

**MINUTES**  
**Board of Directors Meeting**  
**Friday, February 15, 2008**  
**WA CTED, 1<sup>st</sup> Floor Conference Room**

**ATTENDANCE**

Members present: Roger Bairstow, Gloria Burton, Billie Heath, John Smith, Mario Villanueva, Steven Witte and Mike Youngquist. Members participating by phone: Mike Gempler, Alicia McRae and Stella Vasquez. Ex Officio members present: Janet Abbett, Washington State Department of Community, Trade, and Economic Development. Staff present: Brien Thane and Rosalinda Mendoza.

Members not present: Guillermo Castaneda, Donn Etherington, Dixie Kracht, and Tomás Villanueva.

**WELCOME AND INTRODUCTIONS**

Mario Villanueva called the meeting to order at 10:45 a.m., there being a quorum present.

**II. APPROVAL OF THE MINUTES**

The Minutes of the January 15, 2008 Board meeting were reviewed. *Mike Youngquist moved approval of the Minutes. Roger Bairstow seconded the motion, which passed unanimously.*

**III. Fundraising Report**

*Community Capacity Fund – Allen and Gates Foundation*

Brien Thane reported that the Paul G. Allen Family Foundation declined the Trust's grant application. On February 6<sup>th</sup> staff met with Marie Kurose, Community Development and Social Change Program Manager, to debrief their decision. Marie's key points are:

- They need to see more private financial support. They view the Trust as too dependent on federal funds, the Allen and Gates Foundations, and banks.
- They would like to see us have a longer track record and more accomplishments.
- How will the Community Capacity Fund –
  - Change systems or create systemic change?
  - Build capacity beyond just adding more staff to local partners?
  - Not duplicate the efforts of others?
  - They want more information and clarity on our process for re-granting funds.

The Bill & Melinda Gates Foundation requested a revised proposal due January 25<sup>th</sup>. Staff submitted the revised proposal on January 23<sup>rd</sup> and met with Annie Clark on the 24<sup>th</sup>. Annie was not encouraging about our prospects for funding from the Gates Foundation. Staff submitted another revised proposal on the 25<sup>th</sup>, explaining that local housing partners view the Trust as an opportunity to work together to accomplish far more than they can individually and describing the Community Capacity Conference we convened in April 2005, which resulted in the framework of the Community Capacity Fund.

Annie's key questions were:

- What is the role of the Trust? How do we add value to the efforts of local providers?
  - Annie noted she does understand the power of the coalition represented on the Board for advocacy and lobbying.

- The Trust did not really have a role in creating the housing she toured with us on January 4; why shouldn't Gates simply fund Catholic Charities Housing Services and ORFH?
- She questions that we can raise sufficient other private funding to sustain our work; "I don't think there's that much money out there."
- They want more information and clarity on our process for re-granting funds.

Before we can reapply to the Allen Foundation (and possibly Gates also), we must:

- Publish/roll-out the survey.
- Complete work on the first round of capacity grants.
- Complete the Green On-Farm project.
- Hire a fund Development Director (resumes are due 2/15), develop and implement a more robust fundraising program.

We must also decide how to proceed with the Community Capacity Fund. Without funding from the Allen and Gates Foundations, we only have about \$800,000 in HUD funds for capacity building. We will need to either scale our capacity building efforts back dramatically or revise our plans to lay the groundwork for a stronger proposal.

General discussion ensued and will be continued at the March 21 meeting. Staff will transcribe and distribute the flip-chart notes of this discussion.

#### *Bank Fundraising*

Rosalinda compiled a list of contacts for bank fundraising and asked for directors' help in refining the list and meeting with any bankers. Mario asked if the staff could add how much money we expect to get from each bank to the list. He also mentioned that we might run into problems when applying for bank funds since the Trust doesn't have direct relationships with communities and banks look into that.

Roger emphasized the importance of timing such as being able to meet with bankers and tell them about our recent survey roll-out. Mike Youngquist asked the staff to add Farmworker Credit Union to the bank list. Gloria Burton recommended creating a list of the Trust's accomplishments and gathering letters from legislators such as letters of support from Speaker of the House Frank Chopp, Governor Gregoire and mayors. Staff agreed to email list of accomplishments to the Board.

#### *Development Director hiring*

Resumes are due 2/15/08. Staff will provide an update on applications received. Gloria suggested that in order to make sure we hire an adequate Development Director we should put the new Development Director on a year contract rather than making their position permanent. Gloria also proposed to make "interning" with growers and housing providers part of the Dev. Director's orientation training. Roger mentioned that Development Directors last an average of three years with one company. Mario also stated that it is usually more expensive to do contracts. Board Members agreed not to do a contract hiring because the position was advertised as a permanent position.

