

**Caldwell Housing Authority**  
**January 4, 2011 Regular Meeting**  
**Minutes**

Board Members Present:

Dana Schuck, Estella Zamora, Patricia Benedict, Phares Book , Jim Blacker,

Absent: Sid Freeman

Staff Present: Mike Dittenber, Cheri Hess, Brenda Boles

Guests: None

Location: Acapulco Restaurant

In Order of business:

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

Dana called the meeting to order at 12:05pm. Dana welcomed new board member Phares Book. Introductions were made.

**2. Review of the November and December minutes**

Dana asked if there were corrections to the minutes. Mike stated there were two sets of minutes which needed approval; both November and December minutes. Estella had several corrections to the November minutes. Mike stated he had not brought the recording to the meeting, but had the tape transcribed verbatim and the comments in question were in there, however if she wanted it changed for the official record he had no issue with that. He had hoped prior to this meeting they could have met to go over the minutes and the issues. Estella acknowledged receiving emails from Mike and from Dana. Mike said he is unsure how to resolve the issues with the minutes because he had been doing the minutes and was asked to no longer do them, so he now has a volunteer do the minutes. Dana stated that something is getting lost between the meeting and minutes, and stated they will work at making sure the minutes presented are as accurate as possible. There was a motion by Patricia and a second by Estella to approve the minutes with changes. It was asked of Mike that he review the minutes from now on. He indicated he attempts to put context to them as the transcriptionist takes a combination of hand written notes and the taped audio and has to piece together who said what, without being aware of who is speaking. He indicated he will exercise more diligence in making sure nothing appears in the minutes that would put any person or group in a negative light.

December minutes were then considered. Estella had a question about an item and a typo to be corrected. No other items were noted. Patricia moved for approval and Dana seconded. The motion passed unanimously.

**3. Treasurer / Financial Report**

Patricia gave the financial update. She noted the difference in Accounts Receivable uncollected between this and last year. This year it's just over \$6,700 and last year as \$100,000. She stated that the deposit policy seems to be working well and commended

Mike and Cheri for doing a good job. Mike reported on the Budget for December, 2010. He stated for the year 2010 CHA is about 12k under budget. Board members noted that the cash flow is getting better from year to year. Estella moved to accept the financial report as presented and Patricia seconded the motion. The report was accepted unanimously.

#### **4. Director's Report**

Mike asked if there were any questions on the Director's Report. He reported on what happened with the fire at the Housing Authority. Mike asked the board to be involved in finalizing the Personnel Policy and Procedure manual as well as the lease agreement revisions.

Mike explained that the lease agreement currently used, while having served CHA well, is not in compliance with federal requirements. Therefore changes will need to be made to bring it into compliance. He said RD is aware of it, and technically could remove rental subsistence, but likely won't. Nevertheless the lease agreement will need to be retooled. It was asked if Mike had run the proposal by Rural Development and Mike said he had. He did not want to have the attorney research just one issue, but rather desires to get the entire agreement finalized with the input of the board and then submit the entire document to the attorney for legal review. Patricia asked if there was any issue with the tenant security deposit and Mike indicated there is no issue with the deposit charged.

Inquiry was made regarding the WinCo Bread. Mike explained that WinCo started donating nearly expired 4x4 boxes full of bread. Farmway families use it and after that others with needs are free to come and get the bread.

#### **5. New Business**

None

#### **6. Old Business**

There was no old business for discussion at this time but Mike asked if the board could check their calendars and let him know of a time they could meet to review and work through the lease agreement changes and the personnel policy manual.

The board decided to meet from 7-9am at Sunrise in Caldwell to address the lease agreement first.

Mike explained that the lease agreement needs to be as clear and concise as possible. Also, he wants to ensure the tenants fully have the opportunity to understand what the lease says.

Dana asked if anyone had any further comment. Estella asked Mike to report on the store. Mike deferred to Brenda. Brenda indicated the store is doing really well, and that income exceeded the expenses. Estella asked if now the store is making money they can qualify for WIC. Mike stated WIC is a difficult situation because WIC requirements are the vendor must offer choices. Three types of diapers, formula, etc. must be offered. There is not enough inventory space to offer that in addition to the 90 items of each brand required.

Mike reported that last year the housing authority used 8,700 hours of inmate labor at a market rate of \$9.00 per hour for a total of \$101,000 worth of free labor; 800 hours of Boy Scout labor and \$1,400; and community hours for another \$127k.

**7. Executive Session**

Pursuant to Idaho Code relating to confidential personnel matters, the Board adjourned to Executive Session.

**8. Actions subsequent to Executive Session**

none

**10. Adjournment**

Patricia moved to adjourn and Estella seconded. Meeting was adjourned at 1:15pm