



Board of Directors Meeting

**Monday, June 1, 2020
Meeting at 6:00 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).

NOTE: This meeting will be conducted pursuant to the provisions of the Governor's Executive Order which suspends certain requirements of the Ralph M. Brown Act. It is strongly encouraged that you watch this meeting live through the online Granicus system here:

http://mammothlakes.granicus.com/ViewPublisher.php?view_id=4 or on the local government cable channel 18. Public comments can be submitted to the Executive Director at patricia@mammothlakeshousing.org or the Assistant Town Clerk at Angela Plaisted aplaisted@townofmammothlakes.ca.gov.

1. Call to Order of the regular meeting of the public benefit corporation, 501(c)3, Mammoth Lakes Housing, Inc. whose mission is to support affordable housing for a viable economy and sustainable community.

Roll call: Lindsay Barksdale, Zoraya Cruz, Tom Hodges, Jiselle Kenny, Jennifer Kreitz, Kirk Stapp, Agnes Vianzon, Richard Plaisted

2. 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.
3. Approval of the minutes from the May 4, 2020 regular Board meetings – *action item*

4. Diversity, Equity, & Inclusion presentation by José González – *information item*
5. Review and possibly approve the Mammoth Lakes Housing Draft 2020/2021 Fiscal Year Budget – *action item*
6. Board Member Reports
7. Updates from Committees – *information item*
 - a. Governance (standing)
Kirk, Jennifer, Agnes
 - b. Diversity, Equity, & Inclusion (standing)
Zoraya, Jiselle
 - c. Programs & Housing Development (ad-hoc)
Tom, Richard, Jennifer, Lindsay
 - d. Marketing & Communications (ad-hoc)
Jiselle, Lindsay
 - e. Board Nominations Committee (ad-hoc)
Lindsay, Tom

CLOSED SESSION

8. Pursuant to Government Code Section 54957, the Board will hold a closed session to consider the evaluation of performance of an employee, title: Executive Director.

Announcement of Action taken in Closed Session

9. Adjourn, to the regular Board meeting scheduled for July 6, 2020

MAMMOTH LAKES HOUSING BOARD

MINUTES OF REGULAR MEETING

MAY 4, 2020

1. CALL TO ORDER

The meeting was called to order at 6:03 p.m.

President Kirk Stapp, Vice President Jennifer Kreitz, and Board Members Lindsay Barksdale, Zoraya Cruz, Tom Hodges, Jiselle Kenny, Agnes Vianzon and Richard Plaisted were present.

2. PUBLIC COMMENTS

There were no public comments given at this time.

Executive Director Patricia Robertson gave an update on current MLH activities and staffing. Ms. Robertson announced that the Town of Mammoth Lakes had approved \$200k for rental assistance and reported that First 5 made a \$10,000 donation. She said that community members had offered to donate as well. She reported that she had also asked Mono County for assistance. Ms. Robertson said that the Rental Assistance Application was available on the MLH website and reported that sixty-two applications had been submitted since April 30th, eleven of which had been processed, and said that checks would be sent out later in the week.

There was discussion between Ms. Robertson and members of the Board.

3. Approval of the minutes from the March 2, 2020 and April 6, 2020 regular Board meetings – action item

ACTION: It was moved by Vice President Jennifer Kreitz, seconded by Board Member Lindsay Barksdale, with Board Member Tom Hodges abstaining, and carried by a 7-0 roll call vote to approve the minutes from the March 2, 2020 and April 6, 2020 meetings.

4. Review and approve the MLH and Sierra Housing Advocates, LLC FY 2019-20 Third Quarter Draft Financial Statements – action item

Executive Director Patricia Robertson outlined the information in the MLH and Sierra Housing Advocates, LLC Fiscal Year 2019/20 Third Quarter Draft Financial Statements.

There was discussion between Ms. Robertson and members of the Board.

ACTION: It was moved by Vice President Jennifer Kreitz, seconded by Board Member Tom Hodges and carried by an 8-0 roll call vote to approve the MLH and Sierra Housing Advocates, LLC FY 2019-20 Third Quarter Draft Financial Statements.

