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**MINUTES OF A REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
MESILLA VALLEY PUBLIC HOUSING AUTHORITY**

February 16, 2016

The regular meeting of the Board of Commissioners of the Mesilla Valley Public Housing Authority was held in the Main Conference Room located at 926 S. San Pedro Street, Las Cruces, New Mexico 88001.

1. CALL TO ORDER

Chairman Bardwell called the meeting to order at 9:03 a.m.

2. ROLL CALL

MEMBERS PRESENT: Elizabeth Bardwell, Chair
Felix Cordero, Commissioner
Shelly Sanders, Commissioner

MEMBERS ABSENT: Annaliza Gourneau, Vice Chair

STAFF PRESENT: Juan Olvera, Executive Director
Jesse Padilla, Deputy Director
Lee Montague, Mod/Maintenance Manager
Laura Ramos, Accountant
Jaclyn Leyva, HCV Manager
Christine Gonzalez, Office Manager

GUESTS: None

3. WELCOME AND INTRODUCTIONS

Chairman Bardwell welcomed everyone to the meeting.

4. PUBLIC INPUT

There was no one present from the public.

5. CONFLICT OF INTEREST

Chairman Bardwell asked if any Commissioner or staff member had any known conflict of interest with any item on the agenda. No one had any comments regarding any conflict of interest.

6. APPROVAL OF REGULAR AGENDA

Chairman Bardwell asked for a motion to approve the Regular Agenda. Commissioner Cordero made a motion to approve the Regular Agenda. The motion was seconded by Commissioner Sanders.

1 Chairman Bardwell – aye
2 Commissioner Cordero – aye
3 Commissioner Sanders – aye
4

5 The motion to approve the Regular Agenda was approved by 3 aye votes.
6

7 **7. CONSENT AGENDA** – Those items on the Agenda Indicated by an Asterisk (*) are
8 on the Consent Agenda and will be voted on by one motion. **N/A**
9

10 **8. APPROVAL OF THE MINUTES OF THE PREVIOUS REGULAR MEETINGS AND**
11 **OF SPECIAL MEETINGS, IF ANY**
12

13 • **Approval of the Minutes from a Regular Meeting of January 19, 2016**
14

15 Chairman Bardwell asked for a motion to approve the Regular Meeting Minutes of
16 January 19, 2016. Commissioner Cordero made a motion to approve the Minutes of the
17 Regular Meeting of January 19, 2016, and the motion was seconded by Commissioner
18 Sanders. Chairman Bardwell then asked for any discussion. There was no discussion
19 and a vote was taken.
20

21 Chairman Bardwell – aye
22 Commissioner Cordero - aye
23 Commissioner Sanders - aye
24

25 The motion to approve the Regular Board Meeting Minutes of December 15, 2015 was
26 approved by 3 aye votes.
27

28 **9. RESOLUTIONS**
29

30 **N/A**
31

32 **10. UNFINISHED BUSINESS**
33

34 • **Board of Supervisors – Training on PHAS**
35

36 Mr. Olvera reminded the Board members that training would be immediately following
37 the board meeting today.
38

39 • **Reminder – March Board Meeting Date of 3/22/16**
40

41 Mr. Olvera reminded the Board members that the next regular meeting will be held on
42 March 22, 2016 and the reason the meeting had been moved was because the Public
43 Hearing on the Annual Plan would also be on that same date at 9 a.m. with the Board
44 Meeting following the Public Hearing.
45

46 • **MVPHA Newsletter Presentation – Marcy Juarez**
47

48 Ms. Marcy Juarez, Senior Housing Choice Voucher Specialist, from the Public Housing
49 Department, made a short presentation on the MVPHA newsletter which will be
50 published on a quarterly basis. She stated that there would be a section spotlighting

1 each department and possibly an explanation by one of the MVPHA employees on what
2 is being done in that particular department. There would also be information on Items of
3 Interest such as publishing of the waiting list, Chairman Bardwell asked if an article
4 could be done on the new Resident Council and response was yes. Executive Director
5 Olvera also stated that the newsletter would be on the website and would be in English
6 and Spanish.
7

