

Minutes of a **REGULAR** called meeting of the Board of Directors of the Greater Brownsville Incentives Corporation (GBIC), held on **Wednesday October 21, 2020 at 12:00 pm** at The Young House 500 E. Saint Charles St Brownsville, Texas and Zoom Video Teleconferencing.

Board Members in Attendance at the GBIC Office:

Graham Sevier-Schultz (*Chairman of the Board*)
Sandra Duran (*Treasurer*)
Dennis Sanchez (*Board Member*) *Left the meeting at 12:45pm*
Pedro Cardenas (*Board Member*)

Board Members in Attendance via Zoom:

Esteban Guerra (*Vice Chairman*)
Nico Schaefer (*Board Member*) *Left the meeting at 1:30pm*
Jason Wolfe (*Secretary*) *Left the meeting at 1:30pm*

Board Members Absent – Excused: None

GBIC Staff in Attendance at the GBIC Office:

Mario Lozoya, *Executive Director*
Ramiro Aleman, *Director of Business Recruitment & Development*
Karla De La Riva, *Associate Director of Industry Retention*
Elsa M. Galvan, *Executive Assistant*
Michael Pruneda, *GBIC Attorney*

Others in Attendance via Zoom:

Lupe Granado, *COB Finance Director*
Stefano Poisl, *Goree Architects*
Priscilla Alvarez, *VIDA*
Ana Chavez, *Tequila Group*
Catherine Derbala, *Tequila Group*
Jeffrey Millar, *Tequila Group*
Blanca Chavez, *Tequila Group*
Commissioner Nurith Galonsky-Pizana

1. Roll Call- Excuse Members

With a quorum present, Graham Sevier-Schultz, called the meeting to order at 12:08pm to consider the following matters, as posted at the Brownsville City Hall.

2. Public Comment Period – No Public Comment.

3. Consent Agenda Items – All consent Agenda Items listed are considered to be routine by the Greater Brownsville Incentives Corporation and will be approved by one motion. There will be no separate discussion of these items unless a GBIC Board member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

Consideration and action, if any on the following items:

A.) Approval of the Minutes of Special Workshop and Minutes of Regular Board Meetings:

- Regular: September 17, 2020
- Special: September 2, 2020

B.) Approval and acknowledgement of invoices and miscellaneous claims.

Graham Sevier-Schultz entertained a motion to approve minutes and or invoices or otherwise. Pedro Cardenas Motion to Accept. Dennis Sanchez Seconded the Motion. Graham Sevier-Schultz asked if the motion is for both A & B? Pedro Cardenas responded yes. Motion Carries.

4. FINANCIALS & STAFF REPORTS

A. Discussion and Acknowledgement of GBIC Financials and Quarterly Investment Report. – *(Lupe Granado, COB Finance Director)*

Lupe Granado presented a summarized presentation of the financials. He commented on the amounts of the assets \$13.3 million, total liabilities \$60,000, and \$13.2 million in net assets. Mr. Granado continued to present the unassigned fund 9.2 million and the designated commitments which are 4.2 million. He continued to comment on the total fund balance of \$13.2 million dollars and the sales tax comparisons. Mr. Granado commented that we are just above year 2019 in sales tax revenues. Mr. Granado commented on the amount that was received from UTRGV in the amount of \$64,000 in which there is an agenda item regarding the amount. Mr. Granado stated that the weighted average of material investment policy states that we cannot exceed 227 days and currently we are 60 days which is positive and the weighed average yield is about 60 bases points compared to the treasury of .1 percent. Graham Sevier-Schultz asked Mr. Granado about the amount of time it would take to liquify and the days he mentioned in his presentation. Lupe Granado answered that the investment mirrors the city and we have to identify the weighted average of how long our investments would be outstanding before they matured and the certificate of deposit has 129 days and everything else is liquid. He commented that the average would take about 60 days. Dennis Sanchez asked about the investment pool 1.5 rate return and the Compass is .90 amount in return. He asked if it would be appropriate to move that 3 million from the account into the Compass investment to get a higher view. Lupe Granado commented that the strategy that they are using is not to put everything into one and that is why they separated the money to keep the funds diversified to some extent. He commented that the funds are secured in the BBVA, but it would take time to clear if something were to happen and accessing funds. He commented that the funds can be moved but he feels comfortable having it balanced.

Dennis Sanchez Motion to Acknowledge the financial report. Sandra Duran Seconded the Motion. Motion Carries.

