

## MINUTES

A meeting of the Alabama Real Estate Commission was held February 18, 2021 at the offices of the Alabama Real Estate Commission, 1201 Carmichael Way, Montgomery, Alabama. This meeting was also available by video teleconference (VTC).

The meeting, having been duly noticed according to the Alabama Open Meetings Act, was called to order by Chairman Carole Harrison at 9:00 a.m.

Chairman Harrison called the roll and the following Commissioners indicated their presence with a spoken "present": Commissioners Jimmie Ann Campbell, Reid Cummings, Joyce Harris, Terri May, Susan Smith and Bill Watts. A quorum was declared. Commissioner Emmette Barran was absent with notice. The seat from the Seventh Congressional District is currently vacant.

Commission staff members in attendance or participating via VTC were Executive Director Vaughn Poe; Assistant Executive Director Teresa Hoffman; General Counsel Starla Van Steenis; Assistant General Counsel Zack Burr; Investigators K.C. Baldwin, David Erfman, Rickey Fennie and Marshall Simons; Communications and Public Relations Director Vernita Oliver-Lane; Communications and Public Relations Specialist Lori Moneyham; State Professional Trainee Jess Sparks; Education Director Ryan Adair; Education Specialists Pam Oates and Julie Norris; Accounting and Personnel Director Molli Jones; Auditors Denise Blevins, Anthony Brown and Vickie Shackelford; Information Technology Director Brett Scott; Information Technology Systems Specialists Steven Brown and Codey Cherry and Executive Assistant Barbi Lee. The Hearing Officer was Jim Hampton.

Members of the public also attended via video teleconference.

Commissioner May made a motion to approve the minutes from the January 21, 2021 Commission meeting. Commissioner Campbell seconded the motion and it passed unanimously 7-0.

Executive Director Vaughn Poe welcomed Commissioners, presented the January 2021 financial reports and gave Commissioners an update on revenues and expenditures in the operating and recovery fund accounts. He indicated the Commission's fiscal health is well and anticipates a solid path forward throughout the year.

Director Poe stated that 30,092 renewals have been processed with 29,000 submitted online. The total number of licensees is just over 36,000. He reminded everyone that, for those educators whose virtual courses have not been certified, the deadline has been extended to June 30, 2021.

Director Poe discussed the implementation of e-delivery of the Commission's *Update* newsletter to licensees which will result in an estimated savings of \$75,000 and several days of

operational processes every year. Currently, there are 7-10 licensees who have requested and received a hard copy of the newsletter. He also discussed our Communication and Public Relations team's employment of social media as a business resource. The first Facebook Live session will commence on February 24, 2021 at 10:00 a.m. with Assistant General Counsel Zack Burr hosting, "How Many Hats Can I Wear: The Limits on Real Estate Professionals Engaging in Multiple Roles." Facebook Live will also be utilized to push out important information to all licensees. YouTube videos are also being utilized to share information and making it accessible at the leisure of the licensees. State Professional Trainee Jess Sparks appears in the Commission's YouTube videos and is the "face of the Commission." The Commission's YouTube channel is ARECalabamagov.

Commissioner May asked Director Poe if there was an after-hours menu on the telephone system to provide callers with messages of additional guidance to information on the website or other outlets for answers to questions. Director Poe stated this menu was not currently being used, but that her suggestion would be reviewed for possible implementation.

Director Poe presented the legislative report and discussed three bills of interest to boards and commissions. HB26 requires notification to new Commission members of violations for receiving compensation from more than one government entity. This proposed requirement is already in place at the Commission and information regarding compensation is provided to Commissioners every year. HB 124 would require the Commission's financial information to be placed on its website as opposed to the Alabama comptroller's website and HB63 is the Commission's Sunset bill.

Director Poe and Assistant Executive Director Teresa Hoffman discussed a reinvigorated focus on the education and expectation of qualifying brokers. The Licensing, Education, and Accounting divisions each developed a "wish list" as to what each division believes a qualifying broker should know and should perform in their role. Several projects will result from this information, including tutorials, new qualifying broker best practices information, course suggestions, and electronic resources. The Legal Division will review the law and propose a rule itemizing specific actions that constitute broker supervision which is required by statute. The purpose is to help a qualifying broker be more responsible and so, in turn, their affiliated licensees. There will be information regarding accounting, licensing, legal and other topics to assist new brokers and the seasoned brokers as well.

