

**Minutes for the Annual Meeting of the  
Caldwell Housing Authority  
June 29, 2017 at Farmway Village**

**Board Members Present:** Patricia Benedict, Estella Zamora, Marisela Pesina, Adam Garcia, Sid Freeman, Jim Porter and Chris Allgood.

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

**In Order of Business:**

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

Patricia Benedict called the meeting to order at **4:50 p.m.**

**2. Review of the April 2017 Minutes:**

After reviewing the April meeting minutes, Adam Garcia made a motion to approve the minutes; seconded by Marisela Pesina, and unanimously approved by the Board at **4:51 p.m.**

**3. Review of the May 2017 Financials:**

Rick Legg, the Financial Officer, provided a summary of the May 2017 finances. Jim Porter made a motion to accept the May 2017 financial report; seconded by Sid Freeman; and unanimously approved by the Board at **5:10 p.m.** Subsequent to the approval of the financial report, Sid Freeman notified the Board that he was contacted by our auditor who expressed concern that the bank statements were not adequately reviewed by the Board.

**4. Old Business**

The Board reviewed and took action on four (4) different policies as follows:

Estella Zamora made a motion to approve the *Employee Responsibility* policy, as amended, seconded by Adam Garcia and unanimously approved by the Board at **5:18 p.m.**

Jim Porter made a motion to approve the *Policy Applicability* policy, as amended, seconded by Sid Freeman and unanimously approved by the Board at **5:35 p.m.**

Adam Garcia made a motion to approve the *Workplace Violence and Bullying* policy, as amended, seconded by Marisela Pesina and unanimously approved by the Board at **5:53 p.m.**

Jim Porter made a motion to approve the *Social Media* policy, as amended, seconded by Marisela Pesina and unanimously approved by the Board at **6:15 p.m.**

**5. New Business**

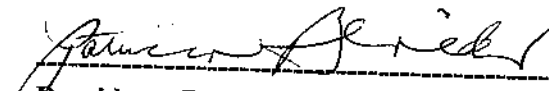
Mike Dittenber shared with the Board the presentation he previously gave to the Mayor and City Council; different properties available for development; "minimalist housing" options available for consideration; and the transition of some housing to permanent H2A housing. There was much discussion amongst the Board, but no official action was taken.

After much discussion about Board Officer Elections and process, the Board decided to postpone the election of new officers until a later date. A special meeting was suggested.


**6. Adjournment:**

Meeting adjourned at 7:59 p.m.

**Certified:**

  
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**President, Board of Directors**



  
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**Executive Director**