

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Friday, August 5, 2005 at 2:00 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Chairman Sorensen, Members Moss, Berglund, Owens and Selzer

Members Absent: Member Nuckolls

Other Board Members Present: Member Tari Renner

Staff Present: Mr. John Zeunik, County Administrator, Mr. Terry Lindberg, Assistant County Administrator, Ms. Lucretia Wherry, Human Resources Assistant

Department Heads/
Elected Officials Present: Ms. Billie Larkin, Director, Children's Advocacy Center; Mr. Don Lee, Director, Nursing Home; Mr. Lee Newcom, County Recorder; Mr. Bob Keller, Director, Health Department; Ms. Becky McNeil, County Treasurer; Ms. Julie Osborn, Chief Deputy Auditor; Ms. Peggy Ann Milton, County Clerk; Mr. Bill Yoder, State's Attorney

Others Present: Ms. Katie Flynn, Tax Extension Program Administrator, County Clerk's Office; Mr. Mark Kazzaz, Illinois State University Intern, County Auditor's Office; Mr. James Malic, Illinois Wesleyan Intern; Ms. Cathy Coverston-Anderson, Bioterrorism Coordinator, Health Department

Chairman Sorensen called the meeting to order at 4:00 p.m.

Chairman Sorensen presented the minutes from the July 5, 2005 Finance Committee Meeting for approval. Hearing no corrections to those minutes, Chairman Sorensen advised that the minutes would stand approved as presented.

Mr. Don Lee, Director, Nursing Home, presented the monthly reports for June 2005. He stated that the census was stable and the financial reports look good for the month as well as the year. The census is currently at 140 residents. Mr. Lee reported that, in mid-July, the Medicare resident census went to zero for

several days, noting that next month's census may not be as positive as this month.

Mr. Selzer asked for clarification on the "Year-to-Date Variance Amount" of \$373,851.00. Mr. Lee explained that this figure represents how much we are ahead of budget for the year compared to budget. He stated that the "Projected Expense" column is more important, noting that the end of the year should reflect a positive balance of \$557,071.00.

Chairman Sorensen asked if there were any questions. Hearing none, he thanked Mr. Lee for attending.

Mr. Newcom presented an overview of his vision for the Recorder's Office. He expressed his belief that the Recorder's Office is not only an icon of history, but a place where a vital business records service is kept for the future of the County. Mr. Newcom suggested that the Recorder's Office has been viewed in the past as an irrelevant Office, but it is actually a critically important part of the business and commerce of this community. He reported that, according to one searcher, the McLean County Recorder's Office is the only office in Illinois that does not have a tract record, meaning that no one can trace a piece of land back to its original owner. Mr. Newcom advised that the Recorder's Office can only search property by name, which means the integrity of the records are important in terms of that name being properly linked to all of the documents related to that piece of property. He reported that the data in the Office is in very bad condition, resulting in difficulty conducting searches. Mr. Newcom presented several examples of poorly recorded documents.

Mr. Newcom conveyed the following goals for the Recorder's Office:

- Day to day operations of the office -- accurate and timely reports
 - Largely under control, reports are on-time and accurate
 - Office running slower in order to accommodate more complete and accurate data entry
 - Need quality control employee

- Integrity of Electronic Indexing
 - Problems exist, including misspellings, etc.
 - Example: Stark Excavation was entered into the system 36 different ways
 - Example: Additions to Subdivisions were not entered into system correctly
 - Need to preserve integrity of documents

Mr. Selzer expressed his concern with the intensity of the problems and suggested that if the errors and data entry problems are so acute, an investigation should be initiated. Mr. Newcom agreed that the problems are frightening, but stated that he is reporting these problems in an attempt to impress upon the Committee that there is a serious long-term, systemic problem that needs to be addressed. He stated that he wants to begin working with the Finance Committee and the Administrator's Office to develop a plan to address the problems and bring the records to integrity.

Mr. Newcom reviewed what errors are practical to correct and what is not practical to correct in terms of time and money. He stated that it is not practical to replace every misspelled name of Stark Excavation. However, it is necessary to go into each subdivision and properly put in the lots with the correct subdivisions, which he assured the Committee can be accomplished.

