

**MEETING OF THE  
CENTRAL IOWA REGIONAL HOUSING AUTHORITY  
EXECUTIVE COMMITTEE  
1201 SE GATEWAY DRIVE  
GRIMES, IOWA  
TUESDAY, JUNE 18, 2019  
6:00 pm**

1. Roll Call and Approval of Agenda for Executive Board Meeting
2. Approval of the minutes from
  - A. Executive Committee meeting on **May 21, 2019**
3. June, 2019 disbursements
4. Report of the Executive Director
  - A. Monthly Program Statistics – May/June, 2019
  - B. Monthly Portability Payments for June, 2019
  - C. Monthly Banking Balances
  - D. Security Deposit Grant
5. Other Business
  - A. May Financials
  - B. Code of Ethics
  - C. Vision Insurance
  - D. Iowa NAHRO training by Armstrong and Stammerman
  - E. Voluntary Repositioning of public housing units
  - F. PHA Five Year Plan
6. New Business
  - A. RESOLUTION 19-05 RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF AUDIT SERVICES FOR FISCAL YEARS ENDING 2019, 2020 AND 2021
  - B. RESOLUTION 19-06 RESOLUTION APPROVING AND AUTHORIZING THE REVISION TO THE PERSONNEL MANUAL
  - C. RESOLUTION 19-07 RESOLUTION APPROVING THE REVISION TO THE PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP)

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, MAY 21, 2019  
1201 SE GATEWAY DRIVE  
GRIMES, IOWA**

Vice Chairperson, Denyse Thompson, called the meeting to order at 6:01 p.m. These members of the Executive Committee were present:

Marlene Stout, Chairperson (at 6:03 p.m.)  
Denyse Thompson, Vice Chairperson  
Paul Thompson, Treasurer  
Randy Schmitz, Boone County  
Bill Stammerman, Dallas County  
Craig Armstrong, Jasper County  
Philip Macumber, Madison County  
Craig Agan, Marion County (at 6:03 p.m.)  
Vanessa Baker-Latimer, Story County  
Jodene Allen, Tenant Advisory

Guest:  
Kendra Wignall, CIRHA Staff  
Lauris Olson, Story County

- 1) **AGENDA** – Motion Stammerman, seconded by Armstrong to approve the Agenda as presented.  
Motion carried by unanimous vote.

Chairperson, Stout, arrived at 6:03 p.m. Vice Chairperson, D. Thompson stepped away from conducting the meeting and Chairperson, Stout resumed business.

- 2) **MINUTES** - Motion Schmitz, seconded by Baker-Latimer to approve the April 26, 2019 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Schmitz, seconded by Armstrong to approve May 2019 disbursements.  
Motion carried by a unanimous vote.
- 4) **EXECUTIVE DIRECTOR REPORT**
- A. Monthly Program Statistics for April/May 2019 were presented as attached.
  - B. May 2019 Portability Payout Report was presented as attached.
  - C. Bank account balances as of April 30, 2019 were presented as attached.
  - D. Security Deposit Grant Program report was presented as attached. Motion Baker-Latimer, seconded by Stammerman to allocate an additional \$5,000 from the Homeownership account to fund the Security Deposit Grant Program. Motion carried by a unanimous vote.
  - E. The Housing Authority has collected \$10,106 through the State of Iowa Offset Program from 2018 tax returns filed.
- 5) **OTHER BUSINESS**
- A. April 2019 financials were presented as attached.
  - B. Discussion on proposed revisions to CIRHA By-laws. Motion Baker-Latimer, seconded by Armstrong to accept proposed revisions as presented. Motion carried by a unanimous vote.
  - C. Craig Agan presented a written report on the Commissioner Ethics training he attended at the 2019 NCRC NAHRO Conference in Omaha, Nebraska, April 16-18, 2019.

6) **NEW BUSINESS**

A. **RESOLUTION 19-03 RESOLUTION APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES AS OF 04/30/19** Motion Schmitz, seconded by D. Thompson to approve Resolution as presented. Motion carried by a unanimous vote.

Chairperson, Marlene Stout, adjourned the meeting at 6:46 p.m. Motion Armstrong, seconded by Macumber to adjourn meeting. Motion carried by unanimous vote.

A handwritten signature in cursive script that reads "Marcy Conner". The signature is written in black ink and is positioned above a horizontal line.

Marcy Conner, Secretary CIRHA