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Tracy McAulay
County of Ventura

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Ken Trigueiro
People's Self-Help Housing Corp.

Treasurer
Karen Flock
Housing Authority of the City of San Buenaventura

Secretary
Daniel Gonzalez
Future Leaders of America

Former Chair
Alex Russell
Many Mansions

Chair Emeritus
Dawn Dyer
Dyer Sheehan Group, Inc.

Advisor
Mary Ann Krause, AICP
Urban Planner

BOARD OF DIRECTORS

Marni Brook
Women's Economic Ventures
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

**Housing Trust Fund Ventura County
 Board of Directors Meeting – Wednesday, April 26, 2023
 11:30 a.m. – 1:00 p.m.
 Meeting as a Zoom Call
 ID#–636-692-1279, pw: 8054072455**

Minutes

Attendance: Anthony Mireles, Karen Flock, Tracy McAulay, Mary Ann Krause, Lynn Oshita, Mark Pettit, Alex Russell, Emilio Ramirez, Stratis Perros, Dawn Dyer, Elenore Vaughn, Carrick Dehart, Daniel Gonzalez, Marni Brook, Sarah McCarthy-Garcia

Late Arrivals: Jennie Buckingham (11:35am)

Absent: Ken Trigueiro, Cathi Nye,

Staff: Linda Braunschweiger, Tobie Roach, Jason Gaffner

Guest: Mitchell Hobbs (arrived at 11:45am)

Welcome/General Updates

It was stated that Tracy's legal name is Teresa and that we would need to make a motion to rectify it for the Bank of Sierra.

General BOD Approval

- a. Motion for board approval of the 2022/21 Audit Prepared and Reviewed by Mitch Hobbs – **Approved, voting attachment #1**
 - presentation by point of contact/associate from Mitchell and Associates
- b. Motion for board approval of the 2022 990 Tax Returns Review by Mitch Hobbs – **Approved, voting attachment #1**
 - presentation by point of contact/associate from Mitchell and Associates
- c. Motion for board approval of the March BOD Minutes – **Approved, voting attachment #1**
- d. Motion for board approval of the January & February Financial Reports – **Approved, voting attachment #1**
- e. Motion for board approval to open a Montecito Bank Liquid Money Fund, Goldman Sachs, Government Backed Secured Account with funds from current

Montecito restricted and unrestricted savings accounts, and a Cedar Operating Account for funds over \$250,000 in General Operating account, with signers of these accounts to be:

- Linda Braunschweiger, CEO
 - Jason Gaffner, Deputy Director
 - Teresa (Tracy) McAulay, Board of Directors Chair
 - Karen Flock, Treasurer of the Board
 - – **Approved, voting attachment #1**
- f. Motion for board approval to open a Community West Bank Sweep Account for funds over \$250,000 in General Saving Account with signers for this account to be:
- Linda Braunschweiger, CEO
 - Jason Gaffner, Deputy Director
 - Teresa (Tracy) McAulay, Board of Directors Chair
 - Karen Flock, Treasurer of the Board
 - – **Approved, voting attachment #1**
 - Linda explains what sweep account is to the group. A short-term government backed account.
- g. Motion for board approval of the Bank of the Sierra Money Market Account with signers for this account to be:
- Linda Braunschweiger, CEO
 - Jason Gaffner, Deputy Director
 - Teresa (Tracy) McAulay, Board of Directors Chair
 - Karen Flock, Treasurer of the Board
 - – **Approved, voting attachment #1**
 - Linda discusses opening interest-bearing Money Market account for HTFVC.
- h. Motion for board approval to amend the resolution on the Board of Directors Minutes dated 1.27.2023 to state Tracy McAulay's legal name is Teresa McAulay. Add Teresa (Tracy) McAulay as a signer to the account documents at Bank of the Sierra.
- – **Approved, voting attachment #1**
- i. Motion for board approval to move Housing Land Trust VC funds to a new Montecito Bank Operating Account under the Housing Land Trust VC name. Signers for this account to be:
- Linda Braunschweiger, CEO, HLTVC

