

Employee Advisory Committee (EAC)
Regular Meeting Minutes
October 11, 2016
Mayor's Conference Room @ 9:00 a.m.

APPROVED

The meeting was called to order @ 9:00 a.m.

I. ROLL CALL

MEMBERS PRESENT:

Britt Hubbard – Sewer
Scott Golden – MPWTP
Sir Allen (Chew) – Wastewater Collection
David Rolando – Solid Waste Collection
Jonathan Stone – Planning

Gregg Stallings - I.T.
Lindsay Tate – Police Records
(@9:26 am) Jeanie Wheeler – Parks & Recreations
Melissa Zermeno – Equipment Maintenance
Michael Swanson – Streets

OTHERS PRESENT:

Chase Massie – HR Director
Judy Franco – GIS

Courteney Cacho - City Manager's Office
Doug Wells – Councilmember

MEMBERS ABSENT:

Albert Ozuna – Streets

2. Elect Officers

Motion to elect Scott Golden as Chairman by Britt Hubbard with a second by David Rolando Ayes: Stone, Stallings, Tate, Zermeno, Rolando, Hubbard, Allen, Golden, Swanson Nays: None Motion carried.

Motion to elect Gregg Stallings as Vice Chairman by Britt Hubbard with a second by Michael Swanson Ayes: Stone, Stallings, Tate, Zermeno, Rolando, Hubbard, Allen, Golden, Swanson Nays: None Motion carried.

3. Approval of Minutes (September 6th) & (September 13th)

Motion to approve minutes for September 6th and September 13th by David Rolando with a second by Michael Swanson Ayes: Stone, Stallings, Tate, Zermeno, Rolando, Hubbard, Allen, Golden, Swanson Nays: None Motion carried.

4. OLD BUSINESS

A) Health Plan Review Report

Massie said the Health Plan is headed in the right direction. We're still negative (500,000) five hundred thousand. This was the (1st) first month the new out-of-pocket max deductibles hit and could be contributed to the significant change. Hopefully next month we'll see this trend continue to make its way back to positive. Health and Wellness Fair will be this Thursday from 9-2pm in the Banquet Hall. We will have flu shots, dental and eye screenings, free lunch from 11-1pm. We'll have (27) twenty-seven vendors coming. It'll also be a great way to get the Wellness points for the day off incentive worth (60) sixty points or larger in point totals and if you get the flu shot that'll be an additional (20) twenty. The Biometric Screenings will be going on all next week. We did this last year and had (160) one hundred sixty participate. For some reason this year we've struggled to get numbers this year. We've only had (50) fifty signup and only have (4) four more days to signup. Employees can also signup at the Wellness Fair but we've really got to improve our numbers in the next (4) four days. We've got to get to a minimum of (110) one hundred ten or we'll have to pay a fee. So please pass the word. It's absolutely free and you do have to have insurance through the City to participate. It takes about (20) twenty minutes total. It's a great screening especially if you don't have a regular physician. You'll get another (60) sixty points for the Wellness incentive and get entered to win a GoPro.

Rolando asked what date it was.

Massie answered next Monday thru Thursday. Last year it was extremely smooth and it can save your life.

Swanson asked can City employee's family members signup for it as well.

Massie answered this year it's just for City employees. We are looking to expand it to families next year.

Phillips asked if it was for families last year.

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Massie answered it wasn't. It was just for City employees. Last year we filled it up pretty quick but with the struggles we've had getting the numbers if we continue we'll probably look to expanding it next year.

Hubbard said the guys who work out in the field were trying going to signup but the online questionnaire made it where they would have to shut down those crews because the questionnaire takes awhile. That was a problem we ran into.

Massie said as of this morning, we now have a PDF of that questionnaire that was sent over and if any department wants it we can send them the form and they can have someone enter the information for them.

Hubbard said maybe that'll help get those numbers up.

Golden asked after they fill it out if they bring it to HR.

Massie answered yes or if you have employees who don't have computer access we have computers setup in our office that's designated just for that. The questionnaire isn't that long and they're easy questions but it does take a second to fill out.

Allen asked if everyone has until Friday.

Massie answered yes. (2) Two of his staff will be at the Health and Wellness Fair with iPads. They'll have a designated booth if employees haven't had a chance they can stop by the booth.

