"Faith is taking the first step even when you don't see the whole staircase." -Martin Luther King, Jr.



GCRA Board Meeting January 23th, 2024

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February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 AAP MAULDIN MEETING @10:00 AM	6	7	8	9	10
11	12	13 ADMINISTRATION COMMITTEE MEETING	14	OPERATIONS COMMITTEE MEETING	16	17
18	19	20	21	22	23	24
25	26	27 BOARD MEETING	28	29		

March 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	AAP GREER MEETING @10:00 AM	ADMINISTRATION COMMITTEE MEETING	13	OPERATIONS COMMITTEE MEETING	15	16
17	18	19	20	21	22	23
24	25	26 BOARD MEETING	27	28	29	30
31						



This notice was posted in compliance with the South Carolina Freedom of Information Act

THE GREENVILLE COUNTY REDEVELOPMENT AUTHORITY

JANUARY BOARD OF DIRECTORS MEETING 12:30 P.M. TUESDAY, JANUARY 8, 2024

GCRA BOARD ROOM 301 UNIVERSITY RIDGE SUITE S-4300 GREENVILLE, SC 29601

1) Call to Order Chair Charlotte Osmer

- 2) Invocation
- 3) *Approval of the November 28, 2023, Board Minutes (Page 5-8)
- 4) *Approval of the December 5, 2023, Board Minutes (Page 9)
- *Approval of a 30-day extension on the Miller Place Loan with Countybank (Page 10)
- 6) Administration Committee (Pages 11-13)
 - a) Key Financial Performance Indictors Report (Page 14)
- 7) Operations Committee (15-17)
 - a) *Approval of the Public Works Profile for Mauldin
 - b) *Approval to Purchase Proposed Annex Site
- 8) Other Business
- 9) Executive Session. When necessary, the Board convenes in Executive Session for the discussion of negotiations incidental to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the Redevelopment Authority of a claim, or other matters authorized by the South Carolina Freedom of Information Act.
 - a) Discuss Personnel Matter No action will be taken.
- 10) Adjournment



MINUTES GREENVILLE COUNTY REDEVELOPMENT AUTHORITY REGULAR SESSION TUESDAY, NOVEMBER 28, 2023

BOARD MEMBERS PRESENT: Walter Moragne, Chairman

Jane Kizer, Vice-Chair Allen White, Treasure

Lawrence Black

Amy Coleman - virtually

Barry Coleman David Doser Denise Ernul James Hammond Charlotte Osmer Lawson Wetli

STAFF MEMBERS PRESENT: John Castile, Executive Director

Imma Nwobodu, Program Director Pamela Proner, Finance Director

Beverly Robertson, Executive Assistant/HR Manager

- 1. Opening and Roll Call. The meeting was called to order by the Chairman at 12:30 p.m.
- 2. Introduction of New Board Member, Denise Ernul
- 3. Approval of the HOME-ARP Funds to Three Housing Partner's Project. Ms. Nwobodu presented the Greenville County HOME-American Rescue Plan (ARP) Allocation Plan for a total of \$4,151,357, which was approved by HUD in April 2023. The approved HOME-ARP allocates funding for Tenant Based Rental Assistance, Supportive Services, Non - profit Operating Cost and Non - profit Capacity Building, Acquisition and Development of Non - Congregate Shelters, Development of Affordable Rental Housing and Administration/Planning Activities. GCRA staff is recommending the allocation of HOME – ARP fund to three approved FY 2022 (HOME & GCAHF) Housing Partners' Projects under the 'Development of Affordable Rental Housing' category. She stated That the intent is to reduce the amount of the allocated Greenville County Affordable Housing Fund (GCAHF) with HOME – ARP fund and establish projects that are consistent with the HOME – ARP regulation. Ms. Nwobodu said that the proposed three projects are rental units and will be available for any of the Qualifying Population (QP) and as well as the low – income households, consistent with HOME – ARP regulations. The Development Agreement and GCRA fund with the housing partners for the three projects have not been executed or closed. GCRA staff have conducted and completed the solicitation process required for environmental assessments for the projects. The total fund approved per project

