

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, OCTOBER 18, 2022
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

Bob Findlay, Dallas County

Bill Stammerman, Dallas County

Susan Crowdes, Madison County (Zoom)

Vanessa Baker-Latimer, Story County

Latifah Faisal, Story County

Jodene Allen, Tenant Advisory

Absent:

Marvin Ostrander, Treasurer

Guest:

Kendra Wignall, CIRHA Staff

- 1) **AGENDA** – Motion Faisal, second by Allen approving the Agenda omitting Item 5. A. Financials and add OperationsInc. to New Business. Motion carried by a unanimous vote.
- 2) **MINUTES** – Motion Stammerman, second by Agan approving the September 20, 2022 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Agan, second by Findlay approving September and October 2022 disbursements. Motion carried by a unanimous vote.
 - A. The Treasurer’s report, via email, reported no concerns.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for September and October 2022 presented as attached.
 - B. October 2022 Portability Payout Report presented as attached.
 - C. Bank account balances as of September 30, 2022 presented as attached.
 - D. Security Deposit Grant Program report presented as attached.
- 5) **OTHER BUSINESS**
 - A. CIRHA has been issued sixteen Fair Share Vouchers by HUD. Special fees will be funded when each voucher is leased.
 - B. CIRHA has applied for Stability Vouchers. These vouchers are similar to the Emergency Housing Vouchers with the exception of funding for some expenses. An update will be provided if any vouchers are awarded.
 - C. Ms. Conner explained CIRHA Staff was given either \$200 per month or 4% annual salary increase with evaluations. Motion Agan, second by Findlay to approve salary increases as determined by the Executive Director. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Findlay, Aye-Stammerman, Naye-Baker-Latimer, Naye-Faisal. Motion approved by roll call vote.
 - D. The Organization Leadership Edge representatives reported the following updates on the Executive Director Recruitment:
 - (1) The Recruitment Committee will be ranking the five applicants for the Executive Director position. Interviews will be scheduled with the top three candidates on October 24, 2022 by Zoom.
 - (2) Announcement of the opening and outreach at the national and local level has been extended and applicants can still apply.

E. The Organization Leadership Edge representatives reported the following updates on the Strategic Planning:

- (1) The CIRHA Staff has been asked to complete a Strategic Planning/Executive Recruitment questionnaire. Representatives will be meeting with staff members at 3:00 p.m. on October 24, 2022.
- (2) It was recommended that the Strategic Plan be approved as a 'working document' to be finalized and adopted after a new Executive Director has been hired.

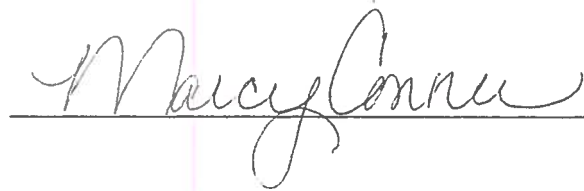
6) **NEW BUSINESS**

OperationsInc. is working on the following phases of the contract:

- (1) Evaluating CIRHA job descriptions. CIRHA Staff will be receiving an email regarding their job description.
- (2) Compensation analysis.

GOOD OF THE ORDER

Chairperson, Craig Armstrong, adjourned the meeting at 7:20 p.m.



Marcy Conner, Secretary CIRHA