

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

**September 21, 2023**

The Annual Meeting of the Rhode Island Housing and Mortgage Finance Corporation (the “Corporation” or “RIHousing”) Board of Commissioners was held on Thursday, September 21, 2023 at 9:30 a.m. The meeting was held at the main office of the Corporation, 44 Washington Street, Providence, RI 02903, Conference Boardroom and via telephone conference call.

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

Mr. Rotella stated that (i) this meeting would be recorded and available for review on the RIHousing website within 3-5 business days after the meeting and (ii) except for specific RIHousing staff participating telephonically in the meeting, all callers would be muted during the meeting. Mr. Rotella also asked that to prevent any feedback or background noise, telephone participants to please mute their telephone if not speaking. Additionally, Mr. Rotella announced that if during the meeting anyone had technical difficulties with audio or accessing the call, they should call (401) 457-1240.

Corinne Myers, General Counsel, then provided additional guidance for the meeting. Ms. Myers stated that the meeting was being held in hybrid fashion with all members of the Board of Commissioners appearing in person and specific RIHousing staff participating via teleconference. Members of the public were invited to access the meeting in person or via teleconference according to their preference. Furthermore, members of the public could visit the RIHousing website to view the agenda and information on the actions being taken and in the event the teleconference was interrupted, staff would stop the meeting until audio was restored.

Ms. Myers stated that Chairman Pryor would preside over the meeting and requested that any Commissioner or staff wishing to comment state their name prior to speaking and telephone participants to mute their phone when not speaking. She then invited Chairman Pryor to call the meeting to order.

A quorum being present, Chairman Pryor introduced himself and officially called the meeting to order at approximately 9:40 a.m. The Chairman then invited Ms. Ventura to proceed with the roll call of Commissioners in attendance.

Ms. Ventura conducted a roll call vote of Commissioners participating in the meeting. Commissioners participating were: Stefan Pryor; Jonathan Womer, Director of the Department of Administration; Robert Craven, Designee for James Diosa, General Treasurer; Sara Cabral, Designee for Elizabeth Dwyer, Director of the Department of Business Regulation; Kevin Orth; and Stephen P. McAllister. Maria Barry was absent.

RIHousing staff participating were: Carol Ventura, Executive Director; James Comer, Deputy Executive Director; Kara Lachapelle, Chief Financial Officer; Peter Pagonis, Director of Homeownership; Leslie McKnight, Deputy Assistant Director of Loan Servicing; Christine Hunsinger, Chief Strategy & Innovation Officer; Anne Berman, Director of Real Estate Development;

Bernadette MacArthur, Director of Finance; Amy Rainone, Director Government Relations and Policy; Elizabeth Bioteau, Director of Strategic Initiatives & Partnerships; Corinne Myers, General Counsel; and Carl Rotella, Director of Information Technology.

Steven Richard, Counsel to the Corporation, and Kelly Kenyon LeValley, Deputy General Counsel, were also present as were members of the public.

### **Approval of Minutes of Board Meeting held on June 15, 2023**

Chairman Pryor asked for a motion and a second for the approval of the minutes of the Board of Commissioners meeting held on June 15, 2023. A motion was duly made by Commissioner McAllister and seconded by Commissioner Orth.

There being no comments or discussion, Corinne Myers, General Counsel of RIHousing, conducted a voice vote of the Commissioners.

The Commissioners unanimously voted to approve the minutes.

Ms. Myers then officially stated for the record that the following was adopted:

VOTED: That the minutes of the Board Meeting held on June 15, 2023 hereby are approved.

### **Approval of Minutes of Board Meeting held on August 17, 2023**

Chairman Pryor next asked for a motion and a second for the approval of the minutes of the Board of Commissioners meeting held on August 17, 2023. A motion was duly made by Commissioner McAllister and seconded by Commissioner Designee Craven.

There being no discussion, Corinne Myers, General Counsel, conducted a voice vote of the Commissioners.

The Commissioners unanimously voted to approve the minutes.

Ms. Myers then officially stated for the record that the following was adopted:

VOTED: That the minutes of the Board Meeting held on August 17, 2023 hereby are approved.

### **Chairman's Remarks**

Chairman Pryor greeted everyone and offered a few remarks. The Chairman said that it's a pleasure to work with RIHousing and he is grateful for the partnership. The Chairman praised the numerous programs administered along with the noteworthy efforts of staff in collaborating across all departments and disciplines on the Qualified Allocation Plan (QAP). Especially as the Corporation enters a new phase working with the Department of Housing, industry partners, and the community.

Next, the Chairman announced that given the meeting was the annual meeting of the Board, he wanted to ensure that the Board took care of internal business regarding the Board's committee assignments.

The Chairman then directed the Commissioners' attention to his memo outlining the Board Committee appointments and the designated participants on the individual committees. Chairman Pryor asked the Commissioners to review the memo and generously thanked the Committee Chairpersons for their time, consideration and efforts on the respective committees.

The Chair continued by announcing that he is recommending a reorganization of committee assignments for the Board of Commissioners. Based on positive conversations the Chair had with the Commissioners, and vacancies presented on some Committees, he made the following appointments to the Management, Credit, Audit and Intergovernmental Relations Committees:

**Credit Committee**

Kevin Orth (Chair)  
Maria Barry  
Beth Dwyer  
Stefan Pryor  
Jonathan Womer

**Management Committee**

Stefan Pryor (Chair)  
Stephen P. McAllister  
James Diossa  
Beth Dwyer  
Jonathan Womer

**Audit Committee**

James Diossa (Chair)  
Kevin Orth  
Stefan Pryor  
Jonathan Womer

**Intergovernmental Relations Committee**

Stephen P. McAllister (Chair)  
Beth Dwyer  
James Diossa  
Stefan Pryor

Chairman Pryor thanked the Commissioners for their service as members of the Committees and expressed his appreciation for their commitment to RIHousing and its mission.

