



AGENDA AND NOTICE OF THE SPECIAL MEETING OF THE  
SAN GABRIEL VALLEY REGIONAL HOUSING TRUST FUND BOARD OF  
DIRECTORS

THURSDAY APRIL 11, 2024 – 2:00 P.M.

SGVCOG Office

1333 S. Mayflower Avenue, Suite 360 Monrovia, CA 91016

**SGVRHT Officers**

Chair, Jed Leano  
Vice-Chair, Becky Shevlin

**Representatives**

*Northeast Representative*  
Gary Boyer, Glendora  
Dennis Beckwith, Azusa  
(Alternate)

*Northwest Representative*  
Becky Shevlin, Monrovia

*Central Representative*  
Emmanuel Estrada, Baldwin  
Park

*Southeast Representative*  
Patty Cortez, Covina

*Southwest District*  
Adele Andrade-Stadler,  
Alhambra  
Thomas Wong, Monterey  
Park (Alternate)

*At-Large Representatives*  
Margaret Finlay, Duarte  
Jed Leano, Claremont  
April Verlatto, Arcadia  
(Alternate)

**Housing/Homeless Experts**  
Carol Averell (Delegate)  
Anne Turner (Delegate)  
Alma Martinez (Alternate)

**Members**

- Alhambra
- Arcadia
- Azusa
- Baldwin Park
- Claremont
- Covina
- Diamond Bar
- Duarte
- El Monte
- Glendora
- Industry
- Irwindale
- La Cañada Flintridge
- La Verne
- Monrovia
- Montebello
- Monterey Park
- Pasadena
- Pomona
- Rosemead
- San Gabriel
- South El Monte
- South Pasadena
- Temple City
- West Covina

Thank you for participating in today’s meeting. The Board of Directors encourages public participation and invites you to share your views on agenda items.

**MEETINGS:** The agenda packet is available at the San Gabriel Valley Council of Government’s (SGVCOG) Monrovia Office, 1333 S. Mayflower Avenue, Suite 360, Monrovia, CA, and on the website, [www.sgvkog.org](http://www.sgvkog.org). Copies are available via email upon request ([sgv@sgvkog.org](mailto:sgv@sgvkog.org)). A copy of the agenda is also posted for public viewing at the entrance of the SGVCOG Monrovia Office Building. Any additional agenda documents that are distributed to a majority of the Board after the posting of the agenda will be available for review in the SGVCOG office during normal business hours and on the SGVCOG website noted above.

**PUBLIC PARTICIPATION:** Your participation is welcomed and invited at all Board of Directors meetings. Time is reserved at each regular meeting for those who wish to address the Board. SGVRHT requests that persons addressing the meeting refrain from making personal, slanderous, profane or disruptive remarks. A person who continues to disrupt the orderly conduct of the meeting, after being warned by the Board Chair or designee to cease the disruption, may be precluded from further participation in the meeting.

**TO ADDRESS THE GOVERNING BOARD:** At a regular meeting, the public may comment: (i) on any matter within the jurisdiction of the Board of Directors that is not on the agenda during the public comment period at the beginning of the agenda; (ii) on any item(s) that is on the Consent Calendar prior to action taken on the Consent Calendar; and (iii) on any other agenda item prior to the time it is considered by the Board. during the public comment period and may also comment on any agenda item at the time it is discussed. At a special meeting, the public may only comment on items that are on the agenda. Members of the public are requested to state their name prior to speaking. Comments are limited to a maximum of three minutes per person. The Board President may impose additional time limits if comments become repetitious, an individual member of the public seeks to speak on numerous items, or a large number of members of the public seek to speak on an item. Except in limited situations, the Board may not take action on items not appearing on the agenda and/or discuss them at length.

If you would like to provide a public comment during a Board meeting, please see “Instructions for Public Comments” below.

**AGENDA ITEMS:** The Agenda contains the regular order of business of the Board of Directors. Items on the Agenda have generally been reviewed and investigated by the staff in advance of the meeting so that the Board of Directors can be fully informed about a matter before making its decision.



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the SGVCOG office at (626) 457-1800. Notification 48 hours prior to the meeting will enable the SGVCOG to make reasonable arrangement to ensure accessibility to this meeting.



