

HOUSING AUTHORITY OF THE CITY OF CAMDEN
MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF CAMDEN
WEDNESDAY, FEBRUARY 27, 2019

The Board of Commissioners of the Housing Authority of the City of Camden met for a Regular Meeting on Wednesday, February 27, 2019, 2019 at 5:30 PM, E.S.T., at the McGuire Gardens Community Center. Mr. Charles Valentine began the meeting with an invocation, and salute to the flag. Those present were as follows:

Present: Commissioner Patricia Cunningham
 Commissioner Deborah Keys Frazier
 Commissioner Cameron Hudson
 Commissioner Alan Miller
 Commissioner Luis Quinones
 Commissioner Nohemi Soria Perez
 Commissioner Deborah Person-Polk

Mr. Victor D. Figueroa, Executive Director
Ms. Kathryn Blackshear, Deputy Executive Director
Mr. Eric Bernstein, Esq., Eric M. Bernstein & Associates LLC
Ms. Sadyhe T. Bradley, General Counsel
Mr. Charles Valentine, Director of Modernization
Mr. Dwayne Tucker, Interim Finance Director
Ms. Melody Johnson-Williams, Assistant Director Section 8
Ms. Wanda Riley, Acting Assistant Asset Manager
Ms. Edith Pagan, Director of Resident Initiatives
Mr. John Kostyal, Human Resource Manager
Ms. Jasmine Kee, Acting Purchasing Specialist
Ms. Reba V. Hicks, Executive Secretary
Ms. Marilu Mendez, Acting Property Manager
Ms. Geraldine Taylor, Acting Property Manager
Mr. Jamil Adams, Ablett Village
Ms. Damita Holmes, Branch Village
Mr. Anibal Sanchez, Section 8
Ms. Margaret Reddick, McGuire Gardens
Ms. Yocontalie Jackson, HACC, CNI
Ms. Rhonda Wardlow-Hurley, YouthBuild/HACC
Ms. Kimberly Imes, Section 8
Mr. Wynfield Anderson, Modernization Dept./HACC
Ms. Beliza Reyes, Section 8
Ms. Iliana Melendez, Section 8
Ms. Jacinta Gordon
Ms. Lisa Williams
Mr. Mark Willis
Ms. Everylina Hudson, McGuire Gardens
Ms. Maynard Hall, McGuire Gardens

I. MEETING CALLED TO ORDER

Mr. Eric M Bernstein, Esquire, of Eric M. Bernstein & Associates LLC, stated that this a Regular meeting of the Housing Authority of the City of Camden Board of Commissioners for Wednesday, February 27, 2019, previously scheduled for Wednesday, February 20, 2019 which was postponed due to inclement weather. This meeting has been duly advertised in accordance to Section 5 of the Open Public Meetings Act, Chapter 231 of P.L. 1975, and has been published and noticed in the appropriate places, and to the appropriate personnel as required by law, and is therefore called to order.

Commissioner Person-Polk: Roll Call.

Victor D. Figueroa:	Commissioner Cunningham	Here
	Commissioner Keys Frazier	Here
	Commissioner Hudson	Here
	Commissioner Miller	Here
	Commissioner Soria-Perez	Here
	Commissioner Quiñones	Here
	Commissioner Person-Polk	Here

Victor D. Figueroa: We have a quorum.

Commissioner Person-Polk: I need a motion to accept the Regular Meeting minutes held on Wednesday, January 16, 2019.

Commissioner Keys Frazier: Motion.

Commissioner Miller: Second.

Commissioner Person-Polk: Properly moved and seconded. Roll Call

Victor D. Figueroa:	Commissioner Cunningham	Yes
	Commissioner Keys Frazier	Yes
	Commissioner Hudson	Yes
	Commissioner Miller	Yes
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

Commissioner Person-Polk: **OLD BUSINESS**

Victor D. Figueroa: No old business at this time.

Commissioner Person-Polk: Motion to entertain Executive Director’s report for January 2019.