B) Discussion of Ellsworth Lake House

Franco passed out a list of items. Franco said she had visited the lake house and here were a list of things that needed to be updated. She didn't know if the EAC still wanted to pursue renovating the lake house. She reached out to a few employees at the fire department and they are willing to help with the remodeling, volunteering their services, and possibly getting the materials donated. It was the hopes of at the end that once it's done being remodeled there would be an employee picnic at the lake house.

Golden said he remembers a time when the Lake house had a long waiting list. As time went on, there were some issues with maintenance that needed to be done. It's in a good location whether you want to take the family, do a company picnic, or different events. Maybe in the near future do a haunted house during Halloween or a Christmas Party in December.

Stallings asked what was happening to it now. Is it in disrepair and just sitting there?

Golden answered he believes so he hasn't been inside of it. The outside is well maintained. He's assuming it's still open and you can still reserve it.

Stallings asked who reserves it for you now.

Golden answered the City Clerk's Office.

Franco said one of the options was to get rid of the carpet because the wood floors still look good. Couple of the guys from the fire department said they could put down remnant tile on top to make it look nice.

Hubbard said it would be a lot easier to keep clean.

Stallings asked where was the money coming from.

Golden answered we were still trying to discuss if we could find the funds or take donations for materials. It's at a good location right by the lake. There are picnic tables out there and it's fenced in with a nice chain linked fence. You could have a big get together out there. He doesn't know who was in charge of taking care of it but just like anything you have to maintain it.

Wells said Franco's idea is if fire and police ask for donations a lot of these companies will donate tiles and stuff. Fire and police have some very skilled people who are able to do the job. It would be a great place for the City to have available.

Hubbard said it would be great for family reunions and things because it's a large enough facility. There's even room enough for volleyball.

Stallings said there's no need for it to set out there in disrepair not doing anything.

Wells said if you're not going to use it, it needs to be torn down.

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Hubbard said there hasn't been any fund to do anything for years.

Franco said with this if the EAC wants to go further we can get fire and police involved along with general employees. They all can go in there and remodel it.

Hubbard asked Franco if she would be willing to send out an email to all employees to see if anybody is interested in doing some basic work. Who can help with materials?

Wells answered you'll probably run into someone who'll know how to do those sort of things. They need to go out and do evaluations to see what all needs to be done.

Tate said to have a weekend for anybody who wants to come out to see what needs to be done.

Franco said the breaker box is the main thing.

Hubbard said that would take some funding through the City to get a licensed electrician.

Franco said there's a guy on the fire department that's licensed.

Hubbard asked all he would need is the material.

Franco answered yes, trying to get this together as a group.

Golden said it's a benefit we can bring back for ourselves and something nice for us to do.

Hubbard said to Franco it will be important to see if we could come across the materials we need or find the funding to purchase anything that can't be donated before we go much further with it. We could get general employees as a whole or in different groups to do a lot of this work. Manual labor is what's on this list. It would only take a couple of hours for each room.

Franco asked even if they are licensed do we have to have a building permit.

Stone answered he would find out.

Franco asked could we get them waived.

Hubbard said we aren't in the City limits.

Wells said but its City property.

Allen asked when Franco wanted to start this.

Franco answered she'll have to get the material list first, see how much it's going to cost and then get with fire and police to see if they could get the materials.

Allen said he has a friend who has said sometimes McCoy's, Home Depot and Lowes will donate all of this stuff but he'll talk to him to see if they still have that program.

Zermeno said there's Habitat for Humanity and they might have something like that.

Hubbard said it would be neat if it could happen over this fall season. Have a City picnic in the spring.

Stallings asked since this has been discussed for sometime now and it's old business, what do the employees say. Are we speaking for the employees? It's a lot if not everybody really wants it.

Hubbard said he agrees and a lot of people don't know there's a lake house. New employees don't know unless they are out there.

Wheeler said it use to be well reserved.

Wells asked Wheeler if it was once open to the public.

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Wheeler answered no. It's always been for the City employees. Council made it that way.

Stallings said he was going to send out an email letting everyone know what we are talking about.

Franco said she'll wait for a reply.

Stallings said he doesn't know if it's seasonal, goes up in the summer, or if weather conditions make a difference.

