



HOUSING **A**DVISORY **C**OMMITTEE



**Thursday, November 19, 2020
9:00 a.m.**

**Housing Authority of
Washington County
Department of Housing Services**



Mission

The Washington County Department of Housing Services provides a continuum of affordable housing options that promote community strength.

Strategies

- Provide rental assistance.
- Assist people in achieving housing stability, focusing on lower income populations.
- Develop, acquire and maintain affordable housing.
- Provide career placement and training opportunities through partner organizations.
- Connect low-income people to additional programs and services.
- Provide home ownership opportunities, where appropriate.
- Collaborate with public and private partners.

Equity Statement

The Department of Housing Services provides housing opportunities to all eligible persons no matter their race, color, religion, national origin, age, disability, familial status, marital or domestic partnership status, sex, gender identity, sexual orientation, veteran status, legal source of income or type of occupation.

In order to be relevant and effective in a rapidly changing and increasingly diverse environment, the Department of Housing Services commits to the principles of diversity, equity and inclusion for all members of the community we serve. Equitable access to resources and opportunity is the means to healthy, economically vibrant people and communities. We believe that authentically listening to, working inclusively with, and being accountable to the community we serve increases innovation and effectiveness and leads to more successful outcomes.

Mission, Strategies and Equity Statement are from our 2017-2027 Strategic Plan



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Next Meeting:

December online luncheon – for HAC to decide

2020 HAC Schedule
Thursday, January 23
Thursday, February 27
Thursday, March 26
Thursday, April 23
Thursday, May 28 - Budget
Thursday, June 25
Thursday, July 23 – No Meeting
Thursday, August 20
Thursday, September 24
Friday, October 16 - Retreat
Thursday, November 19
Friday, December 11 or 18 - Luncheon



**HOUSING ADVISORY COMMITTEE
Teleconference**

1-346-248-7799 Zoom Call-in Number

Webinar ID: 854-8822-5570

PW: 392721

November 19, 2020 at 9:00 A.M.

AGENDA

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
 - A. September 24, 2020
 - B. October 16, 2020
- III. DISCUSSION - ORAL COMMUNICATIONS and MEMBER UPDATES**
- IV. EXECUTIVE DIRECTOR’S REPORT**
- V. STAFF REPORTS**
 - A. Financial Statements
 - B. Housing Choice Voucher Program
 - C. Public Housing
 - D. Affordable Housing
 - E. Programs and Special Projects
 - F. Report on Homelessness
 - G. Housing Affordability/Development Initiatives
- VI. OLD BUSINESS**
- VII. NEW BUSINESS**
- VIII. RESOLUTIONS/ACTION ITEMS**
- IX. ADJOURNMENT**



I. ROLL CALL

II. ACTION – APPROVAL OF MINUTES

- 1 – September 24, 2020 meeting minutes
- 2 – October 16, 2020 meeting minutes

III. DISCUSSION

MEMBER UPDATES

IV. EXECUTIVE DIRECTOR’S REPORT

Housing Authority staff continue to split their time between working at home and being in the office due to COVID-19. The County is still in Phase I, and although some things have been granted more leniency statewide such as school opening criteria and opening of bowling allies, overall COVID-19 numbers are peaking statewide, so we are likely in Phase I for the long haul. Under Phase I, staff not from a high-risk group have returned in phases and as needed to support in-person services; telework is encouraged whenever it is possible; and strict physical distancing is in place. Staff remain healthy and free of COVID-19.

The October HAC Housing Forum, Housing Instability in a Pandemic – Exposing Inequities, was a great success! We heard positive feedback from many attendees and appreciate the assistance from Sheila, Renee, and Balen in planning the event.

The Moving To Work (MTW) application process is progressing with a 14-day public hearing period starting on December 1 or December 15 (official meeting date is TBA). Final approval by the HABOD is scheduled for January 5, 2021, with the application due to HUD on January 8, 2021. Concept endorsement for the Metro Bond projects is complete. And, the Metro Supportive Housing Services Local Implementation Plan (LIP) will be presented to the BOCC on December 1.

