

**MEETING OF THE
CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE
1201 SE GATEWAY DRIVE
GRIMES, IOWA
TUESDAY, AUGUST 20, 2019
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 **July 16, 2019**
3. August, 2019 disbursements
4. Report of the Executive Director
 - A. Monthly Program Statistics – July/August, 2019
 - B. Monthly Portability Payments for August, 2019
 - C. Monthly Banking Balances
 - D. Security Deposit Grant
5. Other Business
 - A. July Financials
 - B. Employee Wellness Program
 - C. Employee Personnel Manual – Sick/Vacation leave
6. New Business
 - A. RESOLUTION 19-11 RESOLUTION APPROVING FISCAL YEAR 2019-2020 BUDGET – VOUCHER PROGRAM
 - B. RESOLUTION 19-12 RESOLUTION APPROVING FISCAL YEAR 2019-2020 BUDGET – PUBLIC HOUSING PROGRAM
 - C. RESOLUTION 19-13 RESOLUTION COMMITTING TO UTILIZE UNRESTRICTED NET ASSETS
 - D. RESOLUTION 19-14 RESOLUTION APPROVING AND AUTHORIZING CAPITAL FUND BUDGET REVISION – IA05P13150117

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 Marcy Conner, Executive Director, at (55) 986-1882 x26 should you require assistance.

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, JULY 16, 2019
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

Chairperson, Craig Armstrong, called the meeting to order at 6:07 p.m. These members of the Executive Committee were present:

Craig Armstrong, Chairperson
Denyse Thompson, Vice Chairperson
Paul Thompson, Treasurer (at 6:18 p.m.)
Randy Schmitz, Boone County
Bill Stammerman, Dallas County
Philip Macumber, Madison County
Vanessa Baker-Latimer, Story County (by telephone)
Jodene Allen, Tenant Advisory

Absent:
Marlene Stout, Jasper County
Craig Agan, Marion County
Lauris Olson, Story County
Guest: Kendra Wignall, CIRHA Staff

- 1) **AGENDA** – Motion Schmitz, seconded by Macumber to approve the Agenda as presented. Motion carried by unanimous vote.
- 2) **MINUTES** - Motion Stammerman, seconded by Allen to approve the June 18, 2019 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Macumber, seconded by D. Thompson to approve July 2019 disbursements. Motion carried by a unanimous vote.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for June/July 2019 were presented as attached.
 - B. July 2019 Portability Payout Report and Port-In statistics were presented as attached.
 - C. Bank account balances as of June 30, 2019 were presented as attached. CIRHA bank account use diagram presented.
 - D. Security Deposit Grant Program report was presented as attached. Discussion on additional funding for the Security Deposit Grant Program, and closing out the Homeownership bank account. Motion Baker-Latimer, seconded by D. Thompson to transfer balance of \$15,822.80 in Homeownership account to be used for Security Deposit Grant Program, and use CIRHA's Business Account to cover agencies monthly expense for 8XX phone number. Motion carried by a unanimous vote.
- 5) **OTHER BUSINESS**
 - A. June 2019 financials were presented as attached.
 - B. Information on Commissioner training available in Michigan, August 7-9, 2019 was presented.
 - C. Blank evaluation forms for the Executive Director's annual evaluation were distributed to the Executive Committee. The forms are to be completed and returned to Chairperson, Armstrong as soon as possible. The committee for the Executive Director's annual evaluation will be Armstrong, D. Thompson, P. Thompson and Baker-Latimer.
 - D. Bill Stammerman presented a written report on the Commissioner Ethics training he attended at the 2019 Iowa NAHRO Conference in West Des Moines, Iowa, on May 15, 2019.

6) **NEW BUSINESS**

- A. **RESOLUTION 19-06 APPROVING AND AUTHORIZING THE REVISION TO THE PERSONNEL MANUAL** - Motion D. Thompson, seconded by P. Thompson rejecting Resolution 19-06 as presented, so the topic can be further looked into and a resolution may be presented after a plan is established. Motion carried by a unanimous vote.
- B. **RESOLUTION 19-08 RESOLUTION APPROVING AND AUTHORIZING THE WRITE-OFF OF OBSOLETE ITEMS FROM SECTION 8 INVENTORY** Motion Baker-Latimer, seconded by D. Thompson to approve Resolution as presented. Motion carried by a unanimous vote.
- C. **RESOLUTION 19-09 RESOLUTION APPROVING AND AUTHORIZING THE WRITE-OFF OF OBSOLETE ITEMS FROM PUBLIC HOUSING INVENTORY** - Motion Baker-Latimer, seconded by Stammerman to approve Resolution as presented. Motion carried by a unanimous vote.
- D. **RESOLUTION 19-10 RESOLUTION APPROVING AND AUTHORIZING THE 5 YEAR PHA PLAN FOR 2019-2024** - Motion Schmitz, seconded by Macumber to approve Resolution as presented. Motion carried by a unanimous vote.

Chairperson, Craig Armstrong, adjourned the meeting at 7:11 p.m.



Marcy Conner, Secretary CIRHA