B. Discussion, consideration, and acknowledgement of GBIC Executive Director & Staff Reports regarding recent activities and progress related to current ongoing projects. – *(Executive Director & Staff)*

Mario Lozoya presented to the board presented the information about Omnitrax and the partnership we can have with them to attract businesses into the area. Mr. Lozoya commented about the marketing efforts from Omnitrax and the partnership the GBIC has created to market our properties. Graham Sevier-Schultz asked of the stretch of railroad or where the properties are dispersed. Ramiro Aleman commented that it is essential from 14th street, the expressway all the way to the port. Mr. Lozoya continues his presentation about the Brownsville Virtual Tour and was completed on Thursday at 7am so we can target the many industries and countries. Jeffrey Millar presented to the board the Brownsville Virtual Tour and the 115 attendees which accompanied GBEDC during the virtual event. He continues to comment on the progress they did to promote the event, the news release, and the results from the event. He comments ton the Facebook premier, press releases, and new letters regarding the show. Mr.

Lozoya commented that GBIC has contacts from the virtual tour attendees so therefore we can communicate with them to create relationships. Mr. Lozoya stated that we have material that we can present to local and foreign partners to use the content for different events, BRE, and recruiting. Mr. Lozoya commented that the content that was collected can be used as the Bi-National relationship with Tamaulipas group. Esteban Guerra commented that he received many calls from several community partners that were impressed with the event and congratulated the GBIC staff on the work that was done. Graham Sevier-Schultz and Sandra Duran also commended the GBIC staff on the work that was put into the event. Sandra Duran asked about the FDIs and if there were any specific interests from those or one on ones. She also asked out of the 115 attendees what industries do they represent and what was their interest, sectors, and timeline. Karla De La Riva commented that people from Hong Kong and Germany are following up with those interested. Mario Lozoya commented that this will be part of the report of the follow-ups, industries, etc.

Sandra Duran Motion to acknowledge staff reports. Dennis Sanchez Seconded the Motion. Motion Carries.

5. OTHER ITEMS

A. Discussion and possible action on service agreement between the City of Brownsville and GBIC. – *(Executive Director & Staff)*

Mario Lozoya commented that the GBIC attorney had drafted a service agreement based on the board discussion and it was submitted to city and we have not received a sign copy in return.

Pedro Cardenas motion to table the agenda item.

Graham Sevier-Schultz commented that he wants to further discuss.

Pedro Cardenas withdrew his motion.

Michael Pruneda commented that the issue on this agenda item was if the city was asking to include on the proposed agreement with them so it can be done at this time. Graham Sevier-Schultz asked if we received anything back from the city by deadline for the meeting. Lupe Granado commented that the city manager's office will be following up with a meeting early next week to discuss the agreement. Graham Sevier-Schultz commented that he assumes that no payments have been made and GBIC has not been given any credit for the service agreement or line the of credit. His assumption is that once both parties have signed that any balance will be paid at that time. Lupe Granado commented that yes, that is correct. He continued to say that once the agreement is signed there will be a retroactive adjustment. Mario Lozoya asked if the item will be in the upcoming meeting. Mr. Granado believes that the city will reach out to GBIC to have a meeting.

Graham Sevier-Schultz Motioned to revisit this after the discussion with the city.

Sandra Duran Seconded the Motion. Motion Carries.

B. Discussion and possible action on agreement with VIDA. – *(Executive Director & Staff)*

Mario Lozoya addressed the board about the prior contract that was improved and the response from VIDA was a request on the change of number of students. He continued to say that last fiscal year it was \$305,000 for 55 students and the board reduced the amount to \$200,000. VIDA's request is to change the number of students from 55 to 45 students. The second change request is on the contract on the 2nd paragraph that states to seek out additional funding of \$75,000 per year and have requested to remove that. The staff agrees with that decision. All other items stated on the contract will remain and those two items be adjusted. Mr. Lozoya stated that staff recommendation is to agree that those two items be adjusted. Sandra Duran asked that Mario and Dr Murad that we have a meeting with Father Kevin to

