

**VERONICA E. RODRIGUEZ**  
DIRECTOR



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September 5, 2019

Dear Imperial Valley Continuum of Care Council (IVCCC) Executive Board Members:

On August 13, 2019, the IVCCC Executive Board elected not to fill the temporary vacant position of the IVCC Executive Board Secretary. The Administrative Entity (AE) is respectfully requesting the Board discuss and temporarily appoint a Board member the respective responsibilities of the Secretary, which include but are not limited Executive Board meeting minutes.

Respectfully,

Paula Llanas  
Assistant Director