



**EXECUTIVE COMMITTEE MEETING  
TUESDAY, AUGUST 26, 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  
Craig Agan, Marion County  
Vanessa Baker-Latimer, Story County

**Staff:**

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

**GUESTS:**

Shirley McAdon, City of Adel

- 1) **AGENDA** – Motion Stammerman, second by Baker-Latimer approving the Agenda as presented. Motion carried by unanimous vote.
- 2) Motion Faisal, second by Crowdes to hold a Closed Session pursuant to Iowa Code § 21.5(1)(c) to discuss status and strategy with counsel on matters that are presently in litigation or where litigation is imminent. Motion carried by a unanimous vote.
- 3) Motion Flynn, second by Crowdes to reconvene in Open Session. Session provided update on litigation under attorney/client privilege. No action was taken in Closed Session. Motion carried by a unanimous vote.
- 4) Motion Baker-Latimer, second by Crowdes approving the July 15, 2025 minutes as presented. Motion carried by unanimous vote.
- 5) **DISBURSEMENTS** – Motion Crowdes, second by Findlay approving July and August 2025 disbursements. Motion carried by unanimous vote.
  - A. Treasurer, Crowdes reported no concerns on the monthly credit card statements.
- 6) **EXECUTIVE DIRECTOR REPORT**
  - A. Monthly Program Statistics for July and August 2025 presented as attached.
  - B. August 2025 Portability Payout Report presented as attached.
  - C. Bank account balances as of July 31, 2025 presented as attached.
  - D. Business Account - Staff Fund Expense Summary presented as attached.
  - E. Deposit Assistance Grant report presented as attached.
  - F. Executive Director, Kendra Wignall
    - Still monitoring HCV Shortfall.
    - HRH Grant:
      - Bids presented at this meeting for approval; contracts will be signed after bid approval.
      - Funds need to be 90% obligated by September 5, 2025; CIRHA will meet this threshold.
      - CIRHA has submitted an obligation end date extension to HUD.

-HUD is recapturing \$1,134.00 from CFP Grant IA01P13150121 due to the PHA not expending funds by the grant's expenditure end date of 02/22/2023.

-Following much discussion, the following action was taken on property (vacant lot) owned by CIRHA near and behind 820-822 Sixteenth Street, Perry, Iowa.

Motion Agan to contact Brick Gentry P.C. for guidance on selling the vacant lot. Motion received no support.

Motion Faisal, second by Baker-Latimer authorizing Director Wignall to contact Brick Gentry P.C. to have a letter drafted regarding encroachments on vacant lot and for guidance on selling the vacant lot. Motion carried by unanimous vote.

-Ben Wignall was hired as the HCV Inspector on July 1, 2025. Ben was a Public Housing Maintenance Technician where he assisted the Maintenance Director with many tasks, including HQS Inspections. Ben completed his NSPIRE-V certification on August 7, 2025.

-Josh Tripp has been hired to replace Ben's position in the Maintenance Department. Josh brings many years of maintenance experience, some in the private sector within CIRHA's jurisdiction.

## 7) **OTHER BUSINESS**

### A. Election of Officers

Baker-Latimer reported for the Nominating Committee and nominated the slate of officers.

Faisal was nominated for Chairperson.

Nominations from the floor were requested by Chairperson, Armstrong.

There were no nominations from the floor for Chairperson.

Motion Baker-Latimer, second by Crowdes to close nominations for Chairperson. Motion carried by a unanimous vote.

Motion Agan, second by Stammerman to accept nomination by acclamation.

Findlay was nominated for Vice Chairperson.

Nominations from the floor were requested by Chairperson, Armstrong.

There were no nominations from the floor for Vice Chairperson.

Motion Baker-Latimer, second by Crowdes to close nominations for Vice Chairperson.

Motion carried by a unanimous vote.

Motion Stammerman, second by Agan to accept nomination by acclamation.

Crowdes was nominated for Treasurer.

