

**Caldwell Housing Authority  
November 30, 2018 Meeting Minutes  
At Stewarts Bar and Grill**

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

**Board Members Absent:** Adam Garcia

**Staff Members Present:** Mike Dittenber, Marisela Pesina, Cecilia Flores, and Rick Legg.

**In Order of Business**

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

Arnolando Hernandez called the meeting to order at **12:01 p.m.** He asked if there were any discussion items that should be included in the agenda. Jim Porter made a motion to accept the agenda as presented, seconded by Sid Freeman and unanimously approved by the Board at **12:03 p.m.**

**2. Presentation of the 2017 Annual Audit**

Jared Zwygart of Millington Zwygart Accounting delivered the 2017 financials to the Board of Directors. He indicated that everything in the audit was normal and there were no issues he needed to address. One of the Board Members asked if the housing authority financials were in good enough shape to withstand financial separation from the federal government in 2019. Mr. Zwygart expressed confidence in the staff of the housing authority, but also noted this is “uncharted territory”. Jim Porter made a motion to accept the 2017 financials, seconded by Sid Freeman and unanimously approved by the Board at **12:28 p.m.**

**3. New Agenda format**

Mike asked the Board to consider an agenda where numerous items could be approved in a “consent agenda” in an effort to cut down on the amount of time during the meetings. Arnolando Hernandez said he was comfortable with trying the new format for the next few months.

**4. Review of the September 2018 Board Meeting Minutes:**

Because there was not enough Board Members present to have a quorum, the October meeting was cancelled. Arnolando asked if everyone had a chance to review the September meeting minutes. Estella Zamora made a motion to approve the minutes as amended, seconded by Sid Freeman, and unanimously approved by the board at **12:34 p.m.**

**5. Review of the September and October 2018 Financials:**

Rick Legg provided a brief summary of the September and October financials and indicated costs during the most recent months were leveling off. Sid Freeman made a motion to accept

both the September and October financials, seconded by Adam Garcia and unanimously approved by the Board at **1:00 p.m.**

**6. Old Business**

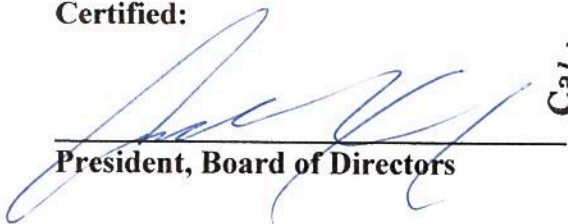
After some discussion of the Executive Directors Salary, Jim Porter made a motion to increase the Director's salary by 2%, seconded by Patricia and unanimously approved by the board at **1:11 p.m.**

**7. New Business**

There was a short discussion about the policy manual. Arnolando Hernandez asked for volunteers from the Board to form a small committee to review the policy. Sid, Estella, and Van agreed to meet at 10:00am on December 11<sup>th</sup> to discuss the policy.

**8. Meeting adjourned at 2:10 p.m.**

Certified:

  
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President, Board of Directors



  
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Executive Director