

**CENTRAL AREA MICHIGAN WORKS! CONSORTIUM
WORKFORCE INVESTMENT BOARD (WIB)
September 17, 2008
Maxfield's Restaurant * Wyman**

Members Present: Tom Batchelder, Carolyn Bennett, Don Burns, Dennis Dunlap (nonvoting member), Tim Flynn, Chelsey Foster (alt. for Don Schurr), Steve Foster, Dale Howard, Jeff Knox, Phil Larson, Carolyn Newell, Glennes Page, Sheral Simon, Ralph Ward, Robin Whitmore, and the WIB (ES Rep.)

Members Absent: Terry Baker, Dorothy Howard, Franz Mogdis, Terri Romel, Diane Smith, Bruce Traverse, and George Yost

Vacancies: 1

Staff Present: Janet Bloomfield, Vice-President for Employment Training
Jan Lacy, Assistant to the President
John Van Nieuwenhuyzen, Administrator

Guests Present: Jan Amsterburg, GIRESD
Sheila Clark-Hodge, GIRESD
Shirl Graham, MMI
Geoffrey Luyk, Michigan Works! Youth Leadership
Michael Olsen, Michigan Works! Youth Leadership
Jessica Wiles, Michigan Works! Youth Leadership
Jerry Williams, GIRESD
Phil Wilson, EightCAP, Inc.
Steven Yager, Clinton/Gratiot County DHS

With a quorum present, the meeting was called to order at 5:34 pm by Tom Batchelder, Chairperson. New members Carolyn Newell and Tim Flynn were introduced.

ELECTION OF OFFICERS

The chair was turned over to John Van Nieuwenhuyzen for the election of officers. The current officers are Tom Batchelder, Chairperson, and Ralph Ward, Vice-Chairperson. Mr. Van Nieuwenhuyzen opened the floor for nominations for Chairperson.

MOTION WAS MADE AND SUPPORTED TO NOMINATE TOM BATCHELDER AS WIB CHAIRPERSON.

Mr. Van Nieuwenhuyzen called for any other nominations. There were no other nominations.

MOTION WAS MADE AND SUPPORTED TO CLOSE NOMINATIONS AND CAST A UNANIMOUS BALLOT FOR TOM BATCHELDER AS WIB CHAIRPERSON. Motion carried unanimously.

The chair was turned over to Tom Batchelder, Chairperson, who opened the floor for nominations for Vice-Chairperson.

MOTION WAS MADE AND SUPPORTED TO NOMINATE RALPH WARD AS WIB VICE-CHAIRPERSON.

Mr. Batchelder called for any other nominations. There were no other nominations.

MOTION WAS MADE AND SUPPORTED TO CLOSE NOMINATIONS AND CAST A UNANIMOUS BALLOT FOR RALPH WARD AS WIB VICE-CHAIRPERSON. Motion carried unanimously.

APPROVAL OF MEETING MINUTES

MOTION WAS MADE AND SUPPORTED TO APPROVE THE JULY 16, 2008, WIB MEETING MINUTES. Motion carried unanimously.

PUBLIC COMMENT

There was no public comment.

GREATER GRATIOT DEVELOPMENT, INC. (GGDI) BOARD OF DIRECTORS NOMINATION

GGDI is requesting that Ralph Ward be reappointed as the WIB's representative on their Board of Directors.

MOTION WAS MADE AND SUPPORTED TO REAPPOINT RALPH WARD TO THE GGDI BOARD OF DIRECTORS FOR THE PERIOD 10/01/08 TO 09/30/09. Motion carried unanimously.

COMMITTEE UPDATES

There were no Committee meetings in August.

- **Training Alliance**—The Training Alliance is an expansion of CAMWC's current Incumbent Worker program. A waiver was requested from the State so that we could take part of our WIA funding to be used for Incumbent Worker Training. With that, we have started moving on the Training Alliance program. The description of the program was provided to the Operations Committee for comments—no comments were received, so staff is continuing to move forward. The program will give additional employers an opportunity to access training for their employees that they weren't able to access under our original Incumbent Worker program. The timeline for implementation of the program is October. The biggest hurdle at this time is procurement of the registration product.

