



Housing Authority of Cochise County
100 Clawson Avenue Old Bisbee High School – First Floor

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Anita M. Baca
Executive Director

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**Board of Commissioners Meeting Minutes
February 16, 2012
100 Clawson Avenue
Housing Authority of Cochise County
Old Bisbee High School
Bisbee, AZ 85603**

The regular meeting was called to order on Thursday, February 16, 2012 at 9:32 a.m. by Board Chair, Ginger Ryan.

CALL TO THE PUBLIC

No members from the public present

ROLL CALL

Present: Commissioners Ginger Ryan, Sarah Montoya, and Kathy Calabrese; Ana Valenzuela, Account Clerk III, and Anita Baca, Executive Director.

Absent: Commissioners Keith Newlon and Melissa Herrera-DiPeso

AGENDA APPROVAL

There was a motion by Kathy Calabrese with a 2nd by Sarah Montoya to approve the agenda as presented. Motion carried unanimously.

READING AND APPROVAL OF MINUTES

There was a motion by motion by Kathy Calabrese with a 2nd by Sarah Montoya to approve the minutes of the December 15, 2011 and January 19, 2012 meetings as presented. Motion carried unanimously

DEPARTMENT REPORTS

Sarah Montoya made a motion to approve the December 2011 financials as presented and to table the January 2012 because to date, the January financials were not completed by the Fee Accountant. Kathy Calabrese seconded the motion. Motion carried unanimously.

The Executive Director's report was submitted by Anita Baca.

NEW BUSINESS

ITEM 1: Discussion/Approval of writing off checks older than 90 days on the Outstanding Check Report presented by Lindsey and Company. Sarah Montoya made a motion to write off the checks on the Outstanding Check Report dated January 11, 2012 ranging in dates from May 02, 2011 to November 1, 2011. The motion was seconded by Kathy Calabrese. Motion carried unanimously.

ITEM 2: Discussion/Approval to write off the HAP repayment agreement in the amount of \$1,516.00 for the HOPWA Program. Kathy Calabrese made a motion to write off the repayment amount of \$1,516 with a 2nd by Sarah Montoya. The motion was carried unanimously.

Board of Commissioners

Chair: Jennifer "Ginger" Ryan Vice Chair: R. Keith Newlon
Melissa Herrera-DiPeso Sarah Montoya-Lewis Kathleen A. Calabrese

ITEM 3: Discussion/Approval of the IGA between Cochise County and HACC in which HACC will administer Emergency Home Repair for the Community Development Block Grant. Sarah Montoya made a motion to approve the IGA with a 2nd by Kathy Calabrese. Motion carried unanimously.

ITEM 4: Discussion/Approval of the Report on Audit of Basic Financial Statements, Supplemental Information, and Single Audit for FY ending June 30, 2011 submitted by Malcolm Johnson and Company, P.A. Kathy Calabrese made a motion to approve the Single Audit submission with a 2nd by Sarah Montoya. Motion carried unanimously.

ITEM 5: Discussion/Approval of the Contract for Audit between HACC and Malcolm Johnson and Company, P.A. in the amount of \$13,000 for Fiscal Year ending June 30, 2012. Kathy Calabrese made a motion to approve the contract with a 2nd by Sarah Montoya. Motion carried unanimously.

NEXT MEETING DATE

MARCH 15, 2012

ADJOURNMENT

Kathy Calabrese made a motion to adjourn the meeting at 11:02 a.m. with a 2nd by Sarah Montoya. Motion carried unanimously.

Dated this 20th day of February 2012

Housing Authority of Cochise County
By: Anita Baca, Executive Director

Minutes to be approved by the Housing Authority of Cochise County Board of Commissioners on March 15, 2012

Anita Baca, Executive Director

Date