Mr. Newcom introduced two professional searchers who come into the Recorder's Office to perform searches, Ms. Jonni Kettman and Ms. Vicki Moery. Ms. Moery stated that McLean County has a reputation as a horrible County to conduct searches. They presented several examples of problems with the Recorder's Office, including:

- Documents not recorded in chronological order
- Assignments not attached to mortgages
- Releases not attached to mortgages
- Incorrect entry of names and misspelled names
- Lack of tract books, which provide a history of a parcel of property
- Missing documents
- Double imaging of names
- Missing images
- Missing documents on microfiche
- Inability to double-check information

Ms. Moery commented on the 7,000 missing "Liz" documents. Mr. Newcom explained that a "Liz" document is one that is not in the data base under any particular heading except the name "Liz," who was a former Chief Deputy several years ago. He stated that Liz opened 7,000 or more files, fixed them and put her name on the documents. However, the documents are not in the index record and are not searchable. Mr. Newcom asked them to comment on the impact these problems have on commercial-residential property. Ms. Kettman and Ms. Moery responded as follows:

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- It takes double or triple the time to do searches here than in other Counties
- Possible liability
- Loss of business

Mr. Selzer asked if other Counties have the same software packages as McLean County. Mr. Newcom replied that other Counties use different software. The software used by McLean County can track back just over the last four years.

Mr. Newcom asked them to comment on the problem of the missing additions to subdivisions. Ms. Kettman responded that it causes her problems when she is searching for plats. Mr. Newcom indicated that the missing plats are plats that came into the office and were stored and not entered in the system at all.

Chairman Sorensen asked if there were any further questions for Ms. Kettman and Ms. Moery. Hearing none, he thanked them for their input.

Mr. Newcom reiterated the severity of the problems and stated that he is working on ways to correct the problems. He advised that correcting the data bases and records will be a many year process. Mr. Newcom assured the Committee that the plats can be documented and entered correctly into the system, the 7,000 "Liz" documents can be opened and corrected, many of the documents entered incorrectly in the past can be corrected and the subdivisions can be attached to the proper plats. He advised that the job will be labor intensive but not impossible or cost prohibitive. Mr. Newcom assured the Committee that he does not advocate finding and correcting every spelling error.

Mr. Newcom noted that he has met with a number of professional searchers, talked with Chairman Sorensen and with the Administrator's Office. The following are the most notable problems that need to be dealt with:

- Problems with Assignments
- Problems with Subdivisions
- Problem with the "Liz" Documents

Mr. Newcom stated that he has included two temporary position requests in next year's budget request. These positions would not work on day to day work within the office, but would begin the correction work on the above problems. He explained that he is requesting one position, beginning September 1, 2005, to begin this process and to develop a plan. Mr. Newcom indicated he would like the two part-time employees to do two things, correct the "Liz" documents, which will take three to four months, and address the plat problems, as well as to begin developing a long-range plan.

Mr. Newcom advised that besides the two part-time employees, he is requesting a microfilm reader-printer scanning machine, which is an integral part of making these corrections. He noted that currently they do not have the ability to scan from a film into the system – at this time it is sent out to a vendor who does the scanning. A new scanner will allow them to print things for people that cannot be done well now. Mr. Newcom distributed an older plat subdivision map and a coal mine map to illustrate how difficult they are to read, thus the challenge to customers doing searches. He explained that a modern scanner will clarify the documents and provide a good quality print for searchers and assist the part-time employees as they correct the myriad of problem documents.

Mr. Selzer asked Mr. Newcom to state the two requests he is making. Mr. Newcom replied that he is requesting two part-time employees (0.33 FTE to cover September-December, 2005) to begin correcting problems and to develop a long-range plan. This would include a computer, software license, and a desk and chair for the employees. The second request is for the scanner.

Ms. Berglund asked if these funds will come out of the Recorder's Document Storage Fund. Mr. Newcom replied that the Document Storage Fund exists for this exact purpose and would require only a small portion of the funds available. Ms. Berglund asked if the positions are temporary, will the work be completed in December. Mr. Newcom responded that they are temporary positions and are part of Phase One. He explained that he is requesting two full-time equivalent positions (four part-time positions) for next year's budget in order to continue the work. Mr. Newcom reiterated that the additional employees will not work on the day to day operations of the office, but rather they will make the necessary document corrections. He clarified that they will be temporary, multi-year employees. Ms. Berglund asked if these positions will deplete the Storage Fund. Mr. Newcom indicated that the Document Storage Fund has adequate funds to accommodate these positions. The proposals for next year will use a little over \$200,000.00 of that Fund and include the correction project, a major inventory and restoration of microfilm project and book preservation.

