

**Caldwell Housing Authority
August 26, 2016 Regular Meeting Minutes
At Stewarts Bar and Grill**

Board Members Present: Estella Zamora, Arnaldo Hernandez, Marisela Pesina, Sid Freeman, Jim Porter and Phares Book

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

In Order of Business:

1. Roll call and call to order:

Estella Zamora called the meeting to order at **12:08 p.m.**

2. Review of the June Minutes:

After reviewing the June minutes, Phares Book made a motion to accept the minutes as corrected, seconded by Marisela Pesina; and unanimously approved by the Board at **12:08pm**. NOTE: The July Meeting was cancelled.

3. Review of the July Financials:

Mike reminded the Board that financial information of the housing authority was sent out several days before the meeting and asked if anyone had any questions or needed a recap of the information. Jim Porter made a motion to accept the July financial report; seconded by Phares Book; and unanimously approved by the Board at **12:10 p.m.**

4. Old Business:

Mike informed the board there was some unresolved banking business and some people needed to be removed from CHA accounts and Rural Development wanted to add another agent as a back-up to Miriam Haylett to the reserve account. Marisela Pesina made a motion to allow the Executive Director to make the necessary banking changes; seconded by Jim Porter and unanimously approved by the board at **12:17 p.m.**

5. New Business:

Mike presented the 2017 budget to the Board, which included a \$45.00 per month rent increase; a \$120,000 increase in operational expenses, a capital improvement budget of \$144,000; and setting the Executive Director's salary at \$80,080 annually. After some discussion about the appropriateness of a couple items in the capital budget, Marisela Pesina made a motion to accept the budget as presented [with the exception of the tractor and trailer purchase as proposed in the capital budget]; seconded by Arnold Hernandez and unanimously approved by the Board at **1:10pm.**

6. Executive Session:

Sid Freeman made a motion to enter executive session; seconded by Marisela Pesina and the Board entered into executive session at **1:20pm**. Marisela Pesina made a motion to exit executive session; seconded by Jim Porter and the Board exited executive session at **1:30 p.m.**

7. Action subsequent to executive session

Arnold Hernandez made a motion to give the executive director a \$2,500 performance bonus; seconded by Sid Freeman [who noted it was a \$2,500 NET bonus] and unanimously approved by the Board at **1:32pm**.

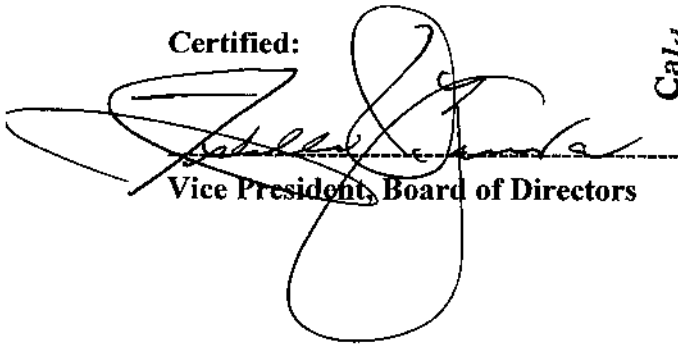
Phares Book made a motion to review the leave time policy; seconded by Sid Freeman and unanimously approved by the board at **1:33pm**.

Mike asked if the current policy was repealed with the motion, but was told by the Board the current policy was not repealed. Arnold asked that a copy of the current policy manual be sent to the Board for review.

8. Adjournment:

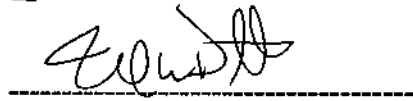
Meeting adjourned at **1:35 p.m.**

Certified:



Vice President, Board of Directors





Executive Director