



**EXECUTIVE COMMITTEE MEETING
TUESDAY, JANUARY 21, 2025
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

Chairperson, Craig Armstrong, called the meeting to order at 5:30 p.m. These members of the Executive Committee were present:

Craig Armstrong, Chairperson
Latifah Faisal, Vice Chairperson
Susan Crowdes, Treasurer
Jeannette Flynn, Boone County
Bob Findlay, Dallas County
Shirley McAdon, Alternate, Dallas County by Zoom
Craig Agan, Marion County
Vanessa Baker-Latimer, Story County

ABSENT:
Bill Stammerman, Dallas County

Staff:

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

- 1) **AGENDA** – Motion Faisal, second by Findlay approving to amend the Agenda by moving Item 5 Other Business to the end of the Agenda. Motion carried by unanimous vote.
- 2) Motion Findlay, by Crowdes approving the December 17, 2024 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Findlay, second by Flynn approving December 2024 and January 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 December 2024 and January 2025 presented as attached.
 - B. January 2025 Portability Payout Report presented as attached.
 - C. Bank account balances as of December 31, 2024 presented as attached.
 - D. Business Account - Staff Fund Expense Summary presented as attached.
 - E. Security Deposit Grant Program report presented as attached.
 - F. Financials Reviewed for FYE September 2024, October 2024 and November 2024
 - G. Executive Director, Robert Vernon
 - Housing Related Hazards GrantExecutive Director Vernon provided the Board with Request for Qualification (IRFQ) Statement of Work that will be sent out to Engineering firms and Statement of Work to be contracted by the Housing Authority.
- 5) **NEW BUSINESS**
 - A. **RESOLUTION 24-32 APPROVING CONTRACT TO REMOVE AND REPLACE CONCRETE AT SCATTERED SITES IN MADRID AND PERRY, IOWA** Motion Flynn, second by Agan approving the Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Flynn, Aye-McAdon. Motion approved by roll call vote.
- 6) **OTHER BUSINESS**
 - A. Discussion on timing and process of hiring a new Executive Director.
 - B. Discussion on salary for the Executive Director position.

7) **GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 8:40 p.m.

A handwritten signature in black ink that reads "Robert Vernon". The signature is written in a cursive style with a long horizontal flourish at the end.

Robert Vernon, Secretary CIRHA