

**MINUTES OF REGULAR MONTHLY MEETING OF  
SAN MIGUEL COUNTY BOARD OF COMMISSIONERS  
HELD TUESDAY SEPTEMBER 11, 2018 BEGINNING AT 2:00 P.M.**

**CALL TO ORDER**

The San Miguel County Board of Commissioners held its regular monthly meeting on Tuesday September 11, 2018, beginning at 2:00 p.m. The meeting convened at the San Miguel County Administration Complex located at 500 West National Avenue, Suite 200, Las Vegas, New Mexico 87701.

**ROLL CALL:**

Upon a call of the roll, Chairman Chris Najar present, Vice-Chairman Janice Varela present, Commissioner Rock Ulibarri present. Commissioner Arthur Padilla present, and Commissioner Maria Martinez present and a quorum was duly noted.

**PLEDGE OF ALLEGIANCE AND SALUTATION TO NM STATE FLAG**

Commissioners, staff and citizens in attendance joined in the pledge and salute.

**APPROVAL OF AGENDA**

County Commissioner Rock Ulibarri requested to present under New Business the Workforce Summit which will take place on Thursday September 13, 2018 and Friday September 14, 2018 at Luna Community College.

County Commissioner Maria Martinez requested item #3 to be moved up to item #1.

Motion made by Commissioner Rock Ulibarri to move item #3 to item #1. Second by Commissioner Arthur Padilla. Motion carried.

Motion made by Vice-Chairman Janice Varela to approve the agenda. Second by Commissioner Rock Ulibarri. Motion carried.

**APPROVAL OF MINUTES**

Motion made by Commissioner Rock Ulibarri to amend the minutes of August 7, 2018 Regular/Emergency Commission Meeting because the minutes do not reflect the motion made by Commissioner Maria Martinez was not followed through of item #2 being moved to the last but in fact was moved into executive session. Second by Vice-Chairman Janice Varela. Motion carried.

**INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES**

No new employees at this time.

**PUBLIC INPUT FORUM**

**Manuel Garcia**- County issue  
**Michael Adams**-KKR Recycling Program  
**Bob Witters**-issues between Oldwood and SMC

### **NEW BUSINESS**

San Miguel County Commissioner Rock Ulibarri presented to the Commission the Workforce Summit taking place this Thursday September 13, 2018 and Friday September 14, 2018 at the Luna Community College from 8:00 am to 4:00 pm all sources received will be free. Mr. Ulibarri informed the Commission there would be a large group of employers who will be presenting presentations on educating attendants on all sorts of resources pertaining to the Workforce Summit. On Friday September 14, 2018 the job fair will take place which an individual has the opportunity to obtain a job.

#### **Presentation: La Llorona Domestic Violence Services**

**Presenter: Candy Thomas Apodaca**

The presenter for La Llorona Domestic Violence Services, Ms. Candy Thomas Apodaca was not present to present her presentation.

#### **Presentation: Roadside Vegetation Management without Herbicides**

**Presenter: Sarah Reeb**

Ms. Sarah Reeb presented to the Commission how to manage and eliminate weeds without using dangerous herbicides which affect Vegetation and important plants in our County.

### **REGULAR ORDER**

#### **1. OATH OF OFFICE-DETENTION CENTER STAFF PRESENTATION**

San Miguel County Warden Matthew A. Elwell presented to the Commission the Oath of Office of all detention center staff. The oath of office is taken once an employee completes their necessary training and successfully moves from cadet status to officer status. All staff will take or reaffirm their oath of office.

Informational purposes only.

#### **2. RESOLUTION IN RECOGNITION OF SALLY P. FLORES**

San Miguel County Commissioner Rock Ulibarri presented a resolution recognizing the dedication of Sally P. Flores to the County of San Miguel and its citizens. Mr. Ulibarri requested Commission approval of resolution in recognition of Sally P. Flores.