Tate said a lot of people rent it in the winter time too because they like to go fish or have family reunions.

Hubbard said there's a set of rules as far as people reserving it for a number of days. So, Stallings would need to have a copy of it to explain to half of the employees who don't know what he would be talking about.

Stallings asked for current pictures of the lake house.

Franco answered she has current pictures of it.

Tate asked could you use your City bucks.

Wheeler answered you don't have to use your City bucks because it's free for City employees and retirees.

Franco said she would send all of the pictures of the Lake house to Golden as well.

Phillips asked if there was a list of items that were needed. She is remodeling a building right now and she has a lot of items they've been giving to Habitat. If the EAC needs them she'd rather give them to the EAC. She has lumber, kitchen appliances, doors, and a dish washer. Phillips asked Franco if she made the list.

Franco answered yes, as far as what we need not how much.

Phillips asked who she could coordinate with.

Franco answered herself.

Golden said if we do start doing this a good idea would be to tackle it room by room. Take it to the employees and see what they are willing to do. Is anyone in your groups willing to come out and help? He likes this idea and it gives something back to the employees.

Allen said they'll send out an email to everyone to get their input. If it goes through, we need to get a dumpster out there and get rid of all the paneling to have a clean slate.

4. NEW BUSINESS

A) Furlough Days

Allen said he was asked a lot of questions about the furlough days. Whether or not we were going to have one and when it was going to be. It will be the (23rd) twenty-third of December which is the actual set date for one of the furlough days. Since that's a payday we'll get paid on the (22nd) twenty-second. If you are a shift worker your supervisor has to schedule the actual furlough day.

Tate said they've already done theirs.

Allen said Christmas is on a Sunday and we are automatically off on that Monday.

Golden said we were told to pick because of the shift crews we have and we can't leave one person by themselves. We were given the option half of the crew takes it around Thanksgiving and the other around Christmas.

Stallings said we need to let employees know it is the (23rd) twenty-third.

Golden said it was told to him it was any non-shift employee who physically works Monday through Friday that was going to be their furlough day. If you have people on shift, you have to split, and find a way to work it in. He can't shut the plant down for (24) twenty-four hours because of the furlough. We were told if you have shift personnel it requires someone to be there (24) twenty-four/ (7) seven and you would have to find days within that week.

Stallings said that's where the money savings comes from because we'll be closed for business.

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Massie said it's not only hours but we'll be saving in all of the energy savings.

Swanson asked how that would work if there was a snow emergency and Streets is called out on that day. Will they have to take furlough on a different day?

Massie answered he has not discussed it with the City Manager yet but he will make sure it's discussed prior to. If something were to happen then they would have to take it another day.

Allen asked if a supervisor has a question who they address this furlough to.

Massie answered should be taken up with their director.

Allen said for non-shift workers the (23rd) twenty-third of December is the actual furlough day. Shift workers would have to find out what day would actually be covered.

Massie said the direction again from the City Manager was to work with the superintendents to find a way to make it work on the (23rd) twenty-third. The day after Thanksgiving is the day that's been thrown out the most. They would have half of them take off that day and the other half take off that Friday.

Allen said Thanksgiving is on the (24th) twenty-fourth and if we furlough on the (25th) twenty-fifth then payday has to be that Wednesday. He doesn't think Georgia Peters (Payroll) is going to go for that.

Massie said we wouldn't furlough on the (25th) twenty-fifth.

Golden said he would have to find during the week when there's double coverage because he has to have somebody there.

Allen asked if furlough has to be done by the (1st) first of January.

Massie answered yes, because there's suppose to be (2) two furloughs this year. The first one should be taken by the (23rd) twenty-third which would be when all of the 8-5pm workers would take theirs. As far as shift workers, the City Manager would like everyone on the same page after Christmas and take the other by spring.

Stallings asked if the (2nd) second date a done deal.

Massie answered based on funding unfortunately water revenue and sales tax have not come up.

Wheeler asked Massie if City Hall was going to be closed that day.

Massie answered he believes so.

Hubbard asked if it's something that was going to be put into the newspaper so people are aware that City Hall will be closed.

Massie answered yes and he'll follow up with the City Manager on it because police is doing theirs a little different.

Stallings said Revenue Services is what comes to mind because people have water bills and there are cut off dates involved.

