

The Human Services Commission approved these minutes on September 19, 2023.

CITY OF BELLEVUE
HUMAN SERVICES COMMISSION
MINUTES

September 6, 2023
6:00 p.m.

Bellevue City Hall
Room 1E-113

COMMISSIONERS PRESENT: Vice Chair Singh, Commissioners Halsted, White
COMMISSIONERS REMOTE: Commissioners Amirfaiz, Piper
COMMISSIONERS ABSENT: Chair Mansfield, Commissioner Jain
STAFF PRESENT: Christy Stangland, Toni Esparza, Donna Adair, Asma Ahmed, Department of Parks & Community Services
COUNCIL LIAISON: Deputy Mayor Nieuwenhuis
POLICE LIAISON: Major Mark Tarantino
GUEST SPEAKERS: Meghan Altimore, Hopelink; Michael Brown, Hero House; Hala Neumah, Friends of Youth
RECORDING SECRETARY: Gerry Lindsay

1. CALL TO ORDER

The meeting was called to order at 6:01 by Vice Chair Singh who presided.

2. ROLL CALL

All Commissioners were present with the exception of Chair Mansfield and Commissioner Jain.

3. APPROVAL OF MINUTES

A. July 18, 2023

A motion to approve the minutes was made by Commissioner Halsted. The motion was seconded by Commissioner White and the motion carried unanimously.

4. ORAL AND WRITTEN COMMUNICATIONS – None

5. COMMUNICATION FROM CITY COUNCIL, COMMUNITY COUNCIL, BOARDS AND COMMISSIONS

Deputy Mayor Nieuwenhuis noted that the Council was and would remain recessed until

September 11. The Council's last meeting occurred on August 21, which was National Fentanyl Prevention and Awareness Day. August 31 was International Overdose Awareness Day. Both of those days served to raise awareness of the dangers of drugs, especially synthetic opioids and fentanyl. The issue is of increasing concern in many communities, including Bellevue where a triple fatal overdose occurred during the summer.

The Council received an update on the Diversion Inclusion Plan. Work on the plan will move forward in the fall with the aim of enhancing opportunities for small and diverse businesses to provide various services as vendors to the city.

The Council heard a summary concerning the neighborhood walks that took place in July. The event is always a good opportunity to connect with residents where they live. There were three walks in the Newport, Crossroads and Northwest Bellevue neighborhoods and they were well attended.

Continuing, Deputy Mayor Nieuwenhuis noted that on July 17 the Council passed two housing-related ordinances. Included was a code amendment to remove barriers and encourage the construction of ADUs, and providing a pathway to separate ownership of ADUs; and an amendment establishing a permit review and inspection program fee reduction for qualifying affordable housing projects in the city. Projects that provide shelter, housing and services for individuals experiencing homelessness will qualify for the program.

Police and fire provided the Council with an update with regard to the Community Crisis Assistance Team. As of September 1, the program is fully funded through 2024. The police have selected a sergeant and five officers for the team, most of whom have prior experience on the team.

With regard to the Veterans, Seniors and Human Services levy, the Council received a presentation from King County about the overwhelming renewal of the levy by the voters on August 1.

6. STAFF AND COMMISSIONER REPORTS

Department of Parks and Community Services assistant director Toni Esparza took a moment to introduce Julie Kim, new intern from the Evans School at the University of Washington. Julie Kim will be helping the human services team with a number of projects, including the Needs Update and the strategic plan.

7. INFORMATION FOR THE COMMISSION – None

8. OLD BUSINESS – None

9. NEW BUSINESS

A. Panel Discussion: Trends and Challenges for Human Services Agencies Recruiting and Retaining Staff

Hala Neumah, chief financial officer for Friends of Youth, stated that the organization partners with youth and families to provide relationships, resources and the skills needed to attain personal and growth success. There are a total of 20 programs offered by the organization's three divisions: homeless youth services, residential and foster care services, and youth and family services. The homeless youth services programs include crisis prevention, counseling, case management, supportive services and two youth shelters, supported and transitional housing, rapid re-housing, affordable housing, navigation support, the Safe Place program, and an outreach program. The programs under residential and foster care include specialized residential services for refugees and unaccompanied minors, and a long-term foster care program. The youth and family services division provides mental health, substance abuse counseling and support for individuals between the ages of four and 24, prevention and intervention services, home visiting for pregnant and/or parenting families with children through the Healthy Start program.