Motion made Vice-Chairman Janice Varela to approve the resolution in recognition of Sally P. Flores. Second by Commissioner Arthur Padilla. Motion carried.

#### **3. RIBERA COMMUNITY CULTURE CENTER**

San Miguel County Commissioner Maria Martinez requested the Commission approve and sign the contract with the Ribera Community Culture Center for \$10,000 for the fiscal year 2018-2019.

Motion made by Vice-Chairman Janice Varela to approve and sign contract with the Ribera Community Culture Center. Second by Commissioner Rock Ulibarri. Motion carried.

#### **4. SAN MIGUEL COUNTY RESOLUTION NO. 2018-09-11-GAR**

Mr. Matt Martinez informed the Commission on Resolution No. 2018-09-11-GAR. This is a resolution declaring a request to the Department of Transportation that they reconsider the addition of traffic separations in their reconstruction of Grand Avenue because they are unsafe and are also damaging local economic development. Mr. Martinez requested the Commission to review and approve Resolution No. 2018-09-11-GAR.

Motion made by Commissioner Arthur Padilla to review and approve Resolution No. 2018-09-11-GAR. Second by Commissioner Arthur Padilla. Motion carried.

#### **5. ORDER SETTING TAX RATES FOR 2018**

San Miguel County Assessor Patricia Gallegos informed the Commission the New Mexico Department of Finance and Administration has submitted the 2018 Property tax rates which must be approved within 5 days. Tax rates will be available the first week of September. Ms. Gallegos requested the Commission approve the order setting tax rates for 2018.

Motion made by Commissioner Arthur Padilla to review and approve 2018 Property tax rates. Second by Vice-Chairman Janice Varela. Motion carried.

#### **6. RESOLUTION-2018-09-11-CM-1**

Las Vegas City Police Chief Chris Lopez informed the Commission on Resolution 2018-09-11-CM-1. This is a resolution which San Miguel County and surrounding communities has been greatly impacted by the current drug and alcohol addiction epidemic seen through the country. Due to the mal-prescribing of prescription medication, economic hardships, shifts in our managed care system and the de-institutionalization of mental health hospitals around the country, San Miguel and surrounding communities have seen an increase in individuals experiencing mental health issues and substance use disorders who are in our community without the appropriate resources, and at times becoming homeless. San Miguel County, along with other community partners, has an opportunity to address these issues through this Resolution. San Miguel County will declare its commitment to the fight against drug abuse, alcohol abuse, and addiction. Mr. Lopez requested the Commission review and approve Resolution-2018-09-11CM-1.

Motion made by Commissioner Arthur Padilla to review and approve Resolution-2018-09-11-CM-1. Second by Vice-Chairman Janice Varela. Motion carried.

#### **7. RESOLUTION-09-11-18-SEPTEMBER PREPAREDNESS MONTH**

San Miguel County Fire Marshall Andrew Duran informed the Commission on resolution 09-11-18. This is a resolution in which the Department of Homeland Security/Emergency Management, San Miguel County/City of Las Vegas Office of Emergency Management proclaimed September Preparedness Month in San Miguel County in promoting awareness for preparatory steps to protect lives and property. Mr. Duran requested Commission approval of Resolution-09-11-18-September Preparedness Month.

Motion made by Vice-Chairman Janice Varela to approve Resolution-09-11-18. Second by Commissioner Arthur Padilla. Motion carried.

#### **8. 2019 LEGISLATIVE PRIORITIES FOR THE 54<sup>TH</sup> LEGISLATIVE SESSION-NEW MEXICO COUNTIES, 33 STRONG**

San Miguel County Sheriff Gary Gold, Warden Matt Elwell, and Fire Marshall Andrew Duran informed the Commission the New Mexico Counties 2019 Legislative priorities that have been approved by the New Mexico Counties Board of Directors. Mr. Gold, Mr. Elwell, and Mr. Duran requested the Commission review and approve the 2019 Legislative Priorities for 54<sup>th</sup> Legislative Session-New Mexico Counties 33 Strong.

