MINUTES OF JUNE 23, 2022

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE BOARD OF DIRECTORS
AND
ORS 190 ENTITY BOARD OF DIRECTORS
JOINT MEETING

Zoom Meeting

MWVHA BOARD
MEMBERS PRESENT
CHAIR: Mayor Cathy Clark, City of Keizer
VICE CHAIR: Council President Chris Hoy, City of Salem
Commissioner Danielle Bethell, Marion County
Sean Bossen for Hank Crapser, Navigator, Law Enforcement Assisted Diversion (LEAD)
Commissioner Kevin Cameron for Commissioner Colm Willis, Marion County
Councilor Shannon Corr, City of Independence
Commissioner Jeremy Gordon, Polk County (recusal during YHDP item)
Dede Hazzzard for Dan Clem, Executive Director, Union Gospel Mission of Salem
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Councilor Christopher Lopez, City of Monmouth (recusal during YHDP item)
Christy Perry, Superintendent, Salem-Keizer School District
Commissioner Craig Pope for Commissioner Jeremy Gordon, Polk County
Leilani Slama, Chief Communications and Community Relations Officer, Salem Health
Kloi Spencer, Subject Matter Expert
Marty Wine, City Manager, for Councilor Christopher Lopez, City of Monmouth
Rhonda Wolf, CEO, United Way of the Mid-Willamette Valley
David Zepeda, Subject Matter Expert
Adam Mennig, Director, Academic Development, Chemeketa Community College; Co-Chair, CoC Collaborative Committee
Nicole Utz, Housing Administrator, Salem Housing Authority

MEMBERS ABSENT
Mayor Chuck Bennett, City of Salem
Dan Clem, Executive Director, Union Gospel Mission of Salem
Hank Crapser, Navigator, Law Enforcement Assisted Diversion (LEAD)
Josie Silverman-Mendez, Director, Marion-Polk CCO, PacificSource
Commissioner Colm Willis, Marion County
Ian Dixon-McDonald, Vice President of Programs, Marion Polk Food Share; Co-Chair, CoC Collaborative Committee
Christian Edelblute, Executive Director, West Valley Housing Authority
Eric Enderle, Veteran Services Officer, Polk County Veteran Services
Jason Icenbice, Acting Executive Director, Marion County Housing Authority
Jimmy Jones, Executive Director, Mid-Willamette Valley Community Action Agency

ORS 190 ENTITY BOARD

MEMBERS PRESENT

PRESIDENT: Mayor Cathy Clark, City of Keizer
VICE PRESIDENT: Council President Chris Hoy, City of Salem
Commissioner Danielle Bethell, Marion County
Councilor Shannon Corr, City of Independence
Commissioner Jeremy Gordon, Polk County
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Councilor Christopher Lopez, City of Monmouth
Christy Perry, Superintendent, Salem-Keizer School District

MEMBERS ABSENT

None

STAFF AND GUESTS PRESENT

Marianne Bradshaw, MWVHA Consultant
Jan Calvin, MWVHA Consultant
Janet Carlson, MWVHA Consultant
Lisa Trauernicht, MWVHA Consultant
Denise VanDyke, Admin. Specialist II, MWVCOG
Ah'ana R., YHDP Review & Ranking Committee member
Ben Mendrin, YHDP Review & Ranking Committee member
Theo S., YHDP Review & Ranking Committee member
Laurie Casarez, YHDP Review & Ranking Committee member
Tricia Frizzell, Salem Health
Sarah Owens, CANDO Neighborhood Association
Nicole Pineda, Polk County
Megan Jane Wai, Senator Patterson's office
James Erangey, CSH
Derek Wentorf, CSH

CALL TO ORDER

Chair Clark called the joint meeting to order at 3:02 p.m. The presence of a quorum was noted.

CONSENT AGENDA

Chair Clark read the list of Consent Agenda items. Item #1 was pulled for discussion.

