

RTM

OCTOBER 2016

3. GMEA Contract –
7. CD Block Grant minutes



TOWN OF GREENWICH

Finance Department

Peter P. Mynarski, Jr., Comptroller

TO: David Detjen, Chairman
Labor Contracts Committee

FROM: Peter Mynarski, Comptroller

DATE: September 28, 2016

SUBJECT: REQUIRED CONFIRMATION OF THE ESTIMATED COSTS FOR
THE 2016-2019 LABOR SETTLEMENT BETWEEN THE TOWN OF
GREENWICH AND GREENWICH MUNICIPAL EMPLOYEES
ASSOCIATION

As required by the Representative Town Meeting approved Sense of the Meeting Resolution, Item 22, Paragraph 3, dated June 9, 1980, I am certifying the attached estimate of annual costs to the Labor Contracts Committee and the Representative Town Meeting for October 24, 2016 are correct and I am in agreement.

9.26.2016
Date


Comptroller

cc: Alfred C. Cava, Director of Labor Relations

Greenwich Municipal Employees Association Labor Settlement 2016 - 2019
Summary of Cost of Contract

	FY15/16 Current	FY 16/17 Year 1	FY 17/18 Year 2	FY 18/19 Year 3		
Wages a						
Full-Time Base Pay	\$18,452,187	\$18,994,681	\$19,528,432	\$20,057,652		
Part-Time Pay	\$4,299,409	\$4,396,146	\$4,495,059	\$4,596,198		
Overtime	\$531,696	\$543,659	\$555,891	\$568,399		
Shift Differential	\$38,539	\$38,539	\$48,174	\$48,174		
Out of Class	\$80,976	\$83,157	\$83,956	\$85,735		
Longevity	\$105,550	\$105,550	\$105,550	\$105,550		
Paid Leave	\$2,492,250	\$2,559,363	\$2,583,963	\$2,638,720		
Holiday Pay	\$818,516	\$840,557	\$848,636	\$866,620		
Total Wages	\$26,819,123	\$27,561,652	\$28,249,661	\$28,967,047		
		2.77%	2.50%	2.54%		
Benefits						
Medical b	\$5,235,759	\$5,812,949	\$4,562,810	\$4,787,812		
Vision	\$11,262	\$11,262	\$14,962	\$14,962		
Basic Term Life/LTD	\$88,217	\$88,217	\$88,217	\$88,217		
Total Benefits	\$5,335,238	\$5,912,428	\$4,665,989	\$4,890,991		
		10.82%	-21.08%	4.82%		
Retirement						
Defined Benefit c	\$960,715	\$889,343	\$811,864	\$728,676		
Defined Contribution d	\$442,427	\$505,634	\$571,414	\$639,893		
Social Security/Medicare	\$2,051,663	\$2,108,466	\$2,161,099	\$2,215,979		
401-k Town Match	\$556,500	\$556,500	\$570,000	\$583,500		
OPEB e	\$105,177	\$108,270	\$111,312	\$114,329		
Total Retirement	\$4,116,482	\$4,168,213	\$4,225,689	\$4,282,377		
		1.26%	1.38%	1.34%		
Grand Totals	\$36,270,843	\$37,642,294	\$37,141,340	\$38,140,416	3 year increase	Per Year Average
		3.78%	-1.33%	1.32%	5.15%	1.72%

a Wages = GWI 2.25% each year and increments of 0.69%/0.56%/0.46%

b Jan 2017 13% premium increase included; trend of 5% for SPP for July 1, 2017 and July 1, 2018 and Trend 4% for dental for January 1, 2018

