

Caldwell Housing Authority
September 25, 2020
CHA Community Center and via ZOOM

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

Board Members Absent: Sid Freeman, Van Beechler, and Jarom Wagoner

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

In Order of Business

1. Roll call and call to order:

Arnold called the meeting to order at **12:15 p.m.**

2. Agenda Approval

Patricia Benedict made a motion to accept the agenda as presented by the director, seconded by Adam Garcia, and approved by the Board at **12:17 p.m.**

3. Meeting Minutes

Jim Porter made a motion to approve the August meeting minutes, seconded by Patricia Benedict, and approved by the Board at **12:20 p.m.**

4. RealPage Expansion

Mike spoke to the Board about CHA's current RealPage property management software and how it was time to expand the use of the program to help manage other functions of CHAs operations. CHA currently uses the *accounts receivable* function but would like to use the *application* module, *waiting list* module, *inspection* module and *accounts payable* module. After a couple questions about cost and cost, Jim Porter made a motion to expand RealPage not to exceed \$35,000, seconded by Adam Garcia and approved by the Board at **12:55 p.m.**

5. Capital Budget Discussion

Mike spoke about his long-time desire to have health services, especially behavioral health serves, back at CHA. Mike explained that he has been working with Terry Reilly Heath Services for some time and would like to lease an office in the community Center to Terry Reilly for \$0 (zero dollars) for the next two (2) years. Estella Zamora made a motion to approve the Terry Reilly lease agreement, with corrections, and seconded by Patricia Benedict and approved by the Board at **1:05 p.m.**

6. Occupancy Policy Update

Mike spoke with the Board about the challenges of leasing to relatives of employees of the housing authority. Mike recited a few lines from a draft policy he was asking the Board to approve. Mike suggested relatives of employees be held to a higher standard during the application process. The Board was not in favor of a policy allowing relatives of employees to live at Farmway and asked Mike to draft a policy *prohibiting all relatives of employees from living at Farmway Village*.

7. Employee Event Line Item

Mike asked the Board to consider adding a line item in the budget for employee activities. Mike explained how the staff started a recycling program many years ago to help pay for such activities but thought a budget line item would be more appropriate. The Board, overall, supported the idea but tabled the discussion until the Board could review the entire budget during the October Board Meeting.

8. Financial Report

Mike provided the financial report for the month ending August and informed the Board net deposits increased by \$234,000 over the last 8 months and CHA was \$65,000 underspent. Mike informed the board about some of the changes going forward and how Cecilia Flores was stepping up doing a good job with the accounting function in the absence of a financial officer. Estella Zamora made a motion to approve the Financials, seconded by Jim Porter and approved by the Board at **1:48 p.m.**


9. Executive Session

Estella Zamora made a motion to go into executive session, seconded by Jim Porter and approved by the Board at **1:48 p.m.**

Jim Porter made a motion to exit executive session, seconded by Patricia Benedict and approved by the Board at **2:10 p.m.** There were no actions taken after executive session.


10. Adjourned at 2:10 p.m.

Certified:



President, Board of Directors





Executive Director