



**EXECUTIVE COMMITTEE MEETING
TUESDAY, MARCH 17, 2026
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
Jeannette Flynn, Boone County
Bill Stammerman, Dallas County by Zoom
Craig Armstrong, Jasper County by Zoom
Craig Agan, Marion County
Vanessa Baker-Latimer, Story County by Zoom

GUEST:
Shirley McAdon, Dallas County by Zoom

Staff:

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

- 1) **AGENDA** – Motion Armstrong, second by Findlay approving the agenda as presented. Motion carried by unanimous vote.
- 2) Motion Findlay, second by Stammerman approving the February 17, 2026 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Armstrong, second by Findlay approving February and March 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 February and March 2026 presented as attached.
 - B. March 2026 Portability Payout Report presented as attached.
 - C. Bank account balances as of February 28, 2026 presented as attached.
 - i. Motion Flynn, second by Crowdes to open bank account for Operating Subsidy deposits. Motion carried by unanimous vote.
 - ii. Motion Baker-Latimer, second by Armstrong approving \$93,887 withdrawal from Section 8 Checking for EHV Service Fee Closeout wire transfer to HUD. Motion carried by unanimous vote.
 - D. Business Account - Staff Fund Expense Summary presented as attached.
 - E. Deposit Assistance Grant report presented as attached.
 - i. Motion Armstrong, second by Baker-Latimer 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 changes to voucher issuance. Per unit cost continues to increase. The 2026 Federal budget has not been approved; HUD will re-evaluate shortfall PHA's after beginning of April or when budget is approved.
 - CIRHA will soon be accepting applications to replace a Maintenance Technician position.

-Iowa NAHRO conference being held in West Des Moines, Iowa on April 21-22, 2026.

-FYE 2025 audit has been scheduled for April 1, 2026.

5) **OTHER BUSINESS**

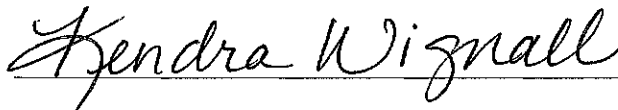
- A. February 2026 financials presented as attached.
- B. CIRHA is 'Purging' the Section 8 waiting list based on the PHA Policy in Section 4-II.F. of the Administrative Plan.

6) **NEW BUSINESS**

- A. Motion Crowdes, second by Stammerman approving the Delta Dental insurance renewal rates as presented. Motion carried by unanimous vote.
- B. Motion Armstrong, second by Crowdes approving Wellmark BCBS Enhanced Blue 1500 health insurance plan with employee cost of 6% individual/26% family. Motion carried by unanimous vote
- C. Motion Flynn, second by Crowdes to change the April meeting date to April 28, 2026 due to E.D. attending the Iowa NAHRO Conference. Motion carried by unanimous vote.
- D. **RESOLUTION 26-04 APPROVING EXECUTION OF CONTRACT FOR TREE REMOVAL IN PERRY, IOWA** Motion Crowdes, second by Armstrong 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 26-05 APPROVING THE REVISION TO THE SECTION 8 ADMINISTRATIVE PLAN** 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.

7) **GOOD OF THE ORDER**

Chairperson, Latifah Faisal, adjourned the meeting at 7:20 p.m.

 Kendra Wignall, Secretary CIRHA