MINUTES OF THE REGULAR MEETING
OF THE HAWAII PUBLIC HOUSING AUTHORITY
HELD AT 1002 N. SCHOOL STREET, BLDG. L
ON TUESDAY, APRIL 10, 2007,
IN THE CITY AND COUNTY OF HONOLULU, STATE OF HAWAII

The Board of Directors of the Hawaii Public Housing Authority met for their Regular Meeting at 1002 N. School Street, on Tuesday, April 10, 2007 at 1:10 p.m.

CALL TO ORDER/ ROLL CALL

The meeting was called to order by Chairman Charles Sted and, on roll call, those present and absent were as follows:

PRESENT: Director Charles A. Sted, Chairman
Director Clarissa Hosino
Director Carol Ignacio
Director Linda Smith
Director Travis O. Thompson
Director Matilda Yoshioka
Designee Henry Oliva

Interim Executive Director Patti Miyamoto
Deputy Attorney General, Diane K. Taira

EXCUSED: Director Eric Beaver

STAFF PRESENT: Shirley Befitel, Special Assistant, Personnel
Dexter Ching, Section 8 Subsidy Programs Branch Chief
Pamela Dodson, Executive Assistant
Derek Fujikami, Construction Mgmt. Unit 2 Chief
Lili Funakoshi, Hearings Officer
Norman Ho, Property Mgt. & Maint. Svcs. Branch Chief
Glori Inafuku, Acting Compliance Officer
Mitchell Kawamura, Construction Mgmt. Unit 1 Chief
Clifford Laboy, Program Specialist and Tenant Services
Sandra Miyoshi, Homeless Prog. Branch Administrator
Edmund Morimoto, Construction Mgmt. Section Chief
Gary Nakatsu, Data Processing System Analyst
Earl Nakaya, Program Specialist
Dionicia Piiohia, Secretary to Board

OTHERS: Lisa Groulx, Recorder
Nhi Tran, Legal Aid

RESOLUTION NO. 05 IN APPRECIATION OF SHERRY NOGUCHI

Preceding the start of the Hawaii Public Housing Authority (HPHA) Board of Directors meeting, the Board presented Resolution No. 05, Resolution in Appreciation of Ms. Sherry Noguchi to Ms. Noguchi.

RESOLUTION NO. 05

HAWAII PUBLIC HOUSING AUTHORITY
STATE OF HAWAII

RESOLUTION IN APPRECIATION OF SHERRY K. NOGUCHI

WHEREAS, Sherry K. Noguchi has proven to be a true team player and has gone above and beyond her assigned duties and responsibilities with the Department of Accounting and General Services (DAGS) to assist the Hawaii Public Housing Authority (HPHA) in their submittal of audited financial information to the U.S. Department of Housing and Urban Development (HUD), and

WHEREAS, Ms. Noguchi worked closely with Nishihama & Kishida, CPAs Inc. to submit the audited financial data in a timely manner. Failure to submit the data to HUD would have resulted in a "Late Presumptive Failure" and caused HPHA to be sub-standard under the Financial Assessment Sub-System (FASS) of the Public Housing Assessment System (PHAS), and

WHEREAS, Ms. Noguchi's guidance and assistance to Nishihama & Kishida, CPAs Inc. was noted, in their appreciation letter to Mr. Wayne Horie, DAGS Accounting Division Administrator, as the key to completing the engagement in a timely manner due to her knowledge and her work ethics, and

WHEREAS, Ms. Noguchi first started out as a Pre-Audit Clerk in 1985 with the Department of Education. Following a series of promotions she was selected as the Chief Accountant of the Housing and Community Development Corporation of Hawaii and continued with the Hawaii Public Housing Authority, and

WHEREAS, Ms. Noguchi was responsible for overseeing the day-to-day activities of the Accounting Section and diligently worked to improve the policies and procedures to ensure proper internal controls were enforced and

WHEREAS, Ms. Noguchi is a true team player that tackled every task with a "can do" attitude to achieve a level of competence respected by all that worked with her; now therefore,

BE IT RESOLVED, that the Board of Directors of the Hawaii Public Housing Authority express its heartfelt appreciation to Sherry K. Noguchi, and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Ms. Noguchi and Russ K. Saito, Comptroller on the 10th day of April, 2007.

