

**Guttenberg Housing Authority Board of Commissioners**

**Open Public Meeting Agenda**

**November 6, 2023 at 5:00 p.m.**

Teleconference: Please call 571-748-4021 PIN: 233 2133#

**Please note that this meeting is being held remotely. See meeting access information above.**

1. Call to Order
2. Reading of the Open Public Meetings Act Notice
3. Roll Call
4. Pledge of Allegiance
5. Executive Director's Report
6. Financial Report and Bill List
7. Approval of Minutes

October 2, 2023 Board Meeting

8. Old Business

9. New Business

10. Resolutions

11. Public Comment

12. Adjournment

**(THE BOARD MAY CONVENE TO CLOSED SESSION DURING THE MEETING)**

GUTTENBERG HOUSING AUTHORITY  
BUDGET VS. ACTUAL  
SEPTEMBER 2023

	FYE 3/31/24 BUDGET	9/30/23 YTD Budget	9/30/23 ACTUAL	VARIANCE	
<b>OPERATING RECEIPTS:</b>					
Dwelling Rent	\$ 1,626,900	\$ 813,450	\$ 855,031	\$ 41,581	1
Excess Utilities	28,800	14,400	14,920	520	
Non Dwelling Rent	-	-	-	-	
Interest Income	11,100	5,550	10,718	5,168	
Other Income	31,650	15,825	20,918	5,093	
<b>Total Operating Receipts</b>	<b>1,698,450</b>	<b>849,225</b>	<b>901,587</b>	<b>52,362</b>	
<b>OPERATING EXPENDITURES:</b>					
Administrative Salaries	343,315	171,658	165,344	6,314	
Legal Expense	46,940	23,470	21,712	1,758	
Staff Training	4,350	2,175	2,588	(413)	
Travel	4,200	2,100	6,649	(4,549)	
Accounting Fees	34,680	17,340	17,340	-	
Auditing	5,735	2,868	-	2,868	
Other Administrative Expense	100,025	50,013	47,240	2,773	
<b>Total Administrative Expense</b>	<b>539,245</b>	<b>269,623</b>	<b>260,873</b>	<b>8,750</b>	
Tenant Service Salaries	-	-	-	-	
Recreation, Publications, & Other	-	-	2,725	(2,725)	
Tenant Service Contract Costs	-	-	-	-	
<b>Total Tenant Service Expense</b>	<b>-</b>	<b>-</b>	<b>2,725</b>	<b>(2,725)</b>	
Water	108,500	54,250	52,369	1,881	
Electric	214,325	107,163	105,613	1,550	
Gas	164,975	82,488	38,449	44,039	2
Fuel Oil	1,500	750	-	750	
Utility Labor	93,382	46,691	46,729	(38)	
Other Utilities Expense	140,416	70,208	62,017	8,191	
<b>Total Utilities Expense</b>	<b>723,098</b>	<b>361,549</b>	<b>305,177</b>	<b>56,372</b>	
Maintenance Labor	345,953	172,977	140,187	32,790	3
Maintenance Materials	101,000	50,500	35,277	15,223	
Contract Costs	223,285	111,643	108,606	3,037	
<b>Total Ord. Maint &amp; Oper. Expense</b>	<b>670,238</b>	<b>335,119</b>	<b>284,070</b>	<b>51,049</b>	
Protective Service Labor	-	-	-	-	
Protective Service Materials	-	-	-	-	
Protective Service Contract Costs	-	-	-	-	
<b>Total Protective Service Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Insurance	183,350	91,675	93,161	(1,486)	
Payments in Lieu of Taxes	93,260	46,630	56,477	(9,847)	4
Compensated Absences	-	-	-	-	
Employee Benefits	391,517	195,759	135,995	59,764	5
Collection Losses	2,800	1,400	-	1,400	
Other General Expense - COVID 19	-	-	-	-	
<b>Total General Expense</b>	<b>670,927</b>	<b>335,464</b>	<b>285,633</b>	<b>49,831</b>	
<b>Total Routine Expenses</b>	<b>2,603,508</b>	<b>1,301,754</b>	<b>1,138,478</b>	<b>163,276</b>	
Extraordinary Maintenance	-	-	-	-	
Replacement of Equipment	-	-	-	-	
Property Betterments & Additions	-	-	-	-	
Nonroutine Expenditures	-	-	-	-	
<b>Total Operating Expenditures</b>	<b>2,603,508</b>	<b>1,301,754</b>	<b>1,138,478</b>	<b>163,276</b>	
<b>Operating Income/(Loss)</b>	<b>(905,058)</b>	<b>(452,529)</b>	<b>(236,891)</b>	<b>215,638</b>	
HUD Operating Subsidy	811,175	405,588	526,882	121,295	6
CFP Used for Operations	123,245	61,623	-	(61,623)	7
<b>Residual Receipts/(Deficit)</b>	<b>\$ 29,362</b>	<b>\$ 14,681</b>	<b>\$ 289,991</b>	<b>\$ 275,310</b>	

