

**Caldwell Housing Authority
February 17, 201 Meeting Minutes
At Stewarts Bar and Grill**

Board Members Present: Patricia Benedict, Estella Zamora, Arnolito Hernandez, Marisela Pesina, Sid Freeman, Jim Porter, and Chris Allgood.

Staff Members Present: Mike Dittenber, Ruben Buenrostro, Rick Legg, MaryAnn Valenzuela, and Cecilia Flores.

In Order of Business:

1. Roll call and call to order:

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

2. Award Presentation

Executive Director Mike Dittenber presented Reverend Karen Hunter of the Grace Episcopal Church with a plaque honoring their successful community program. The Church has a 5+ year presence at Farmway Village and is doing a great job.

3. Introduction: Potential Board Member

Adam Garcia attended the Board Meeting and introduced himself. Mr. Garcia applied to be on the Board and was at the meeting per the policy, and took a few minutes to introduce himself and share a little about his background. Mr. Garcia was thanked for his interest and was informed he would be notified when a decision was made.

4. Review of the December 2016 Minutes:

Mike reminded the board that there was no January meeting. After reviewing the December meeting minutes, Arnolito Hernandez made a motion to accept the minutes; seconded by Marisela Pesina, and unanimously approved by the Board at **12:25pm.**

5. Review of the December 2016 Financials:

Rick Legg, the Financial Officer, provided a summary of the 2016 year-end financials. Rick explained that CHA was within 1% of the budget target. Sid Freeman made a motion to accept the 2016 year-end financial report; seconded by Estella Zamora; and unanimously approved by the Board at **12:30 p.m.**

6. Review of the January 2017 Financials:

Rick provided a summary of the January 2017 financials. Sid Freeman expressed appreciation for the report and that CHA is under-budget. Sid Freeman made a motion to accept the 2016

year-end financial report; seconded by Estella Zamora; and unanimously approved by the Board at 12:45 p.m.

7. Old Business:

The Board reviewed and approved four (4) different policies as follows:

Marisela Pesina made a motion to approve the *Equal Opportunity Employment* policy, as amended, seconded by Sid Freeman and unanimously approved by the Board at 1:00pm.

Sid Freeman made a motion to approve the *Employees of the Housing Authority* policy, as amended, seconded by Estella Zamora and unanimously approved by the Board at 1:05pm.

Marisela Pesina made a motion to approve the *Code of Conduct* policy, as amended, seconded by Arnoldo Hernandez and unanimously approved by the Board at 1:25pm.

Sid Freeman made a motion to approve the *Distracted Driving* policy, as amended, seconded by Arnoldo Hernandez and unanimously approved by the Board at 1:25pm.

8. New Business:

Mike provided an update on the H2A program and how CHA should pursue long-term commitments from local farmers to ensure the financial viability of the project. Sid Freeman suggested we start preparations for receiving more H2A workers sooner, rather than later.

9. Executive Session

Sid Freeman made a motion to enter Executive Session, seconded by Jim Porter and unanimously approved by the Board at 2:10pm. The Board exited Executive Session at 2:35pm.

10. Adjournment:

Prior to adjourning, Sid requested that Mike schedule the annual meeting. Meeting adjourned at 2:35pm.

NOTE: Following the meeting, Mike provided a brief slide show of recent CHA activities.

Certified:



President, Board of Directors



Executive Director

Caldwell Housing Authority

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Caldwell, Idaho