



Agenda

Housing Authority of the City of Kansas City, Kansas

Regular Meeting

Thursday, June 20, 2024
12 noon

Boardroom
1124 N. 9th Street

- I. Roll Call
- II. Approval of the Minutes
Regular Board Meeting May 16, 2024
(Pages 1—12)
- III. Executive Director's Report
(Pages 13—52)
- IV. Public Comments
Contact Jackie Randle at jrandle@kckha.org or (913) 281-3300 in advance of the meeting to be placed on the agenda to speak. Comments will have a time limit determined by the Chairman.
- V. Committee Reports
- VI. New Business Consent Item:

Resolution No. 2024-27 Declare the Repair of Elevator Equipment and
Emergency and Authorize a Contract for the
Emergency Repair at Wyandotte Tower located
at 915 Washington Blvd. in Kansas City, Kansas
with Minnesota Elevator Incorporated (MEI)-
Total Elevator Solutions
(Pages 53—56)
- VII. New Discussion Items: None
- VIII. Executive Session
- IX. Adjournment

Lunch will be served at 12 noon for Board members.

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF KANSAS CITY, KANSAS**

Thursday, May 16, 2024
12 noon

Boardroom
1124 N. 9th Street

On the 16th day of May 2024 at 12 noon, the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in regular session. The meeting was called to order by Chairman Watkins, and upon roll call, the following members of the body were present:

Matthew T. Watkins, Chairman
Jacques Barber, Commissioner (via Zoom)
Dr. Nozella Brown, Commissioner
Raul Escarcega, Commissioner
Dr. Carla Whiteside-Hicks, Commissioner (via Zoom)
Paul Jones, Commissioner
Pastor Roderick McConnell, Commissioner
P. Anne McDonald, Commissioner
Dr. Chiquita Miller, Commissioner
J.D. Rios, Commissioner

ABSENT: Chandra Ward, Commissioner
Linda Warner, Commissioner

ALSO, PRESENT: Andrea Tapia, Executive Director/CEO
Worku Alem, Director of Finance
Anwar Crockett, Asst. Director of Housing Operations
Stephanie Drake, Human Resources Officer
Cherrie Escobar Sutton, Director of Section 8
Jen Garrison, IT Administrator
Gerald Glavin, Development & Revitalization Coordinator
Alexander Kump, Director of Public Safety
John Ledesma, Sr., Crew Leader
Therese Linman, Purchasing Agent
Susan Martin, Modernization/504 Coordinator
Solomon Mekonnen, Asst. Director of Finance
John Myers, Safety Officer
Robert Purduski, Asst. Director of Housing Operations
Jacqueline D. Randle, Executive Services Manager
Chenaye Sutton, Family Self-Sufficiency Coordinator
Connie Worrell, Safety Officer
Matt Fulson, Fulson Group
Eric McMahan, Select Development

Chairman Watkins called the meeting to order and roll call was taken.

Chairman Watkins called for approval of the minutes for April 18, 2024. Vice-Chairman Rios made the motion to approve the minutes. Commissioner Escarcega seconded the motion, and the following vote was recorded:

AYES: Brown, Escarcega, Whiteside-Hicks, Jones, McDonald, McConnell, Miller, Rios, Watkins

NAYS: None

ABSENT: Barber, Ward, Warner

ABSTAIN: None

Motion carried.

Executive Director's Report

- Ms. Tapia welcomed everyone and announced the Low-Income Housing Tax Credit (LIHTC) application was awarded for Chalet Manor. She said we did not receive an award for Glanville Towers. She noted Matt Fulson and Eric McMahon are present today to discuss the Rental Assistance Demonstration (RAD) application. She asked the Board to get together and discuss, in depth, what this will look like for the Housing Authority. Ms. Randle will start looking at dates and times for this meeting. Ms. Tapia said the meeting will be turned over to Mr. Fulson and Mr. Mahon once her Executive Director's report is complete.
- Ms. Tapia advised there is a new Safety Officer, and we will need to hire two more for a total of four Safety Officers. The Safety staff has been going from site to site visiting with residents and looking at the sites to address safety concerns on the properties. Ms. Tapia said the Safety staff has new uniforms and *Connie Worrell preceded to model her uniform*. She then said we have a dedicated email for individuals to use to reach out to our Safety staff. Mr. Kump introduced himself as the Director of Public Safety stating he has a new officer, John Myers, a retired Kansas City, Kansas Police Officer who left KCKPD and worked for the Federal Reserve for a number of years. Mr. Myers came back to Kansas City, Kansas for family matters and was big on KCK and community policing. Mr. Kump discussed what was occurring behind Glanville Towers with people loitering around the building. Mr. Myers used his community policing skills to address the issues at Glanville Towers and the loiters have not been back. Mr. Myers told the

