

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, SEPTEMBER 15, 2020
ZOOM**

Chairperson, Craig Armstrong, called the meeting to order at 6:02 p.m. These members of the Executive Committee were present:

Craig Armstrong, Chairperson
Craig Agan, Vice Chairperson
Erich Kretzinger, Boone County
Marvin Ostrander, Boone County
Bill Stammerman, Dallas County
Kelley Brown, Madison County
Vanessa Baker-Latimer, Story County
Lauris Olson, Story County

Absent:
Jodene Allen, Tenant Advisory

Guests:
Adrienne Howard, City of Dexter
Kendra Wignall, CIRHA Staff

- 1) **AGENDA** – Motion Agan, seconded by Baker-Latimer to approve the Agenda. Motion carried by a unanimous vote.
- 2) **MINUTES** – Motion Agan, seconded by Brown to approve the July 21, 2020 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Kretzinger, seconded by Olson to approve July, August and September 2020 disbursements. Motion carried by a unanimous vote.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for August and September 2020 were presented as attached.
 - B. September 2020 Portability Payout Report presented as attached.
 - C. Bank account balances as of July 31, 2020 and August 31, 2020 were presented as attached.
 - D. Security Deposit Grant Program report was presented as attached. Motion Baker-Latimer, seconded by Brown to increase the Security Deposit Grant Program fund balance to \$10,000 until further assistance may be required. Motion carried by a unanimous vote.
- 5) **OTHER BUSINESS**
 - A. July and August 2020 financials were presented as attached.
 - B. Seventeen of CIRHA Owned Housing units sustained damage from severe storms on August 10, 2020. An insurance claim has been filed with AHRMA and assessments are currently being done. CIRHA will pay one claim deductible of \$1,000 for all damages. Costs to remove trees and debris not causing damage to buildings will not be covered by insurance and preliminary out of pocket estimate is \$20,000 to \$30,000.
 - C. CIRHA's Administrative Assistant, Marcia McNeill, will be retiring October 31, 2020. Chairperson, Armstrong expressed "Appreciation for Marcia's service to CIRHA".
 - D. The Executive Director's annual evaluation was conducted virtually by Armstrong and Baker-Latimer from the Committee. Evaluation forms were submitted by many Executive Committee members and included in the review process. A 3% COLA increase was recommended by the Committee. Motion approving COLA increase of 3% for the Executive Director. Motion carried by a unanimous vote.

Brief discussion that the content provided in packets is sufficient and that receiving financial reports the day prior to the meeting is acceptable.

6) **NEW BUSINESS**

- A. RESOLUTION 20-16 RESOLUTION TO APPROVE REVISIONS TO SECTION 8 VOUCHER PAYMENT STANDARDS - Motion Agan, seconded by Baker-Latimer to approve Resolution as presented. Motion carried by a unanimous vote.
- B. RESOLUTION 20-17 RESOLUTION TO APPROVE REVISIONS TO PUBLIC HOUSING FLAT RENTS - Motion Stammerman, seconded by Olson to approve Resolution as presented. Motion carried by a unanimous vote.
- C. RESOLUTION 20-18 RESOLUTION APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES - Motion Kretzinger, seconded by Baker-Latimer to approve Resolution as presented. Motion carried by a unanimous vote.
- D. RESOLUTION 20-19 RESOLUTION APPROVING FISCAL YEAR 2020-2021 BUDGET - VOUCHER PROGRAM - Motion Agan, seconded by Ostrander to approve Resolution as presented. Motion carried by a unanimous vote.
- E. RESOLUTION 20-20 RESOLUTION APPROVING FISCAL YEAR 2020-2021 BUDGET – PUBLIC HOUSING PROGRAM – Motion Agan, seconded by Ostrander to approve Resolution with the following presented next month: further explanation by detailed listing of Sundry (4190) expenses and corrections to current budget balance for Sundry. Motion carried by a unanimous vote.
- F. RESOLUTION 20-21 RESOLUTION APPROVING AND AUTHORIZING FIVE YEAR CAPITAL FUND BUDGET FOR 2020-2024 – Motion Ostrander, seconded by Kretzinger to approve Resolution as presented. Motion carried by a unanimous vote.
- G. RESOLUTION 20-22 RESOLUTION APPROVING AND AUTHORIZING THE WRITE-OFF OF CIRHA UNCASHED CHECKS WRITTEN ON THE PUBLIC HOUSING CHECKING ACCOUNT - Motion Stammerman, seconded by Brown to approve Resolution as presented. Motion carried by a unanimous vote.

Chairperson, Craig Armstrong, adjourned the meeting at 6:56 p.m.



Marcy Conner, Secretary CIRHA