

OMAHA INLAND PORT AUTHORITY

March 6, 2025

Metropolitan Community College, Bldg. 21, Room 112 @ 9:00 A.M.
32nd and Sorensen Pkwy, Omaha, NE 68111

Agenda and materials are available online at:
<https://cityclerk.cityofomaha.org/inland-port-authority/>

The Agenda for the Omaha Inland Port Authority (OIPA), a Political Subdivision of the State of Nebraska created in accordance with Neb. Rev. Stat. 13-3304 and Ordinance 43660 of the City of Omaha follows:

- 1) Call to Order – Roll Call
- 2) CERTIFICATION OF PUBLICATION
Omaha Inland Port Authority Office Manager certifies publication in the Daily Record on February 28, 2025, notice of the Omaha Inland Port Authority Meeting on March 6, 2025.
- 3) Action Items (VOTE TODAY).
 - a) Approval of Minutes from previous meeting – [see attached](#).
 - b) Ratify Actions taken at 2-6-2025 meeting.
 - i) Interim Accounting services contract Creative Planning Business Services 12725 W. Dodge Street, Omaha NE - Catherine Demes Maydew
 - ii) Legal services engagement letter with JD Pedersen Law Offices, LLC, Joel D. Pedersen, 1299 Farnam Street, Suite 300, Omaha NE
 - iii) Legal services engagement letter with Rouse Frets White Goss Gentile Rhodes, P.C., Mark R. Coulter, 4510 Belleview Avenue, Kansas City, MO
 - iv) Finance Committee: RFP for Audit Service – Seeking approval to post the document March 6, 2025 – [see attached](#).
- 4) **Committee Reports**
 - a) Executive – [see attached](#).
 - b) Governance – [see attached](#).
 - c) Real Estate and Development – [see attached](#).
 - d) Finance Committee – [see attached](#).
 - i) Status of Grant Requests
 - e) Operations – [see attached](#).
 - f) Community Advisory – [see attached](#).
- 5) **Project Reports**
 - a) Airport Business Park Project Report
- 6) **Discussion Items**
 - a) Community Advisory Committee Quarterly Meeting, March 18, 2025
 - b) Community Survey

Next Meeting

The next meeting is scheduled for Thursday, April 3, 2025, 9:00 AM at Metropolitan Community College

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MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS

February 6, 2025

Metropolitan Community College, Bldg. 21, Room 112 at 9:00 A.M.
32nd and Sorensen Pkwy, Omaha, NE 68111

The Omaha Inland Port Authority (OIPA), a Political Subdivision of the State of Nebraska created in accordance with Neb. Rev. Stat. 13-3304 and Ordinance 43660 of the City of Omaha met as follows:

ATTENDANCE:

Members					
Terrell McKinney (Chair)	√	Thomas Warren	√	Brook Aken	√
Mike Helgerson	√	Davielle Phillips	√	Jake Hoppe	√
Michael Riedmann	√	Carmen Tapio	√	Ernest White	√
Theola Cooper Office Manager/Executive Assistant	√	Joel Pedersen Legal Counsel	√		
		Mark Coulter Legal Counsel			

BUSINESS MEETING

- 1) Call to Order – Roll Call
- 2) CERTIFICATION OF PUBLICATION
Omaha Inland Port Authority Office Manager certifies publication in the Daily Record on January 31, 2025, notice of the Omaha Inland Port Authority Meeting on February 6, 2025
- 3) Action Items

Agenda Item #	Description	Result
3 a	Minutes of January 2, 2025 Meeting Motion - Phillips to approve minutes Second - Reidman	Approved 9-0
McKinney	Y	Warren
Helgerson	Y	Phillips
Riedmann	Y	Tapio
	Y	Aken
	Y	Hoppe
	Y	White
3 b	Executive Session Convened 11:29 am Motion Warren to convene Executive Session for the purpose of discussing RFP proposals for consulting and visioning for the Innovation district Second - Hoppe	Approved 9-0
McKinney	Y	Warren
Helgerson	Y	Phillips
Riedmann	Y	Tapio
	Y	Aken
	Y	Hoppe
	Y	White
3 c	Motion McKinney to award contract for consulting and visioning for the Innovation District to HR&A Advisors Second Riedman	Approved 9-0
McKinney	Y	Warren
	Y	Aken