5. Review and possibly approve the Mammoth Lakes Housing Draft 2020/2021 Fiscal Year Budget – action item

Executive Director Patricia Robertson outlined the information in the MLH Fiscal Year 2020/21 Budget.

Vice President Jennifer Kreitz reported that she would like to see amendments made to the budget prior to Board approval.

SPEAKING FROM THE FLOOR:

Town of Mammoth Lakes Community and Economic Development Director Sandra Moberly reported that she did not anticipate any cuts in funding to MLH from TOML for the next fiscal year.

There was discussion between Ms. Robertson and members of the Board.

CONSENSUS: There was consensus from the Board to direct staff to bring back the proposed budget at the June Meeting amended to add wording to clarify how the budget would support MLH's strategic plan.

6. Board Member Reports

Board Member Tom Hodges reported that he had worked on a feasibility analysis on a property on Arrowhead Drive with regard to Accessory Dwelling Units (ADU) and container conversions. Mr. Hodges said that he had worked with a private developer on the Sierra Valley Sites. He spoke about TOML's density bonus program and said that he was interested in pursuing prefabricated units for the Parcel. He said that he would like to make progress on things while there was some downtime due to the virus and wanted to research additional funding opportunities and work on the Housing Action Plan.

Vice President Jennifer Kreitz said that she thought the MLH monthly meetings should continue with regular agenda items, not just urgent items so the housing issue would continue to be addressed, or at a minimum the Development and Programs Committee should meet to discuss housing, preferably before Memorial Day. Ms. Kreitz reported that she had participated in the California Coalition for Rural Housing's (CCRH) Legislative teleconference recently. She spoke about a bill that the CCRH had worked on and reported that the three top priorities for the legislatures were COVID-19, fires and homelessness. She said that Mono County hosted a presenter in February who discussed local housing trust funds, and she reported that new guidelines had recently been announced.

President Kirk Stapp reported that the Town Council had discussed ADUs and said that they had not dismissed the idea. Mr. Stapp said that he felt it was a niche that needed to be pursued.

There was discussion between Ms. Robertson and members of the Board.

CLOSED SESSION

7. Property Negotiations: 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 040-151-012-000 Property: 1700 Old Mammoth Road, #H-104, Mammoth Lakes, CA 93546
Negotiating Parties: Patricia Robertson representing MLH (prospective buyer); Heather and Karl Anderson (Owner)
Under Negotiation: Terms of sale

Announcement of Action taken in Closed Session

The Board went into closed session at 7:06 p.m.

The Board reconvened from closed session at 7:21 p.m.

Executive Director Patricia Robertson reported that the Board voted unanimously to choose Option 1, which was to not exercise the MLH Option at this time, instead they would ask the owners to list the unit for sale to an income-eligible household. If the owners were unable to find an eligible buyer and did not rescind their Notice of Intent to Transfer, staff was authorized to purchase the unit if Revolving Loan Funds (RLF) were available.

8. Adjourn, to the regular Board meeting scheduled for June 1, 2020

The meeting was adjourned at 7:25 p.m. to the next regular Board meeting scheduled on June 1, 2020.

Respectfully submitted,

Angela Plaisted
Assistant Clerk
Town of Mammoth Lakes

Patricia Robertson
Secretary
Mammoth Lakes Housing, Inc.

