

Caldwell Housing Authority
July 24, 2020
Via ZOOM

Board Members Present: Arnolito Hernandez, Adam Garcia, Estella Zamora, Patricia Benedict, and Van Beechler

Board Members Absent: Jim Porter, Sid Freeman and Jarom Wagoner

Staff Members Present: Mike Dittenber, Marisela Pesina, and Cecilia Flores

In Order of Business

1. Roll call and call to order:

Arnold called the meeting to order at **12:35 p.m.**

2. Agenda Approval

Patricia Benedict made a motion to accept the agenda as previously amended by the director, seconded by Adam Garcia, and approved by the Board at **12:37p.m.**

3. Meeting Minutes

Estella Zamora made a motion to approve the June meeting minutes, seconded by Adam Garcia, and approved by the Board at **12:40 p.m.**

4. COVID and PPE's

The Board continued a discussion about protective masks and employee scheduling during the current COVID pandemic. Being diligent in our approach to the virus and proper planning was advised, but no action was taken.

5. General Construction Discussion

Mike provide the Board information about "Direct Costs" and "Indirect Costs" and how those costs are calculated in the billing process for off-site activities. Mike asked the Board to increase the direct and indirect billing costs. Patricia Benedict made a motion to:

- a) Set the Equipment/Facilities calculation at 35% of direct labor costs.
- b) Set the Overhead/Contingency calculation at 10% of direct labor costs

Seconded by Adam Garcia and approved by the Board at **12:55 p.m.**

6. COVID Update

Mike provided the Board with another COVID update and efforts to access community resources.

7. Financial Report

Mike provided the financial report for the month of June and informed the Board net deposits increased by \$201,000 over the last 6 months and CHA was \$24,000 underspent. Mike told the Board it would be more appropriate for the Board to identify the purposes for disposing (or transferring) the net deposits and that suggestions would be brought forth at a future meeting. Adam Garcia made a motion to approve the Financials, seconded by Van Beechler and approved by the Board at **1:35 p.m.**

Prior to the meeting ending, Arnold expressed his appreciation for CHA staff and admonished us to be safe.

8. Adjourned at 1:40 p.m.

Certified:



President, Board of Directors





Executive Director