Ms. Berglund asked what this will all mean in terms of additional County expense. Mr. Newcom replied that the funding will be budgeted in the Recorder's Document Storage Fund.

Chairman Sorensen expressed his concern that no one involved currently is qualified to have a professional opinion on a data integrity initiative, whether it is Recorder's Office data, accounting databases or mailing lists. He indicated that no one is qualified to share a professional opinion from a purely data integrity perspective on possible courses of action to correct the problems. Mr. Newcom replied that the first thing he wishes to do is correct the problems that are of a magnitude that they should be corrected and can be corrected. Mr. Newcom acknowledged that the issue of long-term data integrity is one which needs to be explored and one which he is not qualified to determine. However, he would like to begin taking care of the areas that are identifiable and can be corrected. For now, the purpose of the expenditure is to correct that which can be corrected and is necessary to correct as soon as possible. Mr. Newcom asked that any large global project be further studied.

Ms. Berglund expressed concern with hiring two part-time employees immediately and four more part-time employees beginning next year. Mr. Newcom stated that he anticipates developing a project that he can defend its necessity, its utility and the fact that it is properly financially managed.

Chairman Sorensen suggested that if the proposed request for two part-time positions is approved through December 31, 2005, he recommends that the Finance Committee not approve the 2006 positions until a plan is in place. Mr. Newcom agreed with his assessment.

Mr. Selzer indicated that he approves of the purchase of the scanner.

Motion by Selzer/Owens to recommend Approval to purchase a new Microfilm Reader/Scanner/Printer to be paid for with funds in the Recorder's Document Storage Fund.

Motion carried.

Mr. Selzer reminded the Committee that a Chief Deputy Recorder was hired at a higher starting salary and noted that rationale can always be found to create more positions. He expressed his opinion that it is not necessary to hire part-time positions to do a needs assessment. Mr. Selzer reported that he went on a tour of the County Clerk's Office during election years when they were looking for a couple extra people and extra storage. He stated that the requests were

closely scrutinized and urged that these requests be as closely examined before they are approved.

Mr. Selzer suggested that if this problem is so intense and the need is so great, the Committee would have heard about it years ago and it should have been documented in past reports. Mr. Newcom invited Mr. Selzer to come into the Recorder's Office to observe first-hand some of the problems he has reviewed. Mr. Selzer recommended that the Recorder's Office find a way to accommodate the day to day work, as well as the necessary data entry, suggesting the use of flexible hours.

Mr. Owens recommended that the Recorder's Office contract the work out with a temporary service. Mr. Selzer agreed and further suggested that it would be more productive to hire a consultant to institute a plan. Mr. Newcom stated that he is asking for funds to begin the correction of a finite number of records that have been identified and a plan of action already established.

Mr. Newcom explained that the long-term theoretical issues which have been discussed are not what he is asking for today. He noted three specific projects that need to be done and that is all he is asking for at this time. Ms. Berglund stated that she is reluctant to add two new employees without more of a plan in place. Mr. Selzer responded that he is very confused with Mr. Newcom's assurances that this is a part-time, temporary project, when the material available in the packet indicates that it is a ten-year plan.

The Finance Committee did not make a motion to act upon the Recorder's Office request to hire two part-time employees.

Chairman Sorensen asked if there were any questions. Hearing none, he thanked him for attending.

