



Kane County

KC Finance and Budget Committee

Meeting Minutes

Government Center
719 S. Batavia Ave., Bldg. A
Geneva, IL 60134

BERMAN, Lenert, Juby, Lewis, Sanchez, Surges, Tepe & ex-officios Pierog (County Chair)

Wednesday, May 29, 2024

9:00 AM

County Board Room

1. Call To Order

Chairman Berman called the meeting to order at 9:03 AM.

2. Roll Call

PRESENT	Board Member Dale Berman Board Member Bill Lenert Board Member Leslie Juby Board Member Anita Lewis Board Member Jarett Sanchez Board Member Clifford Surges Board Member Vern Tepe Ex-Officio County Board Chair Corinne M. Pierog
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Also present: Co. Bd. Members Allan*, Bates, Gumz*, Kenyon, Kious*, Linder*, Molina*, Roth, Strathmann; Treasurer Lauzen; Deputy Auditor Laird; Fin. Exec. Dir. Hopkinson & staff Bowles, Cofer, Clinnin; ITD/BLD Exec. Dir. Fahnstock & staff Lasky*, Kash; KDOT Deputy Dir. Rickert*; State's Atty. staff Frank, Shepro*, Hunt; Dev. Dir. VanKerkhoff; KCHD Exec. Dir. Isaacson* & staff Snowden*; OEM Dir. Buziecki; Court Admin. O'Brien*; Court Svcs. Exec. Dir. Aust; HRM Exec. Dir. Lobrillo; and members of the press and public.

3. Remote Attendance Requests

There were no remote attendance requests for today's meeting.

4. Approval of Minutes: April 24, 2024

RESULT:	APPROVED BY UNANIMOUS CONSENT
MOVER:	Anita Lewis

5. Public Comment (Agenda Items)

Kane County resident, Cathy Flesburg, shared her sadness about the Pledge of Allegiance not being recited at the beginning of every Committee meeting. In conducting her own research on the County financials, she found that the County Board does not receive or approve all checks that are going out from the County. (Madam Chairman Pierog arrived in-person at 9:06 a.m.) Referring to the Accounts Payable Report, Flesburg listed the items that are not being looked over by the County Board, such as Procurement Cards. She noted that the County's website financial

archives have not been updated since 2021. She explained that as more committees are being developed, separate General Ledger Account numbers should be made in order to keep track of budgets. She noted that unless these expenses are printed, then the County Board cannot see what is going on with the annual budget. Flesburg spoke on the resolution regarding the authorization of an emergency appropriation and budget adjustment request amending Resolution 24-076. She thought the County Board could not make adjustments to payroll, taxes, insurance, unemployment, and IMRF accounts. Once a check is written, funds need to remain in the account until the check clears. She urged the Committee to find another way to transfer the \$100K. She shared her concern about the County balancing the budget by the end of the year. Additionally, Flesburg spoke on the two resolutions pertaining to BID# 23-032. She voiced that the price of the bid of \$449K was extremely high for the amount of work that needs to be done. She asked the Committee to question this bid price. Flesburg urged the County Board, as a whole, to work on finding adequate budget cuts. Lastly, Flesburg stated that the proclamation brought forth by County Board Member David Young regarding Kane County's stance on illegal immigrants voting should be placed on the Kane County Board meeting agenda.

6. Public Comment (Non-Agenda Items)

None.

7. Treasurer's Report (C. Lauzen)

A. Monthly Report

Treasurer Lauzen stated the monthly report was on file. He commended the Treasurer's Office, County Clerk, and Supervisor of Assessments on the smooth operation of collecting property taxes. These offices have the duty of collecting \$1.6B from 199K property tax payers. Lauzen shared the Projected versus Promised versus Actual Performance regarding Interest Earned for Fiscal Years 2023-2024. He stated that the County has accrued approximately \$17M, which is an additional \$15M for the County Board to utilize. In FY2024, the interest earned projection is 600% more than last year's annual budget, or approximately \$12M. At this point, the County will either meet or exceed the targeted amount of \$12M. In his four-year term as County Treasurer, he has projected that the County will have approximately \$40M-\$50M in interest earned to utilize. Lauzen explained that the perception of the general rule for employing interest earned is that the County cannot use it on cash balances, unless specifically allowed. However, state statute says the opposite. While speaking to the Illinois Department of Revenue Director David Harris, Lauzen was advised to look at State Statute 3-11/005. This statute states that all earning accrued on any investment or deposit made by the County Treasurer shall be credited to and paid into the County Treasury for the benefit for the County's corporate fund to be used for county purposes, except as provided otherwise. He explained that the exceptions are what should be looked into when deciding to use the interest earned income. He stated that whomever will look into these should understand that the general rule is that interest income is usable, with some restrictions. As the County moves closer to balancing the annual budget, they are going to need

