

# Fayetteville Housing Authority Board of Commissioners

## Meeting Minutes

Thursday, July 25, 2019

### I. Roll Call

Melissa Terry called to order the regular meeting of Fayetteville Housing Authority at 6:00 pm on July 25, 2019 at City Hall Room 326, 113 W Mountain Street, Fayetteville, AR 72701.

a. The following persons were present: Commissioner Terry, Commissioner McMahon, Commissioner Bensinger, Commissioner Breashears, Commissioner Stafford, Executive Director Angela Belford, Joy Hunnicutt, and Victoria Dempsey.

### II. Approval of minutes from regular board meeting, June 27, 2019

a. Commissioner Terry noted that there was a typo on the date for the board packet. Commissioner Stafford made the motion to accept minutes from June 27, 2019. Commissioner Breashears 2<sup>nd</sup> the motion. All in favor.

### III. New Business

- A. Summary of National Association of Housing Redevelopment Officials Conference (NAHRO). Commissioner Stafford, Commissioner Bensinger, Commissioner McMahon, and Executive Director Angela Belford all were in attendance. They have a spring, summer, and national conference. Commissioners and Executive Director attended the orientation session that introduced them to all the people who would be speaking, and it was super helpful. Those in attendance broke up sessions and found the ones that were applicable and then split them up to cover 4 topics.
- a. Angela Belford stated the session that was most impactful that she attended was Creative Federal Financing. It discussed how to take care of the aging infrastructure that you have with some other federal dollars, interesting ways to use Community Development Block Grant (CDBG), Capital Finance funding program, and also how you can take out a mortgage on public housing with HUD approval. Angela Belford also attended a Move to Work session that covered Section 3 in the HUD Code, which states that that if you are giving someone federal subsidy, your contractors are required to try to hire individuals who receive federal subsidy. You are supposed to hire businesses and individuals who live in federally funded programs. A Move to Work community provided an example of how they implemented the program. They had gone through an entire RAD conversion, so they were not allowed to inspect their own properties. They helped some of their residents set up inspection businesses so that they could conduct the inspections. They had other situations where the businesses needed to have a couple months of operating capital so if that business (minority or Section 3) was selected for a contract, they worked with a bank to allow them to draw a line of credit to get started in the business based on the contract the housing authority was giving them. Overall, they had creative ways to help residents. Another example is that you are required to work 20 hours a week or provide 20 hours of community service if you are not elderly or disabled. Your minimum rent was \$8 an hour times those 20 hours of work. The session took economic development to the next level. Angela Belford also attended a Mainstream Voucher program session, which just confirmed that we need to apply. The last session that we went to all together was on Diversity, Equity, and Inclusion. After that workshop, Angela was visiting with the National NAHRO explaining how she was new, and it was suggested that she serve on a committee. Angela Belford let them know that she would like to be on the Diversity, Equity, and Inclusion Committee.

