

**MINUTES**  
**Board of Directors Meeting**  
**Friday, March 20, 2009**  
**Banner Bank**  
**Yakima, Washington**

**ATTENDANCE**

Members present: Guillermo Castaneda, Mike Gempler, Dixie Kracht, Alicia McRae, Marty Miller, John Smith, Mario Villanueva and Mike Youngquist. Members participating by phone: Gloria Burton, Billie Heath, Mary McBride and Judith Olsen. Staff present: Brien Thane and Rosalinda Mendoza. Guest Present: Stella Vasquez.

Members not present: Janet Abbett, Roger Bairstow, Donn Etherington, Tomás Villanueva and Steven Witte.

**WELCOME AND INTRODUCTIONS**

Mario Villanueva called the meeting to order at 11:43 a.m., there being a quorum present.

**I. APPROVAL OF AGENDA**

The March 20<sup>th</sup> Meeting Agenda was reviewed and approved by Board consensus.

**II. APPROVAL OF CONSENT AGENDA**

The Consent Agenda was reviewed. *Guillermo Castaneda moved approval of the Consent Agenda (February 20<sup>th</sup> Board Minutes, February 2009 Financial Statements, and Program Updates/Executive Director's Report). John Smith seconded the motion which passed unanimously.*

**III. 3-Year Work Plan**

Brien Thane reported that the Housing Production Goals for the 3-Year Work Plan will be presented to the Board at the April Meeting. Rosalinda Mendoza presented the final Communications and Advocacy Plan which included comments from our February Meeting and comments submitted by some directors via email. Guillermo urged the Trust to reach out and do presentations for grower organizations and local businesses. Mario asked staff to develop messages that target service providers. Mario and others requested that the new Development Director provide regular reports on our progress with this Communications Plan. *Guillermo moved to approve the Communications and Advocacy Plan with the additional Board suggestions. Marty Miller seconded the motion which passed unanimously.*

**IV. Announcements and Updates**

John: Norm McLoughlin, former Executive Director of Kitsap County Consolidated Housing Authority, is running for USDA State Director.

Mary McBride: No name for the USDA State Director has been submitted yet by the delegation and a selection for this position has not been made.

Alicia McRae: Vista Del Rio and Columbia Pointe (seasonal-occupancy-developments) will be having their grand opening either in April or in May. The Housing Authority of Chelan/City of Wenatchee has applied for CDBG funds for rehabilitating some existing units.

Mike Gempler: The Washington Growers League will have the grand opening of their new seasonal-occupancy development, Sage Bluff, on April 9<sup>th</sup> in Malaga. Sen. Feinstein (D-CA) plans to reintroduce AgJobs. Sen. McCain (R-AZ) and Sen. Putman (R-FL) have indicated that

they will sign onto the bill. Once it is introduced, Mike Gempler offered to email a copy of the AgJobs bill.

Marty: This is an exciting year in Wenatchee because three new seasonal-occupancy developments will open and provide more than 350 beds for farmworkers. USDA has drafted an expanded definition of “farm labor” to add processing workers as eligible residents of Section 514/516 housing. Congress expanded eligibility last year. The National Farmworker Housing Directors Association is generally positive about this new definition, but has urged USDA to give first priority to field workers as they are the most in need. Marty will forward this information to the Board.

Brien: The Cedar Grove Institute for Sustainable Communities, Inc. has proposed partnering with the Trust to submit a proposal to the National Institute of Health for stimulus funds to study health changes due to improved housing. This study will help demonstrate the benefits of decent, affordable farmworker housing and the resulting public cost savings for the general public, private and public funders and elected officials.

Stella Vasquez: The Yakima Valley Farmworkers Clinic would also be interested in partnering with local housing organizations to provide weatherization assistance.

Mario: Catholic Charities Housing Services has been approached by some local jurisdictions to possibly help them access Neighborhood Stabilization Grant. The Washington State Housing Finance Commission received funding to award grants in lieu of low-income housing tax credit allocations. Catholic Charities will soon be providing immigration counseling services in Central Washington.

## **V. Cashflow Forecast**

Brien presented FY 2009 budget and cashflow projections. These are updated from projections reviewed by the Finance Committee in January and February. The revised projections steeply discount bank fundraising due to the current economic conditions. A Development Director will be hired in April but the hiring of a Program Manager has been deferred to FY 2010. General discussion ensued.

Mario asked that the Board approve this revised FY 2009 budget. Judith Olsen and others suggested that the Finance Committee first review the revised budget and recommend approval. As Treasurer and chair of the Finance Committee, Mike Gempler stated that the Finance Committee will review the updated projections. Directors present agreed to wait for the Finance Committee’s recommendation.

## **VI. Community Capacity Funds 2009**

The Program Committee convened twice (3/11 and 3/18) to help staff refine policies and procedures of the Community Capacity Fund (CCF) Program. On behalf of the Program Committee, Mario presented the updated CCF proposal to the Board. Marty noted that CCF recipients providing technical assistance (TA) to growers for seasonal-occupancy housing often do not know if the growers will build according to the International Building Code (IBC) until partial TA has been provided. Directors agreed that all Trust supported s-o developments must meet full IBC and that organizations receiving Trust funds can provide preliminary TA to growers but if the grower begins to lean towards s-o housing that does not meet IBC, Trust funds can no longer be used to provide additional TA.

