

**MINUTES OF MEETING
OF THE
BOARD OF COMMISSIONERS**

April 15, 2021

The Regular Meeting of the Rhode Island Housing and Mortgage Finance Corporation (the “Corporation” or “RIHousing”) Board of Commissioners was held on Thursday, April 15, 2021 at 9:30 a.m. The meeting was held via telephone conference call pursuant to Executive Order 20-46 (extended by Executive Order 21-30, and as may be further amended or extended).

Carol Ventura, Executive Director, introduced Carl Rotella, Director of Information Technology, who outlined the parameters of the meeting.

Mr. Rotella stated that (i) the meeting would be recorded and available for review on the RIHousing website within 3-5 business days after the meeting and (ii) except for the Board of Commissioners and specific RIHousing staff, all callers will be muted during the meeting. Mr. Rotella announced that if during the meeting anyone had technical difficulties with audio or accessing the call, they should call (401) 457-1240.

Nicole Clement, General Counsel, provided additional information for those participating in the meeting. Ms. Clement stated that (i) pursuant to Executive Order 20-46 (as extended by Executive Order 21-30, and as may be further amended or extended) the meeting was being held via teleconference, (ii) members of the public could visit the RIHousing website to view the agenda and information on the actions being taken and (iii) in the event the teleconference was interrupted, staff would stop the meeting until audio was restored.

Ms. Clement also stated that Chairman Retsinas would preside over the meeting and requested that any Commissioner or staff to state their name prior to speaking and to mute their telephone if not speaking. She then invited Chairman Retsinas to call the meeting to order.

A quorum being present, Chairman Retsinas introduced himself and officially called the meeting to order at approximately 9:35 a.m. Chairman Retsinas then invited Ms. Ventura to proceed with the roll call of Commissioners and RIHousing staff (in attendance).

Ms. Ventura conducted a roll call vote of Commissioners and staff participating in the meeting. Commissioners participating via conference call were: Nicolas P. Retsinas; LeeAnn Byrne, Designee for General Treasurer Seth Magaziner; Elizabeth Tanner, Director of the Department of Business Regulations; Kevin Orth; Stephen P. McAllister and Maria Barry.

Acting Director of the Department of Administration, James Thorsen was also present.

RIHousing staff participating were: Carol Ventura, Executive Director; James Comer, Deputy Executive Director; Kara Lachapelle, Chief Financial Officer; Lisa Primiano, Chief Operating Officer; Leslie McKnight, Assistant Deputy Director of Loan Servicing; Bernadette MacArthur, Director of Finance; Christine Hunsinger, Chief Strategy and Innovation Officer; Peter Pagonis,

Director of Homeownership; Nicole Clement, General Counsel; Anne Berman, Assistant Director of Development and Carl Rotella, Director of Information Technology.

Steven Richard, Counsel to the Corporation, was present on the call as were members of the public.

Pursuant to Chapter 46 of Title 42 of the General Laws of Rhode Island, notice of the meeting of the Board of Commissioners was posted in the Offices of the Corporation, on the Corporation's web site www.rihousing.com and at the following link: <https://www.rihousing.com/rihousing-board-meeting-april-15-2021/>.

Approval of Minutes of Board Meeting held on March 18, 2021

Chairman Retsinas asked for a motion and a second for the approval of the Board of Commissioners meeting minutes held on March 18, 2021. A motion was made by Commissioner Designee Byrne and seconded by Commissioner Barry. There being no discussion, Nicole Clement, General Counsel, conducted a roll call vote of the Commissioners. The commissioners voted as follows:

Chairman Retsinas	Aye
Commissioner Orth	Aye
Commissioner McAllister	Aye
Commissioner Barry	Aye
Commissioner Designee Byrne	Aye

Ms. Clement then stated that the following was unanimously adopted:

VOTED: That the minutes of the Board Meeting held on March 18, 2021 hereby are approved.

Chairman's Remarks

Chairman Retsinas announced that Nicole Clement, General Counsel, is leaving her position at the Corporation. Chairman Retsinas said that since Ms. Clement joined RIHousing, she has grown and matured into an outstanding attorney. Ms. Clement has guided the Corporation in mitigating risks and assembled a superb legal team. The Chairman expressed his appreciation for the numerous contributions Ms. Clement has provided to RIHousing. Chairman Retsinas wished Ms. Clement well in her new venture.

