

MINUTES OF THE REGULAR MEETING OF THE HOUSING AUTHORITY
OF THE CITY OF CALDWELL, IDAHO
FEBRUARY 23, 1994

The regular meeting of the Housing Authority of the city of Caldwell, Idaho was held on the 23rd day of February, 1994, at 12M in the Caldwell Elks meeting room in the City of Caldwell, Idaho.

The roll was called and the following commissioners were present:

Not present: Paul Okamura	Chairman: Don Downen
Additional present: Hank Ortiz	Vice Chairman: Dave Cornwell
	Lew Kerfoot
	Camilo Lopez

WRITE-OFFS: Comments by different commissioners on a remedy for writing off so much. One thought was to develop a addition to the form asking for references and provide room for 'refused'. Also use the small claims much more fully. Keep up with the people who were written off and follow through during the year using 'small claims'. Perhaps the commissioners would add their suggestions as to who to take to court by reviewing the accounts receivable. A motion made by Camilo Lopez and seconded by Lew Kerfoot to approve the 1993 write-offs was presented. Motion carried.

CONSIDERATION OF DEPUTY: Hank Ortiz' situation was considered. It seems that he was put on a 'temporary hire' status with the sheriff's office and the County Commissioners have the upper hand and are not willing to compromise. Hank may have to loose 6 months and begin again with the sheriff's dept. He has a request to the Human Rights Commission

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but that may not help his situation. What could the Housing Authority do to help Hank continue as deputy? Perhaps we should send a letter to the County Commissioners with a copy sent to the Tribune. (1) Set out the facts from Hank's point of view (2) Hilite how Hank has helped Farmway Village, including personal experiences with families or individuals (3) List the injustice to Hank, adding the political side. (4) Itemize how the calls for help from the Village are down since Hank's arrival. Give the percentage.

DAY CARE MODULE: A motion made by Lew Kerfoot and seconded by Camilo Lopez to allow the Migrant Council to bring in to Farmway Village a Module, with a shingle roof, to use for caring for toddlers. The Conditions are; That Planning and Zoning has approved the Module's installation and the Migrant Council to provide in writing all they plan to do in relation to the Module. Motion Carried.

DRUG POLICY: Check with Don Downen for a sample of policy for a 'At Will Employer'

GROUND PREPARATION: Check out possible tractor purchase for use this spring also we should investigate the requirement for a certified person to spray our weed control and fertilizer.

There being no further business the meeting was adjourned.

ATTEST: _____



HOUSING AUTHORITY

of the
CITY of CALDWELL
P. O. Box 70
Caldwell, Idaho 83605
(208) 459-2232
February 23, 1994

COMMISSIONERS MEETING

A G E N D A

1. Deputy Consideration
2. FmHA Application
3. Day Care Module - What should be done?
4. Chemical Substance Policy Example
5. Tractor - Paul's comments
6. Write-offs
7. Occupancy

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February 23, 1994

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page two

3. Day care module
Motor: allowed module if PL2 is OKed

1. Lew
2. Camilo earned

letter saying what will be done

4. Policy, Check with Don for (At will Employer)

5. { Hire children for weeding flower
Beds? check out tractor

6. Write-offs to OK

Motor 1. Camilo

2. Lew

correct

7. { Check to see if
a certified person
is needed to spray
weed & feed,

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Present all less Paul
also, Steve Ortiz

Commission Mtg.
2-23-94

- 6.
1. Form for refusal on references
 2. Check out small claims
 3. Cada agenda - (what happened to '93 write off people)
each month those behind by
more than one month
 - 4.

1. Deputy Commissioner

A. Test taken early
not proper.

B. Temp. status ~~Grant~~ Grant
(Now has to start over)
County Commissioners would not
compromise.

C. Send letter, 1st facts To: Both to
Pres Tribune
(come to door) 2nd how he has helped
appeal { Humanitarian } 3rd injustice to think
side 4th
1991 - (1992 - 1993)
calls are down
90 less

HOUSING AUTHORITY
 of the
CITY of CALDWELL
 P. O. Box 70
 Caldwell, Idaho 83605
 (208) 459-2232
 February 2, 1994

By action of the Commissioners of the Housing Authority of the City of Caldwell, Idaho at the regular meeting held 2-23-94; 1994, accounts receivable and credits for 1993 were written off as follows;