Charles A. Sted, Chairperson

ADOPTED BY
APR 10 2007
The Board of Directors

Chairman Sted declared a quorum present.

QUORUM

The Chair stated that the Regular Minutes held on March 26, 2007 are deferred.

APPROVAL OF MINUTES REGULAR MEETING 3/26/07

Director Thompson moved, seconded by Director Hosino,

> That the Board approve the revisions to the Introduction, Chapters 1-3, 4, 6, 9, 10, 12-13, and 15-16 of the Administrative Plan for the Section 8 Housing Choice Voucher Program and Approval of Chapter 17 of the Administrative Plan, with the following corrections to the For Action under II. Facts, delete item F.

APPROVAL OF THE REVISIONS TO THE INTRODUCTION, CHAPTERS 1-3, 4, 6, 9, 10, 12-13, AND 15-16 OF THE ADMINISTRATIVE PLAN FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM AND APPROVAL TO CHAPTER 17 OF THE ADMINISTRATIVE PLAN

Ms. Patti Miyamoto, Interim Executive Director, introduced Mr. Dexter Ching Section 8 Subsidy Programs Branch Chief. Mr. Ching explained that the revisions proposed is to update and correct all the chapters referring to the policies relating to the implementation of the Violence Against Women and Justice Department Reauthorization Act of 2005, known as VAWA. The other update is regarding eligibility of students for student housing. Also, Chapter 4 establishes preferences for maintaining the waiting list, broadening the homeless definition to include families residing with friends or families and not in transitional shelters so that we are in compliance with the wait list. Finally the proposal also includes Chapter 17, Section 8, and Project-Based voucher policy.

Director Yoshioka asked if there is a percentage set aside that goes to project-based vouchers from the regular program. Mr. Ching stated that the regulation requires no more than 20 percent.

Director Ignacio asked if under the VAWA, the perpetrators are able to return back to public housing. Mr. Ching stated that the law protects those who are victims from being evicted.

Director Ignacio asked who is going to enforce the VAWA and what structures will be in place to make sure it's implemented. Mr. Ching stated that procedural issues are being discussed with the Attorney General's office (AG). However, according to the law, if there is domestic violence that occurs within a family, these families now have rights from being evicted. The law also states that if the perpetrator resides with them, the landlord has the authority to remove that individual. This law does allow the landlord or the PHA to remove the perpetrators from the household.

Director Smith asked if the revised language is supplied by the U.S. Department of Housing and Urban Development (HUD). Mr. Ching stated that the language is from the consultant Nan McKay & Associates. We purchased a template from them to establish the Section 8 Administration Plan. Nan McKay provides HPHA staff trainings and also trains HUD staff.

Director Smith asked if other public housing agencies use their services. Director Yoshioka confirmed that they are nationally renowned in training Section 8 and public housing staff. And that on Kauai, they use Nan McKay exclusively. Although there are other agencies around, Nan McKay has the most experience.

Director Smith asked if the references to homelessness and victims of domestic violence, is setting up a priority order or just listing eligibility. Mr. Ching stated that there is no priority order and if you meet the criteria, you get on the list. In the homeless definition we want to include families who are not in shelters, did not have a permanent residence, are living in the streets or cars or wherever. Director Smith asked how this affects the preferences for our public housing projects; if it is adopted for Section 8, then does it obligate the Board to adopt a similar language for the

public housing programs.

Mr. Ching explained that HPHA is not the landlords to Section 8 tenants, we issue out the vouchers based on eligibility. The landlord rents the unit and it's up to the landlord to accept the applicant. It is up to the landlord to rent as opposed to the public housing sector, where we are the landlords and we are responsible to collect the rent.

Director Thompson noted on the attachment on page 17-11 third paragraph PHA Policy says: The PHA will not use high rise elevator projects for families with children, if there is no practical alternative and HUD approves the PHA determination. This seems contradictory to the paragraph above, which states that the PHA may use high rise elevator projects to families with children.

Mr. Ching explained that HUD gives us an option to either utilize the high rise or not. In this policy, if we have a high rise building that we want to convert to project-base Section 8 and HUD allows you to do so if you want to.

The Chair clarified that if we approve this document, we are adopting a policy that says: Not withstanding the fact that we're allowed to, we will not use high rise elevator projects for families with children. He asked if this is the recommendation. Mr. Ching said yes. The Chair stated that Director Thompson does not want the HPHA to have that policy and wants to use the flexibility that is allowed by HUD. The Chair then asked for a motion to amend.