Commissioner Cunningham: Motion.

Commissioner Keys Frazier: Second.

Commissioner Person-Polk: Properly moved and seconded. Roll Call

Victor D. Figueroa:

Commissioner Cunningham	Yes
Commissioner Keys Frazier	Yes
Commissioner Hudson	Yes
Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

Commissioner Person-Polk: **MANAGERS INTRODUCTION**

Ms. Marilu Mendez, Acting Property Manager, the three (3) Towers
 Ms. Geraldine Taylor, Assistant Property Manager, McGuire Gardens
 Ms. Wanda Riley, Acting Assistant Asset Manager

NEW BUSINESS

RESOLUTIONS:

Resolution 19-04 – (Carry Over) Resolution requesting the authorization of a contract between the Housing Authority of the City of Camden (HACC) and BDO USA, LLP for Fee Accountant services, and authorizing the Executive Director or his designee to execute documents and to do all things necessary to effectuate the transaction.

Resolution 19-06 - Resolution authorizing the transaction approving the electronic submission of the public housing section 8 (SEMAP) certification for fiscal year 2018, and authorizing the Executive Director to executed documents and to do all things necessary to effectuate the transaction.

Resolution 19-07 – Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on Wednesday, February 27, 2019.

Resolution 19-08 – Resolution approving the HACC payment register for the month of January 2019.

Resolution 19-09 – Resolution authorizing a contact between the Housing Authority of the City of Camden (HACC) and KMD Business Consultants to provide Procurement Consultant services and authorizing the Executive Director or his designee to execute documents and to do all things necessary to effectuate the transaction.

Resolution 19-10 – Resolution authorizing the award of a contract for cleaning services at Kennedy Towers, CSS Center, Branch Village Administrative Building, Baldwin’s Run Administrative Building and Roosevelt Manor Community Center. Services shall be provided there (3) days per week, (Monday, Wednesday, and Friday) beginning at the end of the work day (5:00pm).

Resolution 19-11 – Resolution authorizing the Executive Director to execute and deliver all closing documents pertaining to the Branch Village Townhomes (Phase III) Rental Assistance Demonstration (RAD) and Choice Neighborhoods Initiative transaction and authorizing the Executive Director to take such other actions as the Executive Director deems necessary to carry out this resolution and closing.

Resolution 19-12 – Resolution authorizing the Executive Director to execute and deliver all closing documents pertaining to the Branch Village Townhomes (Phase IV) Rental Assistance Demonstration (RAD) and Choice Neighborhoods Initiative transaction and authorizing the Executive Director to take such other actions as the Executive Director deems necessary to carry out this resolution and closing.

Resolution 19-13 – Resolution authorizing the Executive Director to execute and deliver all closing documents pertaining to the acquisition of certain properties from Heart of Camden associated with the HUD NSP 1 & II homeownership program to Watson Street’s New Hope Property Management, LLC, and authorizing the Executive Director to take such other actions as the Executive Director deems necessary to carry out this resolution and closing.

Victor D. Figueroa:

First Lady Tammy Murphy, has inviting folks that live in the Westfield area to Octavius V. Catto school on March 2nd, they're are having a family festival, we've informed the Baldwins' Run site, the resident leaders at that site are aware, as well as the Pennrose management company, it's Saturday, March 2nd from 11:00am to 2:00pm. There will be children's activities, food and prizes and discover and apply for services.

Due to the high winds on Sunday and Monday, Comcast service was affected at the Kennedy Towers, not just at the Kennedy Tower but the whole area near the Kennedy Towers. The Housing Authority's main server was affected, which interrupted the internet and the phone system, also affected was HACC's satellite office near the Kennedy Towers. Comcast is working on the problem and should be back up by tomorrow.

Congratulations to Yocontalie Jackson for her completion of a HUD Module; Congratulations to Jasmine Kee for her completion of the Nan Mckay training for the HCV in Public Housing Rent calculations; Congratulations to Commissioner Cameron Hudson for his completion of all the commissioners classes, this is something that is required by DCA, the classes are given at Rutgers University.