Massie said there will be communication sent out.

Swanson asked what about on-call employees. They aren't paid for the whole time just if they go out and take a call.

Massie answered you wouldn't get any standby pay because with furlough you can't get paid for it. Your supervisor might plan to do furlough days early so prepare for that.

B) Discussion of EAC Halloween Event

Franco said the last EAC agreed to do a Halloween Spooktacular. She did contact (3) three daycares who said they were willing to come. It will be in the Banquet Hall. Franco asked if those were the events the EAC would like to have.

Allen asked if we were having it in the Banquet Hall and not in the hallway.

Franco answered yes because they were having the Wellness Fair last year in the Banquet Hall. Banquet Hall is more idea because it's more

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closed off.

Hubbard said he liked the idea.

Swanson asked it says they'll be winners but how will it be judged. What are possible prizes?

Franco answered as far as prizes maybe ribbons and a treat bag. Our judges will be Councilmembers.

Golden asked if they were going to bring a certain age group.

Franco answered yes, usually toddlers to (2) two years of age depending on the daycare staff. We should get numbers so each division would know how much candy to get.

Stone asked if it would be on Friday and not Monday.

Franco answered right.

Golden asked how all of this works because he wasn't involved last year.

Franco answered it's depended on each division. We'll have tables setup there and it's up to the division to create their own booths.

Golden asked if the Committee knows who's able to do it, who's agreed to do it, or who's not doing it.

Franco answered she'll send Golden what she sent out last year.

Golden asked if anything had been sent out yet.

Franco answered not until the EAC wants to go forward with it.

Swanson said with his division it's going to be very difficult to get someone up here to man-it.

Hubbard asked if family members were able to assist with the booths.

Franco answered yes. Chief Smith (Police Department) said he missed out last year but he will be on the list this year.

C) Employee Spotlight Nomination

Hubbard said this was a type of thing that people should be awarded for paying attention and taking that extra step.

Motion to nominate both James Wirt and Virgil Todd for the Employee Spotlight Award by Britt Hubbard with a second by David Rolando Ayes: Stone, Stallings, Tate, Zermeno, Rolando, Hubbard, Allen, Golden, Swanson, Wheeler Nays: None Motion carried.

Stallings asked how one gets nominated.

Hubbard answered any employee or supervisor can nominate any employee for something they've done outstanding. It could be something they've done that has made a difference to the City of Lawton as a whole whether it be a resident or a group. We have the paperwork you can start the process and then it goes through the supervisor which allows them to write a statement whether or not they agree. Then it will come before to the EAC to look at. We generally try to get these out early.

Golden said once it goes through, whoever the nominator is has to turn it in to Courteney Cacho (City Manager).

Stallings asked if there was a limit. Is it once a month or as it happens?

Hubbard answered some months there's no nominations and some months we may have (2) two or (3) three. Then we'll elect who we believe deserves that award.

Tate asked if it included police and fire.

Hubbard answered they are not part of the EAC. It's just for general employees. Police and fire are union employees.

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Wheeler asked Tate if police get accommodations.

Tate answered they use to.

Hubbard said when this issue came up a year or (2) two years ago at the police department; the Chief said he was going to look at creating a system within the bylaws of what they can do. He doesn't know if that has happened.

5. COMMUNICATION/DISCUSSION

* Wheeler said we had (2) two City employees support Light the Fest Fun Park Festival and Franco won (2nd) second prize for the chili cook-off. Franco couldn't be there but she dropped off her chili and the other participant was Kaitlin Nunley (Landfill). Thank you, City employees, for that. We only had (7) seven entries and there was a lot of chili left over.

* Hubbard said he has been on the EAC since it was recreated after the union. He is glad to see new faces because we need the input from the general employees and that is going to be a hard task. We have a lot of employees who are afraid to give their responses and for a lot of different reasons. The Committee will probably find those things out as they meet, visit, and send emails. Sometimes it wears on you to get some of the responses but remember that the EAC is here to try to help the general employees. We are not here to help anyone else but we need to make sure that the employees have a say in what's going on. We have a couple of things happen throughout the year that have to do with budget, personnel rules we need to prepare for, and all of Chapter (17) seventeen which can be found on the City's website. He encourages the EAC members to read through it. We may not be able to say that we don't want to do something but we do have the ability to discuss it with the City Manager twice a year. It is the City Manager's responsibility to set the meeting once one's been requested and that is in Chapter (17) seventeen. The responses we give the City Manager is required to pass on to City Council. We do have a say. City Council hopes we give input that way they know how we feel whenever something is going on.

