

CENTRAL IOWA REGIONAL HOUSING AUTHORITY
1201 SE Gateway Drive, Grimes, Iowa 50111
EXECUTIVE COMMITTEE MEETING
TUESDAY, JUNE 20, 2023
6:00 PM
AGENDA

1. Roll Call and Approval of Agenda for Executive Board Meeting
2. Approval of the minutes from May 16, 2023
3. Presentation of 2022 FYE Audit – Jeff Wiens
4. May/June 2023 disbursements
 - A. Treasurers Report
5. Report of the Executive Director
 - A. Monthly Program Statistics May and June 2023
 - B. Monthly Portability Payments for June 2023
 - C. Monthly Banking Balances
 - D. Business Account - Staff Fund Expense Summary
 - E. Security Deposit Grant Program
 - F. Executive Director Overview
6. Other Business
 - A. Financials – May 2023
 - B. William Stammerman re-appointment by Dallas County
 - C. Board Retreat
7. New Business
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 Robert Vernon, Executive Director, at (515) 986-1882 x106 should you require assistance.



**EXECUTIVE COMMITTEE MEETING
TUESDAY, JUNE 20, 2023
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
Bill Stammerman, Dallas County
Bob Findlay, Dallas County
Susan Crowdes, Madison County
Vanessa Baker-Latimer, Story County
Latifah Faisal, Story County

Absent:
Marvin Ostrander, Treasurer

Staff:

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

- 1) **AGENDA – Motion Crowdes, second by Findlay approving the Revised Agenda as presented. Motion carried by a unanimous vote.**
- 2) **Motion Stammerman, second by Agan approving the May 16, 2023 minutes as presented. Motion carried by unanimous vote.**
- 3) FYE 2022 Audit is not complete. A virtual special meeting will be scheduled on a date next week for a presentation by the Auditor and approval of this business item.
- 4) **DISBURSEMENTS – Motion Crowdes, second by Faisal approving May and June 2023 disbursements. Motion carried by a unanimous vote.**
 - A. The Treasurer’s report was not available.
- 5) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for May and June 2023 presented as attached.
 - B. June 2023 Portability Payout Report presented as attached.
 - C. Bank account balances as of May 31, 2023 presented as attached.
 - D. Business Account - Staff Fund Expense Summary presented as attached.
 - E. Security Deposit Grant Program report presented as attached.
 - F. Executive Director, Robert Vernon reported on the Agency Overview
 - (1) CIRHA has hired Daniel Zahn for a Housing Coordinator and back-up Inspector position, he will start on July 5, 2023.
 - (2) CIRHA will be applying for a Safety and Security Grant.
 - (3) Public Housing units in Newton received hail damage to roofs, gutters and siding during a recent severe storm.
 - (4) The office internet and phone system will be upgraded in July.
 - (5) Non-profit startup list of considerations was presented.
 - (6) Voucher utilization and Public Housing occupancy are a current priority.
 - (7) Preparing the Annual Plan for July 18, 2023 Annual Meeting.
 - (8) In the process of reviewing the ACOP, Administrative Plan and policies and procedures; changes will be proposed at the July 18, 2023 Annual Meeting.
 - (9) Continue to visit Public Housing properties and assess various needs.

6) **OTHER BUSINESS**

A. May 2023 financials presented as attached.

B. William Stammerman has been re-appointed as a Representative for the Dallas County.

C. Ms. Baker-Latimer will send a poll to get date availability for a Board Retreat in July 2023.

7) **NEW BUSINESS**

8) **GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 7:00 p.m.

A handwritten signature in blue ink that reads "Robert Vernon". The signature is written in a cursive style and is positioned above a horizontal line.

Robert Vernon, Secretary CIRHA