

MINUTES

HABITAT FOR HUMANITY, VENTURA COUNTY, INC. BOARD OF DIRECTORS

Regular Meeting
Monday, January 27, 2020

CALL TO ORDER AND OPENING PRAYER – The Regular Meeting of the Habitat for Humanity, Ventura County, Inc. (HFHVC) Board of Directors was called to order by Board Chair Rob Miklas, followed by opening prayer, Monday, January 27, 2020, at 6:04 PM, in the conference room of HfHVC offices, 1850 Eastman Ave., Oxnard, CA 93030.

PRESENT – Board Members – Chair Rob Miklas, Vice-Chair Karen Boublis, Secretary, Frank Blum, Scott Squires, Mike Adair, Jim McHugh, Linda Northrup, Lupe Monreal, and Elissa Davalos Others included: staff members – CEO Darcy Taylor, Dir. of Operations Heather Roberts, Finance Manager Gerry Sta. Ana, Giselle Lopez, Accountant, Katie Norris, Director Development and Communications, and Sam Bachstein, Arcy Olguin, and Cynthia Spensieri from accounting firm HCVT.

APPROVAL OF MINUTES – Following discussion it was moved by Rob Miklas, seconded, and unanimously approved to accept the minutes of the regular November 18, 2019 BOD meeting.

Audit Report –The representatives from HCVT presented a review of drafts of the AU-C 260 Audit Results Letter (“Audit Results Letter Draft”), Financial Statements and Independent Auditor’s Report (“Audit Report Draft”), Key Financial Indicators, and upcoming changes to accounting and Not For Profit Reporting.

Audit Report Approval – Following discussion, it was moved by Linda Northrup, seconded and unanimously approved that with the exception of correcting footnote 8, paragraph 2 on page 17 of the Audit Report Draft to read “disposition of property” instead of “acquisition of property”, to approve the Audit Report Draft, and to direct the Finance Committee to address the actionable recommendations relating to policy and procedures noted in the Audit Results Letter Draft, reporting to the Board the timeline for developing those policies and procedures by the March 16, 2020 BOD Meeting

FINANCIAL REPORT– Gerry Sta Ana presented an updated Financial Report.

CEO REPORT – Darcy Taylor presented an overview of home construction, including existing and new build site opportunities, -home repair activities, and Habitat ReStores.

Fundraising – Katie Norris presented an update on the year-end direct mail campaign.

Ventura County Funding Resolution – Following discussion it was moved by Rob Miklas, seconded, and unanimously approved to confirm that by having HfHVC homeowners on the Board of Directors, that “Habitat for Humanity of Ventura County a non-profit organization, provides a formal process for

low-income program beneficiaries to advise the organization in all its decisions regarding the design, site development, and management.”

Ventura County Funding By Laws Amendment – After discussion it was moved by Rob Miklas, seconded, and unanimously approved to amend Habitat for Humanity of Ventura County By-Laws to include the following:

“Habitat for Humanity of Ventura County, a non-profit organization, may not have more than one-third of its governing board’s membership representative of the public sector (elected or appointed public officials, public employees, employees of the Participating Jurisdiction, Persons appointed by public officials – whether or not low income).”

ADJOURNMENT – There being no further business, the regular meeting was adjourned by Rob Miklas at 8:32 PM.

Closed Session: A closed session was called at 8:35PM and adjourned at 8:45PM

Frank Blum, Secretary 1/28/20

These Minutes are to be presented for approval by HFHVC Board of Directors, at the March 16, 2020 Board of Directors meeting.