

**Caldwell Housing Authority
June 9, 2009 Annual Meeting
Minutes**

Board Members Present:

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

Staff Present: Mike Dittenber, Ayde Cortina

Location: Caldwell Housing Authority

In Order of business:

1. Roll call and call to order

Estella called the meeting to order at 3:03pm

2. Review of May Minutes

Mike indicated that everyone should have received a copy of the minutes electronically. Patricia noted an error in the May minutes that should read "Mike reimbursed CHA \$481 for his time away from the office assisting IHFA in the lawsuit." Estella also noted an error in the May minutes regarding a comment about the finances erroneously attributed to Andy, rather than Estella. Finally, Andy noted an error in the minutes that should read: "Andy rarely goes to court because tenant rent is based on income and the tenant has every reason to disclose a decrease in income." Mike indicated he would make the appropriate change to the May minutes.

Estella asked if there were any other comments about the minutes. Motion was made by Jim to accept the May meeting minutes; Seconded by Patricia, and the minutes were unanimously approved by Board of Directors at 3:15pm.

3. Treasurer / Financial Report

Estella moved the financial report before the election of officers. Patricia indicated she had an opportunity to review the financial statements with Ayde prior to the meeting. Patricia stated she is getting a better understanding of CHA financial documents, but indicated it would be helpful if Mike (or Ayde) could prepare an income statement similar to the expense statement. Mike indicated he would start providing income statements.

Ayde presented the financial information, followed by Mike's financial summary. Ayde also notified the Board that she was successful in getting the "Analysis Fees" removed from the service fees charged by the bank. Patricia suggested getting copies of cleared checks.

Motion made by Sid to accept the financial reports; seconded by Dana and unanimously approved by the Board at 3:28pm.

4. Election of Officers

Prior to election of officers, Andy asked for some clarification to the Bylaws. He wanted to know if the Bylaws were meant to be applied retroactive, or from this point going forward: specifically if Estella could still be nominated under the new bylaws even though she had been President of the Board for the last few years. Sid suggested that the bylaws should be effective going forward and not applied retroactively. Although there was no vote on this issue, all board members agreed the bylaws would be effective going forward and that Estella could be nominated to serve as the Board President.

Mike suggested the Board elect officers one at a time starting with the Board President.

Note: There were many nominations, seconds, and subsequent votes that happened in rapid succession. Because they happened so quickly, the audio tape is inaudible.

The following were the results of the annual election:

- Nomination for Board President—Estella Zamora
- Nomination for Vice President—Dana Schuck
- Nomination for Treasurer—Patricia Benedict

After the nomination process closed, votes for the following offices were cast. Estella was unanimously approved as Board President, Dana Schuck was unanimously approved as Vice President, and Patricia Benedict was unanimously approved as Treasurer.

Following the election of officers, Mike said there was one other matter of business that needed resolved. He explained that the Bylaws require the commission of one Board Member to expire every year. As it is now, 3 commissions expire in 2010 and 2 expire in 2011. Mike suggest a the Board could assign commissions going forward, or simply draw names out of a hat and randomly assign commissions to each Board Member. The Board agreed to draw names form a hat with the following commissions expiring on the following dates:

- Andy Rodriguez—December 2009
- Sid Freeman—December 2010
- Patricia Benedict—December 2011
- Dana Schuck—December 2012
- Estella Zamora—December 2013

Mike indicated a resolution approving what just occurred would be appropriate.

Resolution—The Board of Directors recommend the Caldwell City Mayor reappoint Directors of the Housing Authority to be consistent with the amended bylaws as follows:

Motion: Jim Blacker

2nd: Sid Freeman

Approved: Unanimously; 3:45pm

7. Administrative Reports

Mike indicated the reports were sent earlier, and in the interest of time, would only explain those items the Board had questions about. Estella indicated that time would be better spent discussing the more important issues, and that the Directors report can be reviewed by each Board Member on their own time.

Patricia asked when the store would be making enough money to pay back CHA for the start-up costs and salaries for the store employees. Mike indicated the store was opened during a time when many tenants were out of work and had limited finances and thought sales would increase over the summer and fall. However, he did not know when the store could pay the Housing Authority back, but was hopeful it would occur soon.

8. Old Business

Mike spoke of the progress made on converting the masonry units. Mike then spoke of the changes that will take place with regards to rent payments, and that the tenants were notified of the changes in the last news letter. Estella indicated CHA will need to change one of the current pamphlets to reflect the current policy. Sid said it was better to incur the legal cost of enforcing more-strict rent rules today, than dealing with non-payment in the future.

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

The Board entered into executive session at 4:40pm and exited the session at 4:45pm

11. Adjourned

Meeting adjourned at 4:45pm. At the conclusion of the meeting, Estella and Dana took a 30-minute tour of CHA.