

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE

Wednesday, May 6, 2009

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

7:00 p.m.

MEMBERS PRESENT: Carol Ammons, Tom Betz (Chair), Matthew Gladney, Kevin Hunt, Greg Knott, Brendan McGinty, Alan Nudo, C. Pius Weibel

MEMBERS ABSENT: Jonathan Schroeder

OTHERS PRESENT: Jan Anderson (County Board Member), Kat Bork (Administrative Secretary), Deb Busey (County Administrator of Finance & HR Management), Tony Fabri (Auditor), Barb Frasca (Recorder), Steve Moser (County Board Member), Duane Northrup (Coroner), Sam Smucker (County Board Member), Amanda Tucker (HR Generalist), Barbara Wysocki (County Board Member), Randall Cotton, Al Klein, Jenny Putman, James Rusk

CALL TO ORDER

Chair Betz called the meeting to order at 7:02 p.m.

ROLL CALL

Bork called the roll. Ammons, Betz, Gladney, Hunt, Knott, McGinty, Nudo, and Weibel were present at the time of the roll call, establishing the presence of a quorum. Betz stated Schroeder's absence was excused as he had sent notification that he would be unable to attend the meeting due to an illness.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Hunt to approve the agenda and addendum; seconded by Knott. **Motion carried with all ayes.**

APPROVAL OF MINUTES

MOTION by Ammons to approve the Policy, Personnel, & Appointments Committee minutes of April 8, 2009; seconded by Hunt. **Motion carried with all ayes.**

PUBLIC PARTICIPATION

Randall Cotton spoke about the proposal to change the number of standing committees. He claimed the consolidation of committees would result in diminished attention, oversight, initiative, and influence by the County Board members in their committee work. Cotton stated that in a time of economic stress there should be substantially more oversight and attention from the low paid and very cost-effective elected public servants to oversee the County's budget and operations. He objected to the Justice & Social Services Committee's responsibilities not being listed verbatim as responsibilities of the Justice, Policy, & Appointments Committee. He said there is no provision in the proposal for deciding who would chair the new committees. He indicated any consideration of the County Board committees should be done in conjunction with consideration of the number of County Board members.

James Rusk, Rantoul Township Supervisor, described his idea about developing windmills that would generate revenue for the taxing districts in Champaign County. He spoke to Representative Bill Black regarding his concept to build the windmills with stimulus money from the Obama administration and then giving the revenue generated back to the people. A bill on this issue was prepared, has passed the House, and is currently in the Senate. Rusk encouraged the County Board to work in non-partisan fashion to get earmark money from Washington. He said this project would bring lots of money into the County forever instead of going to a foreign-owned company. Rusk emphasized that everyone would come out a winner with this project. He distributed House Bill 3646 on the renewable energy product district to the committee. He offered to take questions.

Knott asked what Rusk's plans were if the bill is signed by the Governor. As he understands it the bill creates the ability for a groups of landowners in a certain geographic area to come together like a drainage district. Rusk confirmed it was set up as a special district like a township. He has been working with Mark Shelden on this project and Shelden wants to include the entire county. Rusk said the County Board would name the members of the commission or authority who would run the district. The authority would make the money and then give it back to the County Board. Knott noted the special district cannot levy property taxes and Rusk agreed. Knott asked if Rusk had any sense whether landowners were willing undertake this proposal and would they expect something from the County Board. Rusk said the proposal was set up for property tax relief based on the number of windmills. Knott again asked if the public was responsive to the proposal. Rusk stated he has not taken the proposal to the public or media yet, but he did not know who would stand in front of it.

Moser inquired if Rusk bounced this proposal off of Vermilion County and what response Black received. Rusk said Black would like to do the same thing over there. The district could be created by February and the County would be in the driver's seat. Rusk emphasized the wind farms and farmers would not lose anything with his proposal because it is done via turnkey once it is built. Moser asked who would maintain it after the wind farms are gone. Rusk said the district would maintain it. Moser said wind mills would require a great deal of maintenance. Rusk said it takes 40 people to maintain the place at Twin Groves. Moser said Rusk would have to raise 20% of private capital and Rusk said that would be done through revenue bonds issued by the district. The other 80% of the money needed would come from the federal government. Once the revenue bonds are paid off, then the money would come back to the County Board.