Motion made by Commissioner Arthur Padilla to review and approve the 2019 Legislative Priorities for the 54<sup>th</sup> Legislative Session. Second by Vice Chairman Janice Varela. Motion carried.

#### **9. SAN MIGUEL COUNTY FIREFIGHTER INTRODUCTION AND SAFETY COURSE**

San Miguel County Fire Marshall Andrew Duran informed the Commission the San Miguel County Fire Division is dedicated to the safety, survival and well-being of its firefighters. The San Miguel County Fire Division, with using the standardized curriculum and implementation it will promote excellence in firefighting for the protection of the citizens of San Miguel County. Mr. Duran requested the Commission approve the San Miguel Firefighter Introduction and Safety Course.

Motion made by Commissioner Arthur Padilla to approve The Firefighter Introduction and Safety Course. Second by Vice-Chairman Janice Varela. Motion Carried.

#### **10. RECOMMENDATION TO APPROVE THE JOB DESCRIPTION OF DETENTION TRANSPORT OFFICER/DETENTION OFFICER**

San Miguel County Human Resource Supervisor Eileen Sedillo informed the Commission the Detention Center has revised The Transport Officer/Detention Officer position. The Detention Transport Officer/Detention Officer will be responsible for the transportation of inmates incarcerated in the San Miguel County Detention Center to local and out of County court hearings, to other detention facilities, medical and behavior health facilities. San Miguel County Detention Center and this individual will be responsible for the enforcement of laws, correctional standards and regulations and departmental policies and procedures that apply to adult detention and perform related duties as assigned. Ms. Sedillo requested the Commission approval of the job description for the Detention Transport Officer/Detention Officer.

Motion made by Vice-Chairman Janice Varela to approve a job description for Detention Transport Officer/Detention Officer. Second by Commissioner Rock Ulibarri. Motion carried.

## **11. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF AUGUST 2018**

San Miguel County Human Resource Supervisor Eileen Sedillo informed the Commission of the Personal actions or changes that have taken place in San Miguel County for the month of August 2018. These actions and changes are submitted for ratification and approval by the San Miguel County Board of Commissioners. Ms. Eileen Sedillo requested Commission approve and ratify the personal actions or changes for the month of August 2018.

Motion made by Commissioner Rock Ulibarri to approve the personal actions or changes for the month of August 2018. Second by Commissioner Arthur Padilla. Motion carried.

## **12. DETENTION CENTER MEDICAL AND MENTAL HEALTH PROVIDER**

San Miguel County Warden Matthew A. Elwell informed the Commission on a one year contract which was negotiated by the County Manager on August 21, 2018 with CorrHealth medical services as approved by the Commission on August 14, 2018. CorrHealth will be providing comprehensive medical and mental health services for the inmates incarcerated within the San Miguel County Detention Center.

Informational purposes only.

## **13. RECOMMEND AND APPROVE OUT OF STATE TRAVEL FOR SARAH PARSON AND KRYSTAL CDEBACA TO ATTEND A SUPERVISOR TRAINING IN SANTA MONICA, CALIFORNIA**

San Miguel County Warden Matthew A. Elwell requested the Commission approval for out of state travel for Sarah Parson and Krystal CdeBaca, to attend key supervisor training at the Matrix Institute in Santa Monica, California, November 14, 2018 through November 17, 2018. The Matrix Institute on Addiction is nationally and internationally recognized for its structured, evidence-based outpatient treatment approach known as the Matrix Model. The cost of travel for training, hotel, car, and air will be \$5,000 dollars. Mr. Elwell requested the Commission recommend and approve out of state travel for Sarah Parson and Krystal CdeBaca to attend a supervisor training.