In addition, the Chairman pointed out that there's been recent dialogue regarding state planning as it pertains to housing. A planning framework needs to be developed on how and where to invest in housing and what the goals are for the production of affordable housing and the preservation of housing. Critical items for that agenda include equity, facilitating population growth and methods to weave everything together. The Housing Department has solicited firms that conduct analysis and strategy services to facilitate the initiative. The Chairman announced that Abt Associates has been selected as the vendor to support the development of statewide housing plans that will describe priorities and key strategies regarding housing policy moving forward in Rhode Island. Abt Associates is partnering with Rhode Island League of Cities and Towns to perform that work.

In closing, the Chairman announced that RIHousing is the recipient of Blue Cross and Blue Shields' 2023 worksite health award and offered his congratulations to RIHousing and staff on the achievement.

**Executive Director's Review of Recent Activities and Trends**

Carol Ventura, Executive Director, welcomed everyone, referred the Commissioners to her report and commented on a few items of interest on the Corporation's activities.

As the Chairman said, Ms. Ventura was pleased to share that RIHousing is the recipient of Blue Cross and Blue Shield of Rhode Island 2023 Worksite Health award. She congratulated Human Resources on spearheading and driving the wellness initiatives for RIHousing.

Continuing, Ms. Ventura asked Senior staff to introduce themselves for the benefit of Commissioner Womer and provide a few words on the departments they oversee.

Following the introductions, Ms. Ventura continued with her report.

**Homeownership.** Ms. Ventura then reported that the 30 million Statewide DPA program continues to drive lending production and benefit first time homebuyers. She directed the Commissioners' attention to a report highlighting the areas in the state where the program has been deployed, the number of households served and the amount funded in those cities and towns. As of 9/8/23, approximately 94% of program funds have been reserved. She was pleased to note that the program is spread across 33 cities and towns and the average income of the households is approximately \$90,000. The average household size served is two (2) and the average age of the borrower is 36.

Ms. Ventura was very happy with the outcome. As a result of the Corporation's success and rapid deployment of the funds, RIHousing has a surplus of \$740,000 administrative funds that will be deployed for the program to serve additional households.

**Development.** Ms. Ventura related that Development staff is working on another \$50 million gap fund application in addition to 4% and 9% tax credits for the next Consolidated Funding Round. Additionally, there's a potential of \$34 million earmarked for operating subsidies to support the operations in extremely low income units. RIHousing is collaborating with the Housing Department on two (2) additional production programs that staff expects will be included with the RFP. The goal is to issue the next Request for Proposals for tax credits and gap financing in late September.

Continuing, Ms. Ventura reminded the Commissioners that RIHousing invested in a software platform (ProLink) that allows the Corporation to capture development data. Development has shifted that data to Asset Management for long term management of the assets that the Corporation finances. Furthermore, trainings have begun for property managers so they have access to the data.

Ms. Ventura informed the Commissioners that on September 14<sup>th</sup> representatives of RIHousing's HCVP and HelpCenter teams attended the Operation Stand Down, Rhode Island's Veteran Assistance Event. Staff shared housing resources with several hundred veterans that were in attendance. The event hosted health, substance use, employment, legal, and housing service providers.

**Finance.** Ms. Ventura then announced that on Thursday, August 24<sup>th</sup>, Finance closed a \$225 million bond issuance for the single-family Homeownership Opportunity Bond Program. Once again, to optimize the financing structure in the current rate environment, the issuance was structured with roughly one-third of the bonds as variable rate bonds. The entire issuance provides \$210 million in funding for new first-time homebuyer mortgage loans, along with \$15 million to purchase previously modified loans from our operating lines and into the bond indenture.

The sale was once again marketed on the Corporation's investor webpage, [rihousingbonds.com](http://rihousingbonds.com) and garnered over \$35 million in Retail orders for the fixed rate portion of the sale. Ultimately 18% of offered fixed rate bonds were purchased by Retail Investors. Within that 18% is \$5.5 million in bonds that were sold to Rhode Island Retail investors specifically.

Following the presentation, Ms. Ventura welcomed questions. Commissioner Orth referenced the potential shutdown of the government and asked if that situation would adversely impact RIHousing, particularly the PBCA, housing voucher situation and ARPA funding.

Ms. Ventura asked Amy Rainone, Director Government Relations and Policy if she had any information to share. Ms. Rainone explained that there was no new information on the matter, just that there is a likelihood for a shutdown. Ms. Rainone acknowledged she has spoken to Ms. Lachapelle regarding the situation. After the last shutdown, the federal government took steps to move forward funding for HOME payments, etc. to minimize disruptions.

Kara Lachapelle, Chief Financial Officer further elaborated by saying that following the last shutdown, the government proposed more forward funding for the Section 8 program. Regarding the Contract Administration program, the government has automated the system where approved contracts already in the pipeline will be able to draw down funds. This way, the developments will be able to access the funds. Unfortunately, that is not the situation for every program. If there's no staff to process payments, programs like the risk share will be delayed. Ms. Ventura also declared that without staff, environmental reviews would be delayed.

Ms. Ventura and Ms. Lachapelle assured the Commissioners that staff constantly monitors the situation and if anything arises, they will update the Board with those details.

#### **Approval of Election of Vice-Chair of the Board of Commissioners**

Chairman Pryor explained that the Bylaws of the Corporation provide that the officers of the Corporation consist of a Chair, Vice-Chair, Secretary, and Treasurer. The Chair is designated by the Governor and the Executive Director serves as Secretary. Pursuant to Article IV, Section 2(b) of the Bylaws, the position of Vice-Chair is elected by the Board of Commissioners from among its members.

Pursuant to the Rhode Island Housing and Mortgage Finance Corporation Act, R.I. Gen. Laws §42-55-1, et seq. (the "Act"), the powers of Rhode Island Housing and Mortgage Finance Corporation (the "Corporation") shall be vested in seven (7) commissioners consisting of the Director of Administration, or his or her designee, the General Treasurer, or his or her designee, the Director of Business Regulation, or his or her designee; and four (4) members to be appointed by the Governor with the advice and consent of the Rhode Island State Senate. Article IV, Section 1 of the Bylaws of the Corporation provides that the officers of the Corporation shall consist of a Chair, Vice-Chair, Secretary, and Treasurer. The Chair is designated by the Governor and the Executive Director serves as Secretary. Pursuant to Article IV, Section 2(b) of the Bylaws, the position of Vice-Chair shall be elected by the Board of Commissioners from among its members.