by the Board will not change. However, the GCAHF allocation for each project will be reduced by 50% and subsequently replaced with HOME-ARP for the remainder of the 50% allocation. The proposed funding sources from GCRA for the projects will now be three sources, HOME, GCAHF and HOME-ARP, instead of previously HOME and GCAHF. The three recommended project are the following: (1). Mercy Housing Belvedere project in the City of Mauldin for a total of 88 rental housing units for individuals and families earning from 20% - 80% Area median Income (AMI) (2) NHE's Parkside at Butler II in the City of Mauldin for a total of 80 rental housing units for individuals and families with income range of 20% - 70% AMI projects. (3) M. Peters – Gordon St Place in Brandon Community for a total of 116 rental units for individuals and families earning up to 60% AMI.

Ms. Nwobodu stated that the HOME-ARP allocation budget for 'Development of Affordable Rental Housing' category is a total of \$1,162,379.96. GCRA staff is recommending a total of \$815,520 towards the three projects, and if approved, a balance of \$346,859.96 will be available for new rental projects consistent with HOME-ARP regulation. Additionally, a total of \$815,520 of GCAHF will be available for other new housing development projects for homeownership and or rental projects in the County. To date, GCRA Board has approved a total of \$1,368,889.01 addressing other HOME-ARP categories except Non-Congregate Shelters. The staff is recommending funding approval for three housing partners' projects for a total sum of \$815,520.

On a motion by Ms. Coleman the Board unanimously approved the HOME-ARP Funds to Three Housing Partner's Project.

4. Approval to Create a Non-Discrimination Notice and Grievance Procedure for Alleged Discrimination on GCRA's Programs and Services. Ms. Nwobodu stated that on August 29, 2023, GCRA staff agreed to address the deficiencies required to comply with the nondiscrimination regulatory requirements listed on form 4700-4 in accordance with the pre-award review process of the Brownfield grant by the EPA's Office of Regional Council. GCRA was provided a 6-month extension period (ending February 29, 2024) to address the deficiency and develop an appropriate grievance policy in compliance and consistent with 40 CFR Part 5 and 7(40 CFR Part 7.90, 40 CFR Part 5.135(b)). The current GCRA's grievance compliant process does not provide a process for persons other than employees to submit a complaint alleging discrimination. Ms. Nwobodu stated that the grievance/complaint process needed should provide those who are the beneficiaries of programs, services, activities and aid the means to submit a complaint alleging discrimination covered under 40 CFR Parts 5 and 7. The 40 CFR Parts 5 and 7 require that applicants and recipients of federal financial assistance comply with Title VI of the Civil Right Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973 as amended; the age Discrimination Act of 1975. Additionally, the 'Notice of Non-Discrimination' shall also include the compliance to Title VIII of the Civil Right Act of 1968, also known as the "Fair Housing Act", because of GCRA's administration of Greenville County's HUD's Entitlement funds. The regulations prohibit discrimination in programs, services, aid, and activities. A recipient is required to provide initial and continuing notice that it does not discriminate on the basis of race, color, age, religion, sex, national origin (including limited

English proficiency), disability or familial status and adopt grievance procedures that assure the prompt and fair resolution of discrimination complaints that allege a violation of 40 C.F.R. Parts 5 and 7. The grievance procedures should relate to how an applicant handles complaints that allege discrimination in an applicant's programs or activity based on the protected classes mentioned. Furthermore, it is noteworthy that GCRA, as the administrator of County' HUD Entitlement grants, actively practices and complies with nondiscriminatory requirements on their programs and activities pursuant to Fair Housing Law and Civil Right Act. GCRA staff has completed the Non-Discrimination Notice, Grievance Procedure for alleged discrimination, and Fact Sheet on GCRA's programs, services, and activities (See documents attached). Upon approval and adoption by GCRA board, the documents will be submitted to EPA Office of External Civil Rights Compliance (OECRC) and posted on GCRA's website and as well as Greenville County Human Relations Website for visibility.

- On a motion by Mr. Coleman the Board unanimously approved Approval to Create a Non-Discrimination Notice and Grievance Procedure for Alleged Discrimination on GCRA's Programs and Services.
- **5. Synopsis of the Operations Committee.** Since there were no approval items this month for the Operations Committee, Mr. Smith gave Ms. Ernul a brief synopsis of what the Operations Department covers.
- ***2024 GCRA Board and Committee Meeting Schedule.** Ms. Robertson presented the 2024 GCRA Board and Committee Meeting Schedule.

