

Detroit Promise Zone Authority – Board of Directors
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DETROIT PROMISE ZONE AUTHORITY

DEVELOPMENT PLAN

MARCH 2016

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DETROIT PROMISE ZONE AUTHORITY

Purpose

The Detroit Promise Zone Authority (DPZA) Board of Directors is proud to submit this Plan to initiate the Detroit Promise. The Detroit Promise is not only a mission for higher education but also a mission for workforce and economic development, an initiative to reduce joblessness and improve quality of life for residents of the City of Detroit.

HIGHER EDUCATION

Today, three of every five children from families in the top income quartile earn a bachelor's degree by age 24, while for those in the bottom quartile the rate is one in four.¹ Data shows that programs that guarantee free college tuition for residents of a community or state improve high school and college performance among all income and ethnic groups.²

WORKFORCE DEVELOPMENT, ECONOMIC DEVELOPMENT, AND JOBS

Performance of the new Tennessee Promise is encouraging. Enrollment in the state's community colleges increased by nearly 25%, and 20% in career/ technical schools, in just one year.³ The DPZA Board of Directors will work to ensure the Detroit Promise will be a catalyst to increase the number of jobs in the City by demonstrating to new and existing employers that the City is vested in policies and programs to support its workforce.

QUALITY OF LIFE

The DPZA Board of Directors is confident that young students' desire to succeed will increase when they understand that their educational aspirations need not be limited by the financial circumstances of their family.

On behalf of all the DPZA Board of Directors, I respectfully submit this Plan.



Penelope Bailer, Board Chair
Detroit Promise Zone Authority

¹ Sandy Baum, *Inequality in College Completion: Why Can't We Focus on Real Problems Without Exaggerating Them?*, THE URBAN INSTITUTE, Feb. 24, 2015.

² See, e.g., Timothy J. Bartik and Marta Lachowska, *The Kalamazoo Promise*, EDUCATIONNEXT, Spring 2014.

³ Ashley Smith, *Promise Provides Enrollment Boost*. INSIDE HIGHER ED, Nov. 24, 2015.

Promise Terms

FIRST CLASS TO UTILIZE SCHOLARSHIP

The first class to utilize the Detroit Promise Zone Authority (DPZA) Scholarship will be the Class of 2016. The estimated number of graduates from a City of Detroit high school is approximately 4,500 each year. Based upon historical data provided by Center for Educational Performance and Information (CEPI), close to 70% of high school graduates pursue some form of post-secondary education. The DPZA Scholarship will be made available to those eligible graduates within one (1) year of graduation.

AMOUNT OF FINANCIAL ASSISTANCE

The DPZA is committed to providing a tuition-free path to an Associate degree. Eligible students will receive funding for tuition and mandatory fees⁴ necessary to obtain an Associate degree from the eligible community colleges (identified in the Eligibility and Limitations section). The DPZA Scholarship is a “last dollar” scholarship used to cover tuition and other mandatory fees not covered by federal or state grant sources, and therefore students must apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA), and accept all federal or state grants prior to the determination of eligibility for the DPZA Scholarship.

The DPZA Scholarship will cover, on a last dollar basis, tuition and fee payment for up to three (3) years, or the time required to earn an Associate degree, whichever is less.

The DPZA Board of Directors will partner with the Detroit Scholarship Fund to also fund and implement programs which increase student academic preparedness and create access to higher education opportunities including mentors and on-campus educational coaches.

⁴ Mandatory fees include those fees required to be paid by all students attending a particular college (e.g., Technology Enrollment fee which supports ongoing technical support), in addition to application fees, contact hour fees, and fees which are course specific (such as lab fees for science and computer classes).

DETROIT PROMISE ZONE AUTHORITY

Eligibility and Limitations

ELIGIBLE HIGH SCHOOL GRADUATES

- The DPZA Scholarship will only be available to graduates who have spent the last two years (11th and 12th grades) enrolled in a high school within the City of Detroit, including traditional public, charter public, private, alternative, and parochial schools, and was a resident of the City of Detroit during that time period.
- As stated earlier, eligible graduates will have up to one (1) year after graduation to apply for the DPZA Scholarship.
- Students must gain admission to one of the community college participants, listed below:

COMMUNITY COLLEGE PARTICIPANTS

Community College Participant	Main Campus Location	Website
Henry Ford College	Dearborn, MI	www.hfcc.edu
Macomb Community College	Warren, MI	www.macomb.edu
Oakland Community College	Bloomfield Hills, MI	www.oaklandcc.edu
Schoolcraft College	Livonia, MI	www.schoolcraft.edu
Wayne County Community College District	Detroit, MI	www.wcccd.edu

Note: Students may attend other satellite campuses of the CC participants.

