

**WYOMING COMMUNITY DEVELOPMENT AUTHORITY  
MINUTES OF BOARD OF DIRECTORS WORK SESSION  
March 21, 2017 at 1:00 PM  
Casper, Wyoming**

Notice of meeting published:

March 11, 2017 in the Casper Star Tribune

Board packets distributed to Board members:

March 17, 2017

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

WCDA Board Members Absent: Sharon Miller

WCDA Board Representatives Present: Colin McKee – Governor Representative via Telecom

WCDA Board Representatives Absent: Erica Legerski – State Treasurer Representative

WCDA Staff Present: Lesli Wright, DJ Whitaker, Rachel Shaw, Carol Wilson, Gayle Andress, John Batey, Jessica Howard, Kathy Swanson, Nancy Jolley, James Cochran, Sarah Saulsbury, and Heather Winter.

Guests: Jim Bell (Murane & Bostwick), Mina Choo (RBC), Barbra Feldman (Bank of America/Merrill Lynch), David Notkin (Bank of America/Merrill Lynch), William Veronda (Bank of America/Merrill Lynch), Karilyn Kober (Kutak Rock), Richard Godfrey (cfX), Brad Hopkins (Wyoming Rescue Mission), Chris Darr (Wyoming Rescue Mission), Rita Carver (Wyoming Rescue Mission), Bryce True (Wyoming Rescue Mission), Gayle Zimmerman (Wyoming Rescue Mission), Steve Elledge (Wyoming Rescue Mission), and Brad Hopkins (Wyoming Rescue Mission).

**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 Wyoming Rescue Mission presentation. Brad Hopkins of Wyoming Rescue Mission presented on the upcoming project transformation of the Park Street Center and Park Street Discipleship House. Mr. Hopkins presented possible opportunities for WCDA to get involved. Significant discussion ensued.

Chairman Parks referred to the cfX update. Richard Godfrey of cfX presented strategies for optimizing affordable housing finance in uncertain times. Some discussion ensued.

Chairman Parks referred to the single family business transformation update. Carol Wilson presented the status of the single family program's business transformation project and upcoming tasks in that regard. Some discussion ensued.

Chairman Parks referred to the Teton Habitat for Humanity update. Ms. Wilson updated the Board with respect to Habitat of the Greater Teton Area's Phase III Project of the Grove and anticipated completion dates moving forward. Significant discussion ensued.

Chairman Parks referred to the general update. Scott Hoversland updated the Board of the HUD budget including the HOME and NeighborWorks America Funding. Mr. Hoversland reminded the Board of the upcoming Fannie Mae Summit, and anticipated appointments with congressional delegates. Mr. Hoversland referred to the QAP and tax credit projects. John Batey updated the Board of the upcoming site visits, National Trust Fund Amendment, 2017 Annual Action Plan submission, revisions to WRAP program policies and procedure, and upcoming compliance training. There was no further discussion.

*[Chairman Parks excused the Board for a break at 3:02 PM, resuming at 3:23 PM]*

**2. Finance Committee**

Chairman Parks referred to the Finance Committee. Rob Boner referred to the review of the financial statements. DJ Whitaker reviewed the operating budget compared to actual cash basis, income statement and balance sheet through 2/28/17. Some discussion ensued.


Ms. Whitaker reviewed the investment report, and swap report through 12/31/16. Ms. Whitaker updated the Board of WCDA's Trustee RFP process, and timeline of completion moving forward. Significant discussion ensued.

**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 and hold positions. Ms. Shaw updated the Board on policy and procedure revisions, and referred to the Eclipse Festival. Sarah Saulsbury updated the Board on the 2017 Eclipse Festival, anticipated activities, visitor numbers, and city recommendations regarding closures. Some discussion ensued.

**4. Adjournment**

There being no further business or further discussion, the meeting adjourned at 4:21 p.m.

  
Secretary

  
Chairman