

HOUSING AUTHORITY OF THE CITY OF CAMDEN

VIRTUAL REGULAR MEETING OF THE BOARD OF COMMISSIONERS

WEDNESDAY, MARCH 17, 2021

The Board of Commissioners of the Housing Authority of the City of Camden met for a Virtual Regular Meeting on Wednesday, March 17, 2021, at 5:30 PM, E.S.T. Chuck Valentine began the meeting with an invocation and a Pledge of Allegiance to the flag.

Mr. Figueroa stated that Chuck prayed for Reba V. Hicks who is retiring and will be with them for another month and welcomed Rosie F. Brown who will be taking Reba's place.

Those present were as follows:

Present: Commissioner Cameron Hudson
Commissioner Nohemi Soria-Perez
Commissioner Alan Miller
Commissioner Luis Quiñones
Commissioner Deborah Person-Polk

In Attendance: Mr. Victor D. Figueroa, Executive Director
Mr. Charles Valentine, Director of Modernization
Ms. Cristal Holmes-Bowie, Esq., of Michael A. Armstrong & Associates, LLC
Ms. Sadyhe Bradley, General Counsel
Ms. Edith Pagan, Director of Resident Initiatives
Ms. Melody Johnson-Williams, Director of HCV Program
Ms. Wanda Riley, Asset Manager
Mr. Dwayne Tucker, Interim Finance Director
Mr. William Spearman, Operations Manager
Mr. Michael Dugger, ALP Administrator
Mr. John Kostyal, Human Resources Manager
Ms. Jasmine Kee, Purchasing Specialist
Ms. Reba V. Hicks, Exec. Asst. to the Executive Director
Ms. Rosita Feliciano-Brown, Incoming Asst. to the Executive Director
Ms. Nathyya Soto, Executive Secretary
Ms. Dorixe De Jesus, Executive Secretary Assistant
Ms. Geraldine Taylor, HACC
Ms. Leslie Fisher, HACC
Ms. Michelle Washington, HACC
Ms. LaVerne Williams
Ms. Jennifer A. Huse
Ms. Jennifer Biskup, Professional Cleaning Services

MEETING CALLED TO ORDER

Cristal Holmes-Bowie, Esq., of Michael A. Armstrong & Associates, LLC. stated that the Regular Meeting of the Housing Authority of the City of Camden Board of Commissioners for Wednesday, March 17, 2021, at 5:30 PM, had been duly advertised in accordance with N.J.S.A. 10:4-6 et seq, as amended, of the Open Public Meetings Act, Chapter 231 of Public Law 1975 with adequate public notice in the newspaper and on the website. So, the meeting was then called to order.

Commissioner Person-Polk: Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Cameron Hudson	Present
	Commissioner Alan Miller	Here
	Commissioner Nohemi Soria-Perez	Here
	Commissioner Luis Quiñones	Here
	Commissioner Deborah Person-Polk	Here

Mr. Figueroa stated that there was a quorum.

APPROVAL OF MINUTES

Commissioner Person-Polk asked for approval of the Minutes of the Regular Meeting held on Wednesday, February 17, 2021.

- 1) Motion – Commissioner Soria-Perez
- 2) Seconded – Commissioner Quiñones
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Abstain
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

OLD BUSINESS

Mr. Figueroa stated that there was no old business.

EXECUTIVE DIRECTOR’S REPORT

Commissioner Person-Polk asked for a motion to approve the Executive Director's Report for February 2021.

- 1) Motion – Commissioner Hudson
- 2) Seconded – Commissioner Quiñones
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Yes
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

Mr. Figueroa stated that a YouthBuild application was submitted on time, but they were disqualified by the Department of Labor due to a technicality. They have a building that was donated by Habitat for Humanity located at 83 South 27th Street. They were going to use that as part of their application to do work on it, and they were going to provide skills for their YouthBuild students as they've done in the past by letter, but the Department of Labor wanted a deed. Stated they will be resubmitting an application again in September.

Stated that vaccination of staff has commenced. Fifteen staff members are fully vaccinated and five partials. Still need to follow proper protocol – social distancing and wearing masks. Will continue to vaccinate people and encourage people to get vaccinated.

Commissioner Miller asked how they missed not having to submit the deed for the YouthBuild. He thought there was someone responsible for submitting the grants and it should not have been missed.

