



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

September 12, 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, September 18, 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,

Marcy Conner
CIRHA Executive Director



**MEETING OF THE
CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE
1201 SE GATEWAY DRIVE
GRIMES, IOWA
TUESDAY, SEPTEMBER 18, 2018
6:00 pm
AMENDED**

1. Roll Call and Approval of Agenda for Executive Board Meeting
2. Approval of the minutes from
 - A. Executive Committee meeting on **August 24, 2018**
3. September, 2018 disbursements
4. Report of the Executive Director
 - A. Monthly Program Statistics – August/September, 2018
 - B. Monthly Banking Balances
 - C. Security Deposit Grant
5. Other Business
 - A. August Financials
 - B. Cadwell vs CIRHA discrimination case – no probable cause
 - C. Audit Contract
 - D. By-laws Committee report
 - E. Staff Benefit Review Committee report
 - F. Agenda on the Computer
 - G. Executive Director Evaluation
6. New Business
 - A. RESOLUTION 18-16 RESOLUTION APPROVING FISCAL YEAR 2018-2019 BUDGET – PUBLIC HOUSING PROGRAM
 - B. RESOLUTION 18-17 RESOLUTION APPROVING FISCAL YEAR 2018-2019 BUDGET – VOUCHER PROGRAM
 - C. RESOLUTION 18-18 RESOLUTION TO APPROVE REVISIONS TO PUBLIC HOUSING FLAT RENTS
 - D. RESOLUTION 18-19 RESOLUTION TO APPROVE REVISIONS TO SECTION 8 VOUCHER PAYMENT STANDARDS

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.

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**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, AUGUST 21, 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	Absent:
Denyse Thompson-Vice Chairperson	Randy Schmitz-Boone County
Paul Thompson-Treasurer	Craig Armstrong-Jasper County
Bill Stammerman-Dallas County	
Philip Macumber-Madison County	
Craig Agan-Marion County	
Vanessa Baker-Latimer-Story County	Guest:
Jodene Allen-Tenant Advisory	Kendra Wignall-CIRHA employee

1) **AGENDA**

-Motion Stammerman, seconded by D. Thompson to approve amending the presented Amended Agenda by adding: Item 5. H. CIRHA Bylaw Review Committee. Motion carried by a unanimous vote.

-Motion Stammerman, seconded by Baker-Latimer appointing Armstrong, D. Thompson and Stammerman to the CIRHA Bylaw Review Committee. Motion carried by unanimous vote.

2) **MINUTES** - Motion P. Thompson, seconded by Stammerman to approve the July 17, 2018 minutes as presented. Motion carried by a unanimous vote.

3) **DISBURSEMENTS** – Motion Agan, seconded by P. Thompson approving August 2018 disbursements. Motion carried by a unanimous vote.

4) **EXECUTIVE DIRECTOR REPORT**

A. Monthly Program Statistics for July and August 2018 were presented as attached. Marcy to electronically send the S8 leased units by town report out.

B. Bank account balances as of 07/31/18 were presented as attached.

C. Security Deposit Grant Program report was presented as attached.

5) **OTHER BUSINESS**

A. July 2018 financials were presented as attached.

B. Motion Stammerman, seconded by P. Thompson appointing Philip Macumber as the Madison County Representative on the Executive Committee. Motion carried by a unanimous vote.

C. CIRHA's Public Housing Manager, Tammy Wolford will be retiring September 7, 2018 after 24 years at CIRHA. The agency will host a retirement luncheon on Friday, September 7, 2018 at 12:00 p.m. Board members are invited, please contact Marcy in advance if you plan to attend. -Jennifer Herrick has accepted the Public Housing Manager position and is currently transitioning from a Section 8 Housing Coordinator. Audrey Craig has been hired as a Section 8 Housing Coordinator.

D. HUD has tied the new Annual Contributions Contract (ACC) to the 2018-2019 Capital Fund whereas by accessing those funds, PHA's inadvertently accept the ACC which includes the terms of allowing HUD to recapture all reserve funds held by PHA's. Legal councils for housing authority advocacy groups are advising PHA's not access the 2018-2019 Capital Fund until HUD modifies the terms of the ACC.

- E. A credit/debit card has been obtained for use on approved expenditures from the CIRHA Business Account. A copy of the monthly statement will be sent to the Treasurer.
 - F. Discussion on staff benefits currently offered and the option of paid insurance for retirees. Motion Baker-Latimer, seconded by Stammerman appointing D. Thompson, P. Thompson and Baker-Latimer to the Staff Benefit Review Committee. Motion carried by unanimous vote.
 - G. Blank evaluation forms for the Executive Director's annual evaluation were distributed to the Executive Committee at the July 2018 meeting. The forms are to be completed and returned to Chairperson, Stout as soon as possible. The committee for the Executive Director's annual evaluation will be Stout, D. Thompson, P. Thompson and Baker-Latimer.
- 6) **NEW BUSINESS**
- A. **RESOLUTION 18-13 APPROVING EXECUTION OF THREE YEAR AUDIT CONTRACT WITH NIEWEDE & WIENS** - Motion P. Thompson, seconded by Macumber to approve Resolution as presented. Ayes-Allen, Agan, Baker-Latimer, Macumber, D. Thompson, P. Thompson; Naves-Stammerman.
 - B. **RESOLUTION 18-14 RESOLUTION APPROVING AND AUTHORIZING CAPITAL FUND BUDGET REVISION FOR IA05P13150117** - Motion D. Thompson, seconded by Allen to approve Resolution as presented. Motion carried by a unanimous vote.
 - C. **RESOLUTION 18-15 RESOLUTION APPROVING AND AUTHORIZING CAPITAL FUND BUDGET REVISION FOR IA05P13150118** - Motion D. Thompson, seconded by P. Thompson to approve Resolution as presented. Motion carried by a unanimous vote.

NAHRO will be offering commissioner training in October, 2018 in Atlanta, Georgia. Contact Marcy if you are interested in attending.

Chairperson, Stout, adjourned the meeting at 7:08 p.m. Motion P. Thompson, seconded by Stammerman to adjourn meeting. Motion carried by unanimous vote.



Marcy Conner, Secretary CIRHA