

**Caldwell Housing Authority**  
**October 22, 2021**  
**CHA Community Center and via ZOOM**

**Board Members Present:** Arnolando Hernandez, Estella Zamora, Jim Porter, Adam Garcia, and Patricia Benedict.

**Board Members Absent:** Sid Freeman, and Jarom Wagoner

**Staff Members Present:** Mike Dittenber, Leticia Cancax, MaryAnn Valenzuela, and Rosario Soto.

**Visitors:** Karina, Mia, Nikki, Eptesam (college collaborative students), and Gaye Bennett, a prospective Board Member

**In Order of Business**

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

Arnold called the meeting to order at **12:05 p.m.**

**2. Agenda Approval**

Jim Porter made a motion to approve the October agenda as presented, seconded by Adam Garcia, and approved by the Board at **12:05 p.m.**

**3. Introduction of visitors**

Arnold took a few minutes before proceeding with the agenda to have the guests at the meeting introduce themselves. The College Students introduced themselves first, followed by the prospective Board Member, Gaye Bennett.

**4. 2021 Financial Audit**

Mike provided a brief introduction to everyone about the audit and explained why he does not involve himself in the audit as an independent process. Jordan Zwygart of Zwygart John Accounting provided the Board with a summary of the 2020 financials. He explained the housing authority had a \$254,107 net increase in cash in 2020 with year-end cash and equivalents of \$825,399. Mr. Zwygart finished by noting there were two (2) findings in the audit that he opined had been corrected. The first finding indicated monthly reconciliations had not occurred. The second finding indicated numerous accounting adjustments were necessary to complete the audit. When asked about recommendations, he said the most important thing to do at this time was to make sure monthly bank statement reconciliations are performed and someone from the Board of Directors signs off on the reconciliation. Estella Zamora made a motion to approve the 2020 Audit, including recommendations, seconded by Adam Garcia, and approved by the Board at **12:54 p.m.**

**5. Laundry Machine Purchase**

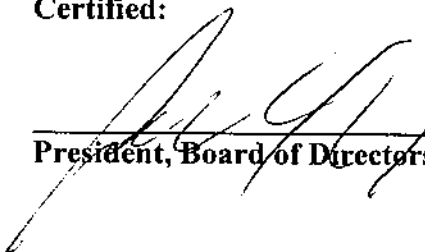
Rosario provided the Board with information about CHA's current laundry services with a laundry service out of Boise and how thermal imaging showed only seven (7) of twelve (12) dryers working and only six (6) of eight (8) washers working. He provided additional information about the cost effectiveness of purchasing laundry machines and severing our relationship with the laundry company. He asked the Board for permission to purchase twenty-five thousand dollars (\$25,000) of laundry room equipment. Jim Porter made a motion authorizing the purchase of laundry equipment, seconded by Patricia Benedict, and approved by the Board at **12:59 p.m.**

**6. Financial Report**

Rosario provided a short review of the finances. He explained the housing authority has approximately \$1 million in the bank (cash) and approximately \$950,000 on the books (accrual). Jim Porter made a motion to approve the Financials, seconded by Adam Garcia and approved by the Board at **1:08 p.m.**

**7. Adjourned at 1:09 p.m.**

Certified:

  
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President, Board of Directors



  
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Executive Director

NOTE: Following the meeting Mike Dittenber accompanied Estella Zamora, Adam Garcia, Patricia Benedict, and Rosario Soto on a short walking tour of the area currently being developed for the RV Park.