

MAMMOTH LAKES HOUSING, INC.
Board of Directors Meeting

Monday, September 17, 2018
Meeting at 2 p.m.

COUNCIL CHAMBER, 437 OLD MAMMOTH ROAD
MINARET VILLAGE SHOPPING CENTER, SUITE Z

Agenda

NOTE: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Mammoth Lakes Housing, Inc. at (760) 934-4740. Notification 48 hours prior to the meeting will enable Mammoth Lakes Housing, Inc to make arrangements to ensure accessibility to this meeting. (28 CFR 13.102-35.104 ADA Title II)

- I. Call to Order
- II. Roll Call
Lindsay Barksdale, Stacy Corless, Zoraya Cruz, Tom Hodges, Jiselle Kenny, Kirk Stapp, John Wentworth
- III. Public Comments
This is the established time for any member of the public wishing to address the Mammoth Lakes Housing, Inc. Board of Directors on any matter that does not otherwise appear on the agenda. Members of the public desiring to speak on a matter appearing on the agenda should ask the Chairman for the opportunity to be heard when the item comes up for consideration.
- IV. Recruitment of the Grant and Financial Associate position
- V. MLH Board to identify its designated representative(s) for negotiations regarding employee matters pursuant to Government Code Section 54957.6

CLOSED SESSION

- VI. Pursuant to Government Code Section 54956.8, the Board will hold a closed session to discuss property negotiations and possible staff directions and/or action – APN 033-112-039-000

Property: 61 Callahan Way, #G-3

Negotiating Parties: Patricia Robertson representing MLH (prospective buyer);
Amanda Lamberth (Owner)

Under Negotiation: Terms of sale

- VII. Pursuant to Government Code Section 54957.6 the Board shall hold a closed session with the Board's designated representative(s) regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its unrepresented employees and may include discussion of MLH's available funds

and funding priorities, but only insofar as these discussions relate to providing instructions to the local agency's designated representative(s). The purpose of this is to review MLH's position and instructing MLH's designated representative(s).



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STAFF REPORT

Subject: Recruitment of the Grant & Financial Associate position –
informational item

Presented by: Patricia Robertson, Acting Executive Director

BACKGROUND

The 2018-2019 Mammoth Lakes Housing work program requires two full time employees to successfully complete.

At the September 10, 2018 Board of Director's meeting, the Board directed staff to bring back the job description and salary range for the Grant & Financial Associate.

A salary comparison was completed and is attached to this report. Based on the comparable salaries, it is estimated that an appropriate salary range for the 2018-19 fiscal year would be between \$20.67/hour and \$27.88/hour, dependent on the skills and experience of the applicant.

FINANCIAL CONSIDERATIONS

The Board approved the 2018-19 Fiscal Year budget on June 6, 2018. The total allocation for Payroll Expenses is \$281,438. This includes wages, payroll taxes, and benefits.

Current, year-to-date expenditures are \$46,285.

The recommended salary range for the Grant & Financial Associate is within the current budgeted allocation.

NEXT STEPS

Staff will work with the Town's human resources department to complete the recruitment efforts.

Draft timeline:

- Post job – September 21

- Review of applications ongoing – through November 2 (6 weeks)
- Complete interviews – November 16
- Hire and start by December 3 (10 weeks)

STAFF RECOMMENDATION

Staff recommends that the Board discuss the information provided and give staff direction regarding the recruitment of the Grant & Financial Associate position.

ATTACHMENT

Job description – Grant and Financial Associate

**Grant Financial Associate
Salary Comps
September 2018**

POSITION	EMPLOYER	YEAR	BASE PAY	2018 ADJUSTED*
Housing Finance Analyst	Housing Authority - Sacramento	2016	\$54,430	\$56,607
Housing Assistant I	Housing Authority - San Luis Obispo	2015	\$40,342	\$42,763
Administrative Support Manager	Housing Authority - San Luis Obispo	2015	\$49,124	\$52,071
Housing Resource Specialist	Housing Authority - Santa Cruz	2016	\$55,422	\$57,639
Assistant Housing Administrator	Housing Authority - Oakland	2017	\$44,167	\$45,050
Assistant Planner	Town of Mammoth Lakes	2017	\$49,491	\$50,481
Accounting Assistant	Town of Mammoth Lakes	2017	\$44,359	\$45,246
			AVERAGE	\$49,980

*Base salaries were adjusted by 2% increase per year



GRANT AND FINANCIAL ASSOCIATE

\$20.67/hr. - \$27.88/hr.

