

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held December 20, 2018, at the Lake County Housing Authority Central Office, 33928 North US Highway 45, Grayslake, IL 60030.

Present: (Physically present unless noted otherwise.)  
Dr. H. Lee Jordan, Jr., Chairman  
John Idleburg, Vice Chairman  
Kevin Considine, Commissioner  
Diana O’Kelly, Commissioner  
Curtis Robinson, Commissioner

Absent: Scott Helton, Commissioner  
(Vacant) Commissioner

LCHA Staff: Lorraine Hocker, Executive Director/CEO  
Tiffany A. Gonzalez, Deputy Director  
Khadija Darr, Chief Financial Officer  
Keon Jackson, Director of Asset Management  
Valerie Rogers, Executive Secretary

Others Present: Brian Grach, Authority Attorney

Posting of the notice of this meeting and the agenda complied with the requirements of the Open Meetings Act (5 ILCS 120/2.02(a)). The notice and agenda were posted prior to 12:30 p.m. on Tuesday, December 18, 2018 at the principal office, 33928 North US Highway 45, Grayslake, IL 60030 and on the Agency’s website, [www.lakecountyha.org](http://www.lakecountyha.org).

#### ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Jordan called the meeting to order at 12:35 p.m. Roll call was taken and the following Commissioners were present: Considine, Idleburg, O’Kelly, Robinson, Jordan. Absent: Helton. One Commissioner position is vacant.

#### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

#### PUBLIC COMMENT

Chairman Jordan opened the floor for public comment. No one requested to be heard.

#### Executive Session – Personnel Matters, Pending & Probable Litigation, Real Estate Transactions

At 12:36 p.m. Ms. O’Kelly moved, seconded by Mr. Considine, to go into Executive Session to discuss Personnel Matters, Pending & Probable Litigation, Real Estate Transactions. The Board voted as follows: Ayes: Considine, Idleburg, O’Kelly, Robinson, Jordan. Nays: None. Absent and Not Voting: Helton. Motion Carries.

The Board returned to open session at 1:51 p.m. and roll call was taken. Present: Considine, Idleburg, O’Kelly, Robinson, Jordan. Absent: Helton.

MINUTES – 11/15/18 REGULAR MEETING  
MINUTES – 11/15/18 EXECUTIVE SESSION – Personnel Issues, Pending & Probable  
Litigation, Real Estate Transactions

After discussion, Mr. Considine moved, seconded by Mr. Idleburg, to approve the Minutes of the November 15, 2018 Regular Meeting and Executive Session Personnel Issues, Pending & Probable Litigation, Real Estate Transactions. The Board voted as follows: Ayes: Considine, Idleburg, O’Kelly, Jordan. Abstain: Robinson. Absent and Not Voting: Helton. Motion Carries.

FINANCE REPORT

The Board of Commissioners of Lake County Housing Authority requests that all bills are paid in a manner appropriate to avoid late fees. In addition, to facilitate a smooth, responsible financial operation the Board acknowledges disbursements may be made prior to the regular scheduled monthly Board meeting.

The list of bills and financial report was provided by Director of Finance Khadija Darr.  
(See Exhibits 08, 09)

Khadija stated total bills for this month are \$252,878.00 of which \$20,302.50 is directed to Capital Funds.

She announced LCHA has a scheduled date for the FY 2018 audit; March 18-22 which is a Board Meeting week.

Khadija explained accounting is preparing for the public housing operating subsidy calculations due in February.

Renewal for our insurance carrier, AHRMA is 1/1/19. She stated rates have increased every year. This year’s increase is \$30,000 - 11%. She hopes to explore other options prior to 1/1/20.

Khadija said public housing rent collections increased to 105% as they are active in collecting aging balances. Total operating subsidies was \$132,454.00.

She stated HAP utilization is at 96%, meaning we are adequately funded but fell short of utilization.

Administrative utilization is at 96%, meaning we are funded with admin fees and expenses did not exceed funds.

Khadija said we are processing payback payments from the OIG audit, currently totally \$285,000. Most are from non-federal funds (our reserves) and the other are transfers from the HCV account back to the HUD funded account for housing.

Ms. Hocker stated we still need to justify and account for FSS funds totaling \$445,000. She said we are trying to close 26 findings/items with HUD.

Ms. Hocker has reassigned the individual in place and hired an FSS Director to start 1/1/19.

