



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

October 10, 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, October 16, 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



Central Iowa Regional Housing Authority

OCTOBER, 2018

County	County Totals	Town	Total Assisted Families	County	County Totals	Town	Total Assisted Families
Boone	70	Boone	66	Madison	44	Earlham	1
		Boxholm	0			St. Charles	2
		Madrid	3			Truro	0
		Ogden	1			Winterset	41
		Pilot Mound	0				
Dallas	371	Adel	20	Marion	7	Melcher	1
		Booneville	1			Pleasantville	6
		Desoto	0				
		Dexter	0	Ports	14		14
		Granger	4				
		Minburn	1	Story	256	Ames	200
		Perry	53			Cambridge	1
		Van Meter	3			Collins	7
		Waukee	174			Colo	2
		West Des Moines	114			Gilbert	1
		Woodward	1			Huxley	10
Jasper	137	Baxter	3			Maxwell	0
		Colfax	3			McCallsburg	0
		Kellogg	3			Nevada	22
		Newton	122			Roland	1
		Prairie City	5			Slater	0
		Valeria	1			Story City	12
							899

BOONE CO	70
DALLAS CO	371
JASPER CO	137
MADISON CO	44
MARION CO	7
STORY CO	256
PORTABLE	14
	899

**MEETING OF THE
CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE
1201 SE GATEWAY DRIVE
GRIMES, IOWA
TUESDAY, OCTOBER 16, 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 **September 18, 2018**
3. September, 2018 disbursements
4. Report of the Executive Director
 - A. Monthly Program Statistics – September/October, 2018
 - B. Portability Payments for September
 - C. Monthly Banking Balances
 - D. Security Deposit Grant
5. Other Business
 - A. September Financials
 - B. Commissioner Training - Atlanta
 - C. By-laws Committee report
 - D. Staff Benefit Review Committee report
 - E. November meeting date
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)
 - B. RESOLUTION 18-20 RESOLUTION APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES AS OF SEPTEMBER 30, 2018
 - C. RESOLUTION 18-21 RESOLUTION APPROVING AND AUTHORIZING THE RECORDS MANAGEMENT POLICY
 - D. RESOLUTION 18-22 RESOLUTION APPROVING AND AUTHORIZING 5 YEAR CAPITAL FUNDS BUDGET FOR 2018-2022

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 18, 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
Denyse Thompson-Vice Chairperson
Paul Thompson-Treasurer
Bill Stammerman-Dallas County
Craig Armstrong-Jasper County
Philip Macumber-Madison County
Craig Agan-Marion County

Absent:
Randy Schmitz-Boone County
Vanessa Baker-Latimer-Story County
Jodene Allen-Tenant Advisory

Guest:
Kendra Wignall-CIRHA employee

- 1) **AGENDA** - Motion D. Thompson, seconded by Macumber to approve the Amended Agenda as presented. Motion carried by a unanimous vote.
- 2) **MINUTES** - Motion Stammerman, seconded by Macumber to approve the August 21, 2018 minutes as presented. Motion carried by a unanimous vote.
- 3) **DISBURSEMENTS** – Motion D. Thompson, seconded by Armstrong approving September 2018 disbursements. Motion carried by a unanimous vote.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for August and September 2018 were presented as attached.
 - B. Bank account balances as of 08/31/18 were presented as attached.
 - C. Security Deposit Grant Program report was presented as attached.
-Motion D. Thompson, seconded by Armstrong to allocate \$5,000 from the Homeownership Account to fund the Security Deposit Grant Program. Motion carried by a unanimous vote.
- 5) **OTHER BUSINESS**
 - A. -August 2018 financials were presented as attached.
-Brief discussion on the timeliness in which the current month financials are provided to the Executive Committee for review. Ms. Conner generally receives the financial information from the Fee Accountant the day of the meeting, leaving these options: (1) continue providing current financials at the time of the Executive Committee meeting; or (2) provide the current financials the following month. Conclusion was for Ms. Conner to continue providing the current financials at the time of the Executive Committee meeting.
-It was requested that Ms. Conner begin providing the Executive Committee with a monthly report of portability expenditures.
 - B. The Iowa Civil Rights Commission has completed their investigation into the discrimination complaint Caldwell vs. Rochelle Meister-CIRHA Housing Coordinator. The Administrative Law Judge has determined a no probable cause finding.

- C. Details on Audit proposal solicitations presented; followed by discussion.
-Motion D. Thompson, seconded by Agan to rescind the motion approving Resolution 18-13 for the execution of three-year audit contract with Niewedde & Wiens. Ayes-Agan, Macumber, D. Thompson, P. Thompson, Stammerman; Abstain-Armstrong.
-Motion D. Thompson, seconded by Stammerman to execute a one-year contract with Tostrud & Temp for the 2018 audit. Motion carried by a unanimous vote.
- D. CIRHA Bylaw Review Committee-Explanation by Stammerman of current CIRHA Bylaws. D. Thompson presented a document with proposed changes for the bylaws. Motion D. Thompson, seconded by Armstrong to table discussion. Motion carried by a unanimous vote.
- E. Staff Benefit Review Committee- Motion Armstrong, seconded by Stammerman to table discussion. Motion carried by a unanimous vote.
- F. Some Commissioners have requested to receive the upcoming meeting agenda and materials by e-mail. October 2018 information will be sent electronically to Armstrong, D. Thompson and Baker-Latimer. The other Commissioners will continue to receive the information by standard mail delivery.
- G. Motion Armstrong, seconded by D. Thompson approving Ms. Conner to submit the presented draft letter to HUD regarding the ACC. Motion carried by a unanimous vote.
- H. Executive Director Annual Evaluation- The Evaluation Committee presented comments, concerns, recommendations and goals for Ms. Conner for the next year. Motion P. Thompson, seconded by Stammerman approving a salary increase from \$97,542 to \$99,000 effective October 1, 2018. Ayes-Agan, Armstrong, Macumber, Stammerman, D. Thompson, P. Thompson; Nays-Stout.
- 6) **NEW BUSINESS**
- A. **RESOLUTION 18-16 RESOLUTION APPROVING FISCAL YEAR 2018-2019 OPERATING BUDGET FOR PUBLIC HOUSING** Motion Agan, seconded by Stammerman to approve Resolution as presented. Ayes-Agan, Armstrong, Macumber, Stammerman, Stout, P. Thompson; Nays-D. Thompson.
- B. **RESOLUTION 18-17 RESOLUTION APPROVING FISCAL YEAR 2018-2019 BUDGET FOR VOUCHER PROGRAM** Motion Stammerman, seconded by Armstrong to approve Resolution as presented. Ayes-Armstrong, Macumber, Stammerman, Stout, P. Thompson; Nays-Agan, D. Thompson.
- C. **RESOLUTION 18-18 RESOLUTION TO APPROVE REVISIONS TO PUBLIC HOUSING FLAT RENTS** Motion Stammerman, seconded by Armstrong to approve Resolution as presented. Motion carried by a unanimous vote.
- D. **RESOLUTION 18-19 RESOLUTION TO APPROVE REVISIONS TO SECTION 8 VOUCHER PAYMENT STANDARDS** Motion P. Thompson, seconded by Armstrong to approve Resolution as presented. Motion carried by a unanimous vote.

Chairperson, Stout, adjourned the meeting at 8:28 p.m. Motion Stammerman, seconded by P. Thompson to adjourn meeting. Motion carried by unanimous vote.



 Marcy Conner, Secretary CIRHA