

AGENDA

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, APRIL 16, 2024
1201 SE GATEWAY DRIVE
GRIMES, IOWA 50111
6:00 PM**

1. 6:00 Roll Call and Approval of the Agenda for Executive Board Meeting
2. 6:05 Approval of the minutes from March 19, 2024
3. 6:10 March and April 2024 disbursements
 - A. Treasurers Report
4. 6:15 Report of the Executive Director
 - A. Monthly Program Statistics March and April 2024
 - B. Monthly Portability Payments for April 2024
 - C. Monthly Banking Balances
 - D. Staff Expense Fund Breakdown
 - E. Security Deposit Grant Program
 - F. Executive Director Overview
5. 6:35 Other Business
 - A. Financials-March 2024
 - B. Closed Session 21.5(1)(a) Executive Director Annual Evaluation and Compensation
6. 6:50 New Business
 - A. RESOLUTION NO. 24-09 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT - Al Dulaimi
7. Good of the Order

Please note that this Agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), *Code of Iowa*, in accordance with Title 11 of the Americans with Disabilities Act as it pertains to access to Public Meetings, The Executive Director of CIRHA, upon adequate notice, will make reasonable accommodation for persons with special needs. Please Contact Robert Vernon, Executive Director, at (515) 986-1882 x106 should you require assistance.



**EXECUTIVE COMMITTEE MEETING
TUESDAY, APRIL 16, 2024
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

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

Craig Armstrong, Chairperson
Latifah Faisal, Vice Chairperson
Susan Crowdes, Treasurer
Bob Findlay, Dallas County
Bill Stammerman, Dallas County by Zoom
Craig Agan, Marion County

Staff:
Robert Vernon, Executive Director, Secretary
Kendra Wignall, Deputy Director

Absent:

Marvin Ostrander, Boone County
Vanessa Baker-Latimer, Story County

Guests:

Pam Danielson, City of Redfield
Kelly Diekmann, City of Ames

- 1) **AGENDA – Motion Crowdes, second by Findlay approving the Agenda. Motion withdrawn. Motion Crowdes, second by Findlay to approve amending the Agenda by removing Item 5.B. Motion carried by unanimous vote.**
- 2) **Motion Stammerman, second by Agan approving the March 19, 2024 minutes as presented. Motion carried by unanimous vote.**
- 3) **DISBURSEMENTS – Motion Agan, second by Crowdes approving March and April 2024 disbursements. Motion carried by a unanimous vote.**
 - A. Treasurer, Crowdes reported no concerns on the monthly credit card statements.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for March and April 2024 presented as attached.
 - B. April 2024 Portability Payout Report presented as attached.
 - C. Bank account balances as of March 31, 2024 presented as attached.
 - D. Business Account - Staff Fund Expense Summary presented as attached.
 - E. Security Deposit Grant Program report presented as attached.
 - F. Executive Director, Robert Vernon reported on the Agency Overview
 - Working on CD Investments; some banks and credit unions are not able to sign the General Depository Agreement required by HUD for federal funds. Robert will continue to provide updates on CD investments.
 - Turnaround on vacant Public Housing units has been positively impacted by the hiring of a third Maintenance Technician resulting in quicker leasing.
- 5) **OTHER BUSINESS**
 - A. March 2024 financials were presented as attached.
- 6) **NEW BUSINESS**
 - A. RESOLUTION 24-09 RESOLUTION APPROVING AND AUTHORIZING WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT-AI Dulaimi Motion Faisal, second by Crowdes approving Resolution. Nay-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.
- 7) **GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 7:23 p.m.

A handwritten signature in black ink that reads "Robert Vernon". The signature is written in a cursive style and is positioned above a horizontal line.

Robert Vernon, Secretary CIRHA