After discussion Ms. O’Kelly moved, seconded by Mr. Robinson to approve the List of Bills as presented. The Board voted as follows: Ayes: Considine, O’Kelly, Robinson, Jordan. Abstain: Idleburg. Absent and Not Voting: Helton. Motion Carries.

## REPORTS

The following reports were provided for review.

|   |  |
|---|--|
| Capital Improvements, .....<br>Procurement, Maintenance<br>Public Housing Program, LCHA Rentals | Keon Jackson, Director of Asset Management<br>(See Exhibit 01)         |
| Housing Choice Voucher Program .....<br>FUP <sup>1</sup> ,                                      | Corinne Jordan, Director of Housing Choice Voucher<br>(See Exhibit 02) |
| Repayments & Investigations.....  | Jennifer Clemons-Ferguson, Director of Compliance<br>(See Exhibit 03)  |
| FSS <sup>2</sup> , Resident Services.....   | Alecia Boddie, Director of Community Affairs<br>(See Exhibit 04)       |
| Human Resources.....  | Lefran Elgezdi, Human Resources Manager<br>(See Exhibit 05)            |
| FOIA/OMA <sup>3</sup> , Travel-Training .....   | Valerie Rogers, Executive Secretary/FOIA & OMA<br>(See Exhibit 06)     |

## Other Matters

1. LCHA was awarded a Family Unification Grant (FUP) of \$382,028 to administer 45 FUP vouchers. (See Exhibit 07)
2. As was announced previously, we opened our Public Housing Scattered Sites 3 & 4 Bedroom Waiting Lists from 12/10/18 through 12/14/18. It is too early to know the total number of pre-applications submitted. Of those received, 350 will be randomly selected to be placed on the waiting list.
3. Ms. Hocker attended the Public Housing Specialist training in Indianapolis, IN the week of Nov. 26<sup>th</sup>. Although it was difficult to be gone, she felt it was imperative to gain a more in depth understanding of the public housing program.
4. On 12/10/18 Ms. Hocker conducted interviews with staff and assessed conditions at the LCHA’s HCV office in Zion. It became immediately apparent that several issues needed to be addressed. There was reported friction between residents and LCHA staff, an obviously over-crowded working condition and the ripple effect of problems that erupted and grew when LCHA created the office

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<sup>1</sup> Family Unification Program

<sup>2</sup> Family Self-Sufficiency Program

<sup>3</sup> Freedom of Information Act. Open Meetings Act.

space at Shiloh Towers. Adding to this was a concern voiced by HUD regarding a “Service and Space Agreement”.

After considerable contemplation and investigation, on 12/12/18 I met Real Estate Agent Jeff Lang. Ms. Hocker viewed a property in Zion that has great potential for additional office space. The location is near the existing HCV Office, has a bus-stop directly in front of the building, houses a barber and beauty shop (rental income and/or training opportunities) and room for expansion.

5. Ms. Hocker requested an introductory meeting with newly elected Lake County Chairman Sandy Hart. Although there are many issues to discuss, Ms. Hocker feels it important to initially have a personal meeting to establish an open line of communication and willingness to cooperate.

## OLD BUSINESS

### Brookstone and Regency at Coles Park - Update

ED/CEO Lorraine Hocker has continued hands-on participation through weekly teleconference calls and meetings. We are anticipating the Certificate of Occupancy this week. A difference in understanding regarding rent amounts at Regency was the cause for extended conversations. Invalid FMRs were being used for contract rent adjustments. A preliminary physical assessment indicates Regency is not ready for an official HQS move-in inspection. Twenty-three (23) families have been referred to LCHA to establish eligibility.

### OIG Audit Report – Response to HUD -Update

As reported last month, on 11/20/18 ED/CEO Lorraine Hocker, along with HCV and Financial Staff, met with HUD staff at HUD’s Regional Office in Chicago. Details of LCHA’s written responses of 11/2/18 and 11/20/18 were analyzed and discussed. After the 11/20/18 meeting, Ms. Hocker reported HUD agreed to close six (6) of the twenty-six (26) items.

On 11/20/18, LCHA was requested to submit a response regarding some of the minor findings of the Audit addressing financial information. The information was compiled and submitted on 12/6/18.

As significant findings centered on the FSS Department, Ms. Hocker continues to focus on the core-workings of the FSS staff with emphasis on long-range solutions. FSS reports modification of all FSS files for compliance is approximately 54% complete.

### Energy Performance Contract

I have been conferencing with Joe Pash of Johnson Controls regarding the EPC. The application packet is currently under review by HUD.

