

**Caldwell Housing Authority
September 22, 2017 Meeting Minutes
At Stewarts Bar and Grill**

Board Members Present: Arnoldo Hernandez, Sid Freeman, Patricia Benedict, Marisela Pesina, and Jim Porter. **Board Members absent:** Estella Zamora, Adam Garcia and Chris Allgood.

Staff Members Present: Mike Dittenber, Ruben Buenrostro, and Rick Legg.

In Order of Business

1. Roll call and call to order:

Arnold Hernandez called the meeting to order at **12:10 p.m.** Arnold asked if there were any changes or amendments to the agenda. Sid Freeman asked to amend the agenda to include a new item under old business to approve the director's salary. Sid reminded the Board an official vote on the director salary was never taken. Marisela Pesina made a motion to amend the agenda to include a section approving the director's salary, seconded by Sid Freeman and unanimously approved by the Board at **12:12 p.m.**

2. Review of the 2016 Audit

Jared Zwygart, an auditor with Millington Zwygart CPAs reviewed the 2016 audit with the Board. Although the technical portions of the audit were fine, Mike mentioned the difficulty in completing the audit because of the way the new software presented the data. Marisela Pesina made a motion to accept the financial audit, seconded by Patricia Benedict and unanimously approved by the Board at **12:45 p.m.**

3. Review of the August 2017 Minutes:

After reviewing the August meeting minutes, Jim Porter made a motion to accept the August meeting minutes as corrected, seconded by Patricia Benedict and unanimously approved by the Board at: **12:47 p.m.**

4. Review of the August 2017 Financials:

Rick Legg provided a summary of the August 2017 finances. At the completion of his summary, Patricia Benedict asked for clarification on a couple items on the bank statement. After some discussion, Patricia Benedict made a motion to accept the August financial report, seconded by Sid Freeman, and unanimously approved by the Board at **1:16 p.m.**

5. Old Business

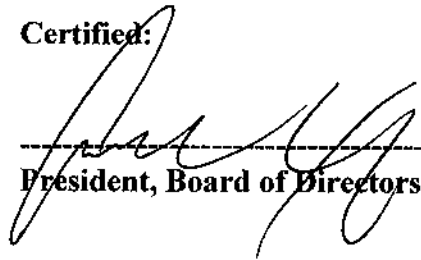
Sid Freeman made a motion to set the director's salary at \$85,800, seconded by Jim Porter and unanimously approved by the Board at **1:18 p.m.**

After much discussion over the policy manual, Marisela Pesina made a motion to approve the CHA Policy Manual as recommended by the policy committee including recent changes by the Board, seconded by Jim Porter and approved (3-1) by the majority of the Board at **1:45p.m.**

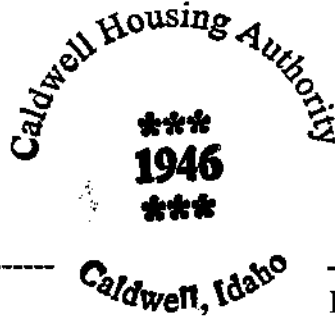
After reviewing an accounts receivable report presented by Mike and Rick, Marisela Pesina made a motion dispose of (or remove from CHA records) \$202,692.49 in delinquent and uncollectable accounts that were owed between 2008 and 2015, seconded by Patricia Benedict and unanimously approved by the Board at **1:55 p.m.**

6. Meeting adjourned at 1:55 p.m.

Certified:



President, Board of Directors





Executive Director