Motion made by Vice-Chairman Janice Varela to approve the out of state travel for Sarah Parson and Krystal CdeBaca. Second by Commissioner Rock Ulibarri. Motion carried.

## **14. APPROVAL OF A 12 MONTH EXTENTION SPECIFIC TO THE SP-4-18 (454) PROJECTS BETWEEN SAN MIGUEL COUNTY AND NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR THE 8<sup>TH</sup> STREET EXTENTION PROJECT**

San Miguel County Public Works Supervisor Morris Madrid informed the Commission the San Miguel County Public Works Department and the New Mexico Department of Transportation entered into a COOP Agreement so they can initiate the bus route paving. The extension of time requested is 12 months. The request for extension is supported by the request to combine this year's LGRF funds with next year's LGRF funds, in order to complete a larger project specific to 8<sup>th</sup> street extension. Mr. Morris Madrid requested approval of extension for the 8<sup>th</sup> street extension project.

Motion made by Commissioner Rock Ulibarri to approve extension for the 8<sup>th</sup> street extension project. Second by Commissioner Arthur Padilla. Motion carried.

**15. AWARD OF BID FOR THE 2018 SCHOOL BUS ROUTE-LA TEWA ROAD PAVING PROJECT**

San Miguel County Public Works Supervisor Morris Madrid informed the Commission San Miguel County advertised bids for the construction of the 2018 School Bus Route-La Tewa Road paving project on August 24<sup>th</sup> and 26<sup>th</sup>, 2018. There are two contractors whom submitted bids Rocky Road and RL Lender. Rocky Road was the lowest, most qualified bidder in the amount of \$52,010.00 without gross receipts tax. Mr. Morris Madrid requested the Commission award bid for the 2018 school bus route La Tewa Road Paving Project as recommended by the engineer.

Motion made by Commissioner Arthur Padilla to approve awarding bid to Rocky Road. Second by Commissioner Rock Ulibarri. Motion carried.

**16. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF AUGUST 2018**

San Miguel County Public Works Division Road Foreman Arnold Lopez informed the Commission on any maintenance including blading of county roads and/or special projects with county roads that are being addressed.

For Informational Purposes Only.

**17. RESOLUTION NO. 09-11-18-RA01; ADDITION OF THUNDER RD, A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO**

San Miguel County Information Technology Supervisor Diego Trujillo informed the Commission a private owner off County Road B26A in Serafina petitioned the County to name the driveway leading to their residence. Per San Miguel County Ordinance No.SMC-07-13-99-ORD-2, Section 4.1C; proposed to San Miguel Board of County Commissioners please review and take appropriate action on road naming for, any private road that provides access to three or more buildings and requires a name in order to promote the health, safety and welfare of the public. The name of Thunder Rd has been determined to be acceptable by SMC Rural Addressing Staff and the property owner has paid the \$100 required for the naming of the road. Mr. Trujillo requested the Commission review and approve Resolution No. 09-11-18-RA01 the addition of Thunder Rd. a newly named private road.

Motion made by Commissioner Rock Ulibarri to review and approve Resolution No. 09-11-18-RA01. Second by Commissioner Arthur Padilla. Motion carried.

**18. LEGISLATIVE APPROPRIATION GRANT NO. 18-C2551**

San Miguel County Planning & Zoning Supervisor Alex Tafoya informed the Commission the County has received Legislative Appropriation Grant No. 18-C2551 which will provide \$20,000 to plan, design and construct improvements to the kitchen and laundry floors at San Miguel County detention center. Mr. Tafoya requested the Commission accept the grant agreement and authorize Chairman Chris Najjar to sign the agreement.

Motion made by Commissioner Rock Ulibarri to accept Grant No. 18-C2551 and authorize Chairman Chris Najjar to sign the grant agreement. Second by Commissioner Arthur Padilla. Motion carried.