8 Chairman Bardwell also asked about the distribution of the MVPHA newsletter.
9 Executive Director Olvera stated it would be going out to elected officials, to the City
10 and County officers. HUD representatives, and MFA. Suggestion was also made that
11 the first page of the newsletter show positive happenings within the MVPHA, rather than
12 emphasizing negative issues.
13

- 14 • **NAHRO Conferences**

15 The various conferences were discussed and a decision was made that Commissioner
16 Sanders will attend the Washington Conference from April 10-12, 2016 in Arlington,
17 Virginia. Three of the commissioners (Chairman Bardwell, Commissioner Cordero and
18 Commissioner Sanders) will attend the National Conference in New Orleans, LA from
19 October 14 – 16, 2016. Commissioner Gourneau has not yet responded.
20
21

22 **11. NEW BUSINESS**

- 23 • **Annual Conflict of Interest Statements – City and MVPHA**

24 Ms. Gonzalez informed the Board that she had annual Conflict of Interest statements for
25 the City of Las Cruces and for the Housing Authority that need to be signed by each
26 Commissioner. As soon as all signatures are received, Ms. Gonzalez would submit to
27 the City and would keep a copy of the MVPHA's Conflict of Interest here in the Board's
28 files.
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34 **Management Reports**

35 **Accountant's Monthly Report**

36 The following was included in the Accountant's report for the month of February 2016:
37
38

39 Ms. Ramos included financial statements, as well as a financial summary to the Board
40 members through December 2015, the sixth month of Fiscal Year 2016, July 2015
41 through June 2016. She also included Financial Indicators through December 31, 2015
42 as noted below:
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1 **FINANCIAL INDICATORS – PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS)**
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PHAS - FINANCIAL CONDITION INDICATORS										
INDICATOR	PUBLIC HOUSING		MVPHA APARTMENTS		SECTION 8 NC		HCV		HUD Standard	PHAS SCORE
	Nov-15	Dec-15	Nov-15	Dec-15	Nov-15	Dec-15	Nov-15	Dec-15		
MENAR	48.29	41.12	167.94	149.36	79.97	69.09	36.92	30.39	≥4.	11
QUICK RATIO	15.34	15.29	67.28	73.24	26.35	30.16	23.60	22.82	≥2.	12
DSCR	ND	ND	4.29	4.01	2.50	2.50	ND	ND	≥1.25	2

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MENAR-	Months Expendable Net Assets Ratio	= $\frac{\text{Current Assets}}{\text{Current Liabilities}}$
	Measures adequacy of reserves	Average Monthly Operating Expenses
QUICK RATIO	Measures Liquidity	= $\frac{\text{Current Assets}}{\text{Current Liabilities}}$
DSCR-	Debt Service Coverage Ratio	= $\frac{\text{Adjusted Operating Income}}{\text{Annual Debt Service}}$
	Measures capacity to cover debt	

35
 36 Ms. Ramos also included a Financial Summary through 12/31/16 which is attached at
 37 the end of these minutes.

38
 39 **Office Manager’s Monthly Report**

40
 41 Ms. Gonzalez submitted her report to the Board which included the following:

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- Monica Rivera, Front Desk Administrative Assistant, attended the one-day seminar on Delivering Exceptional Customer Service on January 27, 2016 in Las Cruces, NM.
 - Ms. Laura Ramos attended the MIP Fund Accounting Core Workshop which took place in Las Vegas, NV, from February 8 through 10, 2016. This course covered

1 core features of the general ledger, accounts payable, bank reconciliation,
2 budget, reporting modules, etc.

- 3
- 4 • Mr. Mike Sanchez, Working Foreman in our Maintenance Department attended
5 the Asbestos Supervisor/Contractor Training on February 8 through 12, 2016 in
6 Albuquerque, NM.
- 7
- 8 • Ms. Gonzalez also informed the Board members that she and Ms. Leyva
9 interviewed for the Senior Housing Choice Voucher/Quality Control position and
10 have promoted Norma Amador, one of our HCV Specialists, to this position. She
11 began her new assignment on February 1, 2016.
- 12
- 13 • We have posted for the Rental Assistance Specialist position for the public
14 Housing, and received over 15 applications. We are currently reviewing
15 applications to set up interviews for this position.
- 16
- 17 • We have posted for a Housing Choice Voucher Specialist position with the
18 deadline of February 24, 2016. Once applications are received, we will review,
19 select and set up interviews.
- 20