Ms. Clement thanked Chairman Retsinas and the Board for the well wishes.

Executive Director's Review of Recent Activities and Trends

Carol Ventura, Executive Director, greeted everyone and proceeded with an update on the Corporation's activities.

Homeownership. Ms. Ventura began by mentioning that the Homeownership Division's first mortgage production remains strong even with the lack of inventory in the market. March saw a slight increase with 152 mortgages funded on volume of \$41.3 million, an increase of 31% and 46% compared to March 2020 when the pandemic began to affect production.

Loan Servicing. Ms. Ventura was happy to report that after many months, RIHousing experienced a significant decrease in overall delinquency. The delinquency rate declined 247 basis points to 13.6% vs. 16.1%. Ms. Ventura said that Leslie McKnight, Assistant Deputy Director of Loan Servicing, attributes that decrease to borrowers utilizing federal income tax returns and stimulus funds to pay their mortgages. Additionally, the Loan Servicing Division has employed extra counseling staff to make calls to delinquent borrowers.

Development. Ms. Ventura was pleased to share that the first workforce housing project, Parcel 6 within Providence's I-195 innovation and design district, approved last spring under the Workforce Housing Innovation Challenge ("WHIC") Program funding round, closed. Upon completion, the site will include a single-tenant 13,000 square-foot grocery store, and two mixed-use residential buildings with 62 apartment units of which 31 units will be earmarked as workforce housing units and restricted to tenants earning 100-120 percent of the area median income.

Ms. Ventura also reported that staff has received eleven (11) proposals for the second round of workforce housing funds. The Development Division expects to bring those recommendations to the Board of Commissioners in May.

Continuing, Ms. Ventura mentioned that Georgiaville Village Green is being awarded a GrowSmartRI 2021 Smart Growth Award. This project is 42 units of new construction in Smithfield. It is a 9% LIHTC development, which opened to residents in 2019. The development, a joint venture between nonprofits associated with the Smithfield and Coventry Housing Authorities is one of the greenest in the state, built on remediated brownfields and incorporating an improved storm water runoff system and a photovoltaic solar array.

Leased Housing and Rental Services. Ms. Ventura informed the Commissioners that the portal for the RentReliefRI portal officially opened for applications on April 1, 2021. The focus at this time is on tenant applications. To date, 794 applications have been received totaling \$4,861,027.28. Staff is working with internal and external partners to streamline the processing and will soon begin reviewing applications.

Ms. Ventura then notified the Commissioners that, for their information, included in her report is a list of other rental assistance programs the Corporation has rolled out to address housing needs during this pandemic.

Next, Ms. Ventura commented that staff is in the process of planning several groundbreakings and ribbon cutting events with its development partners for May and June. These events allow RIHousing to highlight the work being done across the state as well as the importance of developing affordable housing for Rhode Islanders. Additional details and information will be available in early May.

Ms. Ventura briefly mentioned that, in March, President Biden released his proposed COVID-19 relief package that includes almost \$10 billion for a Homeowner Assistance Fund. Ms. Ventura referenced the detailed summary in her report provided by Amy Rainone and invited the Commissioners to review the summary at their convenience.

Ms. Ventura then noted that on Tuesday, April 13 the House and Senate passed the source of income discrimination bill, sending it to the Governor's desk for signature. Later that day, several RIHousing staff will attend the signing ceremony at the State House.

In closing, Ms. Ventura stated that, on March 24, the Finance Department successfully executed a new bond issuance for the Homeownership Opportunity Bond Program. This bond sale will provide \$125 million of financing for new first-time homebuyer mortgage loans along with \$18.6 million to refund more expensive outstanding bonds.

Similar to the last single-family bond sale, this issuance was brought to market designated as a social bond issuance and was marketed on the Corporation's new investor webpage, rihousingbonds.com.

Following her presentation Ms. Ventura asked if anyone had any questions.

Chairman Retsinas praised and thanked Ms. Ventura for a great report.

Commissioner Orth also expressed his appreciation to staff for including the summary of activity on the RentReliefRI Program in the report. The Commissioner commented that it is helpful to have status information presented on a monthly basis.

Commissioner Designee Byrne asked if the Corporation has plans to provide regular public updates on the RentReliefRI Program. Commissioner Designee Byrne suggested that status reports issued on a weekly or every other week basis would be beneficial. She did state that she understands that the priority is to process applications and distribute the funds to the community, but a more frequent update could be considered.

