**NORTH IOWA REGIONAL HOUSING AUTHORITY**

**202 First Street SE, Ste. 203, Mason City, IA 50401**

Tuesday January 25,2022 9:00 A.M.

Minutes

**1. Opening of Meeting.**

A. Chairperson Gelner called the North Iowa Regional Housing Authority regular board meeting to order at 9:08 a.m. via conference call and in Office. Public access to the meeting was available via phone.

 **Board Members: Present:** Delegates: Gary Gelner and Bruce Helgeson. By phone: Beth Johnson, Roger Batt, Roy Schwickerath, and Julie Hagen Robb. Alternates: None. **Absent:** Tracy Church and Yvonne Krukow. **Staff:** Carrie McBride and Justin Stotts. **Guests:** Abigail Wallace of Finley Law Firm via phone.

B. Determination of Quorum.

 A quorum was determined.

1. Recognition of Visitor.

Abigail Wallace of Finley Law Firm.

D. Approval of Agenda and Request for Changes/Recording of Agenda.

 Schwickerath moved to approve the agenda with item 5A New Business-Personnel Policy Manual moved up prior to the consent agenda. Batt seconded the motion. All were in favor; none opposed;

 and none abstained. The motion carried.

**2. Open Forum.**

 None.

5. **New Business.**

 A. Personnel Policy Manual

 Helgeson moved to approve the Personnel Policy Manual with updates in sections 2.16, 2.22, 3.3,

 4.10, and 4.15 as stated in the agenda item. Staff was directed to revise language in 2.18 regarding

 misuse of prescription drugs and section 5.4 regarding probationary employees. Schwickerath

 seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

**3. Consent Agenda.**

Batt moved to approve the consent agenda. Johnson seconded the motion. All were in favor;

none opposed; and none abstained. The motion carried.

**4. Old Business.**

 A. Minutes

 Schwickerath moved to approve the minutes with the changes. Batt seconded the motion.

 All were in favor; none opposed; and none abstained. The motion carried.

1. Financial Statements

 Batt moved to approve the financial statement. Helgeson seconded the motion. All were in favor

 none opposed; and none abstained. The motion carried.

1. Bills

 Johnson moved to approve the bills. Helgeson seconded the motion. All were in favor; none

 opposed; and none abstained. The motion carried.

1. Miscellaneous Communication

 None.

**6. Adjourn.**

Schwickerath moved to adjourn. Batt seconded the motion. All were in favor; none opposed; and none abstained. The motion carried. Meeting adjourned at 10:50 A.M. Next meeting February 22, 2022.

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 Gary Gelner, Chairperson Date

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 Justin Stotts, Executive Director Date