to have more funding available. The interest earned income could be that funding. Lauzen stated that according to the U.S. Department of Treasury's regulations: Cash Management, the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund payments made to recipients are not subjected to the requirements of Cash Management Improvement Act and the Treasury's implementing regulations. As such, recipients can place funds in interest bearing accounts and do not need to remit interest to the Treasury and are not limited to using that interest for eligible uses under the award. Lauzen stated that in Kane County, there is a bookkeeping entry that the County Board could direct to scatter all this money across 300 funds, making the amount minuscule. The County must concentrate their funding on the most important areas in order to aggregate money to accomplish the task at hand. Lauzen and ASA Frank addressed questions and comments from the Committee. Discussion ensued.

8. Auditor's Report (P. Wegman)

A. Monthly Report

Deputy Auditor Laird stated the monthly report was on file. No additional report was made.

B. Approving April 2024 Claims Paid

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Jarett Sanchez
SECONDER:	Leslie Juby
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

9. Finance Director's Report (K. Hopkinson)

A. Monthly Finance Reports

Fin. Exec. Dir. Hopkinson stated the monthly financial reports were on file. She presented the General Fund - General Account Analysis from the past five years. This analysis explains some of the differences of the current year and the past. Hopkinson noted that she will continue to provide this analysis in the monthly financial reports moving forward. She spoke on the fund balance utilization line within the analysis. The budget for FY2024 utilized approximately \$10M in reserves to balance the General Fund's budget. When looking at the actual column, because of changes in cash flow, such as tax payments, the General Fund will show a decrease in revenue with expenses being flat. Currently, the County is using more of it's fund balance. This will change next month, once the revenue from property taxes is entered. Hopkinson hopes this report is helpful in allowing the Committee to see how the fund balance is

utilized. She addressed questions and comments from the Committee. Discussion ensued. Hopkinson mentioned the elimination of the grocery tax. In Kane County, this tax brought in revenue of approximately \$2M per month. She reviewed the issues on calculating the exact amount of sales tax revenue. She stated that after speaking with the Illinois Department of Revenue, she learned that it is very difficult to get an accurate read on the impact of eliminating such tax, because they do not track retailers who code their transactions. Further discussion ensued.

Hopkinson spoke on the Kane County audit process. The County's Audit Firm, Baker Tilly, has announced that Kane County will receive a clean audit opinion for FY2023. Hopkinson notified the Committee that the Finance Department is still drafting the Annual Comprehensive Financial Report. She stated that the FY2025 Budget process is underway. Most of the departments/offices are finishing up their budgets. Over the next few weeks, she hopes to have all departments/offices meet with their respective committee chairmen. In July 2024, each department/office will present their annual budget to their home committee. Hopkinson spoke on the new tools and technology the Finance Department has been able to utilize to save time on the budget process. She recognized the Finance Department's new employees. She introduced Senior Accountant/Budget Analyst, Christopher Bowles, summer intern, Sydney Clinnin, and Grant Administrator, Paul Cofer. Grant Administrator Cofer introduced himself. He spoke on the different departments he will be focused on in finding grant opportunities. The Committee welcomed the new staff. Discussion ensued.

Hopkinson explained that the Finance Department will utilize a forecasting tool. She stated that this will require consulting fees to move all County funds into this software. A resolution will be presented to the County Board addressing this change. Lastly, Hopkinson stated that a Request for Qualifications (RFQ) was publicized for accounting services. She explained that there is a need for accounting services across the County and this RFQ would pre-qualify several firms. There has been four firms that responded to the RFQ. They are currently being evaluated.

B. Discussion: Strategic Plan

Fin. Exec. Dir. Hopkinson stated that the idea of Kane County developing a Strategic Plan has been on the forefront for months. She was asked to bring this to the attention of this Committee on the possibility of conducting a Strategic Plan. If the Board decides to move forward, a resolution would be presented. Hopkinson spoke on the need of hiring an outside consulting firm to lead the County through the process.

Committee Member Surges suggested that Hopkinson present her interpretation of what a Strategic Plan is, and what goals the County would achieve with implementing it. Hopkinson explained the Strategic Plan development process. Hopkinson addressed questions and comments from the Committee. Discussion ensued. Berman requested that Hopkinson present a recommendation to the County Board on whether a County Strategic Plan should be pursued or not.

Hopkinson stated she would provide a Strategic Plan presentation at next month's Finance Committee meeting. Further discussion ensued.