Commissioner Person-Polk:

Resolution **19-06** - This Resolution is authorizing the transaction approving the electronic submission of the public housing section 8 (SEMAP) certification for fiscal year 2018, and authorizing the Executive Director to executed documents and to do all things necessary to effectuate the transaction. The purpose of this Resolution as required by HUD is to obtain Board authorization and approval to submit the HACC SEMAP certification to PIC.

Victor D. Figueroa:

Apologized to Commissioner Person-Polk because Resolution 19-06 instead of asking for the Boards' authorization it should have been ratifying because the SEMAP certification was submitted previously because we had a deadline to meet and had to submit the certification before the end of the deadline.

Commissioner Person-Polk: **Resolution 19-06** is not a Resolution but a Ratification. Commissioners any question? any questions from the public on Resolution 19-06. Seeing none I'd like to entertain a Motion to accept Resolution 19-06.

Commissioner Cunningham: Motion

Commissioner Hudson: Second.

Commissioner Person-Polk: Properly Moved and Seconded. Roll Call

Victor D. Figueroa:

Commissioner Cunningham	Yes
Commissioner Keys Frazier	Yes
Commissioner Hudson	Yes
Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

Commissioner Person-Polk: **Resolution 19-07** – Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on Wednesday, February 27, 2019.

Commissioner Hudson: Motion

Commissioner Frazier: Second.

Commissioner Person-Polk: Properly Moved and Seconded. Roll Call

Victor D. Figueroa:

Commissioner Cunningham	Yes
Commissioner Keys Frazier	Yes
Commissioner Hudson	Yes
Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

PUBLIC PARTICIPATION

Lisa Williams: Lisa Williams, 524 Rand Street, Apartment B, Camden, New Jersey, 08105 - I am the former President of the Resident Board of Branch Village. I would like to go back to live at Branch Village.

Victor D. Figueroa: Stated that he will respond in writing.

Mark Willis: Mark Willis, 1515 Market Street, Philadelphia, PA
Supplied the Executive Director with documents and is asking if the Commissioners also received a copy of said documents and if the commissioners had any questions for him regarding the documents?

Commissioner Person-Polk: Confirmed to Mr. Willis that the documents were received and that the commissioners had no questions for him at this time.

Maynard Hall: Maynard Hall, 202 Raritan Street, Camden, New Jersey
Can there be an advisory Board to direct residents or to inform us about what is RAD and what is happening with RAD program.

Yocontalie Jackson: Good evening, Yocontalie Jackson, 1 Market Street, Camden, New Jersey. I like to give an update with what is happening at Branch Village. It received the Choice Neighborhood grant where currently we have seven (7) residents working on the Branch Village site. The Housing Authority received \$13Million on the Choice Grant. I am the coordinator, or the overseer of the grant, as well as Section 3 program. Section 3 requires that a percentage of jobs go to local residents - the total number of local persons we hope to be working at Branch Village will be about 20 individuals. The project is currently in Phase 11 and there is going to be 4 Phases. The houses are on 9th Street, where the project is quickly progressing. There are two local companies working on the project, BVOT and Visions, we are hoping to get some other small businesses to also work on the project. February is Black History Month; I want to highlight Clement T. Branch: Clement T. Branch who was a Physician, was one of the first African Americans who was on the Camden School District. Branch Village was built July 7, 1941 and in 2019 we're building a new Branch.

In Honor of Black History month, I would like for everyone to stand and sing one verse of "Lift Every Voice and Sing", where everyone stood singing along with Ms. Jackson.

Commissioner Person-Polk: I'd like to entertain a Motion to go into Closed Session.

Commissioner Keys Frazier: Motion.

Commissioner Hudson: Second.

Commissioner Person-Polk: Properly moved and seconded. Roll Call.