## NEW BUSINESS

### Approval of Travel/Training Expenses for Executive Director and/or Commissioners

1. Chairman Dr. H. Lee Jordan, Jr.  
NAHRO 2018 National Conference & Exhibition, Atlanta, GA. 10/25/18 – 10/27/18
2. Executive Director/CEO Lorraine Hocker. 11/26/18 – 11/30/18

Nan McKay & Assoc., Public Housing Specialist Training, Indianapolis, IN.

Commissioners and the Executive Director/CEO must complete and submit a Travel Authorization Form or an Expense Report Form to the Board for approval by a roll call vote at an open meeting.

After discussion, Mr. Considine introduced the following Resolution:

**RESOLUTION 2019-25**

**APPROVAL OF TRAVEL REPORT EXPENSES FOR  
COMMISSIONERS AND/OR EXECUTIVE DIRECTOR**

**WHEREAS**, the Illinois General Assembly enacted Public Act 99-0604, known as the “Local Government Travel Expense Control Act”, which Act becomes effective on January 1, 2017; and

**WHEREAS**, pursuant to the Act, non-home rule units of local government are required to establish regulations with respect to allowable travel, meal and lodging expenses; and

**WHEREAS**, on 2/16/17 By Resolution 2017-54 the Board approved the policy governing the combined travel, meal, and lodging expenses for any one travel event, incurred by its employees and officers to be effective 3/2/17; and

**WHEREAS**, expenses for travel, meals and lodging of the Executive Director/Chief Executive Officer and any member of the Board of Commissioners of the Lake County Housing Authority may only be approved by roll call vote at an open meeting of the Board of Commissioners of the Lake County Housing Authority;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the County of Lake hereby grants approval of the Expense Reports as attached here for a member of the Board of Commissioners and/or for the Executive Director.

(See Exhibits 10, 11, 12)

After discussion Mr. Considine moved, seconded by Ms. O’Kelly to adopt Resolution 2019-25.

Roll Call Vote:

Ayes: .....Considine, O’Kelly, Jordan

Nays: .....None

Absent: .....Helton

Abstain: .....Idleburg, Robinson

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on December 20, 2018.

Approval of Illinois Public Housing Authorities Cooperative Agreement – LCHA & North Chicago Housing Authority – VASH Vouchers

The purpose of this agreement is that Lake County Housing Authority hereby grants permission to North Chicago Housing Authority, allowing it to operate and administer its VASH PBV program within the Lake County Housing Authority's area of operation.

Ms. Hocker stated consideration of the Resolution is being tabled as some language and items in the Agreement still need to be reviewed.

Bids

Rescinding Capital and/or Operating Fund

1. Snow Plowing Services – 2018-19 – Hawley Manor, Orchard Manor & Millview Manor - AMPs 2 & 3  
Awarded to G. T. Landscaping on 11/15/18 by Resolution 2019-19

Work performed by G. T. Landscaping did not meet RFP minimums. No contract had been signed.

After discussion, Ms. O'Kelly introduced the following Resolution:

**RESOLUTION 2019-27**

**RESCINDING BID AWARD**

**(CAPITAL AND/OR OPERATING)**

**INFORMAL BID AWARD FOR PURCHASES OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**2018-2019 SNOW REMOVAL SERVICES – AMPS 2 & 3**

**RESOLUTION 2019-19**

WHEREAS, G. T. Landscaping responded to the published Request For Proposal (RFP) for 2018 -2019 Seasonal Contract for Snow Removal ; and

WHEREAS, G. T. Landscaping certified in its proposal their ability to meet the requirements of the RFP; and

WHEREAS, at the Authority's Regular Board Meeting on November 15 2018 a bid for 2018-2019 Snow Removal Services – AMPs 2 & 3 was awarded by Resolution 2019-19 to G. T. Landscaping for the following amounts;

|                |                   |                   |                   |
|----------------|-------------------|-------------------|-------------------|
| AMP 2/Hawley   | 2''-4'' \$160.00, | 4''-8'' \$250.00, | 8''-10'' \$400.00 |
| AMP 3/Orchard  | 2''-4'' \$75.00,  | 4''-8'' \$100.00, | 8''-10'' \$150.00 |
| AMP 3/Millview | 2''-4'' \$90.00,  | 4''-8'' \$150.00, | 8''-10'' \$200.00 |

and

WHEREAS, G. T. Landscaping undertook snow removal services on 11/26/18; and

WHEREAS, LCHA found their services to be sub-standard, incomplete and/or void in relation to the RFP and G. T. Landscaping's proposal; and

WHEREAS, contracts have not been yet been executed;

WHEREAS, a letter of official notice of termination of contract has been mailed certified to G. T. Landscaping;

NOW, THEREFORE, BE IT RESOLVED, that the bid award made at the November 15, 2018 Regular Board Meeting by Resolution 2019-19 be and is hereby rescinded.