Mr. Figueroa stated that in the past they submitted letters indicating they owned the property, and this time they wanted a deed, okay?

Commissioner Miller stated it's not okay because he believes it was in the rule that a deed be submitted and is concerned about people brought on board with expertise who overlooked this and it shouldn't have happened, and that they will be losing out on a YouthBuild grant. Feels badly for people who would have been helped by the grant.

Mr. Figueroa stated they will be submitting again in the fall and making sure everything will be in place.

Mr. Figueroa stated they are working with various entities that are providing vaccinations at different sites like the Kroc Center and BB&T, CamCare and Branch village and trying to bring vaccines to their sites to help seniors with travel difficulties.

Entertained a Motion to go into Closed Session.

- 1) Motion – Commissioner Soria-Perez
- 2) Seconded – Commissioner Hudson
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Yes
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

Mr. Figueroa stated that they were now in Closed Session.

CLOSED SESSION

Entertained a Motion to come out of Closed Session.

- 1) Motion – Commissioner Hudson
- 2) Seconded – Commissioner Soria-Perez
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Yes
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

Mr. Figueroa stated that they were now in Open Session.

OPEN SESSION

Resolution 21-24 – Dwayne Tucker, Finance Director. Resolution 21-24 is a resolution approving the Housing Authority of the City of Camden's payment registers for the month of February 2021.

Commissioner Person-Polk asked if there were any questions from the public. Mr. Figueroa stated there were no hands raised.

Commissioner Person-Polk asked if there were any questions from the commissioners.

Entertained a Motion to accept Resolution 21-24.

- 1) Motion – Commissioner Hudson
- 2) Seconded – Commissioner Soria-Perez
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Yes
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

Commissioner Person-Polk stated she wanted to do a block vote on Resolution 21-25.

Ms. Holmes-Bowie stated a block vote should be done on Resolutions 21-26 to 21-30, but 21-25 should be separate because **it's a bid rejection** and the others are accepting.

Commissioner Person-Polk stated she would block vote down to Resolution 21-32.

Resolution 21-25 – Jasmine Kee, Purchasing Specialist. Resolution 21-25 is a resolution approving and authorizing to reject the proposal received for Project #2021-3 Marketing Recruitment and Billing Services and authorizing the Executive Director or his designee to execute documents and to do all things necessary to effectuate the transaction.

Commissioner Person-Polk asked if there were any questions from the public. Mr. Figueroa gave instructions to the public and then stated there were no hands raised from the public.

Commissioner Person-Polk asked if there were any questions from the commissioners.

- (a) Commissioner Miller wanted to know why this resolution does not have a "not to exceed" amount to it like all the other resolutions do. *Ms. Kee asked Dwayne to speak to the recommended process. Mr. Tucker stated that the resolutions that will be considered for actual contract with the vendors will all include "not to exceed" amounts. When they go out for contracts, they will wait to determine a "not to exceed" amount based on the proposals received. Thank you.*

Commissioner Person-Polk asked if there were any other questions from the commissioners.

Entertained a Motion to accept Resolution 21-25.

- 1) Motion – Commissioner Hudson
- 2) Seconded – Commissioner Soria-Perez
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Yes to reject
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

Commissioner Person-Polk stated they will do a block vote on Resolution 21-26, 21-27, 21-28, 21-29, 21-30, 21-31, and 21-32 and asked Jasmine to read them.

Resolution 21-26 – Jasmine Kee, Purchasing Specialist. Resolution 21-26 is a resolution authorizing award of a contract for cleaning services for the Housing Authority of the City of Camden properties and authorizing Executive Director or his designee to execute documents and to do all things necessary to effectuate the transaction.

Resolution 21-27 – Jasmine Kee, Purchasing Specialist. Resolution 21-27 is a resolution authorizing the award of a contract for plumbing services, not to exceed \$65,000 for a one-year term with the option to extend for two one-year terms, renewed annually, and authorizing the

Executive Director to executive document and to do all things necessary to effectuate the transaction. You missed "or his designee" in that one.

Resolution 21-28 – Jasmine Kee, Purchasing Specialist. Resolution 21-28 is a resolution authorizing the award of a contract for electrician services, not to exceed \$65,000, for a one-year term, with the option to extend for two one-year terms renewed annually and authorizing the Executive Director to execute documents and to do all things necessary to effectuate the transaction.