Eric M. Bernstein, Esq.: Items to be discussed in Closed Session are personnel matters involving the Resolutions set forth, as well as Attorney Client Privilege, and negotiation other than collective bargaining. Formal action will be taken upon conclusion of the Executive Session.

Victor D. Figueroa:

Commissioner Cunningham	Yes
Commissioner Keys Frazier	Yes
Commissioner Hudson	Yes
Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

CLOSED SESSION

Commissioner Person-Polk: Motion to come out of Closed Session

Commissioner Keys Frazier: Motion.

Commissioner Soria-Perez: Second.

Commissioner Person-Polk: Properly moved and seconded. Roll Call.

Victor D. Figueroa:

Commissioner Cunningham	Yes
Commissioner Keys Frazier	Yes
Commissioner Hudson	Yes
Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

Eric M. Bernstein, Esq.: Introduced the Board of Commissioner of the Housing Authority of the City of Camden and other Executive members coming out of Closed Session.

Commissioner Person-Polk: **Resolution 19-04** – Resolution requesting the authorization of a contract between the Housing Authority of the City of Camden and BDO USA, LLP for Fee Accountant services, and authorizing the Executive Director or his designee to execute, documents and to do all things necessary to effectuate the transaction.

Sadyhe Bradley, Esq.: Resolution 19-04 is for the approval and authorization to enter into a contract with BDO USA, LLP for accounting services. The Housing Authority issued a request for RFP on September 20, 2018, in that initial solicitation we received 1 response for that RFP, that's BDO; a second RFP was opened on October 25, 2018, we also receive one response back and that was also BDO. The contract was awarded for a term of one year and we are requesting expenditure not to exceed the amount of \$96,000.00 per year.

Commissioner Person-Polk: Any questions from the public on Resolution 19-04? No questions from the public. Any questions from the Commissioners?

Commissioner Miller: Ms. Bradley, please tell me what the contract is for??

Sadyhe Bradley, Esq.: This contract is for Fee Accounting services, the contract will also cover any and all other financial services requested by the Housing Authority.

Commissioner Person-Polk: Any other questions Commissioners? Seeing none, I'd like to entertain a Motion to accept Resolution **19-04**.

Commissioner Cunningham: Motion.

Commissioner Hudson: Second.

Commissioner Person-Polk: I's been properly moved and second. Roll Call

Victor D. Figueroa:

Commissioner Cunningham	Yes
Commissioner Keys Frazier	Yes
Commissioner Hudson	Yes
Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

Commissioner Person-Polk: **Resolution 19-08** – Resolution approving the HACC payment register for the month of January 2019.

Dwayne Tucker: Resolution 19-08 is a Resolution authorizing the disbursement of payment of the public housing programs and Housing Choice Voucher programs for the month of January 2019.

Commissioner Person-Polk: Any questions from the public? Seeing none, Commissioners do you have any questions.

Commissioner Miller: I like to refer to our solicitor to explain:

Eric M. Bernstein, Esq.: The Resolution is to Ratify the payment register with the understanding that the following transactions will be held for distribution numbers: 00000148722, 00000148734, and D000136307.

Commissioner Person-Polk: Any other questions commissioners? Seeing none, I'd like to entertain a Motion to accept Resolution 19-08.

Commissioner Keys Frazier: Motion to accept Resolution 19-08 as amended.

Commissioner Hudson: Second.

Commissioner Person-Polk: It has been properly moved and second. Roll Call.

Victor D. Figueroa:

Commissioner Cunningham	Yes
Commissioner Keys Frazier	Yes
Commissioner Hudson	Yes
Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

Eric M. Bernstein, Esq.: **Resolution 19-09** - Resolution 19-09 is a Resolution authorizing a contract between the Housing Authority of the City of Camden and KMD Business Consultants to provide Procurement Consulting services, and authorizing the Executive Director or his designee to execute documents and to do all things necessary to effectuate the transaction(s).

