

CITY OF GLENDALE, ARIZONA  
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC)  
PUBLIC MEETING  
MUNICIPAL OFFICE COMPLEX  
5850 W. GLENDALE AVENUE  
Council Chambers  
Glendale, AZ  
MINUTES

Wednesday, January 14, 2009  
6:30 P.M.

MEMBERS PRESENT: Erin Hart, Chair  
Chris Flippen, Vice Chair  
Susan Jernigan  
Rebecca Ontiveros  
Kim Toops  
Pattie Johnston  
Madelin Page  
Yolanda Hernandez  
Karen Mankoski

MEMBERS ABSENT: Mary Jean Eggleston

OTHERS PRESENT: Erik Strunk, Community Partnerships Director  
Gilbert Lopez, Revitalization Administrator  
Mona Francis-Spellman, Revitalization Supervisor  
Brian Lotto, Revitalization Coordinator

I. Call to Order

Chair Hart called the meeting to order at 6:30 p.m. Committee members and staff introduced themselves.

II. Approval of Minutes

Chair Hart moved on to Agenda item III.

III. Business from the Floor/Public Comment

None.

IV. Fiscal Year (FY) 2009-2010 Community Development Block Grant (CDBG): Physical Improvement Activities, Emergency Shelter Grants (ESG), and HOME Investment Partnerships (HOME) Program Funding Requests

[Committee member Hernandez entered the meeting.]

Chair Hart announced that the agencies requesting CDBG grants for Physical Improvement Activities, Emergency Shelter Grants (ESG), and HOME Investment Partnerships (HOME) would make presentations this evening. Chair Hart stated that agency representatives would have four minutes to make their presentations and the Committee members would then ask clarifying questions if needed.

Mr. Strunk thanked all agency representatives for their time and thanked the Committee members for their dedication to the grant process. Mr. Strunk also thanked Staff for their diligence in preparing and reviewing all of the grant applications

Mr. Lopez noted that for the Physical Improvement Grants, there was \$1,066,512 available with \$1.3 million in requests, for the ESG Grants, there was \$92,987 available with \$104,000 in requests and for the HOME Grants, there was \$510,898 available with \$1.2 million in requests.

[Committee member Mankoski entered the meeting.]

Presentations were made by the following:

#### PHYSICAL IMPROVEMENT REQUESTS

1.) Arizona Bridge to Independent Living – Glendale Home Accessibility Program  
Mr. Darrell Christenson, represented the agency, which was requesting \$88,886. Mr. Christenson's presentation included the following highlights:

- The agency strives to provide home accessibility to people with disabilities.
- With the use of the requested funds, the agency will complete 25 home accessibility projects.
- The agency also receives in-kind contributions, a 10% match from clients and volunteer services.
- This year, the agency received 13 new requests for projects from Glendale residents.
- Last year, 66 requests were received from Glendale residents, of which 31 requests were completed.
- The goal of the program is to keep clients functioning in their own home and to empower the disabled. This saves approximately \$27,000 per person as opposed to an institutionalized setting.
- Examples of projects include widening hallways, installing high-rise toilets and pedestal sinks.

Committee member Johnston inquired about the bid prices from vendors. Mr. Christenson replied that the agency receives an annual price list from every contractor it uses on projects. This list details prices for both materials and total cost of basic projects. HUD has acknowledged this type of project pricing. Vendors and contractors are chosen based on prices, availability and expertise.

Chair Hart thanked Mr. Christenson for his presentation.

## 2.) Community Services of Arizona (CSA) – Glendale Emergency Home Repair Program

Mr. Mike Fitz, Director of Single Family Housing Initiatives, represented the agency, which was requesting \$400,000. Highlights of his presentation include the following:

- For the last twelve years, the agency has provided emergency home repairs to Glendale residents.
- Clients are either physically or financially unable to make the repairs themselves.
- Typical repairs include: faulty electrical, air conditioning, heaters, plumbing, roof problems and dangerous flooring.
- Covered repairs must be an emergency or dangerous in nature.
- From August 2008 through December 2008, repairs at 101 households were made at a cost of \$128,000.

Committee member Jernigan inquired about management and indirect costs. Mr. Fitz replied that the management delivery costs were the costs directly associated with the management of the project (clerical, billing, accounts receivable, as well as Mr. Fitz's activities.) Mr. Fitz explained that the indirect costs included the CEO's time, time spent budgeting and time not allocated to specific projects.