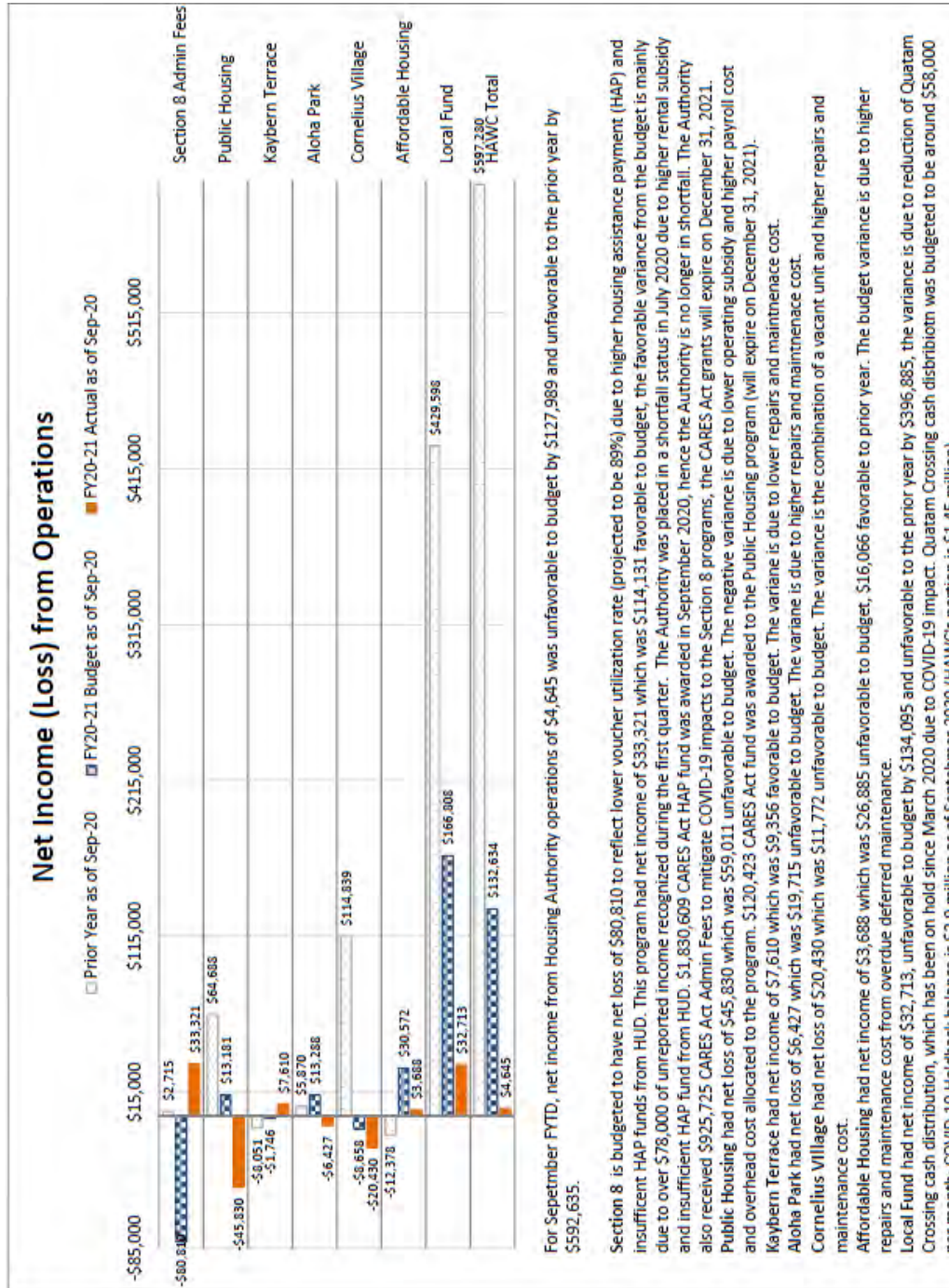
We are currently recruiting for a Housing Program Analyst. The Public Housing Asset Manager position was filled by Will Seals who had been supervising the Housing Authority maintenance staff. The Senior Program Coordinator, which will oversee the department’s housing development activities, was filled by Shannon Wilson. An occupancy specialist position will be opening soon due to Miata Miles transferring to Washington County Behavioral Health.