- b. Commissioner Stafford then discussed which sessions she attended. The first one she went to was called “The Washington Report” that was basically about what is happening in Washington with HUD Funding including when the Trump Administration put out their budget they put “0” in their line items for many of the HUD programs. When the House passed their bill, for most programs the funding was increased over the current level. We are still waiting on the Senate to make decisions; which voting is expected to take place this fall. NAHRO is serving as an advocate to contact your senators and they even have an app in place. There was also a plenary session with Chris Hurburt who was the Managing Director for the Joint Center for Housing Studies at Harvard. He talked about the long-term trajectory of housing trends for the nation. This included the housing needs for the Baby Boomer Generation such as assisted living centers and Millennials will need larger housing for growing families. There has also been a long term need of not having enough housing and the impact that has created. He has also looked at the great recession and the impact it has had on African American homeownership. Commissioner Stafford also put together a small presentation on a session she attended: Small Area Fair Market Rents. It was based on the Boston Housing Authority and they are implementing Small Area Fair Market Rents voluntarily to deconcentrate poverty. So instead of having one big number for your entire jurisdiction, you split it up into smaller sections. Each zip code has its own Fair Market Rent so that purchasing power can be greater in areas that have lower poverty rates and live in areas where they could not afford to live before. Commissioner Stafford worked the numbers for our area. Options for implementation include formal opt-in request considerations and exception rents. In Washington County there are 25 zip codes and if this was implemented 6 of those zip codes’ Fair Market Rent rates would increase. Pro and Cons of Implementation were discussed such as deconcentration of poverty, more accurately matched neighborhood rents as pros and administrative burden as a con. The last thing Boston did was hired a developer and created their own mapping tool that would allow you to put in an address of where you would like to live and it would tell you what your Fair Market Rent would be for that location along with the walkability, schools, transportation, etc. They have open sourced this tool and are providing this for free to other housing authorities.
- c. Commissioner Bensinger expressed that the networking and opportunities that were available were very interesting and eye opening. She stated that they were to tour two public housing facilitating at Cambridge that were recently renovated. She said the partnerships that they used were very innovative and brought ideas as we look to make improvements to our own properties. Commissioner Bensinger said that a couple of concrete takeaways from sessions included; credit building as a road to homeownership, what budget items the board should be looking at and how often they be reviewing them, and then ideas for leadership for residents such as a leadership liaison.
- d. Commissioner McMahan expressed that it was very energizing and engaging to be there. It was amazing to see so many people united in public service. One of the sessions attended was Infrastructure Aging, contracting services out so you pay as a service instead of using staff. Another session including a case study of out Los Angeles. Even though it took a long time, they were methodical to get engagement from residents. Commissioner McMahan stated she thought it would be a great model to look at for our community. Commissioner Terry asked about implementing some workforce development partnerships including incorporating Section 3 with some of our seasoned residents. Angela Belford stated that is the dream at North Gate to be able to utilize workforce development to be able to teach a trade. Commissioner McMahan’s last session was about Best Practices within the Housing Authority. One suggestion was to run the housing authority like a business and not like a typical housing authority. Another suggestion was for board members to tour the properties on a monthly basis. Commissioner McMahan also stated that the tour was awesome. They saved \$350,000 a year in utilities using solar panels. They did use an energy consultant to

implement an energy performance contract. Angela Belford purchased handbooks for all commissioners.

- B.** Angela Belford discussed the proposed organization chart. The biggest things in budget relate to processes that we want to implement, which involves hiring employees to get the job done. Changes that have already been made include: Jennifer Cotton has been moved to Executive Assistant and hiring a Deputy Director by September 1<sup>st</sup>. We have close to half a million dollars to spend from 2018 and 2019 Capital Fund. We are doing renovation at Hillcrest Towers and about to start North Gate renovations. We are exploring at developing all our properties and have listened to feedback from commissioners that the focus of the executive director needs to be on development and that the fact the Maintenance Foreman will be retiring this year we need more staff. Next step is to look at the job descriptions in detail. Joy is currently is the Public Housing Director but when you look at the day to day operations of the job, it is more like a property manager. Joy is completing recertifications, managing the waitlist, overseeing the housing specialist, etc. She doesn't have the capacity with her current workload to add additional job duties. We must have strong compliance; which Joy is good at. We need construction management experience, so Angela Belford proposed that we hire a Director of Housing. This person would already have construction management experience that would allow them to provide stronger oversight to our maintenance staff and ensure that projects are being completed and bringing our properties up to higher standards. This role would also be involved with looking at development opportunities. Some of the critics of homeownership programs is we are missing the construction management piece so by adding this position it would open more opportunities for our community. MD Atwell has a couple hundred hours of paid leave so he will be around for a while longer. We are currently hiring a maintenance technician but will have to hire a maintenance supervisor position once Mr. Atwell leaves. Another change that has happened is Casey Snider applied for the open Voucher Program Specialist and accepted the position. She is in transition right now. We have hired Eboni Sutton as the Public Housing Specialist. Last month the Housing Relocation Specialist position was approved, and Tony Cotton has moved into that spot. Angela Belford proposed a resolution to hire a part-time bookkeeper. She stated that Lindsey does our accounting, but we still have a lot of work to complete by the end of month. Angela Belford requested this to be a part-time position at 15 hours per week. Commissioner McMahan asked if Jennifer Cotton could do the work. Angela Belford expressed that she had hoped so but that we need someone with more accounting knowledge and as the chief procurement officer, Jennifer will be having to assist with bids. Jennifer is also going to a procurement training next month. Commissioner McMahan then asked if the Director of Housing could handle the procurement piece. Angela stated by law, within the by-laws and procurement policy, she is the contracting officer, so it has to stay with her.
- C.** Angela Belford discussed the first look at the proposed budget. Last year commissioners were presented with a 18-page budget, so a simple broken-down budget was provided this year to focus on areas where the housing authority has more say in. Lindsey looks at the historical data and reports it to HUD. The allocated budget of Morgan Manor, Public Housing, and Housing Choice Vouchers are broken down by the number of units. It breaks down to Housing Choice Vouchers at 70%, Public Housing at 20%, and Morgan Manor at 10%. An exception with legal is that Public Housing and Morgan Manor have eviction possibilities so there are legal expenses that HCV will not have. FHA Development doesn't have any administrative expenses since we have been coached that until we start collecting rent, we should not start budgeting. Another exception to the budget splits is "Rental of Office Space", is that HCV program does not own the Fayetteville Housing Authority Office, Public Housing does. With the large HCV reserves, they are to pay rent for their portion of the space they are in (\$1 per square foot). \$6,000 will show up as revenue for Public Housing on the final budget.
- In addition to this, Angela will be meeting with our accountant to discuss switching to a central office cost center and instead of paying a percentage of the costs you would actually charge each program an admin fee

