

**MEETING OF THE  
CENTRAL IOWA REGIONAL HOUSING AUTHORITY  
EXECUTIVE COMMITTEE  
1201 SE GATEWAY DRIVE, GRIMES, IOWA  
TUESDAY, NOVEMBER 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 **September 17, 2019**
  - B. Executive Committee conference call on **October 22, 2019**
3. November, 2019 disbursements
4. Report of the Executive Director
  - A. Monthly Program Statistics –October/November, 2019
  - B. Monthly Portability Payments for November, 2019
  - C. Monthly Banking Balances
  - D. Security Deposit Grant
  - E. Evaluation Comments
5. Other Business
  - A. September and October Financials
  - B. Boone County Appointment
  - C. Underground Electric Line Easement – Madrid
  - D. Commissioner Training report – Armstrong and P. Thompson
  - E. National NAHRO Conference Report - Conner
6. New Business
  - A. **RESOLUTION 19-20 RESOLUTION APPROVING AND AUTHORIZING THE CERTIFICATION AND SUBMISSION OF FISCAL YEAR END 2018-2019 SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP)**
    - i. HA answers to HUD questions regarding voucher procedures for SEMAP score. Score is based answers to questions and timeliness of recertifications and inspections, number of vouchers leased, payment standards, FSS usage and procedures
  - B. **RESOLUTION 19-22 RESOLUTION APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT – Trejo**
    - i. Family completed the FSS program and is eligible to collect \$2,274.80
  - C. **RESOLUTION 19-23 RESOLUTION APPROVING AND AUTHORIZING THE UNDERPAYMENT OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT – Saeed**
    - i. Family completed the FSS program and funds were incorrectly calculated; additional funds of \$194.43 to family
  - D. **RESOLUTION 19-24 RESOLUTION APPROVING THE REVISIONS TO THE SECTION 8 ADMINISTRATIVE PLAN**
    - i. Revisions to Plan to include newly offered funding for up to 25 Foster Youth to Independence (FYI) tenant protection vouchers

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, SEPTEMBER 17, 2019  
1201 SE GATEWAY DRIVE  
GRIMES, IOWA**

Chairperson, Craig Armstrong, called the meeting to order at 6:16 p.m. These members of the Executive Committee were present:

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

Absent:  
Lauris Olson, Story County  
Jodene Allen, Tenant Advisory

Guests:  
Marvin Ostrander, City of Madrid  
Kendra Wignall, CIRHA Staff


- 1) **AGENDA** – Motion Schmitz, seconded by P. Thompson to approve the Agenda as presented. Motion carried by unanimous vote.
- 2) **MINUTES** - Motion Stammerman, seconded by Agan to approve the August 20, 2019 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Schmitz, seconded by Stout to approve September 2019 disbursements. Motion carried by a unanimous vote.
- 4) **EXECUTIVE DIRECTOR REPORT**
  - A. Monthly Program Statistics for August/September 2019 were presented as attached.
  - B. September 2019 Portability Payout Report presented as attached.
  - C. Bank account balances as of August 31, 2019 were presented as attached.
  - D. Security Deposit Grant Program report was presented as attached.
- 5) **OTHER BUSINESS**
  - A. August 2019 financials were presented as attached.
  - B. Motion Baker-Latimer, seconded by Stammerman approving re-investment of \$103,867 in a CD at Visionbank for 12 months at 2.25% APY. Ayes-Agan, Baker-Latimer, Macumber, Stammerman, Stout, D. Thompson, P. Thompson; Abstain-Schmitz. Motion carried.
  - C. Motion D. Thompson, seconded by Schmitz to table discussion of Madrid, Iowa easement for underground electric line installation. Motion carried by a unanimous vote.
  - D. The Committee for the Executive Director’s Annual Evaluation conducted Executive Director, Marcy Conner’s annual evaluation and recommends a salary increase of 2%. Motion approving salary increase of 2% for the Executive Director. Ayes-Agan, Baker-Latimer, Macumber, Schmitz, Stammerman, P. Thompson. Nays-Stout, D. Thompson. Motion carried.

Vanessa Baker-Latimer left at 7:22 p.m.

6) **NEW BUSINESS**

- A. **RESOLUTION 19-15 RESOLUTION TO APPROVE REVISIONS TO SECTION 8 VOUCHER PAYMENT STANDARDS** Motion D. Thompson, seconded by Agan to approve Resolution as presented. Motion carried by a unanimous vote.
- B. **RESOLUTION 19-16 RESOLUTION APPROVING EXECUTION OF TWO-YEAR ACCOUNTING CONTRACT WITH LOUCKS & SCHWARTZ FOR FISCAL YEARS ENDING 2020 AND 2021 FOR SECTION 8 VOUCHER PROGRAM** Motion P. Thompson seconded by Agan to approve Resolution as presented. Ayes- Agan, Macumber, Schmitz, Stout, Stammerman, P. Thompson. Nays-D. Thompson. Motion carried.
- C. **RESOLUTION 19-17 RESOLUTION APPROVING EXECUTION OF TWO-YEAR ACCOUNTING CONTRACT WITH LOUCKS & SCHWARTZ FOR FISCAL YEARS ENDING 2020 AND 2021 FOR PUBLIC HOUSING PROGRAM** Motion Schmitz, seconded by Stout to approve Resolution as presented. Ayes- Agan, Macumber, Schmitz, Stout, Stammerman, P. Thompson. Nays-D. Thompson. Motion carried.
- D. **RESOLUTION 19-18 RESOLUTION APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES AS OF SEPTEMBER 30, 2019** Motion Agan, seconded by Macumber to approve Resolution as presented. Motion carried by a unanimous vote.
- E. **RESOLUTION 19-19 RESOLUTION APPROVING AND AUTHORIZING WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT-Saeed** Motion Stammerman, seconded by P. Thompson to approve Resolution as presented. Motion carried by a unanimous vote.

Chairperson, Craig Armstrong, adjourned the meeting at 7:32 p.m.

  
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Marcy Conner, Secretary CIRHA

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY  
EXECUTIVE COMMITTEE  
TELEPHONE CONFERENCE CALL  
TUESDAY, OCTOBER 22, 2019**

The Chairperson, Craig Armstrong called the telephone conference call to order at 2:13 pm. The following members of the Executive Committee were present:

Craig Armstrong-Chairperson  
Randy Schmitz- Boone County  
Bill Stammerman – Dallas County  
Craig Agan-Marion County  
Vanessa Baker-Latimer-Story County  
Jodene Allen – Resident Advisory  
Phillip Macumber – Madison County

ABSENT:  
Denyse Thompson – Vice Chairman  
Paul Thompson - Treasurer  
Marlene Stout – Jasper County  
Lauris Olson – Story County

**1) NEW BUSINESS**

- a) **RESOLUTION 19-21 RESOLUTION APPROVING CERTIFICATION OF FAMILY SELF SUFFICIENCY APPLICATION FOR CONTINUED FUNDING FOR COORDINATOR**– Motion Baker-Latimer, second Allen to approve Resolution as presented.  
Motion carried by a unanimous vote

Chairperson, Craig Armstrong, adjourned the telephone conference call at 2:17 pm. Motion Macumber, second Baker-Latimer to adjourn meeting. Motion carried by a unanimous vote.

  
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Marcy Conner, CIRHA Secretary