

Missoula Housing Authority Board

Regular Board Meeting
Wednesday, May 21st, 2014

-MINUTES-

Members Present: Fred Simpson, Collin Bangs, Sheila Lund, David Warren,
Monique Casbeer, Betty Zander, Jamie Hoffmann, Sheila Lund

Members Absent: Sheila Lund

Staff Present: Adam Ragsdale, Suzy Yancey, Lori Davidson, Kevin Schouweiler, Mary Melton

Guests Present: Keithi Worthington

I. **Call to Order:** The meeting was called to order at 5:32 pm.

II. **Attendance:** See Above.

III. **Intro:**

None

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IV. **Minutes:**

A. March 19th, 2014

1st. Warren

2nd. Casbeer

All in favor, none opposed. Motion approved

B. Special board meeting of April 9th

Correction: Bangs reads aloud corrections. Attachment submitted to Kevin Schouweiler(*see April Minutes for attachment). Board agrees.

Hoffmann: Motion to approve amendment

1st. Bangs

2nd. Simpson

All in favor, none opposed. Motion approved

Hoffmann main motion to approval of minutes from April 9th.

1st: Zander

2nd: Casbeer

All in favor, none opposed. Motion approved

C. Regular Board meeting minutes of April 16th.

1st: Bangs

2nd: Simpson
All in favor, none opposed. Motion approved

D. Special Board meeting April 28th
1st: Warren
2nd: Casbeer
All in favor, none opposed. Motion approved

V. Conflict of Interest Disclosure:

None

VI. Commissioner Comments:

[*discussed later in meeting]

VII. Public Comments on Items not on Agenda:

Davidson: The cooperation agreement between the city and MHA is a document that's mandatory for Housing Authorities to adopt when they come into a municipality. We've had one in place since when we first organized, and it was last revised in 1997. The main purpose of the cooperation agreement is for the local municipality to agree to a payment in lieu of taxes for the public housing units. We are interested in strengthening our relationship with the city and we thought that the cooperation agreement would be a good place to document those additional cooperative ideas with each other. Emily Bentley is a former board member who's now on city council and she has been spearheading the effort to revamp this cooperation agreement and to strengthen the ties between MHA and the city. We've gone over it with the MHA management team, Emily, the mayor, Jim Nugent, and Worthington has been drafting the changes. Emily wanted a small committee of the board and myself to meet with the mayor on June 5th, not sure if we'll be ready.

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On page 2 under item 3, it says that in order to strengthen this partnership a city council non-voting liaison shall be appointed by the mayor to the local authority. Worthington has recommended that strengthening the language around what that liaison's role is would be a good idea. The concern from our management team is that having the liaison from city council may give the impression that city council has authority over MHA and can influence our decisions, which is not true. If this is something the board wants I'm certainly not opposed to it, we just need to define what the liaison's role is and make sure that they know what the boundaries are.

Worthington: Emily proposed that and made it a non-voting liaison, she originally wanted a city council appointed member, but statute prohibits that. The intent is to strengthen the relationship so that the person on the board gets to report, and there's a direct link to city council anytime an issue comes up.

Bangs: I think we need to make it very clear that this person isn't coming in as the mayor's right hand man and telling us what to do. This needs to be consistent, and we (the housing authority) can't be subject to the whims of the political landscape.

Davidson: And that is a reason that housing authorities were proposed to be separate from city government, so that they're not subject to the political whims.

Worthington: You need to set guidelines for how this person acts and what their role is, and decide how you will put it in writing.

Davidson: Would that definition be part of the agreement itself?

Worthington: No, because this has to be adopted by the city council as well as this board. I would see it more as an administrative rule because then it can be easily changed without having to go through the full city council.

On the first page under paragraph 2, she (Bentley) thought that it's really important to provide more information because the cooperation agreement didn't have very much in terms of operations. The 1997 cooperation agreement had 350 units that the housing authority was working on. We currently have about 1281 units between vouchers, PH, SPC, and LIHTC. So paragraph 2 on page 1 is a description of the housing authority's activities. Paragraph 3 on page 2 is emphasizing the strong partnership and is where the non-voting liaison is put in. On page 4, Emily wanted to give MHA a right of first refusal if the city is to dispose of any property. Paragraph 9 is intended to give us 30 days to exercise our right to obtain property from the city if they choose to dispose of it.

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Hoffmann: At no cost?

