

**MEETING OF THE  
CENTRAL IOWA REGIONAL HOUSING AUTHORITY  
EXECUTIVE COMMITTEE  
1201 SE GATEWAY DRIVE  
GRIMES, IOWA  
TUESDAY, JULY 16, 2019  
AFTER THE PUBLIC HEARING**

1. Roll Call and Approval of Agenda for Executive Board Meeting
2. Approval of the minutes from
  - A. Executive Committee meeting on **June 18, 2019**
3. July, 2019 disbursements
4. Report of the Executive Director
  - A. Monthly Program Statistics – June/July, 2019
  - B. Monthly Portability Payments for July, 2019
  - C. Monthly Banking Balances
  - D. Security Deposit Grant
5. Other Business
  - A. June Financials
  - B. Commissioner training
  - C. Executive Director evaluation committee
6. New Business
  - A. RESOLUTION 19-06 RESOLUTION APPROVING AND AUTHORIZING THE REVISION TO THE PERSONNEL MANUAL
  - B. RESOLUTION 19-08 RESOLUTION APPROVING AND AUTHORIZING THE WRITE-OFF OF OBSOLETE ITEMS FROM SECTION 8 INVENTORY
  - C. RESOLUTION 19-09 RESOLUTION APPROVING AND AUTHORIZING THE WRITE-OFF OF OBSOLETE ITEMS FROM PUBLIC HOUSING INVENTORY
  - D. RESOLUTION 19-10 RESOLUTION APPROVING AND AUTHORIZING THE 5 YEAR PHA PLAN FOR 2019-2024

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 Marcy Conner, Executive Director, at (55) 986-1882 x26 should you require assistance.

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY  
EXECUTIVE COMMITTEE MEETING  
TUESDAY, JUNE 18, 2019  
1201 SE GATEWAY DRIVE  
GRIMES, IOWA**

Chairperson, Craig Armstrong, called the meeting to order at 6:04 p.m. These members of the Executive Committee were present:

Craig Armstrong, Chairperson  
Denyse Thompson, Vice Chairperson  
Randy Schmitz, Boone County  
Bill Stammerman, Dallas County  
Marlene Stout, Jasper County  
Philip Macumber, Madison County  
Craig Agan, Marion County  
Lauris Olson, Story County (at 6:05 p.m.)  
Jodene Allen, Tenant Advisory (at 6:05 p.m.)

Absent:  
Paul Thompson, Treasurer  
Vanessa Baker-Latimer, Story County  
  
Guest:  
Kendra Wignall, CIRHA Staff

- 1) **AGENDA** – Motion Agan, seconded by Stout to approve the Agenda as presented. Motion carried by unanimous vote.
- 2) **MINUTES** - Motion Macumber, seconded by Schmitz to approve the May 21, 2019 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Olson, seconded by D. Thompson to approve June 2019 disbursements. Motion carried by a unanimous vote.
- 4) **EXECUTIVE DIRECTOR REPORT**
  - A. Monthly Program Statistics for May/June 2019 were presented as attached.
  - B. June 2019 Portability Payout Report was presented as attached. The Executive Committee has requested that Ms. Conner report Port-In statistics at the next meeting.
  - C. Bank account balances as of May 31, 2019 were presented as attached.
  - D. Security Deposit Grant Program report was presented as attached.
- 5) **OTHER BUSINESS**
  - A. May 2019 financials were presented as attached.
  - B. All Commissioners are required to sign a *Commissioner Code of Ethics* annually. Ms. Conner will collect signed documents.
  - C. Discussion on offering an employee vision benefit. Options from two plan administrators were presented by Ms. Conner. Motion Olson, seconded by Allen approving Avesis Vision Benefit for CIRHA Employees and families costing CIRHA up to \$137.18 per month for the period stated, to begin October 1, 2019. Motion carried by a unanimous vote.

- D. Craig Armstrong presented a written report on the Commissioner Ethics training he attended at the 2019 Iowa NAHRO Conference in West Des Moines, Iowa, on May 15, 2019.
- E. Ms. Conner has been speaking with HUD regarding Repositioning CIRHA's Public Housing. Repositioning has been included in the Five Year PHA Plan.
- F. Five Year PHA Plan was presented to the Executive Committee for their review prior to the Public Hearing on July 16, 2019.

**6) NEW BUSINESS**

- A. **RESOLUTION 19-05 RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF AUDIT SERVICES FOR FISCAL YEARS ENDING 2019, 2020 AND 2021** - Motion Schmitz, seconded by Macumber to approve Resolution as presented. Ayes-Agan, Allen, Macumber, Olson, Schmitz, Stammerman, Stout; Naves- D. Thompson.
- B. **RESOLUTION 19-06 RESOLUTION APPROVING AND AUTHORIZING THE REVISION TO THE PERSONNEL MANUAL** - Motion Schmitz, seconded by Stammerman to table Resolution as presented. Motion carried by a unanimous vote.
- C. **RESOLUTION 19-07 RESOLUTION APPROVING THE REVISION TO THE PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP)** - Motion Olson, seconded by Agan to approve Resolution as presented. Motion carried by a unanimous vote.

Chairperson, Craig Armstrong, adjourned the meeting at 7:34 p.m.



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Marcy Conner, Secretary CIRHA