

**Caldwell Housing Authority**  
**August 28, 2015 Regular Meeting Minutes**  
**At Stewarts Bar and Grill**

**Board Members Present:** Patricia Benedict, Estella Zamora, Phares Book, Jim Porter, Marisela Pesina, Arnaldo Hernandez, and Sid Freeman

**Staff Members Present:** Mike Dittenber, Cheri Hess, Mary Ann Valenzuela and Ruben Buenrostro

**In Order of Business:**

**1. Roll call and call to order:**

Patricia Benedict called the meeting to order at **12:15 p.m.**

**2. Review of the July Minutes:**

After reviewing the July minutes, Sid Freeman made the motion to approve the minutes as corrected; seconded by Estella Zamora and approved by the Board at **12:017 p.m.**

**3. Financial Report:**

Cheri presented the Financial Report for the month of July, 2015. Mike presented the Blue Line budget and although CHA is over budget in some categories, overall CHA is under budget. After reviewing the financials, Estella Zamora made a motion to approve the July Financial Report; seconded by Phares Book and approved by the Board at **12:41 p.m.**

**4. Director's Report**

Mike briefly discussed with the Board the necessity of hiring an intern at CHA to review and update the Diminishing Farm Labor Report. He anticipates hiring an intern from the College of Idaho. Arnaldo indicated he could assist with that effort, but thought a spring semester internship was more appropriate.

**5. Old Business**

Estella, Arnaldo and Patricia agreed to sit on a committee to review the occupancy policies. Mike agreed to schedule a meeting in the future.

The Board discussed new member selection process and how it was appropriate for persons wishing to serve on the Board to attend a Board meeting prior to appointment. Although no action was taken, Mike was directed to make some changes to the draft policy.

Mike presented the 2016 budget to the Board. It represented a 9% increase over the 2015 budget to cover increasing costs. Mike also presented the Board with an amended rent structure that

will fund the budget increase. Mike explained to the Board that CHA's rents were far under-market and that there hasn't been a rent increase in 3 years.

Estella indicated she was more comfortable with the current rent structure. Patricia asked if anyone had any reservations about approving the budget at this meeting. After brief discussion of the budget, Arnaldo made a motion to approve the rent structure and budget as proposed: seconded by Marisela and approved by the Board at **2:30pm**.

**6. Executive Session**

Estella made a motion to go into executive session: seconded by Jim at **2:30pm**.

**Adjournment:**

Executive Session adjourned at **3:15pm**.

Meeting adjourned at **3:15 p.m.**

**Certified:**


  
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**President, Board of Directors**

Caldwell Housing Authority

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Caldwell, Idaho

  
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**Executive Director**