On September 23, 2021, Commissioner James Thorsen, then the Director of the Rhode Island Department of Administration, was elected by the members of the Board of Commissioners to be the Vice-Chair of the Corporation. On April 28, 2023, Commissioner Thorsen announced his departure, and the position of Vice-Chair has remained vacant since that time. It is in the best interest of the Corporation that a new Vice-Chair be elected by the Commissioners to be available to perform the duties of the Chair, Stefan Pryor, in the event of the Chair's absence or inability to carry out those responsibilities.

RIHousing staff recommends that the Board of Commissioners elect one of its members to serve as Vice-Chair of the Corporation.

Chairman Pryor then opened the floor to nominations for the Vice-Chair position.

Commissioner Orth nominated Commissioner Womer to serve as Vice-Chair of the Board of Commissioners.

As no other nominations were presented, Chairman Pryor asked for a motion and a second for the Approval of Commissioner Womer to Serve as Vice-Chairperson of the Board of Commissioners.

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

There being no discussion, Corinne Myers, General Counsel, conducted a voice vote of the Commissioners. The commissioners unanimously voted to elect Commissioner Womer Vice-Chair of the Board of Commissioners.

Ms. Myers then officially announced that Commissioner Womer was elected to the position of Vice-Chair of the RIHousing Board of Commissioners by a unanimous vote.

Chairman Pryor graciously thanked Commissioner Womer for his acceptance of the Vice-Chairperson position.

### **Approval of Prepayment for Maple Gardens I (Providence)**

Chairman Pryor announced that Anne Berman, Director of Real Estate Development would give the presentation.

Ms. Berman said that the request was administrative. She then said that staff requests approval of the prepayment of the existing first mortgage loan of Maple Gardens I (the “Development”), an affordable housing development for elderly and disabled households situated in North Providence, Rhode Island.

The Development consists of 90 apartments with 84 one-bedroom and 6 two-bedroom units. All units benefit from project-based Section 8 rental assistance. The Development was most recently refinanced in 2006 with financing from Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”). The Development’s 40-year Regulatory Agreement expires in 2046.

Under RIHousing’s Rules Relative to Multifamily Loan Programs, Proposed Prepayments or Transfers, 825-RICR-30-00-3 (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 and prepayment of the mortgage before conveying, assigning, or transferring any ownership interest in a multifamily housing project.

The owner of the Development is Omni Maple Gardens, LLC (the “Owner”), which is wholly owned by Omni Development Corporation, a non-profit housing developer based in Providence. The Owner is refinancing the property with Berkadia Proprietary Holding LLC using an FHA Section 223(f) insured loan. The proceeds from the refinancing will be used to pay off the existing first mortgage

and undertake approximately \$3,000,000 of repairs. RIHousing has determined there is a prepayment penalty associated with the loan payoff in the approximate amount of \$390,000. The Owner will execute a Prepayment Regulatory Agreement to ensure affordability remains in place.

The current property manager is Wingate Management Company, LLC. The Owner and management company are not affiliated entities. No change in the management agent is contemplated. The Development had a REAC on July 12, 2023, and the score was 95c.

The resolution approving the prepayment of the existing mortgage, subject to the conditions contained therein, is recommended for approval.

Following the presentation, Chairman Pryor asked for a motion and a second for Approval of Prepayment for Maple Gardens I (Providence).

A motion was duly made by Commissioner McAllister and seconded by Commissioner Designee Craven.

Corinne Myers, General Counsel then conducted a voice vote of the Commissioners. The Commissioners unanimously voted to approve the motion.

Ms. Myers then 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, 825-RICR-30-00-3 (as amended from time to time, 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;

WHEREAS: Omni Maple Gardens, LLC, the owner of Maple Gardens I (the “Development”), seeks approval of the prepayment of the existing first mortgage; 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 prepayment of the existing first mortgage currently encumbering Maple Gardens I 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 (see § 3.4 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;

2. Receipt by RIHousing of the Processing and Prepayment Fees, including any applicable fees defined in § 3.4 of 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, Deputy Executive Director, and Director of Real Estate Development each acting singly, are hereby empowered and directed to take any and all actions they deem necessary to carry out the foregoing resolutions.

### **Approval of Amendments to Purchasing Policies**

Chairman Pryor stated that Corinne Myers, General Counsel would present the request for the approval of amendments to the purchasing policies.

Ms. Myers stated that the request seeks approval of amendments to the RIHousing Purchasing Policies in accordance with staff recommendations.

The Rhode Island General Assembly increased the small purchase threshold in the State Purchases Act from \$10,000 to \$25,000 for construction and from \$5,000 to \$10,000 for all other purchases effective December 31, 2023. These proposed amendments to the RIHousing Purchasing Policy reflect the increase to the small purchase threshold in the State Purchases Act.

Proposed amendments to the RIHousing Purchasing Policies were summarized in an attachment that was included as part of the September 21, 2023 Board package.

The amendments to the RIHousing Purchasing Policies will become effective December 31, 2023.

Staff recommends that the Board of Commissioners approve the resolution adopting amendments to the RIHousing Purchasing Policies substantially in the form as presented at the meeting.

After the presentation, Chairman Pryor asked for a motion and a second for Approval of Amendments to Purchasing Policies.

A motion was duly made by Commissioner McAllister and seconded by Commissioner Designee Craven.

There being no comments, Corinne Myers, General Counsel, conducted a voice vote of the Commissioners. The Commissioners unanimously voted to approve the resolution.

