

**REGULAR MEETING OF THE HOUSING AUTHORITY
OF THE COUNTY OF JACKSON, ILLINOIS
February 27, 2019**

The regular meeting of the Housing Authority of the County of Jackson, Illinois was held on Wednesday, February 27, 2019 at 5:30 p.m. to conduct regular monthly business. The meeting was held at the Housing Authority offices located at 300 North Seventh Street, Murphysboro, Illinois.

Call to Order/Roll Call

Chairwoman Brenda Hinton called the meeting to order at 5:37 p.m. with the following members present: Chairwoman Brenda Hinton, Vice Chairwoman Mary Campbell and Commissioner Whitney Endres. Absent was Commissioner Theresa Doerr. Also present were Executive Director Young, Assistant Director Brigitta MacRizzo and Attorney John Clemons.

Introduction of Visitors

There were no visitors present, but in attendance were Housing Authority employees Accounting Payable Manager Sheila Rae and Property Manager Oueida Mills. Executive Director Young stated while she was not a visitor there is one person the Board may not have met and introduced Assistant Director Brigitta MacRizzo. Executive Director Young stated that Rose Finnegan has been working with Assistant Director MacRizzo for the last month and a half and that she has been adapting very well it seems – she’s been very involved, even working out in the front office for the last week just trying to learn as much as she can about everything and everybody. Executive Director Young stated that Assistant Director MacRizzo comes to the Authority from the East Coast – a little different environment this time of year as she says they’ve been having some snow issues out there. Chairwoman Hinton asked if Assistant Director MacRizzo would like to say anything. Assistant Director MacRizzo stated that she would just like to thank everyone for electing to have her come on board, the staff is welcoming her nicely and she is enjoying everything she is doing so far – she is excited about it.

Commissioner Wileta Brown-Martin arrived at 5:39 p.m. Executive Director Young introduces Assistant Director MacRizzo again.

Approval of Minutes

Minutes of the December 19, 2018 meeting were presented to the Board for approval. A motion was made by Vice Chairwoman Campbell to approve the minutes; which motion was seconded by Commissioner Endres. Upon roll call the ayes were four, nays none. Chairwoman Hinton declared the motion carried and the minutes of December 19, 2018 were approved as published.

Approval of Payment of Bills

Bills for December 2018 and January 2019 were presented to the Board for approval of payment. Commissioner Brown-Martin questioned a retirement check for Rose Finnegan. Accounting Payable Manager Rae stated that is paid out of IDC. Executive Director Young stated that what the Authority has done is when someone retires, they are given a gift of \$10.00 per year for the number of years they have been here. Executive Director Young stated Rose was here 39 years, but the money comes out of IDC, who owns the washers and dryers in the high-rises. Commissioner Brown-Martin questioned an amount on the Chase Cardmember Services asking if this was for Assistant Director MacRizzo on December 31st. Accounting Payable Rae stated that is usually a lot of different items. Executive Director Young stated that bill is the credit card – Assistant Director MacRizzo had gone to a training session as well. Commissioner Brown-Martin stated Assistant Director MacRizzo didn’t start in December though. Executive Director Young stated in December that would be – Vice Chairwoman stated that she thought she came to visit before – Assistant Director MacRizzo stated at the very end of November. Executive Director Young stated the Authority paid her travel – and there was a hotel bill. Commissioner Brown-Martin questioned the Chase bill of January 31st mailed to Charlotte, NC stating she was taking that to be Assistant Director MacRizzo also. Chairwoman Hinton stated that was a

policy she didn't know the Authority did, that it was a nice policy. Executive Director Young stated the Authority did not have many people retire very often and listed a few of the past retirees. Chairwoman Hinton questioned if it was in the personnel booklet or something just done. Executive Director Young stated it was something just done, but we – Commissioner Brown-Martin stated but there's no policy. Executive Director Young stated the Board was advised of it and they approved it years ago, but there is not any actual written policy and that he could put one together if the Board likes. Commissioner Brown-Martin stated the only issue she had with it is that the Board members have changed, and we are not privy to that prior info. Commissioner Endres stated we do need a policy on retirement. A motion was then made by Commissioner Endres to approve the payment of the bills, which motion was seconded by Commissioner Brown-Martin. Upon roll call the ayes were four, nays none. Chairwoman Hinton declared the motion carried and the payment of bills for December 2018 and January 2019 were approved for payment as shown on the attached lists.

