



**EXECUTIVE COMMITTEE MEETING
TUESDAY, NOVEMBER 18, 2025
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

Chairperson, Latifah Faisal, called the meeting to order at 6:00 p.m. These members of the Executive Committee were present:

Latifah Faisal, Chairperson
Bob Findlay, Vice Chairperson
Susan Crowdes, Treasurer
Shirley McAdon, Dallas County by Zoom
Bill Stammerman, Dallas County by phone
Craig Armstrong, Jasper County
Craig Agan, Marion County
Vanessa Baker-Latimer, Story County by Zoom

Absent:

Jeannette Flynn, Boone County

Staff:

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

- 1) **AGENDA** – Motion Armstrong, second by Crowdes approving the agenda as presented. Motion carried by unanimous vote.
- 2) Motion Crowdes, second by Agan approving the October 21, 2025 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Crowdes, second by Findlay approving October and November 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 October and November 2025 presented as attached.
 - B. November 2025 Portability Payout Report presented as attached.
 - C. Bank account balances as of October 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
 - No significant impact to CIRHA from the government shutdown.
 - Work has begun in Colfax and Newton funded by Housing Related Hazards Grant.
 - Continuing collaboration with City of Perry on rectifying the encroachments on CIRHA owned property in Perry, Iowa.
 - Boone and Melcher public housing property city inspections completed with zero deficiencies.
 - Staff completing various professional development trainings over next few months.
- 5) **OTHER BUSINESS**
 - A. October 2025 Financials were not presented due to unavailability.
- 6) **NEW BUSINESS**
 - A. **RESOLUTION 25-44 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT – Langfitt**

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

B. RESOLUTION 25-45 APPROVING EXECUTION OF CONTRACT FOR BATHROOM REMODELS IN MADRID, IOWA

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

C. RESOLUTION 25-46 APPROVING AND AUTHORIZING THE CERTIFICATION AND SUBMISSION OF FISCAL YEAR 2024-2025 SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP)

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

D. RESOLUTION 25-47 APPROVING AND AUTHORIZING THE REMOVAL OF ITEMS FROM THE PUBLIC HOUSING INVENTORY LISTING

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

E. RESOLUTION 25-48 APPROVING AND AUTHORIZING THE REMOVAL OF ITEMS FROM THE SECTION 8 INVENTORY LISTING

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

7) GOOD OF THE ORDER

Chairperson, Latifah Faisal, adjourned the meeting at 7:00 p.m.



Kendra Wignall, Secretary CIRHA