MINIMUM REQUIREMENTS WHILE IN COLLEGE

- Course load: Full-time (minimum 12 credit hours per semester)
- Satisfactory Academic Progress: at minimum, students must maintain appropriate course loads and grade point averages as defined by the college of attendance's satisfactory academic progress policy for financial aid purposes.

COMPLETION OF FAFSA

Students must apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA), and accept all federal or state grants prior to the determination of eligibility for the DPZA Scholarship.

Maintaining Eligibility

ATTENDANCE AND GRADE VERIFICATION

Upon verifying DPZA Scholarship eligibility and enrollment at one of the five community college participants identified above, the eligible graduate will then be considered a DPZA Scholarship Student. The DPZA Scholarship Student will be required to submit the following:

- 1) DSF Terms and Conditions Form – students indicate they have read and understood all of the terms and conditions of the scholarship, and that all of the information they have provided is complete and accurate.
- 2) Authorization for Release of Records Form – students give their Community College permission to share the relevant information with the DPZA/ DSF, including but not limited to academic, registration and contact records.

TUITION AND FEE STATEMENT

To verify funds needed from the DPZA Scholarship each semester, a Financial Award Letter and/ or invoice identifying all sources and uses for tuition and enrollment from the Community College must be provided to the DPZA.

EXCEPTION REQUEST AND APPEALS

Students may request an exception to the policies outlined in this Plan. The initial exception request must be made in writing to the Detroit Scholarship Fund (DSF) staff. At a minimum, the request shall contain the student's name, contact information, and basis for the appeal. The DSF staff will provide a written determination to the exception request within 30 days of receipt of all necessary documentation. If the request is not approved, a student may appeal to the DPZA Board of Directors. The appeal must be made in writing to the DPZA Board of Directors, in a manner and form prescribed by the Board, and provide any other supporting documentation requested by the Board. When all required materials are received, the DPZA Board of Directors will address the appeal at their next regularly scheduled meeting to occur within 45 days of receipt of all required materials, and notify the student of time and place of the meeting. The Board shall issue a written decision within five (5) days of the date of the meeting.

REPORTING

The Promise Zone legislation requires student performance reporting by the DPZA. DPZA will be required to complete an annual report which will capture:

1. Number of students who received financial assistance from the DPZA;
2. The number of students who successfully completed a certificate program or an Associate degree;
3. The number of students included in Item 1 who withdrew from their classes during the prior academic year;

4. For those students included in Item 1 who have completed 24 or more semester credits, the average time required to complete the equivalent of 24 semester credits;
5. Six year post-secondary graduation rates for students who received financial assistance from DPZA.

Financial Summary

DETROIT SCHOLARSHIP FUND PARTNERSHIP

The DPZA will launch this effort in partnership with the Detroit Regional Chamber Foundation, to build off of the Detroit Scholarship Fund (DSF), which has been active since 2013. The DSF will mirror the DPZA Scholarship requirements as outlined in this Plan.

ENROLLMENT ESTIMATES

The actuarial model depicts four-year projections. The model assumes 50% retention rates for students returning for their 2nd year of college, and 70% retention rates for those returning for their 3rd year (please see Exhibit A: Actuarial Model for further details). These aggressive rates (as compared to national averages) are expected due to support services starting in Summer 2016, including a total of two student access coaches at the two largest community college participants, Henry Ford and WCCCD, as well as replicating an Accelerated Study program which provides a rich array of supports for three full years – special seminars and block-scheduled classes, high-touch advising, and career services, which will be modeled after City University of New York’s (CUNY’s) Accelerated Study in Associate Programs (ASAP).