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Helgerson	Y	Phillips	Y	Hoppe	Y
Riedmann	Y	Tapio	Y	White	Y
3 d	Executive Session Adjourned 11:58 am Motion - Tapio to adjourn Executive Session Second - Hoppe				Approved 9-0
McKinney	Y	Warren	Y	Aken	Y
Helgerson	Y	Phillips	Y	Hoppe	Y
Riedmann	Y	Tapio	Y	White	Y

4) \Committee Reports

Agenda Item #	Description					Result
4 a	Executive Committee Motion Tapio to accept Executive Committee Report	Second - Warren				Approved 9-0
McKinney	Y	Warren	Y	Aken	Y	
Helgerson	Y	Phillips	Y	Hoppe	Y	
Riedmann	Y	Tapio	Y	White	Y	
4 b	Governance Committee Motion - McKinney to accept Governance Report	Second - Helgerson				Approved 9-0
McKinney	Y	Warren	Y	Aken	Y	
Helgerson	Y	Phillips	Y	Hoppe	Y	
Riedmann	Y	Tapio	Y	White	Y	
4 c	Real Estate and Development Motion: Phillips to accept Real Estate Development Report	Second - Helgerson				Approved 9-0
McKinney	Y	Warren	Y	Aken	Y	
Helgerson	Y	Phillips	Y	Hoppe	Y	
Riedmann	Y	Tapio	Y	White	Y	
4 d	Finance Committee - Motion: Tapio to accept Finance Committee Report	Second: Reidman				Approved 8-0 Absent: Hoppe
McKinney	Y	Warren	Y	Aken	Y	
Helgerson	Y	Phillips	Y	Hoppe		
Riedmann	Y	Tapio	Y	White	Y	
4 e	Finance Committee – Interim accounting services Motion - Reidman to have interim accounting services contract with Creative Planning Business	Second - Helgerson				Approved 8-0 Absent: Hoppe
McKinney	Y	Warren	Y	Aken	Y	
Helgerson	Y	Phillips	Y	Hoppe		
Riedmann	Y	Tapio	Y	White	Y	
4 f	Operations Committee Motion - Warren to accept Operations Committee Report	Second - White				Approved 8-0 Absent: Hoppe
McKinney	Y	Warren	Y	Aken	Y	
Helgerson	Y	Phillips	Y	Hoppe		
Riedmann	Y	Tapio	Y	White	Y	

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4g	Operations Committee – Office Space Motion - Warren to accept lease agreement with Spencer Management Second - White	Approved 8-0 Absent: Hoppe
McKinney	Y	Warren
Helgerson	Y	Phillips
Riedmann	Y	Tapio

4 h	Community Advisory Committee Motion - McKinney to accept Community Advisory Committee report Second - White	Approved 7-0 Absent Hoppe, Tapio
McKinney	Y	Warren
Helgerson	Y	Phillips
Riedmann	Y	Tapio

5) Project Reports

5 a	Airport Business Park Project Report Motion - Hoppe Second - Reidman	Approved 9-0
McKinney	Y	Warren
Helgerson	Y	Phillips
Riedmann	Y	Tapio

6) Discussion Items

- a) Executive Director Search
- b) Community Survey
- c) Quarterly Public Input Meeting
- d) Housing projects: 20 single family homes and 150 units
- e) Website Development

6e	Website Development Motion – White motion to ask City clerk to continue hosting OIPA on its website and to delay acceptance of proposal for website development unless there is an emergency need for development Second - Reidman	Approved 7-0 Absent Tapio, Hoppe
McKinney	Y	Warren
Helgerson	Y	Phillips
Riedmann	Y	Tapio

Next Meeting

The next meeting is scheduled for Thursday, March 6, 2025, at 9:00 AM at Metropolitan Community College.

There being no further business, the meeting adjourned at 12:43 PM.

_____ Theola Cooper,
Office Manger/Executive Assistant

Omaha Inland Port Authority
REQUEST FOR AUDIT SERVICES PROPOSALS

INTRODUCTION

The Omaha Inland Port Authority is seeking proposals from qualified certified public accounting firms to provide financial audit services to the Authority.

The financial audit services will be conducted in accordance with generally accepting auditing standards, and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Audits shall be conducted for the purpose of forming an opinion of the basic financial statements taken as a whole and determining whether operations were conducted in accordance with legal and regulatory requirements.

