

Minutes of the Meeting of the Board of Directors
Wednesday, April 11, 2018
Our Lady of Tahoe Catholic Church in Parish Hall
1 Elks Point Road, Zephyr Cove, NV 89448

Opening prayer was led by Secretary Alling.

President Lyn Barnett called the meeting to order at 5:32 P.M.

Secretary Alling performed the roll call and determined a quorum of the Board of Directors was in attendance once Director Fink called in. Board Members present: Alling, Barnett, Brand, Fink (via phone) Riley and Walker.

Other members in attendance: Office Manager, Meredith Crosby and Christine Azevedo. Fink called in at 5:42 PM. A motion was made by Board Members to send minutes out in advance when agendas are sent out to obtain approval and save time. Motion was made to approve and Riley seconded motion.

Riley made a suggestion to hire a student to scan documents. Members agreed to wait until Executive Director was present to discuss further.

Open floor was used to highlight personnel changes. Office manager, Meredith Crosby, will be leaving SJCLT on May 30, 2018, to a full-time position with LTCC Adult Education Program, ADVANCE. Executive Director, Cathy Kope, will be returning to the Lake Tahoe Basin the beginning of May and will transition into office duties Crosby currently holds. Barnett expressed an interest in Crosby being part of the Motel to Housing Loan Program Committee. Crosby showed interest and discussion will take place once current job position is expired.

Barnett then used open floor to update members on the Sierra Garden Apartments Community Building. Construction began May 1, 2018, with portable laundry units brought onsite to replace, temporarily, the demolished laundry room. Goal is to have construction complete August 1, 2018. A celebration is being planned with an open house to the public. SGA's landscape architect retired with the new landscape design of SGA contracted out to Rob Basil of Basil Management Practices.

Barnett gave Board Members a recap of the Soroptimist International of South Lake Tahoe. SJCLT was awarded a Community Service grant for the first time by the organization. Barnett and Brand attended and very impressed with grants given out to community. We had good participation feedback with our Board Member's photo in the Tahoe Tribune.

Publicity was a good outcome that led into a discussion about the outreach SJCLT should be doing. Barnett expressed a desire to expand program by running ads in all the major Lake Tahoe Basin newspapers. Motel to Housing Loan Program expansion to include community outreach and flyers that Office Manager will create. Push funding is limited and to get applications in ASAP. El Dorado County

Housing Coordinator, Paula Lambdin, brought up other target populations such as seniors living in motels and trailers to Barnett and Brand at the luncheon. This led to a bigger discussion on whether or not to expand the Motel to Housing Loan Program to individuals over fifty-five years of age. All Board Members agreed this was an idea they were on board with to be discussed at a future meeting.

MTH Loan Program Committee and SJCLT member Christina Azevedo suggested expanding to individuals with disabilities and suggested contacting John Pillsbury at Department of Rehabilitation. Office Manager has initiated contact with the suggestion to Pillsbury and awaits approval of a motion at next BOD to move forward with suggestions.

Bylaws Task Force update, Housing and Land Trust Program update tabled until the next meeting, as Fink and Barnett have not been able to meet. Housing and Land Trust Program update is an agenda item up for vote at the Annual Board of Directors meeting June 6, 2018.

Barnett and Riley gave a Barton update. Barton's housing issue centers around the modern middle class. The housing issue is creating a recruitment and "retainment" of employees issue. SJCLT and Barton have entered into a partnership to help Barton employees buy homes through SJCLT model. Funds will be matched at the following rate: 1/3 SJCLT and 2/3 employer. Any home purchases will go into an employer-assisted shared equity home. The first right of refusal is to the hospital. The offer to moderate-income families is a home in South Lake Tahoe and Tahoe/Douglas County with garage and insulation for year-round, long-term living. SJCLT has put forth a goal of having the first family in a home by December 2018. Board President, Executive Director, Dr. Clint Purvance and Barton HR Director will meet when schedules allow flushing out program specifics but initial framework is in place. Office Manager and Executive Director will do ground lease fee research before next BOD meeting for comparison.

Barnett and El Dorado Community Foundation's Bill Roby will be meeting next week and Barnett will update BOD on meeting outcome. Hoping to use El Dorado Community Foundation as a go-between for funds between SJCLT and Barton.

Other program ideas were floated with Riley suggesting SJCLT look at Tahoe Prosperity Center model; renting a home for \$7,000 for seven months. Housing Authority will give some amount of income to rent for twelve months. Long-term tenants take better care of home. The Housing Authority also gets funds from employers. An investigation of these ideas will be discussed again at a later Board Meeting.

Fink gave an update on the Riverside lots. Options for lots are affordable housing or parking with the City leaning towards affordable housing. BOD Fink and Brand will be working together on this potential portfolio addition. Files are being obtained with Brand putting in a public records request and will ask

about status. We are contemplating asking formally for first-time homebuyer funds and ideas of what to build on the lot were tiny homes with more ideas from BOD and Executive Director to come. Take away is we want to present City with one request and Brand and Fink will be updating BOD at an upcoming meeting.

Treasurer Brand presented the financial reports to Board Members. All members agree a summary is needed for reports. Board Members would also like to see Parasol Foundation statements in a new report. Brand will work with bookkeeper, Cece, to perfect reports to Board Members needs moving forward instead of going through Office Manager or Executive Director for time management best practices. Any potential partners will want to see detailed financial reports. In general, the fund balances look good with expenses below total budget. Brand introduced her Financial Policies Plan framework. Checks and balances approach; refer to handout in board packet for specifics. Brand asked all Board Members to review the Financial Policies Plan framework and come with comments to the June 2018 BOD meeting. 2018-2019 fiscal year budget needs to be in the works soon.

The Annual Board of Directors meeting is to take place June 6, 2018, at Saint Theresa Catholic Church's Grace Hall at 5:30 PM.

Board elections will take place at this meeting for Nevada members. Membership will be asked to approve dues and confirmation of the modified ground lease will be needed. Presentations on Program Plans presented with the Board putting to a vote to approve or deny will occur at a future Board Meeting after the BOD Retreat. The BOD Annual Retreat will also be discussed at the Annual Meeting.

Side note before adjourning prayer is the member renewal rollout. Board Members will speak with Executive Director when she is back in the Lake Tahoe Basin to begin process.

President Barnett led the adjourning prayer.

The meeting adjourned at 7:00 PM.

Respectfully submitted,

Meredith Crosby
Office Manager