

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, MARCH 17, 2020
TELECONFERENCE**

Chairperson, Craig Armstrong, called the meeting to order at 6:00 p.m. These members of the Executive Committee were present by telephone:

Craig Armstrong, Chairperson
Craig Agan, Vice Chairperson
Randy Schmitz, Boone County
Erich Kretzinger, Boone County
Kelley Brown, Madison County
Vanessa Baker-Latimer, Story County
Lauris Olson, Story County
Jodene Allen, Tenant Advisory

Absent:
Paul Thompson, Treasurer
Bill Stammerman, Dallas County
Marlene Stout, Jasper County

Guests:
Marvin Ostrander, Boone County
Kendra Wignall, CIRHA Staff

- 1) **AGENDA** – Motion Schmitz, seconded by Brown to approve the Revised Agenda as presented. Yes-All.
- 2) **MINUTES** – Motion Agan, seconded by Allen to approve the February 18, 2020 minutes as presented. Yes-All.
- 3) **DISBURSEMENTS** – Motion Olson, seconded by Brown to approve January and February 2020 disbursements. Yes-All.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for February and March 2020 were presented as attached.
 - B. March 2020 Portability Payout Report presented as attached.
 - C. Bank account balances as of February 29, 2020 were presented as attached.
 - D. Security Deposit Grant Program report was presented as attached.
- 5) **OTHER BUSINESS**
 - A. February 2020 financials were presented as attached.
 - B. Delta Dental - Motion Allen, seconded by Schmitz to approve dental insurance renewal rates effective May 1, 2020 as presented. Yes-All.
 - C. Fiscal year 2018-2019 Audit was completed with no findings. Final audit reports will be presented at the Annual Executive Committee Meeting.
 - D. CIRHA received an unaudited Public Housing Assessment System (PHAS) score for fiscal year ending September 30, 2019. Ms. Conner has verified with the Real Estate Assessment Center that the score will be correct after the audited submission that includes updated information. A response to the letter received from HUD is being submitted.
 - E. One of CIRHA's Certificate of Deposit reached maturity as of February 29, 2020. At this time the \$211,000 in Section 8 funds have been transferred into a money market account.
 - F. A complaint has been filed with the Iowa Civil Rights Commission against CIRHA. This matter has been turned over to CIRHA's insurance company, AHRMA.
 - G. Motion Baker-Latimer, seconded by Olson to postpone the Commissioner Retreat to a date in the Fall that will be decided upon by the Board at a later meeting. Yes-All.

6) **NEW BUSINESS**

- A. **RESOLUTION 20-07 RESOLUTION APPROVING AND ACCEPTING CAPITAL FUND IA05P13150120** Motion Schmitz, seconded by Baker-Latimer to approve Resolution as presented. Yes-All.
- B. **RESOLUTION 20-08 RESOLUTION APPROVING EMERGENCY AUTHORITIES RELATED TO THE CORONAVIRUS (COVID-19) PANDEMIC** Motion Agan, seconded by Brown to approve Resolution as presented. Yes-All.

Chairperson, Craig Armstrong, adjourned the meeting at 6:42 p.m.

Until further notice, Executive Committee meetings will be held by teleconference in response to the COVID-19 pandemic.

Marcy Conner, Secretary CIRHA