



**EXECUTIVE COMMITTEE MEETING  
TUESDAY, OCTOBER 17, 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  
Latifah Faisal, Vice Chairperson by Zoom  
Susan Crowdes, Treasurer  
Bill Stammerman, Dallas County  
Craig Agan, Marion County  
Vanessa Baker-Latimer, Story County

Absent:  
Marvin Ostrander, Boone County  
Bob Findlay, Dallas County

**Staff:**  
Robert Vernon, Executive Director, Secretary  
Kendra Wignall, Deputy Director

**Guest:**  
Shirley McAdon, City of Adel by Zoom

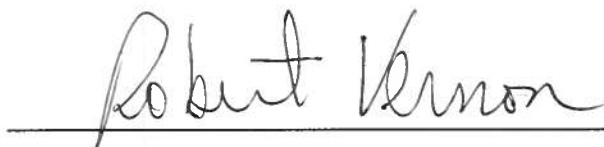
- 1) **AGENDA** – Motion Stammerman, second by Baker-Latimer approving the Agenda as presented. Motion carried by a unanimous vote.
- 2) Motion Crowdes, second by Agan approving the September 19, 2023 minutes as presented. Motion carried by unanimous vote.  
Motion Crowdes, second by Baker-Latimer approving the September 27, 2023 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Stammerman, second by Agan approving September and October 2023 disbursements. Motion carried by a unanimous vote.
  - A. Treasurer, Crowdes reported no concerns on the monthly credit card statement.
- 4) **EXECUTIVE DIRECTOR REPORT**
  - A. Monthly Program Statistics for September and October 2023 presented as attached.
  - B. October 2023 Portability Payout Report presented as attached.
  - C. Bank account balances as of September 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) Continue increasing Voucher utilization going into the end of the calendar year.
    - (2) Software update – Purchased a license for JotForm Enterprise to continue implementing the online process for application, recertification, payment etc.
- 5) **OTHER BUSINESS**
  - A. September 2023 financials were not available due to it being the FYE.
  - B. Security Deposit Program will be discussed at the Board Retreat.
  - C. Board Retreat Agenda presented. Request by Baker-Latimer to add the topic of computer access. The retreat will be held at Hotel Renovo in Urbandale, Iowa on October 19<sup>th</sup> from 9:00 a.m. to 5:00 p.m. and Friday, October 20<sup>th</sup> from 8:00 a.m. to 12:00 p.m.

6) **NEW BUSINESS**

- A. RESOLUTION 23-23 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT -Bradshaw Motion Faisal, second by Crowdes approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Stammerman. Motion approved by roll call vote.
- B. RESOLUTION 23-24 APPROVING UPDATED PUBLIC HOUSING FLAT RENTS Motion Baker-Latimer, second by Crowdes approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Stammerman. Motion approved by roll call vote.
- C. RESOLUTION 23-25 APPROVING SECTION 8 PAYMENT STANDARDS Motion Agan, second by Baker-Latimer approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Stammerman. Motion approved by roll call vote.
- D. RESOLUTION 23-26 APPROVING AND AUTHORIZING IMPLEMENTATION OF NEW PUBLIC HOUSING UTILITY ALLOWANCES Motion Crowdes, second by Agan approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Stammerman. Motion approved by roll call vote.
- E. RESOLUTION 23-27 APPROVING AND AUTHORIZING IMPLEMENTATION OF NEW HOUSING CHOICE VOUCHER UTILITY ALLOWANCES Motion Stammerman, second by Baker-Latimer approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Stammerman. Motion approved by roll call vote.
- F. Motion Baker-Latimer, second by Agan to hold a closed session as provided in section 21.5(1)(c) of the open meetings law to discuss the Executive Director's evaluation. Motion carried by a unanimous vote.  
Reconvene in open session at 7:50 p.m.

7) **GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 7:50 p.m.

  
Robert Vernon, Secretary CIRHA

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY**  
**1201 SE Gateway Drive, Grimes, Iowa 50111**  
**EXECUTIVE COMMITTEE MEETING**  
**TUESDAY, OCTOBER 17, 2023**  
**6:00 PM**

**AGENDA**

1. Roll Call and Approval of Agenda for Executive Board Meeting
2. Approval of the minutes from September 19, 2023 and September 27, 2023
3. September/October 2023 disbursements
  - A. Treasurers Report
4. Report of the Executive Director
  - A. Monthly Program Statistics September and October 2023
  - B. Monthly Portability Payments for October 2023
  - C. Monthly Banking Balances
  - D. Business Account - Staff Fund Expense Summary
  - E. Security Deposit Grant Program
  - F. Executive Director Overview
5. Other Business
  - A. Financials – September 2023
  - B. Funding of the CIRHA Security Deposit Grant Program
  - C. Board Retreat - October 19<sup>th</sup> and 20<sup>th</sup>
6. New Business
  - A. RESOLUTION 23-23 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE S8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT – Bradshaw
  - B. RESOLUTION 23-24 APPROVING UPDATED PUBLIC HOUSING FLAT RENTS
    - i. HUD required update in conjunction with new FMR issuance
  - C. RESOLUTION 23-25 APPROVING SECTION 8 PAYMENT STANDARDS
    - i. HUD required update in conjunction with new FMR issuance
  - D. RESOLUTION 23-26 APPROVING AND AUTHORIZING IMPLEMENTATION OF NEW PUBLIC HOUSING UTILITY ALLOWANCES
    - i. Update of utility allowances per regulation
  - E. RESOLUTION 23-27 APPROVING AND AUTHORIZING IMPLEMENTATION OF NEW HOUSING CHOICE VOUCHER UTILITY ALLOWANCES
    - i. Update of utility allowances per regulation
  - F. Closed Session 21.5(1)(a) Executive Director Evaluation
7. 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.