Committee member Jernigan inquired as to how many staff members covered the Glendale area. Mr. Fitz replied that there were four people allocated to Glendale.

Committee member Jernigan asked what portion of the employment salary cost as noted in the budget covered the management salaries. Mr. Fitz did not have that information at the time and would provide to Staff tomorrow.

Chair Jernigan asked how many projects the \$2,400 in permit costs in the budget would cover. Mr. Fitz explained that this figure was based on past permit expense and the number of projects covered would be determined by the type of projects requested. Permit costs vary by the type of work to be done.

Chair Hart thanked Mr. Fitz for his presentation.

## 3.) City of Glendale Housing Division – Cholla Vista Remodel

Ms. Diana Whittle, Senior Management Assistant in the Housing Division, and Ms. Karen Russell, Housing Administrator, represented the agency, which is requesting \$200,000. Details from her presentation include:

- Cholla Vista is located 53<sup>rd</sup> Avenue and Maryland and consists of 34 apartments. It is part of a larger, 155-unit, public housing complex.
- The public housing in Glendale is very crucial and it is important to keep it maintained. Public housing provides safe, secure and affordable low-income housing. The last time this complex was remodeled was in 1997.
- This project includes countertops and cabinets in 33 kitchens, as well as,

- upgrading twelve bathrooms.
- 42% of residents are elderly (62 and older) or disabled. 40% of residents are working for minimum wage.

Committee member Mankoski asked for breakouts of bathroom and kitchen costs. Ms. Whittle replied that the estimates were \$6,500 for the kitchens and \$8,000 for the bathrooms, which were upstairs.

Chair Hart noted that the last remodel was in 1997 which did not seem too long ago. Ms. Russell stated that people do enjoy living at Cholla Vista, but because they are rentals, there is high turnover and high wear and tear on the units.

Chair Hart thanked Ms. Whittle and Ms. Russell for their presentation.

#### 4.) Valley of the Sun School and Habilitation Center – Upgrading Residential Group Home Facilities

Mr. Nick Bosovich represented the agency, which requested \$151,440. Mr. Bosovich introduced Ms. Juanita Shafer. Highlights from his presentation include the following:

- The agency has been operating in the Valley for 61 years.
- The agency runs 24 group homes in the Valley, with 11 in Glendale. Four of those eleven in Glendale require renovation.
- The home at 4707 W. Frier Road needs renovations including making the master bath ADA compliant and painting all interiors.
- The home at 4925 W. Brown needs bathroom renovations as well.
- All of the renovations will allow the twenty Glendale clients to live in safe, ADA compliant homes. The clients will have improved accessibility and independence.

Committee member Ontiveros inquired about the process of constructing ADA compliant bathrooms. Mr. Bosovich explained that one of the projects consists of converting a bathtub into a shower because currently the clients must be lifted and placed into the tub. This project will provide the clients greater independent accessibility.

Ms. Shafer explained that as the clients age, their needs change and the agency strives to meet those changing needs.

Committee member Jernigan inquired about the process of reporting. Ms. Shafer replied that all reporting was done through the Valley of the Sun United Way.

Committee member Ontiveros asked about the clients' financial responsibility. Ms. Shafer explained that most clients use about 70% of their social security payment to pay for room and board.

Chair Hart thanked Mr. Bosovich and Ms. Shafer for their presentation.

5.) Boys and Girls Clubs of Metro Phoenix – Swift Kids Branch Field Renovation  
Mr. Brad Kuluris, Chief Operations Officer/Vice President of Advancement, represented the agency, which was requesting \$321,268. Details from Mr. Kuluris' presentation include the following:

- Recently, a new Boys and Girls Club ("Swift Kids Clubhouse") was constructed on the campus of the Smith School and celebrated its grand opening in October 2008. This is a 25,000 square foot facility with a Learning Center, Gym, Teen Center and Two Computer Labs. 550 members are enrolled to date of which, one quarter are teens. The daily attendance exceeds 200 youth. The club serves many children in need, as 63% are at or below the federal poverty level.
- Current projects include an outdoor recreation and fitness area to keep children active and create a safe method of access from the Smith School and the Swift Kids Club.
- The request from this grant cycle is for funding to create a lighted soccer field which would allow children to have a safe activity at night. The field would be used by the Boys and Girls Club, as well as schools, the City of Glendale Parks and Recreation Department and others who are partners in the project. The school district will fund all maintenance and utility costs.