Please stay healthy, everyone.

Komi Kalevor
Director



V. STAFF REPORTS
A. Financial Statement
1. Financial Report to the Housing Advisory Committee
September 2020





V. STAFF REPORTS
B. Housing Choice Vouchers
1. Section 8 Waiting List
October 2020

Wait List Time Based on # of HH Members											
# HH Members	1	2	3	4	5	6	7	8	9	10	Total
#Families	452	130	137	68	35	30	5	5	3	1	866
Average Days	1,999	1,999	1,999	1,999	1,999	1,999	1,999	1,999	1,999	1,999	1,999

Wait List Based on Gender			
Gender	Female	Male	Total
Total	616	250	866

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	8	27	218	10	513	42	48	866

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	145	721	0	866

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	201	92	348	225	866

New waitlist, including clients who applied for the waitlist in May 2015 and were selected for the waitlist via random lottery.



V. STAFF REPORTS
B. Housing Choice Vouchers
2. Operational Performance Measures
August 2020

Housing Choice Voucher

a) Wait List: HAWC's waitlist is closed. The current waitlist accepted applications from May 2-9, 2015. There are 866 households on the waitlist for October (September 851).

b) Occupancy Rates:

Section 8: October 88.34% (September report – 90.60%)

We had 2,631 vouchers leased up in October (September report – 2,641). Our Annual Contributions Contract (ACC) is 2,977¹ vouchers, so we need to lease up 346 vouchers to reach our authorized capacity.

HAWC issued 69 vouchers in October. There are 74 vouchers outstanding and not under lease. Our cumulative monthly allocation of Section 8 HAP funds is 96.65%². Our goal of budget authority is 95% minimum.

HCV PROGRAM UPDATE

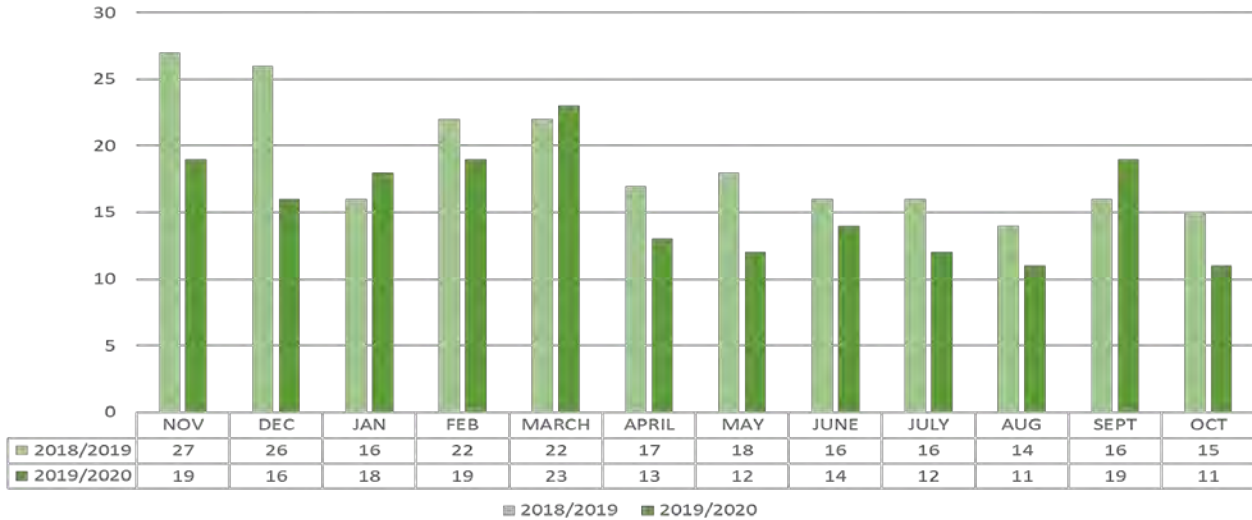
Each month new data points will be shared on program participants. The chart below shows a snapshot comparing moves in the past twelve months vs the previous twelve months. Although the number of move request remain steady, there is a noticeable reduction in moves in the past twelve months compared to moves prior to the public health crisis.

