

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY  
EXECUTIVE COMMITTEE MEETING  
TUESDAY, OCTOBER 19, 2021  
1201 SE GATEWAY DRIVE  
GRIMES, IOWA**

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

Craig Armstrong, Chairperson  
Craig Agan, Vice Chairperson  
Marvin Ostrander, Boone County  
Bill Stammerman, Dallas County  
Michele Brant, Madison County (by phone)  
Vanessa Baker-Latimer, Story County  
Latifah Faisal, Story County  
Jodene Allen, Tenant Advisory

**Absent:**  
Paul Thompson, Treasurer

**Guests:**  
Robert Findlay, City of Dallas Center  
Kendra Wignall, CIRHA Staff

- 1) **AGENDA – Motion Baker-Latimer, seconded by Stammerman to approve the Agenda as presented. Motion carried by a unanimous vote.**
- 2) **MINUTES – Motion Faisal, seconded by Ostrander to approve the September 21, 2021 minutes as presented. Motion carried by unanimous vote.**
- 3) **DISBURSEMENTS – Motion Faisal, seconded by Stammerman to approve October 2021 disbursements. Motion carried by a unanimous vote.**
  - A. There was not a Treasurer report given.
- 4) **EXECUTIVE DIRECTOR REPORT**
  - A. Monthly Program Statistics for September and October 2021 were presented as attached.
  - B. October 2021 Portability Payout Report presented as attached.
  - C. Bank account balances as of September 30, 2021 were presented as attached.
  - D. Security Deposit Grant Program report was presented as attached.
- 5) **OTHER BUSINESS**
  - A. September 2021 financials were presented as attached.
  - B. CIRHA has leased 1/76 Emergency Housing Vouchers. Approval was given by HUD to take direct referrals from outside the COC, but CIRHA’s request to take applications directly from the public was denied.
  - C. The Commissioner Retreat will begin at 1:00 p.m. on Thursday, October 21, 2021 at the Hotel Pattee, Perry, Iowa. Jim Ingles will be providing training on Thursday and Friday.
  - D. CIRHA has purchased and will begin using an ‘Owl’ speaker and camera meeting device in the conference room.
  - E. Discussion on employee bonuses. Chairperson, Armstrong asked the Executive Committee to bring suggestions on bonus structure to the next meeting.
- 6) **NEW BUSINESS**
  - A. **RESOLUTION 21-14 APPROVING REVISIONS TO PUBLIC HOUSING FLAT RENTS**  
Motion Baker-Latimer, seconded by Agan approving Resolution. Aye-Agan, Aye-Allen, Aye-Armstrong, Aye-Baker-Latimer, Aye-Brant, Aye-Faisal, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.
  - B. **RESOLUTION 21-15 APPROVING AND AUTHORIZING THE CERTIFICATION AND SUBMISSION OF FISCAL YEAR 2020-2021 SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP)**  
Motion Ostrander, seconded by Faisal approving Resolution. Aye-Agan, Aye-Allen, Aye-Armstrong, Aye-Baker-Latimer, Aye-Brant, Aye-Faisal, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.

C. RESOLUTION 21-16 APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES

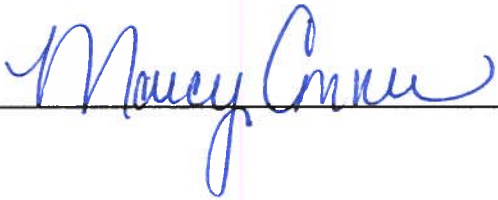
Motion Stammerman, seconded by Agan approving Resolution. Aye-Agan, Aye-Allen, Aye-Armstrong, Aye-Baker-Latimer, Aye-Brant, Aye-Faisal, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.

D. RESOLUTION 21-17 APPROVING AND AUTHORIZING THE WRITE-OFF OF CIRHA UNCASHED CHECKS WRITTEN ON THE PUBLIC HOUSING CHECKING ACCOUNT

Motion Baker-Latimer, seconded by Allen approving Resolution. Aye-Agan, Aye-Allen, Aye-Armstrong, Aye-Baker-Latimer, Aye-Brant, Aye-Faisal, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.

7) **GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 7:00 p.m.



\_\_\_\_\_  
Marcy Conner, Secretary CIRHA