COST ESTIMATES

The total tuition costs are based on a weighted average of the tuition and fees of the five eligible community colleges. Total costs are forecasted to increase based upon growth in enrollment and costs (see Exhibit A: Actuarial Model for further details).

PELL/ TIP REVENUE

The DPZA projections assume between 70% and 80% of DPZA Scholarship recipients will receive a full Pell Award, which reflects the same proportion of students attending school in the City of Detroit that are economically disadvantaged.⁵

STATE EDUCATION TAX REVENUE PROJECTIONS

The DPZA projections incorporate SET revenue projections as provided by the Office of Revenue and Tax Analysis, Department of Treasury, State of Michigan (February 2016). As State law requires successful operations for two years before receiving the SET revenue, the Actuarial Model assumes a base year of 2015, and disbursement of SET revenue to the DPZA to *potentially* occur in 2018 (assuming growth in SET over the base year), after operating successfully for two years.

⁵ Center for Educational Performance and Information/ MI School Data. 2010-2015.

DETROIT PROMISE ZONE AUTHORITY

FUNDRAISING

The funds required to fulfill the Detroit Promise will be provided from a variety of sources, including the Detroit Scholarship Fund and fundraising by the DPZA.

ACTUARIAL MODEL

Please see **Exhibit A**.

DPZA Board of Directors Documents

Please see **Exhibit B** for the following Board of Director documents:

1. Resolution (with vote tally)
2. Board Policies
3. Meeting Minutes

DETROIT PROMISE ZONE AUTHORITY

Contact Information

JEANET KULCSAR
MAYOR'S OFFICE

DAVID MASSARON
MAYOR'S OFFICE

PENELOPE BAILER
DPZA BOARD CHAIR

Tel: (313) 224-1904

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EXHIBIT A – ACTUARIAL MODEL

x Summary Model

	Key Assumptions			
	Projected			
	2016E	2017E	2018E	2019E
Tuition Costs	\$ 2,232,418	\$ 3,711,394	\$ 5,066,053	\$ 5,502,411
% yoy growth	-	66.3%	36.5%	8.6%
Scholarship Enrollees	600	950	1,235	1,278
% yoy growth	-	58.3%	30.0%	3.4%
Average Tuition per Enrollee (1)	\$ 3,721	\$ 3,907	\$ 4,102	\$ 4,307
% yoy growth	-	5.0%	5.0%	5.0%
Plus: Administrative (2)	\$ 500,000	\$ 515,000	\$ 530,000	\$ 546,000
% yoy growth	-	3.0%	2.9%	3.0%
Plus: Wraparound Services (3)	\$ 300,000	\$ 335,000	\$ 345,000	\$ 380,000
% yoy growth	-	11.7%	3.0%	10.1%
x Total Scholarship Costs	\$ 3,032,418	\$ 4,561,394	\$ 5,941,053	\$ 6,428,411
% yoy growth	-	50.4%	30.2%	8.2%
PELL/TIP Grants (4)	\$ 1,782,417.60	\$ 2,998,894	\$ 4,139,803	\$ 4,544,286
% yoy Tuition Costs	-	80.8%	81.7%	82.6%
PELL/ TIP per student	\$ 2,971	\$ 3,157	\$ 3,352	\$ 3,557
Plus: Total External Funding (5)	\$ 1,250,000	\$ 1,562,500	\$ 1,801,250	\$ 1,563,413
% yoy growth	-	25.0%	15.3%	(13.2%)
\$ external funding per student	\$ 2,083	\$ 1,645	\$ 1,459	\$ 1,224
Plus: Funds Captured from SET (6)	\$ 0	\$ 0	\$ 0	\$ 320,712
x Total Scholarship Costs	\$ 3,032,418	\$ 4,561,394	\$ 5,941,053	\$ 6,428,411
% yoy growth	-	50.4%	30.2%	8.2%

- (1) Average tuition (including mandatory fees) assumes a 5% increase annually as consistent with historical growth rates and a steady annual credit load of 24 hours.
(2) Administrative expenses derived per estimates shared by DSF.
(3) Wraparound Services expenses derived per estimates shared by DSF.
(4) PELL/TIP Grants derived by assuming that the DSF covers roughly \$750 per student in Tuition Costs.
(5) External funding derived by netting out PELL/TIP Grants and Funds Capture from SET from Total Scholarship Costs.
(6) Data provided by Office of Revenue and Tax Analysis, Department of Treasury, State of Michigan (Feb. 2016). Assumes one year lag.