Mr. Robert Keller, Director, Health Department, presented one item for action, namely a request for approval of an Ordinance of the McLean County Board Amending the 2005 Combined Appropriation and Budget Ordinance for Fund 0107 – Bioterrorism Grant. He introduced Ms. Cathy Coverston-Anderson, Bioterrorism Coordinator. Mr. Keller explained that the McLean County Health Department was notified by the Illinois Department of Public Health of two supplemental bioterrorism awards. The first is an award of \$49,428.00, which was allocated from funds unexpended by IDPH at the state level. Mr. Keller stated that this is part of a statewide award to local health departments based upon population and risk profile. He advised that the majority of the funds will be used to purchase contractual Web-based services to utilize hospital ICD9 codes

to conduct syndromic surveillance for McLean County. Mr. Keller specified that \$21,000 of the funds will be used to establish contracts for the McLean County Health Department and subcontracts to develop links with both BroMenn and St. Joseph's Medical Center for the Real-Time Outbreak and Disease Surveillance (RODS) system, which tracks unusual disease clusters.

Mr. Keller stated that \$4,000.00 of the award will be set aside for training to be held in Pittsburg, Pennsylvania for two Health Department staff and \$14,000 will be used to purchase StarCom 21 radios for selected areas of the department. The StarCom 21 radios will link with the County's overall emergency communications system.

Mr. Keller indicated that the amounts set aside within the salary lines will be used to record a variety of staff time for public health competency reassessment under the IDPH Learning Management System (LMS), which will involve reassessing approximately 85 staff. He noted that funds will also be used to conduct two local training workshops on the national Incident Command System.

Mr. Keller reviewed the second supplemental bioterrorism award, noting that an award of \$20,000 was made by the Illinois Department of Public Health to hold a regional risk communication media training. He stated that the firm of Golin-Harris was retained to conduct the training. Mr. Keller indicated that funding will be used to secure conference space and staff time assigned to the project.

In answer to questions, Mr. Keller stated that the surveillance of over the counter drug purchases could alert them to the possibility of someone purchasing drugs to make methadone. He indicated that the data mapping would find geographic clusters of diseases. Mr. Owens mentioned that similar types of programs were discussed at the NACo Conference in regard to Homeland Security.

Motion by Owens/Selzer to recommend Approval of
an Ordinance of the McLean County Board Amending
the 2005 Combined Appropriation and Budget
Ordinance for Fund 0107 – Bioterrorism Grant.
Motion carried.

Chairman Sorensen asked if there were any comments or questions. Hearing none, he thanked him for attending.

Ms. Peggy Ann Milton, County Clerk, reported on the status of the recommendations received from the Outside Auditors regarding Federal Grant Reporting and Segregation of Duties. She noted that the material she submitted for the packet is self-explanatory. Ms. Milton advised that she takes very seriously the recommendations of the Outside Auditor.

Ms. Milton presented an overview of the Birth Record requests, noting that examples of vital records forms, as well as the guidelines for obtaining each type of record, are available in the Packet. She stated that the County Clerk's Office keeps all the vital records for McLean County. Ms. Milton noted that they have similar issues as the Recorder's Office with records that are not yet scanned. Ms. Milton assured the Committee that the County Clerk's Office is working on maintaining the integrity of the data.

Ms. Milton reported that Birth Records must be given to any individual who requests a record either in person, via mail or by using the E-Pay website. She noted that there are various methods to verify the identity of the person requesting the records. Ms. Milton indicated that one of the difficulties they face is that everything is done manually and she would like to reach a point where they have scanned images. Ms. Milton stated that they have not been able to get to that point yet due to the need for employees and funds, but she anticipates a time when the State may become automated and the County can take advantage of it at that time. She recalled a time when they tried to have a dedicated line to the State, but, for various reasons, it was not feasible. Ms. Milton advised that the State is talking about doing something web-based in the future.

Mr. Selzer asked if there are any microfilm images of any birth certificates. Ms. Milton replied that there are not -- each must be searched for manually. She indicated that the County Clerk's Office is working with Information Services and a printer in town to begin scanning images from this point forward. The Clerk's Office started with election records and scanned all the signatures on an on-going basis and contracted out to do the previous records. Ms. Milton stated that the next step is to deal with the vital records.

Mr. Selzer asked if the Recorder's Document Storage Fund can only be used for items that come through the Recorder's Office or can it be used for any document storage. Mr. Zeunik replied that it can only be used for the Recorder's Office. He noted that the County Clerk also has a Document Storage Fund. Ms. Milton concurred and stated that it has a very minimal balance as it has not been in existence very long. She indicated that it is utilized for genealogical indexing.