21 **Housing Choice Voucher Manager Monthly Report**

22
23 For her January Board Report, Ms. Leyva included the following:

- 24
- 25 • The HCV wait list will re-open on February 22 through 25, 2016.
- 26
- 27 • We are currently awaiting feedback from John Tellez, HUD General Engineer, in
28 reference to the SEMAP Confirmatory Review of the HCV Program.
- 29
- 30 • HCV staff will be taking part in the DACC Community Expo event on February
31 17, 2016 to help promote the social services industry and affordable housing.
- 32
- 33 • On January 27, 2016, we held a Mortgage/Credit lending presentation open to
34 the public to provide working knowledge to the community and our participants
35 which was hosted by Shelly Sanders with First American Bank. We will continue
36 to hold presentations on a quarterly basis as we had an overwhelming amount of
37 support from the community.
- 38
- 39 • The 2016 HCV Training Calendar has been completed and all courses have
40 been assigned to all staff members to complete. She provided a listing of
41 courses assigned to staff members.
- 42
- 43 • Norma Amador has been promoted to the Senior HCV/Quality Control Specialist
44 position effective February 1, 2016.
- 45
- 46 • The HCV Specialist position has been posted on February 7 and will close on
47 February 24, 2016 to fill the current open position.
- 48
- 49 • As of February 1, 2016, the HCV recertification process for our tenants is working
50 on a 90-day processing schedule.

- 1 • QC file review has been completed through October 2015 and continues daily to
2 ensure file quality is accurate with the addition of file checklists and procedures in
3 place. With the addition of Norma Amador as the QC Specialist, we expect to be
4 reviewing files within 30 days as of May 1, 2016.
- 5
- 6 • HCV procedures continue to be reviewed to increase efficiency and HCV
7 Specialist production and to complete the HCV Procedural Manual to be
8 completed by March 2016.
- 9
- 10 • The Tenmast file and error cleanup was complete as of January 16, 2016 but we
11 have identified special program vouchers that are still not accurate due to
12 migration. We continue to work to properly report the 50058 special program
13 codes accurately.
- 14
- 15 • PIC submission rate is 99.4% for the month of January.
- 16
- 17 • An HCV Administrative Plan change effective February 1, 2016 corrects the time
18 period in which MVPHA has to issue a determination on a requested increase for
19 rent reasonableness. The current policy states 10 business days but we are
20 changing to 30 business days as McCright, our 3rd party contractor, has been
21 running into delays from the landlords and management companies to obtain the
22 rental amounts which cause us a delay in processing the increase and providing
23 our landlords and tenants with a sufficient 30-day notice of the decision. Ms.
24 Leyva provided an attachment regarding "When Rent Reasonableness
25 Determinations are Required."
- 26
- 27 • Ms. Leyva informed the Board that the January HCV Production consisted of 87
28 annuals, 36 interims, 10 moves and 14 Terminations which were processed. Ms.
29 Leyva also stated that she would be taking over the VMS report.
- 30
- 31 • January Waiting List Pull – Began Lottery 3 waiting list applicants. Three
32 hundred and three (303) appointments were scheduled; 66 no shows, 12
33 returned mail, 137 pending documents and 42 vouchers were issued (41 HCV, 1
34 VASH).
- 35
- 36 • Ms. Leyva also presented the Board with a breakdown of the Housing Choice
37 Voucher Program Voucher Issuance Success Rate from November 2015 through
38 January 2016.
- 39
- 40 • Ms. Leyva mentioned that she was going to be meeting with Dolly and Mandy
41 from HUD on February 22, 2016 to get training from them.
- 42

43 Chairman Bardwell asked Ms. Leyva if Item No. 13 of her report pertaining to the HCV
44 Administrative Plan would need approval from the Board of Commissioners. Ms. Leyva
45 explained that there is no significant change from the Annual Plan and no approval is
46 required.