#### **IV. Farmworker Survey Roll-out**

Brien Thane reported that we need directors to volunteer to review specific sections of the Survey Report. Alice Larson is returning from vacation 2/14 and has scheduled time to work

with staff on completing the survey analysis and draft report. Staff will email a timeline of the Survey Roll-out to Board Members by the end of next week. Brien also stated the need to develop a media strategy and offer survey presentations to key funders. Skagit County secured Community Development Block Grant Funds from the state to cover some of the survey costs. A public presentation to the County Commissioners is required and scheduled for April 15 at 9:30 AM in Mount Vernon. Staff has contacted Mary McBride to ask about Senator's Murray's schedule for a roll-out event. Board Members will focus on a media strategy at the March Meeting.

## **V. Program Updates**

### *Green On-Farm*

Mithun Architects have developed two simplified floor plans for preliminary cost estimates. They will then refine the plans and analyze the construction and operating costs of various sustainable building measures. Work must be completed by March 31 under the terms of our contract with Enterprise Community Partners. Mike Youngquist recommended getting the Mithun plans reviewed by the Department of Health and city planners. Roger stated that it would be helpful for growers to know if the plans are H2A approved. Board members supported getting DOH to review plans but not by local jurisdictions. Janet Abbet asked if Mithun is doing a fully engineered plan because DOH only approves such plans.

### *Advocacy*

- The House Committee on Housing held a joint work session with the Community and Economic Development and Trade Committee on 1/21 on Housing & Economic Development. Brien was invited to testify.
- House Bill 2279 Fair Zoning for Affordable Housing has passed out of the House and is now in Senate Consumer Protection & Housing. We are working with allies on amendments.
- Expanding the Farmworker Infrastructure Loan Program to include rehabilitation and new construction.
- Housing Advocacy Day 2/14.
- House Housing Committee Work Session 2/25: On-Farm Housing (requested by Rep. Mike Armstrong, R-Chelan/Douglas County).

Mike Youngquist reported that he was able to meet with several legislators that are supportive of expanding the infrastructure loan program to include new construction and preservation of existing units. The Farm Bureau is promoting vouchers.

### *Low Income Housing Tax Credit (LIHTC) scores*

Brien reported on the LIHTC applications, which were due in January. Currently 4 farmworker developments score highly enough to secure credits. These developments will create 150 new units and rehabilitate 40 units in Centralia, Royal City, Moses Lake and Wapato. Two additional farmworker developments in Yakima and Mattawa currently do not score highly enough. A list of all farmworker housing developed with LIHTC since 1999 when points were first awarded for housing farmworkers was included in the meeting materials.

### *Bookkeeping & Financial Statements*

Brien informed the Board that LeMaster Daniels agreed to reduce their fee to \$1500/month for their bookkeeping services and in September, they will meet again to reevaluate the price. Staff

will email January financial statements to the Finance Committee. John Smith asked Brien to check new regulations with LeMaster Daniels regarding Executive Director's financial oversight responsibilities.

**VI. Announcements & Updates**

Mario: The Executive Committee is working on the Executive Director's evaluation.

Billie Heath: Distributed HAC News which outlined many of the rural housing programs eliminated by the Administration's proposed budget for FY 2009. She asked the Board to contact their federal legislators.

Steve: New title "Director of Strategic Planning" with the UFW and thus he will be more involved in the political realm.

Mike Youngquist: Bay Valley Foods is closing their pickle plant in Portland, Oregon, which severely affects the market for cucumbers in the region. Skagit County cucumber growers hire between 600-800 workers during peak harvest.

Roger: It's a regular year for apples. About fifty percent of growers are anticipating H2A workers. The other fifty percent of growers prefer to face risks with ICE than deal with risks associated with H2A.

Brien: The Seattle Times' article "We ran off the workforce" highlights the problems Oklahoma faces without its immigrant workforce. Brien will email this news article to the Board.

Roger: The IRS announced that their instant social security number verification system will soon meet the court's requirements. This will make it difficult for undocumented immigrants to secure stable jobs.

Mike Youngquist: Balked on talking with state legislators, there's not a high probability the senate bill prohibiting the issuance of driver licenses for undocumented immigrants will pass.

**VII. Board Development**

Brien reported that four board members will be up for re-election at our Annual Meeting in April. He also stated that we have two board vacancies, a Community-based Housing Provider Representative and Other Stakeholder Group Representative. Janet asked the staff to advertise those vacancies on our website.

Board members agreed to move the Retreat discussion to the March Board Meeting. Mario mentioned that for the retreat he expects to focus on board governance, create an organizational chart and clarify board roles on committees, staff duties and make a three-year business plan for the Trust.

**ADJOURNMENT**

There being no further business, Billie moved and Gloria seconded adjournment. The meeting was adjourned at 3:00 p.m.

Respectfully Submitted: \_\_\_\_\_  
Secretary

Approved: \_\_\_\_\_  
President/Vice President