ADOPTED TBD

MAMMOTH LAKES HOUSING, INC.
FISCAL YEAR 20/21 OPERATING BUDGET

	FY 20/21 Budget	FY 19/20 Forecast Actual	FY 19/20 Budget	Variances		Comments Strategic Plan Alignment	Board Strategic Priorities Nov-19
				20/21 Budget vs. 19/20 Budget \$	%		
REVENUE							
Town Contract Services	330,000	330,000	330,000	-	0%	C-3 "Serve and support existing collaborative efforts for housing"	B-1.4 "Provide educational and referral services to match and keep people in housing"
Contract Income - Other	13,200	92,801	29,070	(15,870)	-55%	A-1.3 "Collaborate with regional partners to reach MLH goals"; C-1 "Strengthen relationships with partners in order to work together to create housing units"	
Property Management Fees	26,500	27,591	26,500	-	0%	B-1.3 "Provide property management services for existing MLH rental units"	
Fundraising	1,000	8,075	-	-	0%	D-1 "Raise \$20,000 in 5 years in private donations"	D-2. "Diversify income to expand possibilities and programs"
Application Revenue	550	575	500	50	10%	B-1 "Serve over 1,000 people through MLH programs and services"	
Misc. Revenue	5,000	-	-	5,000	0%	B-1.2.1 "Provide stewardship services for 38 ownership deed restrictions"	
Grant Administration / Activity Fees	43,520	45,310	46,000	(2,480)	-5%	B-1 "Serve over 1,000 people through MLH programs and services"	B-1.1 "Manage housing loan programs"
Total Revenue	\$ 419,770	\$ 504,352	\$ 432,070	\$ (12,300)	-3%		

ADOPTED TBD

MAMMOTH LAKES HOUSING, INC.
FISCAL YEAR 20/21 OPERATING BUDGET

	FY 20/21 Budget	FY 19/20 Forecast Actual	FY 19/20 Budget	Variances		Comments Strategic Plan Alignment	Board Strategic Priorities Nov-19
				20/21 Budget vs. 19/20 Budget \$	%		
OPERATING EXPENSES							
Marketing	3,400	2,804	3,400	-	0%	E-1 "Build awareness and support for MLH through a strong marketing program"	E-1.1 "Create marketing plan"
Board Development	3,000	1,000	3,000	-	0%	F-1 "Strengthen Board"	
Dues & Subscriptions	4,400	4,558	4,400	-	0%		
Licenses and Permits	600	600	600	-	0%		
Meeting Expense	1,350	1,460	1,800	(450)	-25%	E-2 "Engage with community to bring diverse perspectives into the regional housing conversation"	
Office Supplies	5,000	4,663	6,500	(1,500)	-23%		
Software	3,000	6,500	6,500	(3,500)	-54%	F-3.2 "Research and implement database for deed restrictions and home buyer loans"	
Postage and Delivery	750	925	750	-	0%		
Printing and Reproduction	500	223	500	-	0%		
Repairs & Maintenance	500	385	800	(300)	-38%		
Utilities	7,400	5,145	5,600	1,800	32%		
Deed restriction subsidy	17,700	24,167	25,000	(7,300)	-29%	B-1.2.1 "Provide stewardship services for 38 ownership deed restrictions"	
	47,600	52,430	58,850	(11,250)	-19%		
INSURANCE							
GL Office	1,050	1,554	1,554	(504.00)	-32%		
D&O	1,200	1,004	1,004	196.00	20%		
Professional	3,000	3,441	3,441	(441.00)	-13%		
TOTAL INSURANCE	5,250	5,999	5,999	(749.00)	-12%		
OFFICE SPACE EXPENSES							
Property Tax	535	535	528	7.00	1%		
HOA Fees	4,600	4,710	4,541	59.00	1%		
Loan Interest #4	5,700	6,196	6,060	(360.00)	-6%		
TOTAL OFFICE SPACE EXPENSES	10,835	11,441	11,129	(294.00)	-3%		
PAYROLL EXPENSES							
Salaries & Wages	242,320	194,280	248,022	(5,702)	-2%		
Payroll Taxes	20,483	15,000	20,200	283	1%		
Health Insurance	45,207	45,736	48,044	(2,837)	-6%		
Payroll Admin	1,500	700	1,500	-	0%		