Christine Hunsinger, Chief Strategy and Innovation Officer, said that staff is working with the Governor's office, OMB, the Office of Pandemic Recovery and the Legislature to frame a report to provide robust and pertinent data. Conversations have revolved around the frequency of the report and establishing a website with the data for the public to clearly and readily access the information. Once Ms. Hunsinger has more details, she will share the information with the Commissioners.

Acting Director Thorsen mentioned that OMB received communication that an additional \$10 billion is being allocated in relief funds to address homeownership, foreclosure and other housing related hardship issues. Approximately \$50 million is slated for Rhode Island and Acting Director Thorsen wanted to bring that information to staff's attention. Acting Director Thorsen also mentioned that additional guidance will be furnished on the website.

Ms. Ventura thanked Acting Director Thorsen for the information and said that NCSHA, the industry's trade association, has scheduled a call for that evening to review the details and staff plans to attentively monitor the situation.

Chairman Retsinas commented that he has also been in contact with Senator Reed's office regarding these funds.

No further questions were presented.

Approval of Transfer of Physical Assets (TPA) for Meadowbrook Apartments (South Kingstown)

Chairman Retsinas stated that Anne Berman, Assistant Director of Real Estate Development, would report on the transfer of physical assets for Sutterfield Apartments.

Ms. Berman began by informing the Board of Commissioner that this transaction is purely administrative. She stated that the request is for approval of the transfer of a portion of the shareholder interest in the general partner of Meadowbrook Apartments Limited Partnership (the "Partnership"), the owner of Meadowbrook Apartments (the "Development"), an affordable housing development for families located on Meadowbrook Way in South Kingstown.

The Development consists of 47 apartment units in 6 buildings with associated parking. Originally developed as affordable housing in 1997 utilizing the Low-Income Housing Tax Credit ("LIHTC") Program and financing from Rhode Island Housing and Mortgage Finance Corporation ("RIHousing"). The Development consists of 17 two-bedroom and 30 three-bedroom apartments. The Development's initial 15-year compliance period ended in 2012 and the LIHTC restrictions remain until 2027. The Developer recently received approval for 8 Project-Based Section 8 Rental Vouchers and there are currently 30 residents with existing tenant-based Housing Choice Vouchers at the site.

The Partnership has requested RIHousing's approval to the transfer of 40% of the shareholder interest in Property Advisory Group, Inc., ("PAG"), which is the general partner of the Partnership, to the Robert R. Gaudreau, Jr. Declaration of Trust, dated 10/30/1998 ("RG") and the Scott Gaudreau Revocable Trust, dated 11/17/2005 ("SG") (collectively, the "Transferees"). RG and SG currently each own 4.5% of PAG. Under RIHousing's Rules Relative to Multifamily Loan Programs, Proposed Prepayments or Transfers, as amended (the "TPA Regulations"), project owners must obtain RIHousing's approval and comply with RIHousing's administrative procedures for the transfer of physical assets before conveying, assigning or transferring any ownership interest in a multifamily housing project.

PAG, a Rhode Island corporation holds a 20% general partner interest in the Partnership. Each of John B. Bentz, Trustee of the John B. Bentz Declaration of Trust, dated 9/20/2000 and Carol Bentz (collectively, the "Transferors") hold 20% stock in PAG, and together hold 40% stock in PAG. The Transferors seek to transfer their interest in PAG to the Transferees. Upon completion of the transfer, each of RG and SG will hold a 24.5% interest in PAG.

There will be no other changes in the ownership structure of the Partnership or property management. There are no funds to, or from, the Partnership, general partner or from the Development as part of the transfer. Each of the Transferee and the Transferor will pay all costs associated with the transfer. As shareholders in PAG, the Transferees will assume all applicable existing obligations encumbering the Development.

The staff of the Asset Management Department and Development Division jointly reviewed this request under the TPA Regulations and determined that the proposed transaction complies with the regulatory requirements.

Chairman Retsinas then asked for a motion and a second for the approval of the Approval of Transfer of Physical Assets (TPA) for Meadowbrook Apartments (South Kingstown).

A motion was duly made by Commissioner Orth and seconded by Commissioner McAllister.

Chairman Retsinas mentioned that the Credit Committee did not convene in April but asked Commissioner Orth if he had any comments.

