



**EXECUTIVE COMMITTEE MEETING
TUESDAY, DECEMBER 17, 2024
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 by Zoom
Shirley McAdon, Alternate, Dallas County by Zoom
Craig Agan, Marion County
Vanessa Baker-Latimer, Story County @ 7:06 pm by Zoom

Staff:

Robert Vernon, Executive Director, Secretary
Kendra Wignall, Deputy Director

- 1) **AGENDA – Motion Findlay, second by Faisal approving the Agenda. Motion carried by unanimous vote.**
- 2) **Motion Agan, second by Crowdes approving the November 19, 2024 minutes as presented. Motion carried by unanimous vote.**
- 3) **DISBURSEMENTS – Motion Faisal, second by Crowdes approving November and December 2024 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 November and December 2024 presented as attached.
 - B. December 2024 Portability Payout Report presented as attached.
 - C. Bank account balances as of November 30, 2024 presented as attached.
 - D. Business Account - Staff Fund Expense Summary presented as attached.
 - E. Security Deposit Grant Program report presented as attached.
 - F. Executive Director, Robert Vernon
 - CIRHA has applied for full-time grant funding for the FSS Coordinator.
 - Housing Related Hazards Grant
 - The Board requested for Executive Director Vernon to schedule land surveys for the sites included in the grant as soon as possible.
 - Executive Director Vernon is to provide the Board with a list of projects that were included in the grant application along with:
 - (1) Work items to be contracted by the Housing Authority; and
 - (2) Work items to be included in an RFP to hire an engineering firm.
- 5) **OTHER BUSINESS**
 - A. Discussion on implementing a sick leave bank program for employees. Faisal and Flynn will send sample plans to Executive Director Vernon.
 - B. The Board discussed and requested the following in regards to hiring a replacement Executive Director:

- Executive Director Vernon will send the job description to the Executive Committee for review. Committee members should provide any revisions on or before January 19, 2025.
- Executive Director Vernon will send a job posting for the Executive Director to INAHRO, NAHRO, PHADA and any other national organizations.

Motion Agan, second Findlay to have the three Officer's serve as the hiring committee for the new Executive Director.

Motion Agan, second Findlay to have the three Officer's and Jeannette Flynn serve as the hiring committee for the new Executive Director. Baker-Latimer-Abstain. Motion carried by all others present.

6) **NEW BUSINESS**

A. RESOLUTION 24-30 APPROVING AND AUTHORIZING THE CERTIFICATION AND SUBMISSION OF FISCAL YEAR 2023-2024 SECTION 8 MANAGEMENT ASSESSMENT PROGRAM Motion Flynn, second by Agan approving the Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Flynn, Aye-McAdon, Aye-Stammerman. Motion approved by roll call vote.

B. RESOLUTION 24-31 APPROVING REVISIONS TO THE SECTION 8 ADMINISTRATIVE PLAN Approval of Resolution deferred.

7) **GOOD OF THE ORDER**

The January 2025 meeting time will be changed to 5:30 p.m.

Chairperson, Craig Armstrong, adjourned the meeting at 8:28 p.m.



Robert Vernon, Secretary CIRHA