



**EXECUTIVE COMMITTEE MEETING
TUESDAY, DECEMBER 16, 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
Jeannette Flynn, Boone County
Shirley McAdon, Dallas County by Zoom
Bill Stammerman, Dallas County by Zoom
Craig Agan, Marion County
Vanessa Baker-Latimer, Story County by Zoom

Absent:

Craig Armstrong, Jasper County

Staff:

Kendra Wignall, Executive Director, Secretary
Grace Lewis, CIRHA

- 1) **AGENDA** – Motion Flynn, second by Findlay approving the agenda as presented. Motion carried by unanimous vote.
- 2) Motion Crowdes, second by Baker-Latimer approving the November 18, 2025 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Crowdes, second by Findlay approving November and December 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 November and December 2025 presented as attached.
 - B. December 2025 Portability Payout Report presented as attached.
 - C. Bank account balances as of November 30, 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
 - Housing Related Hazards Grant - Work has stopped for the season in Colfax and Newton.
 - Continuing collaboration with City of Perry on rectifying the encroachments on CIRHA owned property in Perry, Iowa.
 - The Executive Director has joined Boone County Leaders Advocacy Group. This group is Boone County area service provider leaders who meet quarterly to provide up to date information to stakeholders in the affected communities.
 - Motion Findlay, second by Crowdes authorizing the Executive Director to close the CIRHA Office at 12:00 p.m. on December 24, 2025. Motion carried by unanimous vote.
- 5) **OTHER BUSINESS**
 - A. Update on the Section 8 Housing Choice Voucher (HCV) program shortfall. HUD has committed to provide CIRHA with \$197,257 HCV Set-Aside shortfall funds for 2025 so far. The Executive Director anticipates meeting with HUD in January 2026 to discuss the HCV program. CIRHA's Per Unit Cost (PUC) continues to increase, therefore the Annual Budget Authority projects a Shortfall for 2026.

6) **NEW BUSINESS**

A. RESOLUTION 25-49 APPROVING AND AUTHORIZING THE IMPLEMENTATION OF UPDATED SECTION 8 HOUSING CHOICE VOUCHER UTILITY ALLOWANCES

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

B. RESOLUTION 25-50 APPROVING AND AUTHORIZING THE IMPLEMENTATION OF UPDATED PUBLIC HOUSING UTILITY ALLOWANCES

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

C. RESOLUTION 25-51 APPROVING EXECUTION OF CONTRACT FOR FURNACE, WATER HEATER AND AIR CONDITIONER REPLACEMENTS IN MELCHER, IOWA

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

D. RESOLUTION 25-52 APPROVING AND AUTHORIZING THE SOFTWARE SERVICES CONTRACT WITH MRI SOFTWARE, LLC

Motion Agan, second by Crowdes approving Resolution. Aye-Agan, 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 7:22 p.m.



Kendra Wignall, Secretary CIRHA