Inland Port Authorities are authorized by Nebraska Revised Statutes § 13-3301 to 13-3316. The Municipal Inland Port Authority Act (“Act”) is intended to stimulate the Nebraska economy by incentivizing the development of new industrial hubs and providing the economic development tools necessary to acquire and develop large shovel-ready sites. In addition to the development of commercial and industrial sites, Nebraska’s inland port authorities will serve as regional merging points for multi-modal transportation and the distribution of goods. As amended by LB164, Inland Port authorities can also be utilized to build our innovation districts and serve as a vital resource for stimulating and supporting tourism, entrepreneurship, and technology-based small businesses in this state. The City of Omaha City Council approved an ordinance seeking to establish an inland port authority on January 9, 2024. The Nebraska Department of Economic Development approved the Omaha Inland Port Authority (OIPA) on March 26, 2024. The OIPA Finance Committee will oversee this project, and all financial operations will be conducted in coordination with the OIPA Board of Directors. It is the intent of the OIPA to award all services to a single company satisfying a mixture of required services and other additional services described in a respondent proposal. Banking services are anticipated to commence in December of 2024 and continue until a new solicitation is issued.

REQUEST FOR PROPOSALS

The Omaha Inland Port will receive proposals for audit services.

Proposals may be submitted electronically via e-mail to thomas.warren@cityofomaha.org . E-mail submissions should include “OIPA Audit Services Request for Proposals” in the subject line of the e-mail. Hard copies of banking proposals may be mailed or delivered to:

Omaha Inland Port Authority
c/o City of Omaha Mayor’s Chief of Staff
1819 Farnam Street, Suite 300
Omaha, NE 68183

Proposals (two copies) will be accepted until 4:00 p.m., April 3, 2025.

The contract for services will be reviewed by the OIPA Finance Committee who will present a recommendation to the OIPA Board of Directors to be considered at the May 1, 2025 board meeting. While the OIPA Board anticipates selecting a successful candidate from the proposals received, the OIPA Board reserves the right to reject all proposals.

SPECIFIC PROPOSAL REQUIREMENTS AND CONDITIONS

1. OIPA reserves the right to reject any and all proposals received and/or to waive any informalities or irregularities in proposals and to negotiate contract terms when such is deemed to be in the best interest of OIPA.
2. Only proposals received in the time frame and the manner specified given will be considered.
3. Original and one copy of a proposed contract should be completed and manually signed by a partner of the firm submitting the proposal.
4. Compliance with any other applicable state or national statutory or regulatory standards.
5. The fees quoted in your proposal and included in the contract will be the maximum fees paid in total, unless both parties execute an amendment to the contract. Fees quoted will be effective for a three-year period beginning with the first audit.
6. The Financial Statements to be audited include:

Financial Statements

Statement of Net Position – OIPA, Innovation District, Operating Account (s)
Statement of Activities

Financial Statements

Balance Sheet
Statement of Revenues, Expenditures, and Changes in Fund Balances –
Statement of Net Assets
Statement of Revenues, Expenses, and Changes in Net
Statement of Cash Flows
Statement of Fiduciary Net Assets
Statement of Changes in Fiduciary Net Assets

7. The audit reports should conform to any sample reports issued by the Nebraska Auditor of Public Accounts and/or any existing AICPA Audit Guides and any other applicable state or federal statutory or regulatory standards.
8. The audit report should include a management letter that includes recommendations affecting the financial statements, internal control, accounting systems and legality of actions.
9. Bound copies of the report, including the management letter, will be required to be typed and reproduced by the firm accepting the contract in a quantity sufficient to meet the administrative needs of OIPA.
10. Draft audit reports need to be available on or before an agreed upon date and the final report will need to be available on or before a date to be agreed upon. Subsequent year audit reports will be available on an agreed upon schedule.

REQUIRED PROPOSAL INFORMATION

In order to simplify the review process and to obtain the maximum degree of comparability, it is requested that the proposals include the following items and be organized in a manner specified below.

A. **Letter of Transmittal**

A letter of transmittal briefly outlining the firm's understanding of the work and general information regarding the firm and individuals to be involved shall be submitted and should be no more than two pages. It should clearly set forth the local address of the office to be performing the work, the telephone number, and the name of the contact person.

B. **Table of Contents**

Include a table of contents, which identifies the material by section, page number and a reference to the following information requested to be contained in the proposal.

C. **Profile of Firm Proposing**

1. State whether the firm is a local, national, or international firm and a brief description of the size of the firm.
2. State whether the firm is in compliance with the registration and permit requirements to engage in the practice of public accounting within the State of Nebraska.
3. Describe the local office from which the work is to be performed.
 - a. Location of office.
 - b. Current size of the office.
 - c. The size of professional staff by level, such as partner, manager, and supervisor, senior and other professional staff.
 - d. State the number of CPAs in the office.
4. Any other relevant information that describes the office that will be performing the work.