10. New Business

Budget Adjustments

- A.** Amending the Growing for Kane Fund FY2024 Budget to Account for the Land Transfer Navigator Grant Program

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Jarett Sanchez
SECONDER:	Bill Lenert
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

- B.** Authorizing the AOIC Modernization Funding Allocation

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Jarett Sanchez
SECONDER:	Anita Lewis
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

- C.** Creating a Special Revenue Fund and Budget for DUI Court within Court Services

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Bill Lenert
SECONDER:	Vern Tepe
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

D. Authorizing Acceptance of FY25 Firearm Safe Storage Strategies
KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Anita Lewis
SECONDER:	Vern Tepe
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

E. Authorizing Acceptance of the Illinois Department of Public Health LHD Respiratory Surveillance and Outbreak Response (RSORG-25) Grant
KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Vern Tepe
SECONDER:	Jarett Sanchez
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

F. Authorizing Opioid Response Community Implementation Project- Line Item Transfer to Coroner
KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Vern Tepe
SECONDER:	Jarett Sanchez
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

G. Emergency Appropriation and Budget Adjustment Request Amending Resolution No. 24-076

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Jarett Sanchez
SECONDER:	Anita Lewis
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

Contracts and Purchases

A. Authorizing Agreements for Workforce Innovation and Opportunity Act and Trade Adjustment Act Programs for Program Year 2024

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Anita Lewis
SECONDER:	Jarett Sanchez
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

B. Authorizing Judicial Facility Construction Funds for General Construction Services with MRRW Construction (BID# 23-032)

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Vern Tepe
SECONDER:	Anita Lewis
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

C. Authorizing MRRW Construction Services for the Judicial Technology Modernization ARPA Project (BID# 23-032)

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Vern Tepe
SECONDER:	Jarett Sanchez
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

D. Authorizing Contract for Psychiatric Services for the Juvenile Justice Center

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Bill Lenert
SECONDER:	Vern Tepe
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

E. Amending a Contract with Ellen Kamps to Provide Additional Food and Agriculture Project Consulting Services

Committee Member Juby motioned to amend this resolution. In the first WHEREAS clause, she requested that the word "consultant" be changed to "the lead consultant working with other approved qualified consultants as subcontractors." Juby stated that within the fourth WHEREAS clause, it should read, "WHEREAS, the Department requests that the contractual not-to-exceed amount be increased from \$170,000 to \$290,000 for the delivery of additional project services to be provided by an approved qualified consultant working as a subcontractor under Ellen's contract including the administration of Kane County's Land Transfer Navigator Program and transition support for Kane County's Farmland Protection Program; and". Lastly, she requested that the Executive Summary paragraph include the phrase "to be provided by an approved qualified consultant working as a subcontractor." Committee Member Sanchez seconded. Motion carried unanimously by roll call vote.

Committee Vice-Chair Lenert inquired on the finances pertaining to this resolution. Dev. Dir. VanKerkhoff explained that in January 2024, a Request for Qualifications (RFQ) was publicized requesting qualified agricultural consultants. In March 2024, the County Board voted in favor of a resolution that approved two qualified consultants, Ellen Kamps and New Venture Advisors (NVA). Also

in March, the Board approved "not to exceed" contracts with each of those consultants. VanKerkhoff explained that those "not to exceed" amounts were based on projections on activities each consultant would complete for the County. Those contracts were approved and executed with "not to exceed" amounts of \$170K for Ellen Kamps and \$305K for NVA. VanKerkhoff explained that there are two activities that were assigned to NVA, but after evaluating, staff feels that Ellen Kamps would be better suited for these. This resolution would approve an increase to the "not to exceed" amount from \$170K to \$290K for the additional project services, including the administration of Kane County's Land Transfer Navigator Program and transition support for the Farmland Protection Program. VanKerkhoff and ASA Frank addressed questions and comments from the Committee. Much discussion ensued.

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Jarett Sanchez
SECONDER:	Leslie Juby
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

- F. Authorizing a Contract for Kane County Emergency Communications for Uninterruptable Power Supply (UPS) System Replacements with Installation (RFP# 24-031-TK)

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Bill Lenert
SECONDER:	Vern Tepe
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

G. Authorizing a Contract for Kane County Emergency Communications for Professional Services for Mental Health and Therapy Counseling

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Anita Lewis
SECONDER:	Leslie Juby
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

H. Authorizing an Agreement with DocuSign Inc. for Electronic Signature Software and Services

Committee Vice-Chair Lenert questioned if there was an increase in the agreement software price over the expiring contract and how it would affect the budget. ITD/BLD Exec. Dir. Fahnestock stated that the agreement with DocuSign started during the pandemic due to the need of signing documents. He noted that every year there has been a cost increase. He explained that the agreement could be presented to the County Board annually, or ask for a percentage increase in order to continue to use the software. This resolution has requested a "not to exceed" increase in the annual renewal of 8%. Fahnestock stated that the Information Technologies Department (ITD) is seeking to enter into an additional agreement with Carahsoft Technology Corporation. Carahsoft has a joint-purchasing with DocuSign through Omnia Partners and ITD is trying to obtain a proposal from them. This will allow the County to get a better price and fix the percentage.