c Normal Costs = 9.92% - enrollment based on an annual turnover rate of 14

d Town contribution = 5% - enrollment based on an annual turnover rate of 14

e OPEB 0.57%

GMMA Collective Bargaining Agreement 2016 - 2019

Article	Section	Summary of Negotiated Change
Article 5 - Wages	B	2.25% GWI retroactive to 7/7/8/16, 2.25% GWI on 7/1/17 and 2.25% GWI on 7/1/18.
Article 5 - Wages	C	Change the word "increment" to "step increase" (non-substantive change).
Article 5 - Wages	E	Delete reference to January 1, 2014 effective date (non-substantive change).
Article 5 - Wages	F	10 and 11 month employees to be paid in conjunction with hours actually worked.
Article 5 - Wages	G	Five-day payroll lag to be implemented in order to pay "current" (actual hours worked).
Article 7 - Hours and Work Week	A	Change reference to appendix lettering (non-substantive change).
Article 8 - Overtime	A	Increase time to use compensatory time from 120 days to 180 days from the date on which it was earned.
Article 8 - Overtime	B	Increase shift differential from \$1.00 to \$1.25 for second shift (noon-midnight) and \$1.50 to \$1.75 for third shift (10pm-8am), effective 7/1/17.
Article 8 - Overtime	E	Employees called to work overtime will be limited to one three-hour minimum per day; subsequent call-in's to be paid only for time worked, at the overtime rate.
Article 11 - Sick Leave	A	Sick leave credits to be recorded in hours based on a 7-hour day for full-time employees on a 35-hour workweek or based on an 8-hour day for those on a 40-hour workweek. Sick leave credits for eligible part-time employees will be recorded in hours based on the number of hours the employee is scheduled to work for the week divided by five days.
Article 11 - Sick Leave	C	Permit for the use of sick leave in full day or quarter hour increments.
Article 11 - Sick Leave	C3 (new)	Up to ten days of sick leave may be used for childcare for employees on approved FMLA leave
Article 11 - Sick Leave	G	Employees who have accumulated at least 180 sick days as of July 1, 2017 will continue to receive 1 extra paid vacation day for each 4 unused sick days earned during any subsequent fiscal year. Once an employee's accrued sick leave time drops below 180, he/she is no longer eligible for this benefit but will become eligible for the benefit outlined in Article 11H.

GMMA Collective Bargaining Agreement 2016 - 2019

Article	Section	Summary of Negotiated Change
Article 11 - Sick Leave	H (New)	Sick leave incentive to be implemented on a quarterly basis, rather than annually. Employees who do not use sick time during a calendar quarter will earn 1.25 vacation days, for a maximum of 5 days per year. Part-time employees will earn 0.75 vacation days, for a maximum of 3 days per year.
Article 11 - Sick Leave	I (New)	Add section to indicate that sick leave may be used for pre-scheduled medical appointments for which time off pursuant to Article 22 is not applicable.
Article 12 - Vacation	D	Delete language regarding timing and deadlines for vacation leave requests.
Article 14 - Insurance	A6	Effective July 1, 2017, employees may participate in the CT State Partnership Plan.
Article 14 - Insurance	B1	Delete outdated reference to credit for retirees after June 30, 1984 (non-substantive).
Article 14 - Insurance	C	Delete outdated reference to January 1, 2014 effective date for life insurance policy increase (non-substantive).
Article 15-Clothing/Safety Equip		Department head or Town's safety officer to determine whether safety shoes or protective footwear are required. In the absence of a safety officer, the Town's safety consultant shall make the determination.
Article 17 - Retirement	C1	Deferred compensation match to increase from \$2,100 to \$2,200 on 1/1/18 and from \$2,200 to \$2,300 on 1/1/19.
Article 19 - Bereavement Leave	A	Capitalize "Immediate Family" to reference definition in Art. 11C(2) (non-substantive).
Article 20 - Conferences	B2 (New)	Effective 7/1/17, full-time employees with at least 36 months of continuous employment with the Town will be eligible for reimbursement of up to 50% for tuition, registration and book expenses (not to exceed \$2,000 in any fiscal year) for professional development courses, undergraduate or graduate courses which are required to meet minimum qualifications for advancement to a higher salary grade within the bargaining unit.
Article 22 - Health Appointments	A	Time off for pre-scheduled medical appointments to be limited to 6 hours per year; time off for annual physicals shall not count toward the 6-hour maximum.
Article 22 - Health Appointments	B	Increase eyeglass reimbursement from \$300 to \$400, effective 7/1/17.
Article 23 - Grievance Procedure	A	Delete reference to 20 calendar days in order to start Step 2 of the grievance process sooner.
Article 24 - Appointments	A2	To be qualified for transfer, employee must have the technical skills and/or interpersonal skills necessary to perform the functional duties of the position.
Article 24 - Appointments	A3	A transferred employee is prohibited from reapplying for transfer to the department to which the employee unsuccessfully transferred for a minimum period of twenty-four (24) months.