D. **Qualifications**

1. Describe the recent local office auditing experience in similar types of public funds audits to which the proposal relates. If appropriate, include regional experience in auditing similar types of public entities.
2. Include resumes of all key professional members who will be assigned to the audit. Resumes should be included for all members of the audit team from the audit partner through at least the on-site in-charge accountant. The resumes should include:
 - a. The amount of experience the individual has had in the auditing profession and with the firm.
 - b. A summary of similar audits on which the individual has worked.
 - c. A summary of the continuing professional education the individual has had in state and local governmental accounting and auditing during the last two years.
 - d. A statement as to whether the individual is independent, as defined by applicable auditing standards.
3. Describe the firm's policy on notification of changes in key personnel anticipated to be assigned to the audit.
4. A listing of, or the number of, professionals in the local office who are experienced in state and local governmental auditing with whom the audit team may consult.
5. Briefly describe the firm's system of quality control to ensure that the audit is adequately performed.
6. State whether the firm is in compliance with the training and peer review requirements of the Government Auditing Standards.
7. Provide a list of clients or references of local government agency clients.
8. Whether the firm is a member of the Government Audit Quality Center.

E. **Scope of Services and Proposed Project Schedule**

OIPA is soliciting the services of qualified certified public accounting firms to provide audit and reporting services for the fiscal year ending 2025 and annually going forward.

The selected audit firm will express an opinion on the fair presentation of OIPA's financial statements based on its audits. The auditor will conduct the audits in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, issued by the Comptroller General of the United States and in accordance with the requirements of the State of Nebraska Code relating to public government agencies.

Pre-audit meetings schedules will be established with the recommendation and acceptance of the OIPA fiscal year. Pre-audit meetings will take place as soon as possible thereafter to introduce the audit team, develop a work plan and make determinations relative to what tasks can be performed prior to the final field work to optimize OIPA's adviser and administrator staff and auditor's resources in completing the audit.

OIPA has a Board of Directors and a Finance Committee. The organization is in start-up and will require guidance from the certified public accounting firm in developing standard operating procedures and controls as well as guidance in establishing timelines.

F. Fees and Compensation

Provide the following information:

1. Estimated total hours by staff classification
2. Estimated out-of-pocket expenses
3. The hourly rate by staff classification
4. The all-inclusive maximum fee and out-of-pocket expenses which will not be exceeded annually during the three-year commitment period
5. The frequency and timing of your billing process

TERM OF ENGAGEMENT

A three-year engagement is contemplated. The Board of Commissioners reserves the right to terminate the engagement at any time by giving sixty (60) days written notice and justification if the servicing auditor fails materially to accomplish the terms of the engagement.

SUBMITTAL OF PROPOSAL

The anticipated timetable for proposal evaluations is as follows:

Release of RFP	February 6, 2025
Receipt of proposals	April 3, 2025
Recommendation to Board by Finance Committee	May 1, 2025
Notification of Selection after Board Approval	By May 5, 2025

OIPA will not reimburse responding firms for any expenses incurred in preparing proposals in response to this request or additional OIPA requests for meetings to further discuss the proposal.

MINUTES FOR THE OMAHA INLAND PORT AUTHORITY

EXECUTIVE COMMITTEE MEETING

Via Zoom 10:00AM

FEBRUARY 25, 2025

MEMBERS PRESENT:

Davielle Phillips

Carmen Tapio

STAFF:

Theola M. Cooper

1. The Committee discussed having Joel Pedersen, Legal Counsel, present to the Board to better understand powers and duties.
2. The Committee discussed information provided by the Finance Committee
 - a. Funds for the Airport Business Park are scheduled to be released by Friday, February 28th.
3. The Committee discussed information provided by the Operations Committee
 - i. Website Development
 - ii. Office Space
 - iii. Community Advisory Committee Meeting Space
4. The Committee discussed information by the Real Estate Development Committee
5. The Committee discussed engagement with the Community Advisory Committee

MINUTES FOR THE OMAHA INLAND PORT AUTHORITY
GOVERNANCE COMMITTEE MEETING

Via Zoom 11:00AM

FEBRUARY 25, 2025

MEMBERS PRESENT:

Terrell McKinney

Carmen Tapio

Thomas Warren

STAFF:

Theola M. Cooper

1. The Committee discussed the Airport Business Park; Funding scheduled to be released, Friday, February 28, 2025
2. The Committee discussed the availability of Interest funds
3. The Committee discussed the lease agreement for Metropolitan Community College
4. The Committee discussed the Certificate for D and O.