1. Rental income is over budget because tenant incomes have increased since budget preparation.

2. Gas is under budget by \$44,039 because the HA has not received all of the bills for August.

3. Maintenance Salaries are below budget because one maintenance employee resigned and has not been replaced.

4. Payments in Lieu of Tax (PILOT) have been accrued based on the net shelter rent even though the payment is only made once a year.

5. Employee benefits are under budget mainly because the Authority has not yet paid for the annual pension expense which is only paid once a year in the month of March.

6. Operating Subsidy is over budget because HUD has funded subsidy requests at higher rates than budgeted due to rising energy costs and inflation nationwide. Adjustments will be made in future months as necessary.

7. CFP used for Operations is below budget because the draw down is not done until mid year, if required.

GUTTENBERG VOUCHER PROGRAM  
BUDGET VS. ACTUAL  
SEPTEMBER 2023

	FYE 3/31/24 BUDGET	9/30/23 YTD Budget	9/30/23 ACTUAL	VARIANCE	
<b>OPERATING RECEIPTS:</b>					
HAP Subsidy	\$ 2,450,160	\$ 1,225,080	\$ 1,209,793	\$ (15,287)	1
Administrative Fee Subsidy	193,105	96,553	118,293	21,741	
Portable Administrative Fees	6,455	3,228	4,082	855	
Fraud Recovery	6,505	3,253	1,550	(1,703)	
Interest Income	270	135	5,161	5,026	
Other Income	-	-	-	-	
<b>Total Operating Receipts</b>	<b>2,656,495</b>	<b>1,328,248</b>	<b>1,338,879</b>	<b>10,632</b>	
<b>OPERATING EXPENDITURES:</b>					
Administrative Salaries	90,139	45,070	45,332	(263)	
Employee Benefits	41,185	20,593	11,217	9,376	2
Legal Expense	5,000	2,500	2,500	-	
Staff Training	3,150	1,575	1,575	-	
Travel	1,000	500	500	-	
Accounting Fees	20,160	10,080	10,080	-	
Auditing	6,800	3,400	-	3,400	
Portable Administrative Fee Expense	4,980	2,490	3,179	(689)	
Other Administrative Expense	22,035	11,018	11,654	(637)	
Housing Assistance Payments	2,450,160	1,225,080	1,215,057	10,023	1
<b>Total Operating Expenses</b>	<b>2,644,609</b>	<b>1,322,305</b>	<b>1,301,094</b>	<b>21,211</b>	
<b>Operating Income / (Loss)</b>	<b>11,886</b>	<b>5,943</b>	<b>37,785</b>	<b>31,842</b>	

1. HAP Subsidy is below budget and HAP expenses are below budget. HUD funding for this program has a few month lag because it is funded based on information entered in the VMS System for the prior quarter.