Board he is referred to as, *JD* in the community. Mr. Myers noted he grew up with Commissioner Jones as a Wyandotte Bulldog and he is a Washington Wildcat. He is home-grown, graduated from Washington High School, went to Emporia State University and the military. He came on board under the leadership of Harold Simmons and the KCKPD and worked there for over 22 years before moving to Houston, Texas to work with the Federal Reserve Police Department for 14 years. He said Vice-Chairman Rios knows him also because he taught the DARE program, Bully program and was one of the originals with Community Policing. He said they are working on several projects for the Housing Authority, and he did help to clear out Glanville Towers. Mr. Myers concluded he is a servant with the community and has been from the start. He is glad to be home and of service. Mr. Kump thanked Mr. Myers and said a lot of their work is dealing with the public. They have contact with Wyandot Mental Health to assist with this task. He mentioned they are working with the Omingo system to have a record of incidents. He said those on the KCKHA Ban List can be found on Omingo. The Safety Officers will be walking the properties to be seen. The residents know they are there. Mr. Kump discussed the towing of inoperable vehicles left in the parking lots and what they are doing with them. He discussed improving lighting in the parking lots and are talking to residents about their needs. Mr. Kump then discussed Real Time Intelligence where the KCKPD utilizes real-time cameras all over the city. Officers can see in real time what is happening in the city. The KCKPD will provide weekly reports of activities happening on KCKHA properties. Mr. Kump said they will attend resident meetings to be visible to the residents. They hope to have the answers or point residents in the right direction. Ms. Tapia said our Safety Officers are collaborating with Harvester's to supply food to our residents. Commissioner McConnell identified himself as being the one which caused the alarm to go off at Wyandotte Towers. He said he left a voice message on Mr. Kump's answering machine but did not leave a number. This was two months ago. He indicated there have been two other incidents since that time. Residents have called and no one answers the phone. He said residents are having a hard time connecting with security. The police have had to come. Chairman Watkins suggested having a centralized number for residents to call for security. He also stressed 911 should be called in case of emergencies, and Ms. Tapia was in full agreement. Chairman Watkins noted we should continue as we want to get the consultants out of here, but he would like to meet about this at a time which makes sense. Ms. Tapia said the Safety Officers will sit in on the council meetings at Wyandotte Towers. Commissioner McConnell noted there is a meeting this evening. He added they were present at a previous meeting. He said the main thing the tenants are concerned about is having security and to replace the people in the booth. Chairman Watkins asked to be given time to have our information correct and then roll out a plan.

