

AGENDA

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, MARCH 18, 2025
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. 6:03 Approval of the minutes from February 18, 2025
3. 6:05 February and March 2025 disbursements
 - A. Treasurers Report
4. 6:10 Report of the Executive Director
 - A. Monthly Program Statistics February and March 2025
 - B. Monthly Portability Payments for March 2025
 - C. Monthly Banking Balances
 - D. Staff Expense Fund Breakdown
 - E. Discussion on CIRHA's Security Deposit Grant Program-usage, process and procedure
 - E. Executive Director Overview
5. 6:35 Other Business
 - A. Financials February 2025
 - B. Contract approval for Executive Director, Kendra Wignall
 - C. Approving Kendra Wignall, Executive Director, Vice Chairperson, Latifah Faisal, and Treasurer, Susan Crowdes as signatories on CIRHA bank accounts
 - D. Approval of hire and salary range-Accounting Operations and Office Administrator
 - E. Employee Dental Insurance Renewal
 - F. Employee Health Insurance Renewal
6. 7:00 New Business
 - A. RESOLUTION 25-01 APPROVING REVISION TO THE SECTION 8 ADMINISTRATIVE PLAN
 - i. Removing PHA Policy
 - B. RESOLUTION 25-02 APPROVING AND AUTHORIZING THE REMOVAL OF ITEMS FROM THE PUBLIC HOUSING INVENTORY LISTING
 - i. Removing two owned Xerox copy machines from inventory due to condition. New leased equipment has lower monthly maintenance costs.
 - C. RESOLUTION 25-03 APPROVING CONTRACT TO REMOVE AND REPLACE WATER HEATERS AND FURNACES AT SCATTERED SITES IN REDFIELD AND COLFAX, IOWA
7. 7:10 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.