#### **19. LEGISLATIVE APPROPRIATION GRANT NO. 18-C2552**

San Miguel County Planning and Zoning Supervisor Alex Tafuya informed the Commission the San Miguel County has received Legislative Appropriation Grant No. 18-C2552 which provides \$35,000 to purchase, contract and install a propriety fiber optic line for San Miguel County. Mr. Tafuya requested the Commission accept the grant agreement and authorize Chairman Chris Najjar to sign the grant agreement.

Motion made by Commissioner Arthur Padilla to accept the grant agreement and authorize Chairman Chris Najjar to sign the agreement. Second by Commission Rock Ulibarri. Motion carried.

#### **20. LEGISLATIVE APPROPRIATION GRANT NO. C2554**

San Miguel County Planning Zoning Supervisor Alex Tafuya informed the Commission San Miguel County has received Legislative Appropriation Grant No. 18-C2554 which provides \$105,844.00 to purchase and equip public works equipment and vehicles for road maintenance and solid waste transport in San Miguel County. Mr. Tafuya requested the Commission accept the grant agreement and authorize Chairman Chris Najjar to sign the grant agreement.

Motion made by Vice-Chairman Janice Varela to accept the grant agreement and authorize Chairman Chris Najjar to sign the agreement. Second by Commissioner Arthur Padilla. Motion carried.

#### **21. VACATION OF PLAT-APPLICATION SV-0031**

San Miguel County Planning and Zoning Supervisor Alex Tafuya informed the Commission on an application for vacation of plat has been submitted by David P. Maes who proposes to vacate Lot 45 to consolidate into existing Lot 46, within Pendaries Village Subdivision 6. Mr. Tafuya requested the Commission review the application, accept public comment on the application, and approve the application to vacate plat. No one was present to oppose application SV-0031.

Motion made by Commissioner Arthur Padilla to approve the application of Plat- Application SV-0031. Second by Vice-Chairman Janice Varela. Motion carried.

#### **22. MOU BETWEEN JUVENILE JUSTICE CONTINUUM BOARD AND SAN MIGUEL COUNTY**

San Miguel County DWI Coordinator Yolanda Cruz informed the Commission the Juvenile Justice Grant requires an MOU be signed between the Juvenile Justice Board and the Government Agency administering the funds. Ms. Cruz requested the Commission approve the MOU between San Miguel County and Juvenile Justice Board.

Motion made by Commissioner Rock Ulibarri to approve MOU between San Miguel County and Juvenile Justice Board. Second by Vice-Chairman Janice Varela. Motion carried.

#### **23. 2018 JAG PROGRAM AWARD**

San Miguel County Sheriff Gary Gold informed the Commission the San Miguel County Sheriff's Office is receiving \$5,622.50 from the JAG grant upon approval of the Inter local agreement between the City of Las Vegas, New Mexico and the County of San Miguel, New Mexico. Mr. Gold requested the Commission review, discuss and approve the 2018 JAG Program Award.

Motion made by Arthur Padilla to approve 2018 JAG Program Award. Second by Vice-Chairman Janice Varela. Motion carried.

### **BOARD OF FINANCE MEETING**

#### **24. BANK TRANSFERS FOR THE MONTH OF AUGUST 2018**

San Miguel County Treasurer Bertha Bustamante presented to the Commission the Bank Transfers for the month of August 2018.

Informational Purposes Only.

#### **25. FY18/19 BUDGET APPROVAL**

San Miguel County Finance Division Supervisor Melinda Gonzales informed the Commission the Local Government Division has provided budget approval for the FY18/19 budget. Budget approvals by the Local Government are required to be made a part of the minutes of the governing body. Due to estimated expenditures and transfers exceeding estimated revenue, and the general cash balance being depleted, the approval letter highlights the importance of careful control of expenditures and attention to revenue collection efforts to avoid depletion of reserves.

Informational Purposes Only.

