



**EXECUTIVE COMMITTEE MEETING
TUESDAY, JUNE 17, 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 by Zoom
Latifah Faisal, Vice Chairperson by Zoom
Susan Crowdes, Treasurer
Bill Stammerman, Dallas County by Zoom
Shirley McAdon, Dallas County by Zoom
Craig Agan, Marion County
Vanessa Baker-Latimer, Story County by Zoom

ABSENT:

Jeannette Flynn, Boone County
Bob Findlay, Dallas County

Staff:

Kendra Wignall, Executive Director, Secretary
Grace Lewis, CIRHA

- 1) **AGENDA** – Motion Agan, second by Baker-Latimer approving the Agenda as presented. Motion carried by unanimous vote.
- 2) Motion Crowdes, second by Faisal approving the May 20, 2025 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Agan, second by Crowdes approving May and June 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 May and June 2025 presented as attached.
 - B. June 2025 Portability Payout Report presented as attached.
 - C. Bank account balances as of May 31, 2025 presented as attached.
 - i. Motion Baker-Latimer, second by Crowdes approving the Executive Director to open a C.D. with funds from the CIRHA Business Account in the amount of \$125,000, at Visionbank for the best short-term available rate. Motion carried by unanimous vote.
 - D. Business Account - Staff Fund Expense Summary presented as attached.
 - E. Security Deposit Grant Program report presented as attached. Motion Baker-Latimer, second by Crowdes approving the Deposit Assistance Program grant utilization, application process and procedures. Motion carried by unanimous vote.
 - F. Executive Director, Kendra Wignall
 - Still monitoring HCV Shortfall.
 - HRH Grant:
Bishop Engineering has completed 90% of property surveys in Boone, Colfax and Newton and started the design phase on 5 sites. CIRHA has submitted an obligation end date extension to HUD.
 - Hired a cleaning company to assist with public housing turnarounds.
 - CIRHA Staff completed Fair Housing Training through Iowa Civil Rights on June 12, 2025.

5) **OTHER BUSINESS**

- A. Financials Reviewed for May 2025
- B. Ms. Baker-Latimer was appointed to the 2025 Nominating Committee.
- C. Section 8 Inspector, Julie Baldner has announced she will be retiring on September 30, 2025. The search for her replacement will start immediately as this position requires a lot of training.

6) **NEW BUSINESS**

A. RESOLUTION 25-11 APPROVING AND AUTHORIZING THE 5 YEAR ACTION PLAN FOR 2025-2029

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

B. RESOLUTION 25-12 APPROVING AND ACCEPTING CAPITAL FUND GRANT IA01P13150125

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

C. RESOLUTION 25-13 APPROVING THE REVISION TO THE PUBLIC HOUSING ADMISSIONS AND OCCUPANCY POLICY (ACOP)

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

D. RESOLUTION 25-14 APPROVING THE REVISION TO THE SECTION 8 ADMINISTRATIVE PLAN

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

E. RESOLUTION 25-15 APPROVING AND AUTHORIZING SUBMISSION OF THE 5-YEAR PHA PLAN FOR 2025-2029 AND STREAMLINED ANNUAL PLAN FOR FISCAL YEAR BEGINNING 10/01/2025

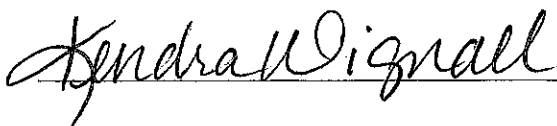
Motion Baker-Latimer, second by Crowdes approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-McAdon, Aye-Stammerman. Motion approved by roll call vote.

F. RESOLUTION 25-16 APPROVING AND AUTHORIZING THE WRITE-OFF OF CIRHA UNCASHED CHECK WRITTEN ON PUBLIC HOUSING CHECKING ACCOUNT

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

7) **GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 7:28 p.m.



Kendra Wignall, Secretary CIRHA