Commissioner Orth noted that the Transfer of Physical Assets for Meadowbrook Apartments is a procedural matter that complies with all regulatory requirements. The Commissioner said he supported approval of the transaction.

There being no discussion, Nicole Clement, General Counsel conducted a roll call vote of the Commissioners. The commissioners voted as follows:

Chairman Retsinas	Aye
Commissioner Orth	Aye
Commissioner McAllister	Aye
Commissioner Barry	Aye
Commissioner Designee Byrne	Aye

Ms. Clement announced that the following resolution was unanimously adopted:

**Resolution of the Board of Commissioners
Of Rhode Island Housing and Mortgage Finance Corporation**

WHEREAS: under Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) Rules Relative to Multifamily Loan Programs, Proposed Prepayments or Transfers, (the “TPA Regulations”), project owners must obtain RIHousing’s approval and comply with RIHousing’s administrative procedures for the transfer of physical assets before conveying, assigning or transferring any ownership interest in a multifamily housing project; and

WHEREAS: Meadowbrook Apartments Limited Partnership (the “Partnership”), the owner of Meadowbrook Apartments (the “Development”), seeks approval of the transfer of 40% of the shareholder interest in its general partner, Property Advisory Group,

Inc., (“PAG”) from John B. Bentz, Trustee of the John B. Bentz Declaration of Trust, dated 9/20/2000 and Carol Bentz (collectively, the “Transferors”) to Robert R. Gaudreau, Jr. Declaration of Trust, dated 10/30/1998 and the Scott Gaudreau Revocable Trust, dated 11/17/2005 (collectively, the “Transferees”); and

WHEREAS: staff has reviewed this request under the TPA Regulations and determined that the proposed transaction complies with the regulatory requirements.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED: that the transfer of the shareholder interest in PAG to the Transferors as set forth herein be, and hereby is, approved, subject to the following terms and conditions:

1. Receipt by RIHousing of all application materials required in Phases 2 and 3 of the TPA Regulations except for such requirements as may be waived or modified by the Executive Director, consistent with the nature of this transaction and protection of the interests of RIHousing; and
2. Receipt by RIHousing of the transfer Processing Fee, as defined in the TPA Regulations; and
3. Satisfaction of any additional requirements that the Executive Director believes to be necessary or advisable to protect the interests of RIHousing with respect to the Development.

RESOLVED: that the Executive Director, the Deputy Executive Director, or the Director of Development each acting singly, be and hereby is authorized to execute and deliver on behalf of RIHousing all documents necessary or advisable to consummate such transfer and to take such further actions as he or she shall deem necessary or advisable in connection therewith.

Approval of Amendment to the RIHousing Administrative Plan

Chairman Retsinas announced that Claribel Shavers, Director of Leased Housing and Rental Services, would give this recommendation.

Ms. Shavers stated that Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) operates several federal housing programs, one of which is the Section 8 Housing Choice Voucher Program (the “HCV Program” or the “Program”). The HCV Program offers rental subsidies to help income-qualifying families, senior citizens and disabled individuals afford safe, healthy homes of their choosing. RIHousing serves as a Public Housing Authority (“PHA”) in those Rhode Island communities that do not have standalone municipal housing authorities. RIHousing’s operation of the HCV Program is governed by an Administrative Plan, as provided by federal regulation.

In connection with RIHousing’s ongoing efforts to reduce administrative burdens on Program participants and adopt best practices in the administration of the Program, staff performs periodic targeted reviews of the Administrative Plan. During the most recent such review, staff identified an opportunity to implement a preference for households with expiring rental subsidies, who are vulnerable to homelessness or housing instability.

The proposed Administrative Plan change is summarized in the table provided at Attachment B hereto. The full text is provided at Attachment C, which attachment is included as part of the April 15, 2021 Board of Commissioner package. The amendment will become effective upon approval and adoption by the Board of Commissioners.

Staff recommends that the Board of Commissioners approve the attached resolution adopting the amendment to the Administrative Plan, substantially in the form presented at Attachment C, which attachment is included as part of the April 15, 2021 Board of Commissioner package.

Retsinas asked for a motion and a second for the approval of the Approval of Amendment to the RIHousing Administrative Plan. A motion was duly made and seconded.