Resolution 21-29 – Jasmine Kee, Purchasing Specialist. Resolution 21-29 is a resolution authorizing award of a contract for pest control services, not to exceed \$65,000, for a one-year term, with the option to extend for two one-year terms, renewed annually and authorizing the Executive Director to execute documents and to do all things necessary to effectuate the transaction.

Ms. Holmes-Bowie stated that the agenda should be shown for the public and stated since Ms. Kee is reading information, it would be helpful to indicate who the vendor or contractor is for those who are listening as opposed to seeing the information.

Commissioner Person-Polk stated it should have "or his designee" stated in the resolutions and it's missing.

Ms. Kee stated it's missing from 21-27, 21-28.

Commissioners Quiñones and Person-Polk stated it's missing from 21-29 and 21-30, 21-31.

Ms. Kee stated it's in 21-31 and 21-32.

Commissioner Person-Polk asked how it should be handled.

Ms. Holmes-Bowie stated that if it's in the actual resolution and that with the Executive Director, part of his contract and his abilities, he has someone who is able to step in to assist in the event that he cannot. She stated there are other mechanisms in place to allow him to execute or to allow his designee to execute the documents. Stated it's important that the language is in the resolution itself and clerical corrections can be added. Stated resolutions should be able to be passed this way or ask that resolutions be amended to reflect it.

Commissioner Person-Polk asked if language can be added so they can correct it and move forward.

Ms. Holmes-Bowie suggested amending Resolutions 21-27 through 21-32.

Commissioner Person-Polk stated it's not in the resolutions either in the front part.

Ms. Holmes-Bowie stated that in making the motion to adopt the resolutions, to include that the resolution should reflect that they are authorizing Executive Director or his designee.

Resolution 21-26 – Jasmine Kee, Purchasing Specialist. Resolution 21-26 was for cleaning services. We are going to be awarding a contract for cleaning services and it's for a contract

between the Housing Authority of the City of Camden and professional cleaning services and not to exceed \$50,000.

Resolution 21-27 – Jasmine Kee, Purchasing Specialist. Resolution 21-27 that was a resolution authorizing a contract for plumbing services, not to exceed \$65,000, and that contract would be between the Housing Authority of the City of Camden and Falasca Mechanical Incorporated.

Resolution 21-28 – Jasmine Kee, Purchasing Specialist. Resolution 21-28 is awarding a contract for electrician services, not to exceed \$65,000, and that's going to be a contract between the Housing Authority of the City of Camden and Northeast Electrical Services LLC.

Resolution 21-29 – Jasmine Kee, Purchasing Specialist. Resolution 21-29 is a resolution awarding a contract for pest control services, not to exceed \$65,000, for a one-year term, with the option to extend for two one-year terms, renewed annually and authorizing the Executive Director to execute documents and to do all things necessary, and this contract would be between the Housing Authority of the City of Camden and to retain a contract with Corbett Exterminating Inc.

Resolution 21-30 – Jasmine Kee, Purchasing Specialist. Resolution 21-30 is a resolution authorizing the award of a contract for on-call painting services, not to exceed \$30,000, for a one-year term, with the option to extend for two one-year terms, renewed annually and authorizing the Executive Director to execute documents and to do all things necessary to effectuate the transaction. And the vendor for this contract would be professional cleaning services.

Resolution 21-31 – Jasmine Kee, Purchasing Specialist. Resolution 21-31 is a resolution authorizing a contract between the Housing Authority of the City of Camden and Bruno Associates Incorporated to provide Grant Writing services, authorizing an expenditure of funds in an amount not to exceed \$30,000 and authorizing Executive Director or his designee to execute documents and to do all things necessary to effectuate the transaction.

Resolution 21-32 – Jasmine Kee, Purchasing Specialist. Resolution 21-32 is a resolution authorizing a contract between the Housing Authority of the City of Camden and NW Financial Group to provide financial analyst services, authorizing an expenditure of funds in an amount not to exceed \$96,000 and authorizing Executive Director or his designee to execute documents and to do all things necessary to effectuate the transaction.