- **Foster Youth RFP**—No RFP has been released at this time. Staff has scheduled a meeting with all three of the DHS directors in our MW area for September 30th to hold discussion on: who are the youth, how do we get to them, and what services are needed for this population.
- **Keep Learning . . . Our Future Depends on It**—Several of the WIB members attended the Keep Learning presentation at the Michigan Works! Conference to hear what was going on with the Lansing program and to evaluate the viability of CAMWC implementing a similar program in our area. At the last WIB meeting, members were asked to forward information to the staff for development of an action plan—no comments were received. Ms. Bloomfield indicated that staff would come to the Committee with a skeleton action plan. She will also continue to have conversations with employers to make sure they see a value in the initiative. Sheral Simon volunteered to work with Ms. Bloomfield on the skeleton action plan.
- **Manufacturing Sector Report**—As indicated by the report, manufacturing is still viable in our area. We are losing manufacturing jobs; however, there are a significant number of replacement jobs in this sector. In the past, we have focused on spending our training dollars in growth areas—growth is not something you are going to see in the manufacturing area, which also may be true in other industries. When determining how we want to spend our training dollars, we want to make sure that we focus on getting people prepared for the jobs that are going to be available in our area. Staff is working on turning the extensive Manufacturing Sector Report into an instrument useable by the general public as a marketing tool.

WAIVER TO TRANSFER 100% OF WIA ADULT OR DISLOCATED WORKER ALLOCATION BETWEEN THE FUNDING SOURCES

Work Flex Waiver Request

The Department of Labor Bureau of Workforce Programs has requested and been granted work-flex authority from the U.S. Department of Labor (USDOL). This authority allows the state the ability to approve certain local waivers of statutory or regulatory requirements under Title I of the WIA, consistent with Section 192 of the WIA and WIA Final Regulations Section 661-430. The local waivers allow local Workforce Investment Boards the ability to implement workforce investment services more strategically and expeditiously to address growing workforce challenges impacting the economic viability of the region.

Transfer Funding Between WIA Adult and Dislocated Worker

The Central Area Michigan Works! Consortium CAMWC Board would like to request a waiver to transfer up to 100% of the Workforce Investment Act (WIA) Adult or Dislocated Worker allocations between the WIA Adult and Dislocated Worker allocation. DLEG policy issuance (PI 07-45) allows MWAs to transfer up to 30% of funding between the Adult and Dislocated Worker funding streams. At this time, CAMWC is experiencing funding shortfalls to meet the needs of WIA Adult eligible participants and a shortfall of qualified Dislocated Workers needing services.

Statutory Requirements to be Waived

Consistent with Section 192 of the WIA and Section 661.430 of the WIA, CAMWC is seeking a waiver of restrictions on the transfer authority, Section 133(b)(4) and 20 CRF Section 167.140(a) of the funds allocated under Section 133(b)(2)(A), Section 133(b)(2)(B), and Section 133(b)(3). The waiver will allow the board the authority to transfer funding based on need, up to 100%, between

WIA Adult and WIA Dislocated Worker to deliver services as described in Section 134 (d) and (e) and consistent with 20 CFR Part 663.

Outcomes to be Achieved by Obtaining the Waiver

The waiver will provide flexibility to enable CAMWC to meet the demands of the eligible populations and to meet the training demands of those eligible populations.

The outcomes of this waiver are to:

1. Improve the management of funding based on “who” is seeking services rather than “eligibility restrictions” of silo funding;
2. Decrease the training wait list created with silo funding;
3. Improve the economic and business climate of the CAMWC region by serving individuals who seek services; and
4. Increase the skill-sets of the eligible labor pool in preparation for local employment opportunities.

Description of Individuals Impacted by the Waiver

The waiver will benefit either WIA Adult or WIA Dislocated Workers based on number of individuals seeking services. This waiver will permit the Central Area Michigan Works! Consortium to manage available funding based on need without the eligibility restriction of specific silo funding.

Description of Accountability Process

The Workforce Investment Board and the Administrative Board review fiscal and participant summary reports at their regular meetings. These reports reflect the total Michigan Works! Agency. The Administrative Board also reviews the annual audit of the Agency.

CAMWC will post the waiver request to our website (www.camwc.org) and will include instructions on how comments may be submitted. In addition, a notice for a 30-day comment period will be placed in the local paper. The notice will direct interested parties to our website where they can view and comment on the waiver. In addition, a public hearing will be held at the September Workforce Investment Board meeting. Any public comments received will be forwarded to your attention.