x Scholarship Enrollment Build

	Key Assumptions			
	Projected			
	2016E	2017E	2018E	2019E
Total HS Graduates in Detroit (1)	4,490	4,348	4,211	4,078
% yoy growth	(3.2%)	(3.2%)	(3.2%)	(3.2%)
1st Year Enrollees (2)	600	650	700	700
% yoy growth	-	8.3%	7.7%	-
Returning Enrollees	-	300	535	578
2nd Year Enrollees (3)	-	300	325	350
% retained from prior year's 1st Year Enrollees	-	50.0%	50.0%	50.0%
3rd Year Enrollees (3)	-	-	210	228
% retained from prior year's 2nd Year Enrollees	-	-	70.0%	70.0%
x Total Scholarship Enrollees	600	950	1,235	1,278
% yoy growth	-	58.3%	30.0%	3.4%

- (1) Data provided by Excellent Schools Detroit.
(2) Projections based on historical performance of Chambers DSF 2-year program, which has held steady at 400-500 first time enrollees.
(3) Increase retention rates stems from DSF's anticipation of replicating its current student success coach at Wayne County Community College across other community colleges, in addition to the prospect of DSF exploring additional avenues of increase retention, e.g., replicating CUNY's Accelerated Study in Associate Programs (ASAP).

DETROIT PROMISE ZONE AUTHORITY

EXHIBIT B – BOARD DOCUMENTS

**RESOLUTION OF THE DETROIT PROMISE ZONE AUTHORITY
BOARD OF DIRECTORS
RESOLUTION NO. 16-01**

WHEREAS, the City of Detroit, by resolution of the City Council, established the Detroit Promise Zone under the Michigan Promise Zone Authority Act (Act 549 of 2008, the “Act”); and

WHEREAS, the City, by resolution of the City Council, created a Promise Zone Authority which shall be under the supervision and control of a Board; and

WHEREAS, the City, by resolution of the City Council, approved the appointment of the Promise Zone Authority Board of Directors; and

WHEREAS, in accordance with the Act, the Promise Zone Authority shall prepare a promise zone development plan (“Development Plan”); and

WHEREAS, the Promise Zone Authority intends to provide financial assistance to eligible students who reside in the City of Detroit, as defined by the Development Plan; and

WHEREAS, the Promise Zone Authority identifies limitations on the promise of financial assistance, as described in the Development Plan; and

WHEREAS, the Promise Zone Authority requires students must exhaust all other known grants for qualified postsecondary educational expenses, prior to determining the amount of financial assistance available, as described in the Development Plan; and

WHEREAS, the Promise Zone Authority acknowledges the Development Plan shall be financed through a combination of donations and other revenues, as depicted in the actuarial model included in the Development Plan; and

WHEREAS, the Promise Zone Authority shall monitor the performance of students receiving financial assistance pursuant to the Development Plan.

NOW THEREFORE BE IT RESOLVED that on March 14, 2016, at a regularly scheduled meeting, the Board formally approves and adopt this Development Plan; and

BE IT FURTHER RESOLVED that the Board formally authorizes the submission of the Development Plan to the Michigan Department of Treasury for review and approval.

THIS RESOLUTION WAS DULY ADOPTED ON MARCH 14, 2016 BY THE FOLLOWING VOTE:

AYES: [7]

NOES: [0]

**RESOLUTION OF THE DETROIT PROMISE ZONE AUTHORITY
BOARD OF DIRECTORS
RESOLUTION NO. 16-01**

ABSTAIN: [0]

ABSENT: [1] John May


Penelope Baile, Board Chair


ATTEST
Iris Taylor, Board Vice Chair

ARTICLE 1: NAME

Section 1. The official name of this body shall be the “Detroit Promise Zone Authority Board of Directors,” (herein after known as the “Board”).

ARTICLE II: PURPOSE

Section 1. The purpose of the Board is to supervise and control the Detroit Promise Zone Authority, (MCL 390.1661 *et seq.*, herein after known as the “Authority”) pursuant to the Michigan Promise Zone Authority Act, (herein after known as the “Act”). These proceedings and rules described in these bylaws are subject to the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275.

