



**MINUTES
SPECIAL BOARD MEETING
Friday, December 18, 2020, 10:00 a.m.**

In accordance with the current State of Emergency and the Governor’s Executive Order N-25-20, of March 12, 2020 and N-33-20 of March 19, 2020, teleconferencing was used for this meeting. Board members, staff and members of the public were able to participate by webinar and members of the public were also able to participate by telephone.

A. CALL MEETING TO ORDER / ROLL CALL / ESTABLISH A QUORUM / PLEDGE OF ALLEGIANCE

Chairman Howard called the meeting to order at 10:10 a.m. and led the Pledge of Allegiance. In attendance: Directors Howard Salmon, Barbara Mroz, Kate Schwartz and Stephanie Ortiz. CEO Rachel Mason and Admin. Assistant Linda Bannerman. Participants from Catalyst included Sharon Conklin, Debbie Jacobs, Ali Hobbs and Nick Brown.

B. APPROVAL OF THE AGENDA

Action: It was moved by Director Schwartz, seconded by Director Mroz to approve the agenda as presented.

Motion carried by the following roll call vote. 4-0 (Director Jeffries absent)

Howard Salmon	Aye
Director Ortiz	Aye
Director Schwartz	Aye
Director Mroz	Aye

C. PUBLIC COMMENTS

None

D. DISCUSSION/POSSIBLE ACTION ITEMS

C1. Review progress and discuss strategy for the next step of data collection with Catalyst Chairman Salmon noted the difficulties inherent for consultants and others in this pandemic year. He said the most recent report from Catalyst was more about where we are in the process rather than what has been learned in the past 10 months. Therefore, this meeting was scheduled to further discuss next steps. Director Mroz reiterated those comments. Director Schwartz expressed the same concerns about moving forward to next steps beyond data collection. Director Ortiz expressed some concern about having to consider the COVID-19 pandemic moving forward and how that might affect our plans.

Chief Executive Officer Rachel Mason said she understands that due to initial delays in this project, there is a sense of not moving quickly enough in the development of our E. Mission Road property and project. At the same time, she said she is immersed in the data collected to date, is comfortable with it and believes the slides provided for this meeting will demonstrate the community-based input and progress to date.

Chairman Salmon said he reviewed the project objectives identified in the proposal in October of 2019 and thought them to be very good. He said he is looking for conclusions from the processes.

Sharon Conklin said she appreciates the feedback. She said they would move forward with their presentation, providing time for questions, and look forward to providing conclusions.

Debbie Jacobs discussed community-based participatory input (survey) and its importance in the circular exchange of information.

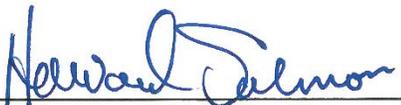
The Catalyst team presented their report, reviewing the project planning “wheel” noting we are currently in Step 4. They reviewed sample survey questions, explaining their plan for distribution (e-mail, link via website, community flyers, paper options at community-based organizations and recommendation of an incentive program). Discussion ensued regarding the number of returned surveys required to have meaningful results, with feedback from the members of the Board regarding survey distribution. Catalyst representatives discussed how the results would be tabulated and forwarded to the Board in programming Steps 5 & 6. Step 7 is the feasibility analysis.

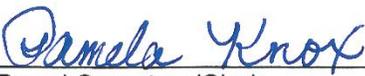
Further discussion ensued. The incentive program (to encourage completion of the survey) will likely include gift cards, to be awarded during a live Facebook drawing. There will be an end date to return surveys.

There was consensus to approve Catalyst moving forward with the Community-Based Participatory Input plan (survey) as discussed.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:35 a.m.


Howard Salmon, Chairman


Board Secretary/Clerk