

Caldwell Housing Authority
November 3, 2009 Regular Meeting
Minutes

Board Members Present:

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

Board Members Absent: None

Staff Present: Mike Dittenber, Ayde Cortina, Brenda Boles

Guests: None

Location: Bent Fork Restaurant

In Order of business:

1. Roll call and call to order

Estella called the meeting to order at 12:10pm.

2. Review of October Minutes

Estella asked if everyone had a chance to review the minutes.

Sid indicated he had read the minutes, but didn't see where the Board had approved the 2010 budget. Mike directed Sid to the resolution accepting the budget on the bottom of page 3 of the minutes. Sid said the resolution should read: "The Board of Directors of the Housing Authority approve the proposed 2010 budget with no increases to the salary line item."

Estella clarified her statement from the October meeting; stating she was not necessarily opposed to the Jail Bond, but rather thought CHA should not publically support it. Estella also noted that CHA staff needs to be more diligent about making sure the minutes reflect the correct date and meeting time. Finally, Estella said that in the October minutes, the corrections were credited to Patricia, but were actually Estella's corrections.

Jim asked Brenda to keep a separate "To Do" list so the Board can review assignments from month to month.

Estella asked if there were any other corrections to the minutes. There were none; Jim made a motion to accept the minutes as corrected, seconded by Sid and approved by everyone at 12:15pm except Andy who abstained from voting because of his absence from the previous meeting.

3. Treasurer / Financial Report (started at 12:45pm)

Patricia provided the Board with a report on the finances of the Housing Authority. After reviewing the information, she thanked the Housing Authority for making extra payments to the reserve account and it showed the Housing Authority was serious about getting cost under control. Estella also thanked the Housing Authority for making an extra reserve payment.

Sid asked if the Fire payment had been made in full. Mike indicated that it was paid in full and directed the Board to the line item on the budget. Estella asked if we pay a fee to the Sheriff's Office. Mike said no, and explained the title "sheriff" was a preprogrammed function in our accounting software. Estella asked that "sheriff" be removed from the budget.

Patricia asked if Rural Development had approved the budget. Mike explained that as of the meeting time that day, RD had not approved the budget, but anticipated RD would approve the budget.

Motion to accept the financial was made by Dana, seconded by Jim, and unanimously approved by the Board at 12:30pm.

4. Guest Comments: None

5. Committee Reports:

Sid explained that he spoke with Commissioner Rule about the sewer line and the proposed lift station should the jail bond pass. Sid explained the County was not willing to do anything more than the minimum they needed to service the jail.

Mike spoke to the storm drain issue at CHA. He indicated the storm drains were not working correctly, and there has been no record of them ever being cleaned or serviced in the recent years. He explained that sometime in the past (maybe 8 years ago), the storm drains and manhole were paved over by the paving company. Estella asked if anyone at CHA was supervising and monitoring the pavement work back then. Mike indicated no one at CHA was involved in the project because it was planned and supervised by Holladay Engineering. Estella said someone at CHA should have known. Mike explained that back then there were only 3 maintenance staff and likely were not involved in anything Holladay Engineer did and would not have been able to stop it if they did know. Mike suggested Holladay Engineering had a habit of telling CHA what needed to be done and forging ahead without involvement of CHA staff.

Sid used the photos provided by Mike to explain how the storm drain system worked (or was supposed to work). Sid explained the CHA could be liable and responsible for any contaminants that go through our storm drains to the adjacent property. Sid thought that CHA will want to address that issue next Spring.

Patricia asked how much it will cost to fix the storm drains. Mike indicated that CHA would incur cost approximately \$10,000 this year to clean and repair the existing drains before Winter, and that it might be another \$10-\$15,000 next year to make the proper corrections.

Sid suggested deferring as much cost as possible until next year. Patricia agreed that delaying the expense until Spring would be best for CHA.

Sid commented that Isom's Industrial Metal might be charging too much for their work and asked Mike to bid-out the welding and fabrication services. Mike agreed that was a good idea and that he would have Isom's finish their current work and then work on getting bids sent out. Estella commended CHA for discovering the problem and working to correct it.

Mike indicated several different services would be put out to bid: electrical, commercial plumbing, welding, and other routine maintenance services.

6. Administrative reports

Estella asked if everyone had a chance to review the Director's Report. Everyone indicated in the affirmative and Estella asked Mike if there were any pressing items on the Director's Report that need additional attention. There were none.

7. Old Business

Financial Officer—Mike spoke to the situation regarding the recruitment process for a new financial officer. Mike indicated that CHA received only a handful of applications, but thought he could find a qualified applicant from the group. Patricia expressed her disappointment in the number of applications received.

Andy expressed some concerns about the discussion and indicated he already spoke with Estella earlier. He commented that since the Board trusts Mike to be the Executive Director, they should trust him to hire a financial officer that works best with his management style. Dana agreed that Mike was more than qualified to hire the right person for CHA's need. Estella pointed out that this is a good time to make sure cross-training occurs. Jim suggest Mike might want to consult with Dana and Patricia if he was having problems determining who the top candidates were, but that Mike should be allowed to interview and select a financial officer.

8. New Business

Meeting Minutes—Estella explained to the Board that the Mayor's Office was now requesting minutes of our meetings, and that the minutes need to be thoroughly reviewed and accurate. Jim explained the necessity to have the minutes of the Housing Authority approved in the City Council's consent agenda. Estella noticed that several of the previous meeting minutes included wrong dates and meeting locations. She directed Mike to re-review the minutes and bring corrected copies of the minutes to her office before the December meeting.

Employee Gift Cards—Mike wanted to know if he could give employee gift cards this year. Patricia asked if Mike had a certain amount in mind. Mike suggested \$100. Andy thought this was a discussion that was more appropriate for executive session.

9. Executive Session entered—1:25pm exited—1:50pm

10. Actions Subsequent to Executive Session:

Gift Cards—Approval of \$25.00 gift card per employee.

Executive Director's Performance Evaluation—Mike was directed to meet with Dana Schuck to discuss his performance evaluation.

11. Adjourned 1:55pm.

Suggested actions or assignments made by members of the Board

1. Correct all agendas dating back to July 2009 and deliver them to Estella before the next meeting.
Action: Corrected and returned to Estella November 16th.
2. Remove the “sheriff” line item from the budget.
Action: Item removed from the budget November 6th.
3. Bid out electrical, commercial plumbing, and welding services.
Action: Not completed (as of the date this was written), but completion anticipated by the end of November.
4. Send thank-you letters to those who financially supported the Farmway Soccer Team.
Action: Completed and mailed on November 9th.
5. Meet with Committee to discuss qualified financial officer applicants.
Action: Met and discussed applications with Dana, but was unable, for scheduling reasons, to meet with Patricia.