Golden said that's why the EAC has been reorganized because people are going to feel more comfortable talking to someone they see everyday or works along side. They are more likely to open up and it's the members our responsibility to bring it here to voice it out. You can't be heard if you don't speak up.

Hubbard said we do have the ability to request the information. Massie is normally at every meeting and is very good at getting information. We've got access to Tim Wilson (Legal) and Finance has helped the Committee get information. We have the ability to look into a question somebody has. Don't think it's just the members discussing things. If there's an issue then bring it up then we can direct a letter to that department or employee and ask them what the issue is. We do have access to Council members. They'll even attend our meetings from time to time.

Phillips said she would like to thank the EAC for allowing her to attend the meeting. She can't echo enough what Hubbard said about how important this Committee is to the whole City and how it operates. The Committee may not understand the domino affect that (1) one employee says that was very important for the whole City. The City services the citizens and she is in the middle of that as a Council member. She is very concern about the services provided to the citizens. We have to have happy employees because that affects the service. She's been here since 1969 and heard nothing but horrible things about City Hall. Even when she was campaigning she received an earful as she went around knocking on doors. This group can be a real asset to the City not only in providing good service but helping the employees who are really trying to do a good job by helping them continue to do that.

* Phillips said she wants the EAC to know that she voted 'No' at the Council meeting to change the Define Benefit on the pension plan. The reason is she recognized the human factor was not put into that discussion. The discussion was about money and it's not a done deal yet because it's coming back with preparation to make the change over. She attended the Pension and Employee meeting. She was there because she wanted to know why they voted against it. Today, she would like to know why this group voted against it. Phillips asked what brought the members to that decision.

Stallings answered for him it was the actuary reports. The examples used many times were not the case for other cities and it was not a true statement. That stood out to him that the actuary reports stated our fund is not sick. It is setup to affect new employees but doesn't affect the other population of employees. To forecast something at the very beginning that's been carried on for all of these years is not accounting for what happens when you cross over the (50%) fifty percent line of new employees who aren't in the system. There are no guarantees to address that change.

Hubbard answered his was more of the human factor. Those employees that are going to be starting where are they going to be with retirement. The amount of money or benefit they will receive once they get to retirement age. If the stock market or investments were doing good then that maybe a wonderful plan but there's a lot at risk. Any employee willing to put in (25) twenty-five or (30) thirty years deserves some type of retirement they can rely on. He doesn't believe a 401k or a 457 is truly that kind of plan. We have to have some system in place that encourages employees to stay. Lawton would do much better as a whole if we had a more stable community. Fort Sill moves a lot of people in and out. They are a great asset but the City needs people who own homes and pay taxes.

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Golden said a 401k or a 457 makes a good secondary retirement but not a primary retirement.

Wheeler said a supplement.

Golden said the reason why he voted 'No' because there's no guaranteed security for the current employees that are working here.

Swanson said he would have voted 'No' because he's looking for that long term stable commitment as a recruiting tool. They are not looking for that long term employee. What got him working for the City was that guaranteed retirement was going to be there.

Tate said she sits on the Employee Board sometimes, (98%) ninety-eight percent of employees who come and work for the City for retirement. It's like they are punishing us for being loyal.

Golden said it's how they (1st) first presented it to attract new employees. They assume all new employees are young employees. You have a lot of people coming to work for the City who are retired from the military and want an extra retirement. Not everybody is between (18) eighteen to (25) twenty-five age range.

Rolando said he would have voted 'Yes' for the change but he wanted it to be unanimous.

Allen said employees were coming up to him asking what happened because their EAC representative didn't tell them. Now as new EAC representatives it would be nice to inform co-workers what is going on or what's about to happen. When there's not enough employees at the Council meeting, Council will think employees don't care.