Guillermo asked about the impact of the CCF Round 1. Brien stated that CCF Round 1 grantees convened in November. All grantees thanked the Trust for their efforts and found the CCFunds

very helpful. Mike Youngquist and others commented that the resident data collection component of the CCF Program is essential in demonstrating the positive effects of better housing. Mike Gempler cautioned the Board and staff from committing too much of time for research projects. Several directors agreed but noted that the 3-Year Work Plan will serve as a guide for staff time. Brien pointed out that better documenting the benefits of decent housing and combating NIMBYism are part of the approved Trust Work Plan.

## **VII. Annual Board Meeting in Olympia**

At the December 2008 Meeting, Board members asked the Nominating & Governance Committee to formalize Board Selection Criteria to ensure that we seek highly qualified candidates to serve on the Trust Board. The Nominating Committee met on 1/14 and 3/17 to discuss the Board Criteria. Alicia McRae and Mike Youngquist provided an overview of the Board Criteria and the Board Director Job Description. Mike Youngquist emphasized the importance of Board participation and also encouraged all members to keep staff informed of any projects and activities relevant to Trust goals and programs. Also, Mike and Alicia asked Board Members to fill out the Board of Directors Profile and submit them to staff by the end of the meeting. Rosalinda stated that this information will help the Nominating Committee do their job of recruiting great board candidates.

Mike reminded Directors that at our April 17<sup>th</sup> Meeting in Olympia we will hold our Annual Board Elections. Directors serve four-year terms; one director from each of the four sectors stands for election every April.

The following Board Members' term expire in April:

<i>Advocacy Organization Representative</i>	Gloria Burton
<i>Grower Representative</i>	Donn Etherington
<i>Community-based Housing Provider</i>	Dixie Kracht
<i>Concerned Citizen</i>	Vacant

Officers are elected annually. Current officers are:

<i>President:</i>	Mario Villanueva
<i>Vice-President:</i>	Steve Witte
<i>Secretary:</i>	Gloria Burton
<i>Treasurer:</i>	Mike Gempler

Rosalinda Mendoza asked all board members whose terms expire including officers to notify staff if they are interested in running for another term by Monday, March 30<sup>th</sup> (that will be the next time the Nominating Committee will be meeting to consider candidates). Also, Mike Youngquist noted that the vacant position (Concerned Citizen Representative) will be filled according to the Board Criteria procedures. *Dixie Kracht recommended that all current directors should agree to the responsibilities in the job description document and sign the agreement. All Board Members present agreed.*

Mario asked staff to email the completed Board Profile to the Board so they can better recommend potential candidates. *Judith Olsen moved to approve the Board Criteria and Board Job Description documents. John seconded the motion which passed unanimously.*

Brien reminded Board members that they agreed at the February 20<sup>th</sup> Meeting that the April Meeting in Olympia would be shorter and either earlier in the morning or in the afternoon so that directors have time to meet with legislators. Also, it was suggested that we invite legislators to our meeting. Brien recommended that the Board Meeting be from 10:30am-1:00pm. Directors can then meet with their legislators after the meeting from 1:00pm-3:00pm. All directors present agreed. Brien will send out a list of the legislative districts and asked that Directors volunteer to make appointments with the legislators.

**VIII. Supplemental Updates**

At the December Board Meeting, directors agreed to make an annual contribution to the Trust. When considering grant proposals, many foundations expect 100% of an organization’s directors to contribute financially; participation is more important than the amount a director donates. Brien thanked Board Members who have donated to the Trust and encouraged others to do so too.

**IX. 2009 Board Meeting Schedule**

At the October Retreat directors agreed to discuss converting to bi-monthly meetings after the 3-Year Work Plan was completed and approved. Since April 2008, the Executive Committee has been meeting at least bi-monthly to help prepare for meetings and handle interim matters as appropriate. In addition, all committees have been assigned a section of the 3-Year Work Plan and have begun to work with staff on implementation. Staff requests that Board meetings be held bi-monthly to allow for increased committee work.

Staff proposed the following meeting schedule:

April 17 <sup>th</sup>	Annual Board Meeting in Olympia.
May 15 <sup>th</sup>	Yakima
July 17 <sup>th</sup>	Seattle
September 18 <sup>th</sup>	Yakima
November 20 <sup>th</sup>	Seattle

Some Board Members asked if we would still hold a Board Meeting at the Broetje facilities. Rosalinda stated that she will speak with Roger Bairstow to see if May is a possibility. Also, Rosalinda noted that staff will look into having our Board Retreat in September but if there are schedule conflicts then it will be held in October. Staff will email an updated Meeting Schedule to the Board. *Dixie moved to hold Trust Board Meetings every other month. Mike Youngquist seconded the motion. The motion passed.*

**ADJOURNMENT**

There being no further business, Alicia moved and Marty seconded adjournment. The meeting was adjourned at 2:55 p.m.

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

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