Old Business

Currently there was no Old Business.

New Business

First on the Agenda was a Review of Executive Session Minutes. Attorney Clemons quickly reviewed the Open Meetings Act stating the legislation provides that the Board review twice a year all closed sessions and determine whether the minutes of those sessions should be opened to the general public, so the Authority looks at July-December at the January meeting and Jan-June at the July meeting. Attorney Clemons stated that Finance Assistant Tonya Wood and himself go over all of this and keep track of it and we generally confer by phone and this document is prepared for the Board. Attorney Clemons stated that the handwritten notations are a little more specific on what the matter was about, but that he did not want that in the packet and did not want it for public consumption because the whole purpose of going into Executive Session is that the Board is not supposed to discuss what it was about. Attorney Clemons stated it is only for the Board's viewing to help them recall. Attorney Clemons stated that he thought this was a first – that he did not think the Board has ever had six closed sessions, one each month, since he had been around. Attorney Clemons stated July dealt with Executive Director Young reporting on a maintenance matter and the personnel matter of the Executive Director's compensation package and that he recommended it be opened as it has been resolved. Attorney Clemons stated August dealt with Executive Director Young reporting on a Workman Comp case and that he recommended it be opened as it has been resolved. Attorney Clemons stated that the Open Meetings Act encourages that minutes be opened. Attorney Clemons stated September dealt with Executive Director again reporting on the Workman Comp case and that he recommended it be opened as it has been resolved. Attorney Clemons stated that October dealt with Executive Director Young reporting on the Workman Comp case and the Assistant Director search and that he recommended this remain closed. Attorney Clemons stated that November dealt with Executive Director Young reporting on the Workman Comp case, the Assistant Director search, there was a discussion of the maintenance opening the Workman Comp case created. Attorney Clemons stated it also dealt with Finance Assistant Wood, her position and status and that he recommended November remain closed at this time. Attorney Clemons stated that December dealt with whether or not to give Christmas bonuses, there were no bonuses given and he recommended that it be opened as the matter died.

Attorney Clemons stated that there had been some question on these minutes, he stated he did a review of the Open Meetings Act and the minutes themselves – the Open Meetings Act has some interesting provisions that are different than a lot of other situations and that he thought the Authority was complying very well. Attorney Clemons stated that what it says is that – you might wonder why when you get your packets you only get the minutes of the last regular meeting – even though there was an Executive Session closed meeting – and the reason is that under the Open Meetings Act there are very exact and specific provisions that no minutes of the closed meetings are to be made public by removing them from the main office of the organization or their storage facility, except if there is a vote by the Board itself to remove something or a court order, so they are not handed out. Attorney Clemons stated that is why you never get a set of closed minutes. Chairwoman

Hinton asked so your saying that – Attorney Clemons stated you can't reproduce and hand them out. Chairwoman Hinton stated so you are saying you can remove something from the – Attorney Clemons stated the Board could vote. Chairwoman Hinton asked to remove it. Attorney Clemons stated you could vote to send Executive Director Young to get them or something, but we don't print and hand them out, they stay in a binder. (The Board moved and passed to amend the minutes by adding to Page 3, paragraph 1 to clarify the following: The reference "to remove it" does not refer to content).

Executive Director Young stated I have all of the closed minutes printed out and any Board member – Attorney Clemons stated any Board member can come look at them, but we don't print and hand them out, just like I don't think what I just gave you should be handed out but to this Board and then you should probably tear it up and throw it away. Attorney Clemons stated that it has provisions that you have to go to the main office or storage facility and the minutes have to be kept under the control of an administrator or someone you designate who is a staff member, it's like you can't let go of them, you can't reproduce them and hand them out. Commissioner Brown-Martin asked so once they become open then they become public record correct. Attorney Clemons stated yes, they are still kept in the book but then the rules are totally different, then anyone can come and look at them.

