



**EXECUTIVE COMMITTEE MEETING
TUESDAY, APRIL 15, 2025
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
Susan Crowdes, Treasurer
Jeannette Flynn, Boone County
Bob Findlay, Dallas County
Bill Stammerman, Dallas County by Zoom
Shirley McAdon, Alternate, Dallas County by Zoom
Craig Agan, Marion County
Vanessa Baker-Latimer, Story County by Zoom

Staff:

Kendra Wignall, Executive Director, Secretary

- 1) **AGENDA** – Motion Faisal, second by Stammerman approving the Agenda as presented. Motion carried by unanimous vote.
- 2) Motion Agan, second by Crowdes approving the March 18, 2025 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Crowdes, second by Flynn approving March and April 2025 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 March and April 2025 presented as attached.
 - B. April 2025 Portability Payout Report presented as attached.
 - C. Bank account balances as of March 31, 2025 presented as attached.
 - i. Motion Faisal, second by Crowdes approving the Executive Director to renew: Raccoon Valley Bank CD that matured on 03/31/2025, Midwest Heritage CD that matured on 03/31/2025 and Dupaco Credit Union CD that matures on 04/27/25 for 12 months or less at the best available rates. Motion carried by unanimous vote.
 - D. Business Account - Staff Fund Expense Summary presented as attached.
 - E. Security Deposit Grant Program report presented as attached. Brief discussion on modifying the program to meet current needs of the agency and applicants. Director, Wignall will provide a proposed plan at the next meeting.
 - F. Executive Director, Kendra Wignall
 - EHV Audit and Compliance Monitoring Review have both been cancelled due to HUD re-structuring.
 - Staff attended INAHRO Conference on March 25-26.
 - Financial Audit with Niewedde and Wiens was completed on April 2, 2025.
 - On April 15th, current employee, Grace Lewis, will be moving into the Accounting Operations/Office Administrator position.
 - CIRHA HCV Program is in Shortfall status for FY 2025. A meeting between HUD and the Executive Director has been scheduled for April 17, 2025.

-HUD has funded the 2025 FSS Grant; CIRHA received a full-time grant of \$85,000 to pay for salary and benefits for Audrey, FSS Coordinator.

-Housing Hazards Related Grant – Statement of Qualifications are due back May 5th. Two firms have responded so far and are in the process of doing site visits with James.

-Last week, the Executive Director did a brief presentation about CIRHA programs at Stepping Stone Family Services who are part of Integrated Health Home that service Dallas, Warren, Story and Polk County.

-Hearing Officer policy has been updated and one of the new volunteer hearing officers has already conducted an informal hearing.

-Adel House that has been vacant since April 2024 needs interior remodel; will continue process to take the unit offline for modernization.

-A Maintenance Technician will be off for non-work-related injury. Estimated 8–10-week recovery. Executive Director and Maintenance Director will evaluate if a Temp needs to be hired to keep up on unit turnover.

5) **OTHER BUSINESS**

A. Financials Reviewed for March 2025

6) **NEW BUSINESS**

7) **GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 7:57 p.m.



Kendra Wignall, Secretary CIRHA