

CHAMPAIGN COUNTY BOARD  
**COMMITTEE MINUTES**

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**FINANCE COMMITTEE**

**Thursday, August 7, 2008**

**Lyle Shields Meeting Room, Brookens Administrative Center  
1776 E. Washington St., Urbana**

**MEMBERS PRESENT:** Chris Doenitz, Brad Jones, Brendan McGinty (Chair), Steve O'Connor, Michael Richards, C. Pius Weibel, Barbara Wysocki

**MEMBERS ABSENT:** Claudia Gross, Alan Nudo

**OTHERS PRESENT:** Carol Ammons (County Board Member), Kat Bork (Recording Secretary), Deb Busey (County Administrator of Finance & HR Management), Winton Cape (IT Director), Tony Fabri (Auditor), Denny Inman (County Administrator of Facilities & Procurement), Dan Welch (Treasurer)

**CALL TO ORDER**

McGinty called the meeting to order at 7:00 p.m.

**ROLL CALL**

The Recording Secretary called the roll. Doenitz, Jones, McGinty, O'Connor, Richards, Weibel, and Wysocki were present at the time of roll call establishing the presence of a quorum. Nudo's absence was excused as he had previously informed the Chair he would be out of town.

**APPROVAL OF AGENDA/ADDENDUM**

**MOTION** by Wysocki to approve the agenda and addendum; seconded by Richards.

**Motion carried.**

**APPROVAL OF MINUTES**

**MOTION** by Wysocki to approve the Joint Finance Committee/Nursing Home Board of Directors Meeting minutes of July 10, 2008 and Finance Committee minutes of July 10, 2008; seconded by Doenitz.  
**Motion carried.**

**PUBLIC PARTICIPATION**

There was no public participation.

**SHERIFF**

**Agreement for Provision of Additional Law Enforcement Officers at University of Illinois Football Games**

**MOTION** by Weibel to approve the Agreement for Provision of Additional Law Enforcement Officers at University of Illinois Football Games; seconded by Wysocki.

Wysocki asked if this agreement was similar to those made with the University of Illinois for past football seasons, with the only change being that the university was requesting more officers. Busey answered that Wysocki was correct.

**Motion carried.**

**STATE'S ATTORNEY**

Intergovernmental Agreement between the Department of Children and Family Services of the State of Illinois and Champaign County

**MOTION** by Weibel to approve the Intergovernmental Agreement between the Department of Children and Family Services of the State of Illinois and Champaign County; seconded by Wysocki.

Wysocki asked if this was an ongoing agreement without any significant changes. Busey replied the agreement continues the program that has been in place for a number of years.

**Motion carried.**

**BUDGET AMENDMENTS/TRANSFERS**

Budget Amendment #08-00074

**MOTION** by Weibel to recommend to the County Board approval of Budget Amendment #08-00074 from Fund 105 Capital Asset Replacement Fund – Department 140 Correctional Center for increased appropriations of \$17,427 for the Automobiles, Vehicles line with no increased revenue; seconded by Wysocki.

Richards asked why the Correctional Center computers were being replaced early. Busey explained it was an operational issue having to do with the JANO conversion and the watch-guard software. Enough money has been reserved to replace these computers, which were scheduled for replacement in FY2009, because computers are less expensive now than they were a few years ago. The General Corporate Fund is trying to freeze any capital expenditures in FY2009.

**Motion carried.**

Budget Amendment #08-00075

**MOTION** by Weibel to recommend to the County Board approval of Budget Amendment #08-00075 from Fund 105 Capital Asset Replacement Fund – Department 020 Auditor for increased appropriations of \$2,205 for the Equipment Less Than \$1,000 line with no increased revenue; seconded by Wysocki.

Richards asked why the Auditor's computers were being replaced now. Busey stated the Auditor has been experiencing some operational issues with the current computers and the money to pay for new ones is already in reserve. Departments have been told to not expect any technology purchases in FY2009.

Ammons asked if the purchase of new computers was affected by the changes in the Information Technology (IT) Department. Busey said this purchase was just made to replace existing equipment.