that will go into the non-profit and then the non-profit would pay the overhead salaries. This is how other housing authorities have paid for design fees. Commissioner Terry stated that as our staff grows, this would help us monetize the expansion. Angela Belford described the way the budgeting process works with Lindsey is that you say what type of raises are you guys going to give and they programmed in 3%. She has been talking to our HR consultant on how you budget performance based raises and what was suggested was to do a straight Cost of Living Raise for everyone and then taking another percentage of the total payroll and then that is budgeted for the performance based raises. On the budget spreadsheet they are divided based on programs such as HCV staff are 100% HCV but positions such as Executive Director, Executive Assistance are split out of all 3 departments. This is still a discussion and there are still items that need to be worked through. Commissioner Breashears asked how our income looks. Angela responded that she doesn't have that information yet as Lindsey does it for us. Commissioner Breashears also asked about Morgan Manor's May income. He said that usually they bring in \$10,000 in rentals and then \$20,000 in subsidy but for June it was \$70,000. Angela stated that everyone's subsidy went up this month due to catching up subsidy from the shutdown. This year HUD received a 20% increase across the board. This increase is why we are applying for more funds through different programs. Commissioner Breashears stated that we needed to watch for HUD to make sure they don't take the money. Angela Belford stated that they won't right now since they are trying to spend the money. Commissioner Breashears expressed that we have a lot of money in CDs and if he thinks of the CDs as our reserves. He is concerned that if our reserve balance gets too high, they will pull the money. Commissioner Terry expressed that if it is marked for what we plan to use it for, we should be okay. Angela Belford let everyone know that there is a line item our Capital Funds that says "Operations" and that is hard to reflect it on the budget. There is some money in Capital Funds that is planned to come down to be spent in operations. It is a way to reimburse yourself if you spent money for Capital Fund items and then move to Operations. Angela also stated that with having a part-time bookkeeper she hopes to get better information through dashboards to the board. Commissioner Terry asked to look at the Organizational Chart and asked about the "Voucher Program" slot but no one assigned to it. Angela Belford reminded them that we are applying for multiple voucher program funds and that if are awarded those funds, we will need additional staff. This position would be a Director of Voucher Programs and then create a manager position underneath it.

- D. Resolution #1150 Authorization for Director of Housing. Position is needed for construction management for upcoming projects. Commissioner Terry stated that the salary for that position is \$55,000. Commission Stafford asked if that was enough money to get that qualified position. Angela Belford stated that she was not sure but based on the tier of higher positions it is where it needs to be for the budget.

Resolution #1158 Authorization of part time bookkeeper. Position is needed to assist with accounting tasks.

Commissioner Terry made a motion to approve both Resolution #1150 and #1158 to hire a Director of Housing and a part time bookkeeper. Commissioner Breashears 2<sup>nd</sup> the motion. All in favor.

- E. Resolution #1159 Update Segregation of Duties Policy. Angela Belford is proposing that the Deputy Director will be the second authorized signer. Our Segregation of Duties Policy didn't clearly state that we could make payments via ACH. Since Lindsey creates an ACH file, we can pay that way. Also, our Segregation of Duties Policy doesn't allow someone to have "Read Only" access to electronic files such as printing a bank statement. Would like to propose that if you have access to those paper files then you can have access to the electronic files. This update would allow the Deputy Director to initial every invoice and then the Executive Director would approve an accounts receivable report for payment. Commissioner Breashears made a motion to update the Segregation of Duties Policy. Commissioner Bensinger 2<sup>nd</sup> the motion. All in favor.