Property Manager Mills asked if the Authority should post them on the website once they are open. Attorney Clemons stated no, should post the regular minutes although. Attorney Clemons stated he and Executive Director Young had talked about this the other day and that he has to get someone to manage the website and post the regular minutes. Executive Director Young stated right now Property Manager Mills manages the website among the other things that she does. Property Manager Mills stated that Finance Assistant Wood puts the minutes on there. Executive Director Young stated she could keep doing that. Attorney Clemons stated we needed to set up something that says minutes of regular board meeting. Property Manager Mills stated we already have that done, Finance Assistant Wood does that – she knows how to do that. Commissioner Endres stated yes, they are on there. Attorney Clemons stated but we do not do that with the closed minutes, even closed minutes that are open. Attorney Clemons stated that the Board needed to vote on what to keep open and what to keep closed. The following Resolution was introduced.

RESOLUTION 19-01

RESOLUTION TO APPROVE OPENING OF CLOSED EXECUTIVE SESSION MINUTES IN ACCORDANCE WITH THE OPEN MEETINGS ACT

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve the opening the closed Executive Session minutes of July, August, September and December of 2018 and to leave remain closed the Executive Session minutes of October and November 2018 as per the recommendation of the Authority Attorney.

A motion was made by Vice Chairwoman Campbell to adopt the foregoing Resolution, which motion was seconded by Commissioner Brown-Martin. Upon roll call the ayes and nays were as follows.

Ayes: Chairwoman Hinton, Vice Chairwoman Campbell, Commissioner Brown-Martin and Commissioner Endres.

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 19-01 was adopted.

Next was a Resolution to Approve Low Bid for Apartment Conversion/Renovation at IL053-11/Murphysboro under Capital Fund Program IL01P05350118. Executive Director Young informed the Board that the bid tab

was in the pockets and stated that what the Authority was doing is converting 6 efficiency apartments into 3 one-bedroom apartments. Executive Director Young stated that a bid opening was held on Tuesday, February 26, 2019 at 2:00 p.m. at the Housing Authority offices and that the following bids were opened at that time.

<u>BIDDER</u>	<u>AMOUNT</u>
DRT Construction, Inc. Murphysboro, IL	\$71,400.00
SAB Construction, Inc. Marion, IL	\$110,388.00

Executive Director Young stated Darrel Tipton has done a lot of work for the Authority in the past and has always done good work. Executive Director Young stated his bid is substantially lower than the next bidder, SAB Construction. Executive Director Young stated another person picked up a bid package but did not bid. Executive Director Young stated it was his recommendation that the Board approve the low bidder, DRT Construction. Chairwoman Hinton asked if the Authority was sure that he would be able to do the work for this amount. Executive Director Young stated he had done this kind of work for the Authority before over at Old West Main, he does excellent work, and he is very careful about his bid. Executive Director Young stated sometimes he gets the bid, sometimes he doesn't but he always does good work when he does. Executive Director Young stated that Mr. Tipton is evidentially pretty comfortable with his bid. The following Resolution was introduced.

RESOLUTION 19-02

RESOLUTION TO APPROVE LOW FOR APARTMENT CONVERSION/RENOVATION AT IL053-11/MURPHYSBORO UNDER CAPITAL FUND PROGRAM IL053P05350118

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois to approve the low of DRT Construction, Inc. of Murphysboro, Illinois in the amount of Seventy-one Thousand Four Hundred Dollars (\$71,400.00) bid for Apartment Conversion/Renovation at IL053-11/Murphysboro under Capital Fund Program IL0530P05350118.

A motion was made by Commissioner Endres to adopt the foregoing Resolution, which motion was seconded by Vice Chairwoman Campbell. Upon roll call the ayes and nays were as follows.

Ayes: Chairwoman Hinton, Vice Chairwoman Campbell, Commissioner Brown-Martin and Commissioner Endres.

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 19-02 was adopted.

Next Executive Director Young stated that the Board had a copy of the Travel Policy in their packets. Executive Director Young stated that at the time the Travel Policy was adopted in 2010, at the bottom "C" the Board at that time said travel limited to Housing Authority vehicles but if employee does have to utilize their vehicle the Authority pays them 0.42/mile. Executive Director Young stated that he just wanted to bring it to the Board's attention as that was back in 2010 when it was adopted, and the Federal Rate is now above 0.50/mile. Executive Director Young stated the Board does not have to go with the Federal Rate – whatever rate the Board feels comfortable with – if want to leave at 0.42/mile we can do that, if you want to raise it to a little bit higher rate per mile, we can do that. Executive Director Young stated that he did not have any

particular recommendation on this but wanted to see what the Board's feeling was and see if the Board felt we should raise it. Executive Director Young stated that he thought right now the Federal rate is around 0.58/mile. Attorney Clemons stated that the IRS establishes the rate and it changes every year and one suggestion he would make is that the Board might not want to put a rate but state "based on IRS official rate." Chairwoman Hinton stated that would be better. Executive Director Young stated the Board would need a – Chairwoman Hinton stated if gas prices go up, we should put something about based on cost of gas. Commissioner Endres stated that is why the IRS changes, they take into account the price of gasoline.

