

**Caldwell Housing Authority  
July 7, 2009 Regular Meeting  
Minutes**

Board Members Present:

Estella Zamora, Dana Schuck, Sid Freeman, Patricia Benedict, Jim Blacker

Board Members Absent: Andy Rodriguez

Staff Present: Mike Dittenber, Ayde Cortina

Location: Bent Fork Restaurant

In Order of business:

1. Roll call and call to order

Estella called the meeting to order at 12:05pm.

2. Review of June Minutes

Both Estella and Sid had some corrections and clarification to the June minutes. Estella clarified her comments during the June meeting regarding the proposed legislation. She suggested CHA work toward attaining support for the legislation from other housing providers specifically rather than taking a “different approach” generally.

Sid clarified his comment regarding future development. Sid suggested CHA may want to develop other non-farm labor housing at Farmway Village, and not necessarily developing properties other than Farmway Village.

Including those changes, Sid made a motion to accept the minutes, seconded Dana, unanimously approved at 12:10pm.

3. Treasurer / Financial Report

NOTE: Estella moved the financial report to the last item of business.

Patricia shared information from the Statesman where some Boise housing recipients were no longer going to receive federal subsidies for their housing.

Patricia reviewed the financial information with the Board and explained she is getting better information. She indicated CHA is following a preferred practice of making deposits every other day.

Patricia reviewed the budget information including monthly deposits, monthly expenses, and line item expenses. She spoke of the line items that are over budget and what the potential reasons were for being over budget.

Mike provided the Board with new “projected income” report and explained that CHA is off pace with the income that was collected this time last year. He explained that there were many non-payment eviction and vacant units during the year which is affecting the rental income.

Mike told the Board that he was going to provide much attention to getting units ready to rent, because that is where CHA’s income comes from . . . rent collected by tenants. Mike indicated he was going to change the focus and require one apartment to be cleaned and ready to rent every 2 days.

Motion made by Jim to accept the financial reports; seconded by Dana and unanimously approved by the Board at 1:05pm.

#### 6. Administrative reports

Estella asked if there was a specific issue the board wanted addressed. There were none, but Estella commented on the legislation presentation Mike gave at the Wilder Housing Authority. She indicated the presentation was too long and covered a lot of information. She suggested providing the information to the targeted audience in advance and limiting my presentation to 15-20 minutes.

Mike agreed the presentation may be too long and would work on a condensed version of the presentation. Mike also informed the Board that he will be giving the presentation to the Canyon County Prosecutors the following Thursday.

Dana discussed with the Board his recent visit to CHA and the Head Start Program. He commented on how well the Head Start building had been maintained. Mike discussed some of the disagreements he was having with the Head Start Program over maintenance costs. Mike said CHA would pay.

Patricia asked for an explanation on the reserve account payments, and why RD is concerned about the security deposits being under funded. Mike explained it was a calculation err and that some of the longer-term tenants only paid \$100 security deposits where today’s tenants pay \$250.

Mike explained that RD is required to take a more active role in reviewing CHA finances.

Jim informed the Board that City Council approved the new bylaws and the new terms of the members and officers.

Estella asked Mike if there was any other information he wanted to discuss. Mike directed the Boards attention to the “Diminished Need” report. He explained the report

was needed in order for CHA to continue leasing to non-farm laborers. He explained that although there is a temporarily increase in farm labor applicants, he expects those numbers to decrease when the economy picks up and people start finding other types of employment.

Estella suggested CHA should budget for another intern next summer to do similar studies so CHA can keep up on the latest market and demographic information.

#### 7. Old Business

The legislative issue was discussed previously. Estella asked about the progress of the masonry units. Mike explained that there was only one remaining unit to be remodeled and CHA would try to finish the two units by mid-summer.

#### 8. New Business

Mike spoke to the Board about the need to start the process of looking for Ayde's replacement. Mike told the Board that an HR Consultant was hired to classify the position and determine qualification. Ayde indicated she would retire after the end of the year information was turned over to the auditors.

Estella asked about proceeding with the legislation. Mike explained his efforts to date in working with other interested parties. Estella suggested Mike take a different approach and show his presentation to other housing authorities and civic leaders rather than just the policy-makers. Mike stated his willingness to do so, and hope the CHA Board would be the first to see the PowerPoint presentation.

#### 9. New Business

Mike explained the process of attaining Community Housing Development Organization (CHDO) status. CHDO status allows additional resources to an organization that wants to develop more affordable housing. Sid indicated that eventually, CHA wanted to expand beyond Farmway Village, but wanted to know more about CHA's ability to manage multiple housing sites. Mike then spoke about a Tenant Advisory Board, and that participation was solicited during the last newsletter.

#### 10. Executive Session

None

#### 11. Adjourned

Meeting adjourned at 1:05