

**PLACER COUNTY HOUSING TRUST FUND LOAN COMMITTEE
AGENDA – TUESDAY, AUGUST 8, 2023; 2:00 P.M.
MEETING MINUTES FINAL**

Location: Virtual Teams Meeting or In-Person, CDRA Almond Room

[Click here to join the meeting](#)

Meeting ID: 287 044 892 24

Passcode: eksd9S

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 619-483-4068,,783496745#](#) United States, San Diego

Phone Conference ID: 783 496 745#

[Find a local number](#) | [Reset PIN](#)

Minutes:

- 1) **Call to Order:** (Chair, Sam Henley) **Time: 2:01 p.m.**
- 2) **Attendance:** Present: Henley, Martinez, Patterson, Wydra; Absent: None
- 3) **Informational Items:**
 - a. Review [Housing Trust Fund Program Guidelines](#) amended on June 22, 2021; Section 1.C Loan Committee (Section text excerpt on next page) - presented by Anne Marie Novotny
 - b. Workforce Housing Preservation Program (WHPP) Funding Summary
Total Funding Allocation: \$1,100,000; Total Remaining: \$414,800 - presented by Anne Marie Novotny
- 4) **Action Items:**
 - a. Workforce Housing Preservation Program Grant Review – WHPP0063 Slechta;
Approve/disapprove a Workforce Housing Preservation Program grant in the amount of \$82,400.
Motion: Wydra; **Second:** Patterson; **VOTE: Roll Call – Yes:** Henley, Martinez, Patterson, Wydra; **No:** 0; **Abstaining:** 0
Action Taken: WHPP grant of \$82,400 for WHPP0063 was approved
- 5) **Next Meeting:** Tuesday, August 22, 2023, at 2:00 p.m.; both Henley and Wydra will be out of town; there will not be a quorum; will need to cancel.
- 6) **Adjournment** (Chair, Henley), **Time: 2:20 p.m.**

PLACER COUNTY HOUSING

TRUST FUND PROGRAM GUIDELINES

Amended June 22, 2023 (Resolution 2021-222)

I. OVERVIEW

C. Loan Committee

1. Committee Composition

The Loan Committee shall consist of a minimum of four management level County staff members with the following position classifications:

- a. 1 staff member from the Community Development Resources Agency (CDRA) with the job classification of Administrative & Fiscal Operations Manager or equivalent classification.
- b. 1 staff member from CDRA with the job classification of Principal Management Analyst or equivalent classification.
- c. 1 staff member from the Health and Human Services Department (HHS) with the job classification of Eligibility Supervisor, or equivalent classification.
- d. 1 staff member from the Chief Executive Office (CEO) with the job Classification of Senior Management Analyst, or equivalent classification.

2. Committee Role

The Loan Committee will review each application and will make decisions on the loan amount and terms to be utilized. Confidentiality of applicant's financial records shall be always maintained, and personal financial records will not be public information.

To meet the needs of affordable housing in Placer County, the Loan Committee will review program guidelines annually and make recommendations for future changes to the Housing Program Guidelines.

3. Conflict of Interest

No person who exercises policy or decision-making responsibilities (including members of the Loan Committee and officers, employees, and agents of the Loan Committee, the administrative agent, contractors, and similar agencies) in connection with the planning and implementation of the program shall directly or indirectly be eligible for this program. Exceptions to this policy can be made only after public disclosure and formal approval by the Board of Supervisors of the County.