

**Caldwell Housing Authority
August 9, 2011 Regular Meeting
Minutes**

Board Members Present:

Patricia Benedict, Jim Blacker, Estella Zamora, Sid Freeman

Staff Present: Mike Dittenber, Cheri Hess, Brenda Boles, Hector Sanchez

Absent: Phares Book

Location: Golden Palace

In Order of business:

1. Roll call and call to order

Patricia called the meeting to order at 12:10pm

2. Review of the July minutes

Patricia asked if any there were any questions on the July minutes and if everyone had a chance to read them. Sid moved to approve the minutes, seconded by Estella and the minutes were approved by the Board.

3. Treasurer / Financial Report

Patricia thanked Sid for accepting the Treasurer position on the Board. Cheri gave the financial report for July. She explained the recent operating deficit was caused by a decrease in rental income, increased summer costs, and the final loan payment to the Federal Home Loan Bank. Mike commented that the late growing season caused many tenants to leave CHA without warning. Estella asked why the 4-H garden was going to be paid for from the Reserve Account. Cheri explained the Reserve Budget had a line item to pay for improvements to community amenities. Estella moved to approve the minutes, seconded by Sid and the financials were approved by the Board.

4. Director's Report

Patricia asked if there were any committee reports. Mike indicated there were no reports, but that our budget needed to be submitted to RD before October 1, 2011, and that meant the budget committee needed to meet soon to approve the 2012 budget. Sid asked if there are any substantial changes to the 2012 budget. Mike explained that most of the increases to the budget were caused by factors beyond our control; i.e. insurance, ICRMP, Fire Protection, fuel, etc. Patricia asked for a seasonal projection of costs.

Mike went over the Director's report. He explained that CHA will eventually have to start using an alien verification program to verify the citizenship of applicant and tenants. Sid suggested the cost of performing those verifications should be passed along to the applicant. Estella explained that alien status could be revoked for many reasons and understood RD's annual recertification requirement.

Brown Environmental asked CHA to host some training this Fall. Mike explained the benefits of hosting training. Mike informed the Board about a \$35,000 grant application to Health and Welfare for child abuse prevention.

Mike informed the Board that he has been asked to serve on the Regional Transportation Board and their meetings are the same day as CHA's. Mike asked for permission, by resolution, to change the meetings to the 2nd Tuesday of each month. Sid moved to change the meeting date to the second Tuesday, seconded by Estella and approved by the Board.

Mike briefly spoke about transporting 4-H kids to C of I for the NASA Astronaut presentation; the continued decrease in crime; the drinking water repairs; and the remodeling of the storage units. Mike informed the Board that the flooring contractor was Cheri's son. He felt CHA was given a great deal and that there may not be other vendors in the valley to provide compatible bids. Sid asked if the new community center would ease the overcrowding at the current community center.

5. Old Business

Mike reminded the Board that the remaining Board Officers need to be officially elected although Estella agreed to be the Vice President and Sid agreed to be the Treasurer. Sid moved to nominate members as previously mentioned, seconded by Estella and the officers were elected.

Mike discussed the Board Member candidates and the Mayor's desire to appoint someone who could provide the most time to assist with the work of the Housing Authority. Mike stated he interviewed Hector Perez, Beronica Salazar, Adam Garcia, and Jay Gibbons, and reported that Jay Gibbons and Beronica Salazar withdrew because of time commitments. After some discussion, Estella stated she could appreciate what Adam Garcia would bring to the Board and said her vote, if asked for, would be for Adam.

6. New Business

8. Adjournment

The meeting was adjourned at 1:24pm