Phillips said to her it wasn't difficult to vote 'No' because of what Stallings said. When the report came in there wasn't a reason in the report to do away with the pension plan. She is perplexed of the way the vote happened. The trending in the nation to go to 401ks are large corporations and large public entities is not necessarily right. That's why we have to look at our own on an individual basis because we know our town and the people who live here. We have to base decisions not only on the dollars but on the people too which is the human factor. That's what didn't get presented at the Council meeting. She felt she needed to ask the employees where they stood on this because that's what matters at the very end.

Hubbard said we did wait as a group to see the actuary report and asked for it several times. We were following up on when it would be ready because we wanted to see what those reports were showing. We were like Phillips; we didn't understand why this came forward. It didn't make sense to us. Wells said this was what the young employees liked. He didn't get that response from the employees in his group.

Phillips said she appreciates the comments because they are real and not actuarial. She was trying to get the impact of both.

* Wheeler said she would like to thank Franco and this Committee because after every EAC meeting we were emailed a summary. She hopes it gets to be continued because it was a lot of information. People could copy it and hand it off to everyone at least you knew what was coming up and what was happening.

Phillips said that's probably a good idea. Her constituents are now praising City Hall more than she heard during her campaign which was (2) two years ago. There are some differences being made and it's being made in this room with the domino affect to City employees. She appreciates that and the constituents are speaking up. She use to receive just complaint calls and now most of the complaint calls she does receive are about the situation not a City employee. That's a turn around and we want to keep that momentum going.

* Stone said he was asked to bring this up by a few employees, employee evaluations. He knows last year there weren't step increases and he doesn't know if it's because of that but several employees have not received their 2015 or their 2016 evaluation yet. There are several employees who are over a year behind.

Massie said this was brought up a couple of meetings ago. He agrees with Stone because there wasn't a step increase last year for some reason some supervisors felt they didn't have to do one. We did run across a lot who haven't gotten them done. A reminder still comes from Tiffani Burk (HR) but now if it's (90) ninety days or more behind on an evaluation they'll receive a reminder from him. If it goes another month or (2) two then they'll get a reminder from the City Manager's office. We are trying to get 2015 and 2016 together because at this point they minus well do 2016 and move on. There's no sense in doing (2) two evaluations. As far as step increases, if it does go past (45) forty-five days they will get back pay plus interest. They'll get their money at some point for the step but this is something we are trying to address. If this continues to be a problem he will make sure to address it at the next directors meeting.

* Swanson asked about the release of the minutes that we get from the EAC meetings, can we release those to our employees and coworkers. Or is it just for EAC members to review?

Hubbard answered after we have voted to approve the minutes then those are able to be released. As far as getting them ahead those maybe the

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topics you may want to use to talk to your employees but they aren't available until we get them approved.

* Massie said October is Breast Cancer Awareness month. Last year we did a day where we encouraged everybody to wear pink.

Friday, October 21stWear Pink
(HR will have free pink ribbons in there office on that day)
Wednesday, October 26thSafety Incentive Award Luncheon in Banquet Hall

Hubbard asked Massie if he knew when the list of employees was going to be available.

Massie answered Candy Brown (HR) is working on it, very soon.

Golden said in the past before Jerry Ihler was City Manager he would come out to all of the plants and hand them out.

Massie said we didn't think that was enough and we wanted to say thank you. The City Manager will say some words, have lunch, and we'll have the certificates there.

Golden said you have to have your safety hours every quarter to get your safety incentive at the end of the year. Golden asked if there was a reminder list that shows if a person has enough hours for every quarter.

Massie answered he'll look into it. You can just call Brown if you are interested in getting a DVD setup.

Hubbard said there's a Public Work policy that there will be an hour meeting every month. It is not a City policy. It's a Public Works policy that Ihler put into affect (2) two or (3) three years ago. He wanted those accidents to go down, make sure that everyone stays aware, and part of it was to have a monthly meeting. Ihler realized at the time you don't have to have that many meetings to meet your quota. It gave you time if you missed a meeting. It is something for these guys who are out in the field which is a requirement. Accidents cost the City a ton of money. You can't get rid of everything but to keep some of the silly things from happening. It's pounding it into people's heads. When you see someone doing something wrong or doing something out of the ordinary, stop them. Let them know that's something somebody else sees because someone can get hurt.

6. ADJOURNMENT

Motion to adjourn by Britt Hubbard and 2nd By Sir (Chew) Allen. Motion Carried
Meeting Adjourned at 10:48a.m.