promote collaboration further. Priscilla Alvarez addressed the board regarding VIDA and the contract renewal. She stated there was one other requested on the contract on section 3 to add October 1, 2020-September 30, 2021. Graham Sevier-Shultz asked if she has confirmed if GBIC can confirm enrollment. Priscilla Alvarez commented that it is on page 6 of the contract. She continued that she has a clarification of the contract on page 6 that states the qualifying funding from GBIC, information technology, manufacturing, allied health, and GBIC approved vocational training. She continued to say that they have those other training that are on the list but the ITECH center a program which they have asked VIDA about it since it was taken off the list. She is asking if the board will consider allowing them to assist in welding. Ms. Alvarez stated that the HVAC was taken off the list as requested. She continued to say that ITECH program chair is asking if GBIC can consider putting it back. She also mentioned that truck driving and special trade to see if that one is okay. Mario Lozoya commented that they will check the NSICS codes to see if truck driving is on the list. Graham Sevier-Schultz commented that they would like to proceed with the changes she suggested. Sandra Duran stated that it can be amended.

Sandra Duran motion to continue with the agreement of this.

Jason Wolfe commented on the consideration to the HVAC is that going to meet any type of salary measure. Graham Sevier-Schultz commented that HVAC is typically not a TYPE A activity that GBIC can participate in and we have to consider has to be primary export and are limited with our participation in HVAC incentives. Mario Loyosa commented that we will look at the NSICS codes and those codes will tell us if they are TYPE A relevant or not.

Jason Wolfe Seconded the Motion.

Michael Pruneda asked if Ms. Duran is not approving the changes.

Sandra Duran Motion to Accept the changes and complete and finalize the agreement.

Pedro Cardenas Second the Motion. Jason Wolfe Seconded the Motion. Motion Carries.

C. Discussion and possible action on RFP related to a TIRZ Consultant. -- *(Executive Director & Staff)*

Mario Lozoya addressed that board about a prior meeting where the board agreed to hire a TIRZ consultant and the RFP was launched for about 2 weeks and the result of that was only one applicant. Ramiro Aleman commented that he spoke to COB deputy city manager and public affairs personnel and they responded that GBIC speaks with their team and their consultant prior to picking an outside TIRZ consultant. He commented that GBIC cannot create a TIRZ since we are not tax exempt and it has to come from the city. He continued to say the COB has someone already contracted so the city recommendation is to meet with the city and their TIRZ consultant to determine the next steps forward. Mario Lozoya commented that the reason GBIC reached out to the city is to learn what is the typical contract and costs to benchmark it and in that inquiry that information was given. Michael Pruneda commented that the appropriate action would be to reject all proposals received and withdraw the RFP. Graham Sevier-Schultz commented that it is reasonable to consult with a TIRZ specialist in the future and not necessarily to the level of the response that was received, and we are premature in the process. Mr. Sevier-Schultz commented that if we can work with the city's TIRZ specialists and asked if it is accurate that they are volunteering their TIRZ specialist to work with us? Ramiro Aleman answered yes. Mario Lozoya asked if he is suggesting that there might be a time, we can use a TIRZ or is the agenda item being tabled. Michael Pruneda commented that we are rejecting the proposal received and withdrawing the RFP and, in the future, we will work with the city we can do it with a near local agreement with the city. Graham Sevier-Schultz mentioned that this is counsel recommendation, and he is entertaining a motion.

Pedro Cardenas Motioned to reject the proposal and withdrawal the RFP till further notice.

Sandra Duran Seconded the Motion. Motion Carries.

D. Discussion and possible action on Resolution authorizing property transaction and closing. – *(Executive Director & Staff)*

Michael Pruneda commented that this is a resolution that the title company is requiring on the Excel Bobbin transaction. He commented that the resolution allows for GBIC staff, city personnel, financial staff to sign any instruments required by the title company for closing and gives GBIC the authority to make any changes that may be necessary. Mario Lozoya commented that this is the same resolution used to purchase the property which we edited to this particular project and is a procedural item. Graham Sevier-Schultz asked if everyone understands it fully.

Pedro Cardenas Moved to Approve.

Graham Sevier-Schultz Seconded the Motion.

Yeas- Jason Wolfe

Motion Carries.

Sandra Duran commented that the discussion on the table is to acknowledge to approve the resolution. Michael Pruneda commented that GBIC needs a proper resolution as requested from the title company to further enhance the action that we have taken on the Excel/Bobbin property. Graham Sevier-Schultz commented to Ms. Duran that we approved the purchase and the money, and the transaction has been at the title company this whole time. He stated that there are two title companies that GBIC has been working with. He commented that one of the title companies requires specific wording so the seller can acknowledge the sale and we can acknowledge the receipt of the property. He stated that this is no new action and putting in additional writing for action that we have already taken. Sandra Duran added her "I" to the motion.

