



**EXECUTIVE COMMITTEE MEETING
TUESDAY, JUNE 16, 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 by Zoom
Shirley McAdon, Dallas County by Zoom
Craig Armstrong, Jasper County by Zoom
Craig Agan, Marion County
Vanessa Baker-Latimer, Story County

Staff:

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

- 1) **AGENDA** – Motion Findlay second by Baker-Latimer approving the agenda as presented. Motion carried by unanimous vote.
- 2) Motion Crowdes, second by Agan approving the May 19, 2026 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Armstrong, second by Crowdes approving May and June 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 May and June 2026 presented as attached.
 - B. June 2026 Portability Payout Report presented as attached.
 - C. Bank account balances as of May 31, 2026 presented as attached.
 - i. Discussion on approving CD investment from the CIRHA Business Account.
 - D. Business Account - Staff Fund Expense Summary presented as attached.
 - E. Deposit Assistance Grant report presented as attached.
 - F. Executive Director, Kendra Wignall
 - Shortfall Monitoring – No further update since last meeting.
 - A new Public Housing Maintenance Technician started on June 15, 2026.
- 5) **OTHER BUSINESS**
 - A. April 2026 financials were presented for review.
- 6) **NEW BUSINESS**
 - A. **RESOLUTION 26-11 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF-SUFFICIENCY ESCROW - Lynch**
Motion Crowdes, second by Baker-Latimer approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Flynn, Aye-McAdon. Motion approved by roll call vote.

B. **RESOLUTION 26-12 APPROVING EXECUTION OF CONTRACT FOR REPLACEMENT OF EXTERIOR DOORS AND STORM DOORS IN NEWTON, IOWA** Motion Crowdes, second by Agan approving Resolution. Aye-Agan, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Flynn, Aye-McAdon. Nay-Armstrong. Motion approved by roll call vote.

C. **RESOLUTION 26-13 APPROVING AND IMPLEMENTING THE ANNUAL PLAN FOR FISCAL YEAR BEGINNING 2026** Motion Armstrong, second by Crowdes approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Flynn, Aye-McAdon. Motion approved by roll call vote.

7) **GOOD OF THE ORDER**

Chairperson, Latifah Faisal, adjourned the meeting at 6:48 p.m.



Kendra Wignall, Secretary CIRHA