

AGENDA

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, AUGUST 20, 2024
1201 SE GATEWAY DRIVE
GRIMES, IOWA 50111
6:00 PM**

1. 6:00 Roll Call and Approval of the Agenda for Executive Board Meeting
2. 6:05 Approval of the minutes from July 16, 2024
3. 6:10 July and August 2024 disbursements
 - A. Treasurers Report
4. 6:15 Report of the Executive Director
 - A. Monthly Program Statistics July and August 2024
 - B. Monthly Portability Payments for August 2024
 - C. Monthly Banking Balances
 - D. Staff Expense Fund Breakdown
 - E. Security Deposit Grant Program
 - F. Executive Director Overview
5. 6:25 Other Business
 - A. Financials-July 2024
 - C. CIRHA Informal Review and Informal Hearing Policies
6. 6:40 New Business
 - A. RESOLUTION 24-16 RESOLUTION APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES
 - i. Allowable write-off of unpaid tenant charges.
 - B. RESOLUTION 24-17 RESOLUTION APPROVING THE REVISIONS TO THE SECTION 8 ADMINISTRATIVE PLAN
 - i. Implementation of a preference for homeless families or families at risk of homelessness and the family qualified for the EHV program on that basis.
7. 6:50 Good of the Order

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, AUGUST 20, 2024
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

Chairperson, Craig Armstrong, called the meeting to order at 6:03 p.m. These members of the Executive Committee were present:

Craig Armstrong, Chairperson
Latifah Faisal, Vice Chairperson by Zoom
Susan Crowdes, Treasurer
Bob Findlay, Dallas County
Bill Stammerman, Dallas County by Zoom
Craig Agan, Marion County by phone
Vanessa Baker-Latimer, Story County by Zoom

Absent:

Marvin Ostrander, Boone County

Guest:

Shirley McAdon, City of Adel by Zoom

Staff:

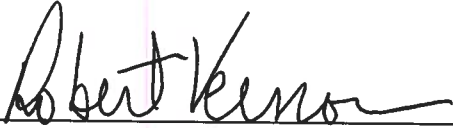
Robert Vernon, Executive Director, Secretary
Kendra Wignall, Deputy Director

- 1) **AGENDA** – Motion Crowdes, second by Findlay approving the Agenda. Motion carried by unanimous vote.
- 2) Motion Crowdes, second by Findlay approving the July 16, 2024 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Agan, second by Crowdes approving July and August 2024 disbursements. Motion carried by unanimous vote.
 - A. Treasurer, Crowdes reported no concerns on the monthly credit card statements.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for July and August 2024 presented as attached.
 - B. August 2024 Portability Payout Report presented as attached.
 - C. Bank account balances as of July 31, 2024 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 on the Agency Overview
 - i. Grimes rental space is no longer available.
 - ii. CIRHA will be sending out an RFP for an Engineer for the Housing Related Hazards Grant soon.
- 5) **OTHER BUSINESS**
 - A. July 2024 financials were presented as attached.
 - B. Discussion on the agency's Informal Review and Hearing Policies. Robert Vernon will review the policies and present proposed changes to the Board. It was requested that at least the following be updated:
 - Virtual meetings allowed
 - PHA Policy - who is designated to serve as hearing officers
- 6) **NEW BUSINESS**
 - A. **RESOLUTION 24-16 APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES** Motion Baker-Latimer, second by Crowdes approving the Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.

B. RESOLUTION 24-17 APPROVING THE REVISIONS TO THE SECTION 8 ADMINISTRATIVE PLAN Motion Agan, second by Faisal approving the 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 7:35 p.m.



Robert Vernon, Secretary CIRHA