

**Ventura County Housing Trust Fund  
Board of Directors Meeting – Wednesday, July 28, 2021  
Meeting as a Zoom Call  
11:30am-12:30pm**

**MINUTES**

**Board Attendance:** Jennie Buckingham, Mark Pettit, Karen Flock, Mary Ann Krause, Tracy McAulay, Daniel Gonzalez, Anthony Mireles, Brittany Seniff, Marni Brook,

**Late Arrival:** Alex calls in and gives his proxy to Tracy, 12:10; Cathi Nye joins meeting 12:11

**Absent:** Emilio Ramirez, Carrick Dehart, Dawn Dyer, Stratis Perros, Lynn Oshita, Cesar Hernandez; Ken Trigueiro

**Staff Attendance:** Linda Braunschweiger; Tobie Roach

**Meeting called to order at 11:30 by Tracy McAulay**

**Welcome/General Updates** - Tracy McAulay will lead the meeting based on Alex's absence. There is not a quorum of board members so agenda is adjusted

**CEO's Report** – given by Linda notes by Tobie

1. Prop. 1 Round 2 NOFA – due Friday 7-30-21
  - Applied for \$5million. Competitive. A couple of areas we may score lower on.
  - Historically we do not give long term loans. We may like to look into this for the next year. We should make the decision before the next round of NOFA applications.
2. Grants' update
  - Wells Fargo gave us another \$20,000 grant for our Compassion Campaign. That brings us up to about \$80,000 for our event.
3. CEO/CFO Roundtable August 31
  - If you have any suggestions/contacts for this round, let us know please.
4. 2020 Annual Meeting and Annual Event Ideas
  - Next years event we're hoping to have live, outdoors and an evening of socialization & good speaker(s)
  - We will be starting our event planning ASAP because we suspect venues will be booking up soon, if not already. We could use your help/volunteering.

- *Discussion notes on Annual Event:*
  - *Mark have we talked about housing for young people, those out of college trying to find affordable housing?*
  - *Linda- yes, at CSUCI a few years ago.*
  - *Jennie – asks about event date/months for future?*
  - *Anthony recommended early May.*
  - *Mary Ann – the issue also not having early enough start to do by May.*
  - *Jennie recommends booking early and keeping attention to refund policies.*
  - *Anthony suggests and Marni seconds the idea of looking into Old Creek Winery and Ranch (before Ojai)*
  - *Someone recommends we try Marvilla Gardens again.*

Some time spent trying to get ahold of at least one more board member for quorum before voting. Need 10 people. Cathi arrives at meeting at 12:11 pm and proceeds to take notes. Alex calls in and gives his proxy to Tracy for Action items

**Action items:**

**Consent MOTION:** 6/23/21 BOD Meeting Minutes – Approved - **voting record attachment #1**

**Non-Consent MOTION:** 2<sup>nd</sup> Quarter Financials - Approved - **voting record attachment #1**

**Underwriting Committee Report**

- I. Recommending Board Approval on \$3,225,000 Construction Loan to Housing Authority City of San Buenaventura for Westview II in Ventura

*Karen reviews the project. It's a re-construction of public housing to become 320 units in Ventura.*

*Linda shares timeline- shooting for January to start but can extend to begin in March.*

*Due to conflict of interest Karen goes to waiting room 12:26 pm for motion and board discussion on project; She returns to meeting at 12:28*

**MOTION:** \$3,225,000 Construction Loan to Housing Authority City of San Buenaventura for Westview II project– Approved - **voting record attachment #2**

II. Recommend Board Approval on Partners, \$800,000 Predevelopment Loan to Community Development Partners for 2<sup>nd</sup> & B Street project in Oxnard

*Brittany shares information about the project By Community Development Partners, 55 permanent units using various lines of credit to fund loan*

*Linda reminds BOD that is project is being developed on property that the City of Oxnard donating land to HTF, once it goes through, it will go to the Land trust.*

*Loan projected to be about 18 months.*

*Due to conflict of interest Brittany goes to waiting room 12:30 pm for motion and board discussion on project; She returns to meeting at 12:32*