¹ Although the housing authority has 2,953 vouchers allocated, due to the utilization of funds (see footnote 2 below) HAWC cannot issue this many vouchers.

² The cumulative utilization of HAWC's annual budget authority for 2018 was 97.7%. This number should be maintained between 95%-100%; if consistently near 100% the housing authority must engage with HUD's shortfall prevention team. It is in HAWC's best interest to be at or near 98% of utilization, but due to cost per unit, HAWC is unable to issue new vouchers.



Moves (Other Change of Unit) Comparison 2019/2020



General Updates:

The rental assistance team is working with a consultant for a structure review. To date, staff have been interviewed and started data tracking. The goal of this project is to help with HAWC’s mission with efficiency and team growth.

HUD released an invitation to apply for 30 new Veterans Affairs Supportive Housing (VASH) vouchers. HAWC submitted the application in early November.

Due to the two-week pause, HAWC’s lobby will be closed to in person visits until November 30, 2020. Staff will continue to support and work remote and limited in office hours, serving participants via mail, email and phone.



V. STAFF REPORTS
C. Public Housing
1. Operational Performance Measures
October 2020

PUBLIC HOUSING

a) Public Housing Average Vacancy Days: Average vacancy days for the month of October 2020 was at 47 (August 0). HUD rates Housing Authorities on cumulative vacancy days on a fiscal year basis. Our goal is 18 days and HAWC achieved 38.2 days through October 2020. HUD rates 20 days or below as an “A”.

b) Occupancy Rates:
Public Housing: October 98.8% (September report – 99.6%)

c) Work Order Effectiveness:

Average maintenance response time for work orders is a major indicator that correlates closely with resident satisfaction and preservation of our capital assets. For August, the average maintenance response time for emergency and routine work orders for the public housing portfolio is as follows:

	<u>Avg. Response</u>	<u>Our Goal</u>	<u>HUD Standard</u>
Emergency WO's	8.38 hrs.	3 hrs.	24 hrs.
Routine WO's	18.8 days	3 days	25 days

Work Orders

- Reported 530 year-to-date non-emergency work orders that have been completed in an average of 29.35days.
- Reported 86% of fourteen (14) year-to-date emergency work orders completed within 24 hours.



V. STAFF REPORTS
C. Public Housing
2. Public Housing Average Vacancy Days
August 2020

TURNOVERS/UNIT TURNOVER TIME

- Maintenance completed one (1) Public Housing Unit turnover in October.
- For the 20-21 Fiscal Year, Unit Turnover Time was 195 non-exempt days and 4 Capital Improvement exempted days for five (5) turnovers averaging 38.20 days per unit.



V. STAFF REPORTS
D. Affordable Housing
October 2020

HAWC’s AFFORDABLE HOUSING PORTFOLIO

HAWC owns and operates affordable properties included in financial reports under Local Fund, Affordable Housing, and two properties with stand-alone financials.

