

**MINUTES OF THE MEETING
of the
PORTLAND HOUSING AUTHORITY**

Thursday, June 4, 2020

The meeting of the Portland Housing Authority was held at the Portland Housing Authority, 14 Baxter Boulevard, Portland, Maine, and remotely via Go-to-Meeting. Upon roll call, quorum is declared. Meeting called to order by Mariar Balow, Chairperson, at 6:45 PM. Meeting was held over two days, with continuance occurring on Tuesday, June 9, 2020 at 5:30 PM.

PRESENT	ABSENT
Mariar Balow, Chairperson Kristin Blum, Commissioner Christian MilNeil, Commissioner Monique Mutumwinka, Commissioner Shirley Peterson, Commissioner Tom Valleau, Commissioner Cheryl A. Sessions, Executive Director Jay Waterman, Director, Real Estate Development Trevor Nugent, Director, Property Management Leah Bruns, Director, Voucher Programs Brian Frost, Asset Manager Emily Mancini-Fitch, Resident Services Manager Joni Boissonneault, FSS Program Manager Lourdes Alvarez, Administrative Support Specialist	Robyn Tucker, Vice-Chairperson

1. Approval of the consent agenda: minutes of the regular board meeting of May 7, 2020, the Finance Committee Report of May 19, 2020, the Income and Expense Report of April 30, 2020, and the Executive Director’s Report

The chairperson requested motion to approve consent agenda unless anything needs to be pulled out for discussion. Board requests to pull Finance Committee report in order to discuss items related to COVID-19 monies, and the Executive Director’s report in order to discuss the reduction in rent income due to vacant units and residents’ job loss. The Board is also interested in hearing more about the impact the current pandemic has had on agency operations.

The Executive Director also commented on the two staff positions added which are grant funded and she is proposing the addition of a development officer, a resident services director, an additional accountant, and full-time staff in Resident Services. The total count will go up to four additional positions total.

2. Resolution to approve the minutes of the regular board meeting of May 7, 2020

Resolution #3002

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the meeting of May 7, 2020, be and hereby are approved.

The above resolution was moved by Christian MilNeil, Commissioner and second by Monique Mutumwinka, Commissioner, and upon roll call, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
Mariar Balow, Chairperson	None
Kristin Blum, Commissioner	
Christian MilNeil, Commissioner	
Monique Mutumwinka, Commissioner	
Shirley Peterson, Commissioner	
Tom Valleau, Commissioner	

The Chairperson declared said motion carried and said resolution adopted.

3. Resolution to approve the Finance Committee Report of May 19, 2020, and the Income and Expense Report of April 30, 2020

Finance Committee meeting covered a lot of the PHDC and the COVID-19 impact on the PHA budget. Mr. MilNeil points out the decrease in income due to rent reductions, so the dwelling rent income forecast was reduced. It is unknown how much it will continue decreasing but the drop curve is flattening out. As the situation with the pandemic changes, the expectation is for a slow increase in rent income as residents go back to work and their rents are adjusted again.

Resolution #3003

Be it resolved by the Commissioners of the Portland Housing Authority that the Finance Committee Report of May 19, 2020, be and hereby are approved.

The above resolution was moved by Kristin Blum, Commissioner and second by Tom Valleau, Commissioner, and upon roll call, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
Mariar Balow, Chairperson	None
Kristin Blum, Commissioner	
Christian MilNeil, Commissioner	
Monique Mutumwinka, Commissioner	
Shirley Peterson, Commissioner	
Tom Valleau, Commissioner	

The Chairperson declared said motion carried and said resolution adopted.

4. Resolution to approve the Executive Director's Report

Executive Director Cheryl Sessions presented her report, starting with a brief update on the impact the COVID-19 pandemic has had on the agency's operations. She also noted the COVID funds received as part of the CARES Act. The monies were received on May 1, although funding was approved in April. The funding applies to expenses after March 27 as detailed in the rules issued after funding disbursement. The rules make it difficult to plan expenditure as the time requirement between invoicing and expensing is only 72 hours. All funds need to be used by December 31, 2020 or HUD will take balance back. The agency is putting together a plan to make the best use of these funds.

She continued her report with the departmental reviews included in her report. Work continues to be done remotely and going well enough that the agency will not rush to open doors to the public. All processed are being conducted per HUD guidelines. Safety protocols continue per CDC guidelines for staff working in the offices.