(See Exhibits 15, 16)

After discussion Ms. O'Kelly moved, seconded by Mr. Considine to adopt Resolution 2019-27.

Roll Call Vote:

Ayes: .....Considine, O'Kelly, Jordan

Nays: .....None

Absent: .....Helton

Abstain: .....Idleburg, Robinson

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on December 20, 2018.

Capital and/or Operating Fund

1. Snow Plowing Services – 2018-19 – Hawley Manor, Orchard Manor & Millview Manor - AMPs 2 & 3

After discussion, Ms. O'Kelly introduced the following Resolution:

**RESOLUTION NO. 2019-28**

**(CAPITAL AND/OR OPERATING FUND)**

**INFORMAL BID AWARD FOR PURCHASE OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**2018-19 SNOW REMOVAL SERVICES – HAWLEY, MILLVIEW & ORCHARD**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bid is approved and the appropriate staff are authorized to issue purchase orders for said materials, labor and/or services.

| VENDOR                | DESCRIPTION                   | LOCATION                           | AMOUNT   |
|-----------------------|-------------------------------|------------------------------------|----------|
| Bartels Landscaping   | 2018-19 Snow Removal Services | Hawley/AMP 2                       |          |
|                       |                               | Plow & Salt Parking Area .....     | \$94.55  |
|                       |                               | Shovel & Salt Walks .....          | \$260.80 |
|                       |                               | Rock Salt for Parking Area .....   | \$55.00  |
|                       |                               | Sidewalk Salt Blend for Walks .... | \$52.00  |
| Diamond Cutters, Inc. | 2018-19 Snow Removal Services | Millview/AMP 3 .....               | \$95.00  |
|                       |                               | Orchard/AMP 3.....                 | \$80.00  |
|                       |                               | Salt Service .....                 | \$65.00  |

(See Exhibits 17, 18)

After discussion Ms. O’Kelly moved, seconded by Mr. Considine to adopt Resolution 2019-28.

Roll Call Vote:

- Ayes: .....Considine, O’Kelly, Jordan
- Nays: .....None
- Absent: .....Helton
- Abstain: .....Idleburg, Robinson
- Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on December 20, 2018.

2. Unit Turnaround – 36225 N. Park Drive, Gurnee – AMP 4

After discussion, Ms. O’Kelly introduced the following Resolution:

**RESOLUTION NO. 2019-29**  
**(CAPITAL AND/OR OPERATING FUND)**  
**INFORMAL BID AWARD FOR PURCHASE OF**  
**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**  
**UNIT TURNAROUND – 36225 N. PARK DRIVE, GURNEE – AMP 4**



WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bid is approved and the appropriate staff are authorized to issue purchase orders for said materials, labor and/or services.

| <u>VENDOR</u>              | <u>DESCRIPTION</u> | <u>LOCATION</u>             | <u>AMOUNT</u>             |
|----------------------------|--------------------|-----------------------------|---------------------------|
| J & J Property Investments | Unit Turnaround    | 36225 N. Park, Gurnee/AMP 4 | Not To Exceed \$23,300.00 |

(See Exhibits 19, 20)

After discussion Ms. O’Kelly moved, seconded by Mr. Considine to adopt Resolution 2019-29.

Roll Call Vote:

Ayes: .....Considine, O’Kelly, Jordan

Nays: .....None

Absent: .....Helton

Abstain: .....Idleburg, Robinson

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on December 20, 2018.

3. Unit Turnaround – 110 Lakewood, Antioch – AMP 5

Director of Asset Management Keon Jackson explained this is the second lowest bidder as the lowest bidder, J & J Property, was awarded the Unit Turn on Park in Gurnee and would not have the capacity or ability to complete this as well.

