

**Caldwell Housing Authority  
October 16, 2015 Regular Meeting Minutes  
At Stewarts Bar and Grill**

**Board Members Present:** Patricia Benedict, Estella Zamora, Jim Porter, Marisela Pesina, and Sid Freeman

**Staff Members Present:** Mike Dittenber, Cheri Hess, and MaryAnn Valenzuela

**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 reviewing the September minutes, Jim Porter made the motion to approve the minutes as corrected; seconded by Marisela Pesina and unanimously approved by the Board at **12:16pm.** Patricia also asked Mike to re-distribute the September Special Meeting Minutes again by e-mail to those in attendance that day.

**3. Financial Report:**

Cheri presented the financial report for the month of September. Mike explained that Rural Development has moved the rental assistance deposit date later in the month causing CHA to wait a longer period for payment. He explained that often makes for a “tight couple of weeks” until the deposit is made.

Sid Freeman made a motion authorizing the director to transfer fund for working capital when needed from the reserve account to the general fund account upon notification of the Board. Seconded by Patricia Benedict and unanimously approved by the Board at **12:37pm.**

Cheri continued with e financial report. Upon completion, Sid Freeman made a motion to approve the financials, seconded by Jim Porter and unanimously approved by the Board at **12:49pm.**

**4. Old Business**

Mike spoke about the occupancy policy and the necessity to update the policy and impose an application fee. There was much discussion about the policy and whether or not an application fee would deter applicants from applying. Sid Freeman made a motion to approve at \$25.00 application fee, seconded by Marisela Pesina and unanimously approved by the Board at **1:40pm.** Upon passing the resolution, Patricia Benedict directed CHA staff to make a note of any complaints or concerns applicants have about paying the application fee. Mike agreed to do so.

**Adjournment:**

Meeting adjourned at 1:45 p.m.

Certified:

  
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President, Board of Directors



  
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Executive Director