Sadyhe Bradley, Esq.: Resolution 19-09 is a request to enter into a contract with KMD Business Consultants services, for Procurement Consulting services, this is requested so that if the Housing authority retains its' Bid Threshold of forty-thousand dollars (\$40,000.) with a qualified purchasing agent; Purchasing Manager had previously determined that providing this service would exceed seventeen thousand five hundred dollars (17,500.) but would not exceed ninety thousand dollars (\$90,000.) KNB possess the qualified agent certificate which

will ensure the Housing Authority threshold remains at the forty-thousand-dollar amount.

Commissioner Person-Polk: Any questions from the public? Seeing none, are there any questions from the commissioners?

Commissioner Miller: Is there a representative from KMD? May we have their qualifications on the record.

Millicent Davis: KMD Business Consultant Millicent Davis presented their qualifications. Millicent Davis has been in Procurement for over 30 years and has worked for the City of New Brunswick, Gloucester Township Board of Education, currently holding a contract with the City of Bridgeton, and the Township of Lawrence. We have several QPA's that are on board with us to work as a team to ensure that we get the best competitive prices for the Housing Authority of the City of Camden. I teach purchasing to my peers and I have been doing that for over 25 years, I teach so that they can be QPA. I teach at Rutgers University. We have a QPA who is working with you that has worked with the Atlantic City Housing Authority for over 25 years.

Commissioner Person-Polk: I'd like to entertain a Motion to accept Resolution 19-09.

Commissioner Soria Perez: Motion.

Commissioner Quiñones: Second.

Commissioner Person-Polk: It has been properly moved and second. Roll Call.

Victor D. Figueroa:

Commissioner Cunningham	Yes
Commissioner Keys Frazier	Yes
Commissioner Hudson	Yes
Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

Commissioner Person-Polk: **Resolution 19-10** – Resolution authorizing the award of a contract for cleaning services at Kennedy Towers, CSS Center, Branch Village Administrative Building, Baldwin's Run Administrative Building and Roosevelt Manor Community Center. Services shall be provided three (3) days

per week (Monday, Wednesday, and Friday) beginning as the end of the work day. (5:00 pm).

Jasmine Kee: Good evening Commissioners, Jasmine Kee, Purchasing Specialist, the purpose of this Resolution is to obtain Board approval for authorization to enter into a contract to provide cleaning services to HACC sites.

Commissioner Person-Polk: Any questions from the Public? Commissioners do you have any questions? Seeing none, I'd like to entertain a Motion to accept Resolution 19-10.

Commissioner Keys Frazier: Motion to Accept.

Commissioner Quiñones: Second.

Commissioner Person-Polk: It has been properly moved and second. Roll Call.

Victor D. Figueroa:

Commissioner Cunningham	Yes
Commissioner Keys Frazier	Yes
Commissioner Hudson	Yes
Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

Commissioner Person-Polk: Resolutions 19-11 and Resolution 19-12:

Charles Valentine: Resolutions 19-11 and Resolution 19-12 are exactly the same only with the exception that one is for Branch Village Phase III and the other is for Branch Village Phase IV; this Resolution authorizes the Executive Director to execute all documents necessary to do the closing for each one of those phases respectfully and it would actually finalize the Branch Village project that we've been trying to do for 20 years. The closings are schedule to close in the summer.

Commissioner Person-Polk: Any questions from the Public or Commissioners on Resolutions 19-11 and Resolution 19-12. Seeing none, I'd like to entertain a Motion to Accept Resolutions 19-11 and Resolution 19-12.

Commissioner Soria-Perez: Motion to accept Resolutions 19-11 and Resolution 19-12.

Commissioner Hudson: Second.