**CONSENT CALENDAR:** Items listed on the Consent Calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion on these items unless a Board member or citizen so requests. In this event, the item will be removed from the Consent Calendar and considered after the Consent Calendar. If you would like an item on the Consent Calendar discussed, simply tell Staff or a member of the Board of Directors.

**TELECONFERENCE LOCATIONS:** State law allows Board Representatives to teleconference from remote locations as long as certain conditions are met, including listing the teleconference locations in the agenda. The following locations are hereby noticed as teleconference locations, which are accessible to the public for the purposes of observing this meeting and/or addressing the Governing Board.

Claremont City Hall Jed Leano (At-large Representative) 207 Harvard Ave. N Claremont, CA 91711	Adele Andrade Stadler (Southwest Delegate) 2956 West Shorb Street Alhambra, CA 91803	Gary Boyer (Northeast Representative) 535 E Leadora Ave., Glendora, CA 91741
	Baldwin Park City Hall Emmanuel Estrada (Central Delegate) 14403 E. Pacific Avenue Baldwin Park, CA 91706	

**Instructions for Public Comments:** For those wishing to make public comments on agenda and non-agenda items, but within the SGVCOG’s subject matter jurisdiction, you may submit written comments via email or provide a verbal comment by participating through Zoom.

- **Written Comments (Email):** If you wish to submit written public comments to be distributed to the committee members prior to or during the meeting, please submit these materials via email to Brielle Salazar at [bsalazar@sgvrht.org](mailto:bsalazar@sgvrht.org) at least 1 hour prior to the scheduled meeting time. Please indicate in the Subject Line of the email “FOR PUBLIC COMMENT.” Emailed public comments will be read into the record and will be part of the recorded meeting minutes. Written public comments may include, but are not limited to letters, reports, and presentations.
- **Verbal Comments (In Person):** If you would like to make a public comment at the Governing Board meeting location, please fill out a public comment card. Comment cards will be made available to you by staff at the entrance to the meeting room. If you are attending the meeting at a noticed teleconference location and would like to make a public comment, please raise your hand when the item upon which you wish to speak comes up on the agenda.
- **Verbal Comments (Zoom):** If you would like to participate by teleconference from a private location, please email Brielle Salazar ([bsalazar@sgvrht.org](mailto:bsalazar@sgvrht.org)) to request an attendee Zoom link at least 24 hours before the meeting. Through Zoom, you may provide a verbal comment by using the web interface “Raise Hand” feature when the agenda item upon which you wish to speak is to be considered. You will then be called upon to provide your verbal comments.

**PRELIMINARY BUSINESS**

**5 MINUTES**

1. Call to Order
2. Roll Call
3. Public Comment (*If necessary, the President may place reasonable time limits on all comments*)
4. Changes to Agenda Order: Identify emergency items arising after agenda posting and requiring action prior to next regular meeting.

**ACTION ITEMS**

**10 MINUTES**

5. Nonprofit initial board composition- Page 1  
*Recommended Actions: Adopt Resolution 24-05 approving initial composition of nonprofit board as follows:*
  - *SGVRHT Chair: Jed Leano*
  - *SGVRHT Vice Chair: Becky Shevlin*
  - *District Representative 1: Emmanuel Estrada*
  - *District Representative 2: Adele Andrade-Stadler*
  - *SGVRHT Executive Director: Marisa Creter*

**UPDATE ITEMS**

**5 MINUTES**

6. Chair's Report
7. Executive Director's Report
8. General Counsel's Report

**ADJOURN**

# REPORT

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DATE: March 11, 2024

TO: Board of Directors

FROM: Marisa Creter, Executive Director

RE: **NONPROFIT INITIAL BOARD COMPOSITION**

## **RECOMMENDED ACTION**

Adopt Resolution 24-05 approving initial composition of nonprofit board as follows:

- SGVRHT Chair: Jed Leano
- SGVRHT Vice Chair: Becky Shevlin
- District Representative 1: Emmanuel Estrada
- District Representative 2: Adele Andrade-Statler
- SGVRHT Executive Director: Marisa Creter

## **BACKGROUND**

In 2021 the SGVRHT completed its strategic plan which included short- and long-term goals for the organization and a funding strategy to increase access to capital. The funding strategy identified the creation of a nonprofit entity to secure additional private sector investment including donations, grants, and fund matching. The land trust study completed last year, also identified an SGVRHT affiliated nonprofit as the best vehicle to serve as the land trust.

