

CENTRAL IOWA REGIONAL HOUSING AUTHORITY
1201 SE Gateway Drive, Grimes, Iowa 50111
EXECUTIVE COMMITTEE MEETING
TUESDAY, SEPTEMBER 19, 2023
6:00 PM

AGENDA

1. Roll Call and Approval of Agenda for Executive Board Meeting
2. Approval of the minutes from August 22, 2023
3. August/September 2023 disbursements
 - A. Treasurers Report
4. Report of the Executive Director
 - A. Monthly Program Statistics August and September 2023
 - B. Monthly Portability Payments for September 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 – August 2023
 - B. Executive Director Evaluation
 - C. Employee Bonus Change in Calculation from current Personnel Policy
 - D. FYE September 2023 Approval of Employee Bonus Percentage
 - E. Deputy Director Vacation Payout
 - F. Board Retreat Update
6. New Business
 - A. RESOLUTION 23-17 APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES
 - i. Allowable write-off of unpaid tenant charges.
 - B. RESOLUTION 23-18 APPROVING FY 2022-2023 PUBLIC HOUSING PROGRAM BUDGET REVISION
 - C. RESOLUTION 23-19 APPROVING FY 2022-2023 SECTION 8 VOUCHER PROGRAM BUDGET REVISION
 - D. RESOLUTION 23-20 APPROVING FY 2023-2024 PUBLIC HOUSING PROGRAM BUDGET
 - E. RESOLUTION 23-21 APPROVING FY 2023-2024 SECTION 8 VOUCHER PROGRAM BUDGET
 - F. RESOLUTION 23-22 APPROVING AND AUTHORIZING IMPLEMENTATION OF REVISION TO THE PERSONNEL POLICY
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, SEPTEMBER 19, 2023
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
Latifah Faisal, Vice Chairperson by Zoom
Susan Crowdes, Treasurer
Marvin Ostrander, Boone County
Bill Stammerman, Dallas County
Bob Findlay, Dallas County
Vanessa Baker-Latimer, Story County by Zoom

Absent:
Craig Agan, Marion County

Staff:

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

- 1) **AGENDA – Motion Stammerman, second by Findlay approving the Agenda as presented. Motion carried by a unanimous vote.**
- 2) **Motion Baker-Latimer, second by Findlay approving the August 22, 2023 minutes as presented. Motion carried by unanimous vote.**
- 3) **DISBURSEMENTS – Motion Faisal, second by Crowdes approving August and September 2023 disbursements. Motion carried by a unanimous vote.**
 - A. Treasurer, Crowdes reported no concerns on the monthly credit card statement.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for August and September 2023 presented as attached.
 - B. September 2023 Portability Payout Report presented as attached.
 - C. Bank account balances as of August 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) CIRHA will begin using a new logo on printed supplies and clothing items provided for staff.
 - (2) Continue to focus on Voucher utilization, improving Public Housing unit turnaround and increasing occupancy.
- 5) **OTHER BUSINESS**
 - A. August 2023 financials presented as attached.

Board requested to have additional notes explaining all financial items that are out of the ordinary when compared to previous months or the budget.
 - B. The committee for the Executive Director’s annual evaluation will be: Armstrong, Baker-Latimer and Stammerman.
 - C. Changes to the employee bonus calculation in the Employee Manual will be discussed at the Board Retreat in October along with the Salary Compensation Study.
 - D. FYE 2023 employee bonus percentage to be approved at the November Board meeting.

- E. Motion Stammerman, second by Faisal approving payout of thirty unused vacation hours in the amount of \$1,451.70 at FYE 2023 to Deputy Director, Kendra Wignall due to circumstances related to Executive Director replacement. Motion carried by unanimous vote.
- F. Board Retreat will be held at Hotel Renovo in Urbandale, Iowa on October 19th from 9:00 a.m. to 5:00 p.m. and Friday, October 20th from 8:00 a.m. to 12:00 p.m.

6) **NEW BUSINESS**

- A. RESOLUTION 23-17 APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES Motion Ostrander, second by Crowdes approving Resolution. Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.
- B. RESOLUTION 23-18 APPROVING FY 2022-2023 PUBLIC HOUSING PROGRAM BUDGET REVISION Motion Stammerman, second by Faisal approving Resolution. Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.
- C. RESOLUTION 23-19 APPROVING FY 2022-2023 SECTION 8 VOUCHER PROGRAM BUDGET REVISION Motion Stammerman, second by Findlay approving Resolution. Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.
- D. RESOLUTION 23-20 APPROVING FY 2023-2024 PUBLIC HOUSING PROGRAM BUDGET Motion Stammerman, second by Findlay deferring approval of Resolution at this time due to omissions in the budget presented. A special meeting will be scheduled and corrected budget will be presented for approval. Motion carried by a unanimous vote.
- E. RESOLUTION 23-21 APPROVING FY 2023-2024 SECTION 8 VOUCHER PROGRAM BUDGET Motion Ostrander, second by Findlay approving Resolution. Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Ostrander, Aye-Stammerman. Abstain-Baker-Latimer. Motion approved by roll call vote.
- F. RESOLUTION 23-22 APPROVING AND AUTHORIZING IMPLEMENTATION OF REVISION TO THE PERSONNEL POLICY Motion Baker-Latimer, second by Findlay approving discussion of this matter be deferred until the Board Retreat. Motion carried by a unanimous vote.

7) **GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 8:17 p.m.



Robert Vernon, Secretary CIRHA