Commissioner Brown-Martin stated just a comment on your meal cost, it says there should be nothing more than in excess of \$50.00. Commissioner Brown-Martin stated you can go to Chicago and spend in excess of \$50.00 just on the evening meal. Executive Director Young stated what the Authority does is – Commissioner Brown-Martin stated it should be based on government rate. Executive Director Young stated what the Authority does is we do actual receipts, if you are in Chicago, we know that would be hard, so we pay based on receipts. Commissioner Brown-Martin asked if there was much travel. Executive Director Young stated we don't travel a whole lot, but we do occasionally go to training and most of the time we get away with reasonably decent costs, but if we go places like out in D.C. where NAHRO may have some training or on the West Coast occasionally, certainly cost is different and a lot more expensive. Executive Director Young stated so what the Authority does is we keep actual receipts if have to pay out of pocket. Executive Director Young explained the Authority had two credit cards – VISA and American Express – that are in the possession of the Executive Director and the Assistant Director. Executive Director Young stated that if an employee goes to training, say like in Decatur, and we have to lodge that employee for training that he will give them a written letter stipulating that they can use his credit card for lodging and meals. Commissioner Brown-Martin stated but the credit card is not included within this Travel Policy. Executive Director Young stated he could redo the Travel Policy to be more inclusive. Commissioner Brown-Martin stated we should, and I think meals too would be based on the government rate per diem because it gives breakdown from state to state to California is different than Chicago, Chicago is different than Washington, Washington different than – I wouldn't want to limit someone on you can't eat but only \$50.00 today. Chairwoman Hinton stated when she was in correction you didn't even get that.

Executive Director Young stated if you'll read that, I know you're looking at #4, it says "meal costs will be limited to an amount considered reasonable for the geographic area in which travel is necessary. In no case will daily average meal cost be approved in excess of \$50.00 except by action of the Board of Commissioners or the Executive Director." Executive Director Young stated what that means simply is meal receipts will be required for reimbursement so if it exceeds \$50.00 what it is saying is that you have to bring me the receipts before we will reimburse you, which is what we've been doing. Executive Director Young stated it could be rephrased. Commissioner Brown-Martin stated let's go to government because if you're going to go to government for mileage than basically someone going to LA shouldn't have to ask permission to, because its going to be a little different than eating in Carbondale.

Chairwoman Hinton asked how do you guys do it when you're in Las Vegas. Executive Director Young stated what we do in Vegas is we go out and charge if we went out to eat on the credit card, but if I use my personal credit card than I have to keep the receipt and bring the receipt back before I was reimbursed. Executive Director Young stated that Rose was very strict on that and that if we didn't have the receipt, we didn't get reimbursed. Executive Director Young explained how if training had receptions with food that he would not go out for those meals.

Attorney Clemons stated the IRS rate is 0.58/mile as of January 2019.

Chairwoman Hinton stated even if you pay with the Authority credit card, I think you need receipts. Executive Director Young stated oh yes, we keep receipts because when the Auditors come in, they look for that and we've never had an audit finding.