There were no items to vote on.

Omaha Inland Port Authority

Real Estate and Development Committee Report

February 18th, 2025 @ 1:00 pm

Attendees: Davielle Phillips (Chair), Mike Riedmann, Jake Hoppe

1. During our February meeting – we discussed the OIPA’s task of creating 20 single-family homes and 150 multifamily units. We are beginning to research different strategies for administering funds for housing and infrastructure developments. Additionally, we are researching the current channels available in the area for administering funds and promoting development. Some of the current channels are listed below:
 - a. Spark CDI, their Developer Academy, Co-development Initiative, and financing mechanisms. <https://www.sparkcdi.org/>
 - b. Front Porch Investments, their housing development incentives and initiatives, and the Greenlining Fund. <https://frontporchinvestments.org/>
 - c. Omaha Municipal Land Bank, their Ambassador Program, Shovel-Ready Effort, and lots that they have within the OIPA boundary. <https://omahalandbank.org/>
 - d. Omaha By Design: Housing Affordability: [Affordable by Design | Omaha by Design](#)
 - e. Other potential partners include City of Omaha, Sherwood, NIFA, and more.

Additionally, we propose to draft a strategy memo for the Board’s approval for us to begin working on implementing strategies for development.

2. Along with the discussion on bringing new housing development to the district, we are interested in exploring opportunities for a permanent funding source for affordable housing projects in North Omaha.
3. Studies that are applicable to the OIPA District:
 - a. Forever North Study: [Forever North - City of Omaha Planning CD Forever North amended approved reduced.pdf](#)
 - b. Omaha Climate Action and Resilience Plan: [Omaha Climate Action Plan](#)
 - c. Omaha Housing Affordability Action Plan: [Omaha Housing Affordability Action Plan](#)
 - d. MAPA 2025 Transportation Improvement Plan: [FY2025 Transportation Improvement Program \(TIP\) - Metropolitan Area Planning Agency](#)
 - e. Nebraska Affordable Housing Blueprint: [affordable_housing_blueprint.pdf](#)
 - f. Omaha By Design Housing Playbooks: [Affordable by Design | Omaha by Design](#)
4. We have discussed having a monthly meeting with OEDC & Burlington to ensure they meet the requirements established for the partial funding agreement.

Respectfully Submitted,

Davielle Phillips

MINUTES FOR THE OMAHA INLAND PORT AUTHORITY

FINANCE COMMITTEE MEETING

Via Zoom 10:30AM

FEBRUARY 26, 2025

MEMBERS PRESENT:

Carmen Tapio, Chair

Mike Helgerson

Ernest White

STAFF:

Theola M. Cooper

1. The Committee discussed the Airport Business Park Funds
2. The Committee discussed the Innovation District Funds
3. The Committee discussed Banking services
 - a. Credit Cards
 - b. Checking Accounts and checks
4. The Committee discussed Interest Funds
5. The Committee discussed Accounting firm Update: Creative Planning
 - a. Coordinating with Creative Planning regarding accounts payable
6. Update on Audit RFP
7. The Committee discussed website development: Cosmital Designs

MINUTES FOR THE OMAHA INLAND PORT AUTHORITY

OPERATIONS COMMITTEE MEETING

Via Zoom 8:00AM

FEBRUARY 25, 2025

MEMBERS PRESENT:

Thomas Warren

Brook Aken

Ernest White

STAFF:

Theola M. Cooper

1. The Committee discussed website development:
 - a. Contract signed with Cosmittal Designs
 - b. Domain name will be OmahaPA.com
2. The Committee discussed coordination with Creative Planning regarding accounts payable
3. The Committee discussed leasing office space from Spencer Management
 - a. Tour of proposed office space at 4411 Florence Blvd: Scheduled for March 11 at 2 pm.
4. The Committee discussed meeting space for the Community Advisory Committee
 - i. American National Bank, located 3147 Ames Ave will provide space for the monthly meetings.
5. The Committee discussed the Airport Business Park:
 - a. Airport Business Park funding scheduled to be released 2/28/25