Total Occupancy: 95.5% (29 vacancies/643 units)

- a) Local Fund Properties (managed by HAWC and/or contractors) 92.3% (1 vacancy/13 units).
- b) Affordable Housing Properties (managed by Cascade Property Management): 95.9% (22 vacancies/538 units)
- c) Kaybern Terrace (managed by Cascade Property Management): 83.3% (2 vacancy/12 units)
- d) Aloha Park (managed by Cascade Property Management): 95.0% (4 vacancies/80 units)

HAWC PARTNERSHIP AFFORDABLE HOUSING PROJECTS

	Project Name	City	St.	1 BR	2BR	3 BR	4 BR	Total Units	Year Completed
1	Covey Run	Forest Grove				26	14	40	2001
2	Gateway Commons	Hillsboro		18	51	44		113	2004
3	Quatama Crossing	Beaverton		222	423	66		711	2006
4	The Orchards at Orenco Station	Hillsboro		40	17			57	2015
5	The Orchards at Orenco II Station	Hillsboro		44	14			58	2016
6	The Orchards at Orenco III Station	Hillsboro			33	19		52	2018
7	Sunset View Apartments	Beaverton		88	112	36		236	2016
8	The Fields	Tigard		128	104	32		264	2020
9	Willow Creek Crossing	Hillsboro	38	71	11			120	2020
	TOTAL	-	38	611	765	197	14	1,651	



V. STAFF REPORTS
E. Programs and Special Projects

PROJECT-BASED VOUCHERS

The Housing Authority may authorize project-basing a maximum of 20% of its total voucher funding allocation (not total numbers of vouchers) with approval from HUD. As of the end of 2018, the total Project-Based Vouchers (PBV) the Housing Authority could issue is approximately 410. HAWC currently has PBVs allocated to Category I (chronically homeless), Category II (30% or less MFI), “Special Needs” and VASH (for homeless veterans).

Remaining available Project-Based Vouchers, and Project-Based Vouchers that have been awarded but are not yet project-based, continue to be utilized as tenant-based vouchers. Vouchers are project-based as units become available and residents leave the Section 8 tenant-based voucher programs.

Total Contract	Total Leased	Utilization Rate
187	166	88%
Data as of 10/31/2020		
Projects Leased	Currently Leased	Contracted Eligible Units
Alma Gardens	8	8
Alma Gardens VASH	5	5
Barcelona	8	8
Bridge Meadows	7	8
Cornelius Place	11	11
Fir Crest Manor	14	14
Housing Team / SAMHSA	4	4
Orchards	24	24
PLUSS	12	12
Pomeroy Place	14	15
Pomeroy Place VASH	5	5
Red Rock Creek Commons	5	24
Sunset View	24	24
The Knoll	8	9
The Knoll VASH	4	3
Tom Brewer House	13	13
Grand Total	166	187
Pending Projects (Signed AHAP)	Date	Contracted Eligible Units
Cedar Grove	December 2020	8
CPD Tigard Triangle	2021	16
The Mary Ann	2021	8
Total HAP and AHAP		219

Awarded = Project has been allocated project-based vouchers contingent on satisfying RFP requirements.

Project-Based = Project is ready for occupancy and vouchers are attached to specific project-based voucher housing units in the property.



Project-Based Vouchers - Waitlist Projects Update

Red Rock Creek Commons – Lease up began in early November, currently 5 have been completed and staff continue to process the remainder award.

Cedar Grove – informed HAWC lease up/occupancy is expected early December.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM

Participant Information (10/31/20):

- Total FSS Households: 56
 - Section 8 Participants: 43
 - Public Housing Participants: 13
- Total Escrow Balance: 398,843
- Highest Escrow Balance
 - Section 8: \$37, 893.49
 - Public Housing: \$32,029.64

FSS Program Update

In the month of October, the FSS team focused on updating Individual Training and Services Plans to accurately reflect the successes of families nearing their graduation dates and is beginning to plan for an enrollment event in January.

At present the average increase in earned income for FSS households is \$9,957.16 dollars annually. This represents a positive shift since the beginning of the fiscal year, when the average earned income increases for FSS households were only \$7,228.59.