**MOTION:** \$800,000 Predevelopment Loan to Community Development Partners for 2<sup>nd</sup> & B Street project in Oxnard – Approved - **voting record attachment #2**

**Office Management/Staffing**

No Update

**Adjourn at 12:33 pm**

**Attachment #1  
Voting Record for Minutes 7/28/2021 BOD Meeting**

**Motion to Approve 6/23/21 BOD Meeting Minutes**

<b>Made By</b>	Mary Ann Krause
<b>2nd</b>	Anthony Mireles
<b>Results</b>	Approved

Discussion: None

<b>Board Members</b>	yes	no	abstain
Alex Russell	By proxy		
Tracy McAulay	X		
Karen Flock	X		
Cathi Nye	X		
Jennie Buckingham	X		
Dawn Dyer	Absent		
Mary Ann Krause	X		
Marni Brook	X		
Cesar Hernandez	Absent		
Carrick DeHart	Absent		
Anthony Mireles	X		
Lynn Oshita	Absent		
Stratis Perros	Absent		
Mark Petit	X		
Emilio Ramirez	Absent		
Brittany Seniff	X		
Ken Trigueiro	Absent		
Daniel Gonzalez	X		

**Motion to Approve: 2<sup>nd</sup> Quarter Financials**

<b>Made By</b>	Karen Flock
<b>2nd</b>	Mary Ann Krause
<b>Results</b>	Approved

Discussion:

*Mark: asks for CDFI, does the Board get to look at how it will be distributed?*

*Linda: answers yes, we can use for Lending, reserves, Admin.*

*Linda reviews the revisions on ratios and financials based on Executive Committees recent questions*

<b>Board Members</b>	yes	no	abstain
Alex Russell	By proxy		
Tracy McAulay	X		
Karen Flock	X		
Cathi Nye	X		
Jennie Buckingham	X		
Dawn Dyer	Absent		
Mary Ann Krause	X		
Marni Brook	X		
Cesar Hernandez	Absent		
Carrick DeHart	Absent		
Anthony Mireles	X		
Lynn Oshita	Absent		
Stratis Perros	Absent		
Mark Petit	X		
Emilio Ramirez	Absent		
Brittany Seniff	X		
Ken Trigueiro	Absent		
Daniel Gonzalez	X		

**Attachment #2**  
**Voting Record for Minutes 7/28/2021 BOD Meeting**

**Motion to Approve:** \$3,225,000 Construction Loan to Housing Authority City of San Buenaventura for Westview II.

<b>Made By</b>	Cathi Nye
<b>2nd</b>	Anthony Mireles
<b>Results</b>	Approved

No Discussion

<b>Board Members</b>	yes	no	abstain
Alex Russell	By proxy		
Tracy McAulay	X		
Karen Flock	Absent		
Cathi Nye	X		
Jennie Buckingham	X		
Dawn Dyer	Absent		
Mary Ann Krause	X		
Marni Brook	X		
Cesar Hernandez	Absent		
Carrick DeHart	Absent		
Anthony Mireles	X		
Lynn Oshita	Absent		
Stratis Perros	Absent		
Mark Petit	X		
Emilio Ramirez	Absent		
Brittany Seniff	X		
Ken Trigueiro	Absent		
Daniel Gonzalez	X		

**Motion to Approve:** \$800,000 Predevelopment Loan to Community Development Partners for 2<sup>nd</sup> & B Street project in Oxnard

<b>Made By</b>	Cathi Nye
<b>2nd</b>	Jennie Buckingham
<b>Results</b>	Approved

No Discussion

<b>Board Members</b>	yes	no	abstain
Alex Russell	By proxy		
Tracy McAulay	X		
Karen Flock	X		
Cathi Nye	X		
Jennie Buckingham	X		
Dawn Dyer	Absent		
Mary Ann Krause	X		
Marni Brook	X		
Cesar Hernandez	Absent		
Carrick DeHart	Absent		
Anthony Mireles	X		
Lynn Oshita	Absent		
Stratis Perros	Absent		
Mark Petit	X		
Emilio Ramirez	Absent		
Brittany Seniff	Absent		
Ken Trigueiro	Absent		
Daniel Gonzalez	X		