Commissioner Smith asked a question regarding the Broker Supervision Task Force's recommendation of additional education for brokers. Assistant Director Hoffman stated that their recommendation was contemplated in the proposed legislation.

Chairman Harrison stated that models of real estate companies are changing, and the Commission must keep up with these changes. Director Poe was in complete agreement. The model that EXP follows was discussed in detail. Director Poe stated that a complete overview of the EXP model would be prepared and presented to Commissioners.

Vice Chairman Cummings also mentioned that shifts have occurred and accelerated due to the pandemic. He stated seeing an EXP presentation would be beneficial.

Commissioner Harris explained that the qualifying broker focus is much needed because there are so many new qualifying brokers coming in with no direction and asked how soon information would be available. Assistant Director Hoffman stated that the Spring edition of *The Update* newsletter would be dedicated to the responsibilities of qualifying brokers, with videos and information pieces to follow. She also stated that resource materials will be archived on the Commission's website and always available.

Vice Chairman Cummings made a motion that Commissioners conduct disciplinary hearing disposition discussions in an Open Meeting. Commissioner Smith seconded the motion and it passed unanimously 7-0.

## HEARINGS

### **Alabama Real Estate Commission VS. Jan Walding, Formal Complaint No. 3533**

Jan Walding, Associate Broker, Dothan, Alabama, was charged with violating the *Code of Alabama* 1975, as amended, Section 34-27-36(a)(16) by the presenting to the Alabama Real Estate Commission, as payment, for a fee or fine, a check which was returned unpaid by the bank upon which it was drawn.

Upon discussion of the evidence and testimony presented in the matter, Vice Chairman Cummings made a motion to find her guilty and fine her \$150. Commissioner Smith seconded the motion and it passed unanimously 7-0.

### **Alabama Real Estate Commission VS. Gary Busby and Black Belt Land and Realty Inc., Formal Complaint No. 3527**

Gary Busby, Qualifying Broker, Black Belt Land and Realty Inc. and Black Belt Land and Realty Inc., Livingston, Alabama, in their positions as qualifying broker and real estate company were charged with violating the *Code of Alabama* 1975, as amended, Section 34-27-36(a)(8)a. by comingling funds in the two trust accounts creating overages.

Upon discussion of the evidence and testimony presented in the matter, Commissioner Watts made a motion to require Mr. Busby to take an escrow funds continuing education course within 60 days, resolve his trust fund account overages within 90 days, and be reaudited by Commission staff. An amendment was offered by Vice Chairman Cummings to include any licensee over the trust fund accounts be required to take the escrow funds continuing education course. Vice Chairman Cummings seconded motion and it passed unanimously 7-0.

### **Alabama Real Estate Commission VS. Stephen Standridge, Formal Complaint No. 3532**

General Counsel Starla Van Steenis advised Commissioners that Mr. Standridge has submitted an executed Not Appearing waiver and has entered a guilty plea. The facts of the case were presented.

Stephen Standridge, Temporary Salesperson, Cullman, Alabama, was charged with violating the *Code of Alabama* 1975, as amended, Section 34-27-36(a)(16) by the presenting to the Alabama Real Estate Commission, as payment, for a fee or fine, a check which was returned unpaid by the bank upon which it was drawn.

Upon discussion of the evidence and testimony presented in the matter, Vice Chairman Cummings made a motion to accept Mr. Standridge's guilty plea and fine him \$150. Commissioner Harris seconded the motion and it passed unanimously 7-0.

**Alabama Real Estate Commission VS. Lydia Ann Taylor and River Region Rentals, Formal Complaint No. 3534**

General Counsel Starla Van Steenis advised Commissioners that at the request of the respondent this hearing has been continued until April 22, 2021.

**NOT APPEARINGS**

**David DeShon Burney, Application for Determination of Licensing Eligibility, Investigative File I-21-049**

Upon review of Mr. Burney's application for determination of licensing eligibility, Commissioner Vice Chairman Cummings made a motion to approve his request. Commissioner Smith seconded the motion and it passed unanimously 7-0.

**Shaunta Rankins, Application for Real Estate Salesperson's Temporary License, Investigative File I-21-051**

Upon review of Ms. Rankins' application for real estate salesperson's temporary license, Vice Chairman Cummings made a motion to approve her request. Commissioner Campbell seconded the motion and it passed unanimously 7-0.