Kaiser Metro 300

The Kaiser Metro 300 program serves houseless, age 50+, disabled individuals with short term rental assistance and move-in funds. Currently 42 people have leased up with another 14 pending. HAWC has contracted with Bienestar to help meet the goal of outreach to the BIPOC community to round out the remainder spots. The program is projected to cap out at 80 households.



V. STAFF REPORTS
F. Report on Houselessness
October 2020

COVID-19 RESPONSE FOR UNHOUSED POPULATIONS

- Coronavirus (COVID-19) Response Plan Washington County moved into Phase 1 on 6/1/2020. Washington County remains in Phase 1 as COVID cases increase. The COVID programs are serving a diverse population (e.g. age, disabilities, race/ethnicity) who are at high risk due to age and/or underlying health conditions. The Family Promise shelters reopened with the assistance of CARES Act funds and demonstrate housing placement outcomes.

Data as of 11/8/2020:

COVID-19 CARES ACT PROGRAMS SERVING HOUSELESS POPULATIONS

	Program Start	# People Served To-Date	# People Age <18 years (Child)	# People Age 18-44 Years (Adult)	# People Age 45+ years (Adult)	% Chronic* Homeless	% Persons of Color	# People Exit	% Exit to Housing	% Exit to Street
Family Promise Shelters	6/22/2020	118	47	48	23	12%	29%	75	77%	23%
Safe Sleep Village	8/4/2020	106	0	53	53	34%	19%	52	0%	100%
Hotel Vouchers	6/24/2020	51	4	11	36	41%	22%	17	53%	47%
Safe RV Parking	10/15/2020	35	0	13	22	6%	20%	0	0%	0%
Winter Shelters: 150-beds (CFR CARES \$350K -Nov/Dec only; ESG \$490K and EFSP \$256K-Nov to March)	11/15/2020 to 3/31/2021									

Total People Served: 310

*Chronic = A person with disabling condition(s) and experiencing 12 or more months of homelessness

PERMANENT SUPPORTIVE HOUSING (PSH) ACTIVITIES

- Metro Measure 26-210 Regional Supportive Housing Services Program The measure passed by the voters on 5/19/2020. More information is available on the Metro website at <https://www.oregonmetro.gov/public-projects/supportive-housing-services>.

Washington County Administrative Office hired Multi-Cultural Collaborative to perform community engagement and facilitate the 21-member Local Implementation Plan (LIP) Committee, and Corporation for Supportive Housing as the technical writer to develop the LIP. The LIP is meeting weekly with a draft LIP scheduled for release in December – to include a Public Comment Period. The Board of County Commissioners were briefed on the LIP process and approve the LIP for submittal to Metro in January/February 2021. More information is available on the County website at

<https://www.co.washington.or.us/Housing/SupportiveHousingServices/index.cfm>

HOUSELESS SYSTEM FUNDING, REPORTING AND ACTIVITIES

- Built for Zero (BfZ) is a national initiative aimed at ending chronic houselessness through a comprehensive list of persons and prioritizing the most vulnerable for



housing. A By-Name Case Conferencing List is prepared using data extrapolated from HMIS that is prioritized by vulnerability/assessment score and length of time houseless.

- During the first seven months, 65 chronic households with a combined total of 228 years of homelessness.

<https://www.co.washington.or.us/Housing/EndHomelessness/by-name-case-conferencing.cfm>

- *Kaiser COVID Care Coordination Grant* Washington County Housing received a \$100,000 grant to fund two full-time temporary staff to perform Care Coordination to assist houseless persons access health care and housing while residing in the Winter Shelters. The program is funded by The Kaiser Permanente National Community Benefit Fund at the East Bay Community Foundation.