On a motion by Ms. Osmer, seconded by Mr. Hammond, the Board unanimously approved the 2024 GCRA Board and Committee Meeting Schedule as presented.

- 7. Mr. Castile brought to the attention of the Board item that was the Administration Committee Agenda regarding the Local Government Investment Pool. This is an investment mechanism that provides local governments an opportunity to acquire maximum returns on investments by pooling available funds with funds from other political subdivisions. This item was approved in the Administration Committee, but Mr. Castile thought that since there were a number of questions that staff would go back and get answers to all questions asked.
- **8.** *Election of Officers. Mr. Castile opened the floor for nominations for Chair.

Ms. Wetli nominated Ms. Osmer; Ms. Kizer nominated Mr. Moragne; Nominations for Chair were closed. Ms. Ernul abstained Ballots were cast; Ms. Osmer was appointed Chairman by vote.

Mr. Hammond thanked Mr. Moragne for his service of the past several years.

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Mr. Castile then opened the floor for nominations for Vice Chair. Ms. Osmer nominated Ms. Welti. Mr. Morage nominated Ms. Kizer; she declined. The nominations were closed; Mr. Doser seconded the nomination, and Ms. Wetli was appointed Vice-Chair by acclamation.

Mr. Castile then opened the floor for nominations for Treasurer. Mr. Moragne nominated Mr. White. The nominations were closed; Ms. Wetli seconded the nomination, and Mr. White was appointed Treasurer by acclamation.

9. Adjournment. There being no further business, the meeting was adjourned a						ned at 1:37 p.r	<u>n.</u>
			Secretary				



MINUTES GREENVILLE COUNTY REDEVELOPMENT AUTHORITY REGULAR SESSION TUESDAY, DECEMBER 5, 2023

BOARD MEMBERS PRESENT: Charlotte Osmer, Chairman

Lawson Wetli, Vice-Chair

Amy Coleman Barry Coleman Denise Ernul James Hammond Robert Julian Jane Kizer

Walter Moragne Diana Weir

BOARD MEMBERS ABSENT: David Doser

Allen White

STAFF MEMBERS PRESENT: John Castile, Executive Director

Imma Nwobodu, Program Director Meg Macauley, Project Coordinator Pamela Proner, Finance Director

Beverly Robertson, Executive Assistant/HR Manager

- 1. Opening and Roll Call. The meeting was called to order by the Chairman at 12:30 p.m.
- 2. Invocation.
- 3. Approval of the October 24, 2023, Board Minutes.

On a motion by Ms. Coleman, seconded by Mr. Moragne, the Board unanimously approved the minutes of the October 24, 2023, Board meeting as presented.

- **4. Other Business.** Ms. Osmer went over the purpose of each standing committee and the committee member assignments for the upcoming year. The dates for the 2024 Board and Committees were review as well.
- 5. There being no further business, the meeting was adjourned at 1:00 pm.



To: Board of Directors

From: John Castile

Executive Director

Date: January 23, 2024

Subject: 30-day extension on Miller Place loan

The Miller Place complex in Mauldin carries a bank loan for a portion of its construction. The loan originated at \$1,836,000 on 1/31/17 at 6% and matures with a balloon payment on 1/28/24.

Countybank is asking for a 30-day extension on the loan to work on refinancing. The 30-day extension would allow Countybank and GCRA staff to determine the terms of the renewal, which will be discussed at the next Administration Committee meeting.

Staff Recommendation: Approve the 30-day extension on the Miller Place loan with Countybank.