Nominations from the floor were requested by Chairperson, Armstrong.

There were no nominations from the floor for Treasurer.

Motion Agan, second by Baker-Latimer to close nominations for Treasurer. Motion carried by a unanimous vote.

Motion Findlay, second by Agan to accept nomination by acclamation.

### 2024-2025 Executive Committee Officers

Latifah Faisal, Chairperson  
Robert Findlay, Vice Chairperson  
Susan Crowdes, Treasurer

### B. Financials Reviewed for July 2025.

- C. Motion Stammerman, second by Flynn approving Employee Bonus payout of 3.5%, Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Flynn, Aye-Stammerman, Naye-Baker-Latimer. Motion approved by roll call vote.
- D. Motion Agan, second by Stammerman approving the two-year Avesis vision benefit renewal rates as presented. Motion carried by unanimous vote.
- E. Faisal, Findlay and Baker-Latimer were appointed to the committee for the Executive Director's Annual review.

**8) NEW BUSINESS**

**A. RESOLUTION 25-23 APPROVING FISCAL YEAR 2025-2026 PUBLIC HOUSING PROGRAM BUDGET**

Motion Agan, second by Crowdes approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Flynn, Aye-Stammerman. Motion approved by roll call vote.

**B. RESOLUTION 25-24 APPROVING FISCAL YEAR 2025-2026 SECTION 8 VOUCHER PROGRAM BUDGET**

Motion Crowdes, second by Flynn approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Flynn, Aye-Stammerman. Motion approved by roll call vote.

**C. RESOLUTION 25-25 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT – Love**

Motion Crowdes, second by Stammerman approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Flynn, Aye-Stammerman. Motion approved by roll call vote.

**D. RESOLUTION 25-26 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT – Gray**

Motion Faisal, second by Crowdes approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Flynn, Aye-Stammerman. Motion approved by roll call vote.

**E. RESOLUTION 25-27 APPROVING EXECUTION OF CONTRACT WITH PATTERSON HOMES FOR DECK REPLACEMENTS ADEL, IOWA**

Motion Agan, second by Stammerman approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Flynn, Aye-Stammerman. Motion approved by roll call vote.

**F. RESOLUTION 25-28 APPROVING AND AUTHORIZING THE REVISION TO THE PERSONNEL POLICY**

Motion Crowdes, second by Findlay approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Flynn, Aye-Stammerman. Motion approved by roll call vote.

**G. RESOLUTION 25-29 APPROVING PROPOSAL AND CONTRACT FOR RENT REASONABLENESS SOFTWARE**

Motion Faisal, second by Flynn approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Flynn, Aye-Stammerman. Motion approved by roll call vote.

**H. RESOLUTION 25-30 APPROVING CONSTRUCTION CONTRACT FOR HOUSING RELATED HAZARDS GRANT -Orton Landscape and Concrete**

Motion Stammerman, second by Baker-Latimer approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Flynn, Aye-Stammerman. Motion approved by roll call vote.

**I. RESOLUTION 25-31 APPROVING CONSTRUCTION CONTRACT FOR HOUSING RELATED HAZARDS GRANT -Ball Team LLC**

Motion Crowdes, second by Baker-Latimer approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Flynn, Aye-Stammerman. Motion approved by roll call vote.

**J. RESOLUTION 25-32 APPROVING CONSTRUCTION CONTRACT FOR HOUSING RELATED HAZARDS GRANT -Caliber Concrete LLC**

Motion Faisal, second by Crowdes approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Flynn, Aye-Stammerman. Motion approved by roll call vote.

**K. RESOLUTION 25-33 APPROVING CONSTRUCTION CONTRACT FOR HOUSING RELATED HAZARDS GRANT -Bishop Engineering**

Motion Stammerman, second by Findlay approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Flynn, Aye-Stammerman. Motion approved by roll call vote.

**9) GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 9:23 p.m.



Kendra Wignall, Secretary CIRHA