HOUSING CHOICE VOUCHER (HCV) PROGRAM

	Jan-15	Sep-15	Oct-15	Nov-15	Dec-15
Homeownership	17	17	17	16	16
Homeownership HAP	\$7,594	\$7,138	\$7,138	\$7,000	\$6,984
2008 and 2009 Family Unification	31	41	42	42	39
2008 and 2009 Family Unification HAP	\$16,997	\$23,780	\$25,079	\$24,847	\$22,945
2008 AND 2009 Non-Elderly Disabled	98	46	45	44	91
2008 and 2009 Non-Elderly Disabled HAP	\$32,779	\$14,730	\$14,310	\$14,020	\$29,763
Portable Vouchers Paid	14	6	8	9	10
Portable Voucher HAP	\$11,191	\$4,680	\$6,112	\$6,824	\$6,846
Veteran's Affair Supported Housing (VASH) Voucher	38	48	48	49	54
Veteran's Affair Supported Housing (VASH) HAP	\$14,312	\$17,846	\$18,156	\$17,039	\$19,760
All Other Vouchers	773	998	1,017	1,024	1,002
HAP All Other Vouchers	\$345,360	\$432,966	\$442,911	\$445,453	\$435,654
FSS Escrow Deposits	\$1,391	\$821	\$1,122	\$1,533	\$2,024
All Voucher HAP Expenses After the First of Month	\$1,372	\$4,956	\$2,827	\$5,580	\$2,664
Total Vouchers	971	1,156	1,177	1,184	1,212
HAP Total	\$430,996	\$506,917	\$517,655	\$522,296	\$526,640
Number of Vouchers Under Leased (HAP Contract) on the last day of the Month	1,040	1,153	1,170	1,178	1,196
New vouchers issued but not under HAP contracts as of the last day of the month	163	59	87	102	136
Administrative Expense	\$52,255	\$44,068	\$61,525	\$61,525	\$43,891
Audit					
Net Restricted Assets (NRA) as of the Last Day of the Month	\$243,683	\$198,953	\$229,148	\$229,148	\$182,852
Unrestricted Net Assets (UNA) as of the Last Day of the Month	\$555,978	\$517,282	\$521,825	\$521,825	\$518,308
Cash/Investment as of the Last Day of the Month - Voucher Program Only	\$799,661	\$716,235	\$750,973	\$750,973	\$701,159

1 **Modernization/Maintenance Manager Monthly Report**

2
3 Mr. Montague submitted his report to the Board which included the following:

4
5 **Projects Currently Underway**

- 6 • 2400 Lester is receiving a complete new VCT floor tile overlay. The Contractor is
- 7 Torres Construction and Maintenance, a local company. This project will be
- 8 funded by the 2014 CFP with a value of \$3,600.
- 9
- 10 • The Tree Removal contract was signed and the contractor, Certified
- 11 Maintenance, a local company, will begin work on February 29, 2016. This
- 12 project is funded by the 2014 CFP.
- 13
- 14 • The Maintenance Department is currently preparing for another REAC inspection
- 15 at Burley Court. Due to the 20+ points scored higher than the last inspection,
- 16 HUD is requiring a quality assurance inspection to confirm the initial inspection
- 17 results. The new inspection is scheduled for February 17, 2016 at 9 a.m.
- 18
- 19

20 **Future Projects**

- 21 • Invitation for Bid packets for the exterior painting of San Pedro Place
- 22 development are currently out to bid. Bids are due no later than 2 p.m. on
- 23 February 17, 2016. Estimated value of the project is \$25,000.00 and will be
- 24 funded by the 2014 CFP
- 25
- 26 • Currently, planning for the heater-to-cooler changeover that will take place in
- 27 April 2016. Also, we will be going out for quotes to perform our annual inspection
- 28 in late May 2016.
- 29
- 30

31 **Employee Training**

- 32 • Mr. Michael Sanchez, the Working Foreman, is currently in Albuquerque
- 33 attending a 40-hours training class on asbestos awareness and removal.
- 34
- 35

36 **Deputy Director/Housing Programs Manager**

37 Mr. Padilla stated the following in his monthly report:

- 38 • PIC Score – 100% PIC is the HUD Public Information Center where the Department is
- 39 required to report all assisted families and all transactions for the families.
- 40
- 41 • The PH Admissions Department did data entry for the recent applications, sent out
- 42 letters for applicants missing documents, and met with applicants for screening.
- 43

