

Caldwell Housing Authority
February 2, 2010 Regular Meeting
Minutes

Board Members Present:

Estella Zamora, Dana Schuck, Patricia Benedict, Rick Wells

Board Members Absent: Sid Freeman, Jim Blacker

Staff Present: Mike Dittenber, Ayde Cortina, Cheri Hess

Guests: None

Location: Bent Fork Restaurant

In Order of business:

1. Roll call and call to order

Estella called the meeting to order at 12:15pm.

2. Review of January 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.

Estella asked if there were any changes to the agenda before proceeding. Mike said there were a few items that needed to be addressed before the meeting adjourned. They were: 1) signature cards and 2) engineering meeting.

3. Treasurer / Financial Report

Patricia provided the Board with a report on the finances of the Housing Authority. She explained that CHA reported income as projected, and that income exceeded expenses. Rick had asked questions about the budget format but indicated he would contact staff later if he had specific questions. Patricia indicated that CHA recorded substantial budget shortages in 3 categories: Maintenance Supply, Site Management Payroll and Interest income. Mike explained the \$14,000 in loss in interest income was something he also expected in 2010 and that LGIP was under-funded. Mike also explained PERSI is under-funded and that CHA would have to pay more in PERSI retirement in 2011.

Mike provided the Board with the new chart of accounts and explained how there will be more accountability under the new reporting format. Mike also explained how the new budget more appropriately represented cost for water and wastewater operations. Patricia asked Mike to provide a brief explanation about the training staff received on Cougar Mountain this last week. Mike told the Board that staff from Software Outfitters visited CHA and set up a "dummy" or "fake" account for Cheri to practice on. They also

activated several functions CHA should be using. The training was very good and will help Cheri transition better.

Motion to accept the financials was made by Dana, seconded by Rick, and unanimously approved by those present at 12:47pm.

4. Guest Comments: None

5. Committee Reports: None

However, Mike explained the Water/Wastewater Committee still needed to meet with the engineers for their final report on options for the wastewater treatment facility. Rick and Dana indicated they would attend that meeting.

6. Administrative reports

Estella asked if everyone had a chance to review the Director's Report and asked Mike if there was anything not in the report that he needed to discuss.

7. Old Business

Strategic Plan—Mike provided the Board with a brief update on the progress of the strategic plan and thought he would have a draft available to the Board by the March meeting.

Ayde's Retirement—Estella said she had an opportunity to speak with Ayde and she indicated her last day would be February 26th. Estella wanted to make sure CHA reserved the Community Center for a retirement party between 2:00pm and 6:00pm.

8. New Business

SILD—Mike spoke to the injuries a SILD worker received transporting chemicals from one building to another. The SILD work splashed bleach on his leg and received mild chemical burns. Mike explained the SILD worker was refused treatment at the emergency room and failed to follow through with the State Insurance Funds accident claim. Rick asked if the accident was covered under CCSO's workers compensation or CHA's. Mike indicated all SILD workers are insured by the county. Mike also explained the benefits of having the SILD workers at CHA. Estella expressed concern about CHA supervising SILD workers in lieu of the Sheriff's Office. Mike explained that CHA would not get workers on a daily basis if we asked CCSO to supervise. Mike explained that CHA was getting approximately \$100,000 of annual labor out of the SILD workers. Rick said this discussion would be happening if there wasn't injury, and that perhaps the best strategy was to make sure an accident didn't happen. Dana suggested this could be a training opportunity for the maintenance staff. Patricia suggested we not ask the SILD workers to do anything we wouldn't do or perform any task that wasn't

safe. Dana suggested the situation could have been dealt with differently, and that the SILD worker should have been removed from the jobsite immediately.

Masonry Units—Mike said RD re-designated the masonry units 1-bedroom apartments. Mike also explained how it might affect the relationship with IHFA and their classification of the masonry units as 2-bedroom apartments. Patricia thought it was appropriate for the Board to see any compliance related correspondence and CHA's response. Rick agreed that re-classify the units might cause other occupancy related issues.

Bylaw Discussion—Mike provided a copy of the bylaws to the Board and spoke to the issue of whether or not Jim Blacker was a voting member of the Board. Estella explained that she had contacted the City of Caldwell who indicated the approved bylaws did not allow Jim Blacker to be a voting member of the Board of Directors. Rick asked if Jim's previous votes have swayed the outcome of any resolution. Mike said Jim's position on issues has not changed the outcome of any vote. Rick suggested the previous minutes might mislead a reader to understand Jim could vote because it is documented that he made, and seconded, motion before the Board. Rick explained the importance of having Jim in CHA's corner when it comes to increasing partnerships with the city and that Jim might be able to get us an audience with the city where we might not otherwise.

Meeting Place—Mike pointed out that the bylaws required the Board to meet quarterly at CHA. Mike suggested it be an evening meeting; sometime around 6:00pm. Mike explained the Board would be able to see first-hand the improvements at Farmway Village and it would save money on meal costs.

Signature Cards—Mike said the new signature cards needed signed, accompanied by the following resolution:

The Board of Directors authorize by vote, Estella Zamora, Dana Schuck, Patricia Benedict, Sid Freeman, Rick Wells, Mike Dittenber, and Cheri Hess to be named on the account of the Housing Authority and sign checks.

Motion: Patricia

2nd: Dana

Approved by the Board of Directors

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| 9. | Executive Session Started—1:45pm | Exit Executive Session—2:30pm |
| | Motion: Dana | Motion: Rick |
| | 2 nd : Patricia | 2 nd : Dana |
| 10. | Actions Subsequent to Executive Session: NONE | |
| 11. | Adjourned 2:30pm. | |