



**EXECUTIVE COMMITTEE MEETING
TUESDAY, MAY 19, 2026
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

Chairperson, Latifah Faisal, called the meeting to order at 6:02 p.m. These members of the Executive Committee were present:

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

Staff:

Kendra Wignall, Executive Director, Secretary
Grace Lewis, CIRHA

ABSENT:

Bob Findlay, Vice Chairperson
Jeannette Flynn, Boone County

GUEST:

Jeff Wiens, Niewedde & Wiens, CPA

- 1) **AGENDA** – Motion Baker-Latimer second by Crowdes approving the agenda as presented. Motion carried by unanimous vote.
- 2) Motion Crowdes, second by Stammerman approving the April 28, 2026 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Armstrong, second by Baker-Latimer approving April and May 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 April and May 2026 presented as attached.
 - B. May 2026 Portability Payout Report presented as attached.
 - C. Bank account balances as of April 30, 2026 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
 - Shortfall Monitoring – No further update since last meeting at end of April.
 - HCV waiting list has been purged through 12/31/2023; to date 4,680 applicants are on the waiting list.
 - CIRHA is searching to replace a Public Housing Maintenance Technician position.
 - The Resident Advisory Board Meeting was held on May 12, 2026. There were five participants in attendance (3 PH, 2 S8). Positive feedback from Public Housing residents about Maintenance response time. No suggestions were given for the Annual Plan, but all agreed that what we have already committed for 2026 were good.
 - A Public Hearing will be held at 5:30 pm on June 16, 2026. Two Executive Committee members need to be present to conduct the public hearing.
 - The annual meeting will be on June 16, 2026 following the Executive Committee meeting.
- 5) **OTHER BUSINESS**
 - A. April 2026 financials were not available for review.

6) **NEW BUSINESS**

- A. CIRHA received 83/100 Public Housing Assessment System (PHAS) score for fiscal year ending September 30, 2024. The point deficiencies were in occupancy. Management has taken several actions to approach lowering unit turnaround time and application processing which effect occupancy.
- B. **.RESOLUTION 26-09 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF-SUFFICIENCY ESCROW - Webb** Motion Crowdes, second by Agan approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-McAdon, Aye-Stammerman, Aye-Baker-Latimer. Motion approved by roll call vote.
- C. **RESOLUTION 26-10 APPROVING EXECUTION OF CONTRACT FOR CONCRETE REPLACEMENT IN MADRID AND PERRY, IOWA** Motion Stammerman, second by Crowdes approving Resolution. Aye-Agan, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-McAdon, Aye-Stammerman, Nay-Armstrong. Motion approved by roll call vote.

7) **GOOD OF THE ORDER**

Chairperson, Latifah Faisal, adjourned the meeting at 7:30 p.m.

Kendra Wignall Kendra Wignall, Secretary CIRHA