Worthington: It states that the municipality shall transfer ownership to the local authority under title 7 chapter 15 it states that they can deed property to us.

Paragraph 10 is stating that legal services are available Number 11 is stressing the fact that we're working together and to encourage MHA and city to regularly communicate.

Davidson: Under number 11 we talked with the city about possibly enrolling in their health plan, we're not sure if it would be financially beneficial to us, but it something to look into. Also the mayor talked about leasing shop space to us at a reasonable price at the Scott street shops. We also pay for Worthington to go to a couple trainings a year. And we are bringing a procurement officer to the office next week, to train our staff, and we've invited the city.

Just as a note under number 4, where it talks about the contractor (MHA) contracting with the government for loans and annual contributions for projects, under the old agreement (and as HUD intended) it only includes public housing, not section 8 or other types of properties. So we might need to check with HUD on this language.

Worthington: Okay I'll just change that back to the public housing units.

Davidson: They're the only ones we pay the PILOT on.

Bangs: I have no problems with the changes. I would prefer having more time to look through the rest of the agreement to see if there are things that are outdated and need to be changed, such as the definition of a slum. I don't believe there is a place in Missoula that fits that description and I don't think we need it anymore.

[Minute 26:00]

Worthington: The reason that's in there is because the HUD template is from 1968, and we can't really deviate from the template. Adding to the provisions isn't a problem, but modifying what they have might be.

Hoffmann: We should read through this thoroughly and take it up again at the next board meeting for a vote.

Worthington: It wasn't an agenda item and it's just in a final draft form.

Hoffmann: So it's a resolution item?

Davidson: It would be next month a resolution to adopt the changes and the cooperation agreement. It also has to be adopted by city council and it has to be approved by HUD.

Hoffmann: We should look over and vote on it next meeting.

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VIII. Commissioner Comments

Bangs: Going back to commissioner's comments, there's an opportunity coming up in the city and county with city rewriting their growth plan for the first time in 20 years. They are going to look at maps to make some real changes to the growth plan, and look at how to make things better and how to get more affordable housing, and change the zoning to do this. They did things such as put the sewer and water on 3rd street but they didn't change the growth plan. When it came time to get subdivisions approved, they were stuck with the county growth plan even though it was annexed with sewer and water, and only some made it through.

Simpson: And even then they were 4 units an acre.

Hoffmann: In title 20 they did put zoning that allows the type of development that they did at Canyon Creek that allows 4000 sq ft lots in the alleys with higher density. So that zoning does exist in writing now but it doesn't exist on the ground anywhere. They need to identify places in the city where that type of zoning should apply. So that's the place the Housing Authority should be on top of it and be at the meetings advocating for that type of zoning. Both staff and commissioners.

Davidson: I've had conversations with Laval about having Harlan and I participate, and we'd love to have a board member too.

Hoffmann: As a commissioner I would love to participate, and I feel like representing MHA I have a little more weight.

Davidson: Let me contact Laval about when these meetings are going to be scheduled.

Hoffmann: I attended the downtown association meeting for the Housing Task Force and I intend to participate in that as well. This is big news. This community needs help and right now we're not planning for the future. And particularly for the 54% of Missoulian that rent, they don't have a future. Other commissioner comments?

IX. Action Items

RESOLUTION 1000-

Casbeer: I'd be in conflict in resolution 1000 about Vantage Villa.

Worthington: You have a vested interest, so you can comment on it, but you can't vote on it.

Davidson: With no settlement in site at Vantage Villa, it means we can't start construction and have no time line for when the VV tenants can move back in. Having the public housing program continue to subsidize the VV tenants is not feasible, and we would have to let them go around the beginning of next year. We are getting more funding for Section 8, and Jim has run the numbers and we could transfer all of the VV tenants over to Section 8 vouchers. It would be beneficial to the voucher program because we could get a lot of lease ups in a hurry. And with our vouchers going down to 724 last year, when we do get more funding we need to lease up quick. It's a lengthy process to lease back up when we've had to reduce our numbers so much. It would be good for the voucher admin fees, and good for next year's financing. They base our next year's funding on what you did last year. We have enough money in the voucher program to do it and it's a way to continue to provide subsidy for the VV tenants when the public housing program can't continue to do so. Our admin plan does allow for a transfer like this, in specific circumstances such as this.

P11

Hoffmann: Move to approve number motion number 1000

Simpson: Second

Hoffmann: Motion carries. The insurance company hasn't come to a settlement agreement?