**Maridith White, Application for Real Estate Salesperson's Temporary License, Investigative File I-20-209**

Upon review of Ms. White's application for real estate salesperson's temporary license, Commissioner May made a motion to deny her request. Commissioner Vice Chairman Cummings seconded the motion and it passed 6-1 with Commissioner Smith voting against the motion.

**Francesco Piluso, Application for Determination of Licensing Eligibility, Investigative File I-21-003**

Upon review of Mr. Piluso's application for determination of licensing eligibility, Commissioner Smith made a motion to approve his request. Vice Chairman Cummings seconded the motion and it passed unanimously 7-0.

**Brian Scott Davis, Application for Real Estate Salesperson's Temporary License, Investigative File I-21-040**

Upon review of Mr. Davis' application for real estate salesperson's temporary license, Vice Chairman Cummings made a motion to approve his request. Commissioner Campbell seconded the motion and it passed unanimously 7-0.

**Anthony Lovejoy, Application for Determination of Licensing Eligibility, Investigative File I-21-027**

Upon review of Mr. Lovejoy's application for determination of licensing eligibility, Commissioner Smith made a motion to approve his request. Commissioner Campbell seconded the motion and it passed unanimously 7-0.

**Lekisha Beavers, Application for Real Estate Salesperson's Reciprocal License, Investigative File I-21-023**

Upon review of Ms. Beavers' application for real estate salesperson's reciprocal license, Vice Chairman Cummings made a motion to approve her request. Commissioner Smith seconded the motion and it passed unanimously 7-0.

**Confirm April Meeting Date and Location for the Record:** April 22, 2021, 9:00 a.m. in Montgomery, Alabama

Commissioner Smith made a motion to confirm the April meeting for April 22, 2021 at 9:00 a.m. in Montgomery, Alabama. Vice Chairman Cummings seconded the motion and it passed unanimously 7-0. A determination will be made as to an in-person meeting or video teleconference.

**Next Commission Meeting:** Thursday, March 18, 2021, 9:00 a.m. in Montgomery.

**COMMISSIONER DISCUSSION**

Executive Director Vaughn Poe introduced Jeremy Walker, CEO of the Alabama Association of REALTORS® (AAR). Director Poe stated that Mr. Walker is a partner in the industry; driving in separate lanes, of course, but down the same street.

Chairman Harrison thanked Mr. Walker for coming to speak to them today. Mr. Walker expressed his appreciation for the opportunity to speak to the Commissioners. He stated he has enjoyed re-establishing a positive, working relationship with Director Poe and is very optimistic about the future.

Mr. Walker stated the purpose of his visit was to give a legislative update from an AAR perspective and context and background on different issues.

Mr. Walker advised the legislative session is moving very quickly. The first two weeks, to meet safely, legislators were late coming together, and this caused a lot of uncertainty in filing bills and legislation for many groups including AAR due to lack of access to legislators. Lobbyists are not allowed to enter the State House and it is very difficult to reach legislators. Controversial bills are being slowed down to allow dialogue and input rather than rushing through. Committee meetings are occurring although the technology is failing. Legislators are meeting three days per week.

Mr. Walker told Commissioners AAR's biggest focus the first few weeks was a massive rental assistance bill. The National Association of REALTORS® has been very involved in Washington trying to ensure that tenants receive rental assistance. The latest (Coronavirus Aid, Relief, and Economic Security (CARES) Act package had \$25 billion in it for distribution. Alabama was appropriated \$263 million and this had to go through the legislature for distribution. The Alabama Housing Finance Authority will disburse these funds March 1, 2021 and the deadline to apply for funds is September 30, 2021. He stated that beginning the week of February 22, 2021, the legislature plans to meet for three weeks and then take spring break. Budgets, sunset bills and local bills should be moved quicker than previous years.

Mr. Walker informed Commissioners that AAR is watching the following bills that affect the Real Estate Commission:

HB26 by Representative Matt Simpson. This bill will require boards and commissions to notify members of potential violations of receiving compensation from more than one governmental source. He indicated this is a good government bill.

HB27 by Representative Matt Simpson. This is a robust Alabama consumer protection act, and consumer protection being one of the missions of the Commission, this bill should be followed closely.

HB63 by Representative Rex Reynolds. This is the Commission's Sunset Bill for renewal of two years through September 30, 2023. AAR will monitor closely and make sure it passes in a timely way.