Following the discussion, Nicole Clement, General Counsel, conducted a roll call vote of the Commissioners. The commissioners voted as follows:

Chairman Retsinas	Aye
Commissioner Orth	Aye
Commissioner Tanner	Aye
Commissioner McAllister	Aye
Commissioner Barry	Aye
Commissioner Designee Byrne	Aye

Ms. Clement announced that the following resolution was unanimously adopted:

**Resolution of the Board of Commissioners
Of Rhode Island Housing and Mortgage Finance Corporation**

WHEREAS: Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) has been designated by the United States Department of Housing and Urban Development (“HUD”) as a Public Housing Authority (“PHA”) in connection with the Section 8 Housing Choice Voucher Program (the “HCV Program”);

WHEREAS: Part 982.54 of title 24 of the Code of Federal Regulations requires each PHA to administer its HCV Program according to an Administrative Plan;

WHEREAS: the Administrative Plan must establish local policies for administration of the HCV Program in accordance with HUD requirements and must be adopted by the PHA Board of Commissioners; and

WHEREAS: staff has undertaken a review of the Administrative Plan and has established the need for an amendment.

NOW, THEREFORE, BE IT:

RESOLVED: that RIHousing hereby approves and adopts the amendment to the RIHousing Administrative Plan substantially in the form presented at Attachment C; and

RESOLVED: that the Executive Director, Deputy Executive Director, and the Director of Leased Housing and Rental Services, each acting singly, is, and hereby are, authorized to execute any document or take any other action necessary to carry out the foregoing resolutions.

Attachment B
Table of Substantive Amendments to Administrative Plan

Proposed Change to Administrative Plan	Location	Rationale
<u>Add a selection preference for “Unstable Housing Situation” to provide 2800 points to families currently receiving a rental subsidy under a temporary, expired/expiring, or defunded housing program, where the families would be at risk of becoming severely rent-burdened and at increased risk of homelessness upon the program’s termination or expiration.</u>	Section 4, page 4-13	As RIHousing initiates additional programming offered through the U.S. Department of Housing and Urban Development (“HUD”), such as the Foster Youth Initiative, which may be time- or resource-limited, it is necessary to ensure that vulnerable families, who may otherwise be at-risk of homelessness or housing instability, have a selection preference so that they can maintain their stable housing if the initial program terminates or expires.

Approval of Amendment to the Public Housing (PHA) Annual Plan

Convening of the Section 8 Committee

Nicole Clement, General Counsel, informed the Commissioners that in addition to being on the board of RIHousing, Board members are also members of the Public Housing Authority that administers Section 8 rental subsidies. She then invited Chairman Retsinas to ask for a motion to recess the meeting of the RIHousing Board of Commissioners and convene the Section 8 Committee.

Chairman Retsinas asked for a motion and a second to recess the meeting of the RIHousing Board of Commissioners and convene the Section 8 Committee for Approval of Amendment to the Public Housing (PHA) Annual Plan.

A motion was duly made by Commissioner Orth and seconded by Commissioner McAllister to recess the RIHousing Board of Commissioners meeting and convene the Section 8 Committee and Approve the Amendment to the Public Housing (PHA) Annual Plan.

Ms. Clement, General Counsel, then conducted a roll call vote of the Commissioners, eligible to vote. The Commissioners voted as follows:

Chairman Retsinas	Aye
Commissioner Orth	Aye
Commissioner McAllister	Aye
Commissioner Barry	Aye
Commissioner Designee Byrne	Aye

The Board of Commissioners unanimously approved the convening of the meeting of the Section 8 Committee to consider approval of the Amendment to the Public Housing (PHA) Annual Plan. The Section 8 Committee Meeting convened at 9:51 am.

Commissioner Tanner arrived at this point of the meeting at approximately 9:52 a.m.

a. Approval of Amendment to the Public Housing (PHA) Annual Plan

Chairman Retsinas invited Ms. Shaves to present the request.

Ms. Shavers began by acknowledging that the Resident Member had been notified of the meeting (as required), and that the Resident Member was unable to attend.

Ms. Shavers then said that Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) acts as a public housing authority (“PHA”) with respect to the administration of Section 8 tenant-based rental subsidies provided by the U.S. Department of Housing and Urban Development (“HUD”) through the Housing Choice Voucher Program. In accordance with Title V of the Quality Housing and Work Responsibility Act of 1998 (the “Act”), RIHousing must adopt a streamlined annual PHA plan for this program that establishes goals and objectives for meeting the housing needs of the corporation’s jurisdiction (the “Annual Plan”). The Annual Plan includes RIHousing’s strategies for expanding the supply of assisted housing, promoting family self-sufficiency, and ensuring equal opportunity in housing. The Annual Plan must be approved by the Board of Commissioners and forwarded to HUD.