To profit and loss account	(Collection losses)
Apartments (New)	\$.00
Apartments (Block)	6,472.68
	\$ 6,472.68
To profit and loss account	(Credit balances)
Apartments (New)	292.00
Apartments (Block)	821.65
	\$ 1,113.65
Net rent loss on Apartments	\$ 5,359.03

CREDITABLE ACCOUNTS 1993
Apartments (New) & Apartments (Block)

<u>NAME</u>	<u>DATE VACATED</u>	<u>UNIT #</u>	<u>RENT</u>
APTS. (NEW)	11/29/93		292.00
			<hr/>
			\$ 292.00
<u>APTS. (Block)</u>			
Balderas, Felicitas	05/01/93	004	\$ 35.00
Cruz, Debra	05/15/93	061	95.00
Enriquez, Cesar	02/26/93	042	37.02
Foster, Bertha	10/29/93	079	92.50
Lemus, David	04/23/93	016	94.00
Mendoza, Jose	07/29/93	042	45.51
Moya, Jose	10/29/93	015	77.04
Navarro, S. Juana	02/12/93	039	31.50
Perez, Maria D	02/12/93	047	24.68
Romero, Sergio	10/29/93	032	60.00
Sanchez, Marcial	11/10/93	025	127.40
Santelmo, Maria	05/15/93	009	102.00
			<hr/>
			\$ 821.65
			<hr/>
			<hr/>
Total creditable accounts Apts (New & Old)			\$ 821.65
			<hr/>
			<hr/>

UNCOLLECTABLE ACCOUNTS 1993
Apartments (New) & Apartments (Block)

<u>NAME</u>	<u>DATE VACATED</u>	<u>UNIT #</u>	<u>RENT</u>
APTS. (NEW)			.00

APTS. (Block)

Banda, Angelica	04/03/93	031	\$ 675.85	Evicted
Cantu, Guadalupe	10/26/93	059	400.00	
Casas, Eduardo	10/05/93	081	280.00	
Chavez, Erasmo	12/29/93	050	455.87	Evicted
Flores, Rosa	11/30/93	080	17.00	
Gomez, Javier	12/02/93	047	465.00	
Gonzalez, Martha	11/17/93	091	85.00	
Guerrero, Oscar	12/17/93	054	336.17	
Guerrero, Santos	12/29/93	069	185.00	
Macias, Francisco	11/05/93	046	220.00	
Magaña, Enrique	07/02/93	109	348.45	
Medina, Minerva	11/12/93	016	61.60	
Mora, Felipe	12/14/93	076	635.00	
Perez, Eulalio	08/26/93	007	174.91	
Rosas, Cristina	02/30/93	055	702.00	Evicted
Rubalcaba, Elvia	10/29/93	076	156.00	
Saldaña, Martin	08/13/93	110	461.85	
Velasquez, Ricardo	12/10/93	101	540.00	
Zuniga, Juan	11/26/93	062	47.98	
Villegas, Guadalupe	12/06/93	021	225.00	
			\$	
			6,472.68	

Total uncollectable accounts Apts (New & Block) \$ 6,472.68

CHEMICAL SUBSTANCE TESTING

SECTION I - POLICY STATEMENT

The City of Caldwell is committed to provide a safe work environment that is free from the effects of alcohol and drugs. The City's goals are to protect the employees and the public from accidents and to protect the City's assets from damage caused by an employee whose job performance is impaired by alcohol and/or drugs. To achieve these goals, an employee may be directed to take a chemical substance screening test.

SECTION II - FAILURE TO TAKE CHEMICAL SUBSTANCE SCREENING TEST

An employee who refuses to take a chemical substance test pursuant to this Chapter may be subject to disciplinary action including immediate dismissal.

SECTION III - DEFINITIONS

For the purposes of this Chapter, an *alcoholic beverage* is any beverage that may be legally sold and consumed that has an alcohol content in excess of that defined by State Code;

A *drug* is defined as any substance, other than alcohol, capable of altering an individual's mood, perception, pain level or judgment;

A *prescription drug* is defined as any substance prescribed for individual consumption by a licensed practitioner; and

An *illegal drug* is defined as any drug or controlled substance of which the sale or consumption is illegal.

