

**Caldwell Housing Authority
April 24, 2015 Regular Meeting Minutes
At Indian Creek Steakhouse**

Board Members Present: Beronica Salazar, Estella Zamora, Rob Hopper, and Sid Freeman

Staff Members Present: Mike Dittenber, Cheri Hess, Mary Ann Valenzuela and Ruben Buenrostro

In Order of Business:

1. Roll call and call to order:

Estella Zamora (in Board President Patricia Benedict's absence) called the meeting to order at **12:15 p.m.** after a late arrival from Beronica.

2. Audit Report Review:

Mike started meeting by providing a brief review of the 2014 annual audit. He explained that CHA will still have an audit "Finding" for the portion of the year the Security Deposit Account was underfunded. He explained that the Board took action last fall to bring the account. He indicated the accountant would be at the next meeting to present the audit.

Estella Zamora tabled the Special Meeting minutes until a time when those present at Special Meeting were present to approve those minutes.

3. Review of the Minutes:

After reviewing the February minutes, Sid Freeman made the motion to approve the February minutes; seconded by Beronica Salazar and approved by the Board at **12:18 p.m.**

4. Financial Report:

Cheri presented the Financial Report for the month of February, when there was no meeting. Sid Freeman made the motion to approve the Financial Report; seconded by Beronica Salazar and approved by the Board at **12:22 p.m.**

Cheri then presented the Financial Report for the month of March. Sid Freeman again made the motion to approve the March Financial Report; seconded by Beronica Salazar and approved by the Board at **12:35 p.m.**

5. New Business:

Mike spoke the board about an applicant issue that triggered a review of the occupancy policy. Although the policies were consistent with the federal regulations, Rural Development would like to see them updated, to include provisions for administratively withdrawing applications that sit idle for periods of time. Mike indicated he would do some research to see what the industry standard was and ask for further guidance from Rural Development.

Mike provided an update on the waste water project. He explained some of the unintended effects of dewatering for such a long time. He also explained how the contractor did not return the neighboring construction easement to its former condition. Sid Freeman agreed to stop by the construction site and advise staff how to correct the problem.


Mike informed the board that the sheriff has not allowed SILD workers to return to CHA and it will cause a substantial impact to the budget. CHA will have to hire additional staff to make up for the loss of free labor. The board suggested CHA take additional steps to prepare staff for the return of the SILD workers. Mike did explain that CHA is still getting Community Service workers that are helping pick up the slack.

6. Executive Session

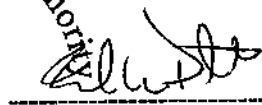
No action subsequent to executive session

7. Adjourned at 1:23pm

Certified:


Vice President, Board of Directors




Executive Director