

MINUTES
Board of Directors Meeting
Friday • September 15, 2006
Diocese of Yakima, Yakima Washington

ATTENDANCE

Members present: Guillermo Castaneda, Donn Etherington, Pete Garza, Mike Gempler, Dixie Kracht, Erik Nicholson, Mario Villanueva, Tomás Villanueva, and Mike Youngquist. Members participating by phone: Juan Aguilar, Billie Heath and Alicia McRae. Members not present: Gloria Burton, John Smith and Stella Vasquez. Ex Officio members present: Janet Abbett, Washington State Department of Community, Trade, and Economic Development. Staff present: Tom Byers and Kristi Buck - Cedar River Group; Fiscal Managers: Brien Thane and Marty Miller - Office of Rural & Farmworker Housing. Guests: Linda Riggle and assistant, Executive Search Services.

WELCOME AND INTRODUCTIONS

Vice President Dixie Kracht called the Board meeting to order at 10:55 a.m.

APPROVAL OF THE MINUTES

The Minutes of the July 28, 2006 Board meeting were reviewed. Guillermo Castaneda moved approval. His motion was seconded by Tomás Villanueva and passed unanimously.

EXECUTIVE SESSION

- **Report of the Search Committee for the Executive Director.** Erik Nicholson moved that the Board move into Executive Session for the purpose of interviewing the candidate for Executive Director. His motion was seconded by Guillermo Castaneda and passed unanimously. The staff members adjourned to another room. The Board members heard the report of the search committee, interviewed the candidate and reached a decision.

RETURN TO OPEN SESSION

Staff and ex-officio members were invited to return at 12:15 p.m. Erik Nicholson moved that the Board return to regular session. His motion was seconded by Donn Etherington and passed unanimously.

- **Announcement of Board Decision.** Mario Villanueva announced that the Board had chosen Brien Thane to be the first Executive Director of the Washington State Farmworker Housing Trust.

FINANCIAL MANAGER'S REPORT

Marty Miller reported on the financial condition of the Trust. Donn Etherington reiterated the importance of placing a portion of the fund balance in a money market account. Guillermo Castaneda supported Donn's idea and suggested that future financial reports include a display of receivables.

FUNDRAISING REPORT

- **Status of Federal Funds.** Tom Byers reported that all necessary paperwork has been completed, and the Trust now has access to the \$1,485,000 secured for us by Senator Murray.
- **Review and Discussion of Enterprise Foundation Proposal.** Tom distributed a draft proposal to the Enterprise Foundation for funding to explore the potential of green building technologies to improve the quality and economic viability of seasonal housing. There was considerable discussion of the proposal. Donn Etherington wanted to be certain that we not overestimate the financial benefits of solar power, and that we not create the appearance of a conflict of interest by constructing the pilot project on a Board member's land. Brien Thane wanted to be certain that we are careful about any match requirements involved. At the conclusion of the discussion, Guillermo Castaneda moved approval of the grant proposal to Enterprise, provided that the concerns that had been voiced by the Board members are addressed in a revised draft. The motion was seconded by Dixie Kracht and passed on an 8-1 vote with Mike Youngquist abstaining. Donn Etherington stated that his vote against the motion was not in opposition to the idea, but because the draft proposal implied that the pilot project would be on a Board member's property. Tom asked for Donn's help to address that concern in the next draft.
- **Other Proposals:** Tom stated that he will be pursuing an extension of the grant from Paul G. Allen Family Foundation for two additional years initially.

TRANSITION PLANNING

At this point, Brien Thane rejoined the meeting. Mario Villanueva formally offered the position to Brien on behalf of the Board. Brien accepted, and the Board members offered their congratulations.

Erik Nicholson expressed concern about the need for a transition plan and expressed his hope that Cedar River Group would continue to play a role in the work of the Trust. Mike Gempler said that he would like Tom to communicate to the Board what role he sees CRG playing in the future of the Trust. Mike stated that there will be a change in the relationship between the Board and staff now that there is an executive director. He sees an intersection between the responsibilities of management and the Board. They should be working together to set policies, and the Board should let management implement plans once the Board has set policy.