44	Total applicants on <u>Public Housing Waiting List:</u>	<u>Section 8-NC</u>	
45	Zero bedrooms	39	One bedroom 26
46	One Bedroom	51	Two bedroom 2
47	Two Bedroom	30	
48	Three Bedroom	46	
49	Four Bedroom	1	
50	Five Bedroom	0	

- Vice Chair Gourneau and Mr. Padilla have contacted the Resident Council nominees for the President, Vice-President, Secretary, Treasurer and Sargent at Arms. Those who were nominated have accepted and the list of names will be posted throughout the community for a period of at least 30 days before the scheduled election date. With a Resident Council, residents can have a say in housing agency policies, modernization of its buildings, security, maintenance, education, family counseling, sponsor community events, create a sense of neighborhood and develop leadership skills.
- Marcy Juarez, Public Housing Senior Rental Assistance Specialist will present a Quarterly Newsletter draft to the Board of Commissioners.
- Public Housing is still in the process of adding the on-line pre-applications to the MVPHA website.
- Chair Bardwell asked Mr. Padilla about "Smoke Free Policy." Mr. Padilla stated that the Resolution regarding the Smoke Free Policy is on hold for now.

For January 2015 -

KEY PERFORMANCE INDICATORS

Property	Vacant Unit	Occupancy Rate (%)	Work Orders Generated	Open Work Orders	Tenant Account Receivables
Tres Arboles	1	98%	22	0	99.80%
San Pedro PI	1	97%	10	0	99.61%
Walnut Grove	3	97%	35	1	96.95%
Jardines Alegres	0	100%	22	0	100%
Jardines Verdes	1	98%	17	0	100
Oak Street	0	100%	10	0	100%
Pecos Place	7	55%	3	0	80.44%
Almendra	2	89%	4	0	84.60%

Executive Director's Monthly Report

For January's monthly report, the Executive Director reported on the following:

- **Vacancy Rates at Tax Credit Developments for November are as follows:**

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Property	Vacant Units	Vacancy Rate
Cimmaron I Apartments	3	5.1%
Cimmaron II Apartments	5	6.0%
Desert Palms Apartments	3	3.0%
Falcon Ridge Apartments	5	7.0%
MSV I Apts.	1	2.1%
MSV II Apts.	2	2.4%
Stone Mtn Place Apts.	4	<u>4.8%</u>
TOTAL	23	4/3%

• **CAPITAL FUND PROGRAM (CFP)**

MESILLA VALLEY PUBLIC HOUSING AUTHORITY		As of Jan. 31, 2016		
CFP Funding				
	2013	2014	2015	Total CFP
Total Budget	\$ 261,728	\$260,228	\$286,707	\$808.663
Obligated Funds	\$ 241,903	\$187,924	18,818	\$468,470
	100%	72%	7%	58%
Obligation Deadline	9/8/2015	5/12/2016	9/1/2017	
Expended Funds	\$ 261,728	\$187,924	\$ 18,817	\$468,469
	100%	72%	7%	58%
Expenditure Deadline	9/8/2017	6/1/2018	6/1/2019	
HUD OBLIGATION REQUIREMENT MIN OF 90% BY DEADLINE				

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- **MESILLA VALLEY PUBLIC HOUSING AUTHORITY**

MESILLA VALLEY PUBLIC HOUSING AUTHORITY						
December 2015-Financial Indicators						
Property	Debt Service Coverage Ratio		Quick Ratio		MENAR	
	Nov	Dec	Nov	Dec	Nov	Dec
Cimmaron I Apartments	1.04	0.93	0.85	0.77	0.27	-0.44
Cimmaron II Apartments	1.10	0.49	1.81	1.65	1.04	0.94
Desert Palms Apartments	0.08	0.66	0.28	0.27	-2.98	-3.30
Falcon Ridge Apartments	2.49	2.78	1.84	1.84	2.56	2.76
Montana Sr. Village I Apts.	1.40	0.99	0.29	0.29	4.79	-5.02
Montana Sr. Village II Apts.	1.13	1.12	0.72	0.78	0.76	-0.66
Stone Mtn Place Apts	1.10	1.35	1.19	0.92	0.41	-0.25
PHAS Standard	≥1.25		≥2.0		≥4.0	
<p>MENAR - Months Expendable Net Assets Ratio = $\frac{\text{Current Assets} - \text{Current Liabilities}}{\text{Average Monthly Operating Expenses}}$ Measures adequacy of reserves</p> <p>QUICK RATIO - Measures Liquidity = $\frac{\text{Current Assets}}{\text{Current Liabilities}}$</p> <p>DSCR - Debt Service Coverage Ratio = $\frac{\text{Adjusted Operating Income}}{\text{Annual Debt Service}}$ Measures capacity to cover debt</p>						