SECTION IV - CITY POLICY REGARDING ALCOHOL AND DRUGS

The following rules represent the City's policy concerning alcohol and drugs. A violation of these rules may result in immediate disciplinary action, including but not limited to, dismissal.

- A. All employees are prohibited from being under the influence of alcohol or drugs, other than prescription drugs prescribed for that employee, during working hours. Being under the influence of drugs is defined as testing positive for drugs in a chemical substance test conducted by a laboratory retained by the City. The detection limits being used by the laboratory may be obtained through the Personnel Director and may be subject to change as drug testing technology progresses. Under the influence of alcohol means having alcohol in the body at or exceeding the blood alcohol level of .02%.

- B. The sale, possession, transfer or purchase of illegal drugs on City property or while performing City business is strictly prohibited.
- C. Any use, sale or possession of an illegal drug during working hours is prohibited.
- D. Consumption of alcoholic beverages shall not be permitted on City premises except during special events approved by the Mayor.
- E. No prescription drug shall be consumed on City premises by any person other than the one for whom it is prescribed. Such drugs will be used only in the manner, combination and quantity prescribed.

SECTION V - ADMINISTRATION OF THIS POLICY

The Personnel Officer shall be responsible for administering this Chemical Substance Testing Policy. In the event that the Personnel Officer is unavailable, the Department Head, or another representative designated by the Personnel Officer, may be designated to assume the responsibilities of the Personnel Officer under this Chapter.

SECTION VI - INDIVIDUALIZED REASONABLE SUSPICION

Chemical substance testing may be ordered when reasonable suspicion, supported by specific facts and reasonable inferences, supports the conclusion that a particular employee is under the influence and should be asked to submit to a chemical substance test.

A supervisor who suspects that an employee is under the influence of alcohol or drugs shall submit a written statement to the Personnel Officer specifically documenting the basis for the supervisor's suspicions. In this statement, the supervisor shall set forth specific facts and reasonable inferences drawn therefrom which support the conclusion that that particular employee is under the influence of alcohol or drugs. The decision whether to test the employee for alcohol or drugs will be made by the Personnel Officer after review of the written statement submitted by the supervisor.

The Personnel Officer will only order the testing of an employee if, after review of the supervisor's written statement, the Personnel Officer finds individualized reasonable suspicion exists with respect to an employee. If the personnel Officer finds insufficient individualized reasonable suspicion to justify chemical substance testing, the Officer shall so state directly on the supervisor's written statement, and no chemical substance testing will be done at that time. The supervisor's written statement shall be included in the employee's personnel file and may, at a future time, be considered in determining whether individualized reasonable suspicion justifying conducting a chemical substance test exists at that time.

The City shall make reasonable efforts to maintain the confidentiality of written statements made pursuant to this section.

SECTION VII - CHEMICAL SUBSTANCE TESTING PROCEDURES

The City shall make every effort to ensure the reliability of the testing procedure and, to the extent possible, to protect the privacy of the individual. The testing procedure to be used has been designated in an attempt to accomplish both of these goals, to the greatest degree possible.

Once an employee is notified that he or she is to be tested, the employee's supervisor, or other designated representative, shall remain with the employee at all times until the employee arrives at the collection center.

An employee is expected to fully cooperate with the Personnel Officer in order to promote expedient testing. An employee may be asked to complete a test request form and to provide identification.

A specimen collection center will be selected by the City. An employee suspected of drug use who has been asked to participate in chemical substance testing shall be directed to the designated collection center. An employee is expected to arrive at the collection center promptly at the time designated.

At the collection center the employee will be expected to provide a urine sample for testing. At the collection center an employee may be asked to provide identification to verify his/her identity. In the interest of preserving the integrity of the testing process, an employee may be expected to provide the urine sample under the direct supervision of collection center personnel.

Once the urine sample has been taken, the collection center shall label the sample with a code number rather than the individual's name. Additionally, a chain of custody form will be attached to the sample container. Each collection center or laboratory employee who has contact with the sample shall sign and date this chain of custody form.

Testing of the sample will be conducted at a preselected laboratory. Initial screening of all samples will involve use of a testing method equivalent in terms of reliability to the enzyme-multiplied-immunoassay technique (EMIT), with the type of test administered to be left to the discretion of the laboratory, all samples testing positive will then be retested using the gas chromatography/mass spectrometry (GC/MS) method.