Mario stated that the final terms for Brien's hiring will need to be ironed out. Mike Gempler suggested that the Search Committee work with Brien to finalize his contract. Mario suggested forming a transition committee. Guillermo asked for the 'transition' to be defined. Mike Youngquist stated that he sees it as a two-step process: (1) transferring day-to-day responsibilities from CRG to Brien; and (2) defining the organization's continuing relationship with CRG.

Billie Heath suggested that a Transition Team composed of Brien Thane, Tom Byers, Marty Miller and some board members work together on plans for establishing an office, selecting staff, etc, so that Brien can make recommendations within his first thirty days.

Mario stated that the Executive Committee will finalize terms with Brien and also be part of the "Transition Team" to discuss future details of the Trust. Brien will take charge of scheduling meeting dates.

STAFFING CONTRACTS

- **CRG Contract Extension:** Cedar River Group's contract was extended by a unanimous vote through October to coincide with the date upon which Brien will begin his tenure.
- **Dan Evans Contract Extension:** Tom submitted a contract amendment for Dan Evans in the amount of \$6,000 to cover his work in helping the Board reach final agreement on the Statement of Rights and Responsibilities. He apologized for paying insufficient attention to the amount of funds left in Dan's original contract, making it necessary to seek this amendment after the fact. He reiterated that the responsibility for the error was his, not Dan's. After considerable discussion, Dixie Kracht moved to extend the contract for \$4,800, which will cover the amount Dan has billed to date. The motion was seconded by Erik Nicholson and passed unanimously.

FARMWORKER SURVEY UPDATE

Tom reported that the farmworker survey is now ahead of its targets in most areas of the state, but we are still lagging in western Washington. Tom expects that we will exceed the 2,400 target we set for completed surveys.

The expenditures for the survey are running higher than anticipated for several reasons: 1) the high cost of travel for the interviewers because of the increase in gas prices; 2) longer than expected interview times; 3) additional quality control measures put in place based upon Alice Larson's advice. Tom said that we still have a \$25,000 contingency fund to cover these items, but it is possible that the expenses will exceed that amount. He will work with Brien and Mario on a strategy to address this issue.

Tom stated that we will soon need to discuss the strategy for "rolling out the survey" to the public. If all goes well the analysis will be complete in early 2007.

REPORTS FROM SEASONAL HOUSING WORKING GROUPS

- **Construction Standards.** Marty miller reported that the working group had reached agreement that the standard for projects supported by the Trust will be the International Residential Code. There was considerable discussion of this recommendation in light of the fact that many existing seasonal units in the state do not meet this code, including those provided by the Rent-a-Tent program. Donn Etherington voiced the opinion that taking such a position could cost the Trust the support of many growers in the Chelan and

Douglas area, who are dependent on the tent program. Mike Gempler drew a distinction between actions that growers' groups could support, and those that could be supported by a broad coalition like the Trust. In his view, there is more to be gained by working in coalition to get the State to provide public funding for seasonal housing at a higher standard. There is nothing to stop growers from doing what they see fit with their own resources. Following the discussion, Erik Nicholson moved approval of the working group recommendation to accept the International Residential Code as the construction standard. Guillermo Castaneda seconded the motion which passed 9-1.

- **Statement of Rights and Responsibilities.** In light of the late hour, it was agreed that the most recent edition of the Statement will be e-mailed to all Board members with the expectation that each member will submit their recommended edits to the staff and Board electronically within two weeks. The staff will then attempt to reconcile them so that the Board can approve a final version at the October meeting.

It was agreed that the balance of the agenda items will be held over until the October meeting.

NEXT MEETING LOCATION/TIME

The next meeting of the Board will be held in Seattle on October 27, 2006.

ADJOURNMENT

Mario Villanueva moved to adjourn. His motion was seconded by John Smith, and the meeting was adjourned by consensus at 3:20 p.m.

Respectfully Submitted: _____
Secretary

Approved: _____
President/Vice President