Director Thompson moved, seconded by Designee Oliva

> To amend the attachment on page 17-11 under item 17-IID, PHA Policy, first sentence, delete the word "not", and to read "The PHA will ~~not~~ use high-rise elevator high rise elevator projects for families with children if there is no practical alternative and HUD approves the PHA policy."

The motion was unanimously carried.

The Chair asked if there is other discussion.

Director Ignacio questioned 23 C on how will we determine or verify people's statement that they are temporarily living with family and therefore are homeless. Mr. Ching stated that the staff tries to get official verifications from credible sources, such as social workers, schools, landlord or the families who they are living with.

Director Ignacio commented that homeless providers are required under HPHA to do on-site verification because that's the only way that you can verify. She is uncomfortable giving approval not knowing how it will be implemented. She asked that staff put some thought into this. Mr. Ching agreed. He stated that one of the advantages we have is the Section 8 waiting list is closed and we have less than 2,500 people on the wait list and that they will at some point all be served.

The Chair asked how many years, would it take for all to be served. Mr. Ching said it depends on the funding amount from HUD and if the rents or contract rents decline. He added that the agency took seven years to deplete 10,000 people on the wait list then reopened. Most PHAs nationally average about 10 years.

Director Hosino asked what kind of verification can strongly support the fact that people are homeless. Mr. Ching explained that if there are no official documents, a statement from a doctor, social worker, etc. is okay or the client's statement. We use similar criteria that HUD uses for income verification.

Director Smith commented that if we tell people residing with family or friends that they don't qualify, what we're doing is we're setting up an incentive for people to go back out on the beach or in parks so that they would qualify for the homeless preference. But that's not the incentive we want to set up. We should keep it in and

we know that Mr. Ching will do the best he can to get credible documentation. There may be some people who will abuse it but we'll have to do our best to weed them out.

Director Thompson asked if we give preferences to Veterans or not. Ms. Miyamoto stated only for State public housing, not for Section 8.

The Chair asked if there were any further question on that discussion. There being no further discussion on the main motion to approve the For Action,

The motion was unanimously carried.

APPROVAL OF THE PUBLIC HOUSING AGENCY FY 2007 ANNUAL PLAN AND 5-YEAR PLAN FOR FY 2005-2009 FOR SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND UBRAN DEVELOPMENT

Director Thompson moved, seconded by Director Yoshioka,

> That the Board approve the Public Housing Agency FY 2007 Annual Plan and 5 Year Plan for FY 2005-2009 for submission to the U.S. Department of Housing and Urban Development.

Ms. Miyamoto introduced Mr. Earl Nakaya, Program Specialist from the Property Management Branch, who has been the lead on PHA Plan. Mr. Nakaya reported that last night the agency conducted the required public hearings statewide on Oahu, the Big Island, Maui and Kauai. This morning staff reviewed the comments and testimony received and responded to those comments, which were distributed to the Board as Attachment "N" which begins on page 9.

The Chair asked that the Board take five minutes to read the attachment. He asked Mr. Nakaya if there were any specific matters to which he wanted to draw the Boards' attention. Mr. Nakaya said yes, under Component 8, Demolition and Disposition, the agency is updating a plan regarding Kalihi Valley Homes (KVH). Currently, there are 99 units approved for demolition, of which 27 units have been demolished. For the remaining 72 units, HPHA will request to HUD to reverse the demolition approval and put the units back into the rental pool.

Director Ignacio questioned Component 1, Housing Needs. Regarding our response to recommend we install adequate lighting, she suggested including time lines so we have a commitment to follow up. Ms. Miyamoto stated that Mr. Clifford Laboy has been assigned to crime and safety. He is working with the Resident Advisory Board (RAB) to compile a proposed plan and time line.

Mr. Laboy introduced himself and reported that he met with Mr. David Yaw, Director Hosino, some of the management units (MU) managers, and the Weed and Seed program sergeant from the Kalihi Police Station. They are going through a fact finding process, looking at everything from lighting, security measures, and amendments to the rental agreement. Mr. Laboy is gathering information to present to Ms. Miyamoto to see if the changes and suggestions can be done legally before bringing it to the Attorney General's office and the Board. He suggested working with six projects as a pilot program to see the outcome and to get funds allocated.

