

AGENDA

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, NOVEMBER 19, 2024
1201 SE GATEWAY DRIVE
GRIMES, IOWA 50111
6:00 PM**

1. 6:00 Roll Call and Approval of the Agenda for Executive Board Meeting
2. 6:05 Approval of the minutes from October 15, 2024
3. 6:10 October and November 2024 disbursements
 - A. Treasurers Report
4. 6:15 Report of the Executive Director
 - A. Monthly Program Statistics October and November 2024
 - B. Monthly Portability Payments for November 2024
 - C. Monthly Banking Balances
 - D. Staff Expense Fund Breakdown
 - E. Security Deposit Grant Program
 - F. Executive Director Overview
5. 6:30 Other Business
6. 6:40 New Business
 - A. RESOLUTION 24-29 APPROVAL OF PERRY, IOWA SCATTERED SITE WATER HEATER REPLACEMENTS
7. 7:00 Good of the Order

Please note that this Agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), *Code of Iowa*, in accordance with Title 11 of the Americans with Disabilities Act as it pertains to access to Public Meetings, The Executive Director of CIRHA, upon adequate notice, will make reasonable accommodation for persons with special needs. Please Contact Robert Vernon, Executive Director, at (515) 986-1882 x106 should you require assistance.



**EXECUTIVE COMMITTEE MEETING
TUESDAY, NOVEMBER 19, 2024
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

Susan Crowdes, Treasurer by Zoom

Bob Findlay, Dallas County

Bill Stammerman, Dallas County by Zoom

Shirley McAdon, Alternate, Dallas County by Zoom

Craig Agan, Marion County

Vanessa Baker-Latimer, Story County

Staff:

Robert Vernon, Executive Director, Secretary

Kendra Wignall, Deputy Director

Absent:

Latifah Faisal, Vice Chairperson

Jeannette Flynn, Boone County

- 1) **AGENDA** – Motion Findlay, second by Agan approving the Agenda. Motion carried by unanimous vote.
- 2) Motion Findlay, second by Agan approving the October 15, 2024 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Findlay, second by Baker-Latimer approving October and November 2024 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 October and November 2024 presented as attached.
 - B. November 2024 Portability Payout Report presented as attached.
 - C. Bank account balances as of October 31, 2024 presented as attached.
 - D. Business Account - Staff Fund Expense Summary presented as attached.
 - E. Security Deposit Grant Program report presented as attached.
 - F. Executive Director, Robert Vernon
 - Executive Director, Robert Vernon has submitted resignation for February 28, 2025.
 - HCV Housing Coordinator and Tech Lead, Edita Ordagic has submitted resignation for November 30, 2024. CIRHA will be negotiating and entering into a contract with her to continue technological services as an independent contractor.
 - CIRHA has applied for full-time grant funding for the FSS Coordinator.
 - Two HCV Housing Coordinator's will be hired to effectively manage the caseloads associated with increased voucher utilization and to replace Edita Ordagic.
- 5) **OTHER BUSINESS**
 - A. A special meeting will be scheduled by Chairperson, Armstrong to establish a hiring committee for the Executive Director opening.
- 6) **NEW BUSINESS**
 - A. **RESOLUTION 24-29 APPROVAL OF PERRY, IOWA SCATTERED SITE WATER HEATER REPLACEMENTS** Motion Agan, second by Crowdes approving the Resolution. Aye-Armstrong, Aye-Agan, Aye-Baker-Latimer, Aye-Crowdes, Aye-Findlay, Aye-McAdon, Aye-Stammerman. Motion approved by roll call vote.
- 7) **GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 7:15 p.m.

A handwritten signature in black ink that reads "Robert Vernon".

Robert Vernon, Secretary CIRHA