- Ms. Tapia said we are on top of security awareness as a lot of agencies are getting hacked. We are sending out phishing emails to see who is clicking on the emails. Ms. Garrison is working on the Go-To- Resolve system which is a ticketing system for the Safety Department. There is a non-emergency email: publicsafety@kckha.org that will go out to all residents. If it is a 911 emergency, they should be called, as Safety does not replace 911. This is also for residents who want to remain anonymous. Commissioner McConnell said in these close-knit towers, things can get out of hand quickly. He said people are afraid of talking. They do not want to report their neighbors and the next person they come to is him. He asked what do they want him to do? Chairman Watkins said they can keep it anonymous. Commissioner McConnell asked how does that actually work? He then said once he says something in the board meetings, it is forgotten. He discussed drugs in the building. Ms. Tapia stated we do not know what we do not know. She asked how do we fix if no one tells us? Ms. Tapia said we have hired a safety staff to address issues on the properties who are reaching out to the residents. Commissioner McConnell suggested the guys in the booth are making phone calls when Safety is in the building and things shut down. He went on to discuss something that happened in the lobby with his wife, and she reported it. He said his wife reported it to Mike who went back and told the guy who committed the act, and the guy approached his wife. Commissioner McConnell said this is why people do not talk. Ms. Tapia suggested Commissioner McConnell meet with her. Chairman Watkins asked to move on with the agenda.
- Ms. Garrison then discussed the project clean up committee. She said they have been cleaning up the networks at the different towers. The work has gone slow, but they have managed to get prep work done at Douglas Heights community center, Welborn Villa and the manager's office at St. Margaret's Park. Plans are in place to move items to where they belong. Ms. Garrison said IT touches everyone and she has implemented a committee so staff can ask questions. This will provide more input and involve staff more in the decisions. She will be partnering with staff to create a holistic approach. Vice-Chairman Rios thanked Ms. Garrison and expressed appreciation for her collaborative spirit.
- Next up was Human Resources. Ms. Tapia said we have new hires, staff training and met with the Safety Committee. HR has hit the ground running and has not stopped. HR is ensuring we are where we should be. They are happy to have met with the Personnel Committee and Ms. Drake has done a good job in this area.
- The Housing Choice Voucher (HCV) program is pulling from the new wait list. There was a meeting yesterday with 12 HUD officials. Highlights from this meeting will be provided in June. HUD talked about their systems, what could be done with reporting, what they could do to help us engage more landlords, what could be done to engage the Unified Government, and to recognize where we are going as an agency, especially with repositioning.

- Ms. Tapia said Administrative Professional's Day was celebrated. We took the Administrative staff out to lunch. The HCV staff was treated to a Nacho Buffet with the theme *Nacho Average Team*. She stated the caseworkers for HCV have between 400 to 500 households on their caseload. She said they work very hard, and it is great to show appreciation for the HCV staff and all staff as well.
- This was followed by a discussion on NSPIRE. Ms. Tapia noted Commissioners Rios, Barber and Escarcega are familiar when we say NSPIRE and HOTMA due to their training. She said that Ms. Stroud would tell the Board what the scores mean. Ms. Stroud provided handouts to show the topics discussed in training. She advised that the maintenance staff received very good training on NSPIRE. There also was training April 9-12, 2024 at Nelrod's Annual Consortium. May 1-2, 2024, HUD provided training through CVR which provided significant training on NSPIRE to the entire staff. CVR used a 259-page manual when providing the training. They included pictures of our properties in the training. Ms. Stroud said we did NSPIRE before doing the training with CVR. The Maintenance Mechanics had to communicate with other staff and there had to be coordination for all this to take place. Dan Scanlon was named acting Foreman during this process. If you score 80 or above you get a two-year reprieve, but in the family units, we only get a year because we did not score 80. Ms. Stroud said they exceeded her expectations because last year the score was mid-30s to lower 40s. She was hoping to get a passing score this year and add 10 points each year. This year exceeded expectations, Ms. Stroud said there is a big difference between REAC and NSPIRE. REAC concentrated on the aesthetics and curb appeal, while INSPIRE concentrates on the dwelling units to provide health and safety for the residents. Commissioner Escarcega asked was NSPIRE to the level HUD wants us to be operationally or are there components missing. Ms. Stroud noted there are a couple of deficiencies which are not scored, and zero points were taken away. She discussed having carbon monoxide and smoke detectors on each level, and we have until December 31, 2024 to get this done. Ms. Tapia added that HUD is preparing a training for the HCV landlords. Vice-Chairman Rios said this adds credibility to what the Board has discussed. He said we got a lower score and deserved it. We received a higher score for the same reason, we deserved it. He noted this is due to the hard work of the Board and staff. He said there is an expectation to get to the 90s and stay there. Vice-Chairman Rios commended Ms. Stroud and her staff. Ms. Stroud agreed that 90 is attainable next year as we are setting up our own quality control. She said we are building better communication for staff and residents. Commissioner Jones asked if the units are dual units with smoke detectors and carbon monoxide detectors, or are they separate units? Ms. Stroud noted they are dual where it makes sense, as they are cheaper; but in other places they are purchased individually. She is watching costs with these new mandates and is concerned about how these costs will affect our

HCV landlords. Ms. Stroud said her department has accounted for the increases in its budget.