Director Smith asked if this includes properties on the neighbor islands. Mr. Laboy said he is looking at six large projects on Oahu that has the most issues.

Ms. Miyamoto explained that currently $1.2 million is spent for security services by security companies, to have a presence on the project site, to man the gate or roam the project, and report incidents to management. We now have another $100,000 of Capital (CAP) funds for improvement of projects and there is a bill at the legislature that would appropriate a little over $1 million for security.

Director Ignacio asked if the $1.2 million spent on certain projects made the projects safer, did crime rates go down, what changed. She said that this is what the Board expects, a report at the end of one year of what are the changes, who's looking, watching and measuring. Ms. Miyamoto stated that Mr. Laboy is assessing the performance of security companies at the MUs.

Director Hosino commented she appreciates what Mr. Laboy has done, his accomplishments in the last 10 days, going to the projects to see what they need and how we can do things.

RECESS
RECONVENED

The Chair called a recess at 2:10 p.m. due to lack of quorum and the meeting reconvened at 2:11 p.m.

The Chair stated that we're discussing a RAB recommendation and a response but neither of these will result in a change to the PHA plan. He asked if there were any further discussion on this subject.

Director Ignacio stated that on Component 2, regarding the guidelines for the disbursement of participation funds, we responded that we have existing guidelines. She wants to read what the guidelines are. Ms. Miyamoto will send her the guidelines.

Director Ignacio asked for clarification on Component 3 where the RAB is saying, that we need to improve the curb side appeal so that we get higher income residents. Director Hosino explained that the RAB wants to make the projects appealing, such as beautification, keeping the yard maintained.

Ms. Miyamoto explained that there is a spectrum of eligible families who are on the lower end to the higher end of low income. HUD wants us to put the higher income families within the eligible group into housing projects where there are families that have a lower average so there is a mix, and that's the higher income RAB is referring to.

Director Ignacio asked on Component 5, who provides the translator when it is requested. Ms. Miyamoto explained that each MU or program provides a translator when needed.

Director Ignacio stated that in Component 5-D, the RAB recommends that we provide training for mediation so that management can properly deal with volatile situations between tenants and management. Our response is we provide mediation training for management. She asked who provides the mediation, when was the last time we did a training, and do we require that all of our managers get recertified annually. Ms. Miyamoto explained that it's not a certification, but personnel keeps records of all the training of employees and mediation training is offered every quarter.

Ms. Shirley Befitel, Special Assistant in Personnel commented that there is a free mediation training coming up and a notice will be sent to all managers. It's not required, but property management can inform the managers to attend. The contracted managers are not required to go through mediation training.

Designee Oliva suggested to include in private management contracts a requirement for managers to attend mediation training. Ms. Miyamoto and Mr. Ho agreed to stress mediation training.

Director Thompson complimented and thanked Mr. Nakaya and staff for accomplishing the work done on the plans.

There being no further discussion, the Chair called for a motion to approve.

The motion was unanimously carried.

STATUS
OF THE
EXECUTIVE

The Chair said that the next item to be discussed is the status of the Executive Director search. He asked for a motion to go into Executive Session and to take a five minute recess before the Board enters into Executive Session.

DIRECTOR SEARCH

Director Yoshioka moved, seconded by Director Smith,

That the Board meets in Executive Session at 2:35 p.m.

RECESS EXECUTIVE SESSION

The motion was unanimously carried.

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RECONVENED

The Chair called the meeting back to order, and the meeting reconvened at 2:49 p.m.

REPORT OF THE TASK FORCE COMMITTEES

OPERATIONS COMMITTEE

The Chair asked if there is there a report of the finance committee. Ms. Miyamoto stated that the Real Estate Assessment Center financial submittal is still at the HUD review level. For the operations committee, she stated that Director Hosino's e-mail was not due to complaints from any on-site managers. Director Hosino was trying to relate to the Board the conversations she had with Senator Chun-Oakland, where she recommended that we make it mandatory for managers to attend Board meetings so the Directors can meet the managers and put a face to a name.