Commissioner Person-Polk asked if there were any comments or questions from the public for Resolutions 21-26, 21-27, 21-28, 21-29, 21-30, 21-31, or 21-32. Mr. Figueroa gave instructions to the public and then stated that there was one question.

Jennifer A. Huse stated she was looking at the agenda online and it didn't go past 2020's agenda and asked if there was a way to follow along with it not on the screen.

Commissioner-Person-Polk stated there was a public information session after approval or disapproval of resolutions where you could speak on something else you would be allowed to do that.

Ms. Kee stated that the agenda is normally uploaded after the meeting.

Mr. Miller stated it was a good point that it should be uploaded before the meeting.

Ms. Holmes-Bowie stated that the last resolution addresses virtual meetings and that one of the procedures that they are required to follow is to have the agenda posted on the website so that people who are attending meetings virtually will be able to access the documents and be able to review them. The agenda and the supporting documents should be posted on the website.

Commissioner Person-Polk asked if there were any other questions on the resolutions.

(b) Laverne Williams asked for an explanation about Resolution 21-32 what is meant by Finance Group and paying \$96,000. *Ms. Kee stated that that was the name of the vendor, NW Financial Group and they're going to provide financial analyst services for the Housing Authority of the City of Camden. Does the contract extend after the one-year contract? Correct, yes. It's one year?*

Ms. Williams also commented that she didn't have a computer and she can't get the agenda because she's calling from her flip phone.

Mr. Figueroa asked if there were any other questions on the resolutions.

Commissioner Quiñones commented that they should get a solution for Ms. Williams because all the residents need to have all the evidence of what's discussed at the meetings and that many residents don't have the technology to follow it.

Commissioner Person-Polk asked if the agenda could be posted in the community centers.

Mr. Figueroa said sure.

Commissioner Person-Polk stated that once the agenda is finalized by the staff it should be sent to each office and posted in their community centers.

Commissioner Quinones stated if they wanted to request a copy to call the office and ask for it, possibly mail it.

Commissioner Person-Polk stated that that was too much because we're still in a pandemic. Ms. Williams stated that it be posted where they could get it before the meeting.

Ms. Huse stated it can be posted and copies made so it can be picked up.

Commissioner Miller stated they should go by the guidance of the Solicitor because there are requirements to make documents available to the residents prior to meetings because they owe it to the residents.

Commissioner Person-Polk asked if there were any other questions?

Ms. Huse asked for clarification that the agendas are going to be put on the website and then distributed to the community centers going forward.

Mr. Figueroa confirmed her statement.

(a) Commissioner Miller asked about Resolution 21:32 following up on Ms. Williams' question as to who last year's vendor of the service was. *Ms. Kee replied NW Financial Group. What was the amount they were paid last year? They were paid \$58,000 last year. They went from \$58,000 to \$96,000? Chuck is aware. They have more housing services or deals that they're going to be working with, but Chuck can speak to that. Mr. Figueroa stated that Chuck wasn't available and that there were ten closings this year. Ms. Kee stated the load is more than what it was in the past few years. Mr. Figueroa stated they've had 1, 2, or 3 closing in the past where there's 10 this year. What bucket or buckets of money is this contract being paid out of? Ms. Kee stated it's going to be a combination between capital and operational funds. Last year they were paid \$56,000 for two closings and they're now being paid \$96,000 for ten. Is that what I understand? Mr. Figueroa stated yes. Ms. Kee stated she can't confirm that. Mr. Figueroa confirmed it's ten closings. That they've assisted with budgets and analysis so it's easier to duplicate the closings.*

Commissioner Person-Polk asked if there were any questions from the commissioners.

Commissioner Person-Polk asked if there were any other questions.

Entertained a Motion to accept Resolutions 21-26 through 21-32 with any necessary amendments by the Solicitor.

Mr. Quiñones stated he wanted a copy after the language is corrected.

Ms. Holmes-Bowie stated the amendment to be added to 21-27, 21-28, 21-29, and 21-30 is to add after, "Executive Director," to add the language, "or his designee."

Entertained a Motion to accept Resolutions 21-26 through 21-32.