- Jason Gaffner, Deputy Director, HTFVC
- Alex Russell, Chair of Board of Directors- HLTVC
- Marni Brook, Treasurer of Board of Directors- HLTVC
- **Approved, voting attachment #1**
- Linda explains that we would like to open a new operating/checking account for the Housing Land Trust VC now that we have officially received our 501 c 3 status. Moving HLTVC funds that have been saved in our HTFVC account to HLTVC account.
- j. [Motion for board approval authorizing staff to prepare and submit Prop 1 LHTF Match, round 4 application for up to \\$5M and approving the HCD Board Resolution as read.](#)
- **Approved, voting attachment #1**
- Linda reads the resolution to the group. Mark asks about timing, Linda answers that the application is due mid-May, and the turnaround is estimated for September or October 2023, though often there is a delay.
- Group discusses HCD, their restrictions. Dawn discusses challenges with HCD no longer allowing matching funds for pre-development loans.
- Linda shares the 3% rate challenge is also a problem.
- Karen asked when the application is due May 15th.

Loan Program Update

- Jason shares a quick update.
- We have not invited any new projects to apply recently. We are keeping our eyes on:
 - City of Santa Paula-Dignity Moves
 - Camarillo- Jamboree project
 - Thousand Oaks-PSHHC
 - Cabrillo project
- In the next 12 months HCD requires that we will need to loan \$3.2 million in unincorporated Ventura County in order to qualify to apply for the 5th and final round of funding.

Compassion Campaign

- Linda mentioned that not all board members have RSVP'd for the event. Linda wants to have everyone register before Friday. She will also share a list of sponsors. Dawn asked for a flyer.

CEO Report

- Prop 1 LHTF Round - Three HCD Agreements Signed
- Housing Land Trust – 501(c)3 status
 - received 501(c)3 status.
 - beginning all new procedures to set up separate accounts, website, policies, and procedures, etc.
 - Working on a Weigart Foundation Grant and a Reap II opportunity for funds.
- Medical Leave
 - Linda will likely need another knee surgery in the next month or so.

Adjourn - 12:43 PM

Attachment #1
Voting Record for Minutes 4/26/2023 BOD Meeting

1) Motion: a. for board approval of the 2021/2022 Audit prepared and reviewed by Mitch Hobbs of Mitchell and Associates.

Made by	Marni Brook
Second	Elenore Vaughn
Results	Approved

Discussion:

Presentation by point of contact/associate Mitchell Hobbs.
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Board Member	Yes	No	Abstain
Tracy McAulay	X		
Ken Trigueiro	Absent		
Karen Flock	X		
Daniel Gonzalez	X		
Alex Russell	X		
Dawn Dyer	X		
Mary Ann Krause	X		
Marni Brook	X		
Jennie Buckingham	X		
Carrick DeHart	X		
Sarah McCarthy-Garcia	X		
Anthony Mireles	X		
Cathi Nye	Absent		
Lynn Oshita	X		
Stratis Perros	X		
Mark Pettit	X		
Emilio Ramirez	X		
Elenore Vaughn	X		

2) Motion: b. for board approval of the 2022 990 Tax Returns prepared and reviewed by Mitch Hobbs of Mitchell and Associates.

Made by	Alex Russell
Second	Mary Ann Krause
Results	Approved

Discussion:

Presentation by point of contact/associate Mitchell Hobbs.