Director of Property Management Trevor Nugent brought up the interim reviews, which is the process by which changes in rents are completed. He made a comparison between this year's volume and the year before, and 70 more interims have been processed more than the previous year. Rent decreases can be quickly processed due to adopted waivers provided by HUD.

Ms. Sessions finished up her report with the Maintenance department review and summarized how the staff is coping with the protocol changes and daily workload. She also mentioned the collaborative communications work being done with Westbrook Housing and South Portland Housing Authority. The three agencies are working with a public relations firm, and the first press release issued created positive interest in the agencies' work and their communities. It got picked up by the Bangor Daily News and the Portland Press Herald has expressed interest in writing human interest stories. The purpose of the campaign is to create positivity in the work that the agencies perform for their communities.

Cheryl introduced Brian Frost, who has been hired as the new Asset Manager and started working remotely two weeks ago. He has experience managing properties for a Maine company but most of his properties were across seven states. He started his affordable housing career at MaineHousing. He is learning more about the PHA properties and identifying efficiencies in the process of repositioning the agency's portfolio. Portland has been his home base for the last 16 years.

Board members were individually introduced, and they welcomed Mr. Frost on board.

Resolution #3004

Be it resolved by the Commissioners of the Portland Housing Authority that the Executive Director's Report of May 19, 2020, be and hereby are approved.

The above resolution was moved by Tom Valteau, Commissioner and second by Kristin Blum, Commissioner, and upon roll call, the ayes and nays were as follows:

AYES

NAYS

Mariar Balow, Chairperson
Kristin Blum, Commissioner
Christian MilNeil, Commissioner
Monique Mutumwinka, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

None

The Chairperson declared said motion carried and said resolution adopted.

5. Resolution to accept grant funding from United Way of Greater Portland

Joni Boissonneault, FSS program manager, summarized the application process for the grant and was happy to announce that the full ask was awarded to fund a full time FSS coordinator/coach for FY 2021. The funding is for two years. She added that United Way has granted funding to the FSS program for the last two years, but the grants had only been for part-time positions. Receiving this grant is an acknowledgement to the work being accomplished by the FSS program. The amount awarded for this year is \$90,654, with two years of funding guaranteed. Board needs to approve to accept and receive the funding.

Resolution #3005

Be it resolved by the Commissioners of the Portland Housing Authority the acceptance of a grant from United Way in the amount of \$90,642 for United Way of Greater Portland FY 2021 (July 1, 2020 to June 30, 2020) two-year funding, be and hereby are approved.

The above resolution was moved by Christian MilNeil, Commissioner and second by Tom Valleau, Commissioner, and upon roll call, the ayes and nays were as follows:

AYES

NAYS

Mariar Balow, Chairperson
Kristin Blum, Commissioner
Christian MilNeil, Commissioner
Monique Mutumwinka, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

None

The Chairperson declared said motion carried and said resolution adopted.

6. Resolution to approve PHA Operating Budget for FY2021

Director of Finance Larry Giddinge presented the budget. He reviewed the presented table showing the main areas of operations: LIPH, Section 8, Central Office. The total amounts are consistent with

FY2020 numbers and show conservative estimates based on subsidy values for the first half of the fiscal year. The second half of the year has a 93% projection, which is dependent on the monies coming from HUD.

Administrative staff salaries show an increase in expense, which is reflective of the additional staff hired and to be hired. The Study Centers, under Resident Services, show major changes as most of the staff was contracted so the expense would show as part of event planning. These expenses have now moved to salary, including the conversion of two part-time position into full-time positions.

Utilities show a modest increase. Repair and maintenance expenses are flat, but there is a projected reduction in expenses which reflects a decrease in overtime. The increased costs in materials is from units being prepared to go back online.

The proposed budget reflects a deficit (\$74,000) but could be easily be remedied by delaying some capital fund projects and delaying the purchase of replacement vehicles. One possible change shown in the cash flow is the projected expense to replace three vehicles that could be expensed to COVID funding if needed as currently none of the AMTs are sharing vehicles due to Covid-19, so the agency is current short on number of vehicles if maintenance were to go back to regular work schedule. The agency is still fine tuning how the COVID funding will be expended. Mr. Giddinge wanted to provide the Board with a complete picture of the agency needs and options on how to address the budget shortfall. There are many unknowns in this budget due to the decrease in rents and not knowing yet how much funding is coming from HUD. Ms. Sessions asked if pulling the vehicle purchase would balance the budget. Larry answers that it would land the budget \$24,000 in the positive. The other suggestion is to adjust the capital fund expense to balance the budget. After discussing the options, the Board agrees the budget should have a net \$0 income, after adjustments, to be approved.