Ammons visited Ashville, North Carolina where the community is generating wind energy and green jobs at the same time. She did not want to talk about infrastructure and capital improvement without talking about opportunities for people to get back to work. Rusk said the Danville and Bloomington junior colleges have wind turbine courses, so it would be a lasting industry for 30 years.

Weibel asked what would happen if the demand for electricity drops and corresponding revenue from the windmills drops to the point where there was not enough money to pay the employees hired to maintain the windmill. Two years ago, a lot of people thought ethanol plants would be successful and that has not been true. Wind farms cannot store electricity and there is a question about what happens if demand drops. Rusk was not sure how to address that question. It has been suggested to have the wind farm company put together projections and a business model for the County. Weibel was not sure the wind farm companies would have any reason to cooperate with us. Rusk answered the companies would make their money upfront by building the windmills and then moving on to the next project. The wind farm companies would have to change their business model. Rusk suggested researching this and taking it to the next level. Weibel said ELUC was in the process of amending the zoning ordinance to allow wind farms and that would have to be delayed if the County wanted to follow Rusk's idea.

Nudo stated some Republicans have agreed to do the due diligence on this proposal. A potential turnkey wind farm would require finding a wind farm company willing to build the windmill and then turn it over to the County. The wind farm company would mark-up the construction cost to make their profit up front. The County would have to make sure the numbers work to generate sufficient revenue to pay the bond holders and the employees. Nudo agreed to report back and advised that the County Board would have to make sure it understood what it was getting into with such a project.

Knott shared information he learned attending a bio-energy conference. The companies interested in wind energy would never enter into contract unless there was a guaranteed sale for five years. He does not support derailing the ordinance revision occurring in ELUC because other residents in the County have done their due diligence and prefer that avenue. He acknowledged this is an issue of huge complexity. He applauded Rusk for putting this idea out there.

Jenny Putman said she would list the names of all the County Board members pictured in the photographs hanging on the walls. She would ask a Republican for help in identifying the Republicans. Regarding the impact of the committee restructuring proposal, she wanted to hear discussion about what would account for the estimated \$35,000 in savings and if it could be saved in the cost of Administrative Services personnel. She wanted to understand how the cost of convening four meetings in one week would be lower than the cost of convening six meetings in two weeks. Putman went to an Administrative Secretary and asked if the Secretary's job would be easier if there were fewer committees and was assured the work would be done. Putman said it did not speak well of this County Board to have half of the County Board members serve on half of the committees in order to be well prepared on the issues at full Board meetings. She trusts the judgment of the committee chairs to cancel or postpone meetings with few agenda items to save per diem costs.

Al Klein introduced himself as a voter who has recently taken an elevated interest in County government. He was visiting as many committees as he could to learn about County government. He was interested in the organization of County functions, elections, and appointments that require party affiliation.

APPOINTMENTS/REAPPOINTMENTS

Board of Review

MOTION by Weibel to appoint Laura Sandefur to the Champaign County Board of Review for a term commencing June 1, 2009 and ending May 31, 2011; seconded by Knott.

Ammons asked about the Democratic/Republican representation on the Board of Review and with what party Sandefur was affiliated. Weibel explained the selection comes from the caucus and the caucus can select a Republican or a Democrat. The last time Sandefur was appointed, the Republicans choose to support a Democrat. Betz said whichever party receive the highest number of votes in the general election has the extra member on the board. Julia Rietz, a Democrat, received the most votes in Champaign County. Betz stated Sandefur had served as a Democrat before serving as a Republican on the Board of Review. Betz's understanding was that Sandefur switched parties because the Republican caucus was willing to declare her a Republican for that purpose. Weibel disagreed with Betz's interpretation of past events because the party caucus can select a member of their party or a member of the other party for the appointment. Betz said the Republicans could not pick a declared Democrat because the Board of Review has to have representation from both parties. Weibel did not concur with the interpretation that Sandefur switched parties. Knott provided more history when the appointment of Sandefur was last made. He explained the Republican caucus supported the reappointment of Sandefur to the Board of Review to maintain stability of the board during a troubled time with the previous Supervisor of Assessments and because of the knowledge Sandefur brought to the board. Knott thought nominating a Democrat last time was the right thing to do for the taxpayers because Sandefur had experience and did a good job on the Board of Review. Steve Bantz is a Republican currently on the Board of Review and Knott did not see any reason not to reappoint Sandefur as a Democrat. The Board of Review operates in a non-partisan fashion and he felt Sandfur's continued service on the board was important. McGinty stated that Sandefur never claimed to be a Republican and the Republican caucus did nominate a Democrat last time for the reasons expressed by Knott. Betz ordered a roll call vote.