Meghan Altimore, vice president of community services and operational excellence for Hopelink, said the organization provides 11 different services. Flexible financial assistance is offered to those facing financial crisis. The city has been a big partner in that program over the years, particularly in the last three years. Heating assistance is provided through LIHEAP and PSE Cares, and for the last two years assistance has been provided for water and portable air conditioners. Food assistance is provided through a grocery model, both at fixed locations and via mobile assistance. Housing and comprehensive services are provided as well at Hopelink Place and through the family development case management program. Employment services are offered to those struggling to gain employment. Other programs include adult education, digital literacy skills and financial literacy. The mobility management helps people understand how to utilize public transportation. Hopelink is the King County and Snohomish County provider for non-emergency medical transportation and is the DART subcontractor for King County Metro.

Christy Stangland asked the agency representatives about the biggest challenges experienced and the steps taken to address the challenges.

Hala Neumah said recruitment is a major concern in terms of identifying, being able to recruit and pay at a level that entices individuals to the supported services field. The agency has been challenged to find direct line staff in light of so many looking for remote work. An assessment and market study was conducted that resulted in compensation increases from entry level to the director level. That translated into being able to recruit and retain some staff, but hiring direct line staff remains a challenge. The agency actually competes with its own funders for individuals.

Meghan Altimore reported that high staffing turnover and the inability to recruit is a major challenge. In 2022 the agency experienced a 40 percent turnover rate, and for 2023 the projection is that it will increase to 45 percent. Recruiting consistently for a high volume of roles is putting a real strain on the agency's human resources staff. Given that Hopelink has some 380 employees, there is a lot of recruitment going on at all times. New lately is staff leaving without notice to take higher-paying wages. Many who leave indicate they just can no longer handle the commute, and that they cannot afford to live close enough.

Hala Neumah said Friends of Youth has 160 employees but actually needs 180 to operate at full capacity.

Commissioner Piper asked if there are aspects other than salary that are contributing to the staff attrition issue. Meghan Altimore said the primary factors, according to the staff, are salary and the commute. The challenges faced by clients offer another challenge to the staff. The needs are much higher in terms of behavioral health and substance abuse, and the fact that people are not able to meet their basic needs, and collectively they contribute to the stress faced by the staff, leading to burnout. To address that, all of the hourly staff last year were provided with an extra week off, and they were encouraged to take it. The case management staff alone are currently down by eight, which means an even smaller number of people have to take up the slack.

Hala Nuemah said Friends of Youth is facing the same staff challenges and for many of the same reasons. The organization is trying to provide better wellness services and programs and looking at how to support the employees from a wellness perspective. Compensation is clearly a factor, but it is not the only factor.

Michael Brown, chief program officer for Hero House Northwest, stated that while Hero House Northwest has a relatively brief two-year history, Hero House itself started in Bellevue in 2005. Hero Houe started off as an evidence-based clubhouse program under Clubhouse International ensuring psychiatric rehabilitation for adults living with mental illness. There are only two accredited clubhouse programs in the state where previously there were seventeen, all of which were based on a Medicaid waiver. Fourteen new clubhouses are currently in the process of trying to start up statewide. Hero House recently moved into the supported housing market as well when an opportunity involving an eight-units of transitional housing opened up. Four of the units are already occupied. There is also an opportunity to partner with the city to provide supported housing for members living in Bellevue. The organization also provides support employment services using individual placement support, another evidence-based practice, funded by King County. The focus is on whole-person care for adults living with mental illness and there have been some very good successes.

Michael Brown said staffing is the largest barrier faced by the organization. Much has been done by way of modernizing the HR policies. Staffing levels have been introduced for the entry-level staff along with milestones for achieving them. There have also been changes initiated relative to the accrual of basic benefits. Training has been increased so people can feel competent and comfortable in their roles.

Christy Stangland asked what changes have been made to the pay structure of the organizations.

Meghan Altimore said Hopelink recently went through a comprehensive pay assessment. It was completed in July and over the last month the COO, CFO and VP of HR worked to put together a plan that will soon be submitted to the board for approval as a budget amendment, with the investments to begin in January. The approach involves a significant amount of money and the intent of moving staff closer to a living wage in the region. The organization is also looking at adjusting the market numbers in terms of equity relative to the difficulty and value of the work.

