HOUSING ENDOWMENT AND REGIONAL TRUST HEART
OF SAN MATEO COUNTY

BOARD MEETING AGENDA
MEETING NO. 125

DATE: **Wednesday, March 22, 2017**
TIME: **3:00 – 4:30 pm**
PLACE: **Silicon Valley Community Foundation Conference Center,**
1300 S El Camino Real, #100, San Mateo, CA 94402

1.0 CALL TO ORDER/ ROLL CALL

2.0 PUBLIC COMMENT
Public comment permitted on both items on the agenda and items not on the agenda.

3.0 APPROVAL OF MINUTES
Motion to approve minutes from meeting of February 22, 2017………………………………...p. 2

4.0 RESOLUTION 51 ADOPTING PERSONNEL POLICIES AND PROCEDURES FOR HEART
The Personnel Committee recommends the Board adopt Resolution 51 approving Personnel and Policies and Procedures for HEART…………………………….…..Administrative Report – p. 4
Personnel Policies and Procedures Handbook – p. 6
Resolution – p. 21

5.0 CLOSED SESSION PERSUANT TO GOVERNMENT CODE § 54957
5.1 To consider the appointment or employment of a Management Analyst – Oral Report by Executive Director Sanchez and Personnel Committee Chair Lopez
(Documents provided via confidential package)
5.2 Ad Hoc Executive Director Evaluation Committee report on Executive Director's annual performance review and recommendation on salary and benefits – Oral Report by Chair Horsley

6.0 RESOLUTION 52 APPROVING AMENDMENTS TO THE OPERATING BUDGET AND AUTHORIZING THE EXECUTIVE DIRECTOR TO MAKE SPECIFIED EXPENDITURES
Report by Executive Director Sanchez …………………………….. Administrative Report – p. 22
Amended 2016-17 Operating Budget – p. 24
Resolution – p. 26

7.0 FUNDRAISING COMMITTEE
Report by Committee Chair Eldridge …………………….………Administrative Report – p. 27

8.0 EXECUTIVE DIRECTOR'S REPORT
8.1 Update on Catalyst Fund – Oral Report
8.2 Resignation of Board Member Josie Ramirez – Oral Report.

9.0 OTHER NEWS AND ANNOUNCEMENTS
Next meeting date: Wednesday, April 26, 2017, 3:00 - 4:30 pm, Silicon Valley Community Foundation Conference Center, 1300 S El Camino Real, #100, San Mateo, CA 94402

10.0 ADJOURN