- 1) Motion – Commissioner Soria-Perez to accept Resolutions 21-26, 21-27, 21-28, 21-29 to include the amendments provided by our Solicitor, including Resolutions 21-30, 21-31, and 21-32
- 2) Seconded – Commissioner Hudson
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Yes on all but 21-32. No on 32
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes on all but No for 21-32
	Commissioner Person-Polk	Yes

Mr. Figueroa stated they all passed except for Resolution 21-32.

Commissioner Person-Polk asked how that will affect the closings?

Mr. Figueroa stated that would stop the closings until an analysis is done.

Commissioner Person-Polk asked the commissioners that turned it down what their specific concerns were.

Ms. Kee stated that she had her numbers in the wrong spot for pest control. It was \$58,000. She looked on -- and for 2018 to as current as 2020, NW Financial was paid \$25,600 for the closings of 2019 and 2020. She asked Victor how many closings it was last year.

Mr. Figueroa stated it was Branch Village and McGuire. Two.

Ms. Kee stated if you take that amount and there's ten coming up. **They were assisting with Baldwin's Run and the calculations for Baldwin's Run.**

Commissioner Person-Polk asked how they bring that resolution back if they can.

Ms. Williams stated by special meeting.

Ms. Holmes-Bowie stated that once the resolution is voted down, it's completed with regard to that resolution. She stated it could be a special meeting or could be brought next month for resolution.

Mr. Figueroa stated that they're on time constraints to do the closings.

Ms. Holmes-Bowie stated they already have the vote, and they have to have at least four to carry any action and the resolution cannot be renewed or motion be renewed. She stated there could have been a reconsideration of the motion but that would have been before the vote was taken.

Mr. Figueroa stated he wanted to see if they could clarify for the commissioners that voted no to reconsider with a clarification.

Commissioner Person-Polk stated the resolution is already voted down.

Ms. Holmes-Bowie stated that that's what the issue is.

Commissioner Person-Polk stated it can't be reconsidered. They have to start over again.

Ms. Holmes-Bowie recommended either having a special meeting or have it on the next agenda but that more information is provided to the commissioners with respect to the items to see if they can move forward. She stated that maybe more time is needed to get the resolutions and get the information out so the Executive Director will know what must be addressed that's a time crunch and that's discussed and addressed with the commissioners. She stated there needed to be a quorum and if there was going to be a problem, that those issues be addressed.

Commissioner Person-Polk stated there was no guarantee you would get the special meeting.

Ms. Holmes-Bowie stated that the appointing authority is needed to take action to have enough people to move forward without a narrow voting margin. But the commissioners have a right and obligation to vote against it. But they could not be rehabilitated in the meeting.

Mr. Figueroa stated they were jeopardizing possibly millions of dollars.

Ms. Kee asked if they could ask if there were any concerns as to why it was rejected.

Ms. Holmes-Bowie stated questions and concerns were expressed. More specific questions can be brought to the Executive Director so that they can be addressed and addressed to the satisfaction of the commissioners. But it's the commissioners' decision to vote. She stated what probably was not clear was the ramifications of voting in the negative regarding the potential contracts.

Commissioner Person-Polk asked if there were any other questions.

Resolution 21-33 – Sadyhe Bradley, General Counsel. Resolution 21-33 is a resolution approving remote meeting procedures for the Housing Authority of the City of Camden Board of Commissioners' meetings and authorizing the Executive Director or his designee to do all things necessary to effectuate the implementation of these procedures.

Commissioner Person-Polk asked if there were any questions from the public. Mr. Figueroa gave instructions to the public.

(b) Ms. Williams stated she didn't understand what she said about Resolution 21-33. *Resolution 21-33 was a resolution regarding the Housing Authority of the City of Camden's remote meeting procedure. So it's asking the board's approval to have remote procedures allowing more access to these meetings when they virtually to make things easier in compliance with the state. So these are rules and regulations to run the meeting? Virtually. Virtually, that's what it's about 21:33? Yes.*

Ms. Huse asked if they could still speak about Resolution 21-32.

Mr. Figueroa stated they were on Resolution 21-33 now.

Commissioner Person-Polk asked if there were any other questions from the public on Resolution 21-33. Mr. Figueroa stated there were no hands raised from the public.

Commissioner Person-Polk asked if there were any questions from the commissioners.

Entertained a Motion to accept Resolution 21-33.