The CFO has modeled the salary increases out for ten years.

Hala Neumah said the comprehensive salary analysis that was done is part of the agency's strategic plan. The process began with an investment in entry level employees, adding almost \$1.3 million to the budget. Implementation of a new pay scale for all others all the way up to the director was launched in March. Additional funding has been sought to bolster the budget, including fundraising. There has also been a focus on efficiency within the overall organizational structure. Providing quality services is a priority along with supporting the employees.

Michael Brown said a big part of the way services are provided at the clubhouse is through the lens of the standards. One of the standards is paying staff a living wage and competitive salaries. A cost analysis is conducted annually for all front-line staff and steps are taken to offer salaries that are commensurate with other organizations. The board considers increases on an annual basis in November. The fact that the county has increased its MIDD reimbursement for attendance by 15 percent, and that has made it easier to be competitive in the area. Additional funders have been approached and new grant opportunities have been explored.

Christy Stangland asked about other challenges being faced on the agencies that the Commission should be aware of. Hala Neumah said a major challenge is a shortage of good candidates in the pool. Pre-Covid there was a good source of candidates wanting to do the work, but post-Covid that is not the case. Individuals are choosing other options, and a lack of direct-line staff is affecting residential services. The agency must compete with for-profit entities that can afford to pay higher wages. Costs are increasing across the board, not just for staffing, and that is creating a gap in the budget.

Michael Brown echoed those comments. Since 2020 there has been a marked decrease in the talent pool and fewer people wanting to enter the world of psychiatric rehabilitation. There are often no-shows for scheduled interviews. There is a clear need for new ways to reach out to and connect with the community so people will know what services are available to them.

Meghan Altimore said Hopelink has worked toward a more comprehensive approach to how staff and volunteers deescalate situations whether they involve clients, other staff or simply guests coming to the site. There are new policies and procedures in place along with additional training and practice sessions. Another challenge is the fact that funding and fundraising have returned to pre-pandemic levels. The needs, however, particularly around rent and basic needs, have not gone at all and are in fact continuing to increase. Having to tell people no on a regular basis is difficult on the staff. The idea that the economy is starting to rebound is a misidentification when it comes to those at the lowest income levels; if anything, increased prices have just made the pressures worse.

Christy Stangland asked what funders can do to better support the agencies.

Michael Brown said the most important thing funders can do is to partner alongside the agencies, to see the vision of what the organizations are trying to accomplish. Ultimately the goal is to build a community in which everyone can thrive and be accepted. Funders can not only provide dollars, but they can also speak to others about the programs and share goodwill in the

community through their connections.

Hala Neumah said there is a clear need for additional funding to meet the gap, but there is also a need for funders to be true partners, not just the providers of dollars. Advocating for and being alongside partnering agencies is a key role funders can play. Funders are part of the community and should be advocates of the work done by the agencies they fund.

Meghan Altimore said one of the things to be appreciated the most about working in north and east King County is the partnership with the funding staff and local cities human services staff and city councils. The approach should continue and should continue to grow. Funding increases for basic needs like rent, water and food are essential. Housing affordability is a clear issue and there should be strong advocacy efforts around it. There is a clear need for increased behavioral health and substance use disorder treatment throughout the region. Advocacy is also needed for increasing mass transit across the suburban and rural areas of the county. Community education around poverty in the community is also needed. There is a need for people to understand that there are thousands of people living in the area who cannot meet their basic needs. Knowledge and understanding can build compassion and empathy.

Commissioner White asked about the 37 quality standards for Hero House and asked which are the top three. Michael Brown said the best one is that membership has no time limits or restrictions. Some of the more enjoyable standards include relationships within the clubhouse are real, and the members get to choose the people with whom they work.

Answering a question asked by Commissioner Halsted, Hala Neumah said one of the funding streams for Friends of Youth is foster care. The agency provides long-term foster care through the state and that generates some revenue. Growing that program is one of the agency's initiatives for the year. Foster care income only represents about ten percent of the overall funding. Income from providing outpatient mental health and substance use services has grown, but the need has grown as well and there is a need to grow the pool of therapists.

The panel members were thanked for their input.