MOTION: By Councilor Hoy, **SECONDED by** Councilor Lopez, to **APPROVE ITEMS 2-4 ON THE CONSENT AGENDA, AS PRESENTED.**

1. **MAY 12, 2022 JOINT BOARD MEETING MINUTES**
2. **APPOINT SHANTA FRISBEE, NORTHWEST HUMAN SERVICES, TO THE COORDINATED ENTRY COMMITTEE AND ACCEPT THE RESIGNATION OF GLENN MUNA, PREVIOUSLY WITH COMMUNITY ACTION**

3. **COORDINATED ENTRY POLICY AND PROCEDURES MANUAL**
4. **STAFF REPORTS, INCLUDING THE LATEST COC WORK PLAN AND BUDGET REPORT**

Discussion: None

Motion carried.

IN FAVOR: Clark, Hoy, Bethell, Bossen, Cameron, Corr, Gordon, Hazzard, Leno, Lopez, Perry, Slama, Spencer, Wolf, Zepeda. **OPPOSED:** None. **ABSTAINED:** None.

MOTION: By Mayor Clark, **SECONDED by** Councilor Hoy, to **SEPARATE THE YHDP ITEM ON THE AGENDA INTO TWO SECTIONS.**

Discussion: None.

IN FAVOR: Clark, Hoy, Bethell, Bossen, Cameron, Corr, Gordon, Hazzard, Leno, Lopez, Perry, Slama, Spencer, Wolf, Zepeda. **OPPOSED:** None. **ABSTAINED:** None.

ORS 190 ENTITY BUSINESS

1. Amendment to intergovernmental agreement with Mid-Willamette Valley Council of Governments – This is the annual amendment that updates the MWVCOG reimbursement cost schedule for administrative services provided to the Alliance/ORS 190 Entity. The amendment went before the MWVCOG Board at its June 21 meeting and was approved.

MOTION: By Councilor Hoy, **SECONDED by** Councilor Lopez, to **APPROVE THE AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT WITH THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS, AS PRESENTED.**

Discussion: None.

Motion carried.

IN FAVOR: Clark, Hoy, Bethell, Corr, Gordon, Leno, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

2. Cash Match Letter for HUD Planning Grant – This letter documents the HUD requirement for 25% match for the HUD Planning Grant.

MOTION: By Councilor Hoy, **SECONDED by** Councilor Lopez, to **APPROVE THE CASH MATCH LETTER FOR THE HUD PLANNING GRANT, AS PRESENTED.**

Discussion: None.

Motion carried.

IN FAVOR: Clark, Hoy, Bethell, Corr, Gordon, Leno, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

YOUTH HOMELESSNESS DEMONSTRATION PROGRAM (YHDP) PROGRAM PRIORITIES

Mayor Clark introduced the agenda item by explaining that the Request for Proposals process is a legal process that includes federal rules, and that adjustments to proposed budgets are a common element of the process. Councilor Lopez asked for someone to speak about their

experience. He said he was not concerned as much about what money goes where, but how the youth voices were engaged and what happened. Mayor Clark responded, stating that she was an observer at the June 20 Youth Action Board (Backbone) meeting. She noted a concern that a Youth Action Board member contacted an applicant directly, which is considered ex parte communication and possibly preferential treatment. The youth were, apparently, not instructed on what not to do. Mayor Clark stated that we need to be clear about the rules to be followed going forward.

Commissioner Gordon asked to hear Ms. Carlson's presentation, then have clarifying questions. Ms. Carlson responded that Councilor Lopez and Commissioner Gordon will need to recuse themselves due to organizational conflicts of interest, as outlined in the governance charter. There was discussion about at what point in the agenda item that board members must recuse themselves. Ms. Carlson noted that Oregon law and HUD regulations differ on requirements for organizational conflicts. Kristin Retherford shared the City of Salem's experience in a HUD review where a conflict of interest among participants was deemed to disqualify those participants from being grant applicants. After hearing Ms. Retherford's explanation, Commissioner Gordon and Councilor Lopez left the meeting. Ms. Carlson stated that she will ask for legal advice on this topic for the future.

Commissioner Pope and Ms. Wine stepped in as alternates for Polk County and City of Monmouth, respectively.

Ms. Carlson provided a detailed description of the YHDP RFP process. The Alliance and ORS 190 Boards will be voting separately. Because there was an appeal, the Preliminary Prioritized List was revised and is now the Final Prioritized List, which is recommended to the board by the Appeals Committee. The RFP further allows the board to make changes to the Appeals Committee's recommendation if "the board determines changes are required due to urgent community needs."