Ms. Myers then officially announced that the following resolution was unanimously adopted:

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

WHEREAS: the Rhode Island State Purchases Act (“Act”) provides that a public agency such as Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) may utilize



its existing internal purchasing function, rather than utilizing the centralized purchasing of the state, so long as its policies adhere to the general principles of the Act, R.I. Gen. Laws §37-2-12(a); and

WHEREAS: to comply with the Act, RIHousing has adopted Purchasing Policies to govern procurement, vendor solicitation, contract procedures, and ethical issues in the procurement process; and

WHEREAS: RIHousing staff has established the need for certain amendments, which will update the Purchasing Policies to reflect statutory changes within the Act.

NOW, THEREFORE, BE IT:

RESOLVED: That RIHousing hereby approves and adopts the amendments to the RIHousing Purchasing Policies substantially in the form presented at this meeting, effective as of December 31, 2023; and

RESOLVED: That the Executive Director, any Deputy Director, the General Counsel, or the Chief Administrative Officer, each acting singly, shall be authorized and empowered to execute any document or take any other action necessary or desirable to carry out the foregoing resolution, including without limitation the authority to make updates and revisions to the Purchasing Policy on an as-needed basis as he or she deems necessary to correct errors, maintain consistency with state law, and/or address issues of practical concern.

### **Approval of Compensation and Job Descriptions of Executive Officer and Senior Management**

Chairman Pryor asked Ms. Ventura to give the presentation.

Ms. Ventura said the transaction was for approval and ratification of the compensation packages of the executive and senior management of the agency and the job descriptions of the executive and senior management pursuant to the requirements of the Quasi-Public Corporations Accountability and Transparency Act, Chapter 155 of Title 42 of the Rhode Island General Laws (the “Act”).

Pursuant to Section 42-155-5 of the Act, each Rhode Island quasi-public corporation shall establish a committee, comprised solely of board members, to establish the compensation of the agency’s executive officer and senior management team. The Act authorizes such a committee to retain a qualified consultant to assist in the development of a compensation comparability study. Approval of the Engagement of a Compensation Consulting Firm was granted on June 17, 2021, and the firm of MGT of America Consulting, LLC (“MGT”) commenced work shortly thereafter. MGT performed an agency-wide compensation comparability study, which included senior management, and a standalone analysis for the Executive Director position. The resulting salary grades and executive compensation review were provided in an attachment that was included as part of the September 21, 2023 Board package.

Section 42-155-5 of the Act also requires a committee of board members of each quasi-public corporation to prepare clear, written job descriptions and performance expectations for the Executive

Director and the senior management team members. An attachment setting forth the job descriptions for the Executive Director and each member of the senior management team including the position of Chief Administrative Officer, formerly identified as the Chief Operating Officer was included as part of the September 21, 2023 Board package.

No material changes to salary grades or job descriptions are being presented at this time; the purpose of the action is to maintain compliance with the Act by obtaining periodic ratification of these plans and analyses.

Finally, Ms. Ventura said that the resolution pertaining to the approval of compensation and job descriptions for the Executive Director and senior management is recommended for adoption.

After the presentation, Chairman Pryor asked for a motion and a second for Approval of Compensation and Job Descriptions of Executive Officer and Senior Management.

A motion was duly made by Commissioner McAllister and seconded by Commissioner Designee Cabral.

Chairman Pryor mentioned that the quasi-public entities of the State are periodically required to perform a compensation study. The Chairman applauded staff for initiating the process. He wanted to know what RIHousing's cycle is for performing the study.

Corinne Myers, General Counsel explained that a specific cycle is not stipulated in the Act. Traditionally, RIHousing reviews and updates its compensation study as the market dictates. Once staff receives indicators that the organization's scale is not keeping up with the market, the Corporation issues an RFP for a professional provider to establish new market salaries and rates of pay.

There being no other comments, Corinne Myers, General Counsel conducted a voice vote of the Commissioners. The Commissioners unanimously voted to approve the resolution.

Ms. Myers then officially announced that the following resolution was adopted:

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

**Whereas,** Pursuant to the Quasi-Public Corporations Accountability and Transparency Act, Chapter 155 of Title 42 of the Rhode Island General Laws, a committee of the Board of Commissioners of Rhode Island Housing and Mortgage Finance Corporation ("RIHousing") is responsible for establishing the compensation packages and job descriptions for the executive Director and senior management of the agency; and

**Whereas,** the Management Committee of the Board serves such function pursuant to Section 2 of Article VI of the bylaws of RIHousing; and

**Whereas,** The Board had previously approved the engagement of MGT of America Consulting, LLC ("MGT") to perform analyses of the compensation packages of the Executive

Director and senior management based on job descriptions prepared by staff for recruitment purposes.

**NOW, THEREFORE, IT IS HEREBY:**

**Resolved,** that the compensation analysis and salary structure as set forth at Attachment A, together with customary benefits under the RIHousing employee handbook, are hereby ratified and approved; and

**Resolved,** that the job descriptions of the Executive Director and senior management as set forth at Attachment B are hereby ratified and approved; and

**Resolved,** that the Executive Director, the Deputy Executive Director, and the Chief Financial Officer, each acting singly, be and hereby are authorized, empowered, and directed to take any and all actions they shall deem necessary or advisable to carry out the foregoing resolutions, including approval of administrative adjustments as may be in the best interests of RIHousing.

**Approval of Engagement of Consultant for Housing and Healthcare Partnership Toolkit (Corporation for Supportive Housing)**

Chairman Pryor stated that Elizabeth Bioteau, Director Strategic Initiatives & Partnerships would present the request.

Ms. Bioteau said that the request was for approval of the engagement of a consultant to develop a Housing and Healthcare Partnership Toolkit (“Toolkit”).

In June 2022, RIHousing was awarded a \$150,000 planning grant from the National Council of State Housing Agencies and the Robert Wood Johnson Foundation to explore and plan for the integration and colocation of healthcare supportive services into affordable housing. The goal of the grant is to create a plan that will outline how this work will proceed and can be implemented. As part of this effort, we aim to create a toolkit for Rhode Island healthcare partners to partner with housing developers, owners or property managers to integrate healthcare and supportive services into affordable housing, allowing residents to receive the services they need onsite or nearby to stay healthy and stably housed. After the toolkit is created, we may host a summit for stakeholders to disseminate the resources, the plan, host training and networking opportunities, and highlight suggested strategies and best practices on this topic.