In accordance with the requirements of the Act, the Annual Plan was circulated to a Resident Advisory Board for review. In addition, a forty-five-day public comment period was advertised culminating in a public hearing on March 25. No comments were received from the Resident Advisory Board or the public. Finally, RIHousing’s Government Relations & Policy staff has reviewed the Annual Plan to ensure consistency with the State’s Consolidated Plan.

Staff recommends the approval of the attached resolution authorizing the adoption of the Annual Plan substantially in the form set forth in Attachment B, which attachment is included as part of the April 15, 2021 Board of Commissioner package.

Following the presentation, Chairman Retsinas asked Ms. Clement to conduct a roll call vote of the Commissioners for the Approval of Amendment to the Public Housing (PHA) Annual Plan.

Ms. Clement, General Counsel, then conducted a roll call vote of the Commissioners, eligible to vote. The Commissioners voted as follows:

Chairman Retsinas	Aye
Commissioner Orth	Aye
Commissioner Tanner	Aye
Commissioner McAllister	Aye
Commissioner Barry	Aye
Commissioner Designee Byrne	Aye

Ms. Clement confirmed that the following resolution was unanimously adopted:

**Resolution of the Board of Commissioners
Of Rhode Island Housing and Mortgage Finance Corporation**

WHEREAS, Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) has been designated by the U.S. Department of Housing and Urban Development as a public housing authority in connection with the Housing Choice Voucher Program, through which RIHousing administers tenant-based Section 8 rental assistance; and

WHEREAS, Title V of the Quality Housing and Work Responsibility Act of 1998 requires public housing authorities that administer Section 8 assistance programs to set forth certain program-related policies and information in an annual plan (the “Annual Plan”), which must be adopted by the public housing authority’s board of directors; and

WHEREAS, following a public notice and comment process and an internal review of relevant policies and procedures, RIHousing staff has developed the attached Annual Plan for the fiscal year beginning July 1, 2021.

NOW, THEREFORE, BE IT:

RESOLVED, that RIHousing, in its capacity as a public housing authority, be and hereby is authorized to approve and adopt the Annual Plan substantially in the form attached hereto.

RESOLVED, that the Executive Director, the Deputy Executive Director, and Director of Leased Housing and Rental Services, each acting singly, are authorized to take any action they deem necessary to carry out the foregoing resolutions.

Chairman Retsinas then asked for a motion to adjourn the Section 8 Committee and reconvene the RIHousing Board of Commissioners in open session.

A motion was made by Commissioner Barry and seconded by Commissioner McAllister to adjourn the Section 8 Committee and reconvene the RIHousing Board of Commissioners meeting.

General Counsel Nicole Clement, then directed a roll call vote of the Commissioners, eligible to vote, in response to a vote for adjournment. The Commissioners voted as follows:

Chairman Retsinas	Aye
Commissioner Orth	Aye
Commissioner Tanner	Aye
Commissioner McAllister	Aye
Commissioner Barry	Aye
Commissioner Designee Byrne	Aye

Ms. Clement said that motion to adjourn the Section 8 Committee was unanimously approved.

The Section 8 Committee adjourned at 9:56 a.m. and Chairman Retsinas reconvened the full RIHousing Board of Commissioners in open session.

There being no further business to discuss, Chairman Retsinas asked for a motion to adjourn the Board of Commissioners meeting. A motion was made by Commissioner McAllister and seconded by Commissioner Designee Byrne to adjourn the meeting.

Ms. Clement then conducted a roll call vote of the Commissioners, eligible to vote, in response to a vote for adjournment. The Commissioners voted as follows:

Chairman Retsinas	Aye
Commissioner Orth	Aye
Commissioner Tanner	Aye
Commissioner McAllister	Aye
Commissioner Barry	Aye
Commissioner Designee Byrne	Aye

Ms. Clement announced that the motion to adjourn was unanimously approved. The meeting was adjourned at 9:58 a.m.

Chairman Retsinas then thanked everyone for participating in the telephonic Board meeting.

Respectfully submitted,

Carol Ventura
Secretary and Executive Director