

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, NOVEMBER 16, 2021
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

Craig Agan, Vice Chairperson

Paul Thompson, Treasurer

Bill Stammerman, Dallas County

Michele Brant, Madison County

Vanessa Baker-Latimer, Story County (by Zoom)

Latifah Faisal, Story County

Jodene Allen, Tenant Advisory

Absent:

Marvin Ostrander, Boone County

Guests:

Robert Findlay, City of Dallas Center

Pam Danielson, City of Redfield (by Zoom)

Kendra Wignall, CIRHA Staff

- 1) **AGENDA** – Motion Brant, seconded by Thompson to approve the Agenda as presented. Motion carried by a unanimous vote.
- 2) **MINUTES** – Motion Stammerman, seconded by Brant to approve the October 19, 2021 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Faisal, seconded by Thompson to approve November 2021 disbursements. Motion carried by a unanimous vote.
 - A. Treasurer, Thompson has inquiries for Ms. Conner on four payments.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for October and November 2021 were presented as attached.
 - B. November 2021 Portability Payout Report presented as attached.
 - C. Bank account balances as of October 31, 2021 were presented as attached.
 - D. Security Deposit Grant Program report was presented as attached.
- 5) **OTHER BUSINESS**
 - A. September FYE financials were not available to be presented.
Motion Baker-Latimer, seconded by Faisal to move the December 21, 2021 meeting to January 18, 2022 and have Ms. Conner provide FYE financials electronically as soon as available. Motion carried by unanimous vote.
 - B. Discussion on bathroom remodel carpentry contract presented for Owned Housing property located at 2121 First Street, Perry, Iowa. Motion Baker-Latimer, seconded by Agan to wait until all work items have been bid and total anticipated cost is available, before approving carpentry contract for the remodel. Aye-Agan, Aye-Allen, Aye-Armstrong, Aye-Baker-Latimer, Aye-Faisal, Aye-Stammerman, Aye-Thompson, Naye-Brant. Motion approved by roll call vote.
 - C. CIRHA has signed Memorandum Of Understanding (MOU's) with three additional agencies for the Emergency Housing Voucher (EHV) Program. There are currently two participants.
 - D. The total cost of the Commissioner Retreat was \$5,700. Positive feedback was given by those in attendance. Baker-Latimer suggested having Jim Ingles facilitate future workshops for the Executive Committee.

E. Discussion on employee merit increases and performance bonuses. Chairperson, Armstrong asked the Executive Committee to send him suggestions on bonus restructuring so he and Ms. Brant can begin developing a recommendation to be presented at a future meeting.

6) **NEW BUSINESS**

A. RESOLUTION 21-18 APPROVING AND IMPLEMENTING THE ACTIVE SHOOTER RESPONSE PLAN

Motion Brant, seconded by Thompson approving Resolution. Aye-Agan, Aye-Allen, Aye-Armstrong, Aye-Baker-Latimer, Aye-Brant, Aye-Faisal, Aye-Stammerman, Aye-Thompson. Motion approved by roll call vote.

B. RESOLUTION 21-19 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE FAMILY SELF SUFFICIENCY ESCROW ACCOUNT-Boatright

Motion Baker-Latimer, seconded by Faisal approving Resolution. Aye-Agan, Aye-Allen, Aye-Armstrong, Aye-Baker-Latimer, Aye-Brant, Aye-Faisal, Aye-Stammerman, Aye-Thompson. Motion approved by roll call vote.

C. RESOLUTION 21-20 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE FAMILY SELF SUFFICIENCY ESCROW ACCOUNT-Boyd

Motion Baker-Latimer, seconded by Allen approving Resolution. Aye-Agan, Aye-Allen, Aye-Armstrong, Aye-Baker-Latimer, Aye-Brant, Aye-Faisal, Aye-Stammerman, Aye-Thompson. Motion approved by roll call vote.

7) **GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 7:08 p.m.



Marcy Conner, Secretary CIRHA