

Caldwell Housing Authority
April 21, 2014 Regular Meeting Minutes
At Golden Palace

Board Members Present: Patricia Benedict, Beronica Salazar, Jim Blacker, Phares Book and Estella Zamora

Staff Members Present: Mike Dittenber, Cheri Hess, and Ruben Buenrostro

In Order of Business:

1. Roll call and call to order:

Patricia Benedict called the meeting to order at **12:00 p.m.**

2. Annual Audit Report for year 2013:

Jared Zwygart (CHA's Accountant) started the meeting by presenting the Board of Directors with CHA's 2013 Financial Audit. Jared identified three (3) issues of concern listed in the schedule of finding. They are: 1) Inadequate security deposits caused by the inability of the accounts payable module to separate security deposits from rent; 2) Time sheets not verified by supervisors; and 3) store invoices are only being reviewed by the store manager. Jared closed his presentation by explaining the 2013 was a better year the 2012 and CHA had a net profit of \$86,338, up \$150,000 from 2012.

After the 2013 Audit was presented Estella Zamora made the motion to approve the 2013 Audit; seconded by Phares Book and approved by the Board at **12:35 p.m.**

3. Review of the Minutes:

After reviewing the March 2014 minutes, Estella Zamora made the motion to approve the minutes; seconded by Beronica Salazar and approved by the Board at **12:38 p.m.**

4. Treasurer Financial Report:

Cheri presented the March financials to the Board. She ended her presentation by informing the Board CHA has approximately \$85,000 in the bank; a record amount. With no further discussion, Phares Book made the motion to approve the March Minutes; seconded by Beronica Salazar and approved by the Board at **12:52 p.m.**

5. New Business

Mike informed the Board on the progress of the wastewater project. A one year extension on the consent order was approved by the U.S. Department of Environmental Quality, giving CHA until September of 2015 to complete the project. Mike indicated this should relieve much of the

pressure to complete the project in short order and will lower the cost of the project, bringing it back within the budget.

Mike also informed the Board about the some of the more difficult tenants. Mike indicated the necessity to revisit the Occupancy Policy with the intent of identifying potential difficult tenants.

Finally, Mike discussed salary adjustments with the Board. Mike said CHA staff was 15-17% behind market in 2010 and likely 25% behind market now. Mike suggested the time to act on salary adjustments was now, considering the optimistic outlook of the Housing Authority.

6. Adjournment:

Meeting adjourned at 1:22 p.m.

Certified:



President, Board of Directors



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Executive Director


Caldwell, Idaho