- F. Resolution #1161 Authorization to purchase Voucher Program vehicle. We currently have 2 vehicles and 2 inspectors in addition to the new housing navigator. This would allow us to keep up with inspections and allow us to provide transportation to clients for housing searches. This vehicle would be purchased through state contract, so we do not have to get 3 bids.

Resolution #1162 Authorization to purchase Maintenance truck. We have hired more maintenance staff so need an additional truck. Guidance also suggests slowly updating vehicles so that they do not wear out all at the same time. We are also changing our maintenance policy as of August 1<sup>st</sup>, maintenance staff won't be taking work vehicles home when they are on call. They will drive to Hillcrest Towers and switch vehicles and then drive own vehicles home. Commissioner Breashears asked if the truck would need toolboxes. Angela Belford stated that the plan is to have all the trucks set up with all the equipment needed by the end of this year.

Commissioner Bensinger made the motion to approve both Resolution #1160 and #1161 to purchase a Voucher Program vehicle and a maintenance truck. Commissioner Breashears 2<sup>nd</sup> the motion. All in favor.

- G. Resolution #1163 Authorization to apply for additional VASH Vouchers. With the HUD funds increase they have funds for additional Vouchers. All that is required is a letter of interest and a letter of support from the VA's medical director. We have already reach out and requested that letter.

Resolution #1164 Authorization to apply for Mainstream Vouchers. Mainstream Vouchers are designed to target non-elderly individuals with disabilities preferably someone who is transitioning out of an institution, experiencing homelessness, or currently residing in a permanent supportive housing program. The idea is this would provide the rental assistance for those who no longer need the case management piece. There is a formula that the CoC website provides that tells you how many beds you need for chronically homeless and Rapid Rehousing. For our community we would need to apply for 119 vouchers. This requires to us to have formal partnerships and leverage resources for state Medicaid agencies and other health and human services. We already have a meeting next week with potential partnerships to discuss what those partnerships would look like. We have also received verbal agreements with Benton County Housing Authority and Northwest Regional. Commissioner Breashears asked if this program would require yearly application. Angela Belford and Victoria Dempsey both stated it would be a renewal.

Resolution #1165 Authorization to apply for NWA Continuum of Care Permanent Supportive Housing Grant. The City of Fayetteville has the Hearth Program and 7hills Homeless Center has Walker Residential Family Center are the only permanent supportive programs in our area. Typically, the only way to leave the program is through major non-compliance or death. There are just not enough permanent supportive beds in our area, and it is a desperate need. If we apply for this, we have to agree to not only provide housing but to provide wrap around services. We have reached out to Ozark Guidance Center and asked if they would be able to apply for this grant together as a partnership. This also requires a 25% match of donation or in-kind funds so things we could do for that is have a resources fair that includes services for our clients. An example would be an attorney could bill that volunteer time as in-kind services. This is due to our local CoC the end of August, then they will submit it to HUD the end of September, HUD will issue award letters in January 2020, agreements will be issued in April or May 2020.

Resolution #1166 Authorization to apply for CDBG (Community Development Block Grant) funds. The workshop we must attend is next Wednesday. For the last few years no one has applied for the public facilities grant. Angela stated that she would like to submit two proposals for \$100,000. One would be to

convert the old laundry room to a clinic for behavioral health services. The other proposal is open for suggestions, but one would be a playground. Commissioner Terry suggested a playground facility be installed at Morgan Manor. Angela Belford also learned at the NAHRO conference that there can be a line item in the CDBG 5-year plan for public housing maintenance and we have never advocated for that to be there. Their next 5-year plan begins in 2020 so we will be advocating that that line item returns to their plan.

Commissioner Terry stated that she feels that this is a board level decision and requested that we wait to decide until after our next board meeting on 8/22/19. She would also like to get community input. Angela Belford voiced concern over the timeline. Victoria Dempsey also voiced concern about the time frame with multiple grant applications going on at the same time. Angela requested that we have a special meeting or attend resident council meeting to discuss options. Commissioner Terry suggested having a rough document with ideas that can be shared in a shared drive. Commissioner Terry stated that this has been on the whiteboard for the last 10 months and it is not an “all of sudden expectation” and we should already be prepared to have this conversation. Angela Belford stated that we have already spoke with the city and parks division about ballpark figures on what to ask for. Angela Belford again expressed concern about the timeframe to complete 3 grants. Commissioner Terry expressed that we should already have a proposal from Lewis Plaza so we won’t be having to start from scratch. Commissioner Terry requested we compile a list of ideas and Joy locate the template and provide it to Angela.

