



# CENTRAL IOWA REGIONAL HOUSING AUTHORITY

## Executive Committee Members

Marlene Stout, Chairman	Denyse Thompson, Vice Chair
Paul Thompson, Treasurer	Randy Schmidt, Boone County
Bill Stammerman, Dallas County	Craig Armstrong, Jasper County
Philip Macumber, Madison County	Craig Agan, Marion County
Vanessa Baker-Latimer, Story County	Jodene Allen, Tenant Advisory

**November 20, 2018**

## **NOTICE OF EXECUTIVE COMMITTEE MEETING**

CIRHA Board of Commissioners,

Please be advised that the Executive Committee meeting of the Central Iowa Regional Housing Authority (CIRHA) is scheduled for **Tuesday, November 27, 2018 at 6:00 pm** at the CIRHA office located at 1201 SE Gateway Drive, Grimes. Enclosed please find the agenda for the Executive Committee meeting.

Please call if you have any questions regarding the agenda or meeting date/location. Thank you

Sincerely,

A handwritten signature in blue ink that reads 'Marcy Conner'.

Marcy Conner  
CIRHA Executive Director



**MEETING OF THE  
CENTRAL IOWA REGIONAL HOUSING AUTHORITY  
EXECUTIVE COMMITTEE  
1201 SE GATEWAY DRIVE  
GRIMES, IOWA  
TUESDAY, NOVEMBER 27, 2018  
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 **October 16, 2018**
3. October, 2018 disbursements
4. Report of the Executive Director
  - A. Monthly Program Statistics – October/November, 2018
  - B. Portability Payments for November
  - C. Monthly Banking Balances
  - D. Security Deposit Grant
5. Other Business
  - A. September FYE Financials
  - B. Commissioner Training Report – Stout
  - C. NAHRO National Conference Report – Conner
  - D. NAHRO Legislative Conference – Washington, DC – April 7-9, 2019
  - E. NCRC Conference – Omaha, NE – April 16-18, 2019
  - F. NAHRO National Conference – San Antonio, TX – October 10-12, 2019
  - G. Purchase of three maintenance vehicles with trade in
  - H. By-laws Committee report
  - I. Staff Benefit Review Committee report
  - J. Staff Holiday Party
6. New Business
  - A. RESOLUTION 18-23 RESOLUTION COMMITTING TO UTILIZE UNRESTRICTED NET ASSETS
  - B. RESOLUTION 18-24 RESOLUTION APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT – Sacco
  - C. RESOLUTION 18-25 RESOLUTION APPROVING CERTIFICATION OF FAMILY SELF SUFFICIENCY APPLICATION FOR CONTINUED FUNDING FOR COORDINATOR

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, OCTOBER 16, 2018  
1201 SE GATEWAY DRIVE  
GRIMES, IOWA**

The Chairperson, Marlene Stout, called the meeting to order at 6:00 p.m. These members of the Executive Committee were present:

Chairperson-Marlene Stout  
Paul Thompson-Treasurer  
Randy Schmitz-Boone County  
Bill Stammerman-Dallas County  
Craig Armstrong-Jasper County  
Craig Agan-Marion County

Absent:  
Denyse Thompson-Vice Chairperson  
Vanessa Baker-Latimer-Story County  
Jodene Allen-Tenant Advisory  
Philip Macumber-Madison County  
Guest:  
Kendra Wignall-CIRHA employee

- 1) **AGENDA** - Motion Stammerman, seconded by Armstrong to approve the Agenda as presented. Motion carried by a unanimous vote.
- 2) **MINUTES** - Motion Armstrong, seconded by Stammerman to approve the September 18, 2018 minutes as presented. Motion carried by a unanimous vote.
- 3) **DISBURSEMENTS** – Motion Schmitz, seconded by Stammerman approving October 2018 disbursements. Motion carried by a unanimous vote.
- 4) **EXECUTIVE DIRECTOR REPORT**
  - A. Monthly Program Statistics for September & October 2018 were presented as attached.
  - B. September 2018 Portability Payout Report presented as attached.
  - C. Bank account balances as of 09/30/18 were presented as attached.
  - D. Security Deposit Grant Program report was presented as attached.
- 5) **OTHER BUSINESS**
  - A. September 2018 financials were presented as attached.
  - B. Motion Schmitz, seconded by Armstrong approving Marlene Stout to attend the NAHRO Conference in Atlanta, Georgia October 24-27, 2018 to complete her Commissioner Certification. Motion carried by a unanimous vote.
  - C. CIRHA Bylaw Review Committee will provide a report at the next meeting.
  - D. Staff Benefit Review will provide a report at the next meeting.
  - E. Motion Armstrong, seconded by Stammerman approval to change the November 2018 meeting date to November 27, 2018. Motion carried by a unanimous vote.
- 6) **NEW BUSINESS**
  - A. **RESOLUTION 18-19 RESOLUTION APPROVING AND AUTHORIZING THE CERTIFICATION AND SUBMISSION OF FISCAL YEAR 2017-2018 SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP)** Motion Stammerman, seconded by Schmitz to approve Resolution as presented. Motion carried by a unanimous vote.
  - B. **RESOLUTION 18-20 RESOLUTION APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES AS OF 09/30/2018** Motion Armstrong, seconded by P. Thompson to approve Resolution as presented. Motion carried by a unanimous vote.
  - C. **RESOLUTION 18-21 RESOLUTION APPROVING AND AUTHORIZING THE RECORDS MANAGEMENT POLICY** Motion P. Thompson, seconded by Armstrong to approve Resolution as presented. Motion carried by a unanimous vote.

**D. RESOLUTION 18-22 RESOLUTION APPROVING AND AUTHORIZING 5 YEAR CAPITAL FUNDS BUDGET FOR 2018-2022** Motion Agan, seconded by P. Thompson to approve Resolution as presented. Motion carried by a unanimous vote.

Chairperson, Stout, adjourned the meeting at 6:38 p.m.

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