



**EXECUTIVE COMMITTEE MEETING  
TUESDAY, JULY 15, 2025  
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  
Craig Agan, Marion County  
Vanessa Baker-Latimer, Story County

**Staff:**

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

**ABSENT:**

Latifah Faisal, Vice Chairperson  
Jeannette Flynn, Boone County

**GUESTS:**

Shirley McAdon, City of Adel

- 1) **AGENDA** – Motion Crowdes, second by Findlay approving the Agenda as presented. Motion carried by unanimous vote.
- 2) Motion Stammerman, second by Agan approving the June 17, 2025 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Crowdes, second by Agan approving June and July 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 June and July 2025 presented as attached.
  - B. July 2025 Portability Payout Report presented as attached.
  - C. Bank account balances as of June 30, 2025 presented as attached.
  - D. Business Account - Staff Fund Expense Summary presented as attached.
  - E. Deposit Assistance Grant Program report presented as attached.
  - F. Executive Director, Kendra Wignall
    - Still monitoring HCV Shortfall.
    - HRH Grant:  
Bishop Engineering has provided prints for Boone, Colfax and Newton sites. They are currently working on cost estimates and project specifications.
      - RFP will be posted on July 21, 2025 and will run at least weekly in the Des Moines Register for 30 days.
      - Bid opening on August 20, 2025; contract approvals at August Executive Committee meeting.
      - CIRHA has submitted an obligation end date extension to HUD.
    - FY 2025-2026 Budgets will be presented for approval at the August meeting.
    - E.D. Annual Evaluation due by September 30, 2025.
- 5) **OTHER BUSINESS**
  - A. Financials Reviewed for June 2025
  - B. Motion Baker-Latimer, second by Crowdes to change the next meeting date to August 26, 2025. Motion carried by unanimous vote.

6) **NEW BUSINESS**

**A. RESOLUTION 25-17 APPROVING EXECUTION OF CONTRACT FOR KITCHEN AND BATHROOM REMODEL**

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

**B. RESOLUTION 25-18 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT – Brown**

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

**C. RESOLUTION 25-19 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT – Hamdoon**

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

**D. RESOLUTION 25-20 APPROVING FISCAL YEAR 2024-2025 PUBLIC HOUSING PROGRAM BUDGET REVISION**

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

**E. RESOLUTION 25-21 APPROVING FISCAL YEAR 2024-2025 SECTION 8 VOUCHER PROGRAM BUDGET REVISION**

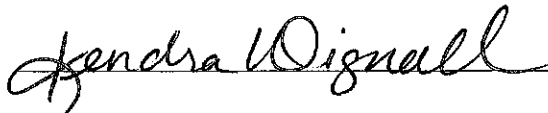
Motion Baker-Latimer, second by Agan approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.

**F. RESOLUTION 25-22 APPROVING CONSTRUCTION CONTRACT FOR HOUSING RELATED HAZARDS GRANT**

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

7) **GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 7:01 p.m.



Kendra Wignall, Secretary CIRHA