DEFINITION

Mammoth Lakes Housing, Inc. (MLH), a nonprofit public benefit housing corporation, is accepting applications for a Grant and Financial Associate. Experienced office professional needed to provide grant reporting, manage databases, process accounts payable/receivable and payroll, provide excellent customer service, and assist the Executive Director with the implementation of workforce housing programs and projects. The ideal candidate will be committed to affordable housing and social justice issues.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Prepare, process, maintain, and verify purchasing, financial and accounting documents and records; perform accounting and financial office support work in areas such as payroll, cashiering, accounts receivable and payable, fixed assets, and record keeping in QuickBooks.
- Coordinate and monitor the budget, including the integrity of internal controls.
- Prepare and submit periodic grant reports for the State Housing and Community Development Department and ensure agency compliance with requirements and procedures.
- Independently respond to letters, general correspondence, and e-mails of a routine nature.
- Research, analyze, and interpret social, economic, population, and land use data trends; prepare written reports.
- Receive and review applications for eligibility with program guidelines, and obtain additional information, when necessary, to complete files and database.
- Attend the Board of Directors meetings, taking and transcribing minutes of the meeting, and performing related support services.
- Establish and maintain record keeping and filing systems.
- Maintain and update the organization's website as appropriate.

QUALIFICATIONS

Knowledge of:

- Excellent communication skills including English usage, spelling, grammar, and punctuation.
- Modern office practices, procedures, methods, and equipment.
- Principles of work planning, organization, and scheduling.
- Generally accepted accounting and bookkeeping principles and procedures and their application to payroll and basic accounting transactions.
- Computer proficiency in Microsoft Office Suite.
- Experience with QuickBooks, or other accounting packages. QuickBooks training can be provided, if necessary.
- Principles and practices of community planning desired.
- Spanish language proficiency desired.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Provide premier customer service to a broad range of clientele.
- Work cooperatively with other agencies; facilitate cooperation in pressured or confrontational situations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Ability to work independently while being a team player.
- Use judgment to make sound decisions.
- Use discretion and maintain confidentiality in given assignments.
- Gather, prepare, and maintain accurate and complete records and reports.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- Two years of work experience in the areas of grant writing, reporting, community planning, database management, accounting and budgeting/finance or comparable field.

Education/Training:

- BA/BS in related field and/or equivalent work experience.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, QuickBooks accounting software, telephone, calculator, copy, fax, and mail machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job the employee is frequently required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold and manipulate office equipment and talk and hear. The employee is occasionally required to carry up to 25 pounds. The employee may be required to stoop, crawl, crouch, balance, or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally, or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry processes and procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

COMPENSATION

A compensation package is negotiable depending on the qualified applicant's experience and the benefits package requested.

APPLICATION PROCEDURE

Applicants should submit a completed application, résumé, and letter of interest to Mammoth Lakes Housing, Inc. Post Office Box 260, Mammoth Lakes, CA 93546, or patricia@mammothlakeshousing.org.

Review of applications will begin November 5, 2018; position will remain open until filled.



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STAFF REPORT

Subject: MLH Board to identify its designated representative(s) for negotiations regarding employee matters pursuant to Government Code Section 54957.6 – *action item*

Presented by: Patricia Robertson, Acting Executive Director

BACKGROUND

Prior to holding the closed session under Agenda Item VII, the MLH Board must hold an open and public session in which it identifies its designated representative(s) for the negotiations.

You may not designate more than a quorum of the board members as the negotiators. At most, MLH would want two board members as the negotiators. These representatives will meet with staff and then come back to the full board in closed session to provide an update and seek guidance at a future meeting.

CLOSED SESSION

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