The deliverables for this project are:

- 1) Creation of a supportive housing toolkit, including template documents, best practices, services standards; and
- 2) Updated funding application(s) and tenant selection plan language.

A Request for Proposals (“RFP”) was issued in July 2023 seeking proposals from qualified firms to develop the toolkit and execute the summit. RIHousing received three proposals in response to the RFP from Corporation for Supportive Housing (“CSH”), HCH Enterprises, and HousingWorks RI

in partnership with the Executive Office of Health and Human Services. At this time, RIHousing is interested in proceeding to contracting for the Toolkit portion of the issued RFP.

A committee consisting of the Deputy Executive Director, Chief Strategy and Innovation Officer, and staff from the Executive Division conducted a review of each proposal in accordance with the criteria set forth in the RFP and recommends engaging Corporation for Supportive Housing for the Toolkit. A scoring matrix was provided as part of the September 21, 2023, Board package. CSH's mission is to advance affordable housing aligned with services as an approach to help people thrive. They do this by advocating for effective policies and funding, equitably investing in communities, and strengthening the supportive housing field. They currently provide intensive technical assistance to supportive housing stakeholders. Their proposal provides a strong project plan and approach to completing the scope of work, and staff is confident they have the skills and knowledge to complete the toolkit. The proposed pricing is \$124,500, and the expected completion date is the end of December 2023. RIHousing may contract with this firm to support the organization and facilitation of the Summit at a later date but is not proceeding with that scope of work at this time.

The committee is recommending funding be awarded to the firm described in an attachment provided as part of the September 21, 2023 Board package.

Finally, Ms. Bioteau said that staff recommends approving the engagement of Corporation for Supportive Housing.

Following the presentation, Chairman Pryor asked for a motion and a second for Approval of Engagement of Consultant for Housing and Healthcare Partnership Toolkit (Corporation for Supportive Housing).

A motion was duly made by Commissioner Designee Craven and seconded by Commissioner McAllister.

Commissioner Orth applauded the initiative, stating that it's a tremendous program. Commissioner Orth noted that the funding is for supportive services which are vital to some of the households. He wanted to know if the funding was just for supportive housing or if the funding would extend to some independent living facilities for seniors.

Ms. Bioteau explained that the plan is focused on affordable housing developments that have supportive services, but some of the project partners provide services to the developments the Commissioner referenced. Ms. Bioteau said that she hopes the work will extend to those facilities.

Commissioner Orth then noted that there's a lot of generic information available for housing developments. However, he wanted to know if the study would provide guidelines and contact information for the partners that would be easily and readily accessible. Ms. Bioteau verified that is exactly what is expected from the plan and the toolkit.

Chairman Pryor addressed the reference to hosting a summit for stakeholders and asked when Ms. Bioteau anticipates that event will be held. Ms. Bioteau responded that staff plans to kick off exploratory conversations in January to brainstorm on a timeline and logistics for the summit. The strategy is to schedule the summit in 2024, however a definitive date has not been identified.

Commissioner Womer inquired what the relationship will be between RIHousing and the Executive Office of Health and Human Services. Ms. Bioteau said that they will be a key partner in the plan and that an individual from that office will sit on the steering committee to ensure that the Medicare portion is reflected accurately and for accountability purposes.

There being no additional questions, Corinne Myers, General Counsel conducted a voice vote of the Commissioners. The Commissioners unanimously voted to approve the motion.

Ms. Myers then announced that the following resolution was unanimously adopted:

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

**WHEREAS:** the enabling act of the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) provides the agency with all the powers to make and execute contracts necessary for the exercise of its functions under the Rhode Island Housing and Mortgage Finance Corporation Act, R.I. Gen. Laws §42-55-5(6); and

**WHEREAS:** RIHousing wishes to engage a consultant to create a Housing and Healthcare Partnership toolkit; and

**WHEREAS:** RIHousing received three (3) proposals in response to a Request for Proposals for such services; and

**WHEREAS:** staff reviewed the proposals according to the criteria outlined in the Request for Proposals and determined that the Corporation for Supportive Housing is most qualified to perform the scope of work.

**NOW, THEREFORE, IT IS HEREBY:**

**RESOLVED:** that RIHousing be, and hereby is authorized, to engage the Corporation for Supportive Housing for a fee not to exceed \$124,500 to provide services to create a Housing and Healthcare Partnership Toolkit and

**RESOLVED:** that the Executive Director, Deputy Executive Director, Chief Strategy and Innovation Officer, and Director of Strategic Initiatives and Partnerships, each acting singly, be and hereby are authorized and empowered to negotiate terms, execute contracts, instruments and/or documents, and take any other actions necessary or desirable to carry out the foregoing resolution.

**Approval of Engagement of Janitorial Services Contractor (Go To Services, LLC)**

Chairman Pryor instructed James Comer, Deputy Executive Director to give the presentation.

Mr. Comer said that the request was for approval to engage a janitorial services company to provide nightly cleaning of the Slade/Garr and Earle Buildings.

The Slade/Garr and Earle buildings consist of approximately 72,000 square feet. RIHousing Facilities Department relies on vendors for all aspects of janitorial services including carpet vacuuming, individual trash and recycling disposal, cafeteria and restroom maintenance, etc.

In May 2023, RIHousing issued a Request for Proposals (“RFP”) seeking proposals from experienced janitorial services firms.

The RFP was posted on the RIHousing website and the site maintained by the Rhode Island Department of Administration’s Division of Purchases. In response to the RFP, RIHousing received proposals from the following eleven firms:

- American Cleaning, LLC
- S.J. Services, Inc.
- Performance Environmental Services, LLC
- Go To Services, LLC
- Dimeo Properties, Inc.
- Aid Maintenance Co., Inc.
- Building One Services
- Have it Maid LLC
- Sole Source Restoration LLC
- CM Cleaning LLC
- Star Building Services, Inc

The responding firms varied in company size and capacity, number of employees and projected hours for full cleaning services, types of buildings in their portfolio and overall experience.