- 1) Motion – Commissioner Soria-Perez
- 2) Seconded – Commissioner Quiñones
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Yes
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

PUBLIC PARTICIPATION

Commissioner Person-Polk stated that they were now in Public Participation and asked for questions from the public. Mr. Figueroa unmuted everyone, including phone callers. He stated they raise their hand if they had a question. He stated there were no hands raised but he believed Ms. Williams had a question.

Ms. Williams stated that she had requested the minutes and a copy of the Director's Report of the last open meeting before the pandemic in February 2020 and has yet to receive them and still wants them. She also asked if Michaels changed the name to Branch Village, if it was under new management now.

Mr. Figueroa stated it was changed to The Michaels Organization.

Ms. Williams asked what process was taken for that to happen.

Mr. Figueroa stated it was their prerogative.

Ms. Williams stated she wanted a copy of the information with the corporation's name. She also requested the minutes for the March 17, 2021 meeting and the Director's Report and expressed concern about the YouthBuild as to why the paperwork wasn't done on time.

Mr. Figueroa stated the application was submitted on time and that the previous process of writing a letter indicating ownership of 83 South 27th Street wasn't acceptable because they requested a deed.

Ms. Williams asked if they had a deed.

Mr. Figueroa stated they submitted the deed, but it had to be submitted with the application.

Ms. Williams asked who was in charge of the YouthBuild program?

Mr. Figueroa stated they don't have a YouthBuild program right now, but it's overseen by the Resident Initiatives Department.

Ms. Williams asked when they were opening to the public again.

Mr. Figueroa stated they were waiting for the Federal government, CDC, and the President.

Mr. Figueroa stated there was another question from Jennifer Huse.

Ms. Huse asked if they could discuss Resolution 21-32 again. She talked about the potential loss of millions of dollars by holding off closings. She questioned why it would get voted down unless there wasn't enough information out but asked if it can be resolved, knowing there's deadlines and extended fees with real estate closing. She asked if it's something that's beneficial to the city is there a way that it can be readdressed?

Ms. Holmes-Bowie stated the option is to address it in a special meeting because it has been voted down or to address it in the upcoming meeting. She also stated that the same vendor is presently under contract with the city and sometimes contracts can be extended but she doesn't know when their contract expires. It may possibly expire this month or next month in which case they would have time to have further discussion and more information brought back for consideration. Can't happen now because action has already been taken. She stated present board needs to have seven member and is functioning with five which could change next month or in a special meeting. A majority of the seven is needed for any action.

Commissioner Person-Polk stated that when timelines on this contract are looked at, they should be able to get the commissioners to a special meeting to get the contract through and address the concerns.

Ms. Holmes-Bowie stated there may be more information about the contract that needs to come out and contract discussions are typically in Executive Sessions. This wasn't discussed fully to answer questions.

Commissioner Person-Polk stated there were no more questions. She stated that they will have a special meeting and all the commissioners need to be prepared to attend the special meeting and Victor will get more material to satisfy their questions.

Commissioner Person-Polk also stated to the commissioners that any questions they have on Resolution 21-32 that they felt they could not approve it to make sure that Victor gets those questions. She also stated Victor will have all the pertinent information for the special meeting working backwards from the date the contract ends and have the special meeting as quickly as possible. She stated the commissioners all have been appointed to the board and she expects them to respond in a prompt manner for the special meeting and work with them, so they don't hold up money for closings and wants to address each commissioner's concern for voting and to move forward.

Entertained a Motion to adjourn.

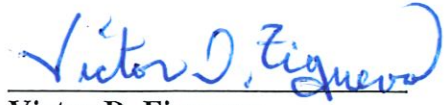
- 1) Motion – Commissioner Hudson
- 2) Seconded – Commissioner Quiñones
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Yes
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

ADJOURNMENT: 7:10 PM

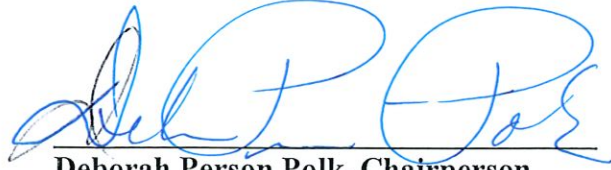
Attested to this 17th day of March 2021.

ATTEST:



**Victor D. Figueroa
Executive Director**

APPROVAL:



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

Corrected copy: April 2021.