Motion carried with a vote of 6 to 2. Betz, Hunt, Knott, McGinty, Nudo, and Weibel voted in favor of the motion. Ammons and Gladney voted against the motion.

Clements Cemetery Association

MOTION by Weibel to appoint Ron Bensyl to the Clements Cemetery Association for a term commencing May 22, 2009 and ending June 30, 2015; seconded by Knott. **Motion carried with all ayes.**

Sangamon Valley Fire Protection District

MOTION by Weibel accept the resignation of Bryan Shields and to appoint Donald Hughey to the Sangamon Valley Fire Protection District for a term commencing May 22, 2009 and ending April 30, 2011; seconded by Knott. **Motion carried with all ayes.**

Urbana-Champaign Sanitary District

MOTION by Weibel to appoint Jerry Lyke to the Urbana-Champaign Sanitary District for a term commencing June 1, 2009 and ending May 31, 2012; seconded by Knott.

Betz remarked that he has known Lyke for years and has found him to be someone who is very competent, does his homework, and is always prepared.

Motion carried with all ayes.

Penfield Water District

MOTION by Weibel to appoint Robert Dorsey and Mary Miles to the Penfield Water District for terms commencing June 1, 2009 and ending May 31, 2014; seconded by Knott. **Motion carried with all ayes.**

Regional Office of Education

MOTION by Weibel to appoint Giraldo Rosales as the Regional Office of Education Liaison to the Regional Office of Education for a term commencing May 22, 2009 and ending November 30, 2010; seconded by Knott.

Betz what the ROE liaison did. Weibel said the liaison would attend ROE meetings and he did not think the liaison was a voting member.

Motion carried with all ayes.

ADDENDUM

Mt. Hope Cemetery Association

MOTION by Weibel to appoint Richard Mumm to the Mt. Hope Cemetery Association for a term commencing May 22, 2009 and ending June 30, 2014; seconded by Knott. **Motion carried with all ayes.**

ADMINISTRATOR'S REPORT

Vacant Positions Listing

The vacant positions listing was provided for information only. Busey stated there was only a single full-time vacant position in the general fund.

LEGISLATIVE REPORT

Weibel reported that he went to Springfield today to meet with legislators. He and McGinty were part of a Chamber of Commerce group that lobbied for the Olympia Drive improvement project; an academic collaboration project between the University of Illinois and Parkland for small urban communities; establishment of an initiative for education with the non-profit Champaign-Urbana Schools Foundation, Unit #4 Schools, and Unit #16 Schools; the green schools initiative, the Parkland College Student Services Building project, and the renovation of Willard Airport and Lincoln Hall project.

INTER-COMMITTEE REQUEST FROM THE ADMINISTRATIVE STRUCTURE SPECIAL COMMITTEE

Recommendation to Restructure County Board Committees

MOTION by Knott to approve the recommendation from the Administrative Structure Special Committee to restructure the County Board committees; second by McGinty.

Nudo offered a friendly amendment to alter the language of Item 6.F to read as “Whenever there is a tie vote on a main motion in committee, the matter is reported to the County Board for action without recommendation.” Nudo felt this wording was more neutral for issues ending in a tie vote. Knott and McGinty agreed to consider it a friendly amendment.

Ammons stated she did not initially object to the four committee, except no responsibilities from the Justice & Social Services Committee were retained and moved to the Justice, Policy, & Appointments Committee. She stated the time factor became a critical issue, plus she had no clue where the estimated savings would come from and wanted that question answered. She was not clear on the issue how the committee chairs would be selected. Ammons had some recommendations for the Justice Committee responsibilities, including to review ethics and human rights issues that affect County employees and/or citizens, to review matters that relate to public safety, criminal justice, and the County corrections facility, and to review and monitor the County’s MBE and WBE contractor requirements. Ammons said these three issues could be included as duties for the Justice Committee as a standing committee on its own or however the committees fall out. She suggested leaving the Justice and Policy Committees intact as separate committees.

