

BOARD OFFICERS

Chair
Tracy McAulay
County of Ventura

Vice Chair
Ken Trigueiro
People's Self-Help Housing Corp.

Treasurer
Karen Flock
Housing Authority of the City of San Buenaventura

Secretary
Derrick Wada
Cabrillo Economic Development Corporation

Former Chair
Alex Russell
Homes & Hope

Chair Emeritus
Dawn Dyer
Dyer Sheehan Group, Inc.

Advisor
Mary Ann Krause, AICP
Urban Planner

BOARD OF DIRECTORS

Jennie Buckingham
City of San Buenaventura

Carrick DeHart
Cal State University Channel Islands

Sarah McCarthy-Garcia
McCarthy Companies

Anthony Mireles
Laborers Int'l Union Local 585

Cathi Nye
V.C. Office of Education

Lynn Oshita
City of Thousand Oaks

Stratis Perros
City of Simi Valley

Mark Pettit
Lauterbach & Associates Architects

Emilio Ramirez
City of Oxnard

Elenore Vaughn
Housing Authority of the City of Santa Paula

CHIEF EXECUTIVE OFFICER

Linda Braunschweiger

Board of Directors Meeting – Wednesday, September 25, 2024
11:30 am – 1:00 pm Zoom Meeting

Minutes

Attendance: Tracy McAulay, Ken Trigueiro, Karen Flock, Derrick Wada, Alex Russell, Dawn Dyer, Mary Ann Krause, Carrick DeHart, Sarah McCarthy-Garcia, Anthony Mireles, Cathi Nye, Lynn Oshita, Stratis Perros, Mark Pettit, Elenore Vaughn

Absent: Jennie Buckingham, Emilio Ramirez

Staff Attendance: Linda Braunschweiger, Jason Gaffner, Tobie Roach

Guests: Julie Rosario, Gabby Zaragoza

1. Welcome/General Updates

- Cathi shares she is doing a Coat Drives, so if anyone has coats to donate, please get them to her.
 - a. Mesa Community Library Press Event, 2025 Annual Meeting, and 2025 Board Retreat
 - Linda shares about Mesa event. Anthony will check on the construction of the libraries and get back to Linda.
- Board Retreat is scheduled for January 22, 2025, from 8:30am – 1:00 at VCOE
- The Annual Meeting is scheduled for February 26, 2025, from 8:30am-1:00pm at Westview community Room.

b. Ventura County Farmworker Housing Study

2. General BOD Approval

- a. July Financial Reports – Motion to approve the July Financial Reports.
 - Gabby reviews the financial reports, maturity table and ratios.
 - Ken recommends we clarify a minimum cash on hands and then show how close we are to it each month.
 - Gabby and Julie will prepare a cashflow forecast.
 - Discussion regarding creating a separate operating budget. Linda explains that early on it was 15% of unrestricted donations, grants, etc.

- Dawn asks if this needs to change.
- Karen recommends we Create an internal restricted fund for operating in next year’s budget.
- Karen makes a motion to approve, Derrick seconds the motion. All ayes, no abstentions, motion carries.

b. Amendments to the Bylaws – Motion to approve amendments to the Bylaws.

- Linda explains the changes made. Karen and Derrick mention it should be titled “Amended and Restated Bylaws”.
- Cathi moves to approve, Elenore seconds. All ayes, motion carries.

3. Closed Session – Staff to Leave (30 mins)

a. Salary analysis and Range Study

- Staff leave the meeting to the waiting room for approximately 30 min. and then return to resume the meeting with the group.
- The Board approve the compensation package, which include but not limited to changes to medical stipend, etc.

4. 2025-26 Board Terms, New Directors Search

a. Addition of Land Trust Board President to Executive Committee- Motion to approve adding new seat on the Executive Committee for the Housing Land Trust Board Chair/Rep.

- Mark makes a motion to approve, Cathi seconds the motion, all ayes, motion carries.

b. New Board Members: banker, funder, business leader, special populations representative

- Carrick will not be renewing for another term, Marni’s spot is open, and we still have one extra seat available. We would like to get another banker and/or businessperson.
- Linda suggests the group email her any recommendations they may have.
- Linda notes we will also have an opening for Vice Chair year.