Commissioner Person-Polk: It has been properly Moved and seconded. Roll Call

Victor D. Figueroa:

Commissioner Cunningham	Yes
Commissioner Keys Frazier	Yes
Commissioner Hudson	Yes
Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

Commissioner Person-Polk: **Resolution 19-13.**

Charles Valentine: Resolution 19-13 – authorizing the Executive Director to execute and deliver all closing documents necessary for the acquisition of certain properties from the Heart of Camden who is our partner in the associated with the HUD NSP 2 program; they are no longer able to manage or sell the remaining NSP II properties which we funded through a HUD grant so they are transferring them to the Housing Authority. They will do this by way of or Limited Liability Corporation, the New Hope Property and Management, LLC.

Commissioner Person-Polk: Are there any questions from the public?

We have large mortgages on them, as a result the Housing Authority has so HUD would ask that we ensure that they are properly administered for either homeownership or rental to low income families, we have the requisite skills and capacity to manage and maintain they as we are the largest landlord in the City of Camden.

Commissioner Miller: Will this project a revenue stream for us?

Charles Valentine: Yes, The Board of Commissioners approved the authorization of the LLC's as well as HUD wants Housing Authority to start generating its own income.

Commissioner Person-Polk: Resolution 19-13 – Resolution authorizing the Executive Director to execute all closing documents pertaining to the acquisition of certain properties from Hear of Camden associated with the HUD NSP 1 & 11 homeownership

program to Watson Street New Hope Property Management LLC, and authorizing the Executive Director to take such other actions as the Executive Director deems necessary to carry out this resolution and closing.

Motion to accept Resolution 19-13

Commissioner Miller:

Moved.

Commissioner Soria-Perez:

Second.

Commissioner Person-Polk:

It has been properly Moved and Seconded. Roll Call.

Victor D. Figueroa:

Commissioner Cunningham	Yes
Commissioner Keys Frazier	Yes
Commissioner Hudson	Yes
Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

EXECUTIVE SESSION

Eric M. Bernstein, Esq.:

Madame Chair subsequently to the discussions to the Resolutions, there was discussions regarding two personnel items which Mr. Kostyal has to present for the Board's consideration.

John Kostyal:

The following personnel matters being presented for the approval; the proposed selected candidate be approved for the position of Job Developer for the Housing Authority's Jobs Plus program on a full time basis at an hourly rate of \$23.077, the point of this approval is to fill a vacant position. The selected candidate is projected to begin employment on March 4th, subject to the ratification of the Board;

The second personnel item is the proposed selected candidate be approved for the position of Purchasing Specialist for the Housing Authority on a full time basis at a salaried rate of \$50,000. This appointment is to fill a vacant position, the selected employee has been promoted to this position effective February 25, 2019, subject to the ratification of the Board.

Commissioner Miller: Regard to the Job Developer position, where is the funding stream for this position.

John Kostyal: It is a grant funding position with the Jobs Plus program which is currently a four year grant program.

Commissioner Person-Polk: Any questions? I'd like to entertain a Motion to accept the Purchasing Specialist and the Job Developer positions of the Housing Authority.

Commissioner Cunningham: Motion.

Commissioner Hudson: Second.

Commissioner Person-Polk: It's been properly Moved and Seconded. Roll Call.

Victor D. Figueroa:

Commissioner Cunningham	Yes
Commissioner Keys Frazier	Yes
Commissioner Hudson	Yes
Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

Eric M. Bernstein, Esq.: Lastly, there was an item regarding attorney client privilege matters between Board Counsel and the Board. No formal action needs to be taken on any of these items.

Commissioner Person-Polk: I'd like to entertain a Motion to Adjourn the Regular Board meeting of Wednesday, February 27th, 2019.

Commissioner Cunningham: Motion.

Commissioner Hudson: Second.

Commissioner Person-Polk: It's been properly Moved and Seconded. Roll Call.

Victor D. Figueroa:

Commissioner Cunningham	Yes
Commissioner Keys Frazier	Yes
Commissioner Hudson	Yes
Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

ADJOURNMENT: 8:25PM

Attested to this 27th day of February 2019.

ATTEST:



**Victor D. Figueroa
Executive Director**

APPROVAL:



**Deborah Person Polk, Chairperson
Board of Commissioners**