

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, DECEMBER 20, 2022
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

Chairperson, Craig Armstrong, called the meeting to order at 5:00 p.m. These members of the Executive Committee were present:

Craig Armstrong, Chairperson
Craig Agan, Vice Chairperson
Bob Findlay, Dallas County
Susan Crowdes, Madison County
Vanessa Baker-Latimer, Story County
Latifah Faisal, Story County

Absent:
Marvin Ostrander, Treasurer
Bill Stammerman, Dallas County

Guest:
Stan Quy, The Organization Leadership Edge
Kendra Wignall, CIRHA Staff

- 1) **AGENDA** – Motion Baker-Latimer, second by Faisal approving the Agenda as presented. Motion carried by a unanimous vote.
- 2) Motion Agan, second by Crowdes to hold a closed session as provided in section 21.5(1)(c) of the open meetings law to interview a candidate for the Executive Director position. Motion carried by a unanimous vote.
- 3) Reconvene in open session.
- 4) **MINUTES** – Motion Crowdes, second by Findlay approving the November 15, 2022 minutes as presented. Motion carried by unanimous vote.
- 5) **DISBURSEMENTS** – Motion Agan, second by Crowdes approving November and December 2022 disbursements. Motion carried by a unanimous vote.
 - A. The Treasurer’s report was not available.
- 6) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for November and December 2022 presented as attached.
 - B. December 2022 Portability Payout Report presented as attached.
 - C. Bank account balances as of November 30, 2022 presented as attached.
 - D. Security Deposit Grant Program report presented as attached.
- 7) **OTHER BUSINESS**
 - A. Fiscal Year End 2022 financials presented as attached.
 - B. October 2022 financials presented as attached.
 - C. Motion Faisal, second by Baker-Latimer approving the Underground Electric Line Easement at 7th Street, Perry, Iowa as presented by Interstate Power and Light Company, an Iowa Corporation. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay. Motion approved by roll call vote.
 - D. Motion Faisal, second by Baker-Latimer approving the Underground Electric Line Easement at Clearview Drive, Perry, Iowa as presented by Interstate Power and Light Company, an Iowa Corporation. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay. Motion approved by roll call vote.
 - E. Executive Director, Marcy Conner will be retiring December 31, 2022.
 - F. There are currently two finalists for the Executive Director position that are in the second stage of the interview process.

- G. Chairperson, Armstrong provided an email to HUD on December 1, 2022 giving authorization for Kendra Wignall to be appointed as the Interim Executive Director. Motion Faisal, second Baker-Latimer approving Kendra Wignall as the Interim Executive Director effective January 1, 2023 and implementing a temporary salary increase of \$1,500 per month as proposed, beginning December 1, 2022 when training and transition of duties began. Motion carried by a unanimous vote.
- H. The maximum budget for OperationsInc services has been spent; no further invoices are to be approved for payment at this time. Following discussion, it was concluded that OperationsInc. should present all information collected and at the next meeting.
- I. There is no Strategic Plan update at this time.
- J. The Tenant Advisor position is vacant due to the previous tenant leaving the housing program.

8) NEW BUSINESS

- A. RESOLUTION 22-20 APPROVING FISCAL YEAR 2021-2022 PUBLIC HOUSING BUDGET REVISION

Motion Crowdes, second by Agan approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay. Motion approved by roll call vote.

7) GOOD OF THE ORDER

Chairperson Armstrong and Ms. Baker-Latimer extended appreciation to Ms. Conner for her years of service and dedication to CIRHA and involvement with housing advocacy.

Chairperson, Craig Armstrong, adjourned the meeting at 7:28 p.m.



Marcy Conner, Secretary CIRHA