

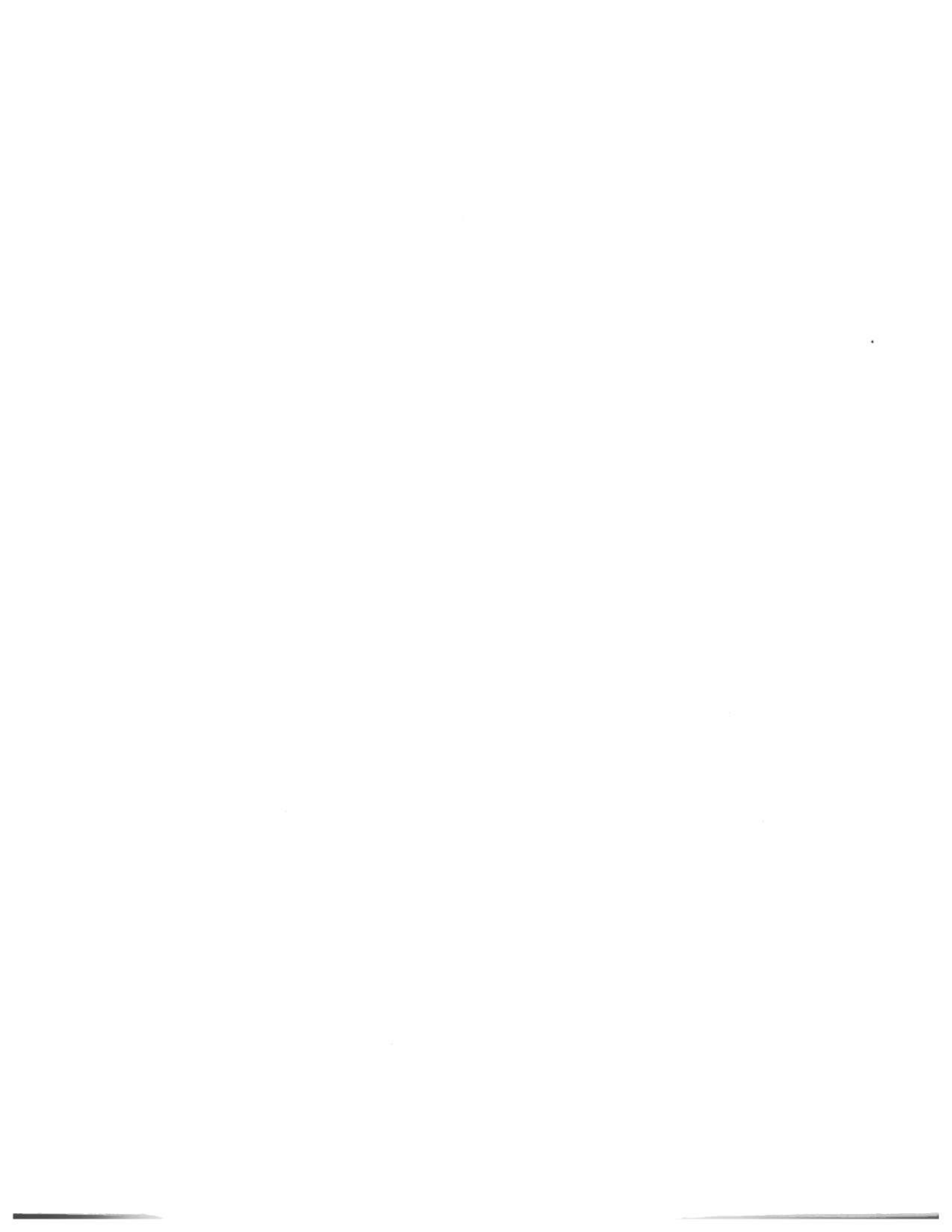
CENTRAL IOWA REGIONAL HOUSING AUTHORITY
1201 SE Gateway Drive, Grimes, Iowa 50111
EXECUTIVE COMMITTEE MEETING
TUESDAY, FEBRUARY 21, 2023
6:00 PM
AGENDA

1. Roll Call and Approval of Agenda for Executive Board Meeting
2. Approval of the minutes from January 17, 2023
3. Approval of the minutes from Special Meeting on January 30, 2023
4. January/February 2023 disbursements
 - A. Treasurers Report
5. Report of the Executive Director
 - A. Monthly Program Statistics January and February 2023
 - B. Monthly Portability Payments for February 2023
 - C. Monthly Banking Balances
 - D. Business Account - Staff Fund Expense Summary
 - E. Security Deposit Grant Program
6. Other Business
 - A. Financials – December 2022
 - B. City of Madrid Representative re-appointment
 - C. Executive Director position
 - D. REAC Inspection
 - E. Employee Life Insurance renewal
 - F. Employee Dental Insurance renewal
 - G. Office cleaning
 - H. NAHRO Commissioner training, April 25-27, 2023
 - I. INAHRO Conference
7. New Business
 - A. **RESOLUTION 23-01**
 - i. Contract approval for window replacement in Owned Housing
 - B. **RESOLUTION 23-02**
 - i. Contract approval for window replacement in Owned Housing
 - C. **RESOLUTION 23-03**
 - i. Contract approval for window replacement in Owned Housing
 - D. **RESOLUTION 23-04**
 - i. Contract approval for window replacement in Owned Housing
 - E. **RESOLUTION 23-05**
 - i. Contract approval for window replacement in Owned Housing
8. Good of the Order

If you are unable to attend in person, you may attend:

- By ZOOM – Meeting ID: 983 918 8147 Passcode: 957308
 - By telephone – (833) 548-0276

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 x106 should you require assistance.



