



**EXECUTIVE COMMITTEE MEETING  
TUESDAY, SEPTEMBER 16, 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:

Robert Findlay, Vice Chairperson

Susan Crowdes, Treasurer

Jeannette Flynn, Boone County

Bob Findlay, Dallas County

Bill Stammerman, Dallas County

Craig Armstrong, Jasper County

Craig Agan, Marion County

Vanessa Baker-Latimer, Story County

**Staff:**

Kendra Wignall, Executive Director, Secretary

Grace Lewis, CIRHA

**GUESTS:**

Shirley McAdon, City of Adel

- 1) **AGENDA** – Motion Findlay, second by Flynn approving the Agenda as presented. Motion carried by unanimous vote.
- 2) Motion Armstrong, second by Agan approving the August 26, 2025 minutes as presented. Motion carried by unanimous vote.
- 3) Motion Flynn, second by Agan approving the Electric Line Easement as presented by Mi-Tech. Motion carried by unanimous vote.
- 4) **DISBURSEMENTS** – Motion Armstrong, second by Crowdes approving August and September 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 August and September 2025 presented as attached.
  - B. September 2025 Portability Payout Report presented as attached.
  - C. Bank account balances as of August 31, 2025 presented as attached.
    - i. Motion Armstrong, second by Crowdes approving Robert Findlay, Vice Chairperson, as a signatory on CIRHA bank accounts. Motion carried by unanimous vote.
  - D. Business Account - Staff Fund Expense Summary presented as attached.
  - E. Deposit Assistance Grant report presented as attached.
  - F. Executive Director, Kendra Wignall
    - HRH Grant:
      - Contracts have been signed with three Contractors; Notices to Proceed will be executed upon completion of the Environmental Review.
    - Monitoring HCV Shortfall; E.D. has a meeting with HUD's Shortfall Prevention Team on 9/24/25.
    - HUD has extended the deadline for NSPIRE-V inspection protocol implementation to February 1, 2027.
    - Iowa Civil Rights Commission has completed investigations on two complaints that had been issued against the Agency. The determination by an Administrative Law Judge was that no probable cause exists to support allegations of discrimination.

- E.D. has contacted Brick Gentry P.C. requesting a letter be drafted regarding encroachments on CIRHA owned property in Perry, Iowa and guidance on selling the lot.
- An updated Executive Committee listing was provided. Members should contact the E.D. if any corrections are necessary.
- CIRHA has contracted the Nelrod Company to conduct a utility allowance review. Annual review of utility allowances is required by HUD; implementation would be December 1, 2025 if needed.
- Open Meetings Training requirement for Governmental bodies was discussed. The Executive Committee members are expected to complete the Iowa Public Information Board training and provide the Housing Authority with a copy of the certificate issued upon completion.

6) **OTHER BUSINESS**

- A. Motion Armstrong, second by Findlay supporting Chairperson Faisal's request to hold a Special Meeting on Tuesday, September 23, 2025 at 5:15 p.m. for the purpose of completing the Executive Director's annual review. Motion carried by unanimous vote.
- B. August 2025 Financials were not available for review.
- C. Motion Agan, second by Armstrong to approve employee salary increases as presented by the E.D. Motion received no support following discussion.  
Motion Crowdes, second by Agan approving maximum 4% employee salary increases with additional .5% for outstanding performance as presented by the E.D. Aye-Agan, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Flynn, Aye-Stammerman. Abstain-Armstrong, Baker-Latimer. Motion passed.

7) **NEW BUSINESS**

**A. RESOLUTION 25-34 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT –Clay**

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

**B. RESOLUTION 25-35 APPROVING PROFESSIONAL SERVICES AGREEMENT WITH EOCENE ENVIRONMENTAL GROUP**

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

**C. RESOLUTION 25-36 APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES**

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

8) **GOOD OF THE ORDER**

Chairperson, Latifah Faisal, adjourned the meeting at 7:41 p.m.



Kendra Wignall, Secretary CIRHA