Public Hearing on the Work Flex Waiver

The Public Hearing on the Work Flex Waiver Request was opened at 5:50 pm. There was no public comment.

MOTION WAS MADE AND SUPPORTED TO APPROVE THE WORK FLEX WAIVER REQUEST AS PRESENTED. Motion carried unanimously.

PLAN APPROVAL/MODIFICATIONS

- **Five-Year Comprehensive Plan Modifications**

Period: July 1, 2000 - June 30 with extensions through June 30, 2009

Purpose of Plan:

- The WIA Comprehensive 5-Year Plan sets forth a number of fundamental principles to the operation of WIA Adult and Dislocated Worker services over the life of the legislation including:
 - Labor Market Analysis
 - High Demand Occupations
 - Michigan Works! Service Centers
 - Local Performance Measures
 - Adult, Dislocated Worker, and Youth Employment and Training Activities
 - Individual Training Account (ITA) Policies

- **Plan Modification: Adult, Dislocated Worker, and Youth Employment and Training Activities**

The Central Area Michigan Works! Consortium has requested a waiver to allow up to 10% of the WIA Adult, Dislocated Worker, and Youth allocation to be utilized as local activity funds to enhance and operate an incumbent worker training program for the purpose of sustaining economic viability of regional employers and their workforce; developing skill training for the purpose of layoff aversion and targeting business entrepreneurs for training to build, sustain, and enhance their long-term success.

- **Plan Modification: WIA Adult and Dislocated Worker**

The Central Area Michigan Works! Consortium has requested a waiver to allow up to 100% of the WIA Adult or Dislocated Worker allocation to be transferred between Adult and Dislocated Worker funding. Currently, CAMWC is experiencing a funding shortfall in the service requests for WIA Adult and a shortfall of qualified Dislocated Workers needing services. The WIA formula allocation is based on unemployment data from periods prior to the current program year. Therefore, there may be times when funding exceeds need for a specific population and this transfer authorization would give CAMWC the tools necessary to manage the funds based on need.

- **FY 08 Service Center Operations Plan**

Program Year: July 1, 2008 - June 30, 2009

Allocation:

\$91,006 (previous allocation - \$92,119)

- 39,132 (1st Qtr Allocation)
- 51,874 (Remaining Balance Allocation)

Purpose of Plan:

- Service Center Operation funds may be used in support of all activities to improve customer service, inform and educate the public about the service centers, and upgrade facilities.

- Funding may not be utilized to purchase or maintain participant reporting systems or job matching systems that duplicate those provided by the state.
 - BWP will work with the MWAs to explore options to increase efficiency and expand the capacity of the statewide system to meet local program operational needs.
- **FY 08 Incumbent Worker Plan**

Program Year: July 1, 2008 - June 30, 2009

Allocation:

\$115,712 (previous allocation - \$116,875)

- \$32,399 (1st Qtr Allocation)
- \$83,313 (Remaining Balance Allocation)

DLEG Program Parameters:

Incumbent worker programs shall be targeted to specific employers or industries that are experiencing a decline and have the potential to undergo layoffs, or are experiencing a skills gap that impacts their ability to compete, retain workers, and expand.

By definition, an incumbent worker is an individual who is employed, including a new hire; however, the individual does not have to meet WIA eligibility requirements for intensive and training services for employed adults and dislocated workers.

Local Plan:

Funding shall be targeted to specific employers or industries that are experiencing a decline and have the potential to undergo layoffs, or are experiencing a serious skills gap that impacts the ability to compete and retain workers.

Program Parameters:

The program parameters would remain the same. The CAMWC Administrative Entity staff will manage incumbent worker funding for the following initiatives:

- Make funding available to firms located in the MWA geographic area for the purpose of incumbent worker training, brokered by economic development or current contractors.
 - Training must be for incumbent workers in the region.
 - Funding must be matched dollar for dollar by employer.
 - Maximum amount per business - \$12,000 per program year
 - Contracts will be written directly with the business.

