

Caldwell Housing Authority
November 9, 2010 Regular Meeting
Minutes

Board Members Present:

Estella Zamora, Dana Schuck, Rick Wells, Jim Blacker, Sid Freeman,

Absent: Staff Patricia Benedict

Present: Mike Dittenber, Cheri Hess, Brenda Boles, Miguel Sanchez

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.

2. Review of the September minutes

Dana asked for any corrections to the minutes. There were no corrections and the minutes were approved as submitted. A motion was made by Sid and seconded by Dana. Minutes were unanimously approved at 12:15pm.

3. Treasurer / Financial Report

In Patricia's absence, Cheri gave the financial report. Mike explained that Cheri was using Patricia's notes which are different from the form the Board Members had. The Housing Authority is under budget for the year and has a \$56,000 cash balance in the bank. Estella asked if winterization is being done to prevent unnecessary winter expenditures. Mike stated it was. Sid asked what the major contributor to the savings was. Mike said there was some salary savings; better budget detail for tracking and management decision making, however, makes it easier to keep an eye on the bottom line. Patricia asked Cheri to relay to the board that she looked over the bank statements and everything looked good, and she relayed her apologies for being unable to attend the meeting.

Sid made a motion to accept the financial report. Estella seconded the motion and the board voted unanimously to approve the report at 12:25pm

4. Director's Report

Mike went over the Director's report. Miguel stated the five vacancies that did exist have been occupied and there are two new vacancies, but tenants awaiting preparation of the units to move in. Estella expressed her concern over the perceived mixed message of having a waiting list for vacant apartments and Mike's desire to advertise at the same time. Mike explained that the waiting lists wane and wax so he always asks if they should advertise. Usually by the time he gets ready to put the ad in, Florina will indicate

there are applicants on the list again. He has not had to put an ad out, but he is always prepared to put one out if need be. Dana asked Mike to give a percentage of the roofs that have been repaired. Mike stated that 100% of the roofs have been patched, but a wind storm could change that.

Rick stated he had misunderstood some things about the situation with the Caldwell School district and had originally thought it had something to do with the Century 21 program. He stated the Century 21 program has worked out its issues with the program at Farmway and is up and running. Rick indicated to them that as far as he is concerned school district issues are their own and he does not want to get in the middle of it. He stated Jesus Deleon had written a grant and it had been received by the District. He stated he saw a grant opportunity for a Community Center within a Housing Authority. He asked the school district and they said if CHA wanted to move that direction, they would enthusiastically support it and include it in their long-term plan. He asked if the Board desired Mike to pursue that to upgrade the facility. Sid asked if they were up for writing the grant themselves. Rick said he thought they would participate in it, but could not commit them to writing it. He stressed the plus side of the partnership with Caldwell School District. Estella mentioned the Whittenberger board, and said 20 or 30 grants come through that mention Farmway Village or the children of Farmway Village from different organizations who desire to serve the population there.

Mike stated he met with Sherawn Reberry for lunch to discuss the school. She stated to him that the School District is concerned that the program at Farmway Village is not functioning as they desired it to. She wanted to know if CHA was dead set on having a program out there. Mike told her regardless of whether the program was large, small, moderately successful or hugely successful, it's still a program they need out there. She had mentioned the grant focuses more on adult involvement. Mike then suggested they break the afterschool time up into homework, remediation, a snack and then open it up for adult drop-ins to learn the computer or work on their own skill building. Rick stated they talked about all of that and some other things including daycare. Rick said it is their program, but stated they did voice their commitment to Farmway Village.

Mike stated the Community Center use may evolve into something to meet different needs, over time. Estella said she thought if 4-H and the after school program had completely different areas in which to run programs it would work better for both programs. Mike indicated this was an old issue and thought it was resolved.

Estella indicated that she visited with Jeannette and was pleased with the condition, especially the cleanliness, of the school's portion of the building. She said Jeannette showed her attendance records to support the success of the program and e-mails from teachers discussing a child's progress and deficiencies.

Estella asked if there was a lease agreement between CHA and the School District. Mike stated there is no lease agreement and stated CHA was required under law to provide services in lieu of paying fees to the School District. The board talked about the short term issues of the school programs and the long term issue of the facilities and being able to discern between the two.

Mike asked if anyone could meet on Thursday to complete the management plan and discuss articles of incorporation for a new endeavor he would make presentation on.

The Board agreed and Mike said he would set up the meeting at the Bent Fork in Caldwell.

Mike made a PowerPoint presentation on the prospects of creating a Caldwell Housing Authority Development Company. He spoke to the requirement under state code that Housing Authorities take the lead in providing low income housing. Mike reviewed the authority of CHA granted by state code and the activities anticipated by the legislative intent. Mike asked the Board to make a commitment to play a larger role in the Community of Caldwell. Mike asked them to create a subsidiary organization called CH Development Company and facilitate a separation of accounts to allow autonomy of CDH activities. Sid asked if it was wise to end the name as "company". Mike talked about the various terminology that can be used.

Sid made a motion that Resolution #2 be approved. The Resolution reads: Authorizing the Executive Director to start a subsidiary non-profit organization to the Housing Authority for the specific purpose of buying and selling properties and developing low income housing. Dana seconded the motion. The motion was approved unanimously.

The idea of two separate banks was discussed to ensure total segregation of funds and authority to proceed with opening a separate account was tabled until such time as the subsidiary is created.

The report concluded at 1:45pm

8. Executive Session

Pursuant to Idaho Code relating to confidential personnel matters, the Board adjourned to Executive Session at 1:45pm.

9. Actions subsequent to Executive Session

none

10. Adjourn

Sid moved to adjourn the meeting and Dana seconded. The meeting was adjourned at 1:50pm