

**Caldwell Housing Authority
October 5, 2010 Regular Meeting
Minutes**

Board Members Present:

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

Staff Present: Mike Dittenber, Cheri Hess, Brenda Boles

Guests: None

Location: Acapulco Restaurant

In Order of business:

1. Roll call and call to order

Dana called the meeting to order at 12:01pm. Dana thanked the Board for their efforts, acknowledging the extra time and dedication each spends attending the various meetings of the Housing Authority.

2. Review of the September minutes

Dana asked for any corrections to the minutes. Patricia indicated she had questions about the Director's Report, but would discuss them later. Patricia made a motion to accept the minutes, seconded by Sid. Minutes were approved at 12:15pm.

3. Treasurer / Financial Report

Patricia gave the financial report for the month of September. She provided a different type of analysis and directed the Board to the report with her hand-written notes. Patricia indicated income was greater than expected and was partially responsible for CHA's bank balance being better than expected. Patricia closed her report by stating was in good shape financially.

Sid made a motion to accept the financial report. Rick seconded the motion and the board voted unanimously to approve the report at 12:20pm

4. Committee Reports: None
5. Director's Report

Patricia asked for updated information on the bat incident at Head Start. Mike gave a rundown on what he knew thus far. Estella asked Mike to follow up since it happened on CHA property. Sid indicated Mike should double check with Head Start to determine their procedures are in place in the event something like this happens again. Patricia asked about inspections and if they are being conducted. Mike indicated Brenda or Florina are doing move-in and move-out inspections. Regular inspections for repairs are not being done. Estella asked for more information about development of the Van Buren Property. Mike indicated the discussion was in reference to blighted properties behind

the old Van Buren School. Rick commented on the 4H program and followed up with the Caldwell School District on connecting them with 4H. There are potential changes to the schedule so CSD could pay for some of the afterschool time. Mike mentioned he taught a 4-H class last week on dissecting owl castings. Estella followed up on the playground equipment from Washington School, but indicated the School District is keeping it in place because the students using the building are using the equipment.

Sid asked if RD had any problem with the budget as presented and Mike indicated they did not.

Mike explained the issues of "Program Income" to the board.

The Board discussed video game placement in the store and laundry areas. Mike is trying to find ways to increase revenues that are non-program income related. Mike indicated the change machine placed in the laundry center paid for itself in the first four months. Mike has met with Ellis Amusement and they will either bring the video games in collecting 100% of the revenues or they will sell the video game and allow CHA to collect 100% of the revenues. They will not do revenue sharing. The cost is between 800-1500 per game. In the laundry room he would desire to place gaming type of machines or a kiddy-ride. In the store the demographic is different. They recommend simulator games in the corner of the store. Also, they recommended a skill crane which is a good revenue generator. They stated if 4 games were placed at CHA between the laundry room and the store, the income would be between 400-600 dollars per month. Mike would like the board to consider purchasing 4 games. Sid asked about maintenance on the machines. Mike stated that there is a 3 yr. warranty on the games purchased from Ellis. Jim suggested that Mike ask Ellis Amusement to place the games at their cost, and report income after a 3 month period, in which the Board would have more information to make a decision.

The issue of alcohol sales at the store was discussed. Sid, Estella and Dana were all opposed to selling alcohol at the store. Estella stated that Hispanic people have the reputation for abusing alcohol and for committing crimes of violence. She stated that by allowing alcohol sales at CHA store those issues would be furthered. Sid indicated he sees a difference between private enterprise sales of alcohol and public sector. Dana stated while he sees both sides of the issue, he believes there are hardships cause to families by the abuse of alcohol and would likely come down on the side of no sales.

Rick stated he looked at the perspective of weighing the positives and negatives and was seeing more positive than negative in selling alcohol. He stated that the Housing Authority has to remain economically viable and that's paramount in providing a good safe place for people to live. Rick did not think selling alcohol would increase the amount of consumption but would increase the overall safety by keeping residents from traveling to obtain it. Sid stated that his issue is not one of private/public competition but in using public money to sell it. He also stated that selling to minors is a significant concern. No official decision was made although the tenor of the conversation suggested any official action would fail.

6. Old Business

Mike reviewed the three resolutions presented at the last meeting and after the budget workshops. Dana indicated everyone had an opportunity to review the information and attend the meeting last month and that each motion should be addressed individually.

Resolution/Motion #1: Allow the executive Director to adjust salaries within the approved payroll budget not to exceed \$14,000 or 4%.

Discussion: Rick said that after reviewing all the information, all of the proposed resolutions could be paid within the current budget without causing any financial hardships. He also said that CHA risks losing good employees when pay raises are foregone for multiple years.

NOTE: TAPE BROKE AT THIS POINT and NO AUDIBLE PORTION BEYOND THIS POINT. MINUTES COMPLETED USING WRITTEN NOTES.

Estella said that although she could not find it in the minutes, the Board had previously voted for a salary freeze. Rick indicated that any vote today in the affirmative would essentially negate any previous salary freeze. Jim suggested this was not an “all-or-nothing” proposal and that a compromise should be reached. Patricia amended the resolution capping the salary adjustments at \$14,000 or 4% of the salary budget, and also agreed that CHA risks losing good employees. Dana said CHA has come a long way in the last few years, to the credit of the staff, and they needed to be compensated. Dana asked Mike how the raises would be given. Mike said it would not be a 4% “across-the-board” raise, but he would consider market conditions and performance—some people might get 10% raise while others got no raise. Mike said that is the only way to adequately pay those who have the greatest impact on the organization.

Motion: Rick
Seconded: Patricia
Approved by the Board at 1:25pm

Resolution/Motion #2: Setting the Executive Directors Salary at \$60,600 annually and approving an executive compensation package totaling \$3,000 annually.

Discussion: Jim commented that even with the proposed salary, CHA is getting a great deal because he knows how much the city pays for someone with Mike’s skills. Estella suggested rolling some of the “executive compensation” items into the salary. Mike said he would not dissuade the board from making the decision, but explained that putting more items into the salary meant a larger increase to base salary that could not be removed at a future time. Patricia suggested that CHA’s insurance co-pay on Mike’s behalf be capped at \$2,400 annually. Jim suggested Mike’s home internet expenses be paid as part of the compensation package not to exceed \$600 annually.

Motion: Rick
Seconded: Sid
Approved by the Board at 1:45pm

After voting on the second resolution, Rick expressed his gratitude to the Board for unanimously approving Mike's compensation, and that it showed Mike had the full support and confidence of the Board. The Board expressed much satisfaction in the direction Mike was taking the Housing Authority.

Because of time constraints, resolution three pertaining to end of year bonuses was deferred to another date.

7. New Business

Dana requested new business await discussion until the next meeting.

8. Executive Session

Pursuant to Idaho Code relating to confidential personnel matters, the Board adjourned to Executive Session at 1:50pm.

9. Actions subsequent to Executive Session

NONE

10. Adjourn

Rick moved to adjourn the meeting and Patricia seconded. The meeting was adjourned at 2:15pm.