#### **26. RESOLUTION 2018-09-11-F2**

San Miguel County Finance Division Supervisor Melinda Gonzales presented to the Commission the Finance Administration budget adjustments. The following took place: A correction to Fund 750 of \$193.51; a budget increase in property tax revenue; budget transfers to the detention center and an increase to the detention center budget to offset additional medical costs; budget for a Mitigation Grant, budget adjustment to reclassify fund 206; budget \$33,000 of expenditures to the General Fund; budget 3,020 in Emergency Medical Services Funds; budget of 5,622.50 for a Jag Grant. Ms. Gonzales requested the Commission review and approve Resolution 2018-09-11-F2.

Motion made by Commissioner Arthur Padilla to approve Resolution 2018-09-11-F2. Second by Vice-Chairman Janice Varela. Motion carried.

#### **27. INDIGENT BURIAL CLAIMS**

San Miguel County Finance Division Supervisor Melinda Gonzales informed the Commission the Finance Office has received, reviewed and processed two indigent burial claims. One for \$600 from Daniel's Family Funeral Services and the other from Rogers Mortuary Home for \$1,200. Ms. Gonzales requested the Commission ratify the indigent payments.



Motion made by Commissioner Rock Ulibarri to ratify the indigent burial claims. Second by Vice-Chairman Janice Varela. Motion carried.

**28. RESOLUTION 2018-09-11-F1, AUTHORIZING THE REPURPOSING OF FUND 316**

San Miguel County Finance Division Supervisor Melinda Gonzales informed the Commission the County has been awarded a mitigation grant. This mitigation grant is to be used to recycle funds that are no longer being used. Fund 316 was entitled OEM-EMW-2012-SS-0097 and was created for the specific grant with the same name. The grant was expended in FY2014 and has since been closed. Ms. Gonzales requested the Commission to review and approve fund authority.

Motion made by Commissioner Rock Ulibarri to review and approve fund authority. Second by Vice-Chairman Janice Varela. Motion carried.

**29. CASH BALANCE REPORT FOR THE MONTH OF JULY 2018**

San Miguel County Finance Division Supervisor Melinda Gonzales presented to the Commission of the cash balance report for the month of July 2018.

For informational Purposes only.

**30. JOURNAL ENTRY REPORT FOR THE MONTH OF JULY 2018**

San Miguel County Finance Division Supervisor Melinda Gonzales presented to the Commission the Journal Entry Report for the month of July 2018.

For Informational Purposes only.

**31. ACCOUNTS PAYABLE REPORT FOR THE PERIOD OF JULY 28, 2018 THROUGH AUGUST 27, 2018 AND THE HOUSING PAYMENT REGISTERS FOR THE MONTH OF JULY 2018**

San Miguel County Finance Division Supervisor Melinda Gonzales informed the Commission the payments processed through the finance office and Bernalillo County on behalf of San Miguel County. Ms. Gonzales requested the Commission review and approve the Accounts Payable Report for the period of July 28, 2018 through August 27, 2018 and the Housing Payment Registers for the month of July 2018.

Motion made by Commissioner Rock Ulibarri to review and approve the Accounts Payable Report for the period of July 28, 2018 through August 27, 2018 and the Housing payment Register for the month of July 2018. Second by Vice-Chairman Janice Varela. Motion carried.

**32. RECEIPT REPORT FOR THE MONTH OF JULY 2018**

San Miguel County Finance Division Supervisor Melinda Gonzales presented to the Commission the receipt Detail Report for the month of July 2018.

Informational purposes only.

### **33. BUDGET REPORT FOR THE PERIOD OF JULY 1, 2018 THROUGH JULY 31, 2018**

San Miguel Finance Division Supervisor Melinda Gonzales presented to the Commission the monthly budget report for the month of July. The report is run in fund order and is grouped by revenue and expenditures. The original budget column will represent the FY18/19 Interim Budget and the Current Budget Column represents the current budget which at this time should only be changed by Line Item Transfers.

Informational purposes only.