- **FY 08 Disability Program Navigator Plan (Informational)**

Program Year: July 1, 2008 – June 30, 2009

Allocation: \$10,000

Purpose of Plan:

- WIG funds to be used in support of local capacity building and staff training.
- Capacity building and staff training will include, but not be limited to, training of One-Stop Center staff and Workforce Investment Board members on reasonable accommodation resources and strategies for individuals with disabilities. Training relevant to disability etiquette, WIA Section 188 non-discrimination regulations, Section 504 of the Vocational Rehabilitation Act, and the Americans With Disability Act provisions may be offered.
- MWAs may also pool their capacity building and staff training funding in order to increase new and ongoing partnerships to expand their workforce development systems' capacity to serve individuals with disabilities.
- An MWA may transfer its \$10,000 to another MWA for capacity building staff training. For example: Agency A may agree to transfer its \$10,000 of capacity building training funds to Agency B receiving \$70,000 per navigator. As a result, the navigator hired by Agency B will be assigned to perform navigator duties at one of Agency A's One-Stop Centers during PY 2008. Agencies A and B must document the time associated with 100 percent of the navigator's time spent between the designated One-Stop Centers. It will be the responsibility of Agency B to report programmatic and fiscal information as appropriate in terms of the navigator. **CAMWC is transferring its allocation to Capital Area Michigan Works!; therefore, no plan submittal is required on our part.**

- **FY 08 GF/GP Allocation**

Program Year: October 1, 2007 – September 30, 2008

Allocation: \$188,052

Purpose of Plan:

- To provide training services to eligible WIA Adults or Dislocated Workers.
- Expenditures are limited to tuition, books, fees, and related administrative costs.

Contract Awards

	GIRESD		
10/1/07-9/30/08 Availability	Admin	Program	Total
GF/GP	\$ 5,195	\$ 179,096	\$ 184,291

- Ionia ISD did not have a wait list at the original time of request; therefore, funding was not allocated to Ionia ISD.

- **FY 09 JET Plan**

Program Year: October 1, 2008 - September 30, 2009

Allocation: (draft figures)

	FY09	FY 08	Difference
TANF	\$ 1,334,350	\$1,404,640	\$ -70,290
GF/GP	318,495	336,713	-18,218
WIA/SWA	104,371	95,886	8,485
	\$ 1,757,216	\$ 1,837,239	\$ -80,023

Purpose of Plan:

- Establishes the Jobs Education and Training plan to encourage and support TANF applicants and recipients as they prepare for and get a job that will provide long-term self-sufficiency for their families.
- Provides for a partnership of the MWA, MRS, and DHS.
- Provides a blended approach of the partners in helping welfare applicants/recipients become self sufficient and permanently attached to the labor force.
- Details how the MWA will meet the Federal regulation requirement of 50 percent of all single parent families and 90 percent of two parent families will meet participation requirements to avoid reduction in program funding levels.
- Establishes that participants will be assessed for math and reading skill levels and those scoring below ninth grade will be referred to an appropriate comprehensive basic skill education program to address those deficiencies.
- Allows for the flexibility of placing a limited number of eligible participants into extended education/training activities that may conform to the No Worker Left Behind Program.
- Verifies that the MWA will utilize “Core” activities for the first 20 hours per week of participation. These activities include unsubsidized employment; subsidized public or private sector employment/work experience/on the job training; job search job readiness assistance (limit of 12 weeks per year); community service program; vocational/education training (12-month lifetime limit); and child care for an individual doing Community Service.
- Assures that “non-core” activities will be used only after the first 20 hours of core activities has been completed. Non-core activities include Job skill training directly related to employment (and could include remediation if an individual has a High School Diploma or GED); Education directly related to employment (and could include GED preparation); and Secondary Education.
- Details how participation in activities will be documented, verified, monitored, and/or supervised.
- Describes the intake and orientation process.
- Describes the family, employment, education, and training services delivery process.
- Describes the post employment services and support participants will receive to increase job retention.

Local Plan/Impact:

- Approved plan is required for the allocation to come to the local area.

- MWA has the latitude in the design of JET local service strategies.
- Referrals are made by DHS (and FOC) agency.
- A population priority may be utilized due to a restriction on funding.
 1. TANF applicants and recipients
 2. Non custodial parents
 3. Non cash recipients

CONTRACTOR ALLOCATIONS

	75% FIP Caseload April 2007-March 2008	25% Work First Caseload Actual 10/1/07-8/31/08 Estimated 9/1/08-9/30/08
Gratiot County	23.65%	22.83%
Isabella County	27.43%	31.09%
Montcalm County	28.34%	27.49%
Ionia County	20.58%	18.59%

• **FY 09 Food Assistance Employment and Training (FAE&T) and Supportive Services Plans**

Program Year: October 1, 2008 - September 30, 2009

Allocation:

- Employment and Training - \$101,173
- Supportive Services - \$ 2,580

Purpose of Plan:

The FAE&T Program is designed to establish a connection to the labor market for Able Bodied Adults Without Dependents (ABAWD).