**Motion carried.**

Budget Amendment #08-00076

**MOTION** by Wysocki to recommend to the County Board approval of Budget Amendment #08-00076 from Fund 075 Regional Planning Commission – Department 892 Senior Services for increased appropriations of \$30,000 for the Regular Full-Time Employees line, \$7,000 for the Temporary Salaries & Wages line, \$1,000 for the Gasoline & Oil line, and \$2,000 for the Automobile Maintenance line with no increased revenue; seconded by Richards.

Richard asked the reason for the increased personnel and transportation costs. No one from the Regional Planning Commission was present to answer and Busey assumed the increased costs stemmed from expanding the Senior Services transportation program with available grant money.

**Motion carried.**

Budget Amendment #08-00077

**MOTION** by Doenitz to recommend to the County Board approval of Budget Amendment #08-00077 from Fund 613 Court's Automation Fund – Department 030 Circuit Clerk for increased appropriations of \$75,000 for the Furnishings, Office Equipment line with no increased revenue; seconded by Weibel.

Weibel asked if it was wise to buy new computers for an entire office at once. Busey explained it is a benefit to have the entire office running on the same operating system. The Capital Equipment Replacement Fund has been developed to replace most of an office's equipment at one time to help set up the office's profile. Ammons asked if the IT Department provided expertise on what type of computers are needed in the Circuit Clerk's Office. Busey expressed that the IT Department has strong say whenever a department replaces its computers in the departments covered by the Capital Equipment Replacement Fund. IT is able to advise if a purchase can be delayed because equipment can last longer than originally anticipated. The Circuit Clerk has an automation fund, which allows that department to be more independent although IT is available to provide assistance upon request.

**Motion carried.**

Budget Amendment #08-00078

**MOTION** by Wysocki to recommend to the County Board approval of Budget Amendment #08-00078 from Fund 104 Head Start Program – Department 607 Infant/Toddler Full Day Head Start for increased appropriations of \$50,000 for the Regular Full-Time Employees line, \$25,000 for the Regular Part-time Employees line, \$4,500 for the Temporary Salaries & Wages line, \$7,500 for the Social Security-Employer Cost line, \$7,500 for the IMRF-Employer Cost line, \$2,500 for the Workers' Compensation Insurance line, \$2,000 for the Workers' Compensation Insurance line, \$3,000 for the Unemployment Insurance line, \$6,000 for the Employee Health/Life Insurance line, and \$50,000 for the Indirect Costs/Overhead line with increased revenue of \$75,000 from the Illinois Department of Human Services-Child Care line, \$50,000 from the Illinois Department of Health and Family Services line, and \$35,000 from the Child Day Care Charges line; seconded by Weibel. **Motion carried.**

Budget Amendment #08-00079

**MOTION** by Weibel to recommend to the County Board approval of Budget Amendment #08-00079 from Fund 080 General Corporate – Department 071 Public Properties for increased appropriations of \$132,288 for the 1701 Main Building Construction/Improvement line with no increased revenue; seconded by Wysocki.

Weibel asked if this amendment would be the last major bill for the ILEAS remodeling project. Busey believed this budget amendment would cover the balance of the project. Richards asked if the payments from ILEAS covered the project's costs. Busey said the total project has cost \$2,748,389 across two fiscal years and ILEAS has paid the County \$2,830,000.

**Motion carried.**

Budget Amendment #08-00080

**MOTION** by Weibel to recommend to the County Board approval of Budget Amendment #08-00080 from Fund 304 Highway Facility Construction Fund – Department 061 Motor Fuel Tax Facility Construction for increased appropriations of \$800,000 for the Highway Facilities Construction/Improvement line with increased revenue of \$800,000 from the County Motor Fuel Tax 085 line; seconded by Wysocki.

O'Connor asked what the \$1,637,305 figure represented. Busey explained the beginning budget for the Highway Facilities Construction/Improvement line had \$837,000 in it for Highway construction costs and the County Board would be putting \$800,000 to that line item. O'Connor said this was an \$837,000 overrun in the first place. Busey said O'Connor was incorrect; the amount was in the FY2008 budget to build the Highway Fleet Maintenance Facility.

