

Caldwell Housing Authority
February 26, 2021
CHA Community Center and via ZOOM

Board Members Present: Arnolito Hernandez, Jim Porter, Adam Garcia, Estella Zamora, Sid Freeman, and Jarom Wagoner

Board Members Absent: Van Beechler, and Patricia Benedict

Staff Members Present: Mike Dittenber and Cecilia Flores

In Order of Business

1. Roll call and call to order:

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

2. Agenda Approval

Estella Zamora made a motion to approve the agenda with the addition of an item to discuss the CHA website, seconded by Jim Porter and approved as amended by the Board at **12:02 p.m.**

3. Meeting Minutes

Jim Porter made a motion to approve both the December 2020 Board Meeting Minutes and the February 2021 Special Meeting Minutes and seconded by Adam Garcia October meeting minutes, seconded by Patricia Benedict, and approved by the Board at **12:03 p.m.**

4. \$30,000 Vehicle Approval

Mike spoke to the Board about CHA's need two (2) more mini-trucks to meet the needs of growing staff. He also spoke to the need of another service vehicle to assist with the larger jobs requiring specialized equipment. After some discussion, Sid Freeman made a motion to purchase the needed vehicles not to exceed \$30,000, seconded by Jim Porter and approved by the Board at **12:15 p.m.**

5. Vaccine Policy Discussion

Mike spoke to the Board about the need for a vaccination policy. He explained how only 9 of the 15 employees chose to be vaccinated against COVID and how he thought staff of the housing authority should have anxiously chose to be vaccinated considering their contact and interaction with the general population at Farmway. Following a broad discussion about vaccinations being a personal choice, the Board took no action.

6. Financial Report

Mike provided the financial report for the month ending February and informed the Board net deposits during the first two (2) months of the year was \$61,000. He also reported CHA was underspent by \$50,000 during that same time-period and that bank deposit were just short of \$1 million. Jim Porter made a motion to approve the Financials, seconded by Sid Freeman and approved by the Board at **1:00 p.m.**

7. Website Development

The Board asked general questions about the development of the CHA website. Mike explained there was much work to be done still and that he would direct his attention to the website in the coming weeks.

8. Executive Compensation

Mike informed the Board that his salary has not been adjusted in seventeen (17) months. He asked the Board to consider a 1.6% pay increase to his salary (for \$92,000 annually) and for a \$4,000 bonus.

9. Executive Session

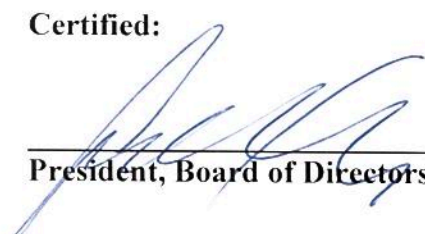
Estella Zamora made a motion to enter executive session, seconded by the Jim Porter and approved by the Board at **1:14 p.m.**

10. Actions Subsequent to Executive Session

The Board exited executive session at 1:30 p.m. Jim Porter made a motion to set the Director's salary at \$92,000 annually and a \$4,000 performance bonus, seconded by Adam Garcia and approved by the board at **1:32 p.m.**

11. Adjourned at 1:35 p.m.

Certified:



President, Board of Directors





Executive Director