

Caldwell Housing Authority
October 11, 2024
CHA Community Center and via ZOOM

Board Members Present: Arnolito Hernandez, Estella Zamora, Patricia Benedict, Jim Porter, and Sid Freeman

Board Members Absent: Robert Acosta, Adam Garcia, and Brad Doty

Staff Members Present: Mike Dittenber, Teresa Sanchez, Marisela Melchor, Dominique Moreno, and Rosario Soto

Guests Present: None

In Order of Business

1. Roll call and call to order:

Arnold called the meeting to order at **12:20 p.m.**

2. Agenda Approval

Jim Porter made a motion to approve the October meeting agenda, seconded by Sid Freeman, and approved by the Board at **12:21 p.m.**

3. Approval of the June 2024 Meeting Minutes

Patricia Benedict made a motion to approve the August 2024 meeting minutes with corrections, seconded by Jim Porter, and approved by the Board at **12:22 p.m.**

4. September financial report

Rosario Soto provided the financial report and updated the Board. He indicated Rice House expenses were high, but the Sunwest construction loan of \$700,000 was on schedule for December approval. He indicated the loan was in the final process of approval but was awaiting the property evaluation by the County Assessor. Jim Porter made a motion to approve the September financials, seconded by Estella Zamora and approved by the Board at **12:26 p.m.**

5. Non-Profit Corporation

Mike spoke about the necessity to create a 501(c)3 to assist with CHA's fundraising efforts for some of the community projects undertaken by CHA. After some discussion, it was decided the Board should proceed with starting the non-profit but wanted to see the final documents prior to submission to the taxing agencies and prior to final approval from the Board. Jim Porter made a motion to give staff provisional permission to create a non-profit corporation contingent on final approval at a later meeting, seconded by Sid Freeman and conditionally approved by the Board at **12:52 p.m.**

6. 2025 Rent Structure

Rosario Soto distributed a handout and spoke to the necessity of making a 2025 rent adjustment. He mentioned how CHA was currently using the 2022 federal rent structures and how our financial software suggests CHA is leaving a considerable amount of money on the table with the current structure. He informed the Board that making an adjustment to the 2025 FMR would cause a 40% increase in rent that might be hard for the tenants to swallow. Mike also indicated that he was not in favor of a January 1st increase, rather supporting a March 1st increase. After some discussion, the Board decided to continue the discussion until a later date when more information could be provided.

7. Executive Session

Paricia Benedict made a motion to enter executive session to discuss matters not disclosable under the law, seconded by Jim Porter and approved by the Board at **1:15 p.m.** The Board exited Executive Session at **1:30 p.m.**

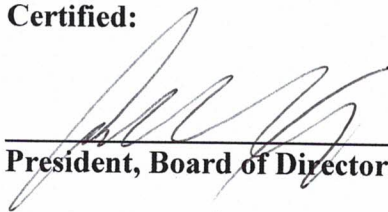
8. Actions after Executive Session

Jim Porter made a motion to approve the director’s salary request, seconded by Patricia Benedict and approved by the Board at **1:35 p.m.** The Board approved a \$4,300 performance bonus for the executive director and authorized a 3.3% increase in his salary to \$113,630 annually and effective January 1, 2025.

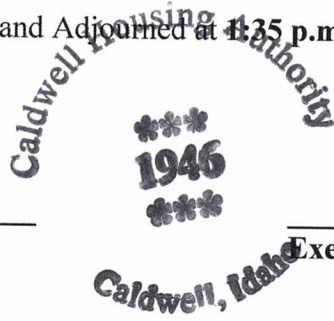
9. Adjourned

The Board exited Executive Session and Adjourned at **1:35 p.m.**

Certified:



President, Board of Directors





Executive Director