2. Employee Benefits are under budget because the annual pension payment is not made until March.

# Guttenberg Housing Authority

## Paid Transactions Report

Filter Criteria Includes: 1) Program: Public Housing, 2) Period To: 10/1/2023, 3) Period From: 10/1/2023, 4) Account(s): All, 5) Component: Vendor Accounting

Check Num.	Check Date	Description	Payment Name	Charge Name	GL Account	Amount
<b>Component: Vendor</b>						
3080	10/05/2023	Appliances - Refrigerators for 400 and 69	Lowes, Account R	Lowes, Account R	1400.501.1220 - CAPITAL FU	\$2,925.74
3081	10/05/2023	EZ- Reasonable Rent Determination for	Nelrod Company	Nelrod Company	1129 - A/R OTHER-Voucher Pr	\$1,748.00
3082	10/05/2023	Renewal New Jersey Law Poster	New Jersey Labor	New Jersey Labor	4190 - SUNDRY	\$192.00
3083	10/05/2023	Office Supplies	Staples Business	Staples Business	4190 - SUNDRY	\$113.32
3084	10/05/2023	Internet at 136 for Cameras	Time Warner Cabl	Spectrum - Busin	4190 - SUNDRY	\$25.00
3085	10/05/2023	Fuel for Van	Town Of Guttenber	Town Of Guttenbe	4190 - SUNDRY	\$107.01
3086	10/05/2023	Air Quality Permitting Program for 6900	TREASURER - ST	TREASURER - S	4190 - SUNDRY	\$885.00
3087	10/30/2023	Dental Plan	Horizon Blue Cros	Horizon Blue Cros	4540 - EMPLOYEE BENEFITS	\$598.08
3088	10/30/2023	Copier System	Leaf	Leaf	4430 - CONTRACT COSTS	\$310.00
3089	10/30/2023	Membership Renewal	NAHRO	NAHRO	4190 - SUNDRY	\$711.00
3090	10/30/2023	Meter Refill	Pitney Bowes Purc	Pitney Bowes Pur	4430 - CONTRACT COSTS	\$208.99
3091	10/30/2023	Shoes for All Maintenance and Cleaning	Saf-Gard Safety S	Saf-Gard Safety S	4190 - SUNDRY	\$1,409.90
3092	10/30/2023	Internet at 7005	Time Warner Cabl	Spectrum - Busin	4190 - SUNDRY	\$378.13
3092	10/30/2023	Internet at 400 for Cameras	Time Warner Cabl	Spectrum - Busin	4190 - SUNDRY	\$184.98
589	10/02/2023	Accounting Services for the Section 8 Pr	Peter J. Polcari CP	Peter J. Polcari C	4170 - ACCOUNTING	\$1,680.00
589	10/02/2023	Accounting Services for the PHA Progra	Peter J. Polcari CP	Peter J. Polcari C	4170 - ACCOUNTING	\$2,890.00
590	10/05/2023	Office Supplies	Amazon.Com Serv	Amazon.Com Ser	4190 - SUNDRY	\$27.72
590	10/05/2023	Cleaning Supplies	Amazon.Com Serv	Amazon.Com Ser	4190 - SUNDRY	\$101.72
590	10/05/2023	Electric Wheelchair for Seniors Assistanc	Amazon.Com Serv	Amazon.Com Ser	4190 - SUNDRY	\$2,199.00
590	10/05/2023	Kindle Case - Office Supplies	Amazon.Com Serv	Amazon.Com Ser	4190 - SUNDRY	\$35.98
590	10/05/2023	Office Supplies	Amazon.Com Serv	Amazon.Com Ser	4190 - SUNDRY	\$44.56
590	10/05/2023	Office Supplies	Amazon.Com Serv	Amazon.Com Ser	4190 - SUNDRY	\$36.94
590	10/05/2023	Office Supplies	Amazon.Com Serv	Amazon.Com Ser	4190 - SUNDRY	\$52.84
