



**EXECUTIVE COMMITTEE MEETING
TUESDAY, OCTOBER 21, 2025
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
Susan Crowdes, Treasurer
Jeannette Flynn, Boone County
Shirley McAdon, Dallas County by Zoom
Bill Stammerman, Dallas County
Craig Agan, Marion County
Vanessa Baker-Latimer, Story County by Zoom

Absent:

Craig Armstrong, Jasper County
Bob Findlay, Vice Chairperson

Staff:

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

- 1) **AGENDA** – Motion Baker-Latimer, second by Flynn approving the Agenda as presented. Motion carried by unanimous vote.
- 2) FYE 2024 audit report presented by Jeff Wiens, Niewedde & Wiens, CPA. Both the Housing Choice Voucher Program and Public Housing, ended the fiscal year with profit.
- 3) Motion Stammerman, second by Flynn approving the September 16, 2025 minutes as presented. Motion carried by unanimous vote.
- 4) Motion Crowdes, second by Agan approving the September 23, 2025 minutes as presented. Motion carried by unanimous vote.
- 5) **DISBURSEMENTS** – Motion Crowdes, second by Flynn approving September and October 2025 disbursements. Motion carried by unanimous vote.
 - A. Treasurer, Crowdes reported no concerns on the monthly credit card statements.
- 6) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for September and October 2025 presented as attached.
 - B. October 2025 Portability Payout Report presented as attached.
 - C. Bank account balances as of September 30, 2025 presented as attached.
 - D. Business Account - Staff Fund Expense Summary presented as attached.
 - i. Motion Baker-Latimer, second by Crowdes to replenish the staff expense fund with \$3,000 from the CIRHA Business Account. Motion carried by a unanimous vote
 - E. Deposit Assistance Grant report presented as attached.
 - F. Executive Director, Kendra Wignall
 - HRH Grant:
 - HUD approved 12-month extension.
 - Monitoring HCV Shortfall; E.D. hoping to have a meeting with HUD after government shutdown to discuss 2026.
 - Brick Gentry P.C. has provided a draft letter that the E.D. will forward to the City of Perry for collaboration on rectifying the encroachments on CIRHA owned property in Perry, Iowa.
 - CIRHA has contracted the Nelrod Company to conduct a utility allowance review.
 - Fiscal Year End was 9/30/2025.

-E.D. and Family Self-Sufficiency Coordinator attended the Landlord and Service Provider Roundtable discussion in Ames on October 16, 2025.

7) **OTHER BUSINESS**

A. August 2025 Financials were presented as attached.

B. Pre-Closing FYE 2025 September 2025 financials were presented as attached.

8) **NEW BUSINESS**

A. RESOLUTION 25-37 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT –A Million

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

B. RESOLUTION 25-38 APPROVAL OF GRANT APPLICATION FOR FAMILY SELF-SUFFICIENCY COORDINATOR FUNDING

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

C. RESOLUTION 25-39 APPROVING EXECUTION OF TWO-YEAR ACCOUNTING CONTRACT WITH LOUCKS & SCHWARTZ FOR FY ENDING 2026 AND 2027-SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

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

D. RESOLUTION 25-40 APPROVING EXECUTION OF TWO-YEAR ACCOUNTING CONTRACT WITH LOUCKS & SCHWARTZ FOR FY ENDING 2026 AND 2027-PUBLIC HOUSING PROGRAM

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

E. RESOLUTION 25-41 APPROVING SECTION 8 HOUSING CHOICE VOUCHER PAYMENT STANDARDS - EFFECTIVE 01/01/2026

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

F. RESOLUTION 25-42 APPROVING AND AUTHORIZING THE WRITE-OFF OF UNCASHED CHECKS-PUBLIC HOUSING CHECKING ACCOUNT

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

G. RESOLUTION 25-43 APPROVAL OF HAP SET ASIDE APPLICATION

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

9) **GOOD OF THE ORDER**

Chairperson, Latifah Faisal, adjourned the meeting at 8: 10 p.m.

Kendra Wignall, Secretary CIRHA