



**EXECUTIVE COMMITTEE MEETING
TUESDAY, AUGUST 18, 2026
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

Chairperson, Latifah Faisal, called the meeting to order at 6:01 p.m. These members of the Executive Committee were present:

Latifah Faisal, Chairperson
Bob Findlay, Vice Chairperson
Susan Crowdes, Treasurer
Lisa Hollis, Boone County
Shirley McAdon, Dallas County by Zoom
Craig Armstrong, Jasper County by Zoom
Craig Agan, Marion County

ABSENT:

Vanessa Baker-Latimer, Story County

Staff:

Kendra Wignall, Executive Director, Secretary
James Adams, Maintenance Director
Grace Lewis, CIRHA

GUEST:

Marty Ryan, Executive Director, Albia Hsg.

- 1) **AGENDA** – Motion Armstrong, second by Crowdes approving the agenda as presented. Motion carried by unanimous vote.
- 2) Motion Agan, second by Findlay approving the July 21, 2026 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Agan, second by Crowdes approving July and August 2026 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 2026 presented as attached.
 - B. August 2026 Portability Payout Report presented as attached.
 - C. Bank account balances as of July 31, 2026 presented as attached.
 - D. Business Account - Staff Fund Expense Summary presented as attached.
 - E. Deposit Assistance Grant report presented as attached.
 - i. Motion Crowdes, second by Agan approving allocation of \$20,000 from HCV Administrative Fee Reserves for Deposit Assistance Program. Motion carried by unanimous vote.
 - F. Executive Director, Kendra Wignall
 - Shortfall Monitoring – No further update.
 - An updated Executive Committee listing was provided. Members should contact the E.D. if any corrections are necessary.
 - Marty Ryan spoke on behalf of Knoxville Low Rent Housing Agency. The agency may approach CIRHA about entering into a management agreement if they do not decide to hire a new Executive Director. Following discussion, it was determined that CIRHA would consider this arrangement.
 - Commissioner training is available at the National NAHRO Conference in Denver, Colorado in October 2026. Executive Committee members interested in attending should contact E.D. Wignall.

5) **OTHER BUSINESS**

- A. June and July 2026 financials were presented for review.
- B. Faisal, Findlay and Agan were appointed to the committee for the Executive Director's annual review.
- C. Motion Findlay, second by Armstrong approving Employee Bonus payout of 4.5%. Motion carried by unanimous vote.
- D. Motion Armstrong, second by Crowdes approving estimated cost of \$2,500 for E.D. Wignall to attend the National NAHRO Conference in Denver, Colorado in October 2026. Motion carried by unanimous vote.

6) **NEW BUSINESS**

- A. **RESOLUTION 26-17 APPROVING FISCAL YEAR 2026-2027 SECTION 8 BUDGET** Motion Agan, second by Crowdes approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Hollis, Aye-McAdon. Motion approved by roll call vote.
- B. **RESOLUTION 26-18 APPROVING FISCAL YEAR 2026-2027 PUBLIC HOUSING PROGRAM BUDGET** Motion Crowdes, second by Findlay approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Hollis, Aye-McAdon. Motion approved by roll call vote.
- C. **RESOLUTION 26-19 APPROVING CONTRACT FOR REPAIR/REPLACE FACIA AND SOFFIT AT SCATTERED SITES IN PERRY, IOWA** Motion Agan, second by Findlay approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Hollis, Aye-McAdon. Motion approved by roll call vote.
- D. **RESOLUTION 26-20 APPROVING TWO YEAR AGREEMENT WITH JOTFORM INC.** Motion Crowdes, second by Findlay approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Hollis, Aye-McAdon. Motion approved by roll call vote.
- E. **RESOLUTION 26-21 APPROVING CONSTRUCTION CONTRACT FOR HOUSING RELATED HAZARDS GRANT** Motion Hollis, second by Crowdes approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Hollis, Aye-McAdon. Motion approved by roll call vote.

GOOD OF THE ORDER

Chairperson, Latifah Faisal, adjourned the meeting at 8:01 p.m.



Kendra Wignall, Secretary CIRHA