

**MEETING OF THE  
CENTRAL IOWA REGIONAL HOUSING AUTHORITY  
EXECUTIVE COMMITTEE  
1201 SE GATEWAY DRIVE  
GRIMES, IOWA  
TUESDAY, SEPTEMBER 17, 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 **August 20, 2019**
3. September, 2019 disbursements
4. Report of the Executive Director
  - A. Monthly Program Statistics – August/September, 2019
  - B. Monthly Portability Payments for September, 2019
  - C. Monthly Banking Balances
  - D. Security Deposit Grant
5. Other Business
  - A. August Financials
  - B. Public Housing CD
  - C. Underground Electric Line Easement - Madrid
  - D. Executive Director Evaluation
6. New Business
  - A. RESOLUTION 19-15 RESOLUTION TO APPROVE REVISIONS TO SECTION 8 VOUCHER PAYMENT STANDARDS
  - B. RESOLUTION 19-16 RESOLUTION APPROVING EXECUTION OF TWO YEAR ACCOUNTING CONTRACT WITH LOUCKS & SWARTZ FOR FISCAL YEARS ENDING 2020 AND 2021 FOR SECTION 8 VOUCHER PROGRAM
  - C. RESOLUTION 19-17 RESOLUTION APPROVING EXECUTION OF TWO YEAR ACCOUNTING CONTRACT WITH LOUCKS & SWARTZ FOR FISCAL YEARS ENDING 2020 AND 2021 FOR PUBLIC HOUSING PROGRAM
  - D. RESOLUTION 19-18 RESOLUTION APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES AS OF SEPTEMBER 30, 2019
  - E. RESOLUTION 19-19 RESOLUTION APPROVING AND AUTHORIZING WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT – Saeed

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, AUGUST 20, 2019  
1201 SE GATEWAY DRIVE  
GRIMES, IOWA**

Chairperson, Craig Armstrong, called the meeting to order at 6:03 p.m. These members of the Executive Committee were present:

Craig Armstrong, Chairperson  
Denyse Thompson, Vice Chairperson  
Paul Thompson, Treasurer  
Bill Stammerman, Dallas County  
Marlene Stout, Jasper County  
Philip Macumber, Madison County  
Craig Agan, Marion County  
Vanessa Baker-Latimer, Story County  
Lauris Olson, Story County  
Jodene Allen, Tenant Advisory

Absent:  
Randy Schmitz, Boone County

Guests:  
Dan Kunkel, City of Baxter  
Kendra Wignall, CIRHA Staff

- 1) **AGENDA** – Motion Macumber, seconded by P. Thompson to approve the Agenda as presented. Motion carried by unanimous vote.
- 2) **MINUTES** - Motion Olson, seconded by Stammerman to approve the July 16, 2019 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Agan, seconded by P. Thompson to approve August 2019 disbursements. Motion carried by a unanimous vote.
- 4) **EXECUTIVE DIRECTOR REPORT**
  - A. Monthly Program Statistics for July/August 2019 were presented as attached.
  - B. August 2019 Portability Payout Report presented as attached.
  - C. Bank account balances as of July 31, 2019 were presented as attached.
  - D. Security Deposit Grant Program report was presented as attached.
- 5) **OTHER BUSINESS**
  - A. July 2019 financials were presented as attached.
  - B. Discussion on employee wellness reimbursement program presented. Motion Agan, seconded by Stout to approve reimbursement up to \$300 per employee for the wellness reimbursement program as presented. Baker-Latimer-Naye; All others-Ayes.
  - C. Employee Personnel Manual –Discussion to revisit for next fiscal year.

6) **NEW BUSINESS**

**A. RESOLUTION 19-11 RESOLUTION APPROVING FISCAL YEAR 2019-2020 BUDGET - VOUCHER PROGRAM**

-Motion Olson, seconded by Stout to approve no more than 4% salary increase for existing employees; Ms. Conner to allocate based on employee evaluation. If additional staff is needed, the Executive Committee shall approve. Ayes-Armstrong, Macumber, Olson, Stout, P. Thompson; Naves-Agan, Allen, Baker-Latimer, Stammerman, D. Thompson. Motion failed.

-Motion Baker-Latimer, seconded by Agan to cap salary increase built into the budget at 3%; (line 4110 changed to \$453,780) and remove additional position salary of \$40,000. The hiring and salary of an additional position, if needed, is to be approved by the Executive Committee. Motion carried by a unanimous vote.

-Motion Baker-Latimer, seconded by D. Thompson to remove voucher budget line 7520.05. Motion carried by a unanimous vote.

-Motion D. Thompson, seconded by Macumber to approve the amended voucher budget. Motion carried by a unanimous vote.

**B. RESOLUTION 19-12 RESOLUTION APPROVING FISCAL YEAR 2019-2020 BUDGET – PUBLIC HOUSING PROGRAM Motion D.**

Thompson seconded by Stammerman to approve the presented budget with change to cap salary increase built into the budget at 3%; (line 4110 Administrative Salaries changed to \$84,143.00). Motion carried by a unanimous vote.

**C. RESOLUTION 19-13 RESOLUTION COMMITTING TO UTILIZE UNRESTRICTED NET ASSETS - Motion Olson, seconded by D.**

Thompson to approve Resolution as presented. Motion carried by a unanimous vote.

**D. RESOLUTION 19-14 RESOLUTION APPROVING AND AUTHORIZING CAPITAL FUND BUDGET REVISION –**

**IA05P13150117 - Motion D. Thompson, seconded by Agan to approve Resolution as presented. Motion carried by a unanimous vote.**

Chairperson, Craig Armstrong, adjourned the meeting at 7:23 p.m.

 Marcy Conner, Secretary CIRHA