591	10/05/2023	Phone Reimbursement	Fundora Monica	Fundora Monica	4190 - SUNDRY	\$175.00
592	10/05/2023	Background Check for New Tenants	NTN - Philadelphia	NTN - Philadelphi	4430 - CONTRACT COSTS	\$16.00
593	10/05/2023	Pest Control Service	ORKIN	ORKIN	4430 - CONTRACT COSTS	\$2,200.00
594	10/05/2023	Phone Reimbursement	Ruddys Andrade	Ruddys Andrade	4190 - SUNDRY	\$500.00
595	10/05/2023	Security System at 7005	Securitas Technolo	Securitas Technol	4430 - CONTRACT COSTS	\$459.68
596	10/05/2023	Boiler Hot Water Treatment at 136	The Metro Group, I	The Metro Group,	4430 - CONTRACT COSTS	\$135.00
596	10/05/2023	Boiler Hot Water Treatment at 400	The Metro Group, I	The Metro Group,	4430 - CONTRACT COSTS	\$117.72
596	10/05/2023	Boiler Hot Water Treatment at 136	The Metro Group, I	The Metro Group,	4430 - CONTRACT COSTS	\$73.44
596	10/05/2023	Boiler Hot Water Treatment at 7005	The Metro Group, I	The Metro Group,	4430 - CONTRACT COSTS	\$70.47
597	10/05/2023	DSL at 136	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$187.02
597	10/05/2023	Elevator at 6900	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$121.34
597	10/05/2023	DSL at 7005	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$140.99
598	10/05/2023	FIOS	Verizon	Verizon - Albany	4190 - SUNDRY	\$40.17
599	10/12/2023	Phone Charges	Dbk Chian Enterpri	Dbk Chian Enterp	4430 - CONTRACT COSTS	\$406.71
599	10/12/2023	IT Services	Dbk Chian Enterpri	Dbk Chian Enterp	4430 - CONTRACT COSTS	\$1,480.00
600	10/12/2023	Repair Materials for different units	Home Depot Credit	Home Depot Cred	4420 - MATERIALS	\$3,227.70
601	10/12/2023	Landscaping Services for Sep	Jarrold & Sons Lan	Jarrold & Sons La	4430 - CONTRACT COSTS	\$1,050.00
601	10/12/2023	Landscaping Services for October	Jarrold & Sons Lan	Jarrold & Sons La	4430 - CONTRACT COSTS	\$1,050.00
602	10/12/2023	Alarms Monthly Service for the Month of	Metro Fire & Safet	Metro Fire & Safet	4430 - CONTRACT COSTS	\$200.00
602	10/12/2023	Service at 6900 - Replaced 2 heat detect	Metro Fire & Safet	Metro Fire & Safet	4430 - CONTRACT COSTS	\$1,143.00
602	10/12/2023	Service Repair at 136	Metro Fire & Safet	Metro Fire & Safet	4430 - CONTRACT COSTS	\$1,045.00
603	10/12/2023	Service at 7005	Slade Industries, In	Slade Industries, I	4430 - CONTRACT COSTS	\$696.00
603	10/12/2023	Service at 6900	Slade Industries, In	Slade Industries, I	4430 - CONTRACT COSTS	\$522.00
603	10/12/2023	Service at 7005	Slade Industries, In	Slade Industries, I	4430 - CONTRACT COSTS	\$870.00
604	10/12/2023	Intercom Service at 7005	Vanwell Electronic	Vanwell Electroni	4420 - MATERIALS	\$350.00
605	10/12/2023	Service at 400	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$40.97

