

**Caldwell Housing Authority
November 22, 2019
At Caldwell Housing Authority**

Board Members Present: Arnolde Hernandez, Adam Garcia, Patricia, Jim Porter and Sid Freeman (joined the meeting at 12:22pm)

Board Members Absent: Estella Zamora and Van Beechler

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

In Order of Business

1. Roll call and call to order:

Arnolde Hernandez called the meeting to order at **12:00 p.m.**

2. Agenda Approval

Jim Porter made a motion to approve the agenda, seconded by Patricia Benedict and approved by the Board at **12:00 p.m.**

3. Meeting Minutes

After reviewing the minutes, Jim Porter made a motion to approve the October meeting minutes, seconded by Adam Garcia and approved by the Board at **12:03 p.m.**

4. Construction Consultant / Developer

Mike spoke with the Board about those organizations who responded to our request for qualifications (RFQ). He indicated each had specific skills that could benefit the housing authority going forward, but believed deChase Miksis has the more specific experience CHA was looking for in the downtown development proposal. Jim Porter made a motion to select deChase Miksis as the consultant / developer for the housing authority, seconded by Patricia Benedict and approved by the Board at **12:20 p.m.** Board member Adam Garcia abstained from voting because of a potential conflict of interest.

5. Review Application Fees

Mike explained that during a recent meeting with a Board Member, application fees were discussed and the amount CHA was charging should be reviewed by the Board. After a brief history of our process was provided, Patricia Benedict made a motion to increase the application fee to \$30.00 per adult household applicant (and requiring \$15.00 of that to be paid prior to the background check), seconded by Jim Porter and approved by the Board at **12:50 p.m.**

6. Advertising Costs

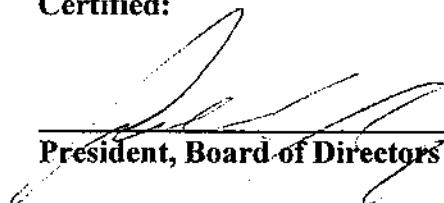
Mike Spoke with the Board about CHA's advertising strategy. After some general discussion about past and future advertising efforts, the Board ended the discussion with no changes to our current advertising strategy.

7. Financial Report

Rick provided the financial report through the month of October. He provided page-number references for all financial reports and explained income in relation to expenses. Patricia Benedict made a motion to approve the budget, seconded by Adam Garcia and approved by the Board at 1:20 p.m.

8. Adjourned at 1:20 p.m.

Certified:



President, Board of Directors





Executive Director