

Caldwell Housing Authority
June 29, 2020
Via ZOOM

Board Members Present: Adam Garcia, Estella Zamora, Jim Porter, Patricia Benedict, Van Beechler, and Sid Freeman

Board Members Absent: Arnoldo Hernandez and Jarom Wagoner

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

In Order of Business

1. Roll call and call to order:

Estella Zamora called the meeting to order at **12:34 p.m.**

2. Agenda Approval

Van Beechler made a motion to accept the agenda as presented, seconded by Adam Garcia, and approved by the Board at **12:35p.m.**

3. Meeting Minutes

Van Beechler made a motion to approve the April meeting minutes, seconded by Patricia Benedict, and approved by the Board at **12:35 p.m.** NOTE: There was no May Board Meeting

4. Budget Discussion

Mike provide a general budget discussion to the Board and explained how USDA, Rural Developments (RD) scrutiny and oversight complicated CHA's budget. After meeting with the independent auditors, it was suggested the CHA make some administrative changes to the way assets are managed that should simplify the finances of the housing authority.

5. Financial Changes

Patricia Benedict made a motion to:

- a) Set the capitalization limit at \$5,000 and remove all items less than \$5,000 from the capitalization list
- b) Remove "repair" items/expenses from the capitalization list
- c) Remove "inactive accounts" from the balance sheet
- d) "Zero Out" unused/inactive accounts from the balance sheet
- e) Close out the Capital Reserve bank account and the Wastewater bank account at Sunwest Bank and transfer balances to the General Checking Account

Seconded by Jim Porter and approved by the Board at **12:55 p.m.**

6. COVID Update

Mike provided the Board with a COVID update and indicated his concern for the tenants and staff. He explained that some staff had concerns about exposure and potential exposure. One (1) staff was ordered to quarantine for two (2) weeks by the health district and three (3) others were tested following illnesses. Although Mike has not decided to test all the staff, he suggested there may be a time soon when testing all staff may be appropriate. Jim Porter asked if Mike needed a motion to move forward with COVID testing. Mike indicated ordering COVID testing was within his management authority and would order the testing when the health district thought it would be beneficial. Estella asked about the cost of testing, timing of results, and the frequency of testing. Mike explained testing would cost between \$120 and \$200 per employee and again would act in accordance with advice from the district health. Mike said he would keep the board informed as situations develop.


7. Financial Report

Mike provided the financial report for the month of May and informed the Board net deposits increased by \$180,000 over the last 6 months and CHA was \$17,000 underspent. Estella questioned the costs CHA paid for masks and asked if CHA had a "what if" plan for COVID. After some discussion and Mike's commitment to find equipment at the lowest cost, Sid Freeman made a motion to approve the Financials, seconded by Jim Porter and approved by the Board at **1:43 p.m.**

Prior to the meeting ending, Patricia Benedict asked if staff had any luck recovering the \$11,400 in deposits misplaced by a former employee last year. Mike indicated ICRMP has been notified and a claim has been filed, but the money has not been recovered yet.

8. Adjourned at 1:47 p.m.

Certified:



Vice President, Board of Directors





Executive Director