## Guttenberg Housing Authority

### Paid Transactions Report

Filter Criteria Includes: 1) Program: Public Housing, 2) Period To: 10/1/2023, 3) Period From: 10/1/2023, 4) Account(s): All, 5) Component: Vendor Accounting

Check Num.	Check Date	Description	Payment Name	Charge Name	GL Account	Amount
606	10/12/2023	Cell phone for Maintenance and cleaning	Verizon	Verizon - Newark	4190 - SUNDRY	\$738.65
607	10/12/2023	Travel Reimbursement - PHADA Confere	Ruddys Andrade	Ruddys Andrade	4150 - TRAVEL	\$468.84
608	10/30/2023	Phone Charges	Dbk Chian Enterpri	Dbk Chian Enterp	4430 - CONTRACT COSTS	\$406.71
608	10/30/2023	IT Services	Dbk Chian Enterpri	Dbk Chian Enterp	4430 - CONTRACT COSTS	\$1,480.00
608	10/30/2023	Verkada Cameras 2023 - Phase 2	Dbk Chian Enterpri	Dbk Chian Enterp	1400.501.1220 - CAPITAL FU	\$32,850.35
609	10/30/2023	Maintenance Materials	HD Supply Facilitie	HD Supply Faciliti	4420 - MATERIALS	\$831.39
609	10/30/2023	Maintenance Materials	HD Supply Facilitie	HD Supply Faciliti	4420 - MATERIALS	\$224.80
610	10/30/2023	Painting Supplies	Israel Paint & Hard	Israel Paint & Har	4420 - MATERIALS	\$116.89
611	10/30/2023	Landscaping Services	Jarrold & Sons Lan	Jarrold & Sons La	4430 - CONTRACT COSTS	\$429.00
612	10/30/2023	Parking Barrier at 7005	Lombardy	Lombardy	4430 - CONTRACT COSTS	\$230.00
613	10/30/2023	Creation of Development Corporation - S	McManimon, Scotl	McManimon, Scot	4190 - SUNDRY	\$275.00
614	10/30/2023	DSL at 400	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$109.99
614	10/30/2023	Elevator at 400	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$137.11
614	10/30/2023	Elevator at 400	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$43.37
614	10/30/2023	Fire Alarm at 7005	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$137.11
614	10/30/2023	Elevator at 136	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$43.37
614	10/30/2023	Fire Alarm at 136	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$90.34
614	10/30/2023	Boiler Room at 136	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$45.53
615	10/30/2023	Fios TV at 6900	Verizon	Verizon - Albany	4190 - SUNDRY	\$190.83
615	10/30/2023	Internet at 6900	Verizon	Verizon - Albany	4190 - SUNDRY	\$149.00
615	10/30/2023	FIOS	Verizon	Verizon - Albany	4190 - SUNDRY	\$40.17

Total: \$72,222.57

#### Summary by Account

General Ledger Account	Amount
<b>Component: Vendor</b>	
1400.501.1220 - CAPITAL FUND PROGRAM 2022	\$35,776.09
1129 - A/R OTHER-Voucher Progm	\$1,748.00
4190 - SUNDRY	\$9,711.06
4540 - EMPLOYEE BENEFITS	\$598.08
4430 - CONTRACT COSTS	\$14,599.72
4170 - ACCOUNTING	\$4,570.00
4420 - MATERIALS	\$4,750.78
4150 - TRAVEL	\$468.84

*End of Report*

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG  
MEETING MINUTES**

This regular meeting of the Board of Commissioners was held on October 2, 2023, at 400 68th Street, Guttenberg, NJ. The meeting was opened at 5:04 p.m. and the Open Public Meetings Act Notice was recited.

Adequate notice of this Meeting of the Board of Commissioners of the Housing Authority of the Town of Guttenberg was given in accordance with Chapter 231 of the Laws of New Jersey by publishing the meeting date in the El Especialito and the Bergen Record, by posting the meeting date at the Guttenberg Town Hall, by posting the meeting date on the Bulletin Board at the main office of the Housing Authority at 6900 Broadway, Guttenberg, New Jersey 07093 and by posting the meeting date on the official website of the Housing Authority of the Town of Guttenberg.

A roll call of the Commissioners was taken.