Davidson: There is a per-building limit on the policy. The policy is a blanket policy that makes the limit the entire public housing inventory. The HAI covers up to their limit in the policy, and then Travelers Insurance comes in with the reinsurance and Travelers is in their review right now. So Travelers and HAI have to agree on the pricing and the final amount that they are going to cover.

Casbeer: So can I just clarify that that is the only thing holding up phase 3?

Davidson: yes

Hoffmann: Item number 7: strategic planning, and Jim isn't here to present it.

Davidson: He's not, but we're starting the public comment phase and we will hopefully adopt the strategic plan next month and it will be part of our 5 year plan. The RAB will get it for comment as well as the public. We didn't change the strategic direction other than to strengthen and formalize the relationship with the city, to continue to develop an active and visible role as a collaborator, to take an active role in the 10 year plan to end homelessness. We have added individual tasks that need to be accomplished in order to meet that strategic direction. Those are the things I'd like you to review and to come back with anything we may have missed. I don't think there's anything in here that we haven't discussed at the board level.

Bangs: I have some comments. Starting on page 25, it says acquire Parkside Village, I think it should be changed to pursue the purchase of, because I don't know yet if we want to acquire it. I say that because we don't know that much about it, and my fear is with the open ended financing. And that if we haven't gotten the one at River Ridge solved, then we might not have a solution for this, or maybe together they are the solution.

The other thing, on the next page under flexibility, I think we need to look at the possibility of a political change in Washington DC and a drastic cut in our funding, and how the Housing authority would survive if this happens.

Davidson: Develop a contingency plan for how the housing authority survives with severe funding cuts at the federal level.

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Bangs: On the middle of page 26, the last sentence in #3 should actually be # 4 regarding collaborating with local partners.

Casbeer: I've been hearing at the mental health meetings that you've been awarded the 811 vouchers.

Davidson: Perhaps, when we get ready to enter into contracts if we decide to do that, it will certainly come before the board. The award is to the State, who would contract with us. The state doesn't even have a contract with HUD yet. The 811 vouchers are a demonstration project that HUD proposed over a year ago, and we put in a letter of interest, saying we'd be interested in putting them in some of our projects. They are for non elderly disabled, specifically those with Medicaid waivers which provide home based services for those who wouldn't normally be able to stay at home. Medicaid waivers give a much higher level of home based services, which would help people avoid going into nursing homes. This 811 money was traditionally used to build projects, so that one whole building had 811 assistance. But this concentrates people with disabilities in one building, and the purpose of the demonstration project is to allow 811 vouchers to be used in existing projects so there will be mixed occupancy. They have to be used in projects that were built with federal funds. HOME, CDBG, LIHTC, and maybe other federal funding. The program rules have been so nebulous that we have been very hesitant at moving forward with this. The grants were given to Montana as a joint grant between DPHHS and

the state housing division. They wrote and received the grant, and DPHHS is involved because they've agreed to provide the services that need to go along with the vouchers. Jim McGrath and Mary Melton have been very helpful in informing the state and DPHHS about all of the issues that can arise with these 811 vouchers. Jim's brought up things such as will they be portable and how will the payment standards be determined?

On the LIHTC side it's a little more complicated. One of the things that HUD is requiring is a 30 year restricted use agreement. Saying that if you agree to have these vouchers in your project, you must agree to keep them there for 30 years. Theoretically it says that if it didn't work out they could release the 30 year use agreement, but we can't find anything in writing that says that. So the idea of an investor partner agreeing to a use agreement that restricts their units to a source of funding which is insecure at best for 30 years is problematic. The vouchers do go along with the funding, and they have been assured for a 5 year period. There's no assurance of funding after that. Although the rental assistance contract that you're signing is good for 20 years, it's only guaranteed funding for 5. It's not well thought out and we're still trying to work out the details. There's no one yet who has implemented, and HUD has told the state as soon as those contractors sign we want those units leased up right away. But we can't just evict people in order to get the units we need. There are advantages to it. It's guaranteed rent, and there's a vacancy payment so that when the unit is empty you still collect 80% of the rent for the next 60 days.

We also have serious questions about the level of services. There will be people coming out of institutions that may not have lived independently for a very long time (if ever) and would require a high level of services. Some of them are already in place independently, and if they were the first ones to get the vouchers that would work out fine.

