



**EXECUTIVE COMMITTEE MEETING
TUESDAY, MAY 20, 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
Latifah Faisal, Vice Chairperson
Susan Crowdes, Treasurer
Bob Findlay, Dallas County
Bill Stammerman, Dallas County by Zoom
Shirley McAdon, Alternate, Dallas County by Zoom
Craig Agan, Marion County

ABSENT:

Jeannette Flynn, Boone County
Vanessa Baker-Latimer, Story County

Staff:

Kendra Wignall, Executive Director, Secretary
Grace Lewis, CIRHA

- 1) **AGENDA** – Motion Faisal, second by Crowdes approving the Agenda as presented. Motion carried by unanimous vote.
- 2) Bishop Engineering proposal attached.
- 3) Motion Crowdes, second by Agan approving the April 15, 2025 minutes as presented. Motion carried by unanimous vote.
- 4) **DISBURSEMENTS** – Motion Faisal, second by Crowdes approving April and May 2025 disbursements. Motion carried by unanimous vote.
 - A. Treasurer, Crowdes reported no concerns on the monthly credit card statements.
- 5) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for April and May 2025 presented as attached.
 - B. May 2025 Portability Payout Report presented as attached.
 - C. Bank account balances as of April 30, 2025 presented as attached.
 - D. Business Account - Staff Fund Expense Summary presented as attached.
 - E. Security Deposit Grant Program report presented as attached. Director, Wignall presented proposed Deposit Assistant Grant qualifications and procedures. Recommendation by the Board to add a three-month timeframe from move-in date for application acceptance. These changes will be presented at the next meeting.
 - F. Executive Director, Kendra Wignall
 - FYE 9/30/24 Audited Submission has been completed in the HUD system.
 - Still monitoring HCV Shortfall. #'s have decreased since Jan. as anticipated.
 - An extension for the HRH Grant has been requested to HUD.
 - Grace has fully transitioned into Accounting and Office Administrator position. She will be attending monthly Board meetings.
- 6) **OTHER BUSINESS**
 - A. Financials Reviewed for April 2025
- 7) **NEW BUSINESS**
 - A. **RESOLUTION 25-04 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF-SUFFICIENCY ESCROW – Curvey**

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

B. RESOLUTION 25-05 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF-SUFFICIENCY ESCROW – Stewart

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

C. RESOLUTION 25-06 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF-SUFFICIENCY ESCROW – Abbas

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

D. RESOLUTION 25-07 APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES

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

E. RESOLUTION 25-08 APPROVING EXECUTION OF AUDIT SERVICES CONTRACT WITH NIEWEDDE AND WIENS CPA FOR FYE 2025, 2026, 2027

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

F. RESOLUTION 25-09 APPROVING EXECUTION OF HUD 51915 - CONTRACT WITH BISHOP ENGINEERING FOR HRH GRANT IA01H13150122

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

G. RESOLUTION 25-10 APPROVING EXECUTION OF CONTRACT WITH PATTERSON HOMES FOR BATHROOM REMODELS IN MADRID, IOWA

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

8) GOOD OF THE ORDER

Chairperson, Craig Armstrong, adjourned the meeting at 8:23 p.m.



Kendra Wignall, Secretary CIRHA