

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

December 16, 2020, 8:30am

1. CALL TO ORDER: 8:32

Directors Present: Harry Weis, Tahoe Forest Hospital District
Carmen Ghysels, Tahoe Truckee Unified School District
Kevin Smith, Truckee Tahoe Airport District
Steven Poncelet, Truckee Donner Public Utility District

Also Present: Emily Vitas, Executive Director
Ted Owens, Tahoe Forest Hospital District

2. PUBLIC COMMENT

No public comment

3. CONSENT ITEMS

- a. Minutes of the October 21, 2020 Board Meeting
- b. Minutes of the October 26, 2020 Special Meeting
- c. October 2020 Financials
- d. November 2020 Financials

Motion to approve made by Director Poncelet. Seconded by Director Smith

Ayes: Smith, Ghysels, Weis, Poncelet

Noes: None

4. REPORTS AND PRESENTATIONS

- a. Presentation: Agency Financials and Accounting Practices – Jen Ellermeyer, Supporting Strategies

The board received a presentation covering the agency accounting practices of recently hired Supporting Strategies. The presentation covered the shift to an online accounts payable process and a request to shift financial approval to allow for sufficient time to complete the previous months' financials. The board agreed to approve financials two months in arrears at each board meeting.

- b. Executive Director Report

Ms Vitas provided an update on agency housing programs, regional housing programs and partner updates, and local development projects.

5. ITEMS FOR BOARD DISCUSSION

- a. Review and Discussion of Updated Agency Work Plan and Draft Housing Work Plan
The board discussed the updates to the Agency Work Plan and the Draft Housing Work Plan. It was decided that the agency will move forward with the draft plan, and Ms Vitas will bring the completed draft to the board at the January 20 meeting for approval.
- b. Discussion of Workforce Housing Agency Member Expansion
Ms Vitas updated the board on the discussions to date with Town of Truckee and Placer County, and the recently received letter of interest from the entities.

Board discussion ensued. The board appointed Ms Vitas and Ted Owens to pursue conversations with the Town and Counties, and to return with an update and recommendation for next steps at the January board meeting.

6. DIRECTOR COMMENTS

None

7. ADJOURN: 10:06

Motion to approve made by Director Poncelet. Seconded by Director Smith

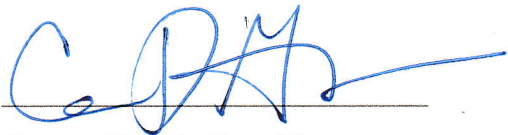
Ayes: Smith, Weis, Poncelet

Absent: Ghysels

Noes: None



Harry Weis, Board Chair



Carmen Ghysels, Board Secretary