The Future Organization (TFO) was selected to assist the SGVRHT in establishing the nonprofit, including the initial formation documents and board structure. TFO will complete all filing to establish the nonprofit and will develop an implementation plan for staff to operate the agency. TFO will also assist in identifying potential donors and applying to available grant opportunities.

## **DISCUSSION**

The land trust study recommended an initial nonprofit board with members from the SGVRHT board, and this finding was confirmed by TFO. The nonprofit board will update as the organization grows and can incorporate additional stakeholders including residents of land trust supported properties. The recommended initial board composition is as follows:

Board Seats	Representative
SGVRHT Chair	Jed Leano
SGVRHT Vice Chair	Becky Shevlin

# REPORT

District Representative 1 <sup>1</sup>	Emmanuel Estrada
District Representative 2	Adele Andrade-Stadler
SGVRHT Executive Director	Marisa Creter
Total members: 5	Quorum: 3

The SGVRHT Board members that are not assigned to the initial nonprofit board are eligible to serve as alternates for any of the board seats in the event of a member absence. Based on the board structure of similar nonprofits, TFO recommended that the SGVRHT Executive Director serve as a board member of the nonprofit to create efficiencies between the organizations. There is no conflict created with this assignment as the nonprofit board does not oversee or determine compensation for the SGVRHT Executive Director role. The nonprofit board meetings will be subject to the Brown Act and will be hosted hybrid in-person and virtually in accordance with posting requirements.

## **NEXT STEPS**

If approved by the Board, the initial board will be instated at the inaugural meeting of the nonprofit immediately following the SGVRHT Board meeting. The initial board will approve the formation documents of the nonprofit and will serve an initial term of two years, or through the end of their SGVRHT term of office.

Prepared by:   
Brielle Salazar  
Regional Housing Trust Manager

Approved by:   
Marisa Creter  
Executive Director

Attachment A: Resolution 24-05 approving initial composition of nonprofit board

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<sup>1</sup> District Representative seats will rotate with Central and Southwest as the initial seats.

**RESOLUTION NO. 24-05**

**RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST (TRUST) ADOPTING THE NONPROFIT INITIAL BOARD COMPOSITION**

**WHEREAS**, the San Gabriel Valley Regional Housing Trust (SGVRHT) Board of Directors approved the formation of a nonprofit entity; and

**WHEREAS**, the nonprofit would be governed by a Board of Directors; and

**WHEREAS**, the initial composition of the nonprofit board of directors is composed of specified members of the SGVRHT Board of Directors; and

**WHEREAS**, the SGVRHT Board of Directors that are not assigned to the nonprofit initial board of directors are eligible to serve as alternates for any of the board seats in the event of director absence.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors adopts the nonprofit initial board composition as follows:

<b>Board Seats</b>	<b>Representative</b>
SGVRHT Chair	Jed Leano
SGVRHT Vice Chair	Becky Shevlin
District Representative 1	Emmanuel Estrada
District Representative 2	Adele Andrade-Stadler
SGVRHT Executive Director	Marisa Creter
<b>Total members: 5</b>	<b>Quorum: 3</b>

**PASSED AND ADOPTED** by the Board of Directors of the San Gabriel Valley Regional Housing Trust, in the County of Los Angeles, State of California, on the 11<sup>h</sup> day of April 2024.

San Gabriel Valley Regional Housing Trust

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Jed Leano, Chair

**Attest:**

I, Marisa Creter, Executive Director and Secretary of the Board of Directors of the San Gabriel Valley Regional Housing Trust, do hereby certify that Resolution 24-05 was adopted at a regular meeting of the Board of Directors held on the 11<sup>th</sup> day of April 2024, by the following vote:

<b>AYES:</b>	
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	

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Marisa Creter, Secretary