The Chair asked the Board members their opinion. Director Ignacio stated that what we don't want to have happen is managers circumventing the process that they now have to go to whomever and wants to ensure that that doesn't happen. And that if there are issues that managers are not sharing and suppressing that there be a vehicle in which to hear about that as well.

Ms. Miyamoto said that Mr. Ho has regular managers meetings and they're quite vocal on their thoughts and they have some heated discussions at times, which is good exchange of information. But for most part they're open with management on their dislikes, likes and suggestions.

Director Ignacio commented that the issue is not with managers, its information that goes through managers that does not get to where it needs to go from the residents. And would that be handled at the RAB. Director Hosino feels that that there's a misconception about having the managers meet the Board. Her concern is that the managers are not familiar with who the HPHA Board members are and the Board members do not know which managers manage which projects. She would like to have the Board members attend and meet the managers at their meetings with HPHA.

The Chair stated that it is a good way to handle it, since a forum already exist for the managers to be there, and that we can go two at a time. Those other Board members who want to participate go at one time and two go another time. Over the course of a year most, if not all, of the Board can have an opportunity to interact. The Board members agreed.

Mr. Ho also recommended that the outer island Board members visit the projects on their island to get to know the managers personally on a one-on-one basis and speak with them freely.

Director Thompson expressed his concern about doing what Mr. Ho suggests and does not want to undercut management. He is a chain of command person and feels that the Board's role is to give direction on policy, not to micromanage.

The Chair stated that there is no report from the information technology committee.

PERSONNEL COMMITTEE

Designee Oliva reported that the personnel committee distributed the latest document of position status and acknowledged the hard work of Ms. Befitel, Ms. Miyamoto, and the Department of Human Services (DHS). Ms. Befitel reported that she recruited a personnel assistant to help in the recruitment process, assisting managers in the position description, training, and development. Fiscal management positions were filled and three accountant positions were recommended for hire, and we have an Account Clerk III that's in the interview process. They are screening applicants for the Fiscal Management Officer and the Accountant V positions

Director Thompson asked if there is someone to train the new accountants when they come on board. Ms. Miyamoto stated that we are trying to get someone from DHS where we can do an inter-governmental agreement with them to help train our staff here. Also working with the local HUD office rather than hiring a CPA firm who doesn't know the day-to-day accounting practices.

Ms. Befitel reported that the property management branch recruited a Public Housing Specialist on Maui, and promoted the Property Management Deputy to the Property Management Supervisor. DHS is reviewing position descriptions that managers have completed.

The Chair encouraged everyone to keep the intensity at a high level because we're months away from being at full capacity and that is good. Director Smith commented that we have the technical assistance team coming on board to help all of our staff. The firm that HUD has chosen is MD Strum Housing Services. She participated in a conference call with HUD, and MD Strum last week. The person coming on site is Mr. Larry Jones, former Executive Director of a PHA. She emphasized to them the importance of helping us with our fiscal area and he is going to be evaluating both the software, the hardware, staffing, and will work with the Executive Director when that person comes on board. There will be one person on site full time 120 days and there will also be two people on the mainland to assist.

HOMELESS COMMITTEE

Director Smith reported for the Homeless Task Force. She stated that the emergency proclamation regarding Next Step Homeless Shelter in the downtown area has been extended. A meeting was held to look at what we would need to do over the next 6 to 8 months to work on the eventual phase out of that facility. There is a working team that will reconvene in June with specific plans for the phase down. The providers running that shelter believes that a number of those individuals are chronic homeless with multiple issues associated with them and to think that everybody can move from a shelter to either public housing or to private housing is not realistic. We as a Board need to think of something equivalent with intensive services for an extended period of time in the downtown Honolulu area. So our measure of success may have to change because we intended to measure it in terms of people moving out. The good news is they had 565 individuals who have gone through that shelter of which 151 have moved into housing and 8 have moved back to the mainland. The population they have to work with is 261individuals. The team is working with the Next Step providers, HPHA staff, Mr. Kaulana Parks, and DAGs who is involved with alternative sites and construction, and Ms. Taira is helping with our legal issues.

REPORT OF THE EXECUTIVE DIRECTOR PROGRAM/ PROJECT UPDATES

Ms. Miyamoto asked that Mr. Ho report on the property management section. Mr. Ho reported that because the annual recertification was below 95% in December, HUD withheld about $48,000. As of March 1st, we were at 96 percent compliant and received the money back. This month we attained 95.9 percent. The next inspection will be in June and we need to maintain that 95 percent so monies won't be held back. We are trying to get OCCC to help with vacant units. Staff was offered overtime to work on the weekends. Ms. Connie Mitchell of IHS is also looking for volunteers to help with the work.