COMMUNITY ENGAGEMENT

- *Emergency Shelter for Adult-only Households* remains a significant gap with zero year-round beds for adults in Washington County. The Metro Supportive Housing Services (SHS) levy may be identified as a funding source to address this critical need in our local CoC.
- *Winter Shelters* opened on 11/15/2020 for winter 2020/2021 and comply with CDC requirements. Washington County Housing has convened shelter providers and County Public Health staff to review the model to create shelter facilities that each operate as a community-based hub where local houseless can enroll in a 120-day shelter program. This model aims to prevent and reduce COVID disease transmission by providing stable shelter in one location, as compared to prior years where houseless persons moved from shelter to shelter each night given the shelters were self-funded and were open only one or two nights a week. Washington County Housing will subcontract \$1.2 million in County CARES Act, ESG and EFSP funds to support this new model.

<https://www.co.washington.or.us/Housing/EndHomelessness/severe-weather-shelter-response-plan.cfm>



STAFF REPORTS

G. Housing Affordability/Development Initiatives

The Housing Authority of Washington County (HAWC), a separate legal entity of Washington County's Department of Housing Services, is responsible for Development and Portfolio Management. HAWC, either directly or through a wholly owned affiliate, may work with developers, financial institutions, and government agencies, to build, acquire, and/or rehabilitate, thriving affordable housing communities in Washington County.

POLICY - EQUITABLE HOUSING ORDINANCES

The equitable housing study conducted by Washington County, *Equitable Housing Site Barriers and Solutions* (2018), was funded by Metro and adopted by the Board of County Commissioners on June 5, 2018. The ordinance changes/updates recommended in the report will be implemented over the next two to three years during Washington County's "ordinance season". The 2020 Land Use & Transportation (LUT) Housing workplan is:

2020 Housing Affordability/Housing Bill (HB) 2001 Implementation

LUT will collaborate with Housing Services and Community Development departments to modify County regulations to encourage development of a greater variety of housing types and enhance housing affordability and ensure compliance with state law changes in HB 2001 and 2003. Options being explored in 2020 include:

- a) HB 2001/2003 Rulemaking Advisory Committee and TAC participation
- b) Density bonuses and other incentives for affordable housing
- c) Encouraging a greater variety of housing types, including smaller housing types and alternative arrangements (e.g., cottage or cluster housing, micro-housing, tiny houses)
- d) Considering possible Community Development Code (CDC) changes to allow affordable multifamily uses in the Institutional land use district
- e) Middle housing CDC cleanup (Phase I)

METRO BOND UPDATES

1. Washington County, along with the Cities of Beaverton and Hillsboro, continues to work with Metro for implementation of the Metro Bond funds.

Please see attached PDF of the Washington County Metro Affordable Housing Bond – Portfolio Dashboard for detail on efforts to date. Community Engagement Listening sessions are occurring with specific communities of color, facilitated by community-based organizations:

- November 8, Session led by Somali Empowerment Circle
- November 15, Session led by Somali Empowerment Circle
- November 22, Session led by Community Engagement Liaisons for African American community members



- Additional sessions to be scheduled in December and January for Native/Indigenous and Asian/Pacific Islander populations.
2. AmeriCorps renewal application was approved by Housing Authority Board of Directors on November 3rd.

For more up to date information on the Metro Bond, see the links below:

Link to Washington County's Bond website:

<https://www.co.washington.or.us/Housing/AffordableHousingBond/index.cfm>

Link to Washington County's March 2020 NOFA:

<https://www.co.washington.or.us/Housing/AffordableHousingBond/funding-announcements.cfm>

Link to Metro's Community Oversight Committee membership list:

<https://www.oregonmetro.gov/public-projects/regional-affordable-housing-bond/oversight-committee>

Link to Metro Bond Work Plan Approved by Metro Council:

<https://oregonmetro.legistar.com/View.ashx?M=F&ID=7008257&GUID=51E9BFA9-5355-4D08-9448-304288761156>

HOUSING DEVELOPMENT PROJECTS

Project Status: Under construction.