COMMISSIONER	PRESENT	ABSENT
LINDA HABERMANN-WARD, CHAIR	X	
MARISOL MONTANEZ, VICE CHAIR	X	
DR. GONZALO PEREZ	X	
JOLENE MANTINEO	X	
BLANCA POPIEL	X	
LUZ TORRES	X	
VACANT		

Also attending the meeting were Executive Director Ruddys E. Andrade and General Counsel, Francis J. Borin, Esq. of DeCotiis, FitzPatrick, Cole & Giblin, LLP.

**PLEDGE OF ALLEGIANCE**

**EXECUTIVE DIRECTOR’S REPORT:**

1. The Executive Director reported on the Authority’s facility updates:
  - a. They have upgraded the lighting in the hallways at the 6900 Building. The work was performed internally. The Executive Director commended the Authority’s maintenance staff.
  - b. The work on the elevators 136 69<sup>th</sup> Street has begun. There were some issues with the new elevators at the 7005 and 6900 Buildings. They were able to get everyone up and downstairs, but some residents had to be physically carried. As a result, some payments to Slade Elevator have been held. A senior mechanic was brought in to troubleshoot the problem. There was a coding issue, which has been corrected. As a result of this, the Authority has purchased a rechargeable stair chair to get someone in a wheelchair up and down the stairs.
  - c. The Executive Director is not happy with the look of the floors at the 7005 Building. After the elevator work is completed, they will look to replace the floors.

2. The Executive Director reported that the current procurement coordinator has submitted their retirement paperwork. Someone on staff will assume those responsibilities on an interim basis.
3. The Executive Director reported that, under Section 103, the new policy says that anyone living in public housing over income for more than 24 months must pay market rate. Currently, there are close to thirteen (13) families. They have advised the Authority that they are leaving.
4. The Executive Director reported on the resignation of Commissioner Rebecca Acosta. The Housing Authority wishes her well. Ms. Acosta will be sorely missed. The Mayor and Council have been notified.

**FINANCIAL REPORT / PAYMENT OF BILLS:**

A motion was made to approve the Financial Report and to accept and pay all bills. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICE CHAIR		X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO		X			
BLANCA POPIEL	2	X			
LUZ TORRES		X			
VACANT					

The motion is adopted.

**APPROVAL OF MINUTES:**

A motion was made to approve the minutes of the September 11, 2023 meeting of the Board of Commissioners. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR		X			
MARISOL MONTANEZ, VICE CHAIR				X	
DR. GONZALO PEREZ		X			
JOLENE MANTINEO	1	X			
BLANCA POPIEL		X			
LUZ TORRES	2	X			
VACANT					

The motion is adopted.

**MOTION**

Motion was made to offer alternating schedule of in-person and remote housing authority monthly meetings. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	2	X			
MARISOL MONTANEZ, VICE CHAIR	1	X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO		X			
BLANCA POPIEL		X			
LUZ TORRES		X			
VACANT					

The motion is adopted.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**RESOLUTIONS:**

None.

**ENTERED EXECUTIVE SESSION AT 5:25 PM**

A motion was made to enter closed session to discuss personnel matters. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR		X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO		X			
BLANCA POPIEL		X			
LUZ TORRES	1	X			
VACANT					

**EXECUTIVE SESSION ENDED/ REGULAR SEESION REOPENED AT 5:31 PM**

A motion was made to conclude closed session to discuss personnel matters. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR		X			
MARISOL MONTANEZ, VICE CHAIR	1	X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO		X			
BLANCA POPIEL		X			
LUZ TORRES	2	X			
VACANT					

**PUBLIC COMMENT:**

Flu shots are available at Town Hall.

The Breast Cancer Walk is scheduled for October 14, 2023.

**ADJOURNMENT:**

A motion was made to adjourn the meeting. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR		X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO		X			
BLANCA POPIEL		X			
LUZ TORRES	1	X			
VACANT					

The meeting was adjourned at 5:32 p.m.

\_\_\_\_\_  
Ruddys E. Andrade, Executive Director/Secretary

\_\_\_\_\_  
Linda Habermann-Ward, Chairperson