

**Caldwell Housing Authority
May 2015 Regular Meeting Minutes
At Indian Creek Steakhouse**

Board Members Present: Patricia Benedict, Estella Zamora, and Sid Freeman

Staff Members Present: Mike Dittenber, Cheri Hess, Mary Ann Valenzuela and Ruben Buenrostro

In Order of Business:

1. Roll call and call to order:

Patricia Benedict called the meeting to order at **12:00p.m.**

2. Review of the April Minutes:

After reviewing the April minutes, Sid Freeman made the motion to approve the April 2015 minutes; seconded by Estella Zamora and approved by the Board at **12:05 p.m.**

3. 2014 Financial Audit

Jordan Zwygart from Zwygart and Associates provided a review of the 2014 financial audit of the Caldwell Housing Authority. He reviewed some of the standard reports and in the audit and commented that there were no material misstatement in the financial data of the housing authority and the audit met single audit requirements. He indicated the accounting laws will change in the future and CHA will have to provide additional attention to leave time liabilities. He closed by stating CHA made approximately \$90,000 more than anticipated and that CHA would need to update its financial software package to be able to do fund accounting.

After the presentation was completed, Sid Freeman made a motion to accept and approve the 2014 financial audit, seconded by Estella Zamora and approved by the Board at **12:25 p.m.**

4. Financial Report:

Cheri presented the Financial Report for the month of April noting expenses were high because of the summertime lawn care activities and because the loss of SILD workers the previous two months. The loss of SILD workers have cost CHA approximately \$12,000 YTD. After reviewing the financials, Sid Freeman made a motion to approve the April Financial Report; seconded by Estella Zamora and approved by the Board at **12:55 p.m.**

5. New Business:

Mike discussed with the Board the necessity of upgrading CHA's financial software as recommended by the auditor. Estella Zamora made a motion to allow CHA to spend up to

\$6,000 for the new financial software need, seconded by Sid Freeman and approved by the Board at **1:15 p.m.**

The board then discussed replacing Beronica Salazar who had resigned from the CHA board the previous month. Patricia Benedict explained that she and Mike met with and interviewed three different candidates who had expressed interest with the Mayor's Office in being on the Board and was prepared to make a recommendation. Estella Zamora requested the discussion take place in executive session.

6. Executive Session:

Sid Freeman made a motion to enter executive session, seconded by Estella Zamora and the Board enter executive session at **1:20 p.m.** The Board exited executive session at **2:00 p.m.**

7. Actions Subsequent to Executive Session:

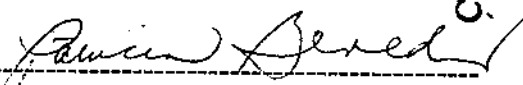
Motion #1—Sid Freeman: Motion to increase the number of board members on the board of directors of the Caldwell Housing Authority from five (5) to seven (7) members; and establish a policy to follow when filling a vacated seat on the board soon after the vacated seats are filled. Seconded by Estella Zamora; and unanimously approved by the Board of Directors at **2:00 p.m.**

Motion #2—Sid Freeman: Recommend to the Mayor and Council that three candidates, Marisela Pesina, Arnaldo Hernandez, and Jim Porter be appointed to the Board of Directors pending public notification via CHA website that the board increased its board members from five (5) to seven (7) member and postponing notification until Monday, June 8, 2015. Seconded by Patricia Benedict and unanimously approved by the Board of Directors at **2:10 p.m.**

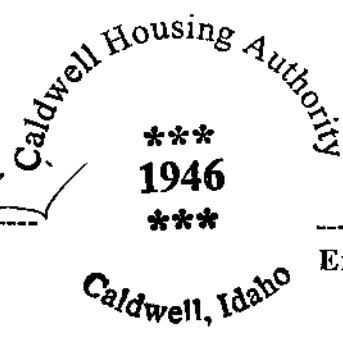
8. Adjournment:

Meeting adjourned at **2:20 p.m.**

Certified:



President, Board of Directors





Executive Director