Director Smith questioned the vacant unit summary report as to how many are on the list for demolitions and modernization and what is the total for vacant units. Mr. Ho stated that about 650 units are vacant and 136 units are ready for occupancy. Director Smith asked what seems to be the obstacle to get units occupied. Mr. Ho explained that first the waiting list is old, so when we re-verify the applicants, many fall out and the second is that when we qualify them, they're offered three projects and if they refuse, they're still on the top of the waiting list. That's why we're trying to get this one offer approved. There are also delays in getting first month deposit and the security deposit or their income certification from their employers, but we're making progress.

Director Smith asked what the Board needs to do to make it easier as landlords to get

people occupying these units. Mr. Ho stated to get rid of the three offers because then applicants will either take the unit if they have no good cause to refuse or wait a year before they get put back on the list. Regarding the Administrative Rule change, Ms. Dodson stated that we have to request to go out to public hearing. It goes through DHS, B&F, and then to the Governor to get approval.

Ms. Miyamoto said that the construction management schedules are broken down by current project updates, planned project and future projects.

Director Smith asked what the process is for taking the Kalihi Valley Homes (KVH) buildings off the demolition list. Mr. Edmund Morimoto, Construction Management Section Chief stated that we have HUD approval to demolish 72 units in 8 buildings, but we want to ask HUD if we can be allowed to use those units for occupancy again. Staff met with the tenant association at KVH and all supported the decision to no demolish those buildings. We need to go out to public hearing, we included this in the PHA plan, we consulted with the RAB and they all concurred with not demolishing the buildings. A Board resolution is needed to support that.

Director Thompson asked Mr. Morimoto to briefly give the background as to what happened with KVH. Mr. Morimoto explained that in 1996-1997, there was a series of meetings with the residents to improve their project and the biggest concern was the safety of their children crossing the four lane highway to go to the surrounding parks, so they asked for open space on the project. Our request to HUD was to demolish 11 buildings in order to create that open space. The estimated cost of modernizing KVH back in 1997 was about $60 million and we were getting about $13 million a year for CAP funds. The work had to be done in 8 phases because of funding. In phase two, 3 buildings or 27 units were demolished and the park and a playground for the younger kids were created. We have been monitoring the usage and it is not intensive as we hoped for.

The Chair asked what the economics of renovating the existing buildings versus tearing them down and building a new one. Mr. Morimoto explained that the renovations with phase 3-A is approximately $220 a square foot. To build these new concrete structures, it would be about $350 a square foot, so it is still more economical to renovate.

Mr. Gary Nakatsu reported for the Information Technology office, that the approval for a procurement exemption was received so they can now go ahead and contract with Emphasys. Emphasys will bring their staff to Hawaii for six weeks of on-site training for our accounting staff, which we'll have on board soon, and we also have a block of 200 remote hours for additional training. Ms. Miyamoto added that they will also assist us with project based accounting. We are looking at putting the General Ledger (GL) on the Emphasys System so we can move away from the main frame.

Mr. Nakatsu gave the Chair and Director Smith an executive summary of the work Emphasys is going to provide.

Ms. Miyamoto reported that staff provided a report on total rent collection which to date, is at 98 percent and it's broken down by management units from each specific project. Director Thompson asked if HPHA is writing off accounts. Ms. Miyamoto said yes and that we still have a lot more to do. Ms. Taira asked if the utility reimbursements are taken into account in the report. Ms. Miyamoto said no.

Director Ignacio asked what qualifies a write-off. Ms. Miyamoto explained that it could be a tenant who vacated and has a balance that we have been unable to collect. If we're unsuccessful, we send it to a collection company. They deem it uncollectible and then we have to present it to the AG's office for approval and then write it off. For federal public housing it takes 60 days but state public housing, we can't write off until two years has past.

ADJOURNMENT

Director Thompson moved, seconded by Director Yoshioka,

That the meeting be adjourned at 3:40 p.m.

The motion was unanimously carried.

MATILDA YOSHIOKA

Approved: JUN 2 1 2007