GMEA Collective Bargaining Agreement 2016 - 2019

Article	Section	Summary of Negotiated Change
Article 24 - Appointments	L (New)	Employees at Nathaniel Withrell and the BOE are subject to State of CT statutory hiring requirements.
Article 28 - Miscellaneous	A	Change reference to Policy Manual from “Personnel” to “Human Resources” (non-substantive).
Appendix C		Updated to include all current positions in the bargaining unit.
Appendix K - Dispatchers	I	Delete section.



TOWN OF GREENWICH

COMMUNITY DEVELOPMENT OFFICE

**Community Development Advisory Committee Meeting June 29,
2016 (Wednesday) 7 PM Cone Meeting Room (2nd Floor,
Greenwich Town Hall)**

*Items -
4-7-*

MEETING MINUTES (APPROVED)

CDAC Members:

Nanette Burrows, William Collins, Betsey Frumin, Judith Goss, Alan Gunzburg, Victoria Hackman, Abbott Jones, Elizabeth Krumeich, Cathy Landy, Naomi Schiff Myers, Wilma Nacinovich, Patty Roberts, Winston Robinson, Steven Rubin, Samarpana Tamm, Christopher vonKeyserling, Alexis Voulgaris, and Dennis Yeskey

Public: Ken Borsuk (Greenwich Time)

CDBG Staff: Barbara Johann and Princess A. Erfe

1. Call to order

Ms. Alexis Voulgaris, Chairwoman, called the meeting to order at 7pm. Ms. Voulgaris thanked the Advisory Committee members for their attendance and for submitting subcommittee reports that were comprehensive with funding recommendations that were thoughtful to the fact that not all proposed activities can be fully funded.

2. Action on minutes of May 24, 2016 CDAC meeting

The Advisory Committee members received the draft copy of the May 24th 2016 CDAC meeting minutes via email. In the absence of any changes or amendments to the draft minutes, it was moved for adoption.

Action: The Advisory Committee adopted the minutes as presented.

3. Conflict of Interest Discussion

Ms. Voulgaris reminded the Advisory Committee members of the "Conflict of Interest" discussion during their May 24, 2016 meeting. In addition to the discussion, several Advisory Committee members disclosed their affiliations (including an immediate family member's affiliations) with the agencies that have applied for program year 2017 CDBG funding. Ms. Erfe asked members who were missed the May 24, 2016 meeting for their disclosure.

Ms. Patty Roberts stated that she is the Board Chair at Inspirica.

Ms. Betsey Frumin disclosed that a family member was a past client of Abilis (not current).

Ms. Erfe stated that in the event that a potential conflict of interest may exist, the CDBG office and the Town will take immediate actions to ensure that the appropriate steps are followed in compliance with the HUD regulations.

4. Update from CD Administrator including anticipated funds for PY2017

Ms. Erfe informed the Advisory Committee that HUD released the allocations for 2016. The Town is expected to receive \$738,876. Ms. Erfe noted that the 2016 actual entitlement will be \$13,876 more than the amount originally anticipated and budgeted for program year 2016. In addition, \$16,566.92 of unused funds from activities that were completed in 2015 would also be available to be reprogrammed. Finally, program income in the amount of \$38,718 from 2015 can also be reprogrammed.

Therefore, the total amount of funding available for PY2017 activities is \$794,160.92 (\$725,000 anticipated entitlement and \$69,160.92 reprogrammed funds). Ms. Erfe reminded the Advisory Committee that as per HUD regulations, no more than 20% of the entitlement funding be used/spent for Administration and that no more than 15% of the entitlement funding be used/spent for public/human service activities.

5. Discussion on available/excess CDBG funds

Ms. Erfe stated that the Advisory Committee must discuss and decide on the potential use for the excess funds totaling \$69,160.92 (\$13,876 from 2016 actual entitlement funding plus \$55,284.92 of unused/excess funding). There was an extensive conversation as to the possible use for the excess funds. Ms. Erfe made the following suggestions: for the excess funds to be added to the program year 2017 anticipated budget; for the Advisory Committee to work on the 2017 funding recommendations; for the Advisory Committee to discuss and vote on which 2017 activities can be moved to program year 2016. The Advisory Committee agreed to the suggestion.

Ms. Erfe stated that whatever course of action the committee ends up recommending will have to go through the normal approval process – First Selectman endorsement, BET approval, RTM approval, and finally HUD notification.