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Dave Parker from the state said that the rental agreement says that if you can only lease up 4 of 5 of the units, then the state said you can rent it to regular tenant. But there is nowhere in the rental agreement contract that we can find that language. It sounds in theory that it could work really well. The main impediment for us being the 30 year use agreement that has to be recorded. It's an encumbrance on the title and the investors are going to have a really hard time with it. Unless HUD provides us with documents saying the lease agreement will be released under certain conditions, but they haven't done that.

Melton: And there is no administrative fee for it.

Casbeer: We've been hearing it's a done deal, that you got them.

Davidson: The state has them, from a grant that was awarded to them. You have to administer them just like you would normal vouchers. All of the compliance would fall on the owner whether it was us or anyone else. Which brings up the question of whether a private owner could actually do this because they would have to contract with someone like the housing authority to do the compliance, which is an additional cost to them and they don't get any addition fees for it. HUD it assuming that the rent would cover any additional administrative burden for it. So even though we would be the administrator of the 811 we wouldn't get fees. Although if there was a private owner that came to us and said they wanted us to help them administer them we could charge them a reasonable fee to do that and they would have to agree to pay them.

Casbeer: A theory was that they were going to go into higher rent places.

Davidson: They can't go into units that are above FMR, Silvertip wouldn't work because it's above FMR.

X. Staff Reports

A) MHA Office Space

Davidson: The Payne West building on Front Street was put up for sale at an asking price of 2 million. Collin, Jamie, myself, Adam, Harlan, and Sam went in and toured it. It's a great space that would be more than adequate for what we need. One of the issues is parking. The building currently has 40 spaces leased from the parking commission, and Harlan has asked me to let you know that leasing those spaces would increase the price of the building by about \$250K. We would have to anticipate a minimum of \$100K in moving costs. It doesn't need any rehab so we could move into it as is. There are offices all around the outside and a big open space in the middle where right now they have cubicles set up. We were asking them if they would sell one set of those, they're on both floors and we wouldn't need both. The basement level opens up into Caras Park, and could be used for a conference space. We have placed calls to the Special Application Center to investigate using the disposition funds and how much of those funds we could use. Our regular contact, Kathy Szybist, who's an attorney, hasn't gotten back to us yet. Harlan is out of town this week, but will spend a lot more time on it next week. We've asked for more information from the realtor. We've got an idea on what his portion of the utilities were but we don't know what the renters were paying. I can guarantee you that it's more than about \$250 a month. We might be able to overcome the parking issue by reducing the amount of parking or not leasing any parking at all. That would really be a hardship for our tenants and is something we'd have to discuss at the board level and see if as a policy that's acceptable. There is the first hour free of parking in the parking garage. The other thing that would be an issue is handicap accessibility. There's no elevator in the building, however it's handicap accessible entering on both floors, just not going between the floors. It's a great option, certainly the best option we've looked at, far cheaper than purchasing land and building something else. Based on the amount of rent we pay here we could debt service about \$500K, and we have up to \$1.4M of the disposition funds. We're not sure if HUD will let us use all of that, but they might because it's on a prorated basis for the amount of space that will be used by Public Housing and Section 8 tenants. There's a possibility that we might be able to apply for CDBG funds, I know Partnership Health Center built a lot of their new buildings with CDBG funds, so that could be a possibility for some gap funding. And we're also looking at anything else we can find. It's not in a TIF district, so there wouldn't be any TIF funding available. But the parking is a huge issue. I'm not sure how to get around that, unless we can afford a \$230K lease for parking. There are 8 spaces right outside the back door, our maintenance vehicles could go there, and we could even stack them. Or maybe we don't put our vehicles there, and we could do something for client parking. It's a great building I'd love to make it work; I'd love to be there.

Casbeer: There is good bus service to there.

Davidson: Yes, the transfer station is close by and the bus is right there. That's a really good point.

Bangs: I think one of the main things to think about is how to use the whole building. Whether you can sublet to another non-profit. It's just a little bit more building than we can afford to pay for right now, and I think we will have to buy some parking. And once we figure out what all the utilities will really be, it's going to be expensive. So if we can figure out a way to get help with some of the payments, and then as time goes on and we use more of the building, eventually it will be full and easy to pay for.

Davidson: That is something we discussed, which part of the building could we make available. It's a small draw back, but none of the offices on the ground floor have windows, which isn't terrific for someone who is spending 8 hours a day in there. There are windows towards the front where it opens up into Caras Park, so those front offices would have plenty of ambient light. One thought is those back offices would be perfect for maintenance who are only in the office for a short amount of time each day. The biggest question of all is how much money HUD would let us spend on this space. And those leased parking spaces, I wonder if the Parking Commission would give us a deal? It's worth asking. I will emphasize that this is the best space we've looked at so far, and the most affordable.