- Ms. Tapia noted again that we received the award for the low-income housing tax credits for Chalet Manor. She said a PowerPoint presentation was in the handouts. Mr. McMahon and Mr. Fulson were then given an opportunity to address the Board.

Presentation by Eric McMahon

Matt Fulson introduced himself as President of the Fulson Housing Group and Eric McMahon as President of Select Development. He said their firms got together to work with the Housing Authority on renovation projects. He noted this is a great time for new Board members to get involved. He said \$300 Million was up for grabs for these project and others. There is a July turnaround for submitting two other projects. They will meet with KHRC on May 20, 2024 to review the selection process. Mr. McMahon began the PowerPoint which was previously handed out the Board. He discussed the role of RAD, (Rental Assistance Demonstration), which has been around for ten years. It basically encourages Housing Authorities to convert from Section 9 to Section 8 which is project-based rental assistance which private landlords own. He said this is a more reliable source of funding and more consistent which also allows us to use tax credits for affordable housing. Mr. McMahon said RAD gives you no money but allows you to convert housing to Section 8. This is why you have to use other funding sources, such as tax credits. He discussed right-size units and getting residents to reside in the correct size unit. He advised this project will not show a change on the resident's side. Mr. McMahon summarized the reminder of his PowerPoint presentation.

Public Comments

Chairman Watkins called for public comments and there were none.

Bylaws

Commissioners Barber said the Bylaws Committee did not meet.

Finance

Chairman Watkins said the Finance committee has not met, and they are closing out year-end.

Development

Vice-Chairman Rios said the Development Committee met and most of the meeting consisted of what was just discussed. He said we received a bid for the finalization of work at Plaza Towers. NSPIRE scoring has already been discussed. He said HUD resources are limited and we must have other processes to get additional resources. There is a potential Choice Neighborhoods grant. When we upgrade our facilities, it is good for the greater community. He asked Board members to pay attention to their emails as we set up an all-board meeting to discuss RAD.

Inclusion and Public Information

Chairman Watkins asked Commissioner Escarcega to work with Ms. Randle to set up a meeting for the Inclusion and Public Information Committee. He would like to join the meeting as well.

Personnel

Chairman Watkins said the Personnel Committee did meet. He asked if there were notes from the meeting and there were none. He recalled that Ms. Tapia and Ms. Drake joined the committee meeting to discuss multiple items within the Personnel Policy. There is a resolution to revise the Personnel Policy in the board packet which was discussed. Work comp was also discussed. Ms. Tapia said they discussed items that need updating in the Personnel Policy, such as written timesheets. The Workman's Comp policy needs updating. She said several things were presented. Chairman Watkins mentioned the salary study and we need to re-classify staff. Vice-Chairman Rios noted Mr. Glavin's input is substantial, and we have to rely on staff's expertise. He said as time goes on, some of the other staff will need to join the committee meetings.

Resident Services

Chairman Watkins said Commissioner McConnell should work with Ms. Randle to pull together a Resident Services Committee meeting. Commissioner McConnell said Ms. Randle sent out an email already, and we still do not have involvement from the other high-rises. Chairman Watkins noted that Commissioner McConnell is in charge of empowering the other properties. Ms. Tapia noted Ms. Sutton has been working to create resident councils and has met with residents at different locations. Ms. Sutton said Plaza and Westgate Towers is interested and she is set to meet with Welborn Villa tomorrow and Glanville Towers later on. Ms. Tapia said Ms. Sutton will provide training to those resident councils in getting them up and running. Commissioner McConnell said the residents at Wyandotte Towers are pleased with the new parking lot.

The following committees did not meet: Bylaws, Executive, Finance, Inclusion and Public Information, and Resident Participation.

New Business Consent Items

Chairman Watkins called for approval of the Consent agenda. Commissioner Rios made a motion to approve Resolution Nos. 2024-21—2024-23. Commissioner Brown seconded the motion, and the following vote was recorded:

AYES: Barber, Brown, Escarcega, Jones, McConnell, Miller, Rios, Watkins

NAYS: None

ABSENT: Whiteside-Hicks, McDonald, Ward, Warner

ABSTAIN: None

Motion carried.

Resolution No. 2024-21, approving submittal of Section 8 Management Assessment Program (SEMAP) Certification for FYE March 31, 2024.