HB- 124 by Representative Chris Pringle. This bill has been filed the past two years. He indicated there is transparency and it is a good government bill. This bill will require all boards, commissions, and agencies to post major expenditures on their own website for transparency.

SB- 165 by Senators Gerald Allen and Arthur Orr. This bill proposes significant changes to the Open Records Act. He stated some proposed changes and other items are troubling. He stated that investigatory files would still be protected.

HB- 105 by Representative Mike Ball. This bill proposes substantial changes to the Code of Ethics and is not expected to pass this year.

HB- 172 by Representative Barbara Drummond. This bill would require data collection by the Office of the Chief Procurement Officer and the Secretary of State.

HB- 128 by Representative Chris Pringle. This bill establishes process for above for later this year. [CORRECTION: HB128 by Representative Pringle would allow the Permanent Legislative Committee on Reapportionment to intervene in the legal action contesting the redistricting or reapportionment plan and would express the intent of the Legislature for the committee to seek intervention in actions in federal court as appropriate. HB- 171 by Representative Danny Garrett abolishes the Division of Purchasing in the Department of Finance and replaces it with the Office of the Chief Procurement Officer within the Department of Finance and would authorize the Chief Procurement Officer to make and supervise state purchases of supplies and services. The bill would also provide for the appointment, qualifications, duties, and authority of the Chief Procurement Officer].

Mr. Walker stated that the bills are good government bills and he does not see them as a threat to the Commission or its core purpose. Additional bills coming including a remote ink notarization bill and a homestead exemption for county revenue offices and those over age 65.

Mr. Walker explained that nothing has moved real estate forward so quickly as the COVID-19 pandemic and government mandates. He stated AAR has had to adjust their way of doing business. He stated there are strategic opportunities to file legislation in support of the Alabama Real Estate Commission and discussed the following objectives/initiatives for the near term, medium term and long term.

AAR's Near Term (immediately) Objectives/Initiatives:

1. Increase broker supervision requirements to enhance the competency of the profession. [This is found in *Ala. Code* §34-27-32(c)(1-4); §34-27-34(a)(1)(3); §34-27-35(j)(1)]. He referenced the work and recommendations from two work groups, the Broker Supervision and RECAD Task Forces. He stated the Broker Supervision recommendations are very reasonable and should not be an issue; however, the RECAD provision will require substantial education.
2. Further define and clean up the scope of the Commission. [This is found in *Ala. Code* §34-27-7]. He stated AAR wants to see the Commission be successful and wants to make sure the Commission is the best it can be.

3. Appointment of Commission Seats to state at-large instead of Congressional districts. [This is found *Ala. Code* §34-27-7(c) and (e)]. He implied the Commission is expected to lose a congressional seat because of the last census. Other boards were looked at (i.e. Home Builders Licensure Board) who have moved to a different format; one that is much broader that factors in geographic, gender diversity and location of Commissioners across the state.
4. Terms of Commissioners decreased to 3 or 4 years instead of 5. [This can be found in *Ala. Code* §34-27-7(c)]. He explained that Director Poe and he have discussed this issue and received some ad hoc feedback that five years may be a little long and three years probably too short. He suggested that maybe four years is the sweet spot and would allow people to get on this Commission to learn, to grow and understand their roles and responsibilities without going on too long.
5. Elimination of the Black member seat. [This can be found in *Ala. Code* §34-27-7(d)]. Mr. Walker stated the language is very outdated, and diversity should be sought in all of the Commission appointments for each congressional seat, not just one.
6. Remove funding from ACRE (Alabama Center for Real Estate) to increase revenue for the Commission. [This can be found in *Ala. Code* §34-27-35(d)(2)]. Mr. Walker wants to ensure there is adequate staff to meet the mission and purpose of the Commission by keeping this funding at the Commission. He referenced a survey by the Examiners of Public Accounts that reported four out of 5 Commissioners surveyed stated there was not enough staff. He also referenced feedback received by AAR of phone calls not being returned by Commission staff or an issue not being resolved. He suggested more investigators and auditors moving around the state is a good thing.
7. Synchronous Distance Continuing Education approved for licensee credit. Mr. Walker was advised this option is currently in license law if the course is ARELLO® certified. [This is found in *Ala. Admin Code* Rule 790-X-1-.21 via *Ala. Code* §34-27-8].
8. One-hour CE available instead of 3 hours. [This is found *Ala. Admin Code* Rule 790-X-1-.12(3) via *Ala. Code* §34-27-8, which generally requires for 3 hour minimum courses but allows for one and one-half hours of training upon approval by the Commission].

