

**Caldwell Housing Authority**  
**March 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, Cheri Hess

Guests: None

Location: Caldwell Housing Authority Community Center

In Order of business:

1. Roll call and call to order

Estella called the meeting to order at 5:45pm. She asked if there were any changes to the agenda. She suggested moving the old business item, Strategic Planning to the end if there was time.

2. Review of February Minutes

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

3. Treasurer / Financial Report

Patricia provided the Board with a report on the finances of the Housing Authority. After reviewing the income and expenses, Patricia said CHA is still being charged analysis fees from our bank and Cheri should contact the bank and make sure the fees are removed. Patricia also suggested the statements from the other accounts be sent to her also. Mike agreed that all statements should be sent to Patricia.

Mike spoke to the Reserve Account issue and that CHA is still behind in required deposits. Rick suggested CHA be more active in pursuing debt forgiveness because it will make more resources available for future development, and puts CHA in a better position to receive federal and state funding with fewer encumbrances on the books. Mike said CHA may want to pursue debt forgiveness with IHFA, but not Rural Development. Mike explained that CHA would lose its rental assistance if RD no longer has a financial interest in the property. Since rental assistance makes up 1/3 of CHA's income, it is important enough to maintain the current debt service with RD.

Cheri discussed the expense report and how CHA plans to provide more "real-time" data to the Board of Directors. Estella suggested that real-time data would allow CHA to

make the monthly reserve account payment without guessing if the funds were there to cover the check. Mike agreed, and commented how reserve payments had been made in the past so they would show up in the financial report, but were never deposited because the general account balance was unknown. Although there was no official vote, the Board agreed that a \$7,000 reserve payment must be made with every Accounts Payable run (usually around the second week of each month).

Rick asked if the current expense report accounted for the fluctuation in costs. Mike said no, that it was real-time information that represented the financial situation for any given day.

Rick suggested this might be time for an “out-of-agenda” discussion about financial long-term capital needs. He suggested debt forgiveness is the only way to have a good enough balance sheet to entice other funding sources. Rick explained that CHA probably has another 5 years before major repairs to the wastewater system are required, and since no one is stepping up and willing to help, CHA may need to expand its operations before others are seriously willing to help.

Motion to accept the financials was made by Rick, seconded by Dana, and unanimously approved by those present at 6:15pm.

4. Guest Comments: None

5. Committee Reports: None

6. Administrative reports: None

Estella asked if everyone had a chance to review the Director’s Report and asked Mike to briefly review any changes to his report.

Mike indicated he met with Idaho Power that indicated Farmway Village may experience rolling blackouts or brownout this summer as an energy saving method and explained some other ways CHA may want to participate in energy savings programs.

As discussed previously, Mike provided an update to the reserve account, which is approximately \$65,000 behind schedule.

7. Old Business

Strategic Planning [Postponed until another time].

8. New Business

After-the-fact payroll. Mike discussed the benefits of moving to “after-the-fact” payroll—employees are paid for time worked one week after the completion of the workweek. He explained it would be beneficial to the accounting process, and the employee time management process. Mike explained that it would cost approximately \$9,500 in payment advances to employees to transition if all employees were given 1 week pay advance. Mike explained that it would cost approximately \$3,900 to make the transition if “by-type” payment advance consideration was given. Hourly employees would have their payday moved back by one week, saving the \$4,600 in payment advances (which would have been extra pay, or bonuses, to the hourly employees).

**Resolution: The Housing Authority change the pay period to an “after-the-fact” method and apply “by-type” consideration for the transition not to exceed \$4,000.**

**Motion: Rick**

**Seconded: Dana**

**Approved: Unanimously by those present at 8:00pm.**

Mike then spoke about the need to upgrade the accounting computers and software. Mike explained how the software had not been updated since 2004, and the hardware since 2006. Because of the upgrades in both software and hardware, CHA was finding it more difficult to manage the financials of the organization. Mike provided the Board with a breakdown of the cost.

**Resolution: The Housing Authority proceed with updating its accounting software and related hardware, and that CHA request of RD that reserve funds in the amount of \$10,000 be used to pay for the improvements.**

**Motion: Rick**

**Seconded: Patricia**

**Approved: Unanimously by those present at 8:10pm.**

9. Executive Session NONE

10. Actions Subsequent to Executive Session: NONE

11. Adjourned 8:10