This is the annual Section 8 Management Assessment Program (SEMAP) Certification which is required by HUD to identify capabilities and deficiencies in the administration of the Section 8 program. There are 13 indicators for a total of 135 points. Certification must be submitted no later than May 30, 2024 for our agency. Once approved by the Board, the certification will be electronically submitted to HUD. Our self-audit reflects 135 points which would rank the Kansas City, Kansas Housing Authority as a high performer. Staff is recommending approval of this resolution to submit the Section 8 Management Assessment Program (SEMAP) Certification for FYE March 31, 2024.

RESOLUTION NO. 2024-21—APPROVING SUBMITTAL OF THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION FOR FYE.MARCH 31, 2024.

Resolution No. 2024-22, approving the 2024 Utility Allowance Schedule Rate Changes effective June 2024.

HUD requires housing authorities to review the utility allowances to determine if any adjustments need to be made. The PHA provides a utility allowance for

residents who pay their own utility costs for reasonable and conservative utility use. The resident's rent is then reduced by the utility allowance amount. The analysis is broken down by bedroom size: detached houses, duplexes, row/townhomes and manufactured mobile homes. Higher utility allowances can be made for reasonable accommodations. The 2024 proposed utility allowances were surveyed and studied by The Nelrod Company while working with local utility providers: The Board of Public Utilities, Kansas Gas and Atmos Energy. Staff is recommending approval of this resolution of the 2024 Utility Allowance Schedule rate changes effective June 2024.

RESOLUTION NO. 2024-22—APPROVE 2024 ANNUAL UTILITY ALLOWANCE SCHEDULE RATE CHANGES EFFECTIVE JUNE 2024.

Resolution No. 2024-23, approving a new job description.

This resolution authorizes a new job description, On-Site Construction Manager, which will focus on the Kansas City Kansas Housing Authority's modernization efforts to execute its affordable housing initiative. Functioning as the worksite superintendent, this position will oversee construction projects and deal with architects, contractors, and suppliers. This position will ensure compliance with HUD mandates and agency expectations. Regular project reports will be required. Staff is recommending approval of this resolution to create a new job description for On-Site Construction Manager.

RESOLUTION NO. 2024-23—APPROVING A NEW JOB DESCRIPTION.

New Business Discussion Items:

Resolution No. 2024-24, adopting revision to the Personnel Policy, was introduced.

Ms. Drake provided a background on why we are looking to revise the overtime compensation policy. She said we are not a state or local government agency, and we should be complying with the Fair Labor Standards Act (FLSA). The act states hourly or non-exempt employees who work overtime which is more than 40 hours in a work week, should be paid overtime. There are currently three categories of employees listed in our Personnel Policy: exempt, non-exempt and maintenance. Maintenance staff is paid overtime, but other non-exempt hourly employees are accumulating compensatory (comp) time. Ms. Drake said we want to do away with comp time to be in compliance with FLSA and pay all non-exempt hourly

employees overtime. There are some employees with comp time on the books. We want to give employees 26 pay periods to use their comp time. If this new policy is approved, no more comp time will be accumulated for the non-exempt employee. Vice-Chairman Rios asked Ms. Drake if she worked with Finance to estimate the cost for this change. Ms. Drake noted she worked with Worku to look at the comp time on the books and to produce an overtime form for staff to complete with their manager. Ms. Tapia said some individuals have comp time accrued over four years ago which is an issue because salaries were earned at one amount and would be cashed in at a higher amount. Vice-Chairman Rios said we should do what follows FLSA, but asked what the budget implications are? He asked how we adjust the budget to accommodate the change in policy? Ms. Tapia said we are looking at time management and how we got to the point we are accumulating such high amounts of comp time. She said there will be times we need people to work extra, specifically in the maintenance department. We will be looking at non-maintenance personnel to see what is going on which requires 300 hours of comp time. Staff is looking at how to do better time management. Mr. Alem said we will be looking at how exempt employee are utilizing their time, and extra time worked will be paid as time off. The issue comes when someone is leaving our employment and we need to pay them. He said this is what affects our budget and can be difficult to predict when it happens, but we still need to take care of it when it happens. He also said the major thing is, we need to manage our time, but when we do stay late there should be a maximum amount which should be used in a certain amount of time. Ms. Drake clarified that Mr. Alem was talking about comp time for exempt employees. Exempt employees do not accumulate overtime, they sometimes work later; but leave early sometimes due to appointments. It all balances out for exempt employees. The current policy allows exempt employees to accumulate comp time and he wants us to continue to do this. Vice-Chairman Rios said this would be for another day. Ms. Drake agreed that day's discussion was just how to compensate non-exempt employees by paying them overtime instead of comp time and to have them fill out a form to track the over overtime. Commissioner Brown was surprised we are not doing standard overtime and we should be looking at time management. Ms. Drake discussed people being paid overtime when they took vacation in the same week. Chairman Watkins noted this cleans up our policy.