Reports

Capital Fund Program

Executive Director Young stated that the Capital Fund Program report was in the Board packets. Executive Director Young stated that D & D Power Washing has cleaned all the apartments at IL53-10/Carbondale. Executive Director Young stated that the Exterior façade repairs for the high-rises were on hold due to the weather, but as you can see, they have started on this building as of last week. Executive Director Young stated it is a messy, messy job and that they will also be doing IL53-15 and IL53-07 in Murphysboro. Executive Director stated that in this building the cables are being replaced on the elevators. Executive Director Young stated the weatherization in Bridgewood will be continuing, that they are waiting on more grant funds. Executive Director Young stated DRT Construction will begin renovating 701 Robert A. Stalls due to a fire. Executive Director Young stated the Board did not have to approve as the insurance company negotiated directly with the contractor. Vice Chairwoman Campbell asked about the February report. Executive Director Young stated it reports on the unit conversion the Board just approved. Executive Director Young stated floor tile abatement will be going on at 10 units. Executive Director Young reported that they are working on an energy saving program with AMEREN for putting in LED lighting to save money. Vice Chairwoman Campbell asked if she would finally be getting on the outside of her building one of the LED lights. Vice Chairwoman Campbell stated the light makes such a difference in the lighting because several of the cottages around her have gotten them and you can actually see to put your key in the door.

Attorney

Attorney Clemons stated he was just looking at the travel reimbursement schedule of the Illinois Central Management Service and it states \$28.00/day but out of state it goes to \$32.00/day. Attorney Clemons stated that he had two reports when Vice Chairwoman Campbell stated that Sheila wants to say something.

Accounts Payable Rae asked that the Board realized that the Authority doesn't pay people the per diem and cut somebody a check when they go on training, that the Authority just pays the expenses. Executive Director Young stated that the Authority pays actual expenses and that's how the Authority has always done it. Chairwoman Hinton stated that is better than the per diem.

Attorney Clemons continued with his report stated there were 7 evictions in the January period and 12 in the most recent period – usually average is around 8-10. Attorney Clemons stated there were 2 court appearances in January and 3 in February. Vice Chairwoman Campbell asked so the others were resolved. Attorney Clemons stated no those were just court appearance days. Attorney Clemons stated he had reviewed the Open Meetings. Attorney Clemons stated recently Executive Director Young and himself reviewed a subpoena from a private attorney requesting to see records dealing with Section 8 inspections where someone had been injured. Attorney Clemons stated there was nothing out of ordinary this month.

Executive Director

Executive Director Young informed the Board that back in December he was involved in a car accident – the Authority car was hit a driver that ran a red light in Carbondale, 20 years old, no drivers license, no insurance. Executive Director Young describes the accident in detail. Executive Director Young stated the police took the young man to jail but that he didn't know what happened after that. Executive Director Young stated that the insurance company totaled the car – that from the outside the car didn't look that bad – but that the side air bags had deployed. Executive Director Young stated it was a 2014 Ford Taurus with 31,000 miles. Executive Director Young stated that the Authority bought a 2019 Ford Taurus as a replacement.

Executive Director Young informed the Board that the Authority had purchased two additional vehicles – one to replace an older Authority vehicle and one to replace an older Section 8 vehicle.

Executive Director Young informed the Board that the Authority was going to be demolishing 8 units at IL53-02/Carbondale by mid-summer. Executive Director Young stated IL53-10 would also be getting new doors.

Executive Director Young stated that the City of Murphysboro had passed an ordinance requiring you to have Knox boxes for the high-rises 53-11, 53-07 and 53-15. Executive Director Young stated these are very heavy metal boxes put into the lobby area and the Fire Department has a key to the Knox box. Executive Director Young stated right now the Fire Department probably has 150 keys that sit in the fire truck to all the different buildings within the City of Murphysboro. Executive Director Young stated that Carbondale went to Knox boxes about five years ago.

Executive Director Young stated that Assistant Director MacRizzo has been working on the new Personnel Policy and that hope to have it done and emailed to the Board before the next meeting.

Executive Director Young stated that the mowing contractor will start working in April – J&S Services will be doing the mowing. Executive Director Young stated there were 20 different areas that have to be mowed. Executive Director Young stated the Authority had a two-year contract with J&S Services with the option to renew.

Executive Director Young stated that he had given the Board a copy of what had been discussed at prior Board meetings – the demolishing of units at IL53-01/Murphysboro. Executive Director Young stated the Board had passed a Resolution early on approving the demo, but the Board will have to pass another Resolution later in the process in regards to this. Executive Director Young stated there are 50 total apartments in the area and the Authority is proposing to demo 10 of those apartments – there are 35 buildings, which will leave 28 building – will cut down on some of the concentration.