A committee composed of RIHousing staff met to review all the proposals. Following the full review and scoring of the proposals, Go To Services, LLC earned the highest score of the eleven firms. References submitted by Go To Services, LLC were contacted and gave positive endorsements. The total base cost of their proposal is \$117,000 annually or \$9,750 per month.

The resolution authorizing RIHousing to engage Go To Services, LLC is recommended for approval.

Following the presentation, Chairman Pryor asked for a motion and a second for Approval of Engagement of Janitorial Services Contractor (Go To Services, LLC)

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

There being no discussion, Corinne Myers, General Counsel conducted a voice vote of the Commissioners. The Commissioners unanimously voted to approve.

Ms. Myers then announced that the following resolution was adopted.

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

**Whereas:** Rhode Island Housing and Mortgage Finance Corporation’s (“RIHousing’s”) enabling act provides it with all the power and authority to make and execute

contracts necessary to exercise the powers and functions provided to it under the act (R.I. Gen. Laws §42-55-5(6)); and

**Whereas:** Staff of RIHousing has identified a need for a janitorial services company to provide nightly cleaning of the Slade/Garr and Earle Buildings and

**Whereas:** RIHousing has solicited proposals pursuant to an open competitive process for vendors to provide janitorial services and who are able to substantially meet the requirements associated with this set of functions; and

**Whereas:** A selection committee comprised of RIHousing staff reviewed the proposals for these services, evaluated them pursuant to the criteria set forth in the Request for Proposals and determined that Go To Services, LLC had submitted the highest-scoring proposal to RIHousing.

**NOW, THEREFORE, IT IS HEREBY:**

**Resolved:** that RIHousing be, and hereby is, authorized to enter into a contract with Go To Services, LLC to provide janitorial services as set forth in the Request for Proposals and the proposal submitted in response thereto;

**Resolved:** that such engagement shall be for a one-year term for a cost not to exceed \$117,000;

**Resolved:** that the Executive Director and Deputy Executive Director, each acting singly, be and hereby are authorized and empowered to take any and all actions necessary or desirable to carry out the foregoing resolutions, including without limitation the authority to negotiate the terms and fees of the engagement as he or she may determine are in the best interests of RIHousing, and to execute any and all agreements or documents as he or she deems necessary to carry out the foregoing and to take such further actions as he or she deems necessary to carry out the foregoing resolutions.

**Approval of Appointment of MERS Corporate Signing Officers**

Chairman Pryor invited Peter Pagonis, Director of Homeownership to present the request.

Mr. Pagonis stated that the request was for the appointment of signing officers for the purpose of membership by RIHousing in the Mortgage Electronic Registration Systems, Inc. (“MERS”) System.

MERS owns and operates an electronic registry, known as the “MERS System.” Throughout the MERS System, MERS tracks the servicing rights and ownership of mortgages located throughout the country. To perform this tracking, MERS assigns a Mortgage Identification Number to each mortgage loan that is registered on the MERS System and requires MERS members to name MERS as the mortgagee on each mortgage loan that it originates.

RIHousing became a MERS member in 2016. As part of its membership, each year RIHousing obtains a corporate resolution from MERS through which certain RIHousing employees are designated as MERS Signing Officers and, as part of that designation, are granted limited authority to perform certain actions, such as executing mortgage discharges, on behalf of MERS. The MERS System Rules

of Membership specify that MERS Signing Officers must be officers and/or employees of the MERS member.

The Board of Commissioners last updated RIHousing's corporate signatory authority on September 15, 2022. Staff believes it is prudent and in the best interest of RIHousing to periodically updated its corporate signatory authority to allow for any changes in staffing and reorganization of functions.

In closing, Mr. Pagonis said that the designation of officers and/or employees authorized to act on behalf of RIHousing shall supersede any previous designation.

Chairman Pryor thanked Mr. Pagonis and asked for a motion and a second for Approval of Appointment of MERS Corporate Signing Officers.

A motion was duly made by Commissioner McAllister and seconded by Commissioner Designee Cabral.

Corinne Myers, General Counsel then conducted a voice vote of the Commissioners. The Commissioners unanimously voted to approve the motion.

Ms. Myers then announced that the following resolution was unanimously adopted:

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

WHEREAS, Article VII, Section 1 of the Bylaws of Rhode Island Housing and Mortgage Finance Corporation ("RIHousing") provides that the Board of Commissioners may authorize any officer or officers or employee or employees of RIHousing to enter into any contract or to execute and deliver any instrument in the name of and on behalf of RIHousing that it may enter into under Rhode Island law.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the Chief Financial Officer, Assistant Deputy Director of Loan Servicing, Director of Homeownership, and any Assistant Director of Homeownership or Assistant Director of Loan Servicing, be and hereby are appointed as MERS Signing Officers and, in that capacity, have the authority to perform any actions that MERS may authorize them to perform as if they were officers of RIHousing; and

RESOLVED, that the Executive Director be and hereby is authorized to delegate her authority as an officer of RIHousing to the MERS Signing Officers as may be necessary to carry out the foregoing resolution; and

RESOLVED, that this resolution supersedes any previous designations of the Board of Directors granting corporate signatory authority and any previous resolutions are revoked and no longer in any force and effect.



## **Approval of FY 2024 Michael S. Van Leesten Memorial Awards Program Funding**

Chairman Pryor acknowledged Christine Hunsinger, Chief Strategy and Innovation Office who gave the presentation.

Ms. Hunsinger said that request was for approval to fund the Fiscal Year 2024 Michael S. Van Leesten Memorial Awards Program. The Michael S. Van Leesten Memorial Awards support students from diverse backgrounds to pursue academic fields or careers related to the housing industry.