MEMORANDUM

TO: GCRA Board Members

FROM: Amy Coleman, Administration Committee Chair

RE: Administration Committee Meeting, January 9, 2024

DATE: January 9, 2024

- 1. Opening and Roll Call. The Administration Committee met on Tuesday January 9, 2024, at 12:30 p.m. Committee members present were Amy Coleman, Robert Julian, Jane Kizer, Charlotte Osmer, Diana Weir, and Allen White. Staff present were John Castile, Executive Director, Imma Nwobodu, Program Director, Beverly Robertson, Human Resource Manager/ Assistant to the Executive Director, Pamela Proner, Finance Director and Tiffany Stark, Associate Administrative Assistant.
- 2. Election of Committee Officers. Ms. Osmer opened the floor to nominations for Committee Chair. Ms. Kizer nominated Ms. Coleman; seconded by Ms. Osmer. There being no further nominations, Ms. Coleman was elected Chair by acclamation. Ms. Osmer opened the floor to nominations for Committee Vice Chair. Mr. White nominated Mr. Hammond; seconded by Ms. Coleman. There being no further nominations, Mr. Hammond was elected Vice Chairman by acclamation.

3. Administration Reports.

a) Subrecipient Report. Ms. Nwobodu presented the subrecipient report for the month of December. She discussed the allocation of funding for the CDBG and that four of the five municipalities set aside a portion of their funding towards CDBG public service. Ms. Nwobodu stressed that there is a requirement that the funding not exceed 15% of the combined CDBG for unincorporated and the municipalities for public service.

Ms. Nwobodu continued with the ESG funding which provides services and case management for the prevention of homelessness and for individuals that are literally homeless. She mentioned that the City of Greenville does not receive ESG funding. This allows our partners to assist clients in the city of Greenville. Greenville County Human Relations Commission (HRC) helps with rapid rehousing case management. HRC also receives CDBG funds for fair housing activities and investigates discrimination complaints. Since 2012, the ESG funding as been helping individuals what are literally homeless or at risk of homelessness. She also stated that 60% of GCRA's ESG funds are to providers of shelters and outreach activities.

Ms. Nwobodu also stated that programs such as Greer Parks & Recreation (Needmore Youth) is a summer program. Staff will not see funds expended throughout the program year, and will most likely see the funds expended at the end of the summer once the program is complete.

Ms. Nwobodu stated that these are the different allocations and each time their proposals, their request for draws are submitted, staff reviews the documentation to make sure it meets what was in the contract and their numbers and documentation is correct.

- b) Home-ARP Subrecipient Report. Ms. Nwobodu presented the HOME-ARP (American Rescue Program) report for December. This is a four-million-dollar one-time fund. The agencies presented in this report have already had a contract executed. The Human Relations Commission also receives these funds as well to help with eviction and rapid rehousing. The Board approved \$200,000.00 for Tenant Based Rental Assistance in the fall and as of today they only have around \$15,000 left to spend. Some of the supportive services that help with these funds is help with addiction prevention and housing for the homeless. Another agency that is helping with Tenant Based Rental Assistance is Greer Relief and they are consistently spending. Salvation Army just signed a contract.
- c) CDBG Timeliness Report. Ms. Nwobodu presented the CDBG Timeliness Report for the end of December 2023. Timeliness is reporting on how fast the agency is spending their funds. Grantees should draw down their funds on a regular basis. Timeliness is updated draw ratio. On May 2nd of each year, HUD will compare the funds available to be drawn to the amount of the agency's current allocation plus program income that has been receipted. If the balance exceeds 1.5 times the annual entitlement amount, then the agency has failed the Timeliness Test. As from the report, GCRA balance is 1.45.

4. Financial Reports

- a) **Financial Statements.** Ms. Proner presented the Financial Reports for the month of November. She stated that she looks for key predictive indicators on how the organization is performing and has come up with this one-page report that ties in all the financial reports. The reason the financial reports are a month behind is to give the department ample time to close the books and to get as accurate a position as possible. Over the last two months, there has been a decrease in cash by 4% due to payment in contracts and especially the payout of the subrecipients for Tenant Based Rental Assistance. Ms. Proner is not overly concerned with this percentage of decrease in cash. Total assets basically remain the same. She brought special attention to the GCRA's notes payable decrease by 8%. In November, GCRA paid off the loan at the Bank of Travelers Rest for the two Slater properties. Currently, there's still one other property that remains for sale, but when that one sales, all of those proceeds will return to us unrestricted with no note attached to it. That drops our debt to income down to 3% for the month. Ms. Proner said that in talking specifically governmental funds, the organization earned \$605,665 in revenue, expenditures were \$846,293, and a net loss for the month of \$240,628. Ms. Proner said this is due to spending more non-grant funds. This comprises of both grant and program income. The net position of the organization remained about the same. She stated that for the month of November the rental portfolio had a net income of \$16,848. The main activity for both months is the Emanuel Sullivan Park restrooms. Ms. Proner feels that staff has about finished expending all of the funds the Emanuel Sullivan Park restrooms. The contractors for the Greer the Fairview project have now entered in their vertical build and there has been two significant draws.
- **Other Business.** Mr. Castile spoke briefly about the opportunity to receive 44 additional rental units through a donation and the good thing is they have no debt on them. This will come to the Board to vote on. Mr. White asked about the investment strategy that was discussed at the last Administration Committee meeting and the need to answer questions about the investment strategy, determine the amount and risk tolerance, and identify who will manage it. Mr. Castile stated that the conversation for the