The Coordinated Community Plan, which was approved by the board and submitted to HUD on March 14, drives the direction for funding. She reviewed the guidelines for funding project categories and defined acronyms.

- TH-RRH = Transitional Housing to Rapid Rehousing
- SSO = Support Services Only
- SSO(CE) = Support Services Only (Coordinated Entry)

Ms. Carlson noted that the actual percentages of recommended awards are within the ranges recommended in the Coordinated Community Plan. Ms. Carlson then reviewed the board actions that were conducted in April, including appointments to the YHDP Review & Ranking Committee and YHDP Appeals Committee and approval of the Review & Ranking Special Process document and scoring tools. The RFP timeline was very compressed because of delays in receiving the HUD documents. The timeline allowed six weeks for proposers to complete project applications. Applications were submitted to E-Snaps, where the items requested were determined by HUD. Staff reviewed items from four Requests for Proposals developed by other

YHDP communities and provided by Derek Wentorf. In addition, staff reviewed the Lane County RFP which was recently published. Information that was not included by HUD in E-Snaps was requested in the RFP as "supplemental information" where there were more general questions available or as "supplemental questions" that were submitted outside of E-Snaps. There was a meeting with the Youth Action Board where staff went over the elements in the scoring tools which corresponded with the proposed items, including the HUD items in E-Snaps and the supplemental information and questions. The RFP stated multiple times that no late applications would be accepted, and timely submission was emphasized at the Applicant Workshop.

- The application deadline was May 31.
- The YHDP Review and Ranking Committee (R&R) met June 3 and 4.
- Staff technical review was conducted on June 5.
- Applicant interviews and the Preliminary Prioritized List posting occurred on June 6.
- Notice of intent to appeal deadline was June 8.

There were two late submissions, and staff verified the times sent and received for both. The board has the right to waive certain errors, including "minor irregularities." If the board does not waive the late submissions, the late applications cannot be accepted.

Ms. Calvin provided details about what was included in the technical review. With a board waiver for timeliness, all applications meet the minimum qualifications.

Ms. Calvin then described each of the four proposals. It was noted that HUD has moved away from transitional housing only projects. Church @ the Park (CATP) submitted its application as a TH-RRH project. However, the transitional housing definition stated that these programs would provide shelter for up to 24 to 36 months. The CATP application did not address this. Micro-shelters, which CATP provides, qualify as emergency shelter, not transitional housing, in HUD's definition.

Ms. Carlson discussed the YHDP R&R Committee role and explained that the funds available were not separated into "buckets" by program type because this was our first time requesting proposals and we didn't know who would apply or for how much. The proposals were ranked by score. However, the YHDP R&R Committee was allowed some scoring discretion in the RFP but did not have time after the project interviews to discuss the rankings further.

Ms. Trauernicht spoke regarding the YHDP R&R Committee's deliberations and process. Materials were provided before the meeting. There was a lot of discussion, and the youth input was vital and instrumental. On Friday, June 3, the YHDP R&R Committee reviewed the two transitional housing applications. On Saturday, June 4, committee members finished scoring the other two applications. The question was raised as to whether the CATP application actually fit the TH-RRH category and there was discussion about looking at it under the SSO category. An informal list was given to Ms. Calvin to begin the technical review. On Monday morning, June 6, half hour applicant interviews were conducted. It was noted that there were 500 points possible on the scoring tool and the range of scores for the four applications ranged from 266.5 to 293.7.

After the interviews, YHDP R&R Committee members had another half hour to debrief and complete scoring. Those who needed more time were given until 4:00 to submit their final scores. Jan Calvin then began working on scoping the budgets which were emailed to committee members on Monday evening. A spreadsheet with notes about changes made to project budgets were also emailed to the committee.

Ms. Carlson provided a slide that listed the times that four YHDP R&R Committee members responded and their comments. The Preliminary Prioritized List was posted on the website at 10:00 PM. On Tuesday, June 7, Jimmy Jones from MWVCAA sent an email accepting the committee recommendations and CATP sent a letter of intent to appeal. On Tuesday evening, an email message was submitted by one of the youth YHDP R&R Committee members stating that they did not approve. On Wednesday, the CATP formal appeal letter was received and was emailed with other documents to the Appeals Committee. On Thursday at noon, the third youth YHDP R&R Committee member sent an email asking why CATP's proposal did not receive as much funding as the Coordinated Entry proposal.

