

CENTRAL IOWA REGIONAL HOUSING AUTHORITY
1201 SE Gateway Drive, Grimes, Iowa 50111
EXECUTIVE COMMITTEE MEETING
TUESDAY, NOVEMBER 21, 2023
6:00 PM
AGENDA

1. Roll Call and Approval of Agenda for Executive Board Meeting
2. Approval of the minutes from October 17, 2023
3. September/October 2023 disbursements
 - A. Treasurers Report
4. Report of the Executive Director
 - A. Monthly Program Statistics October and November 2023
 - B. Monthly Portability Payments for November 2023
 - C. Monthly Banking Balances
 - D. Business Account - Staff Fund Expense Summary
 - E. Security Deposit Grant Program
 - F. Executive Director Overview
5. Other Business
 - A. Financials – September 2023
 - B. Funding of the CIRHA Security Deposit Grant Program
 - C. FYE 2023 Employee Bonus
6. New Business
 - A. RESOLUTION 23-28 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE S8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT – Osman
 - B. RESOLUTION 23-29 APPROVING EXECUTION OF TWO-YEAR ACCOUNTING CONTRACT WITH LOUCKS & SCHWARTZ FOR FISCAL YEARS ENDING 2024 & 2025 FOR SECTION 8 VOUCHER PROGRAM
 - C. RESOLUTION 23-30 APPROVING EXECUTION OF TWO-YEAR ACCOUNTING CONTRACT WITH LOUCKS & SCHWARTZ FOR FISCAL YEARS ENDING 2024 & 2025 FOR PUBLIC HOUSING
 - D. RESOLUTION 23-31 APPROVING AND AUTHORIZING REVISION TO THE PERSONNEL POLICY
 - E. RESOLUTION 23-32 APPROVING AND AUTHORIZING IMPLEMENTATION OF THE REVISION TO THE PROCUREMENT POLICY
 - F. RESOLUTION 23-33 APPROVING AND ACCEPTING EMERGENCY SAFETY AND SECURITY GRANT IA01E13150123
 - G. RESOLUTION 23-34 APPROVING AND ACCEPTING HOUSING RELATED HAZARDS AND LEAD BASED PAINT GRANT IA01H13150122
7. Good of the Order

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 Robert Vernon, Executive Director, at (515) 986-1882 x106 should you require assistance.



**EXECUTIVE COMMITTEE MEETING
TUESDAY, NOVEMBER 21, 2023
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

Vice Chairperson, Latifah Faisal, called the meeting to order at 6:00 p.m. These members of the Executive Committee were present:

Latifah Faisal, Vice Chairperson
Susan Crowdes, Treasurer
Bob Findlay, Dallas County
Bill Stammerman, Dallas County by Zoom
Craig Agan, Marion County
Vanessa Baker-Latimer, Story County

Absent:
Craig Armstrong, Chairperson
Marvin Ostrander, Boone County

Staff:
Robert Vernon, Executive Director, Secretary
Kendra Wignall, Deputy Director

Guest:
Pam Danielson, City of Redfield by Zoom

- 1) **AGENDA** – Motion Baker-Latimer, second by Findlay approving the Agenda as presented. Motion carried by a unanimous vote.
- 2) Motion Baker-Latimer, second by Agan approving the October 17, 2023 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Agan, second by Crowdes approving October and November 2023 disbursements. Motion carried by a unanimous vote.
 - A. Treasurer, Crowdes reported no concerns on the monthly credit card statement. Explanation of Mail Chimp charge was provided by the Executive Director.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for October and November 2023 presented as attached.
 - B. November 2023 Portability Payout Report presented as attached.
 - C. Bank account balances as of October 31, 2023 presented as attached.
 - D. Business Account - Staff Fund Expense Summary presented as attached.
 - E. Security Deposit Grant Program report presented as attached.
 - F. Executive Director, Robert Vernon reported on the Agency Overview
 - (1) Working with Metronet to configure CIRHA's phone system to meet the needs of the agency.
 - (2) Continue increasing Voucher utilization through the end of the calendar year.
 - (3) Will be taking some Public Housing units offline for rehabilitation.
 - (4) Housing Related Hazards Grant will require a 'Significant Amendment' to update the PHA Plan.
 - (5) 2024 Operating Fund was submitted to HUD, CIRHA was approved for \$540,000, but will be prorated at a lower amount depending on HUD budget approval.
- 5) **OTHER BUSINESS**
 - A. September 2023 financials were presented as attached. Mr. Vernon provided additional information for accounts significantly over budget. October 2023 financials were not available.

- B. Security Deposit Programs can now be funded through Administrative Fee Reserves. Motion Baker-Latimer, second Findlay to replenish funds in the amount of \$20,000 and not allow the minimum to go below \$8,000. Motion did not pass. Motion Baker-Latimer, second Findlay to replenish funds in the amount of \$20,000 and not allow the minimum to go below \$5,000. Motion carried by a unanimous vote.
- C. Motion Baker-Latimer, second by Crowdes approving Employee Bonus payout at 3.5% of employee's annual salary. Motion carried by a unanimous vote.

6) **NEW BUSINESS**

- A. RESOLUTION 23-28 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT -Osman
Motion Agan, second by Baker-Latimer approving Resolution. Aye-Agan, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.
- B. RESOLUTION 23-29 APPROVING EXECUTION OF TWO-YEAR ACCOUNTING CONTRACT WITH LOUCKS & SCHWARTZ FOR FISCAL YEARS ENDING 2024 AND 2025 FOR SECTION 8 VOUCHER PROGRAM
Motion Baker-Latimer, second by Crowdes approving Amending Resolution to execute a one-year accounting contract with Loucks & Schwartz for fiscal year ending 2024 for Section 8 Voucher Program. Aye-Agan, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.
- C. RESOLUTION 23-30 APPROVING EXECUTION OF TWO-YEAR ACCOUNTING CONTRACT WITH LOUCKS & SCHWARTZ FOR FISCAL YEARS ENDING 2024 AND 2025 FOR PUBLIC HOUSING PROGRAM
Motion Baker-Latimer, second by Crowdes approving Amending Resolution to execute a one-year accounting contract with Loucks & Schwartz for fiscal year ending 2024 for Public Housing Program. Aye-Agan, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.
- D. RESOLUTION 23-31 APPROVING AND AUTHORIZING REVISION TO THE PERSONNEL POLICY – Employee Bonus
Motion Baker-Latimer, second by Crowdes approving Resolution. Aye-Agan, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.
- E. RESOLUTION 23-32 APPROVING AND AUTHORIZING IMPLEMENTATION OF THE REVISION TO THE PROCUREMENT POLICY
Motion Baker-Latimer, second by Agan to Table Resolution. Aye-Agan, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion carried by a unanimous vote.
- F. RESOLUTION 23-33 APPROVING AND ACCEPTING EMERGENCY SAFETY AND SECURITY GRANT IA01E13150123
Motion Baker-Latimer, second by Findlay approving Resolution. Aye-Agan, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.

G. RESOLUTION 23-34 APPROVING AND ACCEPTING HOUSING RELATED HAZARDS AND LEAD BASED PAINT GRANT IA01H13150122

Motion Baker-Latimer, second by Crowdes approving Resolution. Aye-Agan, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.

7) **GOOD OF THE ORDER**

The December 2023 meeting will be cancelled if a Quorum will not be in attendance.

Vice Chairperson, Latifah Faisal, adjourned the meeting at 7:53 p.m.



Robert Vernon, Secretary CIRHA