Ammons did not understand the reason for the additional need in the construction budget. Busey explained the Finance Committee is being asked to amend a budget for this fiscal year which was established to build the Highway facility that has been constructed. This was part of the original budget of over \$7 million. When the construction project was bid, it was anticipated that the site work and parking lot would be paid for through the Highway budget, which is a different budget than the construction budget. This work was not bid because it was intended to be done independently by the Highway Department. This is why it was in the Highway budget and not the construction budget. This is how the County Engineer anticipated that those expenses would be paid. However, the Auditor's Office said the site work and parking lot need to be paid out of the construction fund because all of it has to be capitalized as part of the true cost of the entire project. This amendment is transferring money to the construction fund from the Highway fund to cover these costs. This expense was always anticipated in the project, the money reserved for this expense is just being moved to the construction fund so the expenses related to the construction of the facility will be paid out of that fund. The first bids for the project included the site work and parking lot, which made those bids \$1.1 million over the construction project budget. It was determined that the Highway Department itself would cover those expenses and these items were pulled out of the bids. Busey clarified that the construction itself is not over budget. It was felt this work could be done more cost efficiently by the Highway Department.

Doenitz questioned why the Highway Department is bearing the entire cost. Busey did not think the fact that the General Corporate Fund paid for an addition to the building had any impact on the total site work. Inman spoke about how Jeff Blue had to approach IDOT for approval about the expenditure of the funds. The percentage that the General Corporate Fund would have in sidewalks and foundation is minimal overall. Doenitz said Motor Fuel Tax money cannot be spent on non-Highway Department items. Inman reminded Doenitz of the resolution the County Board had to approve early during the course of the project and how this budget amendment relates to it. Busey said the original appropriation from Motor Fuel Tax money approved by IDOT was \$5.5 million and the County has only spent \$4.5 million so far. The County will not likely spend the full amount that was appropriated from Motor Fuel Tax. The General Corporate Fund's share of the project money paid for demolition of the Children's Advocacy Center, so General Corporate has put in its share. Doenitz did not think the County could legally pay for this. Busey said the County has not moved all the Motor Fuel Tax money that it has appropriated to pay for all of the project's expenses. The total project budget is being increased, not the Motor Fuel Tax appropriation. Busey explained it was a matter of a crossover of fiscal

years. She confirmed every Motor Fuel Tax expense has been documented. Inman added that Blue still has to do the final IDOT reconciliation.

Richards asked for the Auditor's opinion on Budget Amendment #08-00080. Fabri asked on what aspect of the budget amendment was his opinion being sought. Richards wanted to know if the Auditor was fine with this amendment. Fabri confirmed he was and this expenditure was a part of the Highway Fleet Maintenance Facility construction project, as Busey stated.

Busey explained the budget amendment was done for simplicity so the money can be moved between the two departments in the fund. Doenitz asked if the Highway Department was properly reimbursed for their work. Busey said it was done because it was that much less that had to be transferred from Highway Fund itself because the employees did the work.

**Motion carried with one vote against by O'Connor.**

#### **ADDENDUM**

##### **Budget Amendment #08-00082**

**MOTION** by Wysocki to recommend to the County Board approval of Budget Amendment #08-00082 from Fund 080 General Corporate – Department 013 Debt Service for increased appropriations of \$8,879 for the Interest & Fees-General Obligation Bonds line with no increased revenue; seconded by Weibel.

Doenitz asked what the debt service was for. Busey said it was the debt service for the additional \$4 million in bonds for Nursing Home construction project which is paid out of the General Corporate Fund.

**Motion carried.**

#### **COUNTY ADMINISTRATOR**

##### **General Corporate Fund FY2008 Revenue/Expenditure Projection Report**

Busey distributed her reports to the committee. Busey provided the General Corporate Fund has not changed much. It is projected that the General Corporate will receive 100% of budgeted revenue. Revenue for Non-Business Licenses and Permits continues to be down. The sales taxes and state shared revenue is coming in close to the budgeted amounts. General Government fees from the courts system are down about \$300,000 and fines are up about \$100,000. This impact might be related to the transition to JANO in the Circuit Clerk's Office, so it might catch up later in the year. On the expenditures side, it looks like the original budget will be under spent by about \$539,000, but many expenditures have been added to the budget in recent months including \$400,000 for utilities. The budget on paper has a significant deficit. Busey projected the General Corporate Fund will end FY2008 with a 3.6% or \$1,258,946 fund balance.

##### **General Corporate Fund Budget Change Report**

Busey pointed out the last four changes to the budget were done last month, adding almost \$500,000 in expenditures to the budget.

