

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY  
EXECUTIVE COMMITTEE MEETING  
TUESDAY, JULY 21, 2020  
ZOOM**

Chairperson, Craig Armstrong, called the meeting to order at 6:05 p.m. These members of the Executive Committee were present:

Craig Armstrong, Chairperson  
Craig Agan, Vice Chairperson  
Paul Thompson, Treasurer (by telephone)  
Erich Kretzinger, Boone County  
Randy Schmitz, Boone County  
Bill Stammerman, Dallas County  
Kelley Brown, Madison County  
Lauris Olson, Story County

**Absent:**  
Vanessa Baker-Latimer, Story County  
Jodene Allen, Tenant Advisory

**Guests:**  
Jordan Cook, City of Nevada  
Kendra Wignall, CIRHA Staff

- 1) **AGENDA** – Motion Agan, seconded by Brown to approve the Agenda. Motion carried by a unanimous vote.
- 2) **MINUTES** – Motion Olson, seconded by Kretzinger to approve the June 16, 2020 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Schmitz, seconded by Stammerman to approve June and July 2020 disbursements. Motion carried by a unanimous vote.
- 4) **EXECUTIVE DIRECTOR REPORT**
  - A. Monthly Program Statistics for June and July 2020 were presented as attached.
  - B. July 2020 Portability Payout Report presented as attached.
  - C. Bank account balances as of June 30, 2020 were presented as attached.
  - D. Security Deposit Grant Program report was presented as attached.
- 5) **OTHER BUSINESS**
  - A. June 2020 financials were presented as attached.
  - B. The office telephone system has been replaced and was covered by insurance. American Business Phones was able to give a statement indicating that the old phone system was disabled beyond repair due to lightning storms.
  - C. NCRC is offering virtual commissioner training on August 26, 2020. Please contact Ms. Conner if interested in participating.
  - D. Blank evaluation forms for the Executive Director's annual evaluation were distributed to the Executive Committee. The forms are to be completed and returned to Chairperson, Armstrong as soon as possible. Contact Chairperson, Armstrong if you would like to serve on the committee for the Executive Director's annual evaluation.
  - E. COVID Update
    - (1) At this time HUD has advanced \$137,048 in Administrative Fee funding for Section 8 and \$57,965 for Public Housing Operating Expenses.
    - (2) All CIRHA office staff continues to work remotely with limited staff in the office each day.
- 6) **NEW BUSINESS**

- A. RESOLUTION 20-13 RESOLUTION COMMITTING TO UTILIZE UNRESTRICTED NET ASSETS - Motion Thompson, seconded by Olson to approve Resolution as presented. Motion carried by a unanimous vote.
- B. RESOLUTION 20-14 RESOLUTION APPROVING THE REVISIONS TO THE SECTION 8 ADMINISTRATIVE PLAN - Motion Schmitz, seconded by Stammerman to approve Resolution as presented. Motion carried by a unanimous vote.
- C. RESOLUTION 20-15 RESOLUTION APPROVING AND IMPLEMENTING THE PHA PLAN FOR FISCAL YEAR 2020-2021 - Motion Kretzinger, seconded by Brown to approve Resolution as presented. Motion carried by a unanimous vote.

Chairperson, Craig Armstrong, adjourned the meeting at 6:48 p.m.



\_\_\_\_\_  
Marcy Conner, Secretary CIRHA