#### **EXECUTIVE/CLOSED SESSION**

Limited Personnel Matters, as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings Act, more specifically personnel matters regarding specific County Departments: Public Works Attorney-Client Privilege Pertaining to Threatened or Pending Litigation, as permitted by NMSA 1978, Section 10-15-1(H)(7) (as amended) of the Open Meetings Act: More specifically, San Miguel County Vs. Estrella Tenorio, San Miguel County Vs. Lavinia Fenzi

#### **ROLL CALL**

Chairman Chris Najjar- present  
Vice-Chairman Janice Varela- present  
Commissioner Maria Martinez- not present  
Commissioner Rock Ulibarri- present  
Commissioner Arthur Padilla- present

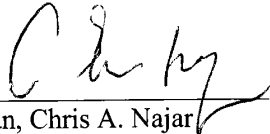
#### **ADJOURNMENT**

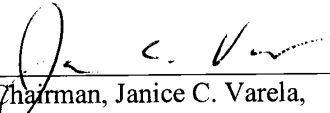
Motion made by Commissioner Arthur Padilla to go into executive/closed session at 4:26 p.m. Second by Vice-Chairman Janice Varela. Motion carried.

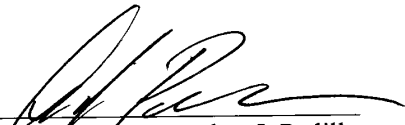
Motion made by Commissioner Rock Ulibarri to come out of executive/closed session at 5:05 p.m. Second by Commissioner Arthur Padilla. No motion taken.

Motion made by Commissioner Rock Ulibarri to adjourn the meeting at 5:06 p.m. Second by Commissioner Arthur Padilla. Motion carried.

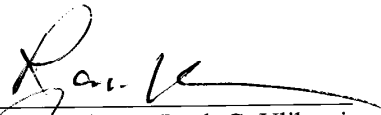
Approved this 13<sup>th</sup> day of November, 2018 as the Official Minutes of the Board of County Commissioners of San Miguel County, New Mexico, of its Regular Meeting held September 11, 2018.

  
Chairman, Chris A. Najar  
District 5

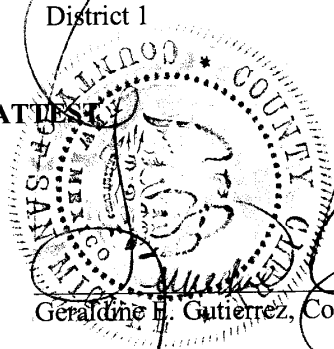
  
Vice-Chairman, Janice C. Varela,  
District 2

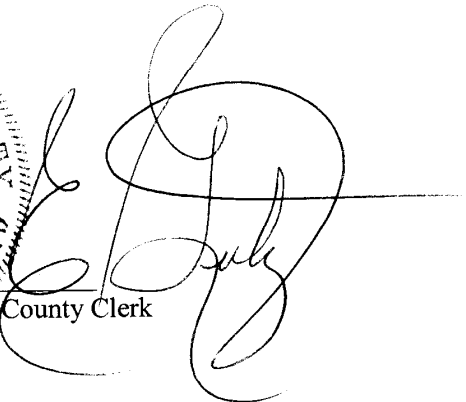
  
Commissioner, Arthur J. Padilla  
District 3

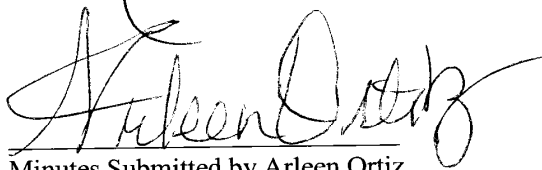
  
Commissioner, Maria L. Martinez  
District 4

  
Commissioner, Rock G. Ulibarri  
District 1

ATTEST



  
Geraldine H. Gutierrez, County Clerk

  
Minutes Submitted by Arleen Ortiz