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Anita Lewis
SECONDER:	Leslie Juby
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

- I. Authorizing the Interlocal Purchasing System (TIPS) National Purchasing Cooperative Agreement

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Jarett Sanchez
SECONDER:	Leslie Juby
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

- J. Authorizing Purchase of Technology Product Solutions and Related Services for the Information Technologies Department with Carahsoft Technology Corporation Through Omnia Partners (Contract# 23-6692-01)

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Jarett Sanchez
SECONDER:	Leslie Juby
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

- K. Authorizing the Purchase of Two Vehicles for the Office of Emergency Management

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Bill Lenert
SECONDER:	Leslie Juby
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

Other

- A. Authorizing Job Title and Pay Grade Changes for the Information Technologies Department

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Clifford Surges
SECONDER:	Leslie Juby
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

- B. Authorizing a Pay Adjustment for Equity within a Pay Grade for a Promotion in the Building Management Department

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Leslie Juby
SECONDER:	Anita Lewis
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

- C. Authorizing the Issuance of a Request for Proposals for External Compensation Analysis and Review of Position Grading

Committee Member Tepe informed the Committee that another county was conducting a similar study and will be sharing their collective data with Kane County. HRM Exec. Dir. Loblillo explained that Lake County was conducting a Compensation Analysis Study. Kane County has participated with Lake County on their study. In Exchange Lake County will be sharing their study. McHenry County provided the same courtesy in one of their studies. Loblillo addressed questions and comments from the Committee. Much discussion ensued on the process of developing the external compensation study.

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Clifford Surges
SECONDER:	Anita Lewis
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

- D. Acknowledging Annual Review of Number of Procurement Cards Issued to the Kane County Sheriff’s Office and Each of their Transaction Limits

RESULT:	APPROVED BY ROLL CALL VOTE
MOVER:	Bill Lenert
SECONDER:	Anita Lewis
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

- E. Creating Illinois Residency Requirements for County Employees

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Clifford Surges
SECONDER:	Anita Lewis
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

- F. Approving County Board Personal Expense Voucher Reimbursement Request

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Bill Lenert
SECONDER:	Vern Tepe
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, and Vern Tepe
NAY:	Clifford Surges

- G. Approving County Board Personal Expense Voucher Reimbursement Request
KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Anita Lewis
SECONDER:	Leslie Juby
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, and Vern Tepe
NAY:	Clifford Surges

- H. Approving County Board Personal Expense Voucher Reimbursement Request
KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Leslie Juby
SECONDER:	Anita Lewis
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, and Vern Tepe
NAY:	Clifford Surges

- I. Discussion: Propose an AD HOC Committee to Review Opportunities and Strategies for Future Budget Cuts

Chairman Berman introduced the discussion on the proposed AD HOC Committee to review opportunities and strategies for future budget cuts. He stated that the main accomplishment of the Finance Committee is to present a balanced annual budget. The Committee has done this over the past few years by allocating reserves. However, the County's reserves will run out within the next few years and could no longer be utilized to balance the budget. Berman stated that the Finance Committee needs to look at different avenues of increasing revenues. He stressed the importance of addressing future budget cuts through an AD HOC committee. He explained that the County needs to look at the expenses before figuring out the true revenue needed. Much discussion ensued on the development of an AD HOC Committee. The Committee provided consensus that an AD HOC Committee does not need to be created and that several Special Finance Committee meetings would be scheduled to review the opportunities and strategies for future budget cuts.

11. Old Business

None.

12. Reports Placed On File

RESULT:	APPROVED BY UNANIMOUS CONSENT
MOVER:	Vern Tepe

13. Committee Chairman's Comments

None.

Chairman Berman

14. Executive Session (if needed)

None.

15. Adjournment

RESULT:	APPROVED BY VOICE VOTE
MOVER:	Vern Tepe
SECONDER:	Leslie Juby

This meeting was adjourned at 10:35 AM.

Savannah Valdez
Sr. Recording Secretary