

**MEETING OF THE  
CENTRAL IOWA REGIONAL HOUSING AUTHORITY  
EXECUTIVE COMMITTEE  
1201 SE GATEWAY DRIVE  
GRIMES, IOWA  
TUESDAY, NOVEMBER 14, 2017  
6:00 pm**

1. Roll Call and Approval of Agenda for Executive Board Meeting
2. Approval of the minutes from
  - A. Executive Committee meeting on **October 17, 2017**
3. **November, 2017** disbursements
4. Report of the Executive Director
  - A. Monthly Program Statistics – October/November, 2017
  - B. Monthly Banking Balances
  - C. Security Deposit Grant
5. Other Business
  - A. ~~September, 2017~~ financials (FYE)
  - B. ~~October, 2017~~ financials
  - C. NAHRO Legislative Conference – Washington, DC – April 22 - 24, 2018
  - D. NCRC Conference – Fort Wayne, IN – April 30 - May 2, 2018
  - E. Request for Interest and Qualifications - Contracted Services for Operating Agent of the City of Des Moines Municipal Housing Agency (DMMHA) Public Housing and Housing Choice Voucher programs
  - F. Annual Evaluation for Executive Director
6. New Business
  - A. RESOLUTION 17-27 RESOLUTION APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT - Stern

\*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*.

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY  
EXECUTIVE COMMITTEE MEETING  
TUESDAY, OCTOBER 17, 2017  
1201 SE GATEWAY DRIVE  
GRIMES, IOWA**

The Vice Chairperson, Marlene Stout, called the meeting to order at 6:00 p.m. These members of the Executive Committee were present:

Marlene Stout-Vice Chairperson  
Randy Schmitz-Boone County  
Bill Stammerman-Dallas County  
Craig Armstrong-Jasper County  
Denyse Thompson-Madison  
Craig Agan-Marion County  
Jodene Allen-Tenant Advisory

ABSENT:  
Todd Kilzer- Chairperson  
Paul Thompson-Treasurer  
Vanessa Baker-Latimer-Story County

GUEST:  
Kendra Wignall-CIRHA employee

- 1) **AGENDA** – Motion Stammerman, second Agan approving the Agenda as presented. Motion carried by a unanimous vote.
- 2) **MINUTES** - Motion Armstrong, second D. Thompson to approve the September 19, 2017 minutes as presented. Motion carried by a unanimous vote.
- 3) **DISBURSEMENTS** – Motion D. Thompson, second Armstrong to approve October 2017 disbursements. Motion carried by a unanimous vote.
- 4) **EXECUTIVE DIRECTOR REPORT**
  - A. Monthly Program Statistics for September and October 2017 were presented as attached.
  - B. Bank account balances as of 09/30/17 were presented as attached.
  - C. Security Deposit Grant Program report was presented as attached.
- 5) **OTHER BUSINESS**
  - A. September 2017 financials were presented as attached.
  - B. Motion Armstrong, second Schmitz approving a \$50.00 per month cell phone reimbursement for Kendra Wignall and increasing Marcy Conner’s cell phone reimbursement from \$35.00 to \$50.00 per month. Motion carried by a unanimous vote.
  - C. The Executive Director’s Annual Evaluation was postponed until the November 2017 meeting.
  - D. Motion Armstrong, second Schmitz approval to change the November 2017 meeting date to November 14, 2017. Motion carried by a unanimous vote.
- 6) **NEW BUSINESS**
  - A. **RESOLUTION 17-22 RESOLUTION TO APPROVE REVISIONS TO PUBLIC HOUSING FLAT RENTS** Motion D. Thompson, second Allen to approve Resolution as presented. Motion carried by a unanimous vote.
  - B. **RESOLUTION 17-23 RESOLUTION APPROVING AND AUTHORIZING THE CERTIFICATION AND SUBMISSION OF FISCAL YEAR 2016-2017 SEMAP** Motion Stammerman, second Armstrong to approve Resolution as presented. Motion carried by a unanimous vote.
  - C. **RESOLUTION 17-24 RESOLUTION APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT** – Buck Motion Armstrong, second D. Thompson to approve Resolution as presented. Motion carried by a unanimous vote.

- D. **RESOLUTION 17-25 RESOLUTION APPROVING EXECUTION OF TWO YEAR ACCOUNTING CONTRACT WITH LOUCKS & SCHWARTZ FOR FISCAL YEARS ENDING 2018 AND 2019 FOR PUBLIC HOUSING PROGRAM** Motion Schmitz, second Stammerman to approve Resolution as presented. Motion carried by a unanimous vote.
- E. **RESOLUTION 17-26 RESOLUTION APPROVING EXECUTION OF TWO YEAR ACCOUNTING CONTRACT WITH LOUCKS & SCHWARTZ FOR FISCAL YEARS ENDING 2018 AND 2019 FOR S8 VOUCHER PROGRAM** Motion Schmitz, second Stammerman to approve Resolution as presented. Motion carried by a unanimous vote.

Vice Chairperson, Marlene Stout adjourned the meeting at 6:21 p.m.



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Marcy Conner, Secretary CIRHA