B. Proposed 2024 Community Development Block Grant (CDBG) Allocations

Christy Stangland stated that the Community Development Block Grant is administered by the U.S. Department of Housing and Urban Development with the primary objective of benefiting low- and moderate-income persons. The funds are also to be used to prevent or eliminate slum and blight, or to meet urgent needs.

By way of the funding process schedule, Christy Stangland said the Commission's preliminary funding recommendations will be the subject of a public hearing on September 19, following which the Commission will finalize its recommendations and forward them to the Council for review and approval on October 16.

The actual CDBG funding amount will not be known until later in 2024. It is therefore necessary to estimate the amount based on past awards and program income. For 2024, the estimate is for

an award of \$850,000 from HUD, \$150,000 in program income resulting in paybacks from the home repair program, and \$299,000 from prior year unallocated funds.

Under the HUD guidelines, the list of applicants eligible for funding were CDBG Administration; CDBG Planning; Congregations for the Homeless; Bellevue Major Home Repair with King County Housing Authority; Habitat for Humanity Home Repair; Sound Generations Minor Home Repair; 4 Tomorrow Microenterprise Assistance; Centro Cultural Mexicana Microenterprise Assistance; and WeeCare Microenterprise Assistance. Two applications were deemed ineligible: Hopelink's Walk-in Cooler and Freezer, and YMCA's Hot Water Heat Exchange. Indian American Community Services also submitted an application but it was not complete.

CDBG Planning and Administration is capped at 20 percent of the program year entitlement amount and the current year program income. That breaks down to \$125,000 for planning and \$75,000 for administration. The HUD rules cap spending for public services at 15 percent, thus the Congregations for the Homeless application for its 24/7 enhanced shelter comes in at \$140,000. The public services dollars are determined via the city's biannual human services grant process.

In the home repair programs arena, staff is recommending \$300,000 for the city's program; \$98,000 for the Habitat for Humanity program; and \$30,000 for the Sound Generation program, totaling \$428,000. The city's program partners with the King County Housing Authority to provide needed health and safety home repairs for Bellevue residents. With the existing program income, and less demand due to Covid, the proposed amount is anticipated to be sufficient to meet the needs of Bellevue residents. With regard to the Habitat for Humanity program, it was noted that that organization acts as a general contractor and has staff that perform moderate home repairs that otherwise that difficult to obtain bids for from commercial contractors through the King County Housing Authority. The program was funded for the first time in 2023 and it successfully filled a gap and met the need for mid-level home repairs. The Sound Generation program provides services that are not able to be provided by external contractors. Owing to the significant reduction of clients and restrictions on services provided during the pandemic, the agency is still spending down its 2022 funding, and was not awarded funds in 2023. The recommended amount will be sufficient to address the need through 2024.

Christy Stangland explained that at the May 1 Council meeting, the Council identified a number of priorities, including building capacity and supporting the growth of child care programs in the city. The Commission also previously noted an interest in funding upstream services that prevent residents from experiencing a crisis. The staff-proposed funding levels advance each of those goals. The staff's recommendation is to award \$177,000 each to 4 Tomorrow, Centro Cultural Mexicano, and WeeCare for their eligible microenterprise assistance programs. 4 Tomorrow and Centro Cultural Mexicano both specialize in serving the LatinX community. 4 Tomorrow is currently receiving 2023 CDBG funding for its program and has successfully reached their outcomes goals. Centro Cultural Mexicano is applying for CDBG microenterprise funds for the first time, but it successfully managed CDBG Covid funding as well as general fund allocations.

WeeCare has experience in providing support services to low- and moderate-income home

daycare businesses. For home day providers, WeeCare creates a plan for business goals, including capacity and revenues for the year, and offer ongoing support to reach the goals. The services include connections with families and enrolling children, tuition collection, guidance on licensing and regulations and expansion, staff retention, and creating a personal website. For the low- and moderate-income families who are enrolled in a participating in-home daycare, the agency provides access to a mobile application that provides support to the families, and pares them with a case manager to answer any questions. WeeCare has successfully administered CDBG funding from multiple jurisdictions in the region.

By category, the staff recommendation is to allocate \$200,000 to administration and planning; \$140,000 to public services; \$428,000 to home repair; and \$531,000 to microenterprise assistance. That totals \$1,299,000.

Commissioner White asked what year WeeCare started. Deputy Mayor Nieuwenhuis said the organization started in 2017.