Hoffmann: If we could ever be downtown, this is the best chance we'll ever have. It's a great space, parking's an issue, but public transportation couldn't get any better. You're at the hub of it. We just need Harlan to put some numbers together to make it look real enough that we could pursue it. And I'd be up for a special board meeting, if he put something together that we could discuss and come together to propose an offer. It's important enough that we shouldn't wait for a board meeting.

P15

Melton: Could we do some kind of vehicle count to see how many people are coming in and out.

Davidson: That's a really good idea Mary, especially during orientation times and voucher briefings.

Melton: We don't normally fill up our lot.

Davidson: No we don't. And it's also an issue for staff parking, how comfortable are staff going to be to have to pay to park downtown, or not park downtown.

Worthington: Parking is anywhere from \$25 for the 10 hour meters which are hard to find. Most are \$40-\$50 a month which is approximately \$600 a year out of pocket. My guess is you'll have some push back from your employees as that will be a cost they'll have to incur if you move.

B) Vantage Villa Update

Covered earlier

C) City Surplus Lots

Davidson: Missoula College is on hiatus with the college students off for the summer. For the HOME application, Harlan reported that the state home people are reviewing the grant and haven't found any errors so far.

D) Palace Project

The perm loan is closed, there's a provision in the LP agreement saying that we must meet the debt coverage ratio for three months after the construction loan closing. We've been trying to make the argument that since we've waited so long already, we shouldn't have to wait 3 more months. The people at PNC decide this. One of my concerns is that because of the way the LP agreement is written, it's either the higher of the actual expenses or what you put in your proforma when you do the underwriting. They take the higher of the two to determine what to use for your debt service ratio. Our actual numbers are under on every category except for insurance. There is no way we can reduce expenses that would cover our debt service ratio because they're using higher numbers from the underwriting anyway. My appeal to them is that the insurance amount is out of our control, we have no way to reduce it, and if we can never reach it we have no way to reach debt service coverage ratio. Yet again we're at the mercy of PNC in the way that they interpret the LP agreement and what they'll allow us to do. We did however get the second installment, so now the only thing we don't have is the developers fee.

P16

Hoffmann: Would you do another job with PNC?

Davidson: I would certainly hesitate, and I know a lot more about what to look for now. I've never worked with an investor where the proforma was written in stone. They are estimates of what you think your operations are going to be. Especially in a rehab where you're not sure what new heating systems are going to be. Our expenditures are less than anything in the pro forma and they still won't give us a break. So I would think very hard about it, and it would have to be under very different terms than what we had on this one.

E) Rural Development Self-Help Program

Davidson: Holly and Harlan went to the RD conference last week. Harlan found only one other place that insured their work under separate insurance from the families' builders risk. In Butte they hire a general contractor and the GC covers the insurance, but everyone else operates the same as Neighborworks Great Falls, so that when there are problems they just pay for them (it must come out of their SHOP funds). We got really great contacts for different plans to use at inexpensive prices, good marketing ideas, good ideas on building systems. One place is completing builds in 8 months by using SIPS. In Butte they're using SIPS manufactured in Bozeman.

Hoffmann: You don't see them around here because they're more expensive.

Davidson: I think RD is a program that we want to continue; it's a revenue stream for MHA. The technical assistance grant is generous and the SHOP funds are a great source of unrestricted funds.

F) Update on water issues in Phase One:

Davidson: The memorandum of understanding that Worthington and the NeighborWorks attorney created. Great Falls has agreed to take on all the costs. They're not asking us to contribute in any monetary way. We're contributing staff time since we will be on site with build two anyways. Ted Moore the supervisor out there broke his ankle rather badly, so Rich the halftime supervisor will be stepping into the full time position for the summer, and Sam and Harlan will be helping out with that as well. Things on build two are going well. On Build One we have the MOU. It really defines well what the tasks of each party will be. We are getting very little feedback from the families. They haven't seen the MOU yet, we didn't want to give them an unfinished product.

Hoffmann: What caused Great Falls to change their mind?

Davidson: I don't know. We're assuming they're dipping into their shop funds.