The Viewfinder (Tigard)			
Housing Units: 81		Project Based Vouchers: 8 PBV + 8 VASH	
0 Studio	25 1BR	46 2BR	10 3BR
Ownership: Community Development Partners/HAWC Special Limited Partner		Total Project Costs: \$32.6M Funding: \$11.4M Metro Bond / \$12.1M 4% Tax Credits / \$7.7M Private Activity Bonds	
Project Update:			
<ul style="list-style-type: none"> • Construction start: June 2020. Project completion: October 2021. • Washington County's Phase I Metro Bond project 			

Project Status: Under construction.

The Mary Ann (Beaverton)			
Housing Units: 54		Project Based Vouchers: 8 PBV	
0 Studio	25 1BR	26 2BR	3 3BR
Ownership: REACH		Total Project Costs: \$22.5 M Funding: \$3.0M Metro Bond; \$12.0M 9% Tax Credits	
Project Update:			
<ul style="list-style-type: none"> • Construction start: June 2020. • Project completion: August 2021. • Beaverton's Phase I Metro Bond project 			



Project Status: Currently leasing up.

Fields Apartments (Tigard)			
		Housing Units: 264	
0 Studio	128 1BR	104 2BR	32 3BR
Ownership: Partnership of Housing Authority/DBG		Total Project Costs: \$60.4M	
		Funding: \$9.8M LIFT; LIHTC; Conduit Bonds	
Project Update:			
<ul style="list-style-type: none"> Virtual ribbon cutting will be filmed in early December and shared on social media 			

Project Status: To be released in RFP to local non-profits.

SW 170 th & Rosa (Aloha)	
4 Units Workforce Housing	
Ownership: Washington County	Total Project Costs: \$
Project Update:	
<ul style="list-style-type: none"> Property is Washington County surplus land Goal is for Housing Authority to acquire this property in 2020 4 R-5 lots Single Family. May look at higher density; Unit size/type/development costs unknown Target 80% MFI 	

Partner Development Projects

Project Status: Currently leasing up

Red Rock Creek Commons (Tigard)			
Housing Units: 48		Project Based Vouchers: 24	
0 Studio	48 1BR	0 2BR	0 3BR
Ownership: CPAH		Total Project Costs: \$18.4	
		Funding: LIFT; 4% LIHTC; HPOF	
Project Update:			
<ul style="list-style-type: none"> Virtual Grand Opening scheduled for December 2nd. 			

Project Status: Currently leasing up

Cedar Grove (Beaverton)			
Housing Units: 44		Project Based Vouchers: 8	
4 Studio	26 1BR	7 2BR	7 3BR
Ownership: CPAH		Total Project Costs: \$15.7M	
		Funding: 9% LIHTC, HOME, GHAP	
Project Update:			
<ul style="list-style-type: none"> Virtual Grand Opening scheduled for December 2nd. 			

VI. OLD BUSINESS

NA

VII. NEW BUSINESS

Moving To Work (MTW) Application

Josh Crites will provide an update on the Housing Authority's MTW application.

Annual December Luncheon

Does the HAC want to plan an online/Zoom meeting in place of the annual HAC luncheon?



VIII. RESOLUTIONS/ACTION ITEMS

MOTION REQUIRED: Approve 2021 HAC Meeting dates/times

Meeting dates are generally the 4th Thursday of each month, with the exceptions of November when the fourth Thursday is Thanksgiving, July when the meeting is traditionally cancelled due to summer vacations, October when the retreat is on a Friday, and December when the luncheon is on a Friday.

Thursday, January 28
Thursday, February 25
Thursday, March 25
Thursday, April 22
Thursday, May 27 – Budget
Thursday, June 24
Thursday, July 22 – No Meeting
Thursday, August 26
Thursday, September 23
Friday, October 8 or 15 – Retreat
Thursday, November 18
Friday, December 3 or 10 – Luncheon

IX. ADJOURNMENT