

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY**  
**1201 SE Gateway Drive, Grimes, Iowa 50111**  
**EXECUTIVE COMMITTEE MEETING**  
**TUESDAY, AUGUST 22, 2023**  
**6:00 PM**

**AGENDA**

1. Roll Call and Approval of Agenda for Executive Board Meeting
2. Approval of the minutes from July 18, 2023
3. July/August 2023 disbursements
  - A. Treasurers Report
4. Report of the Executive Director
  - A. Monthly Program Statistics July and August 2023
  - B. Monthly Portability Payments for August 2023
  - C. Monthly Banking Balances
  - D. Business Account - Staff Fund Expense Summary
  - E. Security Deposit Grant Program
  - F. Executive Director Overview
5. Other Business
  - A. Financials – July 2023
  - B. Employee Bonus Change in Calculation from current Personnel Policy
  - C. Board Retreat
6. New Business
  - A. RESOLUTION 23-14 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT
    - i. Nyapal Jock contract completion.
  - B. RESOLUTION 23-15 APPROVING ENROLLMENT APPLICATION FOR SETOFF PROGRAM WITH THE IOWA DEPARTMENT OF REVENUE
    - i. Setoff Program (previously called Offset Program) requiring new participant application since a different agency is administering the program.
  - C. RESOLUTION 23-16 APPROVING MEMORANDUM OF UNDERSTANDING WITH THE IOWA DEPARTMENT OF REVENUE FOR THE SETOFF PROGRAM
7. 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 22, 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  
Latifah Faisal, Vice Chairperson  
Marvin Ostrander, Boone County  
Bob Findlay, Dallas County  
Craig Agan, Marion County  
Vanessa Baker-Latimer, Story County by Zoom

Absent:  
Susan Crowdes, Treasurer  
Bill Stammerman, Dallas County

**Staff:**

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

- 1) AGENDA – Motion Findlay, second by Agan approving the Agenda as presented. Motion carried by a unanimous vote.
- 2) Motion Agan, second by Ostrander approving the July 18, 2023 minutes as presented. Motion carried by unanimous vote.
- 3) DISBURSEMENTS – Motion Ostrander, second by Findlay approving July and August 2023 disbursements. Motion carried by a unanimous vote.
  - A. The Treasurer’s report was not available.
- 4) **EXECUTIVE DIRECTOR REPORT**
  - A. Monthly Program Statistics for July and August 2023 presented as attached.
  - B. August 2023 Portability Payout Report presented as attached.
  - C. Bank account balances as of July 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) Focused on Voucher utilization; procedural changes were made to accelerate leasing.
    - (2) Continue to focus on improving unit turnaround and Public Housing occupancy.
    - (3) No update on the Housing Related Hazards Grant CIRHA has applied for.
    - (4) No update on the Safety and Security Grant CIRHA has applied for.
    - (5) Roofs and gutters for Public Housing units in Newton that received hail damage have been completed. Siding should start within 30 days.
    - (6) Board Retreat – finalize date
    - (7) Will continue to work on Voucher utilization and Public Housing occupancy.
    - (8) Begin working on Capital Fund budgets and expenditures.
    - (9) September meeting will include many critical business items.
- 5) **OTHER BUSINESS**
  - A. July 2023 financials presented as attached.
  - B. Motion Faisal, second by Baker-Latimer tabling proposed employee bonus calculation changes. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Faisal, Aye-Findlay, Aye-Ostrander. Motion approved by roll call vote.

C. Motion Baker-Latimer, second by Faisal approving the 2023 Board Retreat to be held on Thursday, October 19<sup>th</sup> from 9:00 a.m. to 5:00 p.m. and Friday, October 20<sup>th</sup> from 8:00 a.m. to 12:00 p.m. Motion carried by unanimous vote. The Executive Director will secure the location.

6) **NEW BUSINESS**


A. RESOLUTION 23-14 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT  
Motion Baker-Latimer, second by Faisal approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Faisal, Aye-Findlay, Aye-Ostrander. Motion approved by roll call vote.

B. RESOLUTION 23-15 APPROVING ENROLLMENT APPLICATION FOR THE SETOFF PROGRAM WITH THE IOWA DEPARTMENT OF REVENUE  
Motion Faisal, second by Agan approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Faisal, Aye-Findlay, Aye-Ostrander. Motion approved by roll call vote.

C. RESOLUTION 23-16 APPROVING MEMORANDUM OF UNDERSTANDING WITH THE IOWA DEPARTMENT OF REVENUE FOR THE SETOFF PROGRAM  
Motion Baker-Latimer, second by Faisal approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Faisal, Aye-Findlay, Aye-Ostrander. Motion approved by roll call vote.

7) **GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 7:40 p.m.



Robert Vernon, Secretary CIRHA