On Tuesday, June 14, the Appeals Committee met. This committee included two youth and two older adults. Three issues were raised in the appeal letter. The main reason for the appeal was that the recommended funding level was less than requested. Other issues raised included:

- Applicant states that application was "marked down" in the "Experience" category.
- Applicant was not asked about experience managing government grants during the interview and asks for opportunity to do so now.
- Applicant expresses concerns about inequity in the scoring weight given to Experience category (120 out of 500 total points).

The Appeals Committee considered four points:

1. Should the CoC open up the Review & Ranking process to allow additional information from Church at the Park?
2. Should the CoC reverse the rankings of Church at the Park and Community Action and select Church at the Park as the Transitional Housing (TH-RRH) program?
3. Should the CoC endorse the Review & Ranking Committee's recommendation to score and rank Church at the Park as a Supportive Services (SSO) program, even though CATP did not apply in that category?
4. Should the CoC add funds to the CATP recommended award?

Each point was discussed and voted on. The final votes were to accept the appeal from Church at the Park; deny the CATP request to add information to the R&R process; affirm the R&R Committee rankings for the applicants and program types, as portrayed on the Preliminary Prioritized List; add $46,296 ($23,148 per year) to the CATP budget; and recommend the Final Prioritized List to the MWVHA (Alliance) Board of Directors, as revised.

From June 15-22, time was available for applicants to make revisions to their applications in E-Snaps. Ms. Calvin worked with the providers to clarify wording, ensure that project scopes were correctly described, and ensure that the budgets matched up with narratives. On June 17, Ms. Trauernicht held a YHDP R&R Committee debriefing. Four committee members attended.

Another debrief meeting is planned to include the other two members.

On June 20, emails were exchanged between CATP and a Youth Action Board (Backbone) member. Later that day, there was a Backbone meeting to consider the required letter of support for the HUD application, including interviews with applicants. At that meeting, a counter proposal was presented, but there was no vote taken on the proposal and the Youth Action Board voted to delegate to Backbone leadership adoption of the letter and authorization to sign it. A youth leadership meeting is planned for June 27.

During the June 20 meeting, Derek Wentorf advised that HUD asks communities to have consensus, which includes the Youth Action Board, the Continuum of Care, and others who have been involved in the planning and other steps in the process. Letters of support are required by both the Continuum of Care and the Youth Action Board. Without the required letters of support, the project applications will be deemed non-compliant and not accepted. The deadline to submit the application is 11:59 p.m. on July 1. Late submissions will be rejected by HUD.

Alliance and ORS 190 Board decision points include:

1. Consider waiver of late submission by CATP and CAA SSO-non CE applications.
2. Determine how to allocate remaining dollars if late submissions are not waived.
3. May review additional issues deliberated by the Appeals Committee; i.e., CATP change of application type (TH-RRH to SSO).
4. Consider informal proposal from individual Backbone members to add $131,807 to CATP, reducing CAA transitional housing proposal by $100,000 and CAA Coordinated Entry proposal by $31,807.

Options for the boards include:

1. Waive the late submissions of two applications (CAA SSO and CATP) and approve the rankings and budget allocations recommended by the Appeals Committee.
2. Do not waive late submissions, approve only CAA housing and Coordinated Entry programs. Assign unallocated dollars ($377,817) to CAA to add to TH-RRH or CE programs (or both).
3. Waive late submissions and declare an urgent community need to add $131,807 to CATP, reducing CAA housing budget by $100,000 and Coordinated Entry budget by $31,807.

Discussion ensued. Councilor Corr asked for the SSO(CE) application, will the services be distributed across both counties? Ms. Calvin replied that some of the access points will be in Polk County and the services will be across both counties. There will be additional outreach in Polk County.
Ms. Spencer stated that she doesn't know about anyone else, but she, personally, did not know that CATP was being looked at through a different scope as just supportive services, and she did not know, going to the Backbone meeting that day, that they were no longer eligible for transitional housing. She thought that was what they were still applying for. She doesn't know if

that was just her, or if some of the other youth also didn't know that information and that's why they felt their voices hadn't been heard or there was a miscommunication because she felt there was that slip up of information.