Committee member Flippen inquired if there were any other soccer fields close to this Boys and Girls Club. Mr. Kuluris replied that there was a rough, grass area behind the club's location, but this was not usable for organized sports. Mr. Kuluris stated that there was no soccer field in the club's immediate vicinity.

Chair Hart inquired as to the role of the Glendale Parks and Recreation Department. Mr. Kuluris replied that Parks and Recreation were very interested in collaborating on this project.

Chair Hart thanked Mr. Kuluris for his presentation.

6.) Central Arizona Shelter Services – Shelter and Program Improvements  
Mr. Mark Holleran represented the agency which was requesting \$10,000. Mr. Holleran explained that this request is for furniture to be used during case management and in the employment division. The current furniture is very old and was donated to CASS at the time. Mr. Holleran commented that it would be wonderful to be able to provide a better physical environment for case management and computer use. Mr. Holleran explained that due to the economy, in-kind donations are down and so CASS is turning to Glendale for funding assistance for the furniture.

Chair Hart thanked Mr. Holleran for his presentation.

7.) City of Glendale Neighborhood Partnerships – Physical Improvements  
Ms. Josie Romero of the Glendale Neighborhood Partnerships Office introduced Ms. Diana Kolbe who is a neighborhood leader for the East Catlin Court Neighborhood.

Other neighbors were in attendance in support of the grant request. Ms. Kolbe's presentation included the following details:

- The Neighborhood was established in 1914 and due to its age, it has been deteriorating.
- The only source of revitalization income has been through grants.
- Neighborhood renovations have been geared toward improving safety and sense of the community.
- The Neighborhood has formed many partnerships, including ones with the Vineyard Church (four homes painted) and the Maricopa County Probation Office (community clean-up.)
- The Neighborhood has worked with the Neighborhood Partnership Office to obtain grants from Glendale's Citizen's Advisory Commission on Neighborhoods for renovation and improvement. A \$50,000 grant was received for the design concept of a streetscaping project.
- This grant request is for the construction of the right-of-way streetscaping on Gardenia Avenue. The project includes installation of handicap ramps, carriage-style street lighting, irrigation, trees as well as other items.
- Gardenia Avenue will be a showcase for what will be done in the future on the other streets in the Neighborhood. Gardenia is one of twelve streets in the community.

Committee member Flippen asked if this request was for Phase I of the project, which is strictly Gardenia Avenue. Ms. Kolbe replied in the positive. Committee member Flippen inquired as to how Gardenia Avenue was chosen. Ms. Kolbe replied that the majority of the original members who initiated the project live on this block.

Committee member Flippen inquired about the grants received from Glendale's Citizen's Advisory Commission on Neighborhoods. Ms. Kolbe replied that \$50,000 was received for design work and an additional \$80,000 was received for construction.

#### 8.) City of Glendale Code Compliance – Neighborhood Renovation

Mr. Sam McAllen represented the agency which was requesting \$50,000. Details from his presentation include the following:

- Codes Compliance seeks to educate residents on codes and ordinances and to seek voluntary compliance. Codes and Ordinances cover property maintenance, zoning ordinances, residential rentals and general nuisances.
- When codes are not followed, there is a great impact on neighborhoods, including safety hazards, unkempt buildings and grounds, unwanted activity and a destabilizing factor.
- Safety hazards must be addressed immediately by the Department.
- With the great increase in foreclosures, many more homes have become vacant and need attention due to safety issues. Many times, criminal activity occurs in vacant homes.
- The city utilizes the Clean and Lien program to address and perform corrective action on homes with immediate safety issues.

- Code Compliance gives an owner thirty days to resolve a violation on the property. If no corrective action has been made, the property will be tended to utilizing the Clean and Lien program. The city will take necessary action and lien the property owner for the costs.
- Case load numbers: 2006-2007: 162 cases, 2007-2008: 809 cases and for the 2008-2009 fiscal year so far: 691 cases. The numbers have been increasing due to the foreclosure crisis.
- The Department is requesting funds specifically to be used for the Clean and Lien program.

