

MINUTES

MEETING OF THE BOARD OF DIRECTORS OF THE TRUCKEE TAHOE WORKFORCE HOUSING AGENCY

April 15, 2020

1. CALL TO ORDER – 8:37

Directors Present: Harry Weis, Tahoe Forest Health System
Dr. Robert Leri, Tahoe Truckee Unified School District
Kevin Smith, Truckee Tahoe Airport District
Steven Poncelet, Truckee Donner Public Utility District (Alt.)

Also Present: Emily Vitas, Executive Director
Brent Collinson, General Counsel

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT No public comment was made

4. DISCUSSION ITEMS

a. Executive Director Report

- i. County Treasury Update: Emily Vitas informed the board that the agency does not need to register with Nevada County Treasury. No board discussion ensued.
- ii. Form 700 Financial Disclosures: Emily asked the board to complete and submit the Form 700 to her by the deadline of April 17, 2020. In discussion, it was clarified that submissions should be mailed to Emily by end of day Friday, April 17 as forms were due 30 days from the March 18, 2020 board meeting.
- iii. AB1234 Ethics Training: Emily informed the board that AB1234 Ethics Training Certificates of Completion would also need to be submitted. Discussion ensued.
- iv. Agency Budget and Work Plan: Emily updated the board on progress in drafting an annual budget and work plan for Fiscal Year 2020-21. Director Weis stated that a monthly written report with updates to the board would be appreciated.
- v. Website and Email: Emily updated the board on progress around an agency email system and website. No board discussion ensued.

5. ITEMS FOR IMMEDIATE ACTION

- a. Review and Approve Minutes of the March 18, 2020 Board Meeting
Motion made by Director Smith. Seconded by Director Poncelet. Roll Call vote was conducted.

Ayes: Leri, Poncelet, Weis, Smith

Noes:

b. Discussion and Action to Select a Banking Institution

Discussion Ensued

Motion made by Director Smith for Emily Vitas to open an account at US Bank.
Seconded by Director Leri. Roll Call vote was conducted.

Ayes: Leri, Poncelet, Weis, Smith

Notes:

c. Resolution Authorizing the Opening of One or More Bank Accounts and Authorizing Emily Vitas to Obtain and Circulate Signature Cards for Each Such Account

Motion made by Director Poncelet. Seconded by Director Leri.

Roll Call vote was conducted.

Ayes: Leri, Poncelet, Weis, Smith

Noes:

6. NEW BUSINESS

a. Discussion and Action to Participate in Mountain Housing Council '2.0'

Discussion ensued around whether the agency should participate as a funding or community partner. It was decided that the agency will participate as a community partner, with no funding commitment.

Motion made by Director Smith. Seconded by Director Poncelet.

Roll Call vote was conducted.

Ayes: Leri, Poncelet, Weis, Smith

Noes:

7. BOARD COMMENTS

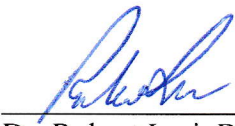
a. Director Weis informed the board that Emily Vitas started as a part-time Executive Director on April 6. Emily's employment is through the Tahoe Forest Hospital District, with the Truckee Tahoe Workforce Housing Agency reimbursing the salary amount to the hospital.

b. Director Weis thanked Director Smith and airport staff for their supporting of the agency's housing needs.

8. ADJOURNMENT – 9:38



Harry Weis, Board Chair



Dr. Robert Leri, Board Secretary