Busey pointed out that the third item on the impact list estimated there could be savings of approximately \$35,000 if the committees were restructured and combined with other administrative changes. Those administrative changes would occur in Administrative Services at the direction of the County Board, specifically going from two Administrators to one. Busey stated there are four Administrative Secretaries in two County departments who exist primarily to support the County Board and Administrators. Busey was not prepared to say any more than that because those positions would have to be evaluated. She is planning to conduct job audits on those positions to determine what the appropriate level of assignment is. Logistically, having the Secretaries support four meetings a month instead of eight could possibly result in an ability to eliminate one of the positions. The eight meetings consist of six regular committee meetings and two Zoning Board of Appeals meetings.

Betz presumed the County Board Chair would select the committee chairs because the County Board has no authority to select the chairs. Weibel agreed he would select the committee chairs. There was nothing in the state statutes to prevent the County Board from reorganizing at a date other than the beginning of the term.

Ammons said it was not clear if there would be any cost savings. There have been additional subcommittee meetings surrounding this issue which does not save money. She looked at other County Boards which have many more committees compared to Champaign County's six committees. She did not see any logic to reducing the number of committees except for the desire to reduce the number of County Board members.

Gladney asked for clarification about the potential cost savings and noted the Policy Committee is embarking on a six-month timetable to look at a host of potential County restructuring issues that may require additional Policy Committee meetings. Gladney was uncertain about the number of committees and what type of personnel would be needed. He wanted to know exactly where the \$35,000 would come from before voting on the issue. Busey reiterated that a combination of changes to administration and committee structure could result in cost savings, but she would not guarantee that would occur. The County is in a difficult financial situation and there is a possibility with a fewer number of committees, she might be able to look at the staffing level and downsize it. The potential for savings is greater with fewer committees than it would be if the change does not occur. Busey could not commit to any savings until the change is made and she can see how the workflow goes under a changed system.

McGinty did not think the proposed committee restructuring had anything to do with discussing the size of the County Board. The Board's size is a separate issue on the list of potential issues to discuss at future Policy Committee meetings. In response to statements from members concerned with the length of committee meetings, McGinty found longer meetings more tolerable than having less informed Board member going into the County Board meetings. He felt the restored committees would improve accountability because every Board member will be involved in approximately half of the Board's business at the committee level. The new structure could result in more efficient County Board meetings. He understood the benefits of doing all committee business in one week and how it could mean more informed Board members.

Knott agreed having half of the Board on each committee is good for accountability. He suggested Ammons could request Betz place issues she is concerned about on the Policy Committee agenda. He noted future County Boards can change the committee structure. He has seen that having more people involved at committee level makes for more fully informed votes at County Board meetings.

Weibel indicated the County Transportation & Facilities Committee will likely have to meet in the evening instead of at 9:00 a.m. on a Friday, if the proposal is adopted. He concurred that having more County Board members attend the committee meetings would be beneficial. The committee continued to discuss the recommendation to restructure the committees. Weibel and Betz stated they were willing to consider any issue brought to them by a County Board member for an agenda.

Betz asked when the restructured system would go into effect if it is approved. He recommended the County Board reorganize in August and commence with the new structure in the September cycle of meetings. McGinty questioned why the new structure could not take effect in June if it is approved in May. Weibel said they would need time to select the memberships of the committees.

Gladney thought it was a bad idea to lose the Justice & Social Services Committee because it provides a platform for discussion for things that are not discussed elsewhere, such as the Citizens Advisory Committee on Jury Selection. He was concerned these types of discussions would not occur under a consolidated committee structure with busier meetings.