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

3) Motion: c. for board approval of the March BOD Minutes

Made by	Mary Ann Krause
Second	Stratis Perros
Results	Approved

Discussion:

N/A

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

4) Motion: d. for board approval of the January & February Financial Reports

Made by	Karen Flock
Second	Mary Ann Krause
Results	Approved

Discussion:

N/A

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

5) Motion: e. for board approval to move Montecito Bank restricted and unrestricted savings accounts to the Montecito Bank Liquid Money Fund, Goldman Sachs, Government Backed Secured Account and move Funds above \$250,000 from the Montecito Bank Operating Account to a Montecito Bank Cdar Account with

signers for these accounts to be:

- Linda Braunschweiger, CEO
- Jason Gaffner, Deputy Director
- Teresa (Tracy) McAulay, Board of Directors Chair
- Karen Flock, Treasurer of the Board

Made by	Marni Brook
Second	Dawn Dyer
Results	Approved

Discussion:

recommendation move the majority of the revolving loan fund in the Goldman sacks security fund, managed through Montecito bank. The rest of the funds above \$250,000 will go into Cdar funds.

Board Member	Yes	No	Abstain
Tracy (Teresa) McAulay	X		
Ken Trigueiro	Absent		
Karen Flock	X		
Daniel Gonzalez	X		
Alex Russell	X		
Dawn Dyer	X		
Mary Ann Krause	X		
Marni Brook	X		
Jennie Buckingham	X		
Carrick DeHart	X		
Sarah McCarthy-Garcia	X		
Anthony Mireles	X		
Cathi Nye	Absent		
Lynn Oshita	X		
Stratis Perros	X		
Mark Pettit	X		
Emilio Ramirez	X		
Elenore Vaughn	X		

6) Motion: f. for board approval to open a Community West Bank Sweep Account for deposited funds above \$250,000 with

signers for this account to be:

- Linda Braunschweiger, CEO
- Jason Gaffner, Deputy Director
- Teresa (Tracy) McAulay, Board of Directors Chair
- Karen Flock, Treasurer of the Board

Made by	Karen Flock
Second	Emilio Ramirez
Results	Approved

Discussion:

Linda explains what sweep account is to the group.

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

7) Motion: g. for board approval to open a new Bank of the Sierra Money Market Account with

signers for this account to be:

- Linda Braunschweiger, CEO
- Jason Gaffner, Deputy Director
- Teresa (Tracy) McAulay, Board of Directors Chair
- Karen Flock, Treasurer of the Board

Made by	Karen Flock
Second	Elenore Vaughn
Results	Approved

Discussion:

Linda discusses opening interest-bearing Money Market account for HTFVC.

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

8) Motion: g.2. for board approval to make an amendment to the resolution on the Board of Directors Minutes dated 1.27.2023 clarifying that Tracy McAulay’s legal name is Teresa McAulay. Add Teresa (Tracy) McAulay as a signer to the signer documents at Bank of the Sierra.

Made by	Dawn Dyer
Second	Marni Brook
Results	Approved

Discussion:

Tracy McAulay’s legal name is Teresa McAulay. Please add Teresa (Tracy) McAulay as a signer to the signer documents at Bank of the Sierra.

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

9) Motion: h. for board approval to move the Housing Land Trust VC funds from the HTFVC holding account to the new Montecito Bank Operating Account being established for the HLTVC with

signers for this account to be:

- Linda Braunschweiger, CEO
- Jason Gaffner, Deputy Director
- Alex Russell, Chair of Board of Directors- HLTVC
- Marni Brook, Treasurer of Board of Directors- HLTVC

Made by	Karen Flock
Second	Mary Ann Krause
Results	Approved

Discussion:

Linda explains that we would like to open a new operating/checking account for the Housing Land Trust VC now that we have officially earned our 501 c 3 status. Moving HLTVC funds that have been saved in our HTFVC account to HLTVC account.

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

10) Motion: i. for board approval authorizing staff to prepare and submit Prop 1 LHTF Match, round 4 application for up to \$5M and approving the HCD Board Resolution as read.

Made by	Mary Ann Krause
Second	Dawn Dyer
Results	Approved

Discussion:

Linda reads the resolution to the group. Mark asks about timing, Linda answers that the application is due mid-May, and the turnaround is estimated for September or October 2023, though often there is a delay. Group discusses HCD, their restrictions. Dawn discusses challenges with HCD no longer allowing matching funds for pre-development loans. Linda shares the 3% rate challenge is also a problem. Karen asked when the application is due May 15th.

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