

**Caldwell Housing Authority  
December 7, 2010 Regular Meeting  
Minutes**

Board Members Present:

Dana Schuck, Rick Wells, Jim Blacker, Sid Freeman, Patricia Benedict

Absent: Estella Zamora

Present: Mike Dittenber, Cheri Hess, Brenda Boles,

Guests: None

Location: Acapulco Restaurant

In Order of business:

1. Roll call and call to order

Dana called the meeting to order at 11:35am.

2. Review of the November minutes

Dana asked to postpone reviewing the November minutes until Estella arrived at the meeting. Dana indicated Estella would be a half-hour late for the meeting.

3. Treasurer / Financial Report

Prior to giving the financial report, Patricia noted there was room on the City's website for a link to the CHA website. She suggested Mike speak to the City about a link on their home page. Patricia indicated it was "good news" for the finances even though the cash balance was down during the month of October, presumably because there were 3 paydays in October. Operation expenses were higher than usual, but nothing to be overly concerned about. Rental income was \$1,200 under anticipated. Laundry and vending revenues have doubled since the remodel of the laundry room. Tenant charges are greater than anticipated and the increased security deposits approved by the Board last year have leveled off the tenant damages. Non-dwelling rent is down \$4,300 for the year because of the departure of Terry Reilly Health Services earlier this year. Income and expenses are pretty much in line with the budget.

Patricia explained that CHA has accessed the reserve account, totaling \$75,000. CHA is probably over budget slightly on the reserve account. Cheri explained there are no more reserve expenses.

Sid wanted to know if CHA wrote off all the previous bad debt. Mike explained that CHA wrote off approximately \$105,000 of bad debt that could not be collected, and the rest of the accounts were turned over to collection. Mike indicated CHA gets a check from a collection agency every once in a while. The money is included as income. Patricia suggested the collections payment should go under the "recovery of bad debt" account.

Rick wanted to know why the RD reports are still 2 months behind when the new software was supposed to provide a current budget. Cheri explained that expense report is current, but completing the RD depends on when the bank sends the monthly statement and when all the checks clear. Sid asked if the information was the most current information.

Rick made a motion to accept the financial report. Sid seconded the motion and the board voted unanimously to approve the report at 11:55pm

#### 4. Director's Report

Mike asked if there were any question regarding the Director's Report. Dana asked Mike to explain the tenant certification process and what occurred that caused information not to transmit correctly. Mike explained that a certain amount of tenants need to certify their income every month. Once that information is collected, it is sent to RD who then prepares the monthly rental assistance payment. The information was input into the computer, and a confirmation page was generated, but the information (for some reason) was not sent electronically, shorting CHA approximately \$4,200 in rental assistance. The data was re-transmitted the following month and rental assistance was corrected for December.

Mike asked that the Board address the following items by resolution:

**Resolution #1: *The Board of Directors approve the 2010 Caldwell Housing Authority Management Plan.*** Discussion—Mike thanked the Board for meeting frequently to complete the management plan. He explained the CHA would need to review the plan for accuracy every couple of years, but the difficult part was completed.

Motion: Rick  
2nd: Sid  
Unan. approval  
Time: 12:00pm

**Resolution #2: *The Board of Directors approve the Article of Incorporation for the Caldwell Development Corporation.*** Discussion—Mike said the new organization could not be a “foundation” as previously discussed because of all the legal issues and financial requirements of a “foundation.” Mike explained that a limited-scope Corporation was best for the time being. Rick said the bylaws and scope of the organization could be changed in the future if necessary.

Motion: Sid  
2nd: Rick  
Unan. approval  
Time: 12:10pm

**Resolution #3: *Authorizing the Executive Director to open a new bank account for the Caldwell Development Corporation.*** Discussion—Sid wanted to make sure that the new bank account was not opened with any of CHA existing money.

Motion: Rick  
2nd: Sid  
Unan. approval  
Time: 12:15pm

**Resolution #4: Authorizing the Executive Director to sell 55 hours of leave time to the Housing Authority for the cash equivalent.** Discussion—Rick commented that selling leave time was appropriate considering the job Mike is doing and the budget status. Patricia said Mike is deserving of some time off and would like to see him schedule vacation in the future. Sid said he would like to see Mike get paid for the hours rather than losing them.

Motion: Rick  
2nd: Patricia  
Unan. approval  
Time: 12:20pm

Rick notified everyone that he has accepted a government job and will be relocating. He explained that Estella e-mailed him numerous times to discuss names of people who could serve on the Board. Rick thought Michael Benjamin would be a great addition to the Board, but had not made contact with him as of yet. Mike explained that the Board should recommend names to be forwarded to the Mayor and asked if anyone had any recommendations beyond Michael Benjamin. Absent any recommendations, Dana suggested Mike put an ad in the local paper to see if anyone from the community was interested in serving. Jim thought that was a good idea and the results should be interesting. Jim suggested Mike run the ad in the classified section to save money. Mike said he would place the ad in the paper.

Rick thought the timing was right to start charging the tenants for water, and placing those funds in an escrow account, dedicated to water and wastewater repairs. He explained the increased portion, added to the rent, would eventually be passed on the Rural Development through rental assistance. Sid suggested trash should be added into that calculation also. Sid suggested Mike look at other garbage services for a lower rate. Rick asked if a motion was appropriate to set the wheels in motion. Mike said he needs to have some additional discussions with RD before proceeding. Jim suggested Mike do some research and talk with the City about billing rates.

Mike spoke briefly about the need to impose an application fee. He explained that many people are asking for applications, but few are returning them. Mike suggested the following:

**Resolution #5: Authorizing the Housing Authority to charge a \$15 refundable application fee.** Discussion—Sid expressed concern about charging people for an application. Mike said the \$15 would be returned was the application was completed and turned in. Mike said people can also complete an application on-line for free.

Motion: Sid  
2nd: Dana  
Unan. approval  
Time: 12:35pm

Dana asked Mike to explain the vacancy rate. Mike said CHA currently has 16 vacancies. A couple of months ago there were only a couple of vacancies, but several tenants have moved to other states looking for employment. Mike said the ad in the paper recently was bringing in some applications.

8. Executive Session

Pursuant to Idaho Code relating to confidential personnel matters, the Board adjourned to Executive Session at 12:40pm.

9. Actions subsequent to Executive Session

none

10. Adjourn

Sid moved to adjourn the meeting and Dana seconded. The meeting was adjourned at 12:45pm