**MOTION** by Weibel to receive and place on file the General Corporate Fund FY2008 Revenue/Expenditure Projection Report and the General Corporate Fund Budget Change Report; seconded by Richards. **Motion carried.**

IMRF Rate Adoption for FY2009

Busey explained the County is supposed to adopt an IMRF rate. The County Board has an option with the rate because it is currently overfunded with IMRF. However, the County has adopted the savings rate in the past and has ended in an underfunded position. Busey recommended adopting the 23-year amortization rate of 6.88% for FY2009.

**MOTION** by Weibel to approve the adoption of the 23-year amortization rate for IMRF funding in FY2009; seconded by Richards. **Motion carried.**

Update on FY2009 Budget

Busey presented an update on the FY2009 budget process because there has been a great deal of concern about the FY2009 budget. She distributed a packet of materials with preliminary numbers to give the Finance Committee an overview. Busey has prepared an FY2009 budget that is revenue positive by almost \$200,000. An item she wanted the County Board to be aware of was the freezing of all capital expenditures in FY2009 except for \$100,000 budgeted for Sheriff's vehicles. The Sheriff's budget for vehicles is typically \$210,000, so this was a cut. The County also has to spend \$62,500 to continue paying for its software licensing. The necessary contractual and mandated increases were listed. Busey reported the compilation of these increases is \$1,034,467. She noted the Board of Health approved a budget with \$50,000 cut from the General Corporate Fund grant that they receive. The Board of Health also cut the grant by \$50,000 in FY2008. Busey has made the Board of Health aware that this grant funding will be eliminated in the future. Busey listed all the line items that required increases to pay the FY2009 bills.

On the third page, Busey provided information about managing the General Corporate Fund's cash flow. The fund balance is very low. She estimated, even with obtaining full loan authority from Public Safety Sales Tax, the General Corporate Fund balance will be negative in several months during FY2009. Busey has met with the elected officials who are responsible for some of the special revenue funds and made agreements to borrow up to \$1,060,000 from the Probation Service Fees Fund, Recorder Automation Fund, GIS Fund, Solid Waste Fund, and Court Automation Fund. Busey believes this will enable the General Corporate Fund to have the cash to pay its monthly bills without any additional tax anticipation warrants.

Busey further presented some options for a plan to rebuild the General Corporate Fund balance for the committee to think about. The options included: one-time transfers from the Public Safety Sales Tax to cover the actual amount for the utilities costs for the courts offices in FY2007 and FY2008, transferring the payment on the \$4 million Nursing Home debt service from the Nursing Home Construction Fund, identifying 1% cuts to the FY2009 expenditure budget, and keeping the FY2009 budget that is revenue positive. Busey has examined the long-term projections to the Public Safety Sales Tax Fund and the transfers she described will not impede any current expenditures. The fund would be able to absorb those additional expenditures and continue funding everything at appropriate levels, including the anticipation that there might be a need for an additional construction project in FY2012.

Weibel asked if the \$320,000 Nursing Home debt service payment could be made with money that might be recovered through arbitration, which the County will be entering into this December. Busey assumed any money the County gets from arbitration will simply go to the General Corporate Fund. She did not include this potential money in her projections because her expectation is the arbitration money will not be spent on anything but rebuilding the General Corporate Fund balance. Weibel said that was good.

Jones asked about the transfers from the Public Safety Sales Tax Fund. Busey explained that part of the Public Safety Sales Tax expenditures each year is a transfer of \$608,900 to cover the utilities cost for the justice related facilities, which consists of the Courthouse, the Correctional Center, downtown jail, and the Juvenile

Detention Center. The actual cost of utilities in these facilities in FY2007 was just under \$1.1 million. The County Board has transferred the same amount for several years and not increased the transfer to keep up with the true cost of utilities. Jones inquired about the Public Safety Sales Tax Fund balance. Busey said the fund balance is expected to be \$6 million at end of this fiscal year.

Weibel asked when Busey needed action on these options. Busey brought these options as some ideas to consider because there as been a great deal of concern about the budget and no action is needed until September at earliest. She preferred the committee does not look at budget cuts because the General Corporate Fund budget is revenue positive at this time and it would be very difficult to ask those departments to implement cuts in addition to having a revenue positive budget. Busey was hopeful other ways could be found to rebuild the General Corporate Fund balance, but the fund balance certainly needs to be rebuilt.