The Personnel Officer will be immediately notified when a sample tested under the GC/MS confirmatory test method tests positive. An employee whose sample tests positive under the GC/MS confirmatory test method may be subject to immediate disciplinary action, including immediate termination, and/or may be referred for rehabilitation.

SECTION VIII - ALCOHOL TESTING PROCEDURE

An employee suspected of alcohol abuse may be ordered to take a breath test, either in conjunction with a urine test or alone. Breath tests conducted pursuant to this section shall be administered by the Caldwell Police Department under that department's usual testing procedure. An employee with a test result indicating a blood alcohol content in excess of .02% may be subject to disciplinary action, including termination, and/or may be referred for rehabilitation.

SECTION VIII - DUE PROCESS

Hear before *commissioners* *(at will Employer)* *w/out cause*
Employees who might be subject to disciplinary action as the result of a violation of this Chapter, including a positive test, shall be provided a hearing as prescribed in Chapter XVI. If a classified employee is issued a disciplinary action as a result of a violation of this Chapter, including a positive test, he/she will be entitled to the appeal process prescribed in the City of Caldwell personnel Policy Manual. In the disciplinary notice the charges against that employee and the evidence supporting those charges will be explained.

SECTION X - CONFIDENTIALITY

The City will make reasonable efforts to keep confidential all information compiled as a consequence of the policies set forth in this Chapter.

Occupancy

Apartments

Houses

	1991	1992
9-6 -	112	112
9-13 -	112	112
9-20 -	111	110
9-27 -	109	110
10-4 -	90	103
10-11 -	84	99
10-18 -	78	102
10-25 -	76	100
11-1 -	72	89
11-8 -	69	92
11-15 -	58	91
11-22 -	56	95
11-29 -	56	92
12-6 -	55	90
12-13 -	61	89
12-20 -	60	90
12-27 -	57	90
<u>1993-</u>	<u>1993</u>	<u>1992</u>
1-1	89	56
1-8	89	56
1-15	89	56
1-22	91	54
1-29	90	54
Feb-28	94	65
Mar-30	103	82
Apr-30	111	91
May-31	111	111
June-	112	112
July	112	112
August	111	112
Sept.	110	112
Oct.	110	103
Nov	109	92
Dec	108	95
	<u>1994</u>	<u>1993</u>
JAN	109	91
Feb		

	1991	1992
August -	46	44
Sept -	46	40
Oct -	46	39
Nov -	46	37
Dec -	46	33
<u>93</u>	<u>1992</u>	<u>1993</u>
JAN -	46	43
Feb -	46	43
MAR -	45	43
Apr -	45	42
May	45	42
June	45	65
July	45	68
August	45	72
Sept.	45	72
Oct	45	72
Nov	45	72
Dec	45	72
	<u>1994</u>	<u>1993</u>
JAN	72	72
Feb.		



J-U-B ENGINEERS, Inc.
ENGINEERS • SURVEYORS • PLANNERS

250 S. Beechwood Avenue, Suite 201
Boise, ID 83709-0944

208/376-7330
FAX: 208/323-9336

December 27, 1993

Mr. Dave Linden
Housing Authority of Caldwell
P.O. Box 70
Caldwell, ID 83605

RE: Additional Capacity of Wastewater Treatment Plant

Dear Mr. Linden:

Pursuant to our conversations of September 21, 1993 and December 27, 1993, we recommend that, for the Housing Authority of Caldwell to expand the housing capacity of the Caldwell farm labor camp, a lined earthen bearded wastewater lagoon be constructed.

Our understanding is that approximately 244 units will be the ultimate housing total at this location. Preliminary estimates indicate that for the Housing Authority's wastewater treatment system to accommodate the 244 ultimate units, approximately \$110,000.00 would be needed to construct the lagoon. Please note that this estimate was based on a very cursory review of what may be required to incorporate the additional units. It may also be necessary to modify the existing discharge permit, at which point other requirements for wastewater treatment may be necessary.

If you need assistance, or have additional concerns or comments, please contact me.

Sincerely,

J-U-B ENGINEERS, Inc.

Bryan D. Donaldson, P.E.

BDD/lam

J-U-B Project No. 10462

