

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY  
EXECUTIVE COMMITTEE MEETING  
TUESDAY, SEPTEMBER 21, 2021  
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  
Craig Agan, Vice Chairperson  
Paul Thompson, Treasurer  
Marvin Ostrander, Boone County  
Bill Stammerman, Dallas County  
Michele Brant, Madison County  
Latifah Faisal, Story County  
Jodene Allen, Tenant Advisory

**Absent:**  
Vanessa Baker-Latimer, Story County

**Guests:**  
Robert Findlay, City of Dallas Center  
Kendra Wignall, CIRHA Staff

- 1) **AGENDA** – Motion Faisal, seconded by Ostrander to approve the Agenda as presented. Motion carried by a unanimous vote.
- 2) **MINUTES** – Motion Brant, seconded by Stammerman to approve the August 17, 2021 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Faisal, seconded by Thompson to approve September 2021 disbursements. Motion carried by a unanimous vote.
  - A. There was not a Treasurer report given.
- 4) **EXECUTIVE DIRECTOR REPORT**
  - A. Monthly Program Statistics for August and September 2021 were presented as attached.
  - B. September 2021 Portability Payout Report presented as attached.
  - C. Bank account balances as of August 31, 2021 were presented as attached.
  - D. Security Deposit Grant Program report was presented as attached.
- 5) **OTHER BUSINESS**
  - A. August 2021 financials were presented as attached.
  - B. Motion Brant, seconded by Allen approving payout of ninety-four unused vacation hours in the amount of \$2,800.26 at FYE 2021 to Maintenance Staff, Juan Alvarenga due to unforeseen circumstances with staff shortage. Aye-Agan, Aye-Allen, Aye-Armstrong, Aye-Brant, Aye-Faisal, Aye-Ostrander, Aye-Stammerman, Aye-Thompson. Motion approved by roll call vote.
  - C. The Commissioner Retreat will be held at the Hotel Pattee, Perry, Iowa on October 21 & 22, 2021. Jim Ingles will be providing training.
  - D. It has been requested that Ms. Conner research and provide information on available technological infrastructure for the CIRHA Office conference room.
  - E. The committee for the Executive Director’s annual evaluation recommended a 4% salary increase for Executive Director, Ms. Conner, effective October 1, 2021.

6) **NEW BUSINESS**

A. RESOLUTION 21-12 APPROVING FISCAL YEAR 2021-2022 BUDGET – VOUCHER PROGRAM

Motion Ostrander, seconded by Allen to open discussion on Resolution. Aye-Agan, Aye-Allen, Aye-Armstrong, Aye-Brant, Aye-Faisal, Aye-Ostrander, Aye-Stammerman, Aye-Thompson. Motion approved by roll call vote.

Motion Ostrander, seconded by Stammerman to Amend Resolution with performance increase not to exceed 3%. Aye-Allen, Aye-Armstrong, Aye-Brant, Aye-Faisal, Aye-Ostrander, Aye-Stammerman, Aye-Thompson, Nay-Agan.

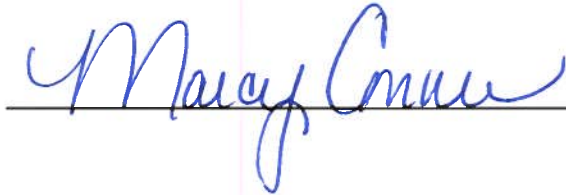
B. RESOLUTION 21-13 APPROVING FISCAL YEAR 2021-2022 BUDGET – PUBLIC HOUSING PROGRAM

Motion Brant, seconded by Faisal to open discussion on Resolution. Aye-Agan, Aye-Allen, Aye-Armstrong, Aye-Brant, Aye-Faisal, Aye-Ostrander, Aye-Stammerman, Aye-Thompson. Motion approved by roll call vote.

Motion Ostrander, seconded by Stammerman to Amend Resolution with performance increase not to exceed 3%. Aye-Allen, Aye-Armstrong, Aye-Brant, Aye-Faisal, Aye-Ostrander, Aye-Stammerman, Aye-Thompson, Nay-Agan.

7) **GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 7:33 p.m.



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Marcy Conner, Secretary CIRHA