

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, DECEMBER 15, 2020
ZOOM**

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

Craig Armstrong, Chairperson
Craig Agan, Vice Chairperson
Marvin Ostrander, Boone County
Randy Schmitz, Boone County
Lauris Olson, Story County
Vanessa Baker-Latimer, Story County
Jodene Allen, Tenant Advisory

Absent:
Bill Stammerman, Dallas County
Paul Thompson, Dallas County

Guests:
Roger Schemmel-City of Urbandale
Kendra Wignall, CIRHA Staff


- 1) **AGENDA** – Motion Baker-Latimer, seconded by Schmitz to approve the Agenda as presented. Motion carried by a unanimous vote.
- 2) **MINUTES** – Motion Schmitz, seconded by Ostrander to approve the October 20, 2020 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Agan, seconded by Olson to approve October, November and December 2020 disbursements. Motion carried by a unanimous vote.
-\$275.00 will be used out of the staff expenditure budget in the CIRHA Business Account to purchase Olive Garden gift cards for the CIRHA Staff in lieu of a staff luncheon for the holidays this year.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for November and December 2020 were presented as attached.
 - B. December 2020 Portability Payout Report presented as attached.
 - C. Bank account balances as of October 31 and November 30, 2020 were presented as attached.
 - D. Security Deposit Grant Program report was presented as attached.
- 5) **OTHER BUSINESS**
 - A. Fiscal Year End 2020 financials were presented as attached.
 - B. October 2020 financials were presented as attached.
-A listing of Sundry expenses on the Public Housing and Voucher budgets were provided. Ms. Conner was asked to speak with Loucks and Schwartz Fee Accounting about adding line items for recurring Sundry expenses.
 - C. Motion Baker-Latimer, seconded by Olson accepting Madison County Representative, Kelley Brown's resignation. Motion carried by a unanimous vote.
 - D. Motion Schmitz, seconded by Agan accepting Boone County Representative, Erich Kretzinger's resignation. Motion carried by a unanimous vote.
 - E. Motion Baker-Latimer, seconded by Schmitz appointing Marvin Ostrander as the Boone County Representative on the Executive Committee. Motion carried by a unanimous vote.
 - F. PHADA is offering virtual commissioner training January 11-12, 2021. Please contact Ms. Conner if interested in participating.
- 6) **NEW BUSINESS**
 - A. RESOLUTION 20-24 RESOLUTION APPROVING THE REVISIONS TO THE SECTION 8 ADMINISTRATIVE PLAN - Motion Olson, seconded by Allen to approve Resolution as presented. Motion carried by a unanimous vote.
 - B. RESOLUTION 20-25 RESOLUTION APPROVING THE REVISIONS TO THE PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) - Motion Ostrander, seconded by Schmitz to approve Resolution as presented. Motion carried by a unanimous vote.

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C. RESOLUTION 20-26 RESOLUTION APPROVING AND AUTHORIZING THE WRITE OFF OF CIRHA UNCASHED CHECKS WRITTEN ON THE PUBLIC HOUSING CHECKING ACCOUNT - Motion Baker-Latimer, seconded by Ostrander to approve Resolution as presented.
Motion carried by a unanimous vote.

Excessive absence of Executive Committee member was discussed.

Chairperson, Craig Armstrong, adjourned the meeting at 7:00 p.m.



Marcy Conner, Secretary CIRHA