This awards program honors the life and work of Michael S. Van Leesten. Born and raised in Providence, Van Leesten was dedicated to improving the lives of Rhode Islanders through his business leadership, civil rights activism, and public service. He was the founder and Executive Director of Opportunities Industrialization Center of Rhode Island, a non-profit offering career coaching, job training, and support for small businesses in urban communities. Van Leesten previously served as the Chairman of RIHousing, and also held leadership positions with the NAACP, Urban League, and the Black Heritage Society.

This awards program consists of a \$5,000 scholarship for a student pursuing building construction or a related field and a \$5,000 scholarship for a student pursuing an academic degree related to the housing field; and a summer fellowship for a student to develop professional experience in housing policy, research and analysis through an in-depth project.

In order to attract a greater number of diverse applicants, RIHousing desires to provide funding to the Rhode Island College Foundation and New England Institute of Technology (the “Institutions”). This will be RIHousing’s second year funding scholarships at the Institutions. Each institution has created a Michael S. Van Leesten scholarship fund from which to make awards to eligible students. New England Institute of Technology will administer their scholarship in the fall, with awards made around November or December 2023. Rhode Island College will administer their scholarship in the spring, with awards made in April or May 2024.

The funding provided to Rhode Island College Foundation will be assessed a 5% gift fee, in accordance with the Gift Policy as set forth at an attachment that was included as part of the September 21, 2023 Board package. To ensure that the student receives a \$5,000 scholarship, staff recommends making a donation in the amount of \$5265.00 to the Rhode Island College Foundation.

Staff recommends approval of the resolution authorizing the funding of the Fiscal Year 2024 Michael S. Van Leesten Memorial Awards Program in partnership with the Institutions as set forth at Attachment A.

Chairman Pryor thanked Ms. Hunsinger, expressed his appreciation for the awards and asked for a motion and a second for Approval of FY 2024 Michael S. Van Leesten Memorial Awards Program Funding.

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

There being no questions or comments, Corinne Myers, General Counsel conducted a voice vote of the Commissioners. The Commissioners unanimously voted to approve the motion.

Ms. Myers then 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”) created the Michael S. Van Leesten Memorial Awards Program in memory of Michael S. Van Leesten; and

**WHEREAS:** RIHousing desires to partner with Rhode Island College Foundation and New England Institute of Technology (the “Institutions”) to increase the number of qualified and diverse applicants.

**NOW, THEREFORE, IT IS HEREBY:**

**RESOLVED:** that funding for scholarships under the Michael S. Van Leesten Memorial Awards Program is hereby approved in the amounts and to the Institutions specified at Attachment A.

**RESOLVED:** that all funds provided hereunder shall be funded out of the FY 2024 budget of RIHousing.

**RESOLVED:** that the Executive Director and the Chief Strategy and Innovation Officer, each acting singly, be and hereby are authorized and empowered to take any and all actions necessary or desirable to carry out the foregoing resolutions, including the negotiation of terms and conditions of contracts, instruments, and other documents to effectuate the foregoing.

**Attachment A  
Proposed FY2024 Michael S. Van Leesten Memorial Awards Program Funding**

<b>Institution</b>	<b>Scholarship Funding</b>
Rhode Island College Foundation	\$5,265
New England Institute of Technology	\$5,000

**Approval of Engagement of Residential Real Estate Brokerage Firms**

Chairman Pryor announced that Leslie McKnight, Assistant Deputy Director of Loan Servicing would give the presentation.

Ms. McKnight stated that the request was for authorization for RIHousing to engage a roster of residential real estate brokerage firms to assist in the disposition of properties RIHousing has obtained title to either through the foreclosure process, tax sale, or deed-in-lieu-of-foreclosure.

The REO disposition process may require listing some properties on the open market. This requires engaging Residential Real Estate Brokerage Firms to handle the process.

These Residential Real Estate Brokerage Firms also provide additional services, included but not limited to obtaining required documentation to facilitate closings (condo bylaws, condo certificates, smoke detector certificates, etc.), preparing Broker Price Opinion (BPO) reports to determine property values for scheduled foreclosures, testifying on behalf of RIHousing during legal proceedings, and guidance marketing occupied properties.

On April 24, 2023 RIHousing issued a Request for Proposals (“RFP”) through which it sought proposals from qualified firms to provide Residential Real Estate Brokerage services for the agency’s single family mortgage loan servicing portfolio. The RFP was posted on RIHousing’s website and the website for the State of Rhode Island’s Division of Purchases. It was also distributed to RIHousing’s RFP email distribution list, sent directly to brokers on the existing approved list, and those who had previously made direct inquiries to RIHousing about this service. Sixteen applications were received in response to this RFP. The applications were reviewed and scored by a committee of staff members from across the corporation. Scoring was based on the criteria set forth in an attachment that was provided as part of the September 21, 2023 board package with a potential maximum score of 45 points.

The top scoring firms include a combination of existing residential brokerage firms who already provide this service to RIHousing and new residential brokerage firms who are first-time applicants. Firms will be compensated based on commission per listing.

Following the presentation, Chairman Pryor asked for a motion and a second for Approval of Engagement of Residential Real Estate Brokerage Firms.

Commissioner Designee Cabral recused from the discussion or vote of the application as the Department of Business Regulation oversees the licensing and regulations of real estate brokerage firms.

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

Commissioner Orth asked Ms. McKnight if RIHousing imposes income restrictions or targets the resale of the properties to particular groups and/or audiences.

Ms. McKnight explained that the Corporation does not have income restrictions but employs a program that is called the First Look Program. Prior to the Corporation listing any REO property in the open market, staff has a list of pre-approved Community Development agencies that can bid on the properties. The agencies have the ability to purchase and resell the property. However, once the CDCs resell the properties, they must be sold with income restrictions. If the properties are not purchased under the First Look Program, then they are listed on the open market. Staff is experiencing a lot of activity and interest from the CDCs. Especially since the agencies now have funding sources available for acquisition and the rehabilitation of housing.

Ms. Ventura further noted the recent success in Little Compton. The Land Trust in Little Compton is acquiring single-family homes for long term deed restricted redevelopment.

