

**Minutes of the Board of Directors Meeting**

Wednesday, February 6, 2019, in the  
Globin Hall at Saint Theresa Catholic Church, at 5:30 P.M.  
1041 Lyons Avenue, South Lake Tahoe, California 96150

Board Members Present: Francie Alling, Lyn Barnett, Allan Bisbee, MaryAnne Brand, Jesse Walker  
Absent: Karen Fink and Chaplain Monsignor Wallace  
Staff: C. Rosburg

Item 1. Opening Prayer. Opening prayer was led by Lyn Barnett.

Item 2. Call to Order and Approval of Agenda. President Barnett called the meeting to order at 5:35 p.m.

Item 3: Roll Call of Board Members and Determination of Board Quorum (Secretary) A quorum of the board was determined to be present.

Item 4: Open Floor (*The President invites members and guests to comment on any item not listed on the agenda. Please limit comments to three minutes.*) No comments.

Item 5: Review and Approval of Minutes from the Board of Directors Meeting held December 5, 2018. Brand questioned if the clarification of information she had requested had been updated. Additional details she had asked for under Item 8 – were included pertaining to the name and title for CCHD Grant Specialist, Sean Wendlinder, A motion was made to approve the minutes by Brand and seconded Alling. The minutes of the December 5, 2018 BOD meeting were approved by all.

Item 6: Update on Barton Health Project. President Barnett reported that he had written and called Elizabeth Stork and has received no response back. There was also news in yesterday's paper of a potential strike that may be the cause of having not heard anything back regarding the MOU draft that was submitted in October. We were to have started talking to their charity benefit groups to try to raise the matching \$50,000.00 and their PR department would have been creating a brochure and adding the information to their website about the EASE Home Program. The possibility of taking the program to another partner is something to consider. Brand suggested that we might want to talk to the Tahoe Prosperity Center to put the word out that we have this program in place and want to find an interested partner. Walker said that he would talk to Heidi Hill Drum for suggestions on a new program partner. After having spoken to Lois Roberts, Rosburg relayed that in order to get access to the account information for the \$50,000.00 EASE Home Funds a letter drafted to El Dorado Community Foundation and signed by President Lyn Barnett that names our loan advisory committee is required. The draft of this letter was submitted to the Board of Directors to review. President Barnett said he would sign the letter to send in. Rosburg informed the Board that she was told the account does earn interest and the statements are done yearly, unless we request otherwise.

Item 7: Update on Tahoe Women's Community Fund Grant and South Lake Tahoe "Community" Grant requiring direction from Board on extension or next step. There was an application was given out on Thursday to an individual that doesn't meet our residency requirements but has three children in the LTUSD Rosburg explained. They have been here six months since the start of the school year. The Motel to Housing requirements residency requirements were discussed and the Board decided to lower the limit from 12 months residency in Lake Tahoe to 6 months residency in Lake Tahoe. The Board directed that we go ahead and ask for an extension to use the remaining grant funds and explain that we have been giving out loan applications but that they are not coming back because of a shortage of housing. If they want to have the money returned, we will write a check and return the remaining funds. An effort to increase our outreach through the schools and taking MTH flyers to the Boys and Girls Club was discussed. The board asked that they all be emailed a PDF of the MTH flyer to have for distribution.

Item 8: Update on Sierra Garden Apartments. President Barnett asked John Bacigalupi to submit an email and he talked to Tracy O'Neal briefly today about Sierra Garden Apartments. The laundry is fully operational and accessible. There was a problem with the door requirement of needing to always be



locked, and accessible only with a key. They had to retool the door now it is working. The mail boxes are now installed in the laundry area and parcel lockers are being added this week. The computer stations are up and running, and MBS property management is still looking a setting up firewall controls to limit access. They hope to have the stations fully operational by February 8, 2019. We decided as a board that we would buy some USB Flash drives before the dedication ceremony. Spending \$100.00 for some USB Flash drives to have available in the SGA office to hand out to the residents in the SGA office would be good. PDG is making progress in converting to a permanent loan, estimating that in 3 to 6 months they will have this done. They believe the developer fee will be \$763,350.00 or which 1/3 or \$254,000.00 will be paid to SJCLT with the limited partnership. Tracy O'Neal reported that everything is moving along smoothly at SGA, their residents are happy, and she is very happy with her new office. The community room has been used by residents for different reasons and they have been keeping it clean. Discussion of the waitlist - 2 bedroom units (48 applicants), 1 bedroom (92 applicants), and ADA units (13 applicants) took place amongst the board members as to how concerning these numbers were. Brand pointed out how there are one-and-one-half times the people on the wait list than there are units. President Barnett addressed missing property from SGA due to a former employee, stating a demand letter being written by our attorney.

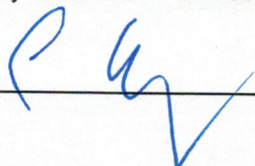
Item 9: Advance. ADVANCE has proposed that a resident survey assessing needs for services that ADVANCE can provide be done to see if there is an interest. President Barnett indicated that we need proof of insurance as part of our loan agreement, and we are required to have anybody coming on the property to have insurance. A survey telling the residence what ADVANCE offers can question the residents as to whether they would take advantage of these services if they were offered in the community room. We have many people who are not looking for jobs or an education. They just want basic life or computer skills to know how balance a checkbook, or to use the internet, send emails or to be able to pay their bills. People are going to ask many questions and the managers need to have a schedule to be able to provide some answers.

Item 10: Finances. In pulling together information for the taxes, Brand discussed how Stephanie Lenstrom at Dave Olivo's office noticed the construction reserve account that had \$100,000.00 in it that needed to be closed with the restructuring of the SGA LLC. From the \$100,000 and the interest earned, we received our 51% share for \$66,463.90 from Sierra Garden SGP LLC. After we put the \$50,000.00 into the EASE Home Fund Program, our balances had gone down but now we are back up to \$377,000 with this check. With our donor advised funds, and the EASE Home Funds and all of that is really fund accounting. This \$50,000 EASE Home Fund is going to have to be a footnote, because we cannot really get it into QuickBooks to show in its own little place. On the bank balances report, we still do not have Parasol Foundation on there and it needs to accounted there somewhere. El Dorado Community Foundation should be shown here too, but it is not really our bank account, it is a trust. Allocation of funds received over \$250.00 was discussed by the Board, and the following determinations were made; El Dorado Savings Bank donation of \$2000 - allocated to the General Fund, the Pfund Family Foundation donation of \$5000 - allocated to the General Fund, Alling contribution 2018 \$300 - allocated to The Housing Fund, and Sierra Garden SGP LLC \$66,463.90 - \$50,000 allocated to the General Fund with the remaining \$16,463.90 allocated to the Housing Fund. President Barnett asked for a motion to accept the allocations as proposed. Walker made a motion to accept the allocations and Bisbee seconded the motion. The motion passed unanimously. President Barnett discussed in relation to finances a call he had before Christmas with Sean Wendlinder, encouraging us to applying with the Catholic Campaign for Human Development for a \$50,000.00 grant next year.

Item 11: Update on 2018/19 Membership Drive (Alling, Brand, Fink) Nothing new to report.

Item 12: Adjournment and Closing Prayer. The next meeting location was discussed and set for Wednesday April 3<sup>rd</sup> at Our Lady of Tahoe. The meeting adjourned at 6:57 p.m., and President Barnett said and closing prayer.

Respectfully submitted:



Administrative Assistant 4/03/19