**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, FEBRUARY 21, 2023
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

Chairperson, Craig Armstrong, called the meeting to order at 6:01 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
Vanessa Baker-Latimer, Story County
Latifah Faisal, Story County
Kendra Wignall, Secretary

Absent:

Marvin Ostrander, Treasurer

- 1) **AGENDA** – Motion Stammerman, second by Crowdes approving amendment of the Agenda by addition of Item 6. B. (1) City of Ames re-appointment. Motion carried by a unanimous vote.
- 2) **MINUTES** –
Motion Crowdes, second by Findlay approving the January 17, 2023 minutes with correction to Item 5. B. accepting Craig Agan as the Marion County Representative. Motion carried by unanimous vote.
Motion Crowdes, second by Stammerman approving the January 30, 2023 special meeting minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Stammerman, second by Agan approving January and February 2023 disbursements. Motion carried by a unanimous vote.
 - A. The Treasurer’s report was not available. Chairperson Armstrong stated no concerns on the invoices he has reviewed.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for January and February 2023 presented as attached.
 - Request to add Fair Share Vouchers and HAP expense to the monthly statistical report.
 - B. February 2023 Portability Payout Report presented as attached.
 - C. Bank account balances as of January 31, 2023 presented as attached.
 - D. Business Account - Staff Fund Expense Summary presented as attached.
 - E. Security Deposit Grant Program report presented as attached.
- 5) **OTHER BUSINESS**
 - A. December 2022 financials presented as attached. Discussion on financial report readiness. Ms. Wignall will discuss the timeliness of financial report availability with CIRHA’s Fee Accountant, Loucks and Schwartz.
 - B. Motion Agan, second by Faisal accepting Marvin Ostrander as the City of Madrid Representative on the Executive Committee. Motion carried by a unanimous vote.
Concern brought forth regarding Mr. Ostrander’s frequent absence. Chairperson Armstrong requested for Ms. Wignall to contact Mr. Ostrander and express the importance of the CIRHA’s attendance requirements as stated in the bylaws.
 - (1) Motion Faisal, second by Crowdes accepting Vanessa Baker-Latimer as the City of Ames Representative on the Executive Committee. Abstain, Baker-Latimer. Motion carried by all others.

- C. Mr. Armstrong has requested an approval letter from HUD regarding the new Executive Director's contract terms.
- D. CIRHA's Public Housing REAC Inspection has been scheduled for March 8, 2023.
- E. Motion Agan, second by Crowdes accepting the Dearborn Life Insurance Company renewal with no increase as presented. Motion carried by a unanimous vote.
- F. Motion Agan, second by Stammerman approving the Delta Dental insurance renewal as presented. Motion carried by a unanimous vote.
- G. Steven Martinez Painting and Make Ready will be hired for a one-time cleaning of the executive office and common areas in the CIRHA building.
- H. A virtual NAHRO Commissioner Training is available April 25-27, 2023. Contact Ms. Wignall if you are interested in attending so she can complete the sign up.
- I. Four CIRHA Staff will be attending the INAHRO Conference in West Des Moines, Iowa on March 28 and 29, 2023. Commissioner training is not being offered at the conference.

6) **NEW BUSINESS**

- A. RESOLUTION 23-01 APPROVING EXECUTION OF CONTRACT FOR WINDOW REPLACEMENTS AT PROPERTIES IN PERRY, IA
Motion Crowdes, second by Findlay approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.
- B. RESOLUTION 23-02 APPROVING EXECUTION OF CONTRACT FOR WINDOW REPLACEMENTS AT PROPERTIES IN MADRID, IA
Motion Agan, second by Findlay approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.
- C. RESOLUTION 23-03 APPROVING EXECUTION OF CONTRACT FOR WINDOW REPLACEMENTS AT PROPERTIES IN COLFAX, IA
Motion Crowdes, second by Stammerman approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.
- D. RESOLUTION 23-04 APPROVING EXECUTION OF CONTRACT FOR WINDOW REPLACEMENTS AT PROPERTIES IN REDFIELD, IA
Motion Faisal, second by Crowdes approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.
- E. RESOLUTION 23-05 APPROVING EXECUTION OF CONTRACT FOR WINDOW REPLACEMENTS AT PROPERTIES IN MELCHER-DALLAS, IA
Motion Stammerman, second by Crowdes approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.

7) **GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 7:30 p.m.



Kendra Wignall, Secretary CIRHA