - C. Security Deposit Grant
5. Other Business
 - A. April, 2017 financials
 - B. Iowa NAHRO Conference Commissioner training - April 20, 2017 verbal reports
 - C. Annual Meeting - June
 - i. Agenda
 - ii. Auditor attendance
 - iii. Nomination committee
 - D. July Public Hearing meeting date
 - E. August Executive Committee meeting date
 - F. Executive Committee Member shirts
 - G. Peer to Peer Homelessness Symposium – Omaha, NE
6. New Business
 - A. RESOLUTION 17-05 RESOLUTION APROVING FISCAL YEAR 2016-2017 BUDGET REVISION #1 – SECTION 8 VOUCHER
 - B. RESOLUTION 17-06 RESOLUTION APPROVING FISCAL YEAR 2016-2017BUDGET REVISION #1 – PUBLIC HOUSING
 - C. RESOLUTION 17-07 RESOLUTION APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES AS OF MAY 16, 2107

*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*.