

**Caldwell Housing Authority
September 13, 2011 Regular Meeting
Minutes**

Board Members Present:

Patricia Benedict, Jim Blacker, Estella Zamora, Sid Freeman, Beronica Salazar, and Phares Book

Staff Present: Mike Dittenber, Cheri Hess, Brenda Boles, Hector Sanchez

Absent:

Location: Golden Palace

In Order of business:

1. Roll call and call to order

Patricia called the meeting to order at 12:10pm. Patricia welcomed Beronica as the new Board Member for the Housing Authority, who reconsidered the position, and was appointed by the Mayor after her employer granted her the time necessary to serve on the Board.

2. Review of the August minutes

Patricia asked if any there were any questions on the August minutes and if everyone had a chance to read them. Estella suggested some corrections to item #5 on the August minutes and passed around a printout of the suggested changes. Approval of the August minutes was postponed at Patricia's request until the Board could revisit the audiotape of the August meeting.

3. Treasurer / Financial Report

Sid provided the board with a financial report, noting the ending cash balance for the month of July was \$55,000. Sid deferred questions to Cheri. Estella noted how well Sid provided the financial report. Patricia asked if there were any questions on the financial report. Estella moved to accept the minutes, seconded by Beronica, and approved by the Board.

Patricia asked Mike to update the full Board on the work and recommendations of the budget subcommittee. Mike agreed, but asked first to amend the agenda to include an executive session to discuss potential litigation.

Mike explained that the budget committee met twice over the last month to discuss the 2012 budget. Mike asked the Board to consider two documents: The proposed 2012 budget and rent schedule. Mike explained that CHA expenses have increased by 6%. In order to sustain that increase, a 4.9% increase in rent is necessary.

Mike explained that the 2012 budget does not include any pay increases. He took a few minutes to provide a line-by-line summary of the 2012 budget. Mike also showed the Board that cash-flow has been getting better over the last couple of years. At the

completion of his summary, Mike asked the Board to approve the new budget and the new rent schedule.

Estella asked how the Fair Market Rent (FMR) was determined. Mike said it was a government standard that is produced this time every year. Mike said he also looked in the local newspapers and on Craigslist to see if the FMR was similar to local rents. Sid asked for clarification on how vouchers become portable. Mike provided additional information and explained that CHA has never lost a voucher because of high rents. CHA currently uses 173 of the 200 housing vouchers set aside for Farmway Village.

Sid said he would like to see a budget surplus at the end of 2012. Mike said collectively, CHA is usually underspent.

Resolution #1: The Board of Directors of the Caldwell Housing Authority approve a 4.9% increase in rent. Motion by Sid, seconded by Estella, and approved by the Board. Estella wanted the Housing Authority to capture exit data—why are people leaving.

Resolution #2: The Board of Directors of the Caldwell Housing Authority approve a \$1,020,500 operating budget for 2012. Motion by Sid, second by Phares, and approved by the Board.

Estella asked if pay raises are included in the budget, or if Mike was going to come back with a budget amendment. Mike said he would not bring a recommendation before the Board for salary increases. He would like to discuss the possibility of merit pay, and he would present the Board with a recommendation toward the end of the year.

Patricia asked to move the weekly meeting to another time. Estella made a motion to move the monthly meeting to the 3rd Tuesday of the month. Seconded by Beronica, and approved by the Board.

4. Director's Report

Patricia asked if there were any questions about the Director's Report. There were none. Estella disclosed that her brother works for Orkin, which has the pest control contract at CHA.

5. Old Business

Update on status/legality of Jim Blacker signing checks. City attorney notified CHA, via City Clerk that there is no reason why Jim could not sign checks.

6. Executive Session

Motion to enter executive session by Estella, seconded by Sid. No decision followed.

8. Adjournment

The meeting was adjourned at 2:00pm