investment strategy discussion will begin with the chair and vice chair, gather guidance, and continue the conversation.

Mr. Castile discussed the need for an annex building to accommodate the organization's growth. He wanted to inform the Administration Committee that the Operations Director has located a proposed annex building. He will be asking for approval to authorize the Executive Director to enter into a contract. At the next Board meeting the task is for board members to review the information about the proposed annex building, ask questions, and provide feedback before a final decision is made.

6. Adjournment. There being no further business, the Committee adjourned at 1:40 p.m.

GCRA Financial Highlights Month at a Glance November 23

	Change from			Change from	
Government-Wide	<u>Month</u>	Prior Month	<u>%</u>	FY23 (FYTD)	<u>%</u>
Cash	12,880,311	Decrease	-4%	Decrease	-5%
Total Assets	38,440,042	Decrease	0%	Increase	0%
Notes Payable	2,148,850	Decrease	-8%	Decrease	-9%
Debt-to-income	3%				
Net Position	32,841,039	Decrease	0%	Decrease	0%
	_				
Net investment in capital assets	8,950,971	Decrease	-2%	Decrease	-2%
Unrestricted net assets	23,890,068	Increase	1%	Increase	1%
Governmental Funds	<u>Month</u>	<u>YTD</u>			
Revenue	605,665	3,363,739			
Expenditures	846,293	3,586,304			
Net Income (loss)	(240,628)	(222,565)			
Rental Portfolio					
Net Income (loss) before xfer	16,848	121,328			

Notes:

This is the change in the last 2 months (Oct & Nov) since we did not meet in December.

Cash = decrease b/c of timing diff for HOME-ARP program (grant) & program income exp.

Notes Payable decrease due to payoff of BTR loan on 2 Slater properties (\$165,000) 1 home = sold (\$226,500) & financed with MLF (\$205,600)

We utilized a good bit of program income in November (TR HOME PI and MLF), so net loss for the month looks reasonable.

Foutain Inn: Emmanual Sullivan Park Restroom \$82,000

Greer: Fairview project \$228,000

Home-ARP



MEMORANDUM

TO: GCRA Board Members

FROM: Barry Coleman, Operations Committee Chairman Operations

RE: Committee Meeting, January 11, 2024

DATE: January 11, 2024

1. Opening and Roll Call. The Operations Committee met on Thursday January 11, 2024, at 12:30 p.m. Committee members present were Barry Coleman, David Doser, Denise Ernul, Walter Moragne, James Hammond, and Lawson Wetli. Staff present were John Castile, Executive Director; Joe Smith, Operations Director; Beverly Robertson, Human Resource Manager/ Assistant to the Executive Director; and Tiffany Stark, Associate Administrative Assistant.

2. Election of Committee Officers. Ms. Wetli opened the floor to nominations for Committee Chair. Mr. Doser nominated Mr. Coleman. There being no further nominations, Mr. Coleman was elected Chairman by acclamation. Ms. Wetli opened the floor to nominations for Committee Vice Chair. Mr. Moragne nominated Mr. Hammond. There being no further nominations, Mr. Hammond was elected Vice Chairman by acclamation.

<u>Action Items</u>: The following items which were considered by the Operations Committee must be approved or ratified by the Board.