Commissioner Piper referred to the 4 Tomorrow application and noted that under proposed use it makes mention of the fact that while their focus is on the LatinX community, it is open to all. A similar statement is not made in the Centro Cultural Mexicano application. Christy Stangland allowed that some follow-up would be needed to confirm whether or not the Centro Cultural Mexicano program is open to all. Their work in administering ARPA funding was open to all residents, and all of their other services are open to all residents. Toni Esparza added that being open to all residents is a requirement of contracting with the city.

Commissioner Amirfaiz referred to the budget submitted by Centro Cultural Mexicano in its application and asked about the source of the projected revenue of \$337,500 for 2024. Donna Adair said that is the amount requested from Bellevue for their microenterprise assistance project. Staff is recommending only \$177,000.

Commissioner Amirfaiz proposed increasing the funding for the city's major home repair program to \$400,000, and allocating the full \$150,000 ask for the Habitat for Humanity home repair program. The additional funding could be taken from the microenterprise applications.

Christy Stangland said the \$300,000 proposed for the city's major home repair program was the amount determined by staff to take the program through the end of the year. Donna Adair explained that a large amount of program income was received in both 2022 and 2021 due to home sales and loans being repaid. The anticipation was that about \$250,000 would be received and the amount was almost \$400,000. The excess funding from 2022 is still being spent down. The staff-proposed amount is adequate to continue providing services. Adding the Habitat for Humanity program will help address the issue of smaller but needed repairs.

Commissioner Piper voiced support for fully funding the Habitat for Humanity application, using as the source of the extra funding an equal share from the three microenterprise programs. Donna Adair said the decrease for each microenterprise application would be just over \$17,000, making the allocation to each microenterprise application approximately \$163,000.

Vice Chair Singh voiced support for the proposal to fully fund Habitat for Humanity, as did Commissioner Halsted and Commissioner Amirfaiz. Commissioner White did not support the proposal and suggested leaving the allocations as recommended by staff.

Christy Stangland clarified that as proposed Habitat for Humanity would be awarded \$150,000, their full ask, and the applications from 4 Tomorrow, Centro Cultural Mexicano and WeeCare would be reduced to \$159,666.67 if not rounded up.

Commissioner Amirfaiz asked what outcome would flow from funding the WeeCare application. Christy Stangland said the agency provides a number of processes, the biggest of which is working with in-home care providers to grow their businesses. Many low-income in-home providers struggle to reach capacity and struggle with having a solid business model and website. The program also supports any low- and moderate-income households with case management aimed at finding the right child care and navigating the challenges encountered.

Deputy Mayor Nieuwenhuis asked how the staff recommendation balances against the needs in the community based on the community survey, adding that addressing the daycare issue is a priority for the Council. Toni Esparza said the last Needs Update was drafted two years ago and there is preliminary information in hand as part of updating the document. The Council priorities outlined in May are addressed by the recommendations. Capacity building was named by four Councilmembers at the meeting, though there were some differences of opinion as to exactly what constituted capacity building. The issue of child care was named by multiple Councilmembers, and there was a call for innovative approaches, specifically in regard to child care. The Council also held capacity building to mean helping businesses and non-profit services developed. Funding the microenterprise programs and WeeCare will help to address those issues. Indeed, all of the applications speak to some aspect of what was heard from the Council.

Toni Esparza added that each time the Commission proposes funding a program for less than what was requested, staff goes to the agency and asks if the program can go forward with the lower funding level. There was some hesitancy expressed by two of the microenterprise programs. Should the Commission conclude that their funding should be lower, staff will again contact the agencies for comment. Donna Adair clarified that both Centro Cultural Mexicano and WeeCare voiced concerns about operating with reduced funding, which would translate into fewer clients served.

Toni Esparza said another item heard continuously from the Council as well as from panelists appearing before the Commission has been to fund more and more deeply when funding an agency rather than funding everyone but with fewer dollars each. There is a clearly delicate balance involved.

Deputy Mayor Nieuwenhuis asked if that could mean better results from funding one or two of the microenterprise projects with more money instead of all three with a reduced amount. Toni Esparza allowed that that is the critical question for the Commission to ponder. When the staff brings forward recommendations, they are at the framework level.