#### Resolution Authorizing Reimbursement for Taxes

Busey stated she was contacted by the City of Champaign and asked to present a request to rebate the amount of property tax collected this year to a property owner in an enterprise zone. The rebate is requested because the City of Champaign did not file their abatement certificate in time and the property owner ended up having to pay a property tax the owner was not suppose to. When the property owner approached the City of Champaign initially the City offered the customarily adjustment, which is the offer of an additional year extension on the enterprise zone. The property owner declined this offer. The City is asking both the County and the park district to pay the property owner back from their distributions. If the City of Champaign had filed the abatement on time the County still would have received the same amount of tax revenue because in an enterprise zone the levy would have been extended so the other property taxpayers would have paid for the abatement. The County would truly be giving up revenue it would have received anyway if not for the mistake by the City of Champaign.

Doenitz inquired why the County should use its money to fix the City's mistake. Richard agreed that this does not seem like their problem. Doenitz asked if this tax has been paid or if it was due in the second installment. Busey confirmed it has been paid. No motion was made by the committee.

#### **ANTICIPATED ACTION FROM POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE** Report and Recommendation regarding IT Division Positions Staffing and Classification

Busey reminded the committee that Maximus conducted an IT assessment last year and the County has been moving forward with improvements in the IT Division. The IT Director has assessed the current IT staffing. The recommendation being presented is to realign the IT staff and move to a different type of IT structure, one that is service orientated. The recommendation is to eliminate the eight existing IT positions and create nine new positions at the recommended salary ranges. The changes include two promotions and one new position. The positions have been evaluated by the Job Content Evaluation Committee and all the IT positions were adjusted up one salary range, except for the Desktop Support Technician, based on market. The positions are compensated at 70-75% of market in this area.

**MOTION** by Weibel to approve the classification of eight positions and the simultaneous elimination of seven positions within the IT Division, promotional increases pursuant to the Personnel Policy be given to the Business Applications Manager & the Information Technology Manager effective December 1, 2008, and addition of new Business Applications Analyst position to the staffing budget and fully funded effective December 1, 2008; seconded by Wysocki.

Wysocki questioned how many of the new positions would be filled by current staff. Busey answered there are seven staff members who will transition to the new positions. The Desktop Support Technician

positions was budgeted for this year, but was not filled to ensure it would align with the other positions when they were re-evaluated. The Business Applications Analyst is a new position and has no incumbent.

Doenitz asked if the IT staff was basically getting raises. Busey said no and drew the committee's attention to the description in the handouts about the change in how IT will operate. Two manager positions are being created to direct the teams within IT, one working with the software side and the other working with the hardware and network side. These positions will be responsible for project management, making sure the other positions are working together to build solutions for the issues brought to IT, and having a new project approach for IT.

Cape stated the IT Division was very reactive before and this structure allows the division to be much more proactive because a lot of the frontline people will be dedicated to projects instead of daily helpdesk incidents. Doenitz asked how much reactivity IT will be able to prevent. Cape said the goal of the plan was to move the division from being 80% reactive to being 80% proactive. There will always be a reactive part of IT, but reorganizing the division and bringing on board the new software recommended in the Maximus report will help the division move towards a more proactive equation. There will still be specialists in the IT Division, but they will report to managers. The Desktop Support position is expected to be 80% reactive and deal with the day-to-day type incidents. The specialists like the web designer and security analyst will be more proactive to make sure the organization is robust and developing applications for the citizens. Cape said that the IT Division cannot do this right now, for example, the web developer is constantly being interrupted with reactive tasks during the day. Doenitz asked for the additional cost of this reorganization. Cape stated the additional cost would be the cost of the Desktop Support position, the cost of the Business Applications Analyst position, and the increase in salaries for the Business Applications Manager and the Information Technology Manager. Busey added the two promotions will cost a little less than \$12,000; the Desktop Support Technician is already budgeted at \$32,000 so it will have no additional cost, and Business Applications Analyst position will be an additional cost of up to about \$55,000.

McGinty recalled what was recommended by the Maximus report and noted the IT staff is being asked to do a lot with very little. For this size organization, it is behind at least ten people, even with this change. He supported the realignment because it would enable IT to stretch as much as they can with the dollars the County has. Cape noted the Maximus report suggested hiring more people. He has built on the skills of those already in the division and broadened the scope of their responsibilities so there is an overlap.