Local Plan/Impact:

Two plans required:

- Program Plan
- Supportive Services Plan (limited to \$50 per person, per month)

Services may include:

- Job search/job search training
- No more than 49% of an individual's participation may be spent in job search activities after 30 days
- Other allowable services include:
 - Employment enhancement skills training
 - High school or equivalent education programs
 - Remedial education programs to achieve a basic literacy level

Contractor Allocations

	MMI-Per County	ICISD
FAE&T	25%	25%
FAE&T Supportive Services	25%	25%

MOTION WAS MADE AND SUPPORTED TO APPROVE THE FIVE-YEAR COMPREHENSIVE PLAN MODIFICATIONS, THE PY 08 SERVICE CENTER PLAN, THE PY 08 INCUMBENT WORKER PLAN, THE FY 08 GF/GP PLAN, THE FY 09 JET PLAN, THE FY 09 FAE&T PLAN, AND THE FAE&T SUPPORTIVE SERVICES PLAN AS PRESENTED. Motion carried unanimously.

EAG CHAIR

In September, the WIB is responsible for appointing the EAG Chair. The EAG is recommending that Dennis Dunlap be reappointed as the EAG Chair.

MOTION WAS MADE AND SUPPORTED TO APPOINTMENT DENNIS DUNLAP AS THE EAG CHAIR. Motion carried unanimously.

SUPPORT SERVICE POLICY

• **JET Support Service Provisions**

Background: For the past several years our local DHS offices have voluntarily transferred Employment Support Service funding to CAMWC. These funds have been used to provide specific support services to TANF recipients in the JET program. The DHS funding then allows for CAMWC’s funding to be utilized for other program services such as training. DHS is pledging funding again for the program year that begins October 1, 2008.

DHS Funds for Supportive Services for 2008-2009

County	Support Services \$ Amount
Ionia	\$ 20,000
Montcalm	20,000
Gratiot	26,000
Isabella	60,000
TOTAL	\$ 126,000

These funds are limited in use to auto purchase, auto repair, or clothing.

Problem Statement: There has been an ongoing major challenge in utilizing these funds. While DHS commits the funding to CAMWC prior to the beginning of the program year, CAMWC does not receive authorization to use the funding until late in the program year. For FY 08, CAMWC received that authorization in March; for FY 07, the authorization came in February. All funding must be spent by August 31st. The targeted support services are stopped or scaled back until CAMWC receives authorization, resulting in a disjointed program and leaving some customers with no means to remove significant barriers to employment.

Recommendation: With the new program year beginning October 1st, give the Administrative Agency the authority to work with the contractors to determine a budget amount (not to exceed

the DHS pledged amount) set-aside from their JET allocation that can be used to provide the targeted support services.

Positive Impact: This would support a continuum of services and would not put unnecessary pressure on our contractors to spend money in a very short period of time for the sake of spending all of the money.

Negative Impact: In the event DLEG and DHS cannot reach an Interagency Agreement, CAMWC would not receive the additional DHS targeted funds. *It is not anticipated we will be in this situation.*

MOTION WAS MADE AND SUPPORTED TO APPROVE THE JET SUPPORT SERVICES PROVISIONS AS PRESENTED. Motion carried unanimously.

- **Support Service Policy**

Background: At the July meeting the WIB approved the release of additional TANF funding to our JET contractors to satisfy a state policy change resulting in an increase in the private vehicle mileage reimbursed from 20¢ per mile to 40¢ per mile. The policy change only applied to the current program year, ending September 30, 2008.

At that time, DLEG did not know if there would be funding to sustain the increase for the next program year. Therefore, it was recommended that the local mileage reimbursement policy for other programs should not be changed until a final state policy has been established.

CAMWC has received an official policy indicating that the JET mileage reimbursement policy for the program period October 1, 2008 – September 30, 2009, will remain at 40¢ per mile.

