EXECUTIVE COMMITTEE MEETING
TUESDAY, SEPTEMBER 22, 2026
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
Bob Findlay, Vice Chairperson
Susan Crowdes, Treasurer
Jeannette Flynn, Boone County
Lisa Hollis, Boone County, Alternate
Craig Agan, Marion County
Vanessa Baker-Latimer, Story County by Zoom

ABSENT:
Shirley McAdon, Dallas County
Craig Armstrong, Jasper County

Staff:
Kendra Wignall, Executive Director, Secretary

1) **ROLL CALL**
2) **AGENDA –** Motion Agan, second by Findlay, approving the agenda as presented. Motion carried by unanimous vote.
3) Motion Flynn, second by Findlay, approving the August 18, 2026 minutes with addition of: "Marty Ryan spoke on behalf of the Knoxville Low Rent Housing Agency". Motion carried by unanimous vote.
4) **DISBURSEMENTS** – Motion Findlay, second by Flynn, approving August and September 2026 disbursements. Motion carried by unanimous vote.
    A. Treasurer, Crowdes reported no concerns on the monthly credit card statements.
5) **OTHER BUSINESS**
    A. Motion made by the Executive Director Annual Review Committee, second by Findlay, recommending acceptance of the Executive Director's annual review and the goals established by the Executive Director and the Board, along with a 6% salary increase. Motion carried by unanimous vote.
    B. Motion Findlay, second by Baker-Latimer, approving a 3.5% Cost of Living Adjustment (COLA) and a maximum 2% merit increase to be determined by the Executive Director, for employee salary increases. Nay-Agan. All Other Ayes. Motion approved.
        i. Motion Flynn, second by Baker-Latimer, approving a 4.5% bonus for the Executive Director. Motion carried by unanimous vote.
        ii. Motion Flynn, second by Findlay, approving a 3.5% Cost of Living Adjustment (COLA) for the Executive Director. Baker-Latimer-Absent, Nay-Faisal. All Other Ayes. Motion approved.
    C. August 2026 financials were presented for review.
    D. HUD has notified CIRHA that eight Tenant Protection Vouchers (TPVs) have been provided to the Housing Authority following a Multifamily Opt-Out at the Progress Industries Group Home in Newton, Iowa. The individuals have all been transitioned to alternate housing, leaving the vouchers available for use within the service area. The funding for the TPVs was obligated effective September 1, 2026, and will cease on December 31, 2026, at which time the vouchers will be added to the Housing Authority's regular Housing Choice Voucher

will be selected from the waiting list to determine eligibility and will then be issued vouchers.

6) **NEW BUSINESS**
   A. **RESOLUTION 26-22 APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES** Motion Agan, second by Crowdes approving Resolution. Aye-Agan, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Flynn. Motion approved by roll call vote.
   B. **RESOLUTION 26-23 APPROVING AND AUTHORIZING THE REVISION TO THE PERSONNEL POLICY** Resolution presented. The Board agreed to table the resolution for further review; no vote was taken.
   C. **RESOLUTION 26-24 APPROVAL OF GRANT APPLICATION FOR FAMILY SELF-SUFFICIENCY COORDINATOR CONTINUED FUNDING** Motion Crowdes, second by Flynn approving Resolution. Aye-Agan, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Flynn. Motion approved by roll call vote.
   D. **RESOLUTION 26-25 APPROVING PUBLIC HOUSING FLAT RENTS EFFECTIVE 12/01/2026** Motion Agan, second by Crowdes approving Resolution. Aye-Agan, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Flynn. Motion approved by roll call vote.

7) **EXECUTIVE DIRECTOR REPORT**
   A. Monthly Program Statistics for August and September 2026 presented as attached.
   B. September 2026 Portability Payout Report presented as attached.
   C. Bank account balances as of August 31, 2026 presented as attached.
   D. Business Account - Staff Fund Expense Summary presented as attached.
   E. Deposit Assistance Grant report presented as attached.
   F. Executive Director, Kendra Wignall
   -Shortfall Monitoring – No further update.
   -It has been reported by industry leaders that HUD is in the process of drafting a notice to Executive Directors regarding the allocation of Tenant Protection Vouchers (TPVs) to agencies administering Emergency Housing Vouchers (EHVs), as the EHV program is set to expire. This provision is presumed to be included in the Continuing Resolution approved by the President on September 2, 2026.
   -On August 21, a visitor at the Public Housing property located at 605 Greene Street in Boone, Iowa, drove a vehicle into the building. The Fire Department deemed the affected unit uninhabitable due to structural damage. HUD approved taking the unit offline for seven months, allowing repairs to be completed without affecting CIRHA's occupancy rate. The driver is fully covered by insurance. CIRHA will implement the emergency procurement process to begin the necessary repair work.

8) **GOOD OF THE ORDER**

Chairperson, Latifah Faisal, adjourned the meeting at 7:51 p.m.

Kendra Wignall Kendra Wignall, Secretary CIRHA