E. Discussion and possible action on warehouse space or development activities in the NBIP. – *(Graham Sevier-Schultz)*

Graham Sevier-Schultz commented to the board about the interest in warehousing in the industrial park and can be put to good use. He stated that he does not have any supporting documentation but if we can specifically approach the property as useful for warehousing or get a real estate specialist to list it as such to market it. This is a direction to let staff fully address that park at warehousing spacing. Mario Lozoya commented that he understands to market the property to sale it. Graham Sevier-Schultz commented to the board that if there is any use that comes up between now and completion that is different from warehouse space, he doesn't have a problem of it being used for different usage. Ramiro Aleman commented that the current construction out there will be used for manufacturing and injection modeling and that is not warehousing. Graham Sevier-Schultz comment that if we get another manufacturing company that wants to move in but if GBIC can start to get partnership with developers and getting spec space or warehouse space. Mario Lozoya mentioned that GBIC staff has LOIs from some developers that wanted to build some space after COVID, but we will revisit it again. Graham Sevier-Schultz commented that he thinks the board can develop specific incentives if the staff recommends.

Sandra Duran Motion the chairman's suggestion that we aggressively market the property and what the staff does to increase. Pedro Cardenas Seconded the Motion. Motion Carries.

F. Discussion and possible action on refund payment to UTRGV. – *(Executive Director & Staff)*

Mario Lozoya presented to the board regarding the initial letter in which indicates the release for \$64,000 to GBIC for the payment of a service that was rendered to UTRGV under the previous GBIC contract. The payment could not be made since the GBIC contract did not exist anymore. He commented that there is a conflict in carrying on due to procurement issues. The recommendation is to give the funds

back to UTRGV and allow them to handle the issue. This is just to put it on record in which we are sending back the funds to UTRGV and have them make the payment. Graham Sevier-Schultz commented initially UTRGV contracted someone to complete a study and the payment was not made to that person who completed the study. He commented that the money for the project was returned to us prior to paying the invoice. He continued saying since we have no performance agreement with this person who did the study we are unable to pay them directly so we are asking UTRGV to send them letter stating the money is to pay that person and there is record of this person doing the study. Sandra Duran asked what the study was regarding and to obtain the results of the study to use in the future. Mario Lozoya commented the study was before our time and the project was to do an innovation center at the 511 corridor. Mr. Lozoya commented that the project was around the port development and innovation center feasibility, but the project did not go through.

*Sandra Duran Motion to reimburse the amount of money that is owed to Dr. Mostafa Malki back to UTRGV so they can pay and fulfill their obligation as long as we get a copy of the study.
Pedro Cardenas Seconded the Motion. Motion Carries.*

G. Discussion and possible action on Board Conduct Policy. – *(Sandra Duran & Dennis Sanchez)*

Sandra Duran addressed the board that GBIC staff needs to have a true commitment from the board to help them in a positive leadership. Ms. Duran commented about the board conduct policy and reminded the board members that they should continue to have good behavior towards the staff and our board. She commended the GBIC staff for the good behavior and the good standing within the community. Graham Sevier-Schultz commented that he acknowledges that he put some language online through social media that did not align with the board conduct policy and he has corrected his behavior and removed himself from social media. He commented that if there are any concerns that needs to address that it should be discussed. He apologized for his actions. Dennis Sanchez commented that the board was appointed by the city and they have confidence in them and stated that we need to look forward positively as a team.

*Sandra Duran Motion that she believes in the organization and believes in the responsibility that we were entrusted and want to Acknowledge the generous observation of the social media remarks and thank you Dennis for bringing it to our attention and we want to keep positive.
Pedro Cardenas Seconded the Motion. Motion Carries.*

H. Discussion and possible action to allow GBIC staff to contract an Economic Development Consultant to provide GBIC with strategic planning and implementation services. – *(Sandra Duran & Esteban Guerra)*