Ammons raised the issue of the time of meetings. She stated that she is a mother of two young children who have to be supervised and she pays more money to attend the additional committees than most people have to pay. She said a lack of consideration for women to serve on the Board was evident in the proposal when it suggests combining two committees and possibly having longer meetings. She said the Board members' socio-economic status is not considered when these proposals are made because it is costly for her to pay for childcare to attend meetings. She acknowledged that she does this voluntarily, but it is a drain on her budget. She objected to the lack of more specific duties from the Justice Committee under the proposed structure. Betz invited Ammons to propose an amendment to the proposal and she declined, citing a lack of support from other committee members. Knott sympathized with Ammons as he also has two young children, but each County Board member made the choice to run for their office. All Board members make sacrifices to be on the Board and they make a choice as to whether they can effectively serve. He objected to the idea that the Board was not sensitive to the lives of its members.

Knott made a friendly amendment to have the Transportation & Facilities Committee in the evening instead of the morning. McGinty agreed to consider it a friendly amendment.

Smucker spoke about a recent Facilities Committee meeting that lasted for over two hours. He thought the new structure would cause longer committee meetings, which could lead to skipping over issues that would be addressed under the current system. He indicated the Highway and Facilities Committees could become busier in the next year with the energy efficiency issue and applying for stimulus money. On the question of committee chairs, Smucker said there could be an over-representation of east Urbana. He suggested more geographic distribution with committee leadership. Smucker hypothesized that the County Board could try this structure for six months by adding a sunset clause in the proposal.

Moser recalled when the County Board last combined committees into its current committee structure. The County Board had this same discussion then and he did not think anything bad came out of the changes, but a lot of good things did come out of it. The proposed consolidation would allow more Board members a chance to be on the big committees of Finance and Policy. Moser viewed viewing more members on ELUC as positive. He wanted to see the Board try this new structure.

Nudo noted that the lengthy discussions on non-actionable items that occurred at Justice Committee meetings would happen at County Board meetings. With the full Board present, those issues will be heard by more Board members and enable fuller discussions. He thought the people

would be better served by half the County Board serving on a committee. Regarding the length of time those meetings might take, he proposed looking at how the Champaign City Council manages its meetings with the entire council present. He stated that no one on the Board would be reticent about speaking up about issues because Board members do it now.

Ammons requested a friendly amendment to add the following under the duties of the Justice, Policy, & Appointments Committee:

1. reviews ethics and human rights issues that affect County employees and/or citizens,
2. reviews matters that relate to public safety, criminal justice, and the County corrections facility, and
3. reviews and monitor the County's MBE and WBE contractor requirements.

McGinty was not if the terminology was correct regarding WBE and not did support it as a friendly amendment.

MOTION by Ammons to amend the motion to include the following under the duties of the Justice, Policy, & Appointments Committee:

1. reviews ethics and human rights issues that affect County employees and/or citizens,
2. reviews matters that relate to public safety, criminal justice, and the County corrections facility, and
3. reviews and monitor the County's MBE and WBE contractor requirements.

The motion was seconded by Weibel.

Ammons stated she wanted clearly delineated responsibilities for the Justice and Policy Committees instead of generalizations in the County Board Rules. She chose the three additional from specific issues she was interested in as a County Board member, such as regulation of contract compliance issues. Knott asked why Ammons has not brought those issues to the committee before tonight under the existing rules. Ammons answered that it has taken her a long time to work on them. Nudo noted Ammons's amendment involved specific concerns that could be addressed under 5B on the list of duties. The Board members could come up with many more individual concerns that fall under existing duties. Ammons said she had a problem with the Justice Committee's duties not being as clearly articulated as the other committees. Nudo noted some of her points involve elected officials, which the County Board has no control over and are non-actionable items. Betz said the County has a Personnel Policy already that addresses some of Ammons's issues. The County Board can talk about elected officials and has some authority by approving the departments' budgets. McGinty noted those items could be brought before the committee if a request is made to the Chair for inclusion on the agenda. He felt those issues were already covered under the Justice, Policy, & Appointments Committee's duties. The committee continued to discuss the amendment.

Ammons and Weibel withdrew the motion to amend the original motion.

Discussion continued over incorporating Ammons's language changes to the committee proposal.

MOTION by Knott to amend the motion to include the following under the duties of the Justice, Policy, & Appointments Committee:

- j) Works on issues related to human services, correctional, and criminal courts system.
- k) Reviews and monitors the County's MBE and FBE contractor requirements.

The motion was seconded by Ammons. Betz ordered a roll call vote.

