

**WYOMING COMMUNITY DEVELOPMENT AUTHORITY  
MINUTES OF BOARD OF DIRECTORS WORK SESSION  
November 16, 2016 at 1:00 PM  
Casper, Wyoming**

Notice of meeting published:

November 6, 2016 in the Casper Star Tribune

Board packets distributed to Board members:

November 9, 2016

WCDA Board Members Present: George Parks—Chairman, Kristin Lee —Secretary/Treasurer, Pat Hand, Kari Cooper, Rob Boner, and Scott Hoversland—Executive Director.

WCDA Board Representatives Present: Colin McKee – Governor Representative, and Erica Legerski – State Treasurer Representative.

WCDA Board Members Absent: Judy Lane—Vice Chairman, and Sharon Miller.

WCDA Staff Present: Lesli Wright, DJ Whitaker, Rachel Shaw, Carol Wilson, Gayle Andress, John Batey, Jessica Howard, Edie Phillips, Sarah Saulsbury, and Eileen Robles.

Guests: Jim Bell (Murane & Bostwick), Mina Choo (RBC), Rebecca Reape (Bank of America/Merrill Lynch), and Karilyn Kober (Kutak Rock).

**Call Meeting to Order**

Chairman George Parks called the work session to order at 1:00 pm.

**Welcome**

Chairman Parks introduced and welcomed the Board to the meeting.

**1. Work Session**

Chairman Parks referred to the 2017 Qualified Allocation Plan. John Batey reviewed the revisions to the 2017 Affordable Housing Allocation Plan and invited the Board to ask questions. Significant discussion ensued.

Pat Hand made a motion to approve the allocation plan as presented by staff. The motion died for lack of a second.

Mr. Hand made a motion to designate Board conference calls and work sessions as information and discussion meetings and no Board voting or actions be taken during. The motion died for lack of a second.

Chairman Parks referred to the Home\$trech update. Carol Wilson updated the Board on the Home\$trech program, continued marketing initiatives, and the loan volume total since the roll out date of March 30, 2016. Some discussion ensued.

Ms. Wilson updated the Board on the first time homebuyers, advantage, and HFA products that utilize the Home\$stretch funds. Some discussion ensued.

Chairman Parks referred to the Facilities Update. Scott Hoversland updated the Board with the current renovation project in the front lobby, and various other revisions to the building. No further discussion.

Chairman Parks referred to the Communications Update. Sarah Saulsbury informed the Board of the re-branding, marketing initiatives, and upcoming campaigns. No further discussion.

**2. Finance Committee**

Chairman Parks referred to the Finance Committee. Rob Boner referred to the review of Trustee Professional Relationships. DJ Whitaker reviewed WCDA's Trustee Professional Relationships policy and the evaluation process moving forward. Significant discussion ensued.

Ms. Whitaker reviewed the operating budget compared to actual cash basis, income statement and balance sheet, investment report, and swap report through 9/30/16. Some discussion ensued.

*[Chairman Parks excused the Board for a break at 2:35 PM, resuming at 2:50PM]*

**3. Human Resources Committee**

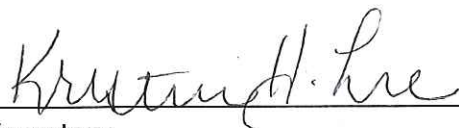
Chairman Parks referred to the Human Resources Committee. Kari Cooper referred to the Open Positions and New Hires. Rachel Shaw reviewed the new hires, open positions, hold positions, advertised positions, and current marketing initiatives with recruiting. Some discussion ensued.


Ms. Shaw updated the Board on the quarterly bonus pool progress. There was no further discussion.

Ms. Shaw reviewed the Employment of Relatives policy and invited questions from the Board. Significant discussion ensued.

**4. Adjournment**

There being no further business or further discussion, the meeting adjourned at 3:18 p.m.

  
Secretary

  
Chairman