Mayor Clark thanked Ms. Spencer for clarifying what information she had on hand. Staff will need to talk about when what information was provided.

Commissioner Bethell expressed her opinion that there is a systemic bias against small organizations at the federal level for funding. She wants to find a way to provide technical assistance support. She fully supports Option 3, as funding is vital to small organizations.

> **MOTION:** By Commissioner Bethell, to **WAIVE LATE SUBMISSIONS AND DECLARE AN URGENT COMMUNITY NEED TO ADD $131,807 TO CATP, REDUCING CAA HOUSING BUDGET BY $100,000 AND COORDINATED ENTRY BUDGET BY $31,807.**

Mayor Clark clarified that once there is a second, only board members will be able to deliberate.

Ben Mendrin said he knew that CATP was going to be changed to SSO but was under the understanding that even though CATP was being changed to SSO that the program was still going to be able to do the transitional housing because CATP was using the SSO as something that he isn't sure how to explain, but it was going to be different than having to completely rewrite the application. Ben said he still does not understand why the small pod homes don't qualify for TH-RRH and he is still not understanding and doesn't have that information in front of him and still hasn't had that. So, there's just a lot of frustration that came with that and not really knowing that was exactly what was going to happen until the meeting when they said that is all they can do, and that's really frustrating to him because there was no real communication with that.

Mayor Clark thanked Ben for his comments and his work, and for pointing out that information was to have been provided to the entire Youth Action Board regarding the ongoing process. She said that she has definitely made note of that. Ms. Calvin was asked to provide a quick explanation of why the micro-shelters would not qualify as transitional housing. Ms. Calvin explained the conditions under which, according to HUD definitions, micro-shelters can be considered emergency shelters. Emergency shelters are not the same as transitional housing. Mayor Clark asked Ben if that helped answer his question. Ben stated that it did not. It sounds like all of the things listed that qualify micro-shelters as shelter like mobile showers on site were being met, and why couldn't HUD be asked directly about the definition instead of assuming? Ms. Calvin explained that "emergency shelter" is a definition that is a different type of living situation than "transitional housing," so yes, CATP does everything they need for their shelters to be considered emergency shelters. CATP is not doing anything wrong and there is nothing else the organization could do that would qualify the micro-shelters to be considered transitional housing. Ms. Carlson added that HUD was asked for clarification on this topic in preparation for the PIT Count in January 2022, and HUD provided guidance on this topic at that

time, so we do have a definitive answer from HUD. Mayor Clark asked Ben if that helped answer his question. Ben stated that it did. Mayor Clark thanked him again and expressed her appreciation for his input.

Ah'ana R. introduced herself as part of the YHDP R&R Committee and said that she felt that the review and ranking process – that she wasn't included in that, and she wished the funding process would have been inclusive like that. She just really wishes that she was included more and that next time we need to try better. She is not bashing anyone and knows that the time – that we're going around in circles and time, time, time, time. She's just bringing this up so that when it does come to next time, that it's not just left – she wasn't at the table for the funding decisions, and she doesn't feel like that's okay. She just wanted everyone to know that. She's not trying to argue, but just wanted to put it out there. She's sorry that when we did talk about it on Monday that it was just all arguing and all frustration, but she's pretty sure that if it was you, you'd be frustrated, too, and be upset that no one's understanding why you're upset that you weren't included. Mayor Clark thanked her for coming today and for listening and continuing the conversation. It's appreciated.

Ms. Bradshaw stated that she was happy that three of the youth on the YHDP R&R Committee were able to participate here. She asked board members to give encouragement to them to let them know they are heard and appreciated.

Superintendent Perry asked for clarification on what is important to the youth in the CATP request if there is time. Mayor Clark referred to slide 40 in the PowerPoint presentation, which covers the details of the revised proposal. If the budget changes are made, three applications would have to be redone in E-Snaps. Some changes have already been made in the updated applications were submitted at midnight last night.

