

**MEETING OF THE  
CENTRAL IOWA REGIONAL HOUSING AUTHORITY  
EXECUTIVE COMMITTEE  
1201 SE GATEWAY DRIVE  
GRIMES, IOWA  
TUESDAY, OCTOBER 17, 2017  
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 19, 2017**
3. **October, 2017** disbursements
4. Report of the Executive Director
  - A. Monthly Program Statistics – September/October, 2017
  - B. Monthly Banking Balances
  - C. Security Deposit Grant
5. Other Business
  - A. September, 2017 financials
  - B. Cell Phone Reimbursements
  - C. Annual Evaluation for Executive Director
6. New Business
  - A. RESOLUTION 17-22 RESOLUTION TO APPROVE REVISIONS TO PUBLIC HOUSING FLAT RENTS
  - B. RESOLUTION 17-23 RESOLUTION APPROVING AND AUTHORIZING THE CERTIFICATION AND SUBMISSION OF FISCAL YEAR 2016-2017 SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP)
  - C. RESOLUTION 17-24 RESOLUTION APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCRO ACCOUNT – Buck
  - D. RESOLUTION 17-25 RESOLUTION APPROVING EXECUTION OF TWO YEAR ACCOUNTING CONTRACT WITH LOUCKS & SCHWARZ FOR FISCAL YEARS ENDING 2018 AND 2019 FOR PUBLIC HOUSING PROGRAM
  - E. RESOLUTION 17-26 RESOLUTION APPROVING EXECUTION OF TWO YEAR ACCOUNTING CONTRACT WITH LOUCKS & SCHWARZ FOR FISCAL YEARS ENDING 2018 AND 2019 FOR SECTION 8 VOUCHER PROGRAM

\*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.

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY  
EXECUTIVE COMMITTEE MEETING  
TUESDAY, SEPTEMBER 19, 2017  
1201 SE GATEWAY DRIVE  
GRIMES, IOWA**

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

Todd Kilzer- Chairperson  
Randy Schmitz-Boone County  
Bill Stammerman-Dallas County  
Craig Armstrong-Jasper County  
Craig Agan-Marion County  
Jodene Allen-Tenant Advisory

ABSENT:  
Marlene Stout-Vice Chairperson  
Paul Thompson-Treasurer  
Denyse Thompson-Madison  
Vanessa Baker-Latimer-Story County  
GUEST:  
Kendra Wignall-CIRHA employee

- 1) **AGENDA** – Motion Stammerman, second Agan approving the Agenda as presented. Motion carried by a unanimous vote.
- 2) **MINUTES** - Motion Schmitz, second Stammerman to approve the August 29, 2017 minutes as presented. Motion carried by a unanimous vote.
- 3) **DISBURSEMENTS** – Motion Agan, second Allen to approve September 2017 disbursements. Motion carried by a unanimous vote.
- 4) **EXECUTIVE DIRECTOR REPORT**
  - A. Monthly Program Statistics for August and September 2017 were presented as attached.
  - B. Bank account balances as of 08/31/17 were presented as attached.
  - C. Security Deposit Grant Program report was presented as attached.
- 5) **OTHER BUSINESS**
  - A. August 2017 financials were presented as attached.
  - B. Ms. Conner presented a tentative agenda for the Executive Committee board retreat that will be held on November 8 & 9, 2017 at the Hotel Pattee in Perry, Iowa. Mr. Jim Inglis will be presenting Commissioner training. A budget of \$10,000 was decided.
  - C. Ms. Conner provided the Executive Committee with the Federal Regulation on Project Based Vouchers for review and further consideration.
  - D. NAHRO is offering e-learning (online) Ethics training for Commissioners on November 15 & 16, 2017. Please contact Ms. Conner if you would like to register.
  - E. The Executive Director's Annual Evaluation was postponed until the October 2017 meeting.
- 6) **NEW BUSINESS**
  - A. **RESOLUTION 17-16 RESOLUTION APPROVING AND AUTHORIZING THE WRITE-OFF OF OBSOLETE ITEMS FROM PUBLIC HOUSING INVENTORY**  
Motion Armstrong, second Stammerman to approve Resolution as presented. Motion carried by a unanimous vote.
  - B. **RESOLUTION 17-17 RESOLUTION APPROVING AND AUTHORIZING THE WRITE-OFF OF OBSOLETE ITEMS FROM HOUSING CHOICE VOUCHER INVENTORY**  
Motion Schmitz, second Agan to approve Resolution as presented. Motion carried by a unanimous vote.

- C. **RESOLUTION 17-10 RESOLUTION APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES AS OF 09/19/2017** Motion Stammerman, second Armstrong to approve Resolution as presented. Motion carried by a unanimous vote.
- D. **RESOLUTION 17-19 RESOLUTION TO APPROVE REVISION TO SECTION 8 VOUCHER PAYMENT STANDARDS** Motion Agan, second Allen to approve Resolution as presented. Motion carried by a unanimous vote.
- E. **RESOLUTION 17-20 RESOLUTION APPROVING FISCAL YEAR 2017-2018 BUDGET FOR VOUCHER PROGRAM** Motion Schmitz, second Stammerman to approve Resolution as presented. Motion carried by a unanimous vote.
- F. **RESOLUTION 17-21 RESOLUTION APPROVING FISCAL YEAR 2017-2018 OPERATING BUDGET FOR PUBLIC HOUSING** Motion Armstrong, second Stammerman to approve Resolution as presented. Motion carried by a unanimous vote.

Chairperson, Todd Kilzer adjourned the meeting at 6:25 p.m. Motion Stammerman, second Agan to adjourn meeting. Motion carried by unanimous vote.



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Marcy Conner, Secretary CIRHA