ARTICLE III: BOARD MEMBERS AND EMPLOYEES

Section 1. To the extent required by law, the business of the Detroit Promise Zone Authority shall be conducted by the Board as provided for in these bylaws.

Section 2. Board members shall be appointed in the manner, and for a term, as described in the Act.

Section 3. The Board shall elect a Chairperson and a Vice Chairperson from among its members by vote of a majority of the members serving at its first meeting each September, who shall serve for at least a two-year term.

Section 4. The Chairperson shall preside at all meetings of the Board and conduct the meetings in an orderly manner.

Section 5. The Vice Chairperson shall assume the responsibilities of the Chairperson in the Chairperson’s absence.

Section 6. A Board member may be removed from office for cause by a majority vote of the City Council, following provision of notice and an opportunity to be heard. The Board shall appoint a new member to fill a vacancy resulting in a removal pursuant to this Section 6.

Section 7. Board members shall receive no compensation for their service as Board members. The Authority may provide Board members reimbursement for actual and necessary expenses incurred on behalf of the Authority.

Section 8. The Board may retain legal counsel to advise the Board in the proper performance of its duties.

Section 9. The Board may employ a Director, Treasurer, and any other personnel that the Board considers necessary.

ARTICLE IV: DUTIES

Section 1. Subject to Michigan law, the Board shall control all corporate powers of the Authority. Unless otherwise specified in these by-laws, the Board shall conduct business according to Robert’s Rules of Order. Without limiting its general powers, the Board shall have the following powers:

- A. To select and remove all the other officers, agents, and employees of the Authority; prescribe such power and duties for them consistent with Michigan law, and these bylaws; and require bond as permitted by law.
- B. To conduct, manage, and control the affairs and business of the Authority, and to make rules and regulations consistent with Michigan law and with these bylaws.

- C. To make or cause to be made annual or periodic reports required by law to be delivered to the appropriate office within the time limits set by law.
- D. To accept on behalf of the Authority, a contribution, gift, bequest or devise for the purposes of the Authority.
- E. To extent permitted by law, to borrow money or incur indebtedness for the purpose of the Authority.
- F. To enter into agreements with other entities for the purpose of administering or distributing funds so long as such activities further the purposes of the Authority, and for all other purposes permitted by law.
- G. To acquire by purchase or otherwise, on terms and conditions and in a manner the Authority considers proper, own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal, or rights or interests in the property, that the Authority determines is reasonably necessary to achieve the purposes of the Act, and grant or acquire licenses, easements and options.
- H. To fix, charge, collect fees, rents, and charges for the use of any facility, building, or property under its control or any part of the facility, building, or property.
- I. To lease, in whole or in part, any facility, building or property under its control.
- J. To solicit and accept grants and donations, property, labor, or other things of value from a public or private source.

Section 2. The Board may by resolution authorize any officer or agent of the Authority to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Authority. Unless so authorized, no officer, agent or employee shall have any power or authority to bind the Authority by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

Section 3. All funds of the Authority shall be deposited in such banks, trust companies, or other depositories as the Board may select.

Section 4. The Board shall submit audited financial statements, and certification by the Board that the Board and Authority are in compliance with the Act, in the manner as prescribed by the Act.

ARTICLE V: BOARD MEETINGS

Section 1. Regular meetings of the Board shall be held at a time and location determined by the Chairperson.

Section 2. Special meetings may be called by the Chairperson or any three Board members.

Section 3. The presence of a majority of the Board members currently serving shall constitute a quorum for the transaction of business. Members may be physically present or present by teleconference in order to be counted in a quorum or to vote.

Section 4. All action taken by the Board shall be by vote of a majority of the members present, unless otherwise provided for in these bylaws or required by law.

Section 5. The order of business at Board meetings shall be as follows:

- A. Roll Call
- B. Approval of Agenda
- C. Approval of Minutes
- D. Chair Report (if any)

- E. Agenda Items
- F. New Business
- G. Public Comment
- H. Adjourn

Section 6. Notice requirements, public accessibility, keeping of meeting minutes and other requirements of the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275, shall be adhered to and followed.

