

**Caldwell Housing Authority  
April 6, 2010 Regular Meeting  
Minutes**

Board Members Present:

Estella Zamora, Dana Schuck, Patricia Benedict, Jim Blacker-*liaison*

Board Members Absent: Sid Freeman; Rick Wells

Staff Present: Mike Dittenber, Cheri Hess, Brenda Boles

Guests: Maureen Toomey, Liliana Vega, Marisol

Location: Bent Fork Restaurant

In Order of business:

1. Roll call and call to order

Estella called the meeting to order at 12:05pm. She asked if there were any changes to the agenda. Mike suggested moving the 4-H presentation to the front of the meeting so the guests could be excused after their presentation.

2. Review of March Minutes

Estella asked if everyone had a chance to review the minutes. Everyone responded in the affirmative. After some discussion Dana made a motion to approve the minutes as corrected, seconded by Patricia and approved by the Board.

[SPECIAL REPORT]

Mike Explained that 4-H applied for and received a substantial grant from the federal government to start 3 new 4-H programs around the state, and CHA was one of the sites selected. The time was then turned over to Liliana Vega and Maureen Toomey of the University of Idaho Extension Office to explain the goal of the CHA 4-H program.

Liliana explained the grant targets 3<sup>rd</sup> and 4<sup>th</sup> graders with the goal of using high school students as mentors and role models. The program received 5 years of funding with the understanding that CHA assist in the financial support of the program beyond 5 years. Mike asked how much financial support was needed, and how do other programs get funded? Liliana explained that it cost approximately \$22,000 a year to sustain a 4-H program, and that other programs use grants funds and community donations to support their programs. Estella thought the current after-school program is funded with a 21<sup>st</sup> Century Grant and wanted to know if both the school and 4-H could receive separate funding commitments when located on the same site. Neither Mike nor the Extension Office staff knew the answer to that question.

Maureen explained the Farmway program would coincide with other after-school programs, and not detract from them. She explained the focus of the Farmway program would be: health living, nutrition, exercise, science, technology, and cultural arts. Estella

expressed excitement about the program and suggested 4-H use the Community Center for programming.

### 3. Treasurer / Financial Report

Patricia reported on the financials for the month of March. She said she had not received the March bank statement as of the yet, but was able to review the other financial information. Cheri provided the Board with the new reports she can generate with the new software. She also provided a summary sheet that showed the current bank balance, anticipated revenues, and anticipated expenses. Jim asked if the information on Cheri's reports were accurate. Cheri said they were not accurate because the report reflects the old data that needs cleaned up and reconciled.

Patricia also reported that she was able to review the statement from the store. Estella asked if it had been 6 months since CHA has run/managed the store. Mike indicated CHA has run the store for 1 year as of March 23<sup>rd</sup>. Estella asked if the Board wanted to vote as to whether or not to keep running the store. Patricia said the 6-month trial period came and went without much notice. Jim suggested Mike come back to the Board in November with a full financial report. Patricia said the store bank statements looked healthy.

Mike said two different motions were necessary:

**Accept the financials as presented.**

**Motion: Dana**

**2<sup>nd</sup>: Patricia**

**Unanimously approved by those present.**

**Continue running the store for another 6 months and provide a financial report on the Farmway Store at the November meeting.**

**Motion: Patricia**

**2<sup>nd</sup>: Dana**

**Unanimously approved by those present.**

4. Guest Comments: None

5. Committee Reports: None

6. Administrative reports

Mike spoke about the Reserve Account and directed the Boards attention to two different pieces of correspondence from RD that indicate RD reverted our required Reserve Account balance back to an amount commensurate with the original payment amount of \$6,987 per month—meaning CHA's Reserve Account balance was sufficient.

Mike spoke to CHA's efforts to sue former tenants in Small Claims Court. He explained that CHA started pursuing former tenants in October of 2009. Since that time, not one

person has been taken to court because of the complex method by which the process must be completed. Jim suggested CHA forego pursuing court actions in lieu of higher security deposits. Estella suggested the Board take up this issue at the next meeting, and that the Board approve the “write-off” of all delinquent accounts.

7. Old Business

Strategic Planning [Postponed until another time]. Estella complemented Mike on the work he put into the Management Plan and asked Mike to set another meeting time when the Board (or at least a sub-committee of the Board) can review the Management Plan and the Strategic Plan.

8. New Business

Estella said Mike can meet with Patricia to discuss changing banks; after which a decision can be brought to the Board.

9. Executive Session: None

10. Actions Subsequent to Executive Session: None

11. Adjourned: 1:35pm