Motion carried with a vote of 7 to 1. Ammons, Betz, Hunt, Knott, McGinty, Nudo, and Weibel voted in favor of the motion. Gladney voted against the motion.

Ammons asked about including a sunset clause in the proposal. Betz stated the Board can repeal the committee structure at any time if wishes.

MOTION by Weibel to amend the motion to add a six-month sunset clause to require the County Board to review the committee structure in February 2010 and vote on whether to keep it: seconded by Ammons. Betz ordered a roll call voted. **Motion defeated with a vote of 3 to 5.** Ammons, Betz, and Weibel voted in favor of the motion. Gladney, Hunt, Knott, McGinty, and Nudo voted against the motion.

Betz called for a vote on the main motion and order a roll call vote. **Motion carried as amended with a vote of 7 to 1.** Ammons, Betz, Hunt, Knott, McGinty, Nudo, and Weibel voted in favor of the motion. Gladney voted against the motion.

Weibel exited the meeting at 8:59 p.m.

Betz offered to take a short break before onto the remaining agenda items. The committee declined to take a break and proceeded with the agenda.

List of Issues to be Included in Reform of County Government Discussions

Betz reviewed the list of County government reform issues recommended by the Administrative Structure Special Committee. A schedule has been set up to begin the review and gather public input.

Weibel returned to the meeting at 9:01 p.m.

Betz asked if the members were comfortable with reviewing these issues in next few months. Ammons did not support the creation of a County Board Executive Committee or ballot questions as to whether the Auditor, Coroner, and Recorder should be elected or appointed. Betz explained the purpose of holding public hearings was to discuss the pros and cons of those issues. Once the committee gathers more information, they can glean the information to come up with proposals. A proposal might be to not put something on the ballot. Betz felt seeking input on all of these issues is useful. Nudo explained the Administrative Structure Special Committee reviewed the ideas proposed by numerous individuals over the last few years and then culled the ideas down to a list of what the Policy Committee would focus on in the next six months.

MOTION by Ammons to remove consideration of a County Board Executive Committee from the list for the next six months; seconded by Nudo. Motion carried with one vote against by McGinty.

Betz inquired if the committee was ready to have presentations from the Auditor, Recorder, and Coroner next month. Frasca and Northrup said they were ready. Fabri did not object. The committee discussed when to hear the presentations and agreed to hold a committee study session on June 9, 2009 starting at 6:00 p.m. Betz wanted to know in advance from each official how long their presentations would take. Betz encouraged the members to invite interested groups, like the League of Women Voters, and asked Busey to prepare a cover letter inviting people to the public hearing. The committee discussed the structure of the public hearings. Busey suggested the committee put some parameters on public participation, schedule 30 minutes for a presentation with 15 minutes for a Q&A session. The committee agreed Betz and Busey would work out structure for the hearings. Betz wanted notice sent out to previous office holders. The committee concurred with this approach.

Gladney asked if there was any general idea about discussing the offices at next the Policy Committee meeting. Betz said the committee should get a basic legal opinion of the step-by-step process and the County Board's rights on combining offices, County Board size, and other issues. Gladney asked if the Policy Committee should meet in July. Betz said it would be up to the committee to consider canceling the July meeting at its June meeting.

CHAIR'S REPORT

There was no Chair's report.

OTHER BUSINESS

Intervention Regarding Illinois American Water Rate Increase

MOTION by Weibel to forward consideration on intervention to the Finance Committee; seconded by Ammons.

Betz asked how much Weibel intended to donate to the intervention. Weibel stated he was going to ask the Finance Committee to defer this issue until the end of the fiscal year when the County Board will know if it has any money left. He would likely suggest a donation for a few thousand dollars.

Motion carried with all ayes.

Renewable Energy Production District Discussion

Knott asked if there was any more discussion regarding renewable energy and the committee had none.

APPROVAL OF CLOSED SESSION MINUTES

MOTION by Knott to approve the Policy, Personnel, & Appointments Committee closed session minutes of April 8, 2009; seconded by Hunt. **Motion carried with all ayes.**

DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

Agenda items 6C-E & 6G were designated for the consent agenda.

ADJOURNMENT

Meeting was adjourned at 9:21 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.