Ms. Erfe also reminded the Advisory Committee that the AP2017 will be submitted to the BET during their October meeting and to the RTM during their December meeting. If any of the 2017 activities will be moved to PY2016, then those activities will have to be presented to the BET during their September meeting and to the RTM during their October meeting (reminder October BET for AP2017).

6. Discussion on adjustments/revisions if entitlement is more or less than anticipated

Ms. Erfe again reminded the Advisory Committee members that the proposed funding allocations will be made based on an anticipated entitlement amount for PY2017. Thus, the Advisory Committee must discuss and decide on the actions to be taken by the CDBG office in the event that the actual entitlement funding should be more or less than anticipated.

The Advisory Committee moved to adopt the same process that has been done in the prior years. The following motion was moved and seconded: “a proportionate reduction in the funding recommendations after adjustments to meet the 15% cap for public service activities and the 20% cap for the administrative expenditures should the actual entitlement for PY2017 is less than anticipated. If the actual entitlement for PY2017 is more than anticipated, the Advisory Committee made the motion to put the excess funds into a contingency line item.”

Action: The Advisory Committee voted to approve the motion as presented.

7. Structure of CDAC funding recommendation process

Ms. Erfe stated that the Advisory Committee should decide which category to work on first, public/human services or acquisition/capital improvements. Ms. Erfe added that the subcommittee recommendations for each proposed activity were applied as a placeholder amount only. Ms. Voulgaris suggested for the committee to discuss the public/human service activities first then work on the acquisition/capital improvement activities second.

Mr. vonKeyserling made a motion which was seconded to adopt the program year 2017 Administration budget of \$140,000.

Action: The Advisory Committee voted to approve the motion as presented.

8. Discussion and action on PY2017 funding recommendations

The Advisory Committee worked on finalizing the 2017 funding recommendations starting with the public/human service activities first. As a basis for discussion and action, the following lists the proposed activities including the funding recommendations made by each subcommittee group:

- Child Guidance Center of Southern CT, Inc. – Mental Health Assessment, Treatment and Support Services – \$20,000
- Community Centers, Inc. – Comprehensive Educational Program – \$10,000
- Community Health Center – Franklin Street CHC Senior Dental Program – \$9,000
- Family Centers – First Steps Center at Armstrong Court Preschool Program – \$10,000
- Family Centers – RITE Program – \$5,000
- Food Bank – Food Bank Program Administrative Support – \$10,000
- Greenwich Adult Day Care, Inc. – River House Wellness Therapy Program – \$8,500
- Inspirica, Inc. – Women’s Housing Program Residential Case Manager/Life Planning Coach – \$5,000
- Inspirica, Inc. – Jumpstart Career Program Employment Specialist – \$5,000
- Jewish Family Services of Greenwich – Supermarketing for Seniors Program – \$5,000
- Kids in Crisis – Crisis Nursery Emergency Services – \$10,000
- Meals on Wheels – Support for Food Service Program – \$5,000
- Neighbor-to-Neighbor – Summer Supplement Program – \$10,000
- Old Greenwich Riverside Community Center – OGRCC Childcare Program – \$5,000
- Shelter for the Homeless – Emergency Meals Program – \$12,500
- YWCA of Greenwich – Emergency Housing and Crisis Counseling for Domestic Violence Victims – \$5,000

Ms. Voulgaris informed the Advisory Committee that the minimum funding recommendation for each activity is \$5,000. This has been the past practice to ensure that enough funding is provided to agencies for the required documentation and report that have to be produced and submitted. Mr. Collins commended the subcommittee groups for their conscious effort to not recommend full funding to the proposed activities given the anticipated 2017 budget for public service activities.

The Advisory Committee had a lengthy and comprehensive discussion pertaining to the funding recommendations for the proposed public service activities. Numerous reductions to the subcommittee recommendations were proposed in order to meet the 15% cap/limit allowed for said category. After an extensive dialogue, the total funding recommendations for public service activities was ultimately decreased from \$140,000 (subcommittee total) to \$108,750.

A motion to close further discussion and adopt the funding recommendations totaling to \$108,750 for the public service activities was made and seconded.

Action: The Advisory Committee approved the motion as presented.