Mr. Walker asked Commissioners if there were any questions. Commissioner Campbell asked if the Commission has an opportunity for one and one-half hours of CE. Executive Director Poe answered, "Yes." Commissioner Campbell then stated that perhaps that would work. Mr. Walker replied, "It's a good start, but 60 minutes would be ideal."

Vice Chairman Cummings asked Mr. Walker how many CE hours attorneys must obtain each year. Mr. Walker responded 12 with confirmation from Assistant General Counsel Zack Burr.



Commissioner Harris stated that as the Black/African American member on the Commission, she does not have a problem with that designation. She also explained that she did not know if Alabama is ready to eliminate or change that designation. She went on to say, “I am afraid if the designation goes away, we could possibly not have representation.” She referenced former Commissioner Melody Davis, who was the representative from the seventh congressional district and was also Black. Commissioner Harris advised this law is only 32 years old and was done due to fair housing. She further stated, “Having people who look like me on the Commission is very important because we need to make sure we are reflecting what the agency needs.” In closing, she mentioned there has been much talk about diversity and asked Mr. Walker about diversity on his staff and if AAR reflected a diversified workplace? Mr. Walker responded that diversity is measured in many different ways depending on what the latest issues are: male/female, LGBT/straight so we (AAR) do a tremendous job in seeking diversity at every opportunity a chance to add members to AAR’s team across the board.

#### AAR’s Near Term Non-Code Section Objectives/Initiatives

1. Disclosure Issues – Mr. Walker is requesting that all Commissioners report any ex parte communication immediately to staff.
2. So that a prohibition on hiring a contract lobbyist does not come up again. Mr. Walker wants this in the statute.

#### AAR’s Medium Term (2-3 years) Objectives/Initiatives:

1. Increase prelicense requirements for licensees (agents). [This can be found in *Ala. Code* §34-27-32(d)(1-3)]. Mr. Walker referenced recommendations delivered by a work group in 2016.
2. Requiring Fair Housing education during renewal cycle. [This can be found in *Ala. Admin Code* Rule 790-X-1-.12(1) (3) via *Ala. Code* §34-27-8]. Mr. Walker stated this topic needs to be required and not just an elective in addition to Code of Ethics each renewal cycle.
3. RECAD Updates. Proposed legislative changes have been approved by RECAD Task Force. [This can be found in *Ala. Code* §34-27-80 through 34-27-88].
4. Duty of licensee to convey all written offers. [This can be found in *Ala. Code* §34-27-84(a)(5)]. Mr. Walker indicated there have been legal cases and issues regarding the duty of a licensee to convey all written offers. He asked, “Is it only written? Is it also verbal offers? What about text, Instagram or Facebook?”
5. Extend the required time period for revocations/suspensions. [This can be found in *Ala. Code* §34-27-32(a)(3)]. Mr. Walker suggested there should be greater lengths of suspensions (revocations).

#### AAR’s Medium Term Non-Code Section Objectives/Initiatives

1. Greater accountability for Fair Housing violations. Mr. Walker explained several complaints were made against licensees for outrageous and flagrant conduct and

there were very limited options the Commission had to enforce. He stated there needs to be a very clean process, due process and not just an accusation and a hearing process. He further stated that licensees need to be held accountable in how they deal with members of the public.

2. Define the scope of property management. Mr. Walker stated there may be some dual regulation with the Home Builders Licensure Board.
3. Clarify licensee liability for good faith referral of vendors. He asked, "Is there a liability on the licensee for a good faith referral of a HVAC person in good standing?"
4. Broker Supervision – Employee vs. Independent Contractor. Mr. Walker referenced a new several part test that has been introduced by the Department of Labor nationally regarding this topic. He indicated he would share this information with Commission staff.