Resolution #3006

Be it resolved by the Commissioners of the Portland Housing Authority that the PHA Operating Budget for FY2021 ending on June 30, 2021, with net \$0 income adjustments, be and hereby are approved.

The above resolution was moved by Christian MilNeil, Commissioner and second by Tom Valleau, Commissioner, and upon roll call, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
Mariar Balow, Chairperson	None
Kristin Blum, Commissioner	
Christian MilNeil, Commissioner	
Monique Mutumwinka, Commissioner	
Shirley Peterson, Commissioner	
Tom Valleau, Commissioner	

The Chairperson declared said motion carried and said resolution adopted.

7. Resolution to accept PHA Tenant Accounts Receivable Write-Off for FY2020

Director of Property Management Trevor Nugent explained the write-off memos presented. He notes the larger amounts of debt shown at the end of the memo. These were families who were evicted for behavior issues or not paying rent and accounts clean up and repair costs for damages and debris left behind in the units. He clarifies that no evictions have been done since the COVID crisis started as per the State of Maine mandate.

Resolution #3007

Be it resolved by the Commissioners of the Portland Housing Authority the approval of the PHA Tenant Account Receivables (TAR) Write offs for FY2020 ending on June 30, 2020, be and hereby are approved.

The above resolution was moved by Kristin Blum, Commissioner, and second by Christian MilNeil, Commissioner, and upon roll call, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
Mariar Balow, Chairperson	None
Kristin Blum, Commissioner	
Christian MilNeil, Commissioner	
Monique Mutumwinka, Commissioner	
Shirley Peterson, Commissioner	
Tom Valleau, Commissioner	

The Chairperson declared said motion carried and said resolution adopted.

At this point of the meeting, the Executive Director excused Trevor Nugent, Joni Boissonneault, and Emily Mancini-Fitch from the meeting.

8. Development/Repositioning Report

Director of Real Estate Development Jay Waterman began his report with the decision to not pursue the 21 Randall Street RFP as it does not affect the Kiley parcel (that is part of the Front Street Project).

The 58 Boyd Street Project is 58% complete and anticipate completion around September 2020 as the COVID-19 crisis has affected the speed of work and crew scheduling.

The Mercy Hospital Project is moving forward as parcels are being determined for affordable housing, and the agency currently working on the development agreement with the partners.

The 337 Cumberland Avenue Project is preparing to submit to the City of Portland Planning Board. Mr. Waterman proceeded to show the plans to the Board as presented to the Finance Committee. He reviewed the site plans that will be presented to the planning board. The plans show a six-story building filling the site. The residential area plan is for 60 units, with a mix of studios, one, two, and three,

bedroom units. The second level will have an open area for the childcare center. YFO approved the planned renovations to the chapel side of the building. Development Consultant Matt Peters attended the neighborhood association meeting and received positive response to the presentation of the project plans.

On the Front Street Project, the budget was sent to MaineHousing and they requested to see the next set of plan designs in order to revisit the budget. MaineHousing is encouraging the agency to move forward on the project while still waiting on 90% design numbers. We are still awaiting SAC approval.

The Washington Gardens project is expected to close by end of the year. The project is waiting on funding from the City of Portland, and the tax credit proposals, to determine the final monies available and finalize the project's budget. He shared renderings of the project design with the Board members.

Mr. Waterman proceeded to review the dashboard for the Harbor Terrace Project. There is currently no funding in place for this project but looking to close on funding by the summer of 2021. The project meets the Section 18 requirements, so it qualifies for higher rent income. Value engineering is working on the total costs. The parcel at the corner of Salem and Orange Street will be separated from the property for possible development of 16 units of homeownership at a future date.