The final funding recommendations (pending approval – see item #9 of agenda) for program year 2017 CDBG public/human service activities are as follows:

- Child Guidance Center of Southern CT, Inc. – Mental Health Assessment, Treatment and Support Services – \$16,250
- Community Centers, Inc. – Comprehensive Educational Program – \$8,000
- Community Health Center – Franklin Street CHC Senior Dental Program – \$7,000
- Family Centers – First Steps Center at Armstrong Court Preschool Program – \$7,500
- Family Centers – RITE Program – \$5,000
- Food Bank – Food Bank Program Administrative Support – \$5,000
- Greenwich Adult Day Care, Inc. – River House Wellness Therapy Program – \$6,000
- Inspirica, Inc. – Women’s Housing Program Residential Case Manager/Life Planning Coach – \$5,000
- Inspirica, Inc. – Jumpstart Career Program Employment Specialist – \$5,000
- Jewish Family Services of Greenwich – Supermarketing for Seniors Program – \$5,000
- Kids in Crisis – Crisis Nursery Emergency Services – \$10,000
- Meals on Wheels – Support for Food Service Program – \$5,000
- Neighbor-to-Neighbor – Summer Supplement Program – \$8,000
- Old Greenwich Riverside Community Center – OGRCC Childcare Program – \$5,000
- Shelter for the Homeless – Emergency Meals Program – \$6,000
- YWCA of Greenwich – Emergency Housing and Crisis Counseling for Domestic Violence Victims – \$5,000

The Advisory Committee continued to work on the acquisition/capital improvement projects. As a basis for funding discussion and action, the following lists the proposed projects including the funding recommendations made by each subcommittee group:

- Abilis – Parking Lot Expansion and Repaving Project – \$64,050
- Boys and Girls Club of Greenwich – Security Improvements at BGCG – \$13,812.77
- Byram Volunteer Fire Department – Utility 3 Replacement Project – \$20,000
- Domus Kids, Inc. – Replacement of the Shed at Passages Group Home – \$5,000
- Family Centers – Gateway Preschool Playground Soft Surface Replacement – \$25,000
- Food Bank of Lower Fairfield County – Food Bank Facility Exterior Masonry Restoration – \$0
- Friends of Laurel House, Inc. – Purchase of Truck for Laurel House – \$25,000
- Greenwich Historical Society – Installation of a Handicapped-Accessible Elevator at Bush-Holley Historic (Phase II) – \$25,000
- Housing Authority of the Town of Greenwich – McKinney Terrace I and II Parking Lot Repaving – \$211,000
- Housing Authority of the Town of Greenwich – McKinney Terrace I Painting and Upgrade – \$180,000
- Inspirica, Inc. – Center for Children and Families Commercial Wing Elevator – \$40,000
- Neighbor-to-Neighbor – New Building Elevator – \$79,000
- Pathways, Inc. – Emergency Generator at 258 Davis Avenue Group Home – \$15,000
- Shelter for the Homeless, Inc. – Emergency Shelter Bed Replacement – \$12,855
- TAG – Acquisition of a Handicapped-Accessible Vehicle – \$18,000
- YMCA of Greenwich – St. Roch’s Childcare Center Upper Playground Project – \$22,308

The committee had a discussion about the two applications submitted by the HATG. The committee also talked about the lease between the HATG and the Town of Greenwich for the properties where the McKinney Terrace developments are located. Mr. Collins made a motion which was seconded to eliminate the subcommittee's funding recommendation of \$211,000 to support the Housing Authority of the Town of Greenwich (HATG) McKinney Terrace I and II Parking Lot Repaving.

Action: The Advisory Committee voted to approve the motion as presented. Motion passed. Vote was 16 Yes – 0 No – 1 Abstained (Mr. Robinson).

The committee proceeded to discuss the application submitted by the Byram Volunteer Fire Department (BVFD). Several issues including safety, other Volunteer Fire groups and their fundraising capabilities, and Town funding in terms of Fire Department budget were considered. After a consensus or straw poll was taken, Mr. vonKeyserling made a motion and was seconded to eliminate the subcommittee's funding recommendation of \$20,000 to support the Byram Volunteer Fire Department request for a Utility 3 replacement.

Action: The Advisory Committee voted to approve the motion as presented. Motion passed. Vote was 12 Yes – 4 No – 0 Abstained.

Ms. Krumeich made a motion which was seconded to increase the subcommittee's funding recommendation to support the Inspirica, Inc. Center for Children and Families Commercial Wing Elevator from \$40,000 to \$60,000 (\$20,000 from the BVFD).