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Ms. Katie Flynn, Tax Extension Program Administrator, County Clerk presented the June 30th Activity Report, noting that the report is self-explanatory. She stated that marriages pick up in the summer months so marriage licenses and marriage record requests are higher than in prior months. Ms. Flynn pointed out that the report was changed to say "Death Record Requests" rather than "Death Requests," per Mr. Moss' suggestion.

Ms. Milton asked if the quarterly report is acceptable to the Committee and asked if they wanted any more information included. Chairman Sorensen responded that it is acceptable as it has been presented.

Ms. Milton reported that the automated phone directory system is up and running and working well in the County Clerk's Office. She indicated that there are now very few wrong numbers being received by the County Clerk's Office. Chairman Sorensen reminded the Committee that the automated phone system is intercepting the calls and forwarding them to the correct office. Ms. Milton expressed her appreciation to the Committee for approving her request for the automated phone system.

Ms. Milton reported that the E-Pay System is working well, noting that they received 77 requests for vital records via the E-Pay website in June.

Chairman Sorensen asked if there were any questions. Hearing none, he thanked her for her report.

Ms. Becky McNeil, County Treasurer, presented the County Treasurer's Monthly Financial Reports, July 31, 2005.

Ms. McNeil reviewed the Treasurer's General Pooled Investment Account. She indicated that there was quite a bit of activity last month which was reviewed at a Stand-up Committee Meeting in July. Ms. McNeil stated that there were some dramatic rate increases. She reported that only one CD matured this month. It was originally at 1.99% and is now coming in at a 3.45% rate, which is very good. Ms. McNeil noted that in Debt Service Fund 451, a \$500,000 CD matured this month and was not renewed, but it will roll into National City for a final payment that will be made in October or November. She reported that she met with some of the banks to review the accounts and next month there may be some changes, including higher interest rates and changes in account types with better interest rates. Ms. McNeil stated that the Nursing Home Fund 0401 is doing quite well. She advised that the funds in Heartland Bank, the Money Market and the Prime Account are all quick access to cash accounts. Ms. McNeil stated that she put \$750,000.00 into a CD for two years at 4.5%, which, over the next two

years, will earn the Nursing Home about \$76,000.00 in interest. She noted that this will be seen in the August report.

Ms. McNeil reviewed the Summary of Retail of Occupation Tax, State Income and Personal Property Replacement Tax Revenue Report, noting that all of the revenue sources are on target and actually ahead of budget. She stated that there are some good numbers on State Income Tax, and the July State Income Tax was 16% over last year. Overall, there is a 22.4% increase over last year on the State Income Tax.

Mr. Selzer asked how many more payments will be received on the Personal Property Replacement Tax. Ms. McNeil replied that the County will get a payment in August, October and December, noting that we are currently 112% of budget. Ms. McNeil explained that the Administrator's Office budgeted that particular account low this year due to the hit taken last year.

Ms. McNeil reviewed the Statement of Revenue, Expenditures and Fund Balance. She reported that we are currently at 58% into the year. Ms. McNeil pointed out the following:

- The County Treasurer's Department interest on investments overall was up \$30,000.00 compared to a year ago.
- The County Clerk Reimbursement for Services appears to be \$180,000.00 lower in Revenue but that is due to a grant received last year that was not received this year.
- Recorder Fees are down \$70,000.00.
- Probation Salary Reimbursement is down \$500,000.00 as compared to a year ago, because the allocation from AOIC is staying the same and the costs are going up and we are not getting reimbursed.
- Zoning Fee increase of \$100,000.00 over last year, due to the fee associated with the Wind Farm.

Ms. McNeil reported that revenue is \$400,000.00 above revenue coming in at 52.36% of budget and expenses are 56.02%, which is slightly over last year. She stated that she is very positive about this year with the exception of the Probation Salary reimbursements.

Motion by Owens/Moss to accept and place on file the month-end financial reports from the County Treasurer's Office for the month ending July 31, 2005, as submitted.
Motion carried.

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Chairman Sorensen asked if there are any questions, comments or discussion. Hearing none, he thanked Ms. McNeil.