After discussion, Ms. O’Kelly introduced the following Resolution:

**RESOLUTION NO. 2019-30**

**(CAPITAL AND/OR OPERATING FUND)**

**INFORMAL BID AWARD FOR PURCHASE OF**

**EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**UNIT TURNAROUND – 110 LAKEWOOD, ANTIOCH – AMP 5**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bid is approved and the appropriate staff are authorized to issue purchase orders for said materials, labor and/or services.

| <u>VENDOR</u>              | <u>DESCRIPTION</u> | <u>LOCATION</u>                | <u>AMOUNT</u>                |
|----------------------------|--------------------|--------------------------------|------------------------------|
| Bee Liner<br>Lean Services | Unit<br>Turnaround | 110 Lakewood,<br>Antioch/AMP 5 | Not To Exceed<br>\$28,650.00 |

(See Exhibits 21, 22)

After discussion Ms. O’Kelly moved, seconded by Mr. Considine to adopt Resolution 2019-30.

Roll Call Vote:

Ayes: .....Considine, O’Kelly, Jordan

Nays: .....None

Absent: .....Helton

Abstain: .....Idleburg, Robinson

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on December 20, 2018.

4. Legal Service Provider – All AMPs & Central Office

Ms. Hocker stated consideration of this bid is being tabled.

Operating Fund

1. Grant Writing Services – 2018 Family Self-Sufficiency Grant – HCV & PH

After discussion, Ms. Considine introduced the following Resolution:

**RESOLUTION NO. 2019-31**

**(OPERATING)**

**INFORMAL BID AWARD FOR PURCHASE OF  
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES**

**GRANT WRITING SERVICES – 2018 FSS GRANT – HCV & PH**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bid is approved and the appropriate staff are authorized to issue purchase orders for said equipment, materials, labor and/or services.

| <u>VENDOR</u>                   | <u>DESCRIPTION</u>     | <u>LOCATION</u>                             | <u>AMOUNT</u> |
|---------------------------------|------------------------|---|---------------|
| Comprehensive Grants Management | Grant Writing Services | 2018 Family Self-Sufficiency Grant/HCV & PH | \$2,000.00    |

(See Exhibits 23, 24)

After discussion Mr. Considine moved, seconded by Ms. O’Kelly to adopt Resolution 2019-31.

Roll Call Vote:

Ayes: .....Considine, O’Kelly, Jordan

Nays: .....None

Absent: .....Helton

Abstain: .....Idleburg, Robinson

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on December 20, 2018.

**Commissioner Roundtable - Discussion**

This time scheduled for discussion of non-action items as initiated by members of the Board. No topics were introduced by Commissioners.

**Approval of Office Space Rental Lease and/or Option to Purchase Lease – Zion, IL**

Ms. Hocker discussed current conditions for staff and residents at Shiloh Towers due to the HCV office being housed within the building. The consensus of the Board was for Ms. Hocker to continue to explore options.

Approval of Executive Director/Chief Executive Officer's Increase and/or Bonus

After discussion, Mr. Considine introduced the following Resolution:

**RESOLUTION 2019-32**

**RESOLUTION ADJUSTING THE SALARY AND/OR AWARDING A BONUS**

**OF THE EXECUTIVE DIRECTOR OF**

**THE HOUSING AUTHORITY OF THE COUNTY OF LAKE**

**WHEREAS**, pursuant to the Employment Agreement between the Board of Commissioners of the Housing Authority of the County of Lake (LCHA) and Lorraine Hocker, LCHA's Executive Director and Chief Executive Officer, the LCHA Board has conducted an annual evaluation of Ms. Hocker; and

**WHEREAS**, staff undertook a study of salary and related compensation packages of all staff based on national surveys; and

**WHEREAS** the Board approved the 2019 Salary Increase and Bonus Rationale & Methodology Review as presented by staff on 11/15/18; and

**WHEREAS**, after reviewing the compensation survey and based on the satisfactory performance evaluation of the Executive Director, the LCHA Board of Commissioners recommends an increase in her base annual salary;

**NOW, THEREFORE, BE IT RESOLVED** By the Board of Commissioners of the Housing Authority of the County of Lake that;

The Executive Director's base annual salary is increased by 3% which was the across-the-board increase for all staff.

(See Exhibit 25)

After discussion Mr. Considine moved, seconded by Ms. O'Kelly to adopt Resolution 2019-32.

Roll Call Vote:

Ayes: .....Considine, O'Kelly, Jordan

Nays: .....None

Absent: .....Helton

Abstain: .....Idleburg, Robinson

Motion: .....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on December 20, 2018.

ADJOURNMENT

There being no further business to come before the Board, Ms. O'Kelly moved, seconded by Mr. Considine to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 2:15 p.m.

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Dr. H. Lee Jordan, Jr.  
Chairman

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Lorraine Hocker, Executive Director/CEO  
Secretary/Treasurer