



**EXECUTIVE COMMITTEE MEETING
TUESDAY, FEBRUARY 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
Shirley McAdon, Dallas County by Zoom
Craig Armstrong, Jasper County by Zoom
Vanessa Baker-Latimer, Story County by Zoom

ABSENT:
Jeannette Flynn, Boone County
Bill Stammerman, Dallas County
Craig Agan, Marion County

Staff:

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

- 1) **AGENDA** – Motion Crowdes, second by Baker-Latimer approving the agenda as presented. Motion carried by unanimous vote.
- 2) Motion Armstrong, second by Findlay approving the January 20, 2026 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Crowdes, second by Findlay approving January and February 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 January and February 2026 presented as attached.
 - B. February 2026 Portability Payout Report presented as attached.
 - C. Bank account balances as of January 31, 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 changes to voucher issuance. Per unit cost continues to increase.
 - PH Manager and Executive Director attended an eviction workshop on February 12, 2026 at HOME Inc.
 - Executive Director has completed two trainings related to HUD Notices on Cash Management and Eligible Expenses.
 - Maintenance Director will be attending NAHRO Legislative Conference in Washington D.C. March 7-12, 2026.
 - FYE 2025 audit has been scheduled for April 1, 2026.
 - Health and dental insurance May 1, 2026 renewals should be available for presentation at the March meeting.
- 5) **OTHER BUSINESS**
 - A. December 2025 and January 2026 financials presented as attached.

6) **NEW BUSINESS**

- A. The Housing Authority's final SEMAP score for FYE 2025 is 100 percent.
- B. NSPIRE - Public Housing Physical Inspection final score for FYE 2025 is 96/100.
- C. Discussion on Mutual Termination for Progress Industries Group Homes Contract # IA05T813003.

7) **GOOD OF THE ORDER**

Chairperson, Latifah Faisal, adjourned the meeting at 7:27 p.m.

Kendra Wignall

Kendra Wignall, Secretary CIRHA