Action to Be Taken: Since it is the practice to align program rules across programs (as much as possible), CAMWC will increase the private vehicle mileage reimbursement from 20¢ per mile to 40¢ per mile for all funding sources beginning October 1, 2008.

MOTION WAS MADE AND SUPPORTED TO APPROVE THE SUPPORT SERVICE POLICY AS PRESENTED. Motion carried unanimously.

ADMINISTRATIVE AGENCY AUTHORIZATION

Background: On 8/29/08, CAMWC received a GAN (grant action notice) for \$188,052 of GF/GP funding to be utilized by 9/30/08. This funding was predicated on a DLEG request of the amount of funding CAMWC needed to satisfy our training wait list. At the time of the DLEG's request, we had 72 people on a wait list due to a lack of funding. All wait list customers were attached to GIRESD (Ionia did not have any customers on a wait list at that time).

Action Taken: Due to the purpose of this funding and the need to use it prior to 9/30/08 (and many college programs were starting classes within the next couple of days), it was necessary to distribute this funding to GIRESD. However, this distribution was done without approval from the WIB or the CAMWC Board. Both Board Chairs were informed of the action being taken.

Problem Statement: Due to the time constraints and the need for immediate action (and the Board would not be meeting in a timely manner), a contract was initiated with GIRESD without Board approval which raises a question regarding operating procedures in situations such as this. Who (whom) should have the authority to authorize the Administrative Agency operating authority when the full Board has not met?

Discussion was held on authorizing the Administrative Agency to act on behalf of the WIB when action has been agreed to by the WIB Board Chair/Vice Chair and the CAMWC Board Chair/Vice Chair; that it be limited to the release of funding when neither board has a regularly scheduled meeting for timely action by the full board; and that the WIB be informed of the decision at the next scheduled meeting with the WIB's agreement or opposition to the action documented in the record. Approval of this procedure would require an amendment to the WIB's Bylaws. A proposed Bylaws amendment will be developed for the Board's review and approval at the November meeting [in accordance with Chapter 11: Amendment Procedures of the Bylaws].

ADMINISTRATOR'S REPORT

- **Federal/State Update**—David Bradley was in attendance at the fall Michigan Works! Conference in Detroit. Regarding the upcoming Presidential election, he wouldn't venture to guess who would be the victor. He is nervous about either possibility—the person you are familiar with is not nearly as big a problem as the unknown. The new faces coming to Washington are making all of the lobbyists nervous. Regarding funding reauthorization efforts, we must position ourselves for what will hopefully take place after we have a new government. Making contacts early may pay out big dividends in the end.

Statewide, the Michigan Prisoner Re-Entry Initiative (MPRI) is continuing. In our 9-county MPRI region, it is working quite well. One of the biggest concerns is the immense needs of re-entry prisoners, i.e. transportation, clothing, housing, employment, etc. There is a definite lack of these in our area—a very, very tough situation. We have been fortunate at this point—we have found all of our re-entry prisoners jobs. There is going to be continuing pressure on the part of the Governor's office and the legislature to keep down the amount of dollars going into Corrections. The only way to accomplish that is to get the people back into society and earning a living rather than sitting in prison.

- **WIB Membership**—We still have one Private Sector vacancy in Isabella County. Ms. Bloomfield will be following up with an interested individual on Thursday.
- **Status Report**—The report indicated \$6,404,588 in funding available, with \$4,243,259 expended as of August 31, 2008.

MEMBER ROUNDTABLE

Board members shared information and happenings from their local areas.

OTHER BUSINESS

- **Forum 2009**—The national conference will take place at the Renaissance Washington DC Hotel on March 7 – 10, 2009. Interested Board members were instructed to contact Jan Lacy.

- **Retirements**—Diana Jones, Employment and Training Program Manager, will be retiring at the end of the year after 30 years of service with EightCAP/CAMWC. WIB member Don Burns will be retiring in the spring of 2009 after 25 years of service with Montcalm Community College.
- The Committees will meet in October.
- **Youth Presentation**—Dennis Dunlap introduced Jerry Williams, Youth Employment Specialist with the GIRESD, and three youths who participated in the Youth Leadership Project implemented by the GIRESD this summer. The youths then gave a presentation on the project for the Board's information.

ADJOURNMENT

MOTION WAS MADE AND SUPPORTED TO ADJOURN. Motion carried unanimously. The meeting adjourned at 7:23 pm.