G) Silvertip Sound Mitigation

Davidson: Our part is going very well, Sam is doing a great job. The problem is some of the walls that were to be mitigated weren't in the plans and so were not included in the bid that Sam gave them. He bid what they gave him. So now RMDG and Gavin Hanks get to argue about how the rest of the sound mitigation will be done.

P17

Simpson: Sam bid that as Bristlecone?

Davidson: Yes. It's now just a question on whether the walls that weren't included in the plan will get mitigated or not, and I think that they have to be.

Hoffmann: What percentage weren't included?

Davidson: It sounds like there were a whole bunch of walls that weren't included in the plan, I don't know the exact numbers.

Hoffmann: RMDG and Vince are committed to a cost that's insufficient, and why are they committed to that cost?

Davidson: Because they signed off on \$130K being the final settlement on this claim with the E&O insurance. But it is getting mitigated and we've heard a lot less sound complaints as is gets completed.

Under the HUD mortgage, the 221(d)4, one of the things that happens is a cash distribution to the owners for the excess cash flow and our 17.39% portion of that for 2013 was a little bit in excess of 15K. So IDC just took in \$15K which will be repaid to the MHA development fund for loans made in the past.

H) IDC update

Davidson: The bonds are released and Farran Group paid us for them. So it's done and we won't see this on the agenda anymore.

XI. New Business

A) Stevensville land

Davidson: We have about \$1.5M in the development fund, and the loan amount remaining on the Stevensville land is about \$135K give or take some accrued interest. We're paying \$19K a year on a 5 year note, which matures in 2 years. About \$10K of that is principle. My thought is to maybe just pay off and own the land free and clear and not continue to pay interest on it. It would come strictly out of the development fund and it would be a loan to Garden City Neighbors.

Hoffmann: If we were to get a site for new offices and it was tied to how much we could finance, then we would be \$135K short if we paid this loan off.

Davidson: It's two different funds. The disposition fund is separate from the development fund. So there's \$1.4M in the disposition funds and \$1.4-and 1.5M in the development fund, and we'll have another \$250K after we pay Treadstone the 25% of the remaining developer's fee.

Hoffmann: My point is that that developer's fund could be the bridge. I'm just thinking we should keep ourselves as liquid as possible in order to keep options open.

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Simpson: We could also use it as collateral.

Davidson: And we have big For Sale signs out there now. And Harlan has been asking other developers if they'd be interested in purchasing it.

Simpson: What's the interest rate?

Davidson: It's around 6%

Bangs: With two years left, that's \$19,000 every year. So if we paid off \$100,000 then those last two payments would virtually pay it off. Because once you pay off \$100,000 principle then the last two payments would be principle only.

Simpson: What kind of return are we getting right now?

Davidson: We aren't getting a return.

Simpson: It seems to me to be a good idea to do what Collin said or to pay the whole thing off.

Davidson: Some of that development fund is obligated to PNC for the Palace. During the period of construction there was a \$750K liquidity requirement. This went down to \$500K when completed. One of the things I've always said is that I'd never want to be less than \$500K liquid anyway. I put a provision in that if we had a dire need to use some of that \$500K they would consider us being able to use it. So we have \$1.5 million in the development fund, and we'll be getting \$250K from PNC and the developer's fee. I'm confident they'll eventually pay it. \$500K of that is obligated for the next 14 years.

Simpson: Rather not pay the bank another \$18K.

Davidson: That's kind of my feeling. We've been paying on that land for a long time anywhere from \$13K-19K a year.

Hoffmann: If these guys think we should pay off that land I'd agree.

Davidson: We need a resolution next month to go ahead and pay that off.

XII. Old Business

a. Legal Services

*Discussed Prior in the meeting

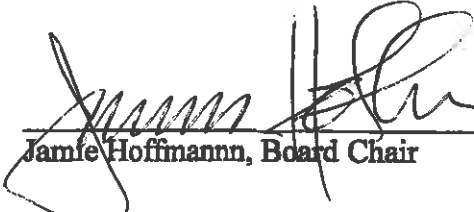
b. Changes in Procurement and Personnel Policies

Davidson: In terms of procurement and personnel policies, Worthington and Adam are having a hard time finding time to work on them. The trainer coming next week is going to do a thorough review of the procurement policy with recommendations for changes.

c. Board Training opportunities

None

XIII. Adjournment: The regular meeting was adjourned at 7:09pm



Jamie Hoffmann, Board Chair



Lori Davidson, Executive Director