- **Robledo Ridge**

FINANCIAL INDICATORS - 2015

	Oct 15	Nov 15	Dec 15
VACANT UNITS	1	4	1
VACANCY RATE	4	6%	1%
MENAR	5.23	5.72	5.92
QUICK RATIO	2.05	2.07	2.33
DSCR	1.29	2.02	2.34

1
2 Mr. Olvera also covered the following:

- 3
4 • HUD – Management review – VMS:

5
6 We have been notified by HUD’s Quality Assurance Division that MVPHA was selected to
7 conduct a management review of the Voucher Management System (VMS) during the week of
8 April 11, 2016. The review will start on a Tuesday morning and is estimated to conclude on
9 Thursday afternoon. The review is for the timeframe of March 2015 through February 2016.

- 10
11 • President’s FY 2017 Budget Proposal – HUD:

12
13 The President’s FY 2017 Budget provides the U.S. Department of Housing and urban
14 Development (HUD) with \$48.9 billion in gross discretionary funding and \$11.3 billion in new
15 mandatory spending over ten years, with an emphasis on supporting 4.5 million households
16 through rental assistance; increasing homeless assistance; supporting tribal communities and
17 providing to Native American youth; and making targeting investments in communities to help
18 revitalize high-poverty neighborhoods and improve housing affordability.

19
20 FY 2017 Funding Highlights:

- 21
22 I. Providing over \$38 billion in rental housing assistance to support 4.5 million low-income
23 families through the Housing Choice Voucher, Project-Based Rental Assistance, and
24 Public Housing Programs;
- 25
26 II. Ending family and chronic homelessness, and continuing to make progress across all
27 targeted populations, by investing \$11 billion in mandatory spending and \$2.8 billion in
28 discretionary spending for targeted homeless assistance;
- 29
30 III. Improving mobility for low-income families to access higher opportunity areas by
31 investing \$15 million for a Mobility Counseling Demonstration, and ensuring that Public
32 Housing Authorities have sufficient resources to promote mobility by increasing PHA
33 administrative fees to a fully-funded level of \$2.1 billion;
- 34
35 IV. Investing \$200 million to transform neighborhoods with distressed HUD-assisted housing
36 and concentrated poverty into opportunity-rich, mixed-income neighborhoods through
37 the Choice Neighborhoods program;
- 38
39 V. Providing \$786 million to address the housing and community development needs of
40 Native Americans, including \$20 million targeted to Native youth;
- 41
42 VI. Narrowing the digital divide for students and families in HUD-assisted housing through
43 actions that include a strategic investment of \$5 million for the **ConnectHome** initiative;
- 44
45 VII. Preserving affordable housing units through the Rental Assistance Demonstration
46 program by providing \$50 million and a targeted expansion to include certain properties
47 that provide housing for the elderly.
- 48
49 VIII. Investing \$300 million in local community efforts to reduce barriers to housing
50 development and increase housing affordability; and

1 IX. Increasing job training and financial incentives for employment for public housing and
2 Native American households through Jobs-Plus, an evidence-based program funded at
3 \$35 million.
4

5 **13. ADJOURNMENT**

6
7 There being no further business, Chairman Bardwell asked for a motion to adjourn.
8 Commissioner Cordero made a motion to adjourn. The motion was seconded by Commissioner
9 Sanders. A vote was then taken.

10
11 Chairman Beth Bardwell - aye
12 Commissioner Cordero - aye
13 Commissioner Sanders - aye
14

15 Motion to adjourn the meeting was approved by 3 aye votes.

16
17 The meeting adjourned at 9:53 a.m.
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21 **SEAL:**



22 **APPROVED BY:**

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26 **Elizabeth Bardwell, Chairman**
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29 **SUBMITTED BY:**

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34 **Juan A. Olvera, Secretary**