Action: The Advisory Committee voted to approve the motion as presented. Motion passed. Vote was 15 Yes – 1 No – 1 Abstained (Ms. Roberts).

Ms. Tamm made a motion which was seconded to provide \$5,000 to the BVFD to partially support their request/application.

Action: The Advisory Committee voted against the motion. Motion failed. Vote was 5 Yes – 11 No – 0 Abstained.

The committee also discussed the applications submitted by Pathways (emergency generator), Abilis (parking lot) and Greenwich Historical Society (handicapped access elevator). After deliberations on the aforementioned applications, a motion to close further discussion and adopt the funding recommendations totaling to \$545,025.77 for the acquisition/capital project activities (CDAC revised funding recommendations are listed below) plus \$385.15 to contingency funds was made and seconded.

Action: The Advisory Committee approved the motion as presented.

The Advisory Committee's final funding recommendations (pending approval – see item #9 of agenda) for program year 2017 CDBG acquisition/capital improvement activities are as follows:

- Abilis – Parking Lot Expansion and Repaving Project – \$64,050
- Boys and Girls Club of Greenwich – Security Improvements at BGCG – \$13,812.77
- Byram Volunteer Fire Department – Utility 3 Replacement Project – \$0
- Domus Kids, Inc. – Replacement of the Shed at Passages Group Home – \$5,000
- Family Centers – Gateway Preschool Playground Soft Surface Replacement – \$25,000
- Food Bank of Lower Fairfield County – Food Bank Facility Exterior Masonry Restoration – \$0
- Friends of Laurel House, Inc. – Purchase of Truck for Laurel House – \$25,000
- Greenwich Historical Society – Installation of a Handicapped-Accessible Elevator at Bush-Holley Historic (Phase II) – \$25,000
- Housing Authority of the Town of Greenwich – McKinney Terrace I and II Parking Lot Repaving – \$0

- Housing Authority of the Town of Greenwich – McKinney Terrace I Painting and Upgrade – \$180,000
- Inspirica, Inc. – Center for Children and Families Commercial Wing Elevator – \$60,000
- Neighbor-to-Neighbor – New Building Elevator – \$79,000
- Pathways, Inc. – Emergency Generator at 258 Davis Avenue Group Home – \$15,000
- Shelter for the Homeless, Inc. – Emergency Shelter Bed Replacement – \$12,855
- TAG – Acquisition of a Handicapped-Accessible Vehicle – \$18,000
- YMCA of Greenwich – St. Roch’s Childcare Center Upper Playground Project – \$22,308

Mr. vonKeyserling made a motion which was seconded to move the Friends of Laurel House Purchase of Truck for Laurel House activity to program year 2016 (excess funds).

Action: The Advisory Committee voted to approve the motion as presented.

Ms. Roberts made a motion which was seconded to move the TAG Acquisition of a HandicappedAccessible Vehicle activity to program year 2016 (excess funds).

Action: The Advisory Committee voted to approve the motion as presented.

9. Action on CDAC Final Recommendations (full PY2017 budget)

The Advisory Committee reviewed the overall funding recommendations for CDBG Program Year 2017, which include public/human service activities, capital/acquisition projects, administrative budget and contingency funds (if necessary). A motion to adopt the funding recommendations for the overall program year 2017 budget was made and seconded.

Action: The Advisory Committee voted to approve the motion as presented.

10. Discussion on fair housing issues (if any)

None

11. Other Business (if any)

None

12. Adjournment

Ms. Erfe reminded the Advisory Committee that their final funding recommendations for CDBG PY2017 will be presented to the First Selectman during the Board of Selectmen meeting scheduled on July 28, 2016 (Thursday) at 10 AM to be held in the Town Hall Meeting Room.

Ms. Erfe also stated that there will not be another CDAC meeting for program year 2017 since the committee finalized the funding recommendations for program year 2017. The next CDAC meeting will be next year (2017) for program year 2018. Therefore, Ms. Erfe suggested for the Advisory Committee to delegate the approval of the draft minutes of the June 29th 2016 meeting to a subcommittee consisting of the Chair – Ms. Alexis Voulgaris, the Vice Chair – Mr. William Collins and the CD Administrator – Ms. Princess Erfe. A motion was made and seconded to accept a subcommittee to approve the minutes.

Action: The Advisory Committee unanimously approved the motion as presented.

The meeting adjourned at 8:43 pm.