

**MEETING OF THE
CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE
1201 SE GATEWAY DRIVE
GRIMES, IOWA
TUESDAY, MARCH 19, 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 **February 19, 2019**
3. March, 2019 disbursements
4. Report of the Executive Director
 - A. Monthly Program Statistics –February/March, 2019
 - B. Portability Payments for March, 2019
 - C. Monthly Banking Balances
 - D. Security Deposit Grant
5. Other Business
 - A. February Financials
 - B. Health Insurance Renewal
 - C. Dental Insurance Renewal
 - D. Staff Training/Retreat
 - E. Executive Committee Retreat
 - F. Iowa NAHRO Conference – May 15 & 16, 2019
 - G. Nomination Committee
6. New Business

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, FEBRUARY 19, 2019
CONFERENCE CALL**

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

Denyse Thompson-Vice Chairperson
Randy Schmitz-Boone County
Bill Stammerman-Dallas County
Craig Armstrong-Jasper County
Philip Macumber-Madison County
Craig Agan-Marion County
Vanessa Baker-Latimer-Story County

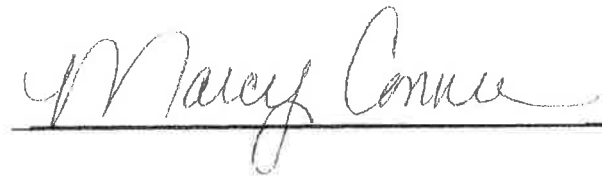
Absent:
Paul Thompson, Treasurer
Jodene Allen -Tenant Advisory

- 1) **AGENDA** – Motion Baker-Latimer, seconded by Stammerman to approve Agenda with February, 2019 disbursements correction. Motion carried by a unanimous vote.
- 2) **MINUTES** - Motion Schmitz, seconded by Agan to approve the January 15, 2019 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Schmitz, seconded by Macumber approving February 2019 disbursements. Motion carried by a unanimous vote.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for January/February, 2019 were presented as attached. HQS Inspections was corrected to state 58 passed units.
 - B. February 2019 Portability Payout Report was presented as attached.
 - C. Bank account balances as of January 31, 2019 were presented as attached.
 - D. Security Deposit Grant Program report was presented as attached. Motion Agan, seconded by Stammerman to allocate \$5,000 to security deposit with funds from CIRHA Business Account. Aye-Stout; Aye-D. Thompson, Aye-Schmitz; Aye-Armstrong; Aye-Agan; Aye-Macumber; Nay-Baker-Latimer. Motion approved by roll call vote.
- 5) **OTHER BUSINESS**
 - A. January, 2019 financials were presented as attached.
 - B. HUD Funding Availability letters stating funds have been allocated to the PHA in case of another shutdown were presented as attached.
 - C. Training Conference options were presented. Armstrong and Agan elected to attend the NCRC Conference in Omaha, NE for the Commissioner Ethics training and conference.
 - D. Staff Retreat was discussed sending CIRHA staff to NCRC Conference in Omaha, NE at a budget of \$5,100. Motion Agan, second Macumber to approve the staff to

attend the NCRC Conference as the staff retreat. After discussion; Agan retracted the motion. Conner is to present a written plan at the next meeting to Executive Committee regarding handling of phone calls while office is closed for 3 days.

- E. Board Retreat was changed to Executive Committee Retreat and was discussed. Conner will submit April 11, 12, 13 or April 25, 26, 27 to Executive Committee members to respond as to availability for the dates for a Planning Retreat.
- F. Annual Meeting Date is set for May 21, 2019
- G. Nomination Committee will be assigned at the March, 2019 meeting.

Chairperson, Stout, adjourned the meeting at 6:45 p.m. Motion Macumber, seconded by Baker-Latimer to adjourn meeting. Motion carried by unanimous vote.



Marcy Conner, Secretary CIRHA