Commissioner Womer inquired about the volume of property in the portfolio. Ms. McKnight said that looking back at volume from 2015-2022 the Corporation averaged 34 listings per year. If you exclude the Covid period that had a moratorium on foreclosures, RIHousing averaged 48 properties

sold at foreclosure. Presently the real estate market is very strong where RIHousing does not anticipate taking in or listing many properties in the near future.

There being no other questions or comments, Corinne Myers, General Counsel conducted a voice vote of the Commissioners. The Commissioners voted to approve the resolution with five (5) votes in favor, Commissioner Designee Cabral recusing, and zero (0) nay votes.

Ms. Myers then announced that the following resolution was adopted:

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

**Whereas:** Rhode Island Housing and Mortgage Finance Corporation’s (“RIHousing’s”) enabling act provides it with all the power and authority to make and execute contracts necessary to exercise the powers and functions provided to it under the act (R.I. Gen. Laws §42-55-5(6)); and

**Whereas:** RIHousing has identified a continual need for Residential Real Estate Brokerage Firms.

**Whereas:** RIHousing has solicited proposals pursuant to an open competitive process for real estate brokerage firms to provide real estate brokerage services and who are able to substantially meet the requirements associated with this set of functions; and

**Whereas:** A selection committee comprised of staff across different divisions at RIHousing reviewed the proposals for these services, evaluated them pursuant to the criteria set forth in the Request for Proposals and determined that the top seven real estate brokerage firms had submitted the highest-scoring proposals to RIHousing.

**NOW, THEREFORE, IT IS HEREBY:**

**Resolved:** that RIHousing be, and hereby is, authorized to enter into a contract with the following seven brokerage firms to provide real estate brokerage services, as such services are set forth in the Request for Proposals and the proposals submitted in response thereto:

- Westcott Properties - Joy Riley
- RE/MAX Preferred - Richard Zompa
- RE/MAX Flagship - Barry Gross
- Slocum Homes - Philip C. Slocum
- Keller Williams/The Ponte Group - Cliff Ponte
- Keller Williams Coastal - Jennifer Bove Kelly
- Century21 - Kyle Seyboth

**Resolved:** that such engagement shall be for a three (3) year term, with an option to renew the engagement for an additional one (1) year; and

**Resolved:** that the Executive Director, Chief Financial Officer, and Assistant Deputy Director of Loan Servicing, each acting singly, be and hereby are authorized and empowered to take any and all actions necessary or desirable to carry out the foregoing resolutions, including without limitation the authority to negotiate the terms and fees of the engagement as he or she may determine are in the best interests of RIHousing, and to execute any and all agreements or documents as he or she deems necessary to carry out the foregoing and to take such further actions as he or she deems necessary to carry out the foregoing resolutions.

### **Approval of Delegation of Corporate Authority**

Chairman Pryor instructed Corinne Myers to give the presentation.

Ms. Myers began by saying that the request was administrative. Ms. Myers said that RIHousing requests authorization of designated officers and/or employees to act on behalf of RIHousing and to execute and deliver any contracts, documents or instruments, which may be entered into by RIHousing pursuant to the Rhode Island Housing and Mortgage Finance Corporation Act, Chapter 55 of Title 42 of the General Laws of Rhode Island (the “Act”).

The Board of Commissioners last updated RIHousing’s corporate signatory authority on September 15, 2022. Staff believes it is prudent and in the best interest of RIHousing to periodically update its corporate signatory authority to allow for any changes in staffing and reorganization of functions.

The designation of officers and/or employees authorized to act on behalf of RIHousing shall supersede any previous designation.

The resolution authorizing designated officers and/or employees to act on behalf of RIHousing and exercise corporate signatory authority is recommended for approval.

Following the presentation, Chairman Pryor asked for a motion and a second for Approval of Delegation of Corporate Authority.

A motion was duly made by Commissioner Designee Craven and seconded by Commissioner McAllister.

There being no questions or comments, Corinne Myers, General Counsel conducted a voice vote of the Commissioners. The Commissioners unanimously voted to approve the motion.

Ms. Myers then announced that the following resolution was unanimously adopted:

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

WHEREAS, Article VII, Section 1 of the by-laws of Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) provide that the Board of Commissioners may authorize any officer or officers or employee or employees of RIHousing to enter into any contract or to execute and deliver any instrument in the name of and on behalf of RIHousing, which may be entered into by RIHousing

under Rhode Island law, and such authority may be general or confined to specific instances.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the Chairman, the Vice Chair, the Executive Director (or his or her designee), the Deputy Executive Director, and Chief Financial Officer of RIHousing, each acting singly, be and hereby is authorized, empowered and directed to execute and deliver any and all agreements, contracts, certificates, loan commitments, discharges, amendments, or other instruments of any type in the name of and on behalf of RIHousing, in furtherance of any actions by RIHousing authorized from time to time by the Board of Commissioners, including, without limitation, (i) the issuance, remarketing, refunding or redemption of any bonds of RIHousing, (ii) the granting, amending or discharging of any loan or mortgage securing the same of RIHousing, and (iii) any agreements, documents, certificates or other instruments regarding the U.S. Department of Housing and Urban Development; and

RESOLVED, that the Chairman, the Vice Chair, the Executive Director (or his or her designee), the Deputy Executive Director, and Chief Financial Officer of RIHousing, each acting singly, be and hereby is authorized, empowered, and directed to take any and all such further actions as each may deem necessary, convenient, or advisable, in such officer's sole discretions, to carry out the foregoing resolution; and

RESOLVED, that the resolution of the Board of Commissioners dated September 15, 2022, granting corporate signatory authority for certain employees and officers is revoked and is no longer of any force and effect.

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

Corinne Myers, General Counsel then conducted a voice vote of the Commissioners. The Commissioners unanimously voted to adjourn the meeting.

Ms. Myers then announced that the motion to adjourn was unanimously approved. The meeting was adjourned at 10:22 a.m.

Chairman Pryor then thanked everyone for participating in the Board meeting.

Respectfully submitted,

Carol Ventura  
Secretary and Executive Director