ADOPTED TBD

MAMMOTH LAKES HOUSING, INC.
FISCAL YEAR 20/21 OPERATING BUDGET

	FY 20/21 Budget	FY 19/20 Forecast Actual	FY 19/20 Budget	Variances		Comments Strategic Plan Alignment	Board Strategic Priorities Nov-19
				20/21 Budget vs. 19/20 Budget \$	%		
TOTAL PAYROLL EXPENSES	309,510	255,716	317,766	(8,256)	-3%		
PROFESSIONAL FEES							
Accounting and Audit	16,000	16,000	16,000	-	0%		
Consulting	12,000	500	12,000	-	0%	F-1.2.1 "Define annual Board governance calendar"; E-1.1 "Create Marketing Plan; D-1.1 "Create annual fund development plan"	
Legal Fees	14,000	14,000	14,000	-	0%		
TOTAL PROFESSIONAL FEES	42,000	30,500	42,000	-	-		
TRAVEL AND TRAINING							
Airfare	500	-	500	-	0%		
Registration Fees	2,100	576	4,000	(1,900)	-48%	*+ \$500 for tenant organizing/Latino Coalition position	
Hotel	3,050	1,710	4,350	(1,300)	-30%		
Per diem	1,150	325	1,750	(600)	-34%		
Mileage	1,250	1,180	2,600	(1,350)	-52%		
TOTAL TRAVEL AND TRAINING	8,050	3,791	13,200	(5,150)	-39%	F-2 "Grow staff capacity"	
Total Operating Expenses	\$ 423,245	\$ 359,877	\$ 448,944	\$ (25,699)	-6%		
Other Revenue and Expenses							
Office Depreciation	6,621	7,620	7,620	(999.00)	-13%		
Total Net Income/Change in Net Assets	\$ (10,096)	\$ 144,475	\$ (16,874)	\$ 6,778	-40%	**to show expenditure of revenue received in 19/20 but to be spent in 20/21 for Latino Coalition. E-2.2.1 "Partner with Mono County to create Latino Housing Coalition"	

MLH Strategic Plan

2019-2023

https://mammothlakeshousing.org/wp-content/uploads/2019/06/MLH_Strategic_Plan_2019_v7.FINAL.pdf

Strategic Plan 12-Month Board Priorities, 11/4/2019

Focus Areas	Goals	Objectives	Tasks
Focus Area A: Build and facilitate community housing.		Goal A-1, Objective 2: Pursue Development Opportunities.	
		Goal A-1, Objective 4: Create Strategy to engage development community.	
Focus Area B: Grow housing programs and services.	Goal B-1: Serve over 1000 people through MLH housing programs and services by 2022.	Goal B-1, Objective 1: Manage Housing Loan Programs.	
		Goal B-1, Objective 4: Provide educational and referral services to match and keep people in housing.	Goal B-1, Objective 4, Task 4: Conduct annual outreach to existing MLH owned/managed units to better understand services and program needs.
		Goal B-3, Objective 1: Explore idea of expanding MLH mission-driven property management service model.	
Focus Area C: Foster collaboration and partnerships for housing.	Goal C-3: Serve and support existing collaborative efforts for housing.	Goal C-3, Objective 1: Expand MLH housing facilitation and collaboration reach in the region.	
Focus Area D: Expand and diversify funding.	Goal D-1: Raise \$20,000 in 5 years in private donations.	Goal D-1, Objective 1: Create annual fund development plan with support from Fund Development Committee.	Goal D-1, Objective 1, Task 1: Develop "ask," what funds would be used for.
			Goal D-1, Objective 1, Task 3: Identify fundraising strategies (mailer, events, etc.)

Focus Areas	Goals	Objectives	Tasks
	Goal D-2: Diversify income to expand possibilities and programs.	Goal D-2, Objective 1: research and identify new ways to raise funds for MLH including: new services, new contracts, new grants, asset and land donations, etc.	Goal D-2, Objective 1, Task 1: Create process for land/asset donations.
Focus Area E: Enhance communications and outreach.	Goal E-1: build awareness and support for MLH through a strong marketing program.	Goal E-1, Objective 1: Create Marketing Plan.	
	Goal E-2: Engage with community to bring diverse perspectives into the regional housing conversation.	Goal E-2, Objective 1: Do Road Shows and Coffee Talks.	
Focus Area F: Strengthen organizational capacity	Goal F-3: Bolster internal systems.	Goal F-3, Objective 3: Research on-line housing application in-take program.	
		Goal F-3, Objective 4: Research methods for grant and loan management.	
		Goal F-3, Objective 5: Research methods for accepting rent payments online.	