With the Riverton Park Redevelopment Project, the plan is for the design and construction teams to be ready for an early 2021 closing and target project completion in late Fall 2022. The SAC application was submitted and pending response from HUD. We are looking at 4% tax credits for acquisition costs, to be offset by a sellers' note back to the project. There is legislation currently in process that would bring tax credits up to 4% (from the current 3% level). He shared an aerial view of the proposed Riverton Park redevelopment, pointing out the planned maintenance and community buildings, the relocation of basketball courts, and other building improvements, including proposed color scheme on unit doors, and possible variations on the residential buildings and material variants. There is also the potential of a solar energy grid for the Study Center/Boys & Girls Club building. Food pantry, community policing, and RP property management office complete the occupants. Ms. Sessions mentioned the improvements in line of sight, visibility, lighting, and additional cameras, as part of the re-design. Playgrounds will remain in place and will be upgraded. The City is planning on updating the pump station on the site.

9. Resolution re-affirming the current plan for the redevelopment of Riverton Park

As previously approved by the Board of Commissioners in the following official documents:

- PHA's RAD Portfolio Application filed with and approved by HUD dated August 2, 2018;
- PHA's 2019 Annual Plan filed with and approved by HUD dated April 5, 2019;
- Section 18 Demo/Dispo Application filed with HUD and pending approval before the SAC; approved by the Board of Commissioners March 5, 2020; and
- PHA's Five-Year Plan filed and approved by HUD dated April 15, 2020

Ms. Sessions summarized the history on the project's development and approval. The agency is currently waiting on the SAC application approval from HUD. In the Strategic Planning Report, issues were expressed concerning the isolation of the site and the lack of activities for the children. Initially, the thoughts were to add units to the site, but it would not allow for a proper expansion of the

community center. This moved the project towards rehabilitation to address these issues. At neighborhood meetings, parents expressed concerns about the lack of bus shelter for school children to board the buses, the lack of security and inadequacy of the resident mailboxes. Other concerns were expressed about the accessibility of areas to service residents and the proper distribution of donations. When RAD was presented, the proposal called for the rehabilitation and expansion of community center. After evaluating the community needs, a change was presented to the Board and the Board approved the submission of a Section 18 application to HUD. The application was forwarded to SAC for approval. The PHA Five-Year Agency Plan was submitted and approved by HUD, with a repositioning addendum approved by the Board, describing the plan for Riverton Park. If Section 18 is pulled at this stage, then RAD would need to move forward; keeping in mind that REAC goes on hold when these applications are in process. If progress on the project is not demonstrated, we could lose RAD and have REAC scores. It could adversely affect the agency and its reputation with HUD, to make major changes or pull the application at this late stage.

The Board responded to her presentation and expressed their concerns about the project moving forward. There are genuine concerns with the feelings of isolation at Riverton Park that can promote discrimination and segregation in the community. As an example, educational statistics from the area school students were quoted. The question was asked: can opportunities be made available for homeownership so residents can build equity and therefore better economic opportunities? The Board members also want to feel engaged in the process and everything starts with a conversation. Comparisons were being made with how other projects have been developed and the consensus is that the communication has been different. Specifically, comparisons were made with how Bayside Anchor and 58 Boyd Street were developed.

The presented resolution is the reaffirmation of the already approved decisions from the Board as detailed in the agenda and in the summary presented. Commissioner Valleau moved to table the discussion until the August meeting since the annual meeting is scheduled for July and there will be officer changes on the Board. Chairperson suggests a continuance of the meeting, instead of tabling the discussion, to finish the agenda as planned for this meeting, and the Executive Director concurs with the suggestion. Dates were suggested prior to the vote and the consensus was for Tuesday, June 9, 2020 at 5:30 PM.

Resolution #3008

Be it resolved by the Commissioners of the Portland Housing Authority that the decision to table the reaffirmation of the Riverton Park Project and the planned Executive Session to discuss personnel matters, be and hereby are approved.

The above resolution was moved by Christian MilNeil, Commissioner, and second by Kristin Blum, Commissioner, and upon roll call, the ayes and nays were as follows:

AYES

Mariar Balow, Chairperson
Kristin Blum, Commissioner
Christian MilNeil, Commissioner

NAYS

None

Monique Mutumwinka, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

The Chairperson declared said motion carried and said resolution adopted.

Resolution #3009

Be it resolved by the Commissioners of the Portland Housing Authority that the meeting continuance for Tuesday, June 9, 2020, be and hereby are approved.

