

**Caldwell Housing Authority**  
**June 21, 2019**  
**At Stewarts Bar and Grill**

**Board Members Present:** Arnolito Hernandez, Jim Porter, Estella Zamora, and Adam Garcia  
**Board Members Absent:** Sid Freeman, Van Beechler, and Patricia Benedict  
**Staff Members Present:** Mike Dittenber, Marisela Pesina and Cecilia Flores

**In Order of Business**

**1. Roll call and call to order:**

Arnolito Hernandez called the meeting to order at **12:06 p.m.**

**2. Agenda Approval**

Jim Porter made a motion to accept the agenda as presented, seconded by Estella Zamora and unanimously approved by the Board at **12:07 p.m.**

**3. Consent Agenda**

Estella Zamora made a motion to approve the April minutes, seconded by Jim Porter and unanimously approved by the Board at **12:09 p.m.**

**4. Letter of Intent to lend to CHA**

Mike reviewed the Letter of Intent (LOI) from Sunwest Bank to lend gap-financing to CHA. There were several minutes of questions and discussion and Mike assured the Board there were no surprises in the LOI nor anything un-attainable. Jim Porter made a motion to accept the terms outlined in the LOI, seconded by Adam Garcia and approved by the Board at **12:32 p.m.**

**5. Occupancy Standards**

Mike reviewed the preliminary occupancy standards that would be in effect following financial separation. Jim Porter made a motion to approve the occupancy standards, [including offering a Veteran's preference and a 5% Veteran's set aside], pending final review and approval by the Board, seconded by Estella Zamora and approved by the Board at **1:05 p.m.**

**6. Marketing and Outreach Strategy**

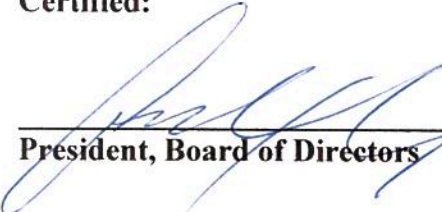
Mike reviewed the marketing and outreach strategy that CHA will undertake as part of the lending requirements. Estella Zamora made a motion to approve the marketing and outreach strategy, pending final approval by the Board, seconded by Jim Porter and approved by the Board at **1:25 p.m.**

**7. Financial Report**

Mike provided the financial report for the month of May in Ricks absence. He provided page-number references for all financial reports and explained income in relation to expenses. Estella Zamora made a motion to approve the financials, seconded by Adam Garcia, and approved by the Board at **1:33 p.m.**

**8. Meeting adjourned at 1:33 p.m.**

Certified:

  
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President, Board of Directors



  
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Executive Director