Committee member Page asked if the Department recouped the funds utilized in the program. Mr. McAllen explained that the house must be sold and go through transfer of title before the funds can be recouped by the Department. However, there was a 48% rate of return for the first five months of this fiscal year alone.

Committee member Flippen inquired if most of the cases were foreclosures. Mr. McAllen replied that most times, they were in the process of foreclosure, whereby the homeowner still owns the property but does not care to or does not have the money to remedy the situation. Mr. McAllen stated that once the property reverts to the bank, the bank will typically maintain the property in order to sell it quickly.

Committee member Mankoski inquired about how the funds would be distributed. Mr. McAllen replied that if CDBG funds were received, they would specifically be used for Clean and Lien in low-income areas.

Chair Hart thanked Mr. McAllen for his presentation.

9.) Glendale Family Development Center – Roof Repair and Insulation Replacement  
Ms. Michele Goodman represented the agency which was requesting \$14,515. Highlights from the presentation include the following:

- The Center addresses the needs of the working poor by trying to break the cycle of illiteracy, abuse and poverty.
- Early childhood education is provided as well as clothing assistance for the low income.
- The Center is located at 59<sup>th</sup> Avenue and Northern.
- The grant request is to repair the roof which is leaky and to replace insulation which is no longer efficient. The problems with the roof and insulation have led to very high heating and air conditioning bills.
- It is anticipated that with the roof repairs and the new insulation, the center should save one-third of the air conditioning bills in the summer.

Committee member Flippen inquired if the agency had contacted APS or SRP for an evaluation of the problem. Ms. Goodman replied that they had not done so, but did have a consultation by insulation companies and the Center's facilities employee.

Committee member Flippen noted that the roof was repaired approximately two and a half years ago and wondered about a warranty on the project. Ms. Goodman replied that when the leak was found, the Center called the contractor but was told that the warranty had expired a month earlier. Upon contacting other contractors, the Center was told that the roof work was very poor. Only one roofer would agree to do the repair job besides the original roofer.

Committee member Ontiveros asked if this roof and insulation repair would fix the roofing problems. Ms Goodman replied that the repair would fix the current leak and skyrocketing bills, however, the Center is working on a proposal to get the entire roof replaced in about two years without assistance from the City.

Chair Hart thanked Ms. Goodman for her presentation.

### ESG GRANTS

10.) Central Arizona Shelter Services – 230 Single Adult Emergency Services  
Mr. Mark Holleran represented the agency which was requesting \$20,000. Mr. Holleran stated that the request was for assistance with providing emergency shelter services. Mr. Holleran commented that the ultimate goal of CASS is to create self-sufficient individuals. Mr. Holleran noted that due to the current economy, there has been an increase in clients at the shelter.

Chair Hart thanked Mr. Holleran for his presentation.

11.) Homeward Bound – Utilities Assistance for the Thunderbirds Family Village – Glendale  
Mr. Frank Nagy represented the agency which was requesting \$20,000. Details from Mr. Nagy's presentation include the following:

- The goal of the program is to help families achieve self-sufficiency.
- Services provided include transitional housing, case management and employment services.
- Families are building life skills, clearing debt and addressing their causes of homelessness.
- At the Glendale residences, there were 27 individuals for fiscal year 2007-2008 (ten adults and 17 kids.)

Committee member Jernigan stated that the location of the Village was in Phoenix and wondered how the staff identifies clients as formerly from Glendale. Mr. Nagy replied that clients are asked for their zip codes and staff follows HUDS directives regarding client information.

Committee member Jernigan inquired about client payment. Mr. Nagy replied that clients pay 30% of their income into the program. Mr. Nagy explained that utilities costs are about \$3,515 per person during a fiscal year.

Committee member Jernigan noticed a discrepancy regarding the utilities budget in the application (\$15,000) and the actual request (\$20,000.) Mr. Nagy will review the information and provide a revised break out budget for the \$20,000 to Mr. Lopez.

Chair Hart thanked Mr. Nagy for his presentation.

12.) A New Leaf dba PREHAB of Arizona – Faith House Emergency Shelter  
Ms. Ana Rodriguez represented the agency which was requesting \$25,000. Details of Ms. Rodriguez's presentation include the following:

- The shelter provides support to 250 women and children annually.
- The shelter also provides child care, case management and advocacy.
- The goal is to help families break free of domestic violence.