Commissioner Halsted often requests from agencies involve hiring someone to run a particular

program, but when the Commission elects to fund their application at only half the requested amount, the agency's ability to carry out the program is hampered. While it is true that larger organizations can find the extra dollars they need from some other source, but that is not always the case for smaller organizations.

Christy Stangland allowed that staff could gather some additional information and share it with the Commissioners prior to the next meeting. The original requested minimum from Centro Cultural Mexicano was \$225,000, and the original minimum request from WeeCare was \$180,000.

Commissioner Amirfaiz asked how many people would be served by the Centro Cultural Mexicano application. Donna Adair the original request proposed serving 39 business clients. Commissioner Amirfaiz said the question is not whether or not funding the application will provide a valuable service, but it all needs to make sense in terms of the budget. The amount being recommended by the Commission makes sense.

Toni Esparza said typically where an amount is recommended that is less than what was requested, staff determines the proportional amount in calculating how many clients can be served with the reduced funding. For Centro Cultural Mexicano, that would mean serving about 14 or so businesses rather than 39 with the proposed reduced funding.

Commissioner Amirfaiz said the concern is that various line items in the Centro Cultural Mexicano budget are simply not reasonable.

Commissioner White asked if more line items could be added to the budget spreadsheet to allow agencies to more clearly indicate exactly how the requested funds will be spent. Christy Stangland said typically there is a set number of line items for all of the contracts. Staff does not typically go to agencies and suggest reducing a particular budget line item, such as marketing, from one amount to a different amount.

Commissioner Amirfaiz suggested it would be helpful to have a budget narrative to clarify what each line item in the budget will support.

Commissioner Piper agreed that having a budget rationale would be very helpful for each application. The Centro Cultural Mexicano budget appears to simply quadruple each line item from the 2023 amount but without giving a rationale.

Toni Esparza said when staff goes back to the microenterprise agencies to talk about a reduced level of funding, clarification will be sought regarding their budgets. Changing the number of budget line items in the application would be more complicated given that Bellevue pools applications with all north, south and east funders. A change to the application would require agreement from each of the 15 jurisdictions.

Christy Stangland noted for the record that both Chair Mansfield and Commissioner Jain had indicated full support for the staff recommendation.

C. Commissioner Requests for Participate in Future Meetings Remotely

Commissioners Amirfaiz and Piper requested remote participation for the September 19 meeting.

Toni Esparza reminded the Commissioners that due to a change in the process by the Council, Commissioners now have the opportunity to request remote participation via email to staff. Approval at a prior Commission meeting is no longer required.

10. CONTINUED ORAL COMMUNICATIONS

Alex Tsimerman began with a Nazi salute and called the Commissioners dirty sick Nazi garbage rats. Alex Tsimerman stated that at the last Council meeting, Deputy Mayor Nieuwenhuis directed the police to remove me from the room because of what was being said. Alex Tsimerman stated that was nothing more than harassment and it appears Deputy Mayor Nieuwenhuis has a mental problem.

Deputy Mayor Nieuwenhuis informed the chair that this communication does not follow the new oral communication rules adopted by City Council.

Vice Chair Singh asked for a recess and paused oral communications. Vice Chair Singh reopened oral communication and reminded presenter of the new oral communication rules adopted by City Council.

Alex Tsimerman said the testimony being offered was in the form of a complaint to the human rights commission. The Council is doing the same in every meeting now, and the Commission should order an investigation. The Council is cutting the right to free speech, which is critical to a candidate for flying to the moon. The Council is only acting as it has been because a different opinion was expressed.

Deputy Mayor Nieuwenhuis stopped the testimony to point out that the comments being made were not related to the work of the Human Services Commission. The Human Services Commission is not a human rights commission.

Vice Chair Singh informed Alex Tsimerman that he was being removed from the meeting for not following oral communication rules. Police officer accompanied Alex Tsimerman as he exited the meeting.

Akil Thara with Indian American Community Services shared being a domestic violence survivor seeking to move forward with the help of the community and the Indian American Community Services, which does a lot to help women in similar circumstances. Even working two jobs, it is not possible to afford the rent on even a small apartment in Bellevue. It has also been difficult to support two children, pay for various legal expenses, and pay for healthcare. Agencies like Indian American Community Services are making Bellevue a better place. Additional programs are needed to help women with children who are victims of domestic violence.

11. ADJOURNMENT

Vice Chair Singh adjourned the meeting at 7:48 p.m.