Alliance Board MOTION: By Ms. Slama, **SECONDED by** Commissioner Bethell, to **WAIVE THE LATE SUBMISSIONS AS "MINOR IRREGULARITIES".**
Discussion: None.
Motion carried.
IN FAVOR: Clark, Hoy, Bethell, Bossen, Cameron, Corr, Hazzard, Leno, Perry, Pope, Slama, Wine, Wolf, Zepeda. **OPPOSED:** None. **ABSTAINED:** None.

Alliance Board MOTION: By Ms. Wolf, **SECONDED by** Commissioner Bethell, to **DECLARE AN URGENT COMMUNITY NEED TO ADD $131,807 TO CATP, REDUCING CAA HOUSING BUDGET BY $100,000 AND COORDINATED ENTRY BUDGET BY $31,807.**
Discussion: Ms. Carlson stated that the board action is final in the RFP process with no remedy through this process. In discussion, identified risks include not knowing how the reduced budget will affect programs. Concerns include: the ex parte contact with only one applicant, only one person made the recommendation for the budget change, and there is not consensus or approval from Backbone. MWVCAA has other partners and resources to call upon.
Motion withdrawn by Ms. Wolf, who announced her intention to abstain from the vote.

In response to a question about why the chat has been disabled in the Zoom meeting, Mayor Clark responded that it was so deliberations are happening only in one place.

Alliance Board MOTION: By Councilor Hoy, **SECONDED by** Ms. Wine, to **APPROVE THE RANKINGS AND BUDGET ALLOCATIONS RECOMMENDED BY THE APPEALS COMMITTEE.**
Discussion: Councilor Hoy stated that he was part of the Appeals Committee, and their recommendation did increase the CATP allocation through the process. Ms. Slama and Commissioner Bethell declared their intention to abstain from this vote.
Motion carried.
IN FAVOR: Clark, Hoy (two votes), Bossen, Cameron, Corr, Hazzard, Leno, Perry, Pope, Wine, Zepeda. **OPPOSED:** Wolf. **ABSTAINED:** Slama, Bethell.

ORS 190 Board MOTION: By Councilor Hoy, **SECONDED by** Mayor Clark, to **WAIVE THE LATE SUBMISSIONS AS "MINOR IRREGULARITIES" AND APPROVE THE RANKINGS AND BUDGET ALLOCATIONS RECOMMENDED BY THE APPEALS COMMITTEE.**
Discussion: None.
Motion carried.
IN FAVOR: Clark, Hoy, Corr, Leno, Perry, Pope, Wine. **OPPOSED:** None. **ABSTAINED:** Bethell.

Mayor Clark thanked everyone participating. There is a lot of work to come. The next step is the Backbone leadership meeting on Monday for the letter of support.

Mr. Wentorf expressed concerns about the communication between the Continuum of Care and Youth Action Board.

Superintendent Perry asked if it is possible that the letter will not be approved. Ms. Carlson replied that there has been misinformation provided to the youth and, until today, not all the information has been available to them. She will be at the meeting to answer any questions.

Ms. Slama stated that, in the future, we need to prevent the same thing happening again. Mayor Clark said that she is looking at what information was provided when and to whom and will report back.

Councilor Corr agreed with Mr. Wentorf's comments. This could have been more inclusive, but the youth feel slighted by the process. Lack of time is not a good excuse. Mayor Clark agreed that we need to look at how we work with and train the Youth Action Board regarding leadership skills. We want to give them the tools for success, and we will be looking at where the breakdown happened.
Councilor Lopez and Commissioner Gordon rejoined the meeting.

Mayor Clark recommended tabling the remaining items on the agenda until the next meeting. The question was asked whether there is work to do in July. Ms. Carlson recommended

canceling the July meeting to provide a break for everyone. There were concerns expressed about waiting for the report back. Mayor Clark recommended keeping the meeting on the schedule with a condensed agenda concentrating on the communication issues.

Ms. Bradshaw spoke about the value of the youth voices. She would have liked them to be heard more today. They felt included in most of the process, but not in the funding element. The Backbone youth inspire her. Mayor Clark gave her appreciation for their involvement in the entire process.

Councilor Lopez thanked everyone for their work. His expectation is that a conversation will happen as soon as possible. This is a messy process, but better when we can have a meeting of minds.

ADJOURNMENT

Hearing no further business, Chair Clark adjourned both meetings at 5:39 p.m.

Janet Carlson, MWVHA Consultant