Chair Hart thanked Ms. Rodriguez for her presentation.

13.) West Valley Child Crisis Center – Public Services for Abused Children  
Mr. Brent Morris represented the agency which was requesting \$30,000. Highlights of Mr. Morris' presentation include the following:

- Mr. Morris explained that for the past four fiscal years, the cost of a bed at WVCCC was calculated at \$285 per day. WVCCC received \$98.75 per bed per day.
- For the past six months, the cost of a bed has been re-calculated at \$380 per bed per day. For clients coming from Glendale, this equates to a cost of \$78,000 for the past six months.
- Mr. Morris explained that the children at WVCCC have been abused, have remedial challenges and have parents who do not want them or cannot take care of them.
- Many of the children are on medication and therefore, there is a pediatric nurse on staff to monitor and dispense the medication.
- WVCCC now offers a respite program, whereby a parent can leave a child(ren) for thirty days at no cost while the parent deals with additional job issues or domestic violence. WVCCC receives no government reimbursement for this program. It is anticipated that 81 children will participate in this program by the end of the fiscal year. Most children stay for fifteen days, while some do stay for thirty days.

Committee member Mankoski wondered how WVCCC could do intake for the respite program without CPS. Mr. Morris replied that referrals come from law enforcement, hospitals and other intake agencies. Mr. Morris added that Phoenix and Mesa have had a respite program of this type for the past fifteen years without state reimbursement either.

Committee member Mankoski asked if children are ever not picked up at the end of the respite program. Mr. Morris replied that this frequently happens, and CPS is then called at that time.

Chair Hart inquired about the \$8,000 received in rental income. Mr. Morris replied that this is no longer occurring. Mr. Morris explained that Catholic Charities was renting the space for use for a program, however, WVCCC needed the office space back and had to give notice to Catholic Charities.

Chair Hart thanked Mr. Morris for his presentation.

#### 14.) Chrysalis – Non-Residential Counseling Programs

Ms. Jenifer Hunt represented the agency which was requesting \$9,993. Highlights from Ms. Hunt's presentation include the following:

- Chrysalis is a domestic violence agency which uses a 360 degree approach to assist victims.
- The agency provides shelter, counseling, case management, advocacy, client stabilization, and assistance in obtaining child custody and orders of protection. Chrysalis strives to help clients achieve self-sufficiency.
- During 2007-2008, 73 Glendale residents came to Chrysalis for services and 19 residents utilized the shelter.
- Victim advocates work valleywide and serve victims who cannot obtain assistance in any other way.

Committee member Ontiveros inquired about the agency's success rate. Ms. Hunt replied that Chrysalis uses the DES self-sufficiency matrix, but did not have the exact figure this evening. Ms. Hunt stressed there was a good success rate at Chrysalis and would provide details to Mr. Lopez.

Chair Hart thanked Ms. Hunt for her presentation.

### HOME GRANTS

#### 15.) Community Services of Arizona (CSA) – Acquisition/Rehab

Mr. Mike Fitz, Director of Single Family Housing Initiatives, represented the agency which was requesting \$250,000. Details of Mr. Fitz's presentation include the following:

- CSA has been performing acquisition/rehab since 1996.
- With the requested funds, CSA will acquire two properties in need of rehab. Properties slated for the program would require no more than \$15,000 to \$25,000 worth of work.
- Many low-income home buyers would not have funds available to make necessary repairs for roofs, curb appeal, landscaping and paint.
- CSA aims to turn "problem houses" into assets for the community.
- CSA will purchase homes in the targeted area of 47<sup>th</sup> Avenue to 67<sup>th</sup> Avenue and Maryland to Orangewood. Once the homes are rehabbed and resold, the funds acquired will be used to purchase other homes for rehab and resale.
- CSA works with a real estate agent to identify a home buyer and a property. CSA avoids doing spec properties. All buyers must complete a home buyer training program.

Committee member Johnston asked if the program included foreclosed homes. Mr. Fitz replied that at this time, the majority of homes CSA acquires would be foreclosures.

Chair Hart thanked Mr. Fitz for his presentation.