3. Approval of Public Works Profile. Mr. Smith presented a Public Works Profile for new sidewalks from Miller Road to Old Mill Road in the City of Mauldin. The sidewalks project would run sidewalks around the perimeter or half of the perimeter of our Mauldin duplexes at Miller Road. Mr. Smith is seeking approval to enter into a contract with Foothills Contracting Service in the amount of \$73,330 for the Miller and Old Mill Roads Sidewalk project. This area meets the income requirements for this CDBG project. Ms. Wetli asked how many bids were received for the project. Mr. Smith stated there were two and Mr. Castile said he felt it was a good price.

On a motion by Mr. Doser, seconded by Mr. Hammond, the Operations Committee unanimously approved the Public Works Profile as presented.

- **4. Approval to Purchase Proposed Annex Site.** Mr. Smith presented a proposed purchase Profile for a property located at 411 Pendleton Road to use as an annex space. Mr. Castille gave some background knowledge of why GCRA needs an annex.
 - 1. Growth of the organization
 - 2. More storage
 - 3. Workshop
 - 4. Potentially to have Board/Committee meetings
 - 5. Expand the rental portfolio.

Mr. Smith stated that the purchase would be using unrestricted funds and instead of using CDBG funds because using CDBG funds would trigger an environmental assessment of the property. The location is ideal as it is three miles away from the GCRA office, it is outside the city, and it is a neutral location to be able to provide the best service to all of the GCRA properties. Smith stated using unrestricted funds and making a cash offer would help the purchase move faster.

Mr. Castile told the Committee there is a possibility that GCRA would have 43 rental units donated to them in the near future. This could possibility require more staff. He also spoke about the use of unrestricted dollars for this project and the amount of funds left in the unrestricted, not counting the \$500,000 set aside as a reserve. The amount in the unrestricted above the \$500,00 of reserve is \$625,000. If \$400,000 is used for the 411 Pendleton Road property, there would be a balance of \$225,000 plus the \$500,000. Mr. Castile also stressed that there would be no appraisal on the property if unrestricted funds are used.

Mr. Moragne asked why this purchase is important now more than it was a few months ago. Mr. Smith stated that there has not been a property that checked all the boxes until now.

On a motion by Mr. Hammond, seconded by Ms. Wetli, the Operations Committee unanimously approved the Purchase Proposed Annex Site as presented.

Please review the following items of business discussed at the Operations Committee meeting. These items will not be discussed in the Board Meeting unless there is a question or comment about them.

6. **Operations Reports**

a. **Home Sales and Rental Property Report** Mr. Smith gave a brief report on the November/December 2023 Homes for Sale Report. 434 Lindberg Street was a former rental that is now listed for sale. Lot 6, West Road is waiting on deed from TR. Canteen Avenue is on hold.

GCRA currently has 70 rental properties. Mr. Smith stated 106 Lanford and 511 Trade Street in Greer are now vacant and being upfitted. 6 Estelle Street and 105 Hodgens Drive are under construction. Mr. Smith shared some photos of these two locations. The past due tenant balance is coming down. In October it was \$27,882.00 and in December it was \$17,588.00.

- b. Operations Activity Report Mr. Smith shared an overview of the Operations Activity Report YTD. Total new construction is one unit. There have been no new rental for construction as of December. Mr. Smith stated that GCRA has completed a total of 26 home repairs this year and has gone through most of the \$300,000 funding. Staff will need to reallocate funds to this program.. Three rental repairs and three demolitions have been completed. Rebuild Upstate has completed one partner project.
- c. Public Works Report. Mr. Smith shared the Emanuel Sullivan Sports Complex ADA Bathroom is complete. Miller & Old Mill Roads sidewalks project has received two bids and once the winning bid has been approved, work should begin. Gridley Place Townhomes will go through the Subdivision Advisory Committee and that schedule should be made available soon. CoTransCo is still in the survey phase on the Iola Wilson project and once the surveying is done, the project will be out for bid.
- d. Loan Portfolio Report. Mr. Smith went briefly through the loan portfolio report in the packet.
- 7. Other Business. Castille shared that Travelers Rest City Manager Eric Vinson has retired at the end at the end of 2023. They have narrowed his replacement down to three candidates and hoping to have someone in the next 60 days. Mr. Smith shared an article about the influx of people moving to South Carolina.
- **8. Adjournment:** On a motion by Ms. Wetli and seconded by Mr. Doser, the Committee adjourned at 1:36 p.m.