Completed, Jan 2019 - October 2019

Focus Areas	Goals	Objectives	Tasks
Focus Area B: Grow housing programs and services.	Goal B-1: Serve over 1000 people through MLH housing programs and services by 2022.	Goal B-1, Objective 1: Manage Housing Loan Programs.	Goal B-1, Objective 1, Task 4: Develop guidelines and funding for AMI levels 80-120% AMI.
	Goal B-2: Improve living conditions in existing rental stock.	Goal B-2, Objective 1: Deliver on existing Rehabilitation Loan program and grow in future years.	Goal B-2. Objective 1, Task 1: Roll-out Rehabilitation Program for Town of Mammoth Lakes (funds in place) with goal of providing one loan in 2019.
	Goal B-3: Create plans to expand programs and services.	Goal B-3, Objective 2: Partner to build employer/employee on-line matching program.	Goal B-3, Objective 2, Task 1: Serve on Chamber match program develop team.
Focus Area F: Strengthen organizational capacity.	Goal F-1: Strengthen Board.	Goal F-1, Objective 1: Establish board committees.	Goal F-1, Objective 1, Task 1: Develop and form board committees and AdHoc committees.
		Goal F-1, Objective 2: Define annual board governance topic calendar.	Goal F-1, Objective 2, Task 1: Select topics such as: Brown Act, team building, term limits, board volunteering opportunities, meeting agreements, diversity + inclusion.
		Goal F-1, Objective 3: Define strategic topic board calendar	Goal F-1, Objective 3, Task 1: Select topics such as: new name, regional role for MH, etc. for expanded discussion for board agencies.

Goal F-2: Grow staff capacity.

Goal F-2, Objective 3: Fill grant funded intern position.

Ongoing

Focus Areas	Goals	Objectives	Tasks
Focus Area A: Build and facilitate community housing.	Goal A-1: Develop plan to reach five-year goals.	Goal A-1, Objective 2: Pursue development opportunities.	Goal A-1, Objective 2, Task 1: Complete Sierra Manor Road Project.
		Goal A-1, Objective 5: Identify capital sources to fund potential projects.	Goal A-1, Objective 5, Task 1: Identify debt lenders, LIHTC sources, grant funding, other equity.
Focus Area B: Grow housing programs and services.	Goal B-1: Serve over 1000 people through MLH housing programs and services by 2022.	Goal B-1, Objective 1: Manage Housing Loan Programs.	Goal B-1, Objective 1, Task 1: Manage Home Buyers Assistance Program for the Town of Mammoth.
			Goal B-1, Objective 1, Task 2: Manage Home Buyers Assistance Program for Mono County.
			Goal B-1, Objective 1, Task 3: Manage Annual Occupancy Certifications for the Town of Mammoth Lakes + City of Bishop.
			Goal B-1, Objective 1, Task 5: Manage CalHome.
		Goal B-1, Objective 2: Manage and grow Deed Restriction Program.	Goal B-1, Objective 2, Task 1: Provide stewardship services for 38 ownership deed restrictions for the Town of Mammoth Lakes.
			Goal B-1, Objective 2, Task 2: Research ways to increase the number of ownership deed restrictions in the region.
			Goal B-1, Objective 3: Provide property management services for existing MLH rental units.

Focus Areas	Goals	Objectives	Tasks
		Goal B-1, Objective 4: Provide educational and referral services to match and keep people in housing.	Goal B-1, Objective 4, Task 1: Offer 1 tenant education class per year.
			Goal B-1, Objective 4, Task 2: Offer 2 first time home buyer education programs per year.
			Goal B-1, Objective 4: Task 3: Provide referral services five days a week in English and Spanish for a range of housing needs including: rental services, waitlists, applications and legal services.
	Goal B-3: Create plans to expand programs and services.	Goal B-3, Objective 2: Partner to build employer/employee online matching program.	
Focus Area C: Foster collaboration and partnerships for housing.	Goal C-1: Strengthen relationships with partners in order to work together to create housing units.	Goal C-1, Objective 1: Create tool to clarify and solidify partnerships and collaboration.	Goal C-1, Objective 1, Task 2: Meet with partners to build support and clarify roles and goals.
	Goal C-2: Clarify and strengthen role of MLH in regional housing work.	Goal C-2, Objective 1: Implement 2019-2023 Strategic Plan and 2019 work plan.	
	Goal C-3: Serve and support existing collaborative efforts for housing.	Goal C-3, Objective 1: Expand MLH housing facilities and collaboration reach in the region.	Goal C-3, Objective 1, Task 3: Participate in Eastern Sierra Council of Governments (ESCOG).
Focus Area D: Expand and diversify funding.	Goal D-2: Diversify income to expand possibilities and programs.	Goal D-2, Objective 1: Research and identify new ways to raise funds for MLH including: new services, new contracts, new grants, asset and land donations, etc.	Goal D-2, Objective 1, Task 3: Develop fee for service program and market.