Sandra Duran presented to the board the importance of having the initiatives be aligned with the strategic economic plan. She commented about the TIPP strategy form that was received back in March 2019. She commented that there are about 69 tasks that are listed that are not being completed. She continued to say that KPIs cannot be improved if it is not measured. She stated that she has not seen from the board or staff how we can be more precise as to which projects should take priority even if we are working on others. Ms. Duran continued to say that the workforce and talent has to have smart goals for each of our focus areas, which will indicate what needs improvement. She continued to say that KPIs need to be implemented to be able to evaluate the staff on the goals an if deadlines are being met. She mentioned that one of the things that a consultant can do to help the staff is to help with the implementation flow which will create the matrix flow and activities for us to evaluate. She commented that the workforce and talent need to have smart goals. Those smart goals will show what we need to improve. Graham Sevier-Schultz commented that he would like to look at this presentation more closely and have a more interactive conversation and agrees of the direction and goals. Sandra Duran mentioned that her intent and objective is to recognize the amount of work that the staff has to do to get us to accomplishing our strategic plans successfully. She continued to say that that workload is tremendous and need to be

supported in the leadership and where we want them to focus on. Ms. Duran commented that in order for us to support the city the city needs to support us to support them. Mario Lozoya presented to the board the overview of the 5-year strategic plan, goals which was adopted in 2019. Mr. Lozoya commented on all the activities that the staff has been working on or completed since the plan has been implemented. Mr. Lozoya mentioned that the team has worked on collaborating with the city and other entities to work on projects. Sandra Duran commented that the presentation is missing the KPI and we have not documented and informed the community on that. Mario Lozoya commented that Tequila Group filmed and interviewed BISD and TSC. Graham Sevier-Schultz mentioned that it good for the executive director reports and press releases. Mario Lozoya commented that now with Tequila Group we have been able to highlight Brownsville. He continued to say that the Guardian has agreed to do five different stories based on the Select USA event. Sandra Duran asked if we purchase any advertising from the Guardian. Mario Lozoya stated that GBIC is in the middle of potentially a contract which is \$5,000 per year and he has asked that Tequila Group review it prior to committing to provide feedback. Mr. Lozoya mentioned that he does have a KPI board which he will share with the board. Sandra Duran mentioned that a lot of work has been done has not been communicated. She commented that it would be good for us as an organization to revisit as a team, organization, where we are from a year ago. Mario Lozoya commented yes, she is right that we have completed some of the targets and need to mitigate what other next two targets to complete. Graham Sevier-Schultz commented that people outside the organization want to see what we have done in the past year, what we are doing this year and for two more years. He commented that he is glad to see the organization that comes across in this presentation and it has been prevented from people seeing the success that has happened in this organization. Graham Sevier-Schultz asked about the item of a consultant and as a board we are starting to see the decision that we made when we came on. He asked what the need of the consultant is and asked what the idea is behind this item. Sandra Duran mentioned that the idea behind the consultant is to have easier access and a better flow of the efforts being set forth from our staff and provide a framework to see reporting in a monthly, quarterly, and yearly basis and she believes that the consultant would help not on a permanent basis but as a project. She stated that if the board decided today that they did not need a consultant and give us the guidance to get the staff there then there is no need for the discussion. Mario Lozoya commented that he would like the opportunity to work with Tequila Group to visualize a KPI dashboard and see how we can share with you. Graham Sevier-Schultz mentioned that he would like to see more information on the hiring and procurement process. Sandra Duran commented that the presentations have not been consistent and are informal. She stated that when it comes to monthly reports, they usually do not see this type of format and the reports are not in a presentation format of monthly activities and tasks that have been performed. Ms. Duran mentioned that there are platforms that are out there can provide transparency of who is doing what and by when and what matrix needs to be improved. She continued to say that there are platforms out there that consultants can provide the guidance to get there. Sandra Duran motioned that the staff go out there to pursue a consult a consultant and spend no more than \$10,000 to present and you word it so that you have an RFP or RFQ to bring to the board something that would be satisfactory. She continued to say that there is a lot of work to be done and how we are presenting the information to be transparent to the community. Graham Sevier-Schultz commented that the board should allow GBIC staff to work with their existing relationship to present what they already have. Sandra Duran is motioning that the reports come on a monthly, quarterly, and yearly basis for our board meetings in whatever form he decides to present it in with Tequila Group. Michael Pruneda commented that the motion needs to be clear and be consistent with the item on hiring and retaining a consultant. Sandra Duran commented that the chairman does not agree with retaining a consultant for the staff. Michael Pruneda commented that he does not advise to proceed with the item as worded and if they want to make a motion that is taking us in a different direction lets wait for another meeting. He continued to say that the action and item do not mix. Graham Sevier-Schultz commented that he appreciates everything she has introduced, and it is relevant and useful, but he balances that with the staff recommendation which have been done. Mario Lozoya commented that he does agree with the board member Sandra Duran that it needs to be formulated into a visual that shows KPI progress. Graham Sevier-Schultz to give Mr. Lozoya and staff a chance to present what they have, and we can revisit this.