5. CIN and Grant Applications Update

- a. Prop 1 Local Housing Trust Fund Match
 - Unfortunately, we were not able to match the land donation. This year will be extremely competitive.
- b. REAP II
 - Still in discussions with SCAG. Will be meeting next week to finalize.
- c. Weingart Foundation-Motion to approve to borrow \$1.5M from this grant PRI once awarded.
 - 5-year term at 2%.
 - Mary Ann makes a motion to approve, Karen seconds the motion, all ayes, motion carries.
- d. Mechanics Bank
 - We will have a new account with Mechanics bank for \$100,000. EQ2

6. Lending Program Update – Jason

- a. Loan Pipeline – Jason reviews

7. Adjourn- 1:04pm



Attachment
Voting Record for Minutes: September 25, 2024
Board of Directors Meeting

Motion: Approve the July Financial Reports.

Made By	Karen
2nd	Derrick
Results	Motion Passes

Discussion:

Board Members	Yes	No	Abstain
Alex Russell	X		
Anthony Mireles	X		
Carrick DeHart	X		
Cathi Nye	X		
Dawn Dyer	X		
Derrick Wada	X		
Elenore Vaughn	X		
Emilio Ramirez			
Jennie Buckingham			
Karen Flock	X		
Ken Trigueiro	X		
Lynn Oshita	X		
Mark Petit	X		
Marni Brook			
Mary Ann Krause	X		
Sarah McCarthy-Garcia	X		
Stratis Perros	X		
Tracy McAulay	X		



Attachment
Voting Record for Minutes: September 25, 2024
Board of Directors Meeting

Motion: Approve Amendments to Bylaws.

Made By	Cathi
2nd	Elenore
Results	Motion Passes

Board Members	Yes	No	Abstain
Alex Russell	X		
Anthony Mireles	X		
Carrick DeHart	X		
Cathi Nye	X		
Dawn Dyer	X		
Derrick Wada	X		
Elenore Vaughn	X		
Emilio Ramirez			
Jennie Buckingham			
Karen Flock	X		
Ken Trigueiro	X		
Lynn Oshita	X		
Mark Petit	X		
Marni Brook			
Mary Ann Krause	X		
Sarah McCarthy-Garcia	X		
Stratis Perros	X		
Tracy McAulay	X		



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Voting Record for Minutes: September 25, 2024
Board of Directors Meeting

Motion: Approve adding new seat on the Executive Committee for the Housing Land Trust Board Chair/Rep.

Made By	Mark
2nd	Cathi
Results	Motion Passes

Board Members	Yes	No	Abstain
Alex Russell	X		
Anthony Mireles	X		
Carrick DeHart	X		
Cathi Nye	X		
Dawn Dyer	X		
Derrick Wada	X		
Elenore Vaughn	X		
Emilio Ramirez			
Jennie Buckingham			
Karen Flock	X		
Ken Trigueiro	X		
Lynn Oshita	X		
Mark Petit	X		
Marni Brook			
Mary Ann Krause	X		
Sarah McCarthy-Garcia	X		
Stratis Perros	X		
Tracy McAulay	X		



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Voting Record for Minutes: September 25, 2024
Board of Directors Meeting

Motion: Approve to Borrow \$1.5M from Weingart Foundation PRI investment, at 2%, for five years with CEO as signer.

Made By	Mary Ann
2nd	Karen
Results	Motion Passes

Board Members	Yes	No	Abstain
Alex Russell	X		
Anthony Mireles	X		
Carrick DeHart	X		
Cathi Nye	X		
Dawn Dyer	X		
Derrick Wada	X		
Elenore Vaughn	X		
Emilio Ramirez			
Jennie Buckingham			
Karen Flock	X		
Ken Trigueiro	X		
Lynn Oshita	X		
Mark Petit	X		
Marni Brook			
Mary Ann Krause	X		
Sarah McCarthy-Garcia	X		
Stratis Perros	X		
Tracy McAulay	X		