

**Caldwell Housing Authority**  
**September 26, 2025**  
**Caldwell Housing Authority**

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

**Board Members Absent:** Arnolando Hernandez, Robert Acosta, and Sid Freeman.

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

**Guests Present:** None

**In Order of Business**

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

Arnold excused himself from the meeting for a family emergency. Estella called the meeting to order at **12:01 p.m.**

**2. Agenda Approval**

Adam Garcia made a motion to approve the September meeting agenda, seconded by Patricia Benedict, and approved by the Board at **12:02 p.m.**

**3. Approval of the August 2025 Meeting Minutes**

Adam Garcia made a motion to approve the July 2025 meeting minutes, seconded by Patricia Benedict, and approved by the Board at **12:04 p.m.**

**4. Review May Financial Report**

Rosario Soto provided the financial report and indicated saving have increased over the last few months. Reducing vacancies and providing preference to getting apartment ready has reduced our vacancy-loss. He indicated the 2024 audit was underway and should be completed in the next couple of weeks. Jim Porter made a motion to approve September financials, seconded by Adam Garcia and approved by the Board at **12:15 p.m.**

**5. Employee Policy Update**

After some discussion and explanation by Mike, Patricia Benedict made a motion to change the CHA policy manual language to allow employees to take leave time in 2 hour increments and accept changes to the occupancy policy to require assistive animals to be chipped, seconded by Adam Garcia and approved by the Board at **12:35 p.m.**

**6. Rice House Update**

Mike provided an update on the Rice House. Indicated much of the early financial commitments have been walked back these last few months, but progress is still being made and the and CHA is still working with donated materials.

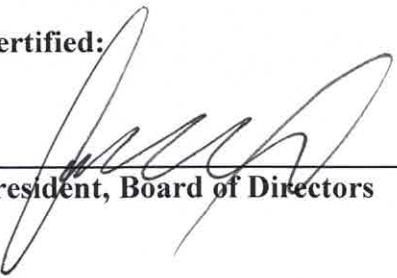
## 7. Executive Session

The Board entered executive session at 12:40 p.m. and exited at 1:10 p.m. No actions were taken after executive session.

## 8. Adjourned

The Board Adjourned at 1:00 p.m.

Certified:

  
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President, Board of Directors  
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Executive Director