*Pedro Cardenas Motioned to Table the Agenda Item indefinitely and bring it back when needed.
Graham Sevier-Schultz Seconded the Motion.
Agenda Item Tabled.*

- I. Discussion and possible action to redirect Marketing and Target Strategies to attract specific employees.
– (Sandra Duran & Pedro Cardenas)

No Discussion

*Sandra Duran Motioned to Table the Agenda Item for next month's meeting.
Pedro Cardenas Seconded the Motion.
Agenda Item Tabled.*

- J. Consideration, discussion, and possible action to acknowledge Website and Internet branding. – (Sandra Duran & Esteban Guerra)

No Discussion

*Sandra Duran Motioned to Table the Agenda Item for next month's meeting.
Graham Sevier-Schultz Seconded the Motion.
Agenda Item Tabled.*

6. **CLOSED SESSION:** In accordance with Chapter 551 of the Texas Government Code, the Board of Directors hereby gives notice that it may meet in a closed, non-public session to discuss the items listed on the public portion of the meeting agenda in accordance with the following below:

*Pedro Cardenas Motion to Move into Executive Session at 1:46 pm. Sandra Duran Seconded the Motion.
Motion Carries.*

- A. Pursuant to Section 551.074, the Board of Directors may convene in a closed, non-public meeting to discuss any matters related to **appointment, employment, evaluation, reassignment, duties and discipline or dismissal of a public officer or employee and to hear any complaints or charges against an officer or employee.** The Board of Directors and its attorney may also discuss such issues with the appropriate staff including members so as to obtain necessary and relevant information so that such discussion is informative and developed.

- **Additional personnel hiring** – (Executive Director & Staff)

- B. Pursuant to Section 551.087, the Board of Directors may convene in a closed, non-public meeting to discuss any matters related to **economic development issues.** The Board of Directors and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

- **Project Stone** – (Graham Sevier-Schultz, Chairman of the Board)
- **Project Dragon** – (Graham Sevier-Schultz, Chairman of the Board)

- C. Pursuant to Section 551.071, the Board of Directors may convene in a closed, non-public meeting with its attorney and discuss any matters related to **legal advice on pending or contemplated litigation, settlement offer, and/or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.** The Board of Directors and its attorney may also discuss such issues with

the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

- **C.E.O. Mario Lozoya** - (*Graham Sevier-Schultz, Chairman of the Board*)

7. RECONVENE

*Pedro Cardenas Motion to Reconvene at 2:14pm.
Sandra Duran Seconded the Motion.
Motion Carries.*

Discussion and possible action on any item(s) discussed in Executive Session and those that are listed on the public portion of the agenda including the following:

A. Project Stone

*Sandra Duran Motion that the Executive Director proceed as instructed in executive session.
Esteban Guerra Seconded the Motion.
Motion Carried.*

B. Project Dragon

*Sandra Duran Motion that the Executive Director proceed as instructed during executive session.
Pedro Cardenas Seconded the Motion.
Motion Carried.*

C. Personnel Hiring

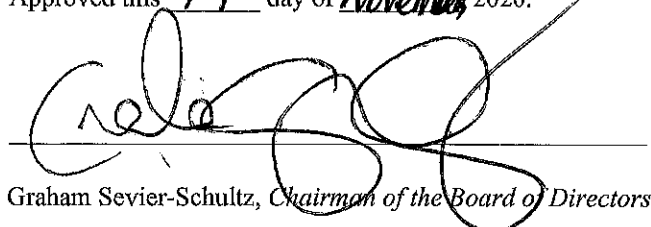
*Sandra Duran Motion that the executive director meet with the HR committee to review the two staff positions in order to proceed with hiring.
Pedro Cardenas Second the Motion.
Motion Carried.*

8. ADJOURNMENT

Pedro Cardenas motioned to adjourn the meeting at 2:15pm. Sandra Duran seconded the motion. Motion Carried.

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Approved this 19 day of November, 2020.


Graham Sevier-Schultz, *Chairman of the Board of Directors*

Respectfully Submitted By: Elsa M. Galvan, *Executive Assistant*