

**Caldwell Housing Authority
May, 2010 Regular Meeting
Minutes**

Board Members Present:

Estella Zamora, Dana Schuck, Patricia Benedict, Rick Wells, Jim Blacker

Board Members Absent: Sid Freeman

Staff Present: Mike Dittenber, Cheri Hess, Brenda Boles

Guests: None

Location: Bent Fork Restaurant

In Order of business:

1. Roll call and call to order

Estella called the meeting to order at 12:06pm. 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.

Estella also asked to include a new topic to the agenda. She wanted to discuss the meeting location.

2. Review of April 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.

3. Treasurer / Financial Report

Patricia provided the Board with a report on the finances of the Housing Authority. After reviewing the financials, Mike discussed the expense report. He explained the maintenance supplies line item expenses are hard to keep in check because of the repairs that need to be done. He also indicated the site management salary was over budget because of the vacation and comp-time buy down that occurred when Ayde retired. Overall, the expenses are on track for this time of the year.

Cheri discussed the reports generated by the new software. She explained that CHA was getting close to having accurate information, but was still working on some General Ledger issues. Rick asked if the Expense Report Mike gave was generated by the new software. Cheri indicated Mike formats his own reports based on the information pulled from the new software. Estella asked Mike if CHA could expect a reduction in rental assistance because of all the government cutbacks. Mike said he was not aware of any RD cutbacks, and that RD was pretty good about letting projects know about substantial policy changes.

Motion to accept the financials was made by Dana, seconded by Rick, and unanimously approved by those present at 12:35pm.

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 spoke briefly about a discussion he had with the Caldwell School District and an executive from Sisco System about bring WiFi to the housing authority free of charge. Estella asked if the service would really be "free," or if there would be a fee imposed down the road. Mike said he would not let the project go forward unless there was a long-term commitment to provide the services free of charge. Mike suggested Sisco might be looking for a tax shelter. Patricia asked if this would be safe to use WiFi for CHA business. Mike suggested CHA's high-speed internet offered more security and was more reliable than WiFi.

7. Old Business

Strategic Planning—Patricia said we could meet at the Key Bank conference room tomorrow night, May 4th. Estella said she was unable to attend, but that the others could meet.

8. New Business

Inmate Labor detail—Mike indicated he spoke with the Sheriff's Office and needs to be more proactive about getting inmate laborers. He said the almost every government and quasi-government organization in Canyon County is requesting inmate laborers and the Sheriff's Office cannot logistically handle that many requests. He said the Sheriff's Office was giving priority to organizations that could pick up and return inmates every day. Mike thought CHA should purchase a mini-van and pick up laborers every day to make sure we get the help we need. Mike said he talked with ICRMP and the County and the inmates are insured under both Workers Comp policies and under CHA's vehicle accident policy. Mike suggested Juan, who lives next to the jail, should pick up and return inmates every day. Jim indicated there were risks with everything, but using inmate labors to do necessary work at CHA was worth the risk. Dana said CHA needs the inmate laborers and CHA should be prepared to pick up inmates daily. Estella wanted additional assurances from the county that inmate laborers are adequately insured by the county. Dana suggested CHA use a mileage log to make sure the vehicle wasn't being used for personal use.

After some discussion, the Board approved a resolution to:

Resolution: Allow the Housing Authority to purchase a used van not exceeding \$1,500 in cost to transport inmate laborers to and from work at CHA.

Motion: Dana

Seconded: Patricia

Approved by the Board at 1:20pm.

Note: Estella asked Mike to check the surplus property of both the City and County for a used van.

Estella asked that we move the meeting to the Acapulco as it would be more convenient for everyone and closer to the downtown. Being closer would allow for more meeting time and less travel time. It was also noted that the Bent Fork double-booked the meeting room and displaced us to the common dining area on more than one occasion.

Mike informed the Board that he had spoken with Patricia about changing banking services and there appeared to be no disadvantages to changing banks, and the Syringa Bank in Middleton is closer and can provide a more personal and friendly service.

Resolution: Allow the Housing Authority proceed with changing banking services from US Bank in Caldwell to Syringa Bank in Middleton.

Motion: Rick

Seconded: Dana

Approved by the Board at 1:30pm.

Mike indicated the need to update the laundry services at CHA. He suggested CHA should install a laundry soap vending machine and a change machine. Rick suggested those machines are susceptible to vandalism. Mike agreed, but noted the machines would be under video surveillance and stated that there has been no vandalism to the laundry room since the installation of the cameras 3 years ago. Jim thought CHA should make the improvements, and if the machines get damaged, CHA can remove them and go back to the old way of doing business.

Mike said it would be appropriate to move the Pay and Salary issues to executive session. Estella excused herself from the meeting to return to work.

9. Executive Session

10. Actions Subsequent to Executive Session: NONE

11. Adjourned 1:50