Focus Areas	Goals	Objectives	Tasks
Focus Area E: Enhance communications and outreach.	Goal E-1: Build awareness and support for MLH through a strong marketing program.	Goal E-1, Objective 2: Keep website up to date.	
	Goal E-2: Engage with community to bring diverse perspectives into the regional housing conversation.	Goal E-2, Objective 2: Serve Latino Community.	
Focus Area F: Strengthen Organizational Capacity.	Goal F-1: Strengthen Board.	Goal F-1, Objective 2: Define annual board governance topic calendar.	
		Goal F-1, Objective 3: Define strategic topic board calendar.	
	Goal F-2: Grow staff capacity.	Goal F-2, Objective 1: Implement Performance Reviews + Staff Development Plan.	
		Goal F-2, Objective 2: Coordinate with Town of Mammoth Lakes Housing Coordinator.	
	Goal F-3: Bolster internal systems.	Goal F-3, Objective 1: Finalize and adopt MLH Strategic Plan & Create Annual Work Plan.	
		Goal F-3, Objective 2: Research and Implement Database for Deed Restrictions + Homebuyers Assistance Loans.	

2019-2023 Strategic Plan Progress, 11/4/19

**Key: grey = focus area, yellow = board priority, blue = ongoing, strikethrough = completed*

Focus Area	Goal	Objective	Task
Focus Area A: Build and facilitate community housing.	Goal A-1: Develop plan to reach five-year goals.	Goal A-1, Objective 1: Create MLH Community Housing Development Rubric.	Goal A-1, Objective 1, Task 1: Create 56-year action plan to define road map and achieve goals.
		Goal A-1, Objective 2: Pursue Development Opportunities.	Goal A-1, Objective 2, Task 1: Complete Sierra Manor Road Project.
			Goal A-1, Objective 2, Task 2: Identify potential AH development parcels within Town.
		Goal A-1, Objective 3: Collaborate with regional partners to reach MLH goals and meet regional needs.	Goal A-1, Objective 3, Task 1: Host partner event to share strategy and rubric and build support.
		Goal A-1, Objective 4: Create Strategy to engage development community.	Goal A-1, Objective 4, Task 1: Host quarterly developer networking events.
			Goal A-1, Objective 4, Task 2: Build list of developers interested in community housing.
			Goal A-1, Objective 4, Task 3: Work with partners to identify "opportunity" sites.
	Goal A-1, Objective 5: Identify capital sources to fund potential projects.	Goal A-1, Objective 5, Task 1: Identify debt lenders, LIHTC sources, grant funding, other equity.	
Focus Area B: Grow housing programs and services.	Goal B-1: Serve over 1000 people through MLH housing programs and services by 2022.	Goal B-1, Objective 1: Manage Housing Loan Programs.	Goal B-1, Objective 1, Task 1: Manage Home Buyers Assistance Program for the Town of Mammoth.

**Key: grey = focus area, yellow = board priority, blue = ongoing, strikethrough = completed*

Focus Area	Goal	Objective	Task
			Goal B-1, Objective 1, Task 2: Manage Home Buyers Assistance Program for Mono County.
			Goal B-1, Objective 1, Task 3: Manage Annual Occupancy Certifications for the Town of Mammoth Lakes + City of Bishop.
			Goal B-1, Objective 1, Task 4: Develop guidelines and funding for AMI levels 80-120% AMI.
			Goal B-1, Objective 1, Task 5: Manage CalHome.
		Goal B-1, Objective 2: Manage and grow Deed Restriction Program.	Goal B-1, Objective 2, Task 1: Provide stewardship services for 38 ownership deed restrictions for the Town of Mammoth Lakes.
			Goal B-1, Objective 2, Task 2: Research ways to increase the number of ownership deed restrictions in the region.
		Goal B-1, Objective 3: Provide property management services for existing MLH rental units.	
		Goal B-1, Objective 4: Provide educational and referral services to match and keep people in housing.	Goal B-1, Objective 4, Task 1: Offer 1 tenant education class per year.