Jones disagreed with Maximus report when it came out and after being told the County is in a critical budget time, it irritates him to see 10% raises for employees in the same job. Busey stated the jobs are substantially different from the jobs the employee have done before. Some positions are assuming more responsibly and the County at 70% of the market for these jobs. Jones said the same people are in the division and it appears they are getting raises. McGinty expressed that the division is being asked to do more with the same number of people. Busey confirmed there will be an expectation that these same people will operate differently than they have been operating. There is not a great deal of satisfaction among the County departments with the current IT operation. These kinds of changes are needed to define what the expectations are and how the incumbents will move forward in conducting their responsibilities. She stated the County is severely understaffed in IT and this division is the busiest in the County. The backbone of the County runs on IT and major IT problems have a significant effect on all departments. Cape explained that when the County started using computers, the departments were only using a few applications in a few divisions. The departments are now employing many different types of technologies in the different divisions, but the County still has the same people whose skills, expertise, and comfort area is focused on one particular area. The realignment proposes broadening the IT staff's skills so they are now able to deal with requests from many different areas, instead of from just one area. The County departments use many different pieces of software to maintain the same level of service as a few years ago. The realignment is asking the IT staff to refocus their skills across the whole division. The committee continued to discuss the IT recommendation.

**Motion carried with Jones and Doenitz voting against the motion.**

**NURSING HOME**

**Financial Report on the Nursing Home – Current Outstanding Accounts Payable**

Busey just got this report at 5:30 p.m. today, so she encouraged the committee to read it and contact her with any questions. It is a new report from Mike Scavatto of Management Performance Associates (MPA). Wysocki inquired if Busey could give any significant highlights. Busey thought the report gives a good sense of what is happening with the Medicare reimbursement, census, and other outstanding issues. McGinty noted the census is up to 171. Richards asked what was the census was before. Busey confirmed the census was at 147.

**TREASURER**

**Monthly Report**

Welch showed the Finance Committee how he looks at the General Corporate Fund's condition on a daily basis as of July 31<sup>st</sup> to understand the fragile position of the fund because of the low balance. In looking at the true fund balances, Welch pointed out the Nursing Home fund balance is listed at \$182,961, but when the loans and transfers from other funds are paid back the Nursing Home would have a true fund balance of negative \$2.9 million. Welch reported the real estate taxes are about 54% collected and his office will be able to make a distribution at the end of August.

**MOTION** by Jones to receive and place on file the Treasurer's July 2008 monthly report; seconded by Weibel. **Motion carried.**

**Resolution Authorizing the County Board Chair to Accept Payment and Execute a Deed of Conveyance on Permanent Parcel No. 15-025-0054**

Welch stated this resolution involved a mobile home with unpaid taxes that went to the tax sale. When no one purchased it, the County's trustee purchases the property in the name of the County and holds the property for two and a half years. At the end of this period, the County's takes deed to the property, the back taxes are wiped out, and it is offered for auction. The bid of \$1,300 was accepted and this resolution transfers the ownership.

**MOTION** by Weibel to approve Resolution Authorizing the County Board Chair to Accept Payment and Execute a Deed of Conveyance on Permanent Parcel No. 15-025-0054; seconded by Richards. **Motion carried.**

**AUDITOR**

**Purchases Not Following Purchasing Policy**

Fabri distributed the list of purchases not following the Purchasing Policy and declared all three items on the list were FY2007 expenditures paid in FY2008.

**Monthly Report – June 2008**

**MOTION** by Jones to receive and place on file the Auditor's June 2008 monthly report; seconded by Weibel. **Motion carried.**

**CHAIR'S REPORT**

McGinty asked committee to receive and place on file Busey's two reports, which they proceed to do.

**OTHER BUSINESS**

Wysocki asked for the dates of the legislative budget hearings. Busey stated the budget hearings will be held on August 25<sup>th</sup> at 6:30 p.m. and August 26<sup>th</sup> at 7:00 p.m. McGinty encouraged all County Board members to attend.

**DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA**

McGinty designated agenda items VI A, VII A, VIII A-F & H, IX C, & XII B for the consent agenda.

**ADJOURNMENT**

Meeting adjourned at 8:12 p.m.

Respectfully submitted,

Kat Bork  
Administrative Secretary

*Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*