Long Term (time never specified) Objectives/Initiatives:

1. Move to annual licensing to encourage continuous education. [This can be found in *Ala. Code §34-27-35(j)*]. Mr. Walker acknowledged this would be a substantial change but would increase accountability and professionalism for licensees and require on-going continuing education instead of them cramming courses at the deadline.
2. Remove the requirement for company licensing. [This can be found in *Ala. Code §34-27-32(6)(e)*]. Mr. Walker stated that as far as individual licensees, 78-80% of licensees are members of AAR. He asked if there is a less restrictive means of enforcing accountability on the licensee besides requiring an additional license. He acknowledged a loss of revenue for the Commission and that pros and cons would need to be listed and reviewed.
3. Estimated Closing Costs (Net Sheets). [This can be found in *Ala. Code §34-27-36(a)(22)* and *Ala. Admin Code Rule 790-X-3-.04* via *Ala. Code §34-27-8*]. Mr. Walker asked what is the role of net sheets with some of the enhanced duties of disclosure under Consumer Financial Protection Bureau under TRID. He asked Commissioners if this is a skillset of licensees or of that of the lender/banker. He also asked if licensees are being asked to do something that lenders are trained to do. Vice Chairman Cummings asked Mr. Walker about non-lending transactions (cash deals) inferring someone must provide Estimated Closing Costs in this scenario. Mr. Walker stated there are definitely pros and cons.
4. Stale Earnest Money. [This can be found in *Ala. Admin Code Rule 790-X-3-.03(5)* via *Ala. Code §34-27-8*]. Mr. Walker proposed the following regarding this topic. What is the law for keeping stale earnest money? What happens when a broker retires? Who has responsibility? What regulatory body governs that? He discussed how the states of Florida and North Carolina could be models to establish answers. Chairman Harrison asked if he could explain a little more as far as earnest money. Was he referring to a current transaction? Is it money that was contested by another party

who could not get a mutual release signed? Mr. Walker responded. "Both." He stated that the primary way to settle is through the courts. Vice Chairman Cummings referred to a transaction where earnest money does not have to be a part of the transaction. He stated earnest money is an agreement between two parties, not an actual requirement. Mr. Walker stated he would have to research that.

#### Long Term Non-Code Section Objectives/Initiatives

1. Disclosure Caveat Emptor. Mr. Walker stated interim data from 2020 indicates that Alabama is somewhere between the 5<sup>th</sup> and 8<sup>th</sup> fastest growing state that people are moving to and that is great. He went on to say that people are moving from states that have regular disclosure laws and they carry with them those expectations. He asked if there is a way to increase disclosure without adding unnecessary liability on licensees and members? Vice Chairman Cummings asked, "Help me understand, increased disclosure by whom?" Mr. Walker responded, "Sellers." Chairman Harrison stated from that perspective the liability increased for the real estate agents but also increases the liability on the consumer as well. Mr. Walker stated, "It is very robust for sure." Any proposal or revision would have to be very, very narrow, and very well worded. There is a very favorable Alabama Supreme Court opinion in the file that upheld caveat emptor and made it very clear the implication of that and an "as is" clause for sellers. He indicated that the AAR team followed this very closely and there is a great writeup on AAR's website.

Mr. Walker asked for additional questions from the Commissioners. Vice Chairman Cummings expressed his appreciation to AAR and the Alabama Housing Finance Authority for their work in getting the CARES funds dispersed to those in need. Commissioner Smith asked for clarification regarding the one-hour CE available to licensees. Mr. Walker stated he was referring to a one-hour standalone class. Assistant Director Hoffman reminded everyone the current Administrative Rule 790-X-1-.12 does allow for a one and one-half hour standalone course if the Commission has given special approval by Commissioners. She also explained that the mandatory 3-hour course could be offered in one-hour increments with credit given only when all three hours were complete. Commissioner May expressed her appreciation to Mr. Walker for coming and stated his information had been enlightening. She was pleased to hear that AAR is supportive of more accountability in the form of auditing and investigations by the Commission.

Chairman Harrison expressed her appreciation to Mr. Walker for him coming and expressing AAR's perspective on the Near, Medium- and Long-Term Legislative Initiatives. Mr. Walker once again expressed his appreciation to the Commission and Director Poe for the opportunity and looks forward to additional dialogue in the future. Mr. Walker stated AAR supports the Commission.

There being no further business, Commissioner May made a motion to adjourn the meeting at 12:36 p.m. Commissioner Smith seconded the motion and it passed unanimously 7-0.

Done this 18<sup>th</sup> day of February 2021.

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Carole Harrison, Chairman

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Barbi Lee, Recording Secretary