

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY  
EXECUTIVE COMMITTEE MEETING  
TUESDAY, OCTOBER 20, 2020  
ZOOM**

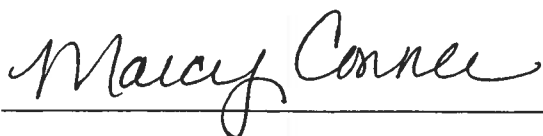
Chairperson, Craig Armstrong, called the meeting to order at 6:00 p.m. These members of the Executive Committee were present:

Craig Armstrong, Chairperson  
Craig Agan, Vice Chairperson  
Erich Kretzinger, Boone County  
Randy Schmitz, Boone County  
Bill Stammerman, Dallas County  
Kelley Brown, Madison County  
Vanessa Baker-Latimer, Story County

**Absent:**  
Jodene Allen, Tenant Advisory  
Lauris Olson, Story County  
Paul Thompson, Dallas County  
**Guests:**  
Marvin Ostrander, Boone County  
Kendra Wignall, CIRHA Staff

- 1) **AGENDA** – Motion Schmitz, seconded by Brown to approve the Amended Agenda. Motion carried by a unanimous vote.
- 2) **MINUTES** – Motion Baker-Latimer, seconded by Kretzinger to approve the September 15, 2020 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Stammerman, seconded by Schmitz to approve September and October 2020 disbursements. Motion carried by a unanimous vote.
- 4) **EXECUTIVE DIRECTOR REPORT**
  - A. A CIRHA employee tested positive for COVID-19 last week and is currently in quarantine. All precautions were taken.
  - B. Monthly Program Statistics for September and October 2020 were presented as attached.
  - C. October 2020 Portability Payout Report presented as attached.
  - D. Bank account balances as of September 30, 2020 were presented as attached.
  - E. Security Deposit Grant Program report was presented as attached.
- 5) **OTHER BUSINESS**
  - A. September 2020 financials were presented as attached.
  - B. A listing of Sundry expenses on the Public Housing budget was provided. A breakdown will be provided each month.
  - C. One of CIRHA's Certificate of Deposit reached maturity as of September 19, 2020. At this time, the \$103,867 in Public Housing funds have been transferred into a High Yield Money Market Account.
  - D. Motion Baker-Latimer, seconded by Schmitz approving CIRHA to enter into a contract with an annual cost of \$1,560.00 and offer an Employee Assistance Program (EAP). Motion carried by a unanimous vote.
  - E. Motion Schmitz, seconded by Brown approving the contract for CIRHA to conduct SAVE inquiries for the City of Ames. Prior to signature, Vanessa Baker-Latimer will provide the end date of the agreement based on the fund disbursement deadline. Motion carried by a unanimous vote. Abstain-Baker-Latimer.
- 6) **NEW BUSINESS**
  - A. RESOLUTION 20-23 RESOLUTION APPROVING AND AUTHORIZING WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT – Houghton - Motion Baker-Latimer, seconded by Kretzinger to approve Resolution as presented. Motion carried by a unanimous vote.

Chairperson, Craig Armstrong, adjourned the meeting at 6:39 p.m.



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Marcy Conner, Secretary CIRHA