

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, AUGUST 17, 2021
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

Craig Agan, Vice Chairperson

Paul Thompson, Treasurer

Marvin Ostrander, Boone County

Michele Brant, Madison County (by phone)

Vanessa Baker-Latimer, Story County (by phone)

Absent:

Bill Stammerman, Dallas County

Latifah Faisal, Story County

Jodene Allen, Tenant Advisory

Guests:

Robert Findlay, City of Dallas Center

Doug Miller, City of Maxwell

Kendra Wignall, CIRHA Staff

- 1) **AGENDA** – Motion Baker-Latimer, seconded by Thompson to approve the Agenda as presented. Motion carried by a unanimous vote.
- 2) **MINUTES** – Motion Ostrander, seconded by Agan to approve the June 15, 2021 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Thompson, seconded by Brant to approve July and August 2021 disbursements. Motion carried by a unanimous vote.
 - A. Treasurer, Thompson gave a report on the monthly credit card statement.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for July and August 2021 were presented as attached.
 - B. August 2021 Portability Payout Report presented as attached.
 - C. Bank account balances as of July 31, 2021 were presented as attached.
 - D. Security Deposit Grant Program report was presented as attached.
Motion Baker-Latimer, seconded by Brant to allocate \$10,000 to security deposit with funds from CIRHA Business Account. Motion carried by a unanimous vote.
- 5) **OTHER BUSINESS**
 - A. June and July 2021 financials were presented as attached.
 - B. CIRHA has leased 1/76 Emergency Housing Vouchers. Ms. Conner has requested HUD approval for CIRHA to take direct referrals from outside the COC and applications directly from applicants.
 - C. Motion Agan, seconded by Thompson to approve Avesis vision benefit renewal rates as presented. Motion carried by a unanimous vote.
 - D. Ms. Conner to provide further information on a vacation payout for Maintenance Staff, Juan Alvarenga at the next meeting.
 - E. Maintenance Supervisor, Brian Keesler will be retiring on September 30, 2021, he has been employed by CIRHA for 35 years. James Adams has been hired as a replacement for the Maintenance Supervisor position.
 - F. Motion Baker-Latimer, seconded by Thompson approving the addition of Juneteenth-(6/19) as a paid holiday to the personnel policy. Motion carried by a unanimous vote.

- G. Motion Brant, seconded by Agan approving up to \$1,000 for Ms. Conner's expenses not paid by Iowa NAHRO to attend NCRC Conferences. Motion carried by a unanimous vote.
- H. The Commissioner Retreat will be held at the Hotel Pattee, Perry, Iowa on October 21 & 22, 2021. Jim Ingles will be providing training.
- I. Commissioner training will be offered at the Iowa NAHRO Conference in Des Moines, Iowa on September 23, 2021. Please let Ms. Conner know if interested in attending.
- J. The committee for the Executive Director's annual evaluation will be: Armstrong, Agan and Baker-Latimer.

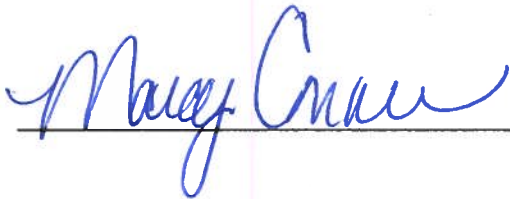
6) **NEW BUSINESS**

- A. RESOLUTION 21-09 APPROVING EXECUTION OF TWO YEAR ACCOUNTING CONTRACT WITH LOUCKS & SCHWARTZ FOR FISCAL YEARS ENDING 2022 & 2023 FOR SECTION 8 VOUCHER PROGRAM Motion Ostrander, seconded by Thompson to approve Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Brant, Aye-Ostrander, Aye-Thompson. Motion approved by roll call vote.
- B. RESOLUTION 21-10 APPROVING EXECUTION OF TWO YEAR ACCOUNTING CONTRACT WITH LOUCKS & SCHWARTZ FOR FISCAL YEARS ENDING 2022 & 2023 FOR PUBLIC HOUSING Motion Ostrander, seconded by Agan to approve Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Brant, Aye-Ostrander, Aye-Thompson. Motion approved by roll call vote.
- C. RESOLUTION 21-11 RESOLUTION TO APPROVE REVISIONS TO SECTION 8 VOUCHER PAYMENT STANDARDS Motion Baker-Latimer, seconded by Brant to approve Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Brant, Aye-Ostrander, Aye-Thompson. Motion approved by roll call vote.

7) **GOOD OF THE ORDER**

Discussion on homelessness.

Chairperson, Craig Armstrong, adjourned the meeting at 7:03 p.m.



Marcy Conner, Secretary CIRHA