**Key: grey = focus area, yellow = board priority, blue = ongoing, strikethrough = completed*

Focus Area	Goal	Objective	Task
			Goal B-1, Objective 4, Task 2: Offer 2 first time home buyer education programs per year.
			Goal B-1, Objective 4, Task 3: Provide referral services five days a week in English and Spanish for a range of housing needs including: rental services, waitlists, applications and legal services.
			Goal B-1, Objective 4, Task 4: Conduct annual outreach to existing MLH owned/managed units to better understand services and program needs.
	Goal B-2: Improve living conditions in existing rental stock.	Goal B-2, Objective 1: Deliver on existing Rehabilitation Loan program and grow in future years.	Goal B-2, Objective 1, Task 1: Roll-out Rehabilitation Loan program for Town of Mammoth Lakes (funds in place) with goal of providing one loan in 2019.
		Goal B-2, Objective 2: Implement long-term rental inspection program.	Goal B-2, Objective 2, Task 1: Identify partners, funding, research best practices.
	Goal B-3: Create plans to expand programs and services.	Goal B-3, Objective 1: Explore idea of expanding MLH mission-driven property management service model.	Goal B-3, Objective 1, Task 1: Form an ad-hoc committee to develop a business plan to expand property management services pilot program with one employer in 2019.

**Key: grey = focus area, yellow = board priority, blue = ongoing, strikethrough = completed*

Focus Area	Goal	Objective	Task
		Goal B-3, Objective 2: Partner to build employer/employee online matching program.	Goal B-3, Objective 2, Task 1: Serve on Chamber match program develop team.
Focus Area C: Foster collaboration and partnerships for housing.	Goal C-1: Strengthen relationships with partners in order to work together to create housing units.	Goal C-1, Objective 1: Create tool to clarify and solidify partnerships and collaboration.	Goal C-1, Objective 1, Task 1: Create Partnership Matrix to define roles.
			Goal C-1, Objective 1, Task 2: Meet with partners to build support and clarify roles and goals.
			Goal C-1, Objective 1, Task 3: Potentially create Partnership Agreement documents to outline goals, roles.
	Goal C-2: Clarify and strengthen role of MLH in regional housing work.	Goal C-2, Objective 1: Implement 2019-2023 Strategic Plan and 2019 work plan.	
	Goal C-3: Serve and support existing collaborative efforts for housing.	Goal C-3, Objective 1: Expand MLH housing facilitation and collaboration reach in the region.	Goal C-3, Objective 1, Task 1: Work with City of Bishop to facilitate process to develop regional Housing Needs Assessment.
			Goal C-3, Objective 1, Task 2: Continue discussion with Town of Mammoth Lakes about formation of a Town Housing Collaboration.
			Goal C-3, Objective 1, Task 3: Participate in Eastern Sierra Council of Governments (ESCOG).

**Key: grey = focus area, yellow = board priority, blue = ongoing, strikethrough = completed*

Focus Area	Goal	Objective	Task
Focus Area D: Expand and diversify funding.	Goal D-1: Raise \$20,000 in 5 years in private donations.	Goal D-1, Objective 1: Create annual fund development plan with support from Fund Development Committee.	Goal D-1, Objective 1, Task 1: Develop "ask," what funds would be used for.
			Goal D-1, Objective 1, Task 2: Identity "Who" we plan to ask: Board, employers, second homeowners, etc.
			Goal D-1, Objective 1, Task 3: Identify fundraising strategies (mailer, events, etc.)
	Goal D-2: Diversify income to expand possibilities and programs.	Goal D-2, Objective 1: Research and identify new ways to raise funds for MLH including: new services, new contracts, new grants, asset and land donations, et	Goal D-2. Objective 1, Task 1: Create process for land/asset donations.
			Goal D-2, Objective 1, Task 2: Create process for land/asset donation.
Focus Area E: Enhance communications and outreach.	Goal E-1: build awareness and support for MLH through a strong marketing program.	Goal E-1, Objective 1: Create Marketing Plan.	Goal E-1, Objective 1, Task 1: In plan, define key MLH messages, audiences, distribution strategies, timeline, budget.
			Goal E-1, Objective 1, Task 2: Advertise MLH's ability to take land and asset donations.
			Goal E-1, Objective 2: Keep website up to date.
			Goal E-1, Objective 2, Task 1: Update website to include new messaging.
			Goal E-1, Objective 2, Task 2: Add sign-up button for newsletter.

