



**EXECUTIVE COMMITTEE MEETING
TUESDAY, JANUARY 20, 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
Jeannette Flynn, Boone County
Bill Stammerman, Dallas County by Zoom
Craig Armstrong, Jasper County by Zoom
Craig Agan, Marion County
Vanessa Baker-Latimer, Story County by Zoom

Staff:

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

- 1) **AGENDA** – Motion Armstrong, second by Crowdes approving the agenda as presented. Motion carried by unanimous vote.
- 2) Motion Baker-Latimer, second by Flynn approving the December 16, 2025 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Agan, second by Armstrong approving November/December 2025 and January 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 December 2025 and January 2026 presented as attached.
 - B. January 2026 Portability Payout Report presented as attached.
 - C. Bank account balances as of December 31, 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
 - Flat Rents for Public Housing to update effective February 1, 2026.
 - Environmental Review for Capital Fund grant conducted by Mid-Iowa Planning Alliance.
 - Shortfall Monitoring - waiting until payment standards (01/01/26) and utility allowances (02/01/26) implemented to make sounder 2026 projections before meeting with Shortfall Team. 28 HCV terminations since October 2025.
 - Contracting a new office cleaning service due to multiple concerns in current company's performance.
 - Evictions for CIRHA Public Housing getting more difficult. New case precedents set. The PH Manager and I attending an eviction workshop in February at HOME Inc. presented by a HUD Certified Housing Counselor.
 - NSPIRE PH – Physical Inspection of Public Housing properties is scheduled for January 30, 2026.

5) **OTHER BUSINESS**

A. Financials – October and November 2025

6) **NEW BUSINESS**

A. RESOLUTION 26-01 APPROVING UPDATED PUBLIC HOUSING FLAT RENTS – Effective February 1, 2026

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

B. RESOLUTION 26-02 APPROVING THE MEMORANDUM OF AGREEMENT FOR PREPARATION OF ENVIRONMENTAL REVIEW – 5 YEAR PLAN 2025-2029

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

C. RESOLUTION 26-03 APPROVING CONTRACT FOR OFFICE CLEANING SERVICES AT GRIMES, IOWA OFFICE

Motion Agan, second by Flynn approving Resolution. Aye-Agan, Aye-Armstrong, 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 7:15 p.m.



Kendra Wignall, Secretary CIRHA