Commissioner Breashears made the motion to approve Resolution #1163 Authorization to apply for additional VASH Vouchers, #1164 Authorization to apply for Mainstream Vouchers, #1165 Authorization to apply for NWA Continuum of Care Permanent Supportive Housing grants, and #1166 Authorization to apply for CDBG funds. Commissioner Bensinger 2<sup>nd</sup> the motion. All in favor.

Break at 8:05pm. Returned to session at 8:13pm.

#### H. Staff Report: Executive Director

- a. We have posted the Deputy Director position. We have had 41 applicants and 11 are rated as strong candidates. We have sent out some of the assessments since the position closes on 7/31/19. Commissioner Terry asked about how the interview process would go. Angela stated that the first round would be phone interviews with herself, Steve Burt from the CoC, and a staff member. The calls would be recorded. The plan for the second round will be with community partners. A scoring rubric would also be used. Commissioner Terry asked if Angela would be open to board members being involved in the interviews. Angela stated possibly but needed to think through the governance and operations aspect. Commissioner Bensinger expressed that as a board they needed to think about the appeal process for the employees and with chain of command so would suggest that we need to ask our HR consultant what they think about the process.
- b. Executive Director workshop completed. Learned that the Executive Director is responsible for the compliance of your staff. You don’t do the rent calculations, inspections, etc., but was provided with what questions are needed to be asked. It was also good to get know other authorities in the state.
- c. Over the next 30 days we will be working on coordination with Ozark Guidance and gathering the MOUs needed for grant applications. Will be interviewing for the Deputy Director. Will also be working with Commissioner Bensinger to update personnel policies. Our HR consultant looked at our current policy and then had specific questions pertaining to HR law. They will go back and write our policy for us. Also learned that the Employee Handbook should be a quick reference guide and the Personnel Policy should be more detailed for HUD. This next month the budget will need to be finalized for the board to approve. Our procurement policy is out of date and needed to be updated to reflect state legislature changes that include small purchases. Commissioner Breashears asked about the budget and not knowing what the income/revenue is. It was not provided to commissioner last

- year. Angela will include it in a spreadsheet for commissioners. Commissioner Terry did express that if we see any grants that provide case support, she would like for us to go for them. She would love a social worker on staff. Angela then stated she already had a proposal to hire a social worker. She stated that the salary could come from the reserves and could be worked into the budget. Staff are not well equipped to handle certain scenarios that arise, and Angela is already looking into escalation training for staff. Having a social worker on staff would be a great addition. Commissioner Breashears asked what the salary would be for a social worker. Angela stated it would be around \$50,000. Commissioner Terry requested that research be done on salary.
- d. The school of social work and their community outreach class has picked up our resident survey as a class project. Sheila is working with them and they will go out and meet with our residents.

I. Staff Report: Public Housing Director

- a. Morgan Manor has one vacancy. Both Lewis Plaza and Willow Heights have zero vacancies. The only vacant units we have at Hillcrest Towers are being used for the renovation project as relocation units.
- b. Report on numbers and time taken for work orders for the month. Report on online applications and online rent payments.
- c. DFA report on collection loss funds received.
- d. Update on new staff including Rocio Hawkins as our Temporary Receptionist, Kevin Nail as our Assistant Maintenance Supervisor, and Tony Cotton will be transitioning to the Relocation & Maintenance Assistant. This will leave us with an open Maintenance Technician position. Last week we hired Eboni Sutton as the new Public Housing Specialist to replace Cassie Snider who has taken a position with the Voucher Program.
- e. Last week we hosted a community meeting at Morgan Manor. Angela Belford introduced herself as the Executive Director and discussed her vision for the community. We intent on hosting these meetings on a regular basis at all of our properties.
- f. On July 31, 2019 we will have a REAC inspection at Morgan Manor. We are confident that we will be prepared for this inspection.
- g. Ralph Nesson of NWA Books for Kids is hosting another Eat & Read on July 27, 2019 from 12-1p at Jefferson Elementary Playground. We have invited all residents from all properties to attend.