Omaha Inland Port Authority
Monthly Community Advisory Committee Meeting Minutes

Meeting Date and Time

Date of Meeting: February 18, 2025

Time of Meeting: 5:00 PM

Meeting Location

Location of Meeting: American National Bank
3147 Ames St.
Omaha, NE 68111
Zoom Meeting ID- 85213408121

Meeting Attendees

Present at Meeting(Z for Zoom or P for Physically): Randi Peavy (P), Osumanu Issaka (P), Joe Higgins (P), Joe Fox (Z), Melissa Youngblood (P), Michael Maroney (Z), George Achola (Z), Theola Cooper (P), Laleesha Haynes (P)

Absent from Meeting: Candice Price, Juanita Johnson,

The regular meeting of the Community Advisory Committee of Omaha Inland Port Authority was called to order at 5:03PM on February 18, 2025 by Osumanu Issaka.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

The minutes of the previous meeting were not made available per Secretary Melissa Youngblood

III. Consideration of Open Issues

1. Committee Artifacts

a. Osumanu Issaka

i. Read Nebraska Statutes/Roles and Responsibilities on your own

2. Mike Maroney has the floor to discuss the Business Park progress-

a. Initial letter for the proposal of purchase/acquisition of homes in the affected neighborhood sent out 2 weeks ago

i. Follow-up letter sent out a few days ago.

1. Some appointments have been made with Midwest Right of Way with whom OEDC (Mike Maroney) is working with for this project.

3. Theola Cooper has the floor

a. Discussed the need for the minutes to be submitted to her by the 4th Wednesday of the month except for April it will need to be submitted by the 23rd.

b. Also discussed the use of the precinct for the quarterly meeting in March as well as our next monthly meeting as all other areas are not available.

4. Consent Agendas

a. Osumanu Issaka

i. He will be getting the agendas out sooner for everyone to review as well as information for review before the meeting.

5. Strategic Discussions

a. Community Engagement •

i. Community Survey Timeline

1. Survey Distribution & Collection

2. March Community Meeting (Q1) – Official survey distribution begins.
3. March–June (90-day response window) – Survey remains open for community input. § June Community Meeting (Q2)
4. Final deadline for survey submissions; collection of responses.
5. Data Review & Analysis
 - a. June–September – Review and compile survey data.
 - b. Potential Action Item: Consider hiring a data specialist/company to analyze responses. Budget allocation may be necessary Reporting & Next Steps
 - c. September Community Meeting (Q3) – Present survey findings and insights to the community and board.
6. It discussed the demographic makeup of a local area, noting a significant Hispanic population. Osuman suggested the use of translation services to facilitate communication, particularly for those who can read and write but not speak the language. Members proposed the idea of using a QR code for English and Spanish surveys, and also mentioned the possibility of using a server with 50 different languages. Osuman also mentioned the use of translators and interpreters, and the potential use of an app on a phone for translation. The team agreed to explore these options further.

6. Community Reports/Updates

- a. Inland Port Authority Board Updates Report

i.RFP for Visioning and Consulting Results/Process

1. HR&A – Selected by the Board

IV. Consideration of New Business

1. New Business

- a. Osumanu Issaka

- i. Melissa to send meeting minutes to Theola Cooper theolamcooper@gmail.com each month by the 4th Wednesday; except for April it will need to be in by the 23rd.
2. All committee members to send survey questions/thoughts/ideas to Candice by Friday, February 21st.
 3. Joe to reach out to David Drozed about potential data analysis assistance for the survey.
 4. Melissa to contact Captain Fox to arrange the March 18th meeting space
 5. Melissa to obtain a copy of the grant agreement.
 6. Committee members to review meeting notes from the Port Authority and provide any questions or comments.
 7. Melissa to work on sending meeting materials earlier and creating a consent agenda for future meetings.
 8. Randi to update the budget spreadsheet with survey tool, mailing, and translator line items under community outreach.
 9. Melissa to contact World Speak, Cruz Cabera, about adding Mai Mai and Vietnamese languages for translation services.
- a. Committee to discuss with World Speak about having small groups to complete surveys with interpreter assistance.

V. Agenda and Time of Next Meeting

The next meeting will be held March 18th from 5-6pm; Location The Venue

Quarterly Meeting will be March 18th from 6:30-8pm at The Venue

The meeting was adjourned at 6:05 PM by Osumanu Issaka.

Minutes submitted by: Melissa A Youngblood

Minutes approved by: Osumanu Issaka