Commissioner Rios made a motion to approve Resolution No. 2024-24. Commissioner Jones seconded the motion, and the following vote was recorded:

AYES: Barber, Brown, Escarcega, Jones, McConnell, Miller, Rios, Watkins

NAYS: None

ABSENT: Whiteside-Hicks, McDonald, Ward, Warner

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2024-24—ADOPTING REVISIONS TO THE PERSONNEL POLICY.

Resolution No. 2024-25, authorizing submission of Rental Assistance Demonstration (RAD) Program Applications to HUD for Chalet Manor, was introduced.

Chairman Watkins advised this was previously discussed and the next step in the process is to authorize Ms. Tapia to move forward with submitting to RAD.

Commissioner Rios made a motion to approve Resolution No.2024-25. Commissioner Miller seconded the motion, and the following vote was recorded:

AYES: Barber, Brown, Escarcega, Jones, McConnell, Miller, Rios, Watkins

NAYS: None

ABSENT: Whiteside-Hicks, McDonald, Warner, Ward

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2024-25—AUTHORIZE SUBMISSION OF RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM APPLICATIONS TO HUD FOR CHALET MANOR.

Resolution No. 2024-26, authorizing approval and adding new services to the current planned service agreement for boilers and chillers for seven high-rises with Johnson Controls, Inc. was introduced.

Vice-Chairman Rios questioned if JCI services had improved. Ms. Stroud noted he was not comparing apples to apples. The EPC contact did not include any maintenance when originally proposed. She provided the Board with a handout and discussed "tasks to be performed," noting we have to change over in fall and spring. The a/c is shut down in the fall and the boilers are turned on for heat. In the spring we shut down the heat and turn on the chillers for a/c. She noted we was not doing full inspections we were just shutting down and turning on the system. This was causing a lot of repair and replacement. We were spending \$75K a month to rent a chiller to keep the buildings cool for a month. JCI was asked to put together a proposal which lists multi-functional inspections done four times a year. This provides a cost savings which is proactive and not reactive. We are projecting

three years out. Line items were put into the budget, and we are being proactive. Ms. Stroud said John Ledesma, Sr. is our JCI guy and is in the high-rises with our personnel. We lost our knowledge base on the maintenance of these boilers and chillers. We are working with JCI to regain this knowledge. Ms. Stroud, Therese Linman and John Ledesma, Sr. meet twice a month with JCI and they do not charge for the bi-weekly meetings. She discussed life spans of equipment and how we are trying to extend the equipment. Ms. Stroud said it is a year-to-year contact with JCI and the service agreement should have been addressed at the beginning. She is working with a good crew with JCI and that is why she is suggesting entering into this agreement with them. Chairman Watkins said he is confident in the choice staff is making regarding JCI.

Commissioner Brown made the motion to approve Resolution No. 2024-26. Commissioner Barber seconded the motion, and the following vote was recorded:

AYES: Barber, Brown, Escarcega, Jones, McConnell, Miller, Rios, Watkins

NAYS: None

ABSENT: Whiteside-Hicks, McDonald, Warner, Ward

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2024-26—AUTHORITY TO AUTHORIZE APPROVAL AND ADD NEW SERVICES TO THE CURRENT PLANNED SERVICE AGREEMENT FOR BOILERS AND CHILLERS FOR SEVEN HIGH-RISES WITH JOHNSON CONTROLS, INC.

Chairman Watkins called for adjournment, and it passed unanimously.

Matthew T. Watkins, Chairman

Andrea Tapia, Executive Director/CEO