J. Staff Report: Operations and Voucher Program Manager

- a. Update on current numbers. HUD- VASH is at capacity.
- b. Update on new staff. Cassie Snider was hired as our new Voucher Program Specialist and Justin Elkins as our Housing Navigator.
- c. Of the 20 offer letters sent out on 6/18/19, we have scheduled 18 briefings.
- d. We sent confirmation letters to everyone on our waiting list (798) to confirm if they want to remain on the list, and if so would they be interested in TBRA. We have received 123 responses so far.
- e. Kara and I attended TBRA training on 7/9/19. We are working on initiating processed and hope to issue vouchers next month.
- f. HUD-VASH Leasing Increase Request was submitted on 4/24/19. We are still waiting on a response.
- g. Moving to Work (MTW) was submitted on 5/13/19. We received notification we have made it to the lottery stage.

- K. Resolution #1166 Approval to Void Checks. In March checks went out on a snow day and many checks were lost so there is more checks this month. Commissioner Terry stated that the board authorizes the return of the Ernest money from the contract of sale since it has now expired. In order to finalize the expiration of that contract we are holding the down money from the potential buyers still and has never been put into an escrow

account. It has been in our books as a line item that technically does not belong to us. Since expiration the executive director has cut a check for the full amount and sent the check to the potential buyers' attorney and the check has not been cashed and now it is expired. The next step would be to reissue the check but as a cashier's check. The money will no longer be in our books. We still will need to have a formal termination of contract signed. Commissioner Terry makes a motion to receive a list tomorrow by email and approve provisionally tonight. Commissioner Bensinger 2<sup>nd</sup> the motion. All in favor.

- L. Resolution #1167 Approval to Charge off Delinquent Accounts. This is the quarterly report of those that have moved out with an outstanding balance. The cleanest way to keep this off our books is to charge off the accounts. Commissioner Bensinger made the motion to approve charging off the delinquent accounts. Commissioner Breashears 2<sup>nd</sup> the motion. All in the favor.
- M. Resolution #1168 Approval of the Audit. Angela Belford requested that this approval be tabled until the next meeting. Commissioner Terry asked if we could have someone from the firm explain the audit results. Angela stated our auditor has requested that we allow her to explain it via video conference. Commissioner Terry made a motion to table the approval of the audit results until the next meeting. Commissioner Breashears 2<sup>nd</sup> the motion. All in favor.
- N. Approval of May 2019 FHS Programs' Balance Sheets & Income Statements and June Accounts Payable Summary. Commissioner Breashears made a motion to table the approval of May 2019 FHS Programs' Balance Sheets & Income Statements and June Accounts Payable Summary. Commissioner Bensinger 2<sup>nd</sup> the motion. All in favor.
- O. Public Comment: Resident stated that they love to come to meetings and see everything that goes on. Resident Council came up with a questionnaire. Of all the questionnaires sent out at Hillcrest Towers, they only received 19 responses back. The plan to discuss the results at their next meeting. Resident brought up the ongoing issue regarding the non-smoking rule. It is a good regulation, but there is so much evidence to prove the complications of secondhand smoke. There may be residents who are not aware, education and mutual respect can go a long way. Lately there have been more smokers using the gazebo that have not been using it before. The problem is detection and not wanting to falsely accuse anyone. Residents would like FHA to investigate better ways to detect smoke, enforce the rules, and then provide follow up. Commissioner Terry thanked the resident for comment and then asked on how the survey results were being recorded. Commissioner Terry asked that the results be held in Google drive.
- P. Commissioner Terry stated that she forgot to put an item on the agenda. As part of our transition to best practices and transparency we talked about having an Executive Director performance review, specifically a 360-performance evaluation which includes peers and residents. Since a job description did not exist previously one had to be created. Sheila Posey requested performance benchmarks from the board and then based on that sent the information to our HR consultants. The HR consultants then put everything in a form that would be an addendum to the work agreement and would allow us to use this as a rubric for the Executive Director's 1-year review. Commissioner Terry requested that the remaining commissioners read through the rubric and respond by Monday next week with any feedback.

#### **IV. Adjournment**

Motion to dismiss made by Commissioner Stafford. Motion 2<sup>nd</sup> by Commissioner Breashears at 9:57pm. All in favor.