

AGENDA

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, FEBRUARY 20, 2024
1201 SE GATEWAY DRIVE
GRIMES, IOWA 50111
6:00 PM**

1. Roll Call and Approval of the Agenda for Executive Board Meeting
2. Approval of the minutes from January 23, 2024
3. January and February 2024 disbursements
 - A. Treasurers Report
4. Report of the Executive Director
 - A. Monthly Program Statistics January and February 2024
 - B. Monthly Portability Payments for February 2024
 - C. Monthly Banking Balances
 - D. Staff Expense Fund Breakdown
 - i. Approval to replenish CIRHA Staff Expense Fund
 - E. Security Deposit Grant Program
 - F. Executive Director Overview
5. Other Business
 - A. Financials-January 2024
 - B. Election of three Directors for the CIRHA Development Corporation
 - C. Discuss and Approve CIRHA Development Corporation Articles of Incorporation and Bylaws
 - D. CIRHA Staff Expense Fund Replenish
6. New Business
 - A. RESOLUTION NO. 23-38 APPROVING AND AUTHORIZING THE CONTINUATION OF INTERAGENCY AGREEMENT WITH IOWA DEPARTMENT OF INSPECTIONS AND APPEALS
 - B. RESOLUTION NO. 24-02 APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES
 - i. Allowable write-off of unpaid tenant charges.
 - C. RESOLUTION NO. 24-03 APPROVING EXECUTION OF CONTRACT FOR ROOF REPLACEMENT AT PROPERTIES IN PERRY, IOWA
 - D. RESOLUTION NO. 24-04 APPROVING EXECUTION OF CONTRACT FOR ROOF REPLACEMENT AT 605 GREENE STREET PROPERTY IN BOONE, IOWA
 - E. RESOLUTION NO. 24-05 APPROVING SECTION 8 VOUCHER PAYMENT STANDARDS
7. Good of the Order

Please note that this Agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), *Code of Iowa*, in accordance with Title 11 of the Americans with Disabilities Act as it pertains to access to Public Meetings, The Executive Director of CIRHA, upon adequate notice, will make reasonable accommodation for persons with special needs. Please Contact Robert Vernon, Executive Director, at (515) 986-1882 x106 should you require assistance.



**EXECUTIVE COMMITTEE MEETING
TUESDAY, FEBRUARY 20, 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
Susan Crowdes, Treasurer
Bob Findlay, Dallas County
Bill Stammerman, Dallas County by Zoom
Craig Agan, Marion County

Absent:
Latifah Faisal, Vice Chairperson
Marvin Ostrander, Boone County
Vanessa Baker-Latimer, Story County

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

Guest:
Shirley McAdon, City of Adel by Zoom

- 1) **AGENDA – Motion Crowdes, second by Agan approving the Agenda. Motion carried by a unanimous vote.**
- 2) **Motion Crowdes, second by Stammerman approving the January 23, 2024 minutes as presented. Motion carried by unanimous vote.**
- 3) **DISBURSEMENTS – Motion Findlay, second by Crowdes approving January and February 2024 disbursements. Motion carried by a unanimous vote.**
 - A. Treasurer, Crowdes reported no concerns on the monthly credit card statement.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for January and February 2024 presented as attached.
 - B. February 2024 Portability Payout Report presented as attached.
 - C. Bank account balances as of January 31, 2024 presented as attached.
 - D. Business Account - Staff Fund Expense Summary presented as attached.
 - i. Motion Agan, second by Crowdes to replenish the staff expense fund with \$5,000 from the CIRHA Business Account. Motion carried by a unanimous vote.
 - E. Security Deposit Grant Program report presented as attached.
 - F. Executive Director, Robert Vernon reported on the Agency Overview
 - Dan Stark started on January 31, 2024 as a Maintenance Technician for Public Housing. He has a work background in HVAC, which will be very helpful to the Maintenance Department.
 - Working on CD Investments; some banks and credit unions are not able to sign the General Depository Agreement required by HUD for federal funds. Robert will continue to provide updates on CD investments.
 - CIRHA’s website is getting a major update by staff person Edita Ordagic. (A virtual tour of the website was given to the Board during the meeting.)
 - All roof and siding replacements are complete at Newton, Iowa properties that were affected by hail damage.
 - CIRHA has signed a contract with Mary’s Cleaning Care for weekly office cleaning.
- 5) **OTHER BUSINESS**
 - A. January 2024 financials were presented as attached.

B. Election of Directors for CIRHA Development Corporation:

Armstrong nominated Agan for Director.

Agan nominated Armstrong for Chairperson.

Agan nominated Findlay for Director.

Nominations from the floor were requested. There were no nominations from the floor.

Motion Crowdes, second by Agan to close nominations. Motion carried by a unanimous vote.

Motion Stammerman, second by Crowdes approving nominations for CIRHA Development Corporation two-year term Director positions. Motion carried by a unanimous vote.

2024-2026 Board of Directors

Craig Armstrong, Chairperson

Craig Agan, Director

Robert Findlay, Director

C. Motion Agan, second by Crowdes approving the revised edition of the CIRHA Development Corporation Articles of Incorporation. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.

Motion Stammerman, second by Findlay approving the CIRHA Development Corporation

Bylaws as presented. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.

D. Staff Fund Expense replenish was discussed and motion passed with Item 4.D.i.

6) **NEW BUSINESS**

A. RESOLUTION 23-38 APPROVING AND AUTHORIZING THE CONTINUATION OF INTERAGENCY AGREEMENT WITH IOWA DEPARTMENT OF INSPECTIONS AND APPEALS Motion Findlay, second by Stammerman approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.

B. RESOLUTION 24-02 APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES Motion Findlay, second by Agan approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.

C. RESOLUTION 24-03 AND 24-04 APPROVING EXECUTION OF CONTRACTS FOR ROOF REPLACEMENTS AT PROPERTIES IN PERRY, IOWA AND PROPERTY AT 605 GREENE STREET IN BOONE, IOWA Motion Agan, second by Crowdes approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.

E. RESOLUTION 24-05 APPROVING REVISED SECTION 8 PAYMENT STANDARDS Motion Crowdes, second by Findlay approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.

7) **GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 7:43 p.m.



Robert Vernon, Secretary CIRHA