The above resolution was moved by Shirley Peterson, Commissioner, and second by Monique Mutumwinka, Commissioner, and upon roll call, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
Mariar Balow, Chairperson	None
Kristin Blum, Commissioner	
Christian MilNeil, Commissioner	
Monique Mutumwinka, Commissioner	
Shirley Peterson, Commissioner	
Tom Valleau, Commissioner	

The Chairperson declared said motion carried and said resolution adopted.

Meeting continuance approved at 9 PM.

Thursday, June 4, 2020

The meeting of the Portland Housing Authority was held at the Portland Housing Authority, 14 Baxter Boulevard, Portland, Maine, remotely via Go-to-Meeting. Upon roll call, quorum is declared. Meeting called to order by Mariar Balow, Chairperson, at 5:33 PM.

PRESENT	ABSENT
Mariar Balow, Chairperson Robyn Tucker, Vice-Chairperson Kristin Blum, Commissioner Christian MilNeil, Commissioner Monique Mutumwinka, Commissioner Shirley Peterson, Commissioner Tom Valteau, Commissioner Cheryl A. Sessions, Executive Director Jay Waterman, Director, Real Estate Development Trevor Nugent, Director, Property Management Brian Frost, Asset Manager Richard Biggs, Director of Maintenance Emily Mancini-Fitch, Resident Services Manager Lourdes Alvarez, Administrative Support Specialist	N/A

10. Resolution re-affirming the current plan for the redevelopment of Riverton Park

As previously approved by the Board of Commissioners in the following official documents:

- PHA’s RAD Portfolio Application filed with and approved by HUD dated August 2, 2018;
- PHA’s 2019 Annual Plan filed with and approved by HUD dated April 5, 2019;
- Section 18 Demo/Dispo Application filed with HUD and pending approval before the SAC, approved by the Board of Commissioners March 5, 2020; and
- PHA’s Five-Year Plan filed and approved by HUD dated April 15, 2020

Executive Director Cheryl Sessions recapped the ongoing discussion concerning the Riverton Park Redevelopment Project. Issues on offering more connectivity and/or market rate units to increase diversity in the neighborhood. Riverton schools are not as diversified as in other areas of the City and that is where most of the children of Riverton Park attend school. She reminds the Board that if this project does not move forward as planned, it may be years before it can be revisited again. The Board asks the question – can more resources be allocated to Riverton Park – can it be placed on hold while seeking outside consultation for a better vision for the housing stock currently available there. Can a similar solution be found as applied to the Front Street Project? Can opportunities be included for businesses to start there or create diversification opportunities for the families and more openness in the neighborhood?

As an isolated community, the options would be to increase number of units or creating more areas for services. This is the reason behind the proposed expansion of the community center and the move of the

maintenance building. When RAD was proposed, one development was chosen from each AMP to start the process. Simplest one was the first one done, 155 Anderson Street. When Riverton Park was looked at closely, the decision was made to not to add units and add load to the current roads, so project proceeded with the adding services instead. Concerns were expressed with policing in segregated communities and the time factor of commuting to work and school. There is also the need to be mindful of the City of Portland's plan to open a homeless shelter in area. A new access point is not planned at this stage, but it is something that could be made possible in the future. Issues are foreseen with the fact that Riverton Park is surrounded by wetlands. The one-point access comparison is made with the community on Peaks Island, which only has one way in or out by ferry; the main difference is that Peaks Island started as a fishing community, and Riverton Park has always been a housing community.

Ms. Sessions clarified that the Section 18 process does not mean that plans cannot be changed after passing the obsolescence test. HUD approves what is being planned for the property without the agency paying fair market value to HUD for the property. The plan calls to do a rehab without adding units or changing the mix of units (other than adding handicap units). As said before, the project is looking for 4% tax credit financing. She reiterates that project plans can be amended after approval, and it has the public purpose of improving housing for the residents of Riverton Park. PHDC retains ownership to the land; the buildings are leased to the tax creditors financing the project.

It is suggested to work with owner of the property next door to try to improve neighborhood connectivity. There can be some reconfiguration around the buildings but keeping the footprint the same. Ms. Sessions could reach out to the ownership of Wellesley Estates to see if it can be purchased to create connectivity and share services.

