

CMS MINUTES

MINUTES OF THE **VIRTUAL** ANNUAL MEETING OF THE BOARD OF DIRECTORS OF CMS CONTRACT MANAGEMENT SERVICES HELD ON **MARCH 14, 2022**.

1. **CALL TO ORDER:** Meeting was called to order at 4:05 p.m.

2. **ROLL CALL:**

Present:

Chair, Jill Stanton
Vice Chair/Treasurer, Ron Packer
Secretary, Carlita Mendez

BHA Staff Present:

Lorna Camacho, Minute Taker/Office Manager/Executive Assistant

3. **PUBLIC COMMENT:** None

4. **CHAIR COMMENTS:** None

5. **BOARD OF DIRECTORS COMMENTS:** None

6. **APPROVAL OF ANNUAL MEETING MINUTES:** MARCH 19, 2021

☞ **Chair Stanton called for motion to approve Annual Meeting Minutes of the CMS Board of Directors as presented. Secretary Mendez moved for approval of motion. Vice Chair/Treasurer Packer seconded motion. Call for question. None opposed. Motion carried.**

7. **APPROVAL OF SPECIAL BOARD MEETING MINUTES:** NOVEMBER 3, 2021

☞ **Chair Stanton called for motion to approve Special Board Meeting Minutes of the CMS Board of Directors as presented. Secretary Mendez moved for approval of motion. Vice Chair/Treasurer Packer seconded motion. Call for question. None opposed. Motion carried.**

8. **APPROVAL OF RESOLUTION CMS22-01 APPOINTMENT OFFICERS:**

The Board of Directors of CMS Contract Management Services approved the following officers of the organization as provided in the By-Laws:



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- Jill Stanton - Chair
 - Ron Packer – Vice Chair
 - Carlita Mendez - Secretary
 - Ron Packer - Treasurer

With the departure of Brian Clayton, we removed Brian Clayton from serving on the CMS Contract Management Services Board of Directors and appointed Ron Packer as his replacement.

☞ **Motion was made to approve Resolution CMS22-01 appointing officers as provided in By-Laws. Secretary Mendez moved for approval of motion. Vice Chair/Treasurer Packer seconded motion. Call for questions. Non opposed. Motion carried.**

9. CONFLICT OF INTEREST ANNUAL STATEMENT:

As a discussion item, Board of Directors are to execute and provide to Ms. Camacho the Conflict-of-Interest Statement acknowledging receipt of the Conflict-of-Interest Policy.

10. TENNESSEE HOUSING DEVELOPMENT AGENCY UPDATE:

Our proposal was submitted on November 4, 2021. We were selected to conduct an oral presentation on November 15, 2021. Tennessee Housing Development Agency (THDA) notified us that we were not awarded the subcontract. The winning bidder was CGI Federal, who already had a previous relationship with THDA as they were their PBCA software provider.

11. 2021 ANNUAL COMPLIANCE REVIEWS:

HUD Field Offices conducted their Annual Compliance Reviews (ACR) on CMS work for Utah, Nebraska, and Washington. We received no findings or recommendations and many HUD staff complimented CMS on how well-organized our work was.

12. NEW BUSINESS: None

13. FUTURE 2023 MEETING: March 17, 2023

14. ADJOURNMENT: There being no further business, meeting adjourned at 4:11 p.m.

Carlita Mendez

Secretary

Jill Stanton

Chairperson of the Board