16.) Arizona Housing, Inc. – HOME Vista Commons

Mr. Mark Holleran, President and CEO of Arizona Housing, Inc. represented the agency which was requesting \$500,000. Highlights from Mr. Holleran's presentation include the following:

- Arizona Housing Inc. was created from the Board of Directors of Central Arizona Shelter Services in 1995 to address specific methods of providing low-income, affordable housing.
- Funds from this request would be used to acquire a 93-unit hotel in downtown Phoenix and convert the building into a low-income, single-resident occupancy facility. Units would measure at 350-400 square feet for a single adult. If the grant request was funded, fourteen of the units would be allocated to Glendale residents only.
- This type of housing is in great demand, but is simply not available. Many clients leave the shelters with no place to go and this type of facility fills that need.

Chair Hart inquired about a timeline for the project. Mr. Holleran replied that the facility is available now and if funding is received, hopefully, in twelve months the necessary rehab work could be completed. Mr. Holleran replied that the agency has applied for funding from other sources, but for a project of this size, it can be difficult to get the ball rolling because each source is waiting for another source to commit to the project.

Committee member Flippen asked how often each client's rent would be subject to adjustment. Mr. Holleran replied that this would happen annually and if a client was no longer eligible to live in the complex, the agency would work with the management company to find suitable housing.

Chair Hart thanked Mr. Holleran for his presentation.

17.) Habitat for Humanity – Central Arizona – Land Acquisition and Site Improvement

Ms. Jamie Colby and Mr. Schwierjohn represented the agency, which was requesting \$363,000. Highlights from Ms. Colby's presentation include the following:

- If granted, the funds would be used to purchase five lots in Glendale which will then be prepared for home construction.
- The Habitat for Humanity program has had a great impact on neighborhoods and individual homeowners.

Committee member Flippen asked how lots were identified for purchase. Ms. Colby replied that location, zoning and lot size were important considerations.

Mr. Schwierjohn added that lot prices have been declining in the valley and the agency will try to purchase as many lots as possible with its available funds.

Chair Hart thanked Ms. Colby and Mr. Schwierjohn for their presentation.

#### 18.) Newtown CLT – Homeownership Program

Mr. Tyler Boone represented the agency which was requesting \$165,000. Highlights from Mr. Boone's presentation include the following:

- Newtown CLT is a successful community land trust with forty properties currently.
- Targeted clients are first-time homeowners.
- Prior to purchase, counseling and foreclosure classes are required.
- The agency first acquires the properties and completes necessary improvements and repairs.
- The homebuyer purchases the structure, while the land is owned by Newtown. The homeowner signs onto a 99-year, renewable land lease.
- Newton has first right of refusal of a buyer.
- This program provides permanent affordable homes by eliminating the upfront cost of land to the homebuyer. Furthermore, the program has established a shared-equity provision, whereby a percentage of equity created by the previous homeowner stays with the home in order to keep costs down for the next homebuyer.
- The properties must be owner-occupied.
- Funds received from this grant request will be used to purchase four foreclosed homes in Glendale. Homes will be identified using the Glendale Strategic Housing Model.

Committee member Flippen asked for more details on the shared-equity stipulation. Mr. Boone replied that 25% of the equity would move with the previous homeowner and 75% of the equity would stay with the next homebuyer.

Committee member Mankoski noticed a discrepancy in the budget in the application. Mr. Boone would provide a revised budget to Mr. Lopez.

Committee member Flippen asked who was responsible for paying property taxes and what the cost of the land lease was. Mr. Boone replied that the homebuyer would pay all property taxes and would be charged \$35 a month for a land lease fee.

Committee member Flippen inquired what would happen if the agency was disbanded for some reason. Mr. Boone was unsure of the consequences. Mr. Lopez stated that the trust would be continued in some manner and that the City of Glendale would most likely have the first rights to acquire the trust. Mr. Lopez added that this type of trust model has been very successful in Mesa, Gilbert, Chandler and Flagstaff.

Grant requests from Community Services of Arizona (Los Vecinos Office Expansion) and Quality of Life Community Services (Homeless Prevention Program) were withdrawn.

V. Director/Staff Report

Staff thanked the agency representatives for their grant presentations and the Committee for their time and dedication to the grant process.

Mr. Strunk announced that the next meeting was scheduled for January 15, 2009 in the Council Chamber Building, Room B-3, whereby the Committee will discuss and vote on funding recommendations.

VI. Adjournment

The meeting was adjourned at 9:08 p.m. by consensus.

Respectfully Submitted,  
Denise Kazmierczak