Asset Manager Brian Frost provided a memo to Cheryl with his observation on the Riverton Park project. He highlighted the connectivity between the elementary school and the residents. Many families have lived successfully lived in the community of Riverton Park for the last 40 years and this makes Riverton Park a very valuable community. Equity could easily be issued on the land to make the investment to rescue the property.

In conclusion, the resolution has two options:

1. Reaffirm and go forward with the project while seeking better options; or
2. or pulling the SAC application from HUD, therefore stopping the project

The Executive Director needs a resolution to reaffirm the Riverton Park project in order to go forward, while asking the staff to seek better solutions for the project issues. She states that the agency's staff need to know Board is behind the project to improve Riverton Park.

The Board would like an architectural firm to take another look at the agency's strategic plan and see how to address the racial segregation in the community, while keeping the paperwork in place with HUD (the SAC application). Ms. Sessions wants to be assured that the Board backing will not shift on this project and a clear path to be taken needs to be reaffirmed.

Commissioner Valleau makes the motion for plans to move forward, second by Commissioner Tucker. The Chair would like the project to move forward but does not agree that the Board should back plans as

they stand as not all the concerns have been properly addressed. Cheryl needs to know if the staff has the go ahead to move forward to the planning board stage, so clarity is needed on the decision.

Mr. Waterman updated the Board on the current project timeline. The project is several months away from submitting to the planning board once the SAC approval is received from HUD. There is still a lot of site work to completed with land grading, the position of maintenance building, and other details so there is plenty of time to receive more input on the plans and changes are still possible.

The Board comes to a compromise – the agency can maintain the SAC application in place but the agency needs to review the development opportunities for street connectivity available for Riverton Park. Everyone agrees this is the best opportunity to do something big for Riverton Park and its residents. The agreement is for work to be continued with the Riverton Park project while asking the agency staff to recommend upgrades and improvements to better address the discussed issue with the project, keeping the SAC application in motion at HUD, either through our current design team or hiring consultants.

Resolution #3010

Be it resolved by the Commissioners of the Portland Housing Authority to reaffirm the re-development plans for the Riverton Park Project, asking PHA Staff to recommend upgrades and improvements to the fore mentioned project, while keeping the SAC application in place at HUD, be and hereby approved.

The above resolution was moved by Tom Valleau, Commissioner, and second by Robyn Tucker, Vice Chair, and upon roll call, the ayes and nays were as follows:

AYES

Mariar Balow, Chairperson
Robyn Tucker, Vice-Chairperson
Kristin Blum, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

NAYS

Christian MilNeil, Commissioner

Monique Mutumwinka, Resident Commissioner, and resident of Riverton Park, abstained.

The Chairperson declared the motion carried and said resolution adopted.

11. Executive Session – per 14 MRSA Section 405 A & D with the purpose of discussing:

- Discussion or consideration of employee compensation pursuant
- Discussion of labor contracts and proposals

Motion to go into executive session moved by Tom Valleau, Commissioner, second by Kristin Blum, Commissioner.

Executive Session entered at 6:28 PM

Motion to exit executive session moved by Tom Valleau, Commissioner, second by Mari Balow, Chairperson.

Executive Session ended 7:05 PM

12. Resolution granting discretion to the Executive Director over the use and application of CARES Act funding received and directing that she maintains detailed and accurate records of the expenditures thereof and report back to the Board with the Financial Reports ending December 31, 2020.

Resolution moved with the caveat that a financial update be provided monthly in the Executive Director’s report.

Resolution #3011

Be it resolved by the Commissioners of the Portland Housing Authority to grant discretion to the Executive Director over the use and application of CARES Act funding received, maintaining detailed and accurate records of the expenditures thereof and report back to the Board monthly in the Executive Report, and with the Financial Reports ending December 31, 2020, be and hereby are approved.

The above resolution was moved by Tom Valleau, Commissioner, and second by Kristin Blum, Commissioner, and upon roll call, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
Mariar Balow, Chairperson	None
Robyn Tucker, Vice-Chairperson	
Kristin Blum, Commissioner	
Christian MilNeil, Commissioner	
Monique Mutumwinka, Commissioner	
Shirley Peterson, Commissioner	
Tom Valleau, Commissioner	

The Chairperson declared said motion carried and said resolution adopted.

13. Meeting adjournment

Motion to end meeting moved by Commissioner Shirley Peterson, and second by Commissioner Tom Valleau.

Meeting adjourned at: 7:12 PM