**Key: grey = focus area, yellow = board priority, blue = ongoing, strikethrough = completed*

Focus Area	Goal	Objective	Task
			Goal E-1, Objective 2, Task 3: Ad donate button/online functionality.
	Goal E-2: Engage with community to bring diverse perspectives into the regional housing conversation.	Goal E-2, Objective 1: Do Road Shows and Coffee Talks.	Goal E-2, Objective 1, Task 1: Develop Road Show and Coffee Talk schedule and topic plans. Host each 4 times per year.
		Goal E-2, Objective 2: Serve Latino Community.	Goal E-2, Objective 2, Task 1: Partner with Mono County to create Latino Housing Coalition.
			Goal E-2, Objective 2, Task 2: Host events at MLH properties to gather feedback.
Focus Area F: Strengthen organizational capacity	Goal F-1: Strengthen Board.	Goal F-1, Objective 1: Establish board committees.	Goal F-1, Objective 1, Task 1: Develop and form board committees ad AdHoc committees.
			Goal F-1, Objective 1, Task 2: Create committee job descriptions.
		Goal F-1, Objective 2: Define annual board governance topic calendar.	Goal F-1, Objective 2, Task 1: Select topics such as: Brown Act, team building, term limits, board volunteering opportunities, meeting agreements, diversity + inclusion.
		Goal F-1, Objective 3: Define strategic topic board calendar.	Goal F-1, Objective 3, Task 1: Select topics such as: new name, regional role for MLH, etc. for expanded discussion for board agencies.

**Key: grey = focus area, yellow = board priority, blue = ongoing, strikethrough = completed*

Focus Area	Goal	Objective	Task
	Goal F-2: Grow staff capacity.	Goal F-2, Objective 1: Implement Performance Reviews + Staff Development Plan.	
		Goal F-2, Objective 2: Coordinate with Town of Mammoth Lakes Housing Coordinator.	
		Goal F-2, Objective 3: Fill grant funded intern position.	
	Goal F-3: Bolster internal systems.	Goal F-3, Objective 1: Finalize and adopt MLH Strategic Plan & Create Annual Work Plan.	
		Goal F-3, Objective 2: Research and Implement Database for Deed Resitrictions + Homebuyers Assistance Loans.	
		Goal F-3, Objective 3: Research on-line housing application in-take program.	
		Goal F-3, Objective 4: Research methods for grant and loan management.	
		Goal F-3, Objective 5: Research methods for accepting rent payments online.	



*Mammoth Lakes Housing, Inc.
supports workforce housing
for a viable economy and
sustainable community.*

Subject:

Board Member Reports

This is the time set aside during the meeting for reports from individual members of the Board of Directors – *information item*



*Mammoth Lakes Housing, Inc.
supports workforce housing
for a viable economy and
sustainable community.*

STAFF REPORT

Subject: Committee Updates from various standing and ad-hoc committees
– *information item*

Presented by: Committees

Governance Committee, Standing

Kirk, President

Jennifer, Vice-President

Agnes

Diversity, Equity, & Inclusion, Standing

Jiselle

Zoraya

Programs & Housing Development, ad-hoc

Lindsay

Tom

Richard

Jennifer

Marketing & Communications, ad-hoc

Jiselle

Lindsay

Workforce Housing Committee, Chamber

Tom

Richard

Board Nominations Committee, ad-hoc

Tom

Lindsay

CLOSED SESSION

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