ARTICLE VI: LIABILITY, INDEMNITY, AND RESTRICTIONS

Section 1. A Board member shall notify the Board and excuse himself or herself from any vote upon which that Board member has a legally prohibited financial conflict of interest. The foregoing shall not affect the right of any Board member to make donations to the Authority.

Section 2. The Authority will indemnify any present or former Board member with regards to expenses, including attorney fees, judgments, fines, settlements, and reasonable expenses, actually incurred by such person relating to his or her conduct as a Board member, except that the indemnification permitted by this Section 2 shall not apply 1) to breach of the duty of loyalty to the Authority, 2) for acts of omissions not in good faith or which involve intentional misconduct or knowing violation of the law, 3) for a transaction from which such person derived an improper personal benefit, or 4) against judgments, penalties, fines or settlements arising from any proceedings by or in the right of the Authority, or against expenses in any case, where such person shall be adjudged liable to the Authority.

Section 3. The Board shall procure for the Authority liability insurance of such types and in such amounts as it finds necessary.

ARTICLE VII: AMENDMENTS

Section 1. These bylaws may be amended or repealed and new bylaws adopted by the vote of two-thirds of the then serving members of the Board.

The undersigned certify that the above bylaws are the bylaws of this Authority as adopted at a meeting of the duly elected Board of Directors.

Passed and approved on the 14th day of March, 2016.

Detroit Promise Zone Authority
Board of Directors Regular Meeting
Monday, March 14, 2016 at 4PM
1 Woodward Avenue, 19th Floor Auditorium
Detroit, MI 48226

MINUTES

I. Call to Order

The meeting was called to order at 4:07PM

II. Roll Call

Members Present – [7]

Members Absent – [1]

Floyd Allen

John May

Tonya Allen

Charlie Beckham

Penelope Bailer

Hector Hernandez

Iris Taylor

Wanda Redmond

Let the record show that [7] Board members were present. A quorum was present.

III. Approval of Meeting Agenda

A discussion ensued to approve the agenda for the meeting. Motion moved by I. Taylor and supported by C. Beckham. On a voice vote, the Board unanimously approved the meeting agenda for the March 14th, 2016 Board of Directors meeting.

[7] ayes, 0 nays

IV. Approval of Meeting Minutes

A discussion ensued to approve the minutes from the last regularly scheduled board meeting. Motion moved by C. Beckham and supported by I. Taylor. On a voice vote, the Board unanimously approved the meeting minutes from the February 10th, 2016 Board of Directors meeting.

[7] ayes, 0 nays

V. Chair Report

P. Bailer thanked the Board and the Detroit Regional Chamber for their work on the Detroit Scholarship Fund and input on the DPZA Development Plan.

VI. Agenda Items

- a. Board Policies – Mayoral Staff member, Jeanet Kulcsar, provided an overview of the Board policies. Ms. Kulcsar and Chuck Wilbur (Public Policy Associates) responded to

questions asked by the Board. A discussion ensued to adopt the Board Policies in a form substantially similar to that presented with such changes as deemed appropriate by staff. Motion moved by F. Allen and supported by C. Beckham. On a voice vote, the Board unanimously approved the Board Policies on March 14th, 2016.

[7] ayes, 0 nays

- b. Development Plan - Mayoral Staff member, Jeanet Kulcsar, provided an overview of the Development Plan. Ms. Kulcsar, Chuck Wilbur (Public Policy Associates), and Greg Handel (Detroit Regional Chamber) responded to questions asked by the Board. A discussion ensued to adopt the Development Plan, in a form substantially similar to that presented with such changes as deemed appropriate by staff. Motion moved by F. Allen and supported by C. Beckham. On a roll call vote, the Board unanimously approved Resolution 16-01.

[7] ayes, 0 nays

VII. New Business

No new business outside of what was included in the original agenda was discussed.

VIII. Public Comment

No public comments were made.

IX. Adjournment

Motion made to adjourn.

On a voice vote the Board unanimously approved the motion to adjourn.

[6] ayes, 0 nays [Note: H. Hernandez left the meeting prior to adjournment.]

There being no further business, the meeting adjourned at 5:20PM

Respectfully submitted,
Jeanet Kulcsar