



**MINUTES**  
**ANNUAL MEETING OF THE BOARD OF COMMISSIONERS**  
**CENTRAL IOWA REGIONAL HOUSING AUTHORITY**  
**TUESDAY, JULY 16, 2024**

Chairperson, Craig Armstrong, called the meeting to order at 7:20 p.m. Roll call was taken and it was determined that a quorum was in attendance.

The following members of the Board of Commissioners were present:

Craig Armstrong, Chairperson/City of Newton  
Latifah Faisal, Vice Chairperson/Story County  
Susan Crowdes, Treasurer/Madison County  
Craig Agan, Marion County  
Vanessa Baker-Latimer, City of Ames by Zoom  
Pamela Danielson, City of Redfield  
Robert Findlay, City of Dallas Center  
Shirley McAdon, City of Adel by Zoom  
Roger Schemmel, City of Urbandale  
Bill Stammerman, Dallas County

Robert Vernon, CIRHA Executive Director  
Kendra Wignall, CIRHA Deputy Director

**ABSENT:**

Dan Kunkel, City of Baxter  
Kole Hilsabeck, City of Boone  
Katie Baldwin, City of Collins  
David, Venema, City of Dexter  
Rita Conner, City of Huxley  
Doug Miller, City of Maxwell  
Jordan Cook, City of Nevada  
Jennifer Davies, City of Slater  
Bradly Deets, City of Waukee  
City of Woodward, Mary Bustad

Nancy Earles, City of Colfax  
Amy Kohlwes, City of Colo  
Andrew Baskin, City of Earlham  
Marvin Ostrander, City of Madrid  
Sara Lewin, City of Melcher-Dallas  
Kurtis Bower, City of Roland  
Allan Adams, City of Van Meter  
Renee Hardman, City of West Des Moines  
Brandon Talsma, Jasper County

- 1) AGENDA – Motion Agan, second by Crowdes to approve Agenda. Motion carried by a unanimous vote.
- 2) MINUTES – Motion Stammerman, second by Faisal to approve the July 18, 2023 minutes as written. Motion carried by unanimous vote.
- 3) EXECUTIVE DIRECTOR REPORT  
-Robert Vernon reported that the fiscal year ending 2023 audit was complete with findings and has been provided to the Representatives of the Board of Commissioners. Explanation was provided.

- CIRHA purchased two vehicles, both had trade-in values that were not properly accounted for and the old vehicles were not removed from the Housing Authority inventory records.
- CIRHA had extensive roof and siding damage from storms to Public Housing units that resulted in insurance claims. The timing of the damage, claim approvals, contractor completion, insurance proceeds and payments spanned over two fiscal years. The repairs for roofing and gutters were completed quickly, but the siding repairs took months to negotiate with the insurance company. The Housing Authority did not correctly communicate with the Fee Accountant throughout the process resulting in understated insurance damage and proceeds in fiscal year 2023.

CIRHA is in agreement with the findings and has incorporated changes in the process of providing complete documentation and improving communication with the fee accountant surrounding non-routine transactions.

Motion Baker-Latimer, second by Faisal to accept the 2023 Audit Report. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Danielson, Aye-Faisal, Aye-Findlay, Aye-McAdon, Aye-Schemmel, Aye-Stammerman. Motion approved by roll call vote.

4) COUNTY CAUCUS

5) APPOINTMENT OF COUNTY REPRESENTATIVES AND ALTERNATES

Motion Crowdes, second by Agan to close the caucus and present the slate of Executive Committee members by county. Motion carried by unanimous vote.

Each county reported appointments to the Executive Committee:

Boone County	Marvin Ostrander, Representative
Dallas County	Bill Stammerman, Representative
	Robert Findlay, Representative
	Shirley McAdon, Alternate
Jasper County	Craig Armstrong, Representative
	Bruce Showalter, Alternate
Madison County	Susan Crowdes, Representative
Marion County	Craig Agan, Representative
	Kisha Jahner, Alternate
Story County	Vanessa Baker-Latimer, Representative
	Latifah Faisal, Representative

6) ELECTIONS OF OFFICERS

Baker-Latimer reported for the Nominating Committee and nominated the slate of officers.

Armstrong was nominated for Chairperson.

Nominations from the floor were requested by the Chairperson.

There were no nominations from the floor for Chairperson.

Motion Agan, second by Stammerman to close nominations for Chairperson. Motion carried by a unanimous vote.

Motion Agan, second by Stammerman to accept nomination by acclamation. Armstrong recused himself.

Faisal was nominated for Vice Chairperson.

Nominations from the floor were requested by the Chairperson.

There were no nominations from the floor for Vice Chairperson.

Motion Findlay, second by Crowdes to close nominations for Vice Chairperson. Motion carried by a unanimous vote.

Motion Findlay, second by Danielson to accept nomination by acclamation.

Crowdes was nominated for Treasurer.

Nominations from the floor were requested by the Chairperson.

There were no nominations from the floor for Treasurer.

Motion Agan, second by Stammerman to close nominations for Treasurer. Motion carried by a unanimous vote.

Motion Findlay, second by Schemmel to accept nomination by acclamation.

2024-2025 Executive Committee Officers

Craig Armstrong, Chairperson

Latifah Faisal, Vice Chairperson

Susan Crowdes, Treasurer

- 7) RESOLUTION 24-13 APPROVING AND IMPLEMENTING THE PHA FIVE-YEAR PLAN FOR FISCAL YEARS 2024-2028 Motion Faisal, second by Crowdes approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Danielson, Aye-Faisal, Aye-Findlay, Aye-McAdon, Aye-Schemmel, Aye-Stammerman. Motion approved by roll call vote.

Chairperson, Craig Armstrong, declared the Annual Meeting adjourned at 8:40 p.m.



Robert Vernon, Secretary CIRHA