Executive Director Young stated the Board had also discussed demolishing units in Grand Tower as Grand Tower is hard to rent. Executive Director Young stated the Authority has 16 units, which are located in the flood plain. Executive Director Young stated he had a conversation with HUD and was told that he could sell the units to the City of Grand Tower for \$1.00 but only if it maintained them as affordable housing. Executive Director Young stated he talked with the Grand Tower Mayor about this and he said he would talk to the City Council. Executive Director Young stated he had not heard anything back from the Mayor about it.

Property Manager Mills mentioned the emailing of Annual Plans. Executive Director Young informed the Board that an Advisory Board meeting was held today. Executive Director Young stated the Advisory Board is comprised of Authority residents and staff and that there were four at the meeting. Executive Director Young stated this is a HUD requirement. Executive Director Young stated that after the Public Hearing to be held next month before the regular Board meeting, the Board has to approve the Annual Plan. Executive Director Young stated the Annual Plan is basically what the Authority plans to do within the next year because if it is not in the Annual Plan HUD will not let you do it.

Executive Director Young reminded the Board of how HUD wanted the Authority to move the offices off of the second floor, wants them turned back into units. Executive Director Young stated he has been talking with them trying to get them to change their mind. Executive Director Young stated HUD has indicated if we state we are working hard to achieve 90% occupancy rate they may reconsider the offices on the second floor. Executive Director Young stated the Authority could keep them there even if HUD says move the offices, but we would take a hit on our occupancy rating. Executive Director Young stated if not the Authority may have to move five offices to another location and then at some point move the other five.

Executive Director Young stated there were five forcibles set for the end of next week and the beginning of the following week. Executive Director Young stated he is hoping those individuals will pay before we have to do the forcible because that is one thing, we take no pleasure in doing. Executive Director Young stated he

believed maybe three will pay. Executive Director Young informed the Board that he personally goes out on each and every one of them because some of them can be difficult.

Executive Director Young updated the Board on the vacancy issue. Executive Director Young stated that the Authority was currently had 672 unit occupied out of 794. Executive Director Young stated that the Property Managers have some rentals set for the first of the month when applicants receive their checks.

Chairwoman Hinton asked if we needed an Executive Session. Executive Director Young replied that he did not have anything. Commissioner Brown-Martin stated she thought they did need an Executive Session.

Executive Session

A motion was made by Commissioner Brown-Martin that the Board go into Executive Session, pursuant to 5 ILCS 120-2(c)(1) for the purpose of discussing personnel matters, which motion was seconded by Vice Chairwoman Campbell. Upon roll call the ayes and nays were as follows:

Ayes: Chairwoman Hinton, Vice Chairwoman Campbell, Commissioner Brown-Martin and Commissioner Endres.

Nays: None.

Chairwoman Hinton declared the motion carried and the Board went into Executive Session at 7:01 p.m.

During Executive Session discussion ensued regarding personnel matters.

Upon motion made by Commissioner Brown-Martins, seconded by Commissioner Endres and unanimously carried, the Board came out of Executive Session at 7:15 p.m.

Chairwoman Hinton stated that no official action was taken or requested during Executive Session.

Commissioner Brown-Martin made a motion that the closed Executive Session minutes be typed by either the Executive Director or Assistant Director as of this date, unless they are the subject of the minutes. Chairwoman Hinton stated let's make it a Resolution. The following Resolution was introduced.

RESOLUTION 19-03

RESOLUTION TO ASSIGN TRANSCRIPTION OF EXECUTIVE SESSION MINUTES

RESOLVED by the Board of Commissioners of the Housing Authority of the County of Jackson, Illinois that as of this date, February 27, 2019, all Executive Session minutes shall be typed by the Executive Director or the Assistant Director, unless they are the subject of the minutes.

A motion was made by Commissioner Brown-Martin to adopt the foregoing Resolution, which motion was seconded by Vice Chairwoman Campbell. Upon roll call the ayes and nays were as follows.

Ayes: Chairwoman Hinton, Vice Chairwoman Campbell, Commissioner Brown-Martin and Commissioner Endres.

Nays: None.

Chairwoman Hinton declared the motion carried and Resolution 19-03 was adopted.

Adjournment

After a motion was made by Vice Chairwoman Campbell, seconded by Commissioner Endres and unanimously carried, Chairwoman Hinton declared the meeting adjourned at 7:20 p.m.

Chairperson

ATTEST:

Secretary