

**Caldwell Housing Authority
October 16, 2012 Regular Meeting
Minutes**

Board Members Present: Patricia Benedict, Estella Zamora, Phares Book, Beronica Salazar and Jim Blacker

Staff Members Present: Mike Dittenber, Ruben Buenrostro

In Order of Business:

1. Roll call and call to order:

Patricia Benedict called the meeting to order at **12:11 p.m.**

2. Review of the September Minutes:

After the reviewing minutes of the September meeting, Phares made the motion to approve the September "Regular" minutes; seconded by Beronica; and approved by the Board at **12:15 p.m.**

After reviewing the minutes of the "Special" meeting, Patricia suggested a couple of changes. Phares Book made a motion to approve the minutes of the "Special" meeting; seconded by Beronica Salazar and approved and by the Board at **12:20 p.m.**

3. Treasurer Financial Report:

Mike Dittenber presented the financial report to the board in Cheri's absence. Mike provided the Board with income and expense reports, and then explained CHA is still under budget up to this point in the year. Estella Zamora made a motion to approve the financial report; seconded by Phares Book and approved by the Board at **12:30 p.m.**

4. Administrative Report:

Mike gave a brief overview of the items in the Director's Report and explained much of his time is devoted to the wastewater project.

5. New Business:

Resolution 1: Amend the occupancy policy to be more consistent with Fair Housing guidelines and remove any language suggesting or implying age sex based occupancy standards.

Mike explained the current approved Occupancy Guidelines had come under scrutiny by the Intermountain Fair Housing Agency for potential gender discrimination. RD agreed with the legal challenge and asked CHA to make appropriate changes. Mike provided the Board with some suggested changes to the policy. After some discussion, the resolution was tabled until Mike could bring additional information back to the Board.

Resolution 2: Authorize the Executive Director to open a separate account for security deposit transactions.

Mike informed the Board that CHA was \$25,000 short in the Security Deposits funds. CHA needs to open a new account to keep security deposits separate from rent payments. Mike asked the Board approve a separate bank account for the security deposits. After a few minutes of discussion, Estella Zamora made a motion to open a new account; seconded by Beronica Salazar and approved by the Board at **1:20 p.m.**

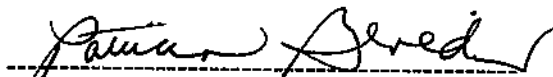
Mike updated the Board on the wastewater project and informed them that there may be the need for a "Special" meeting or two before the end of the year. Mike explained attorney David Kerrick was working on the agreements needed to proceed with the project.

6. Adjournment:

Meeting was adjourned at 2:15 p.m.

Certified:





President, Board of Directors

Caldwell, Idaho



Executive Director