Ms. Julie Osborn, Chief Deputy Auditor, presented a request for approval of an American Disposal Deposit Refund Request. She reported that the refund of \$122,087.00 covers American Disposal's deposit of \$125,000.00 minus expenses of \$2,913.00 attributable to the landfill expansion request. Ms. Osborn indicated that there have been three expenses so far, including two legal notices and one for a transcript. No other expenses are expected.

Motion by Selzer/Owens to recommend Approval of
American Disposal Deposit Refund Request – County
Auditor.
Motion carried.

Mr. Mark Kazzaz, Illinois State University Intern, reported that two audits were conducted with ShowBus and Safe Havens, which were part of the grant agreement to make sure the funds were being used correctly. He noted that the audits are available for review in the Packet.

Chairman Sorensen asked if there were any questions. Hearing none, he thanked Ms. Osborn and Mr. Kazzaz for their reports.

Ms. Billie Larkin, Director, Children's Advocacy Center, presented one item for action, namely a request for approval of a Resolution Amending the Fiscal Year 2005 Funded Full-time Equivalent Positions Resolution. She advised that she is proposing staff changes in the office to assure the quality of the Center. Ms. Larkin indicated that 0.50 FTE from the Case Manager Position, which was used as a volunteer recruiter, will be converted to a 0.50 FTE Office Specialist I Position, which will create a full-time secretarial position. She stated that this will allow the Center to service the same number of people with the same quality, but it will save some of the time that the case managers spend doing clerical work.

Motion by Selzer/Moss to recommend Approval of a
Resolution Amending the Funded Full-Time
Equivalent Positions Resolution for 2005 for the
Children's Advocacy Center.
Motion carried.

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Chairman Sorensen asked if there were any questions. Hearing none, he thanked Ms. Larkin.

Chairman Sorensen stated that there is one pending litigation issue submitted by Risk Management. He stated that if there is discussion on the topic, The Committee will need to go into Executive Session, otherwise he asked for a motion.

Mr. Owens advised that he would not vote on this subject due to a conflict of interest.

Motion by Moss/Selzer to recommend Approval of the
Recommended Settlement as recommended by the
Risk Manager.
Motion carried.

Ms. Ho presented the Risk Management Fund Report as of June 30, 2005, which illustrates the stages of all claims to date. She advised that she went into a little more detail to show the claim experience for the first six months of 2005, going back through the last five years and computing the average. Ms. Ho noted that Worker's Compensation claims jumped up as compared to the lows in previous years. She explained that this is primarily due to a surgical case this year.

Ms. Ho stated that she is seeing rising prices for extra parts and services that were added to the final bills on auto claims because manufacturers are passing on the extra costs to insurers between the time the estimate was submitted and the job was completed. She noted that she will request vendors to include all costs when they submit their estimates.

Mr. Selzer asked if the above approved Settlement is part of the reserve funds. Ms. Ho indicated that it is part of the reserve funds. She noted that the recommended settlement was less than what was set-aside.

Ms. Ho reported that, since we knew that Governor Blagojevich was going to sign the Worker's Compensation Bill into law, Risk Management instituted a method to get medical bills taken care of effectively and more quickly by having them sent from the providers to the third-party Claims Administrator. By doing this, penalties were avoided, as the new law stipulates that if the bills are not paid within a certain period of time, penalties would be added, per a percentage of the unpaid balance.

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Mr. John Zeunik, County Administrator, stated that there was a request to go into Executive Session to discuss personnel matters pursuant to the Committee's request at last month's meeting. He asked that all Committee members, Board members, County Administrator's Staff and Mr. Yoder remain.

Motion by Owens/Moss to recommend the Finance Committee go into Executive Session at 4:00 p.m. to discuss a personnel issue with the Committee members, Administrator's Office staff, and Mr. Bill Yoder, State's Attorney.

Motion carried.

Motion by Owens/Selzer to recommend the Finance Committee return to Open Session at 5:05 p.m.

Motion carried.

Chairman Sorensen presented the July 31, 2005 Finance Committee bills for review and approval as transmitted by the County Auditor. The Nursing Home Fund is \$511,628.62 with the prepaid total the same. The Finance Committee Fund total is \$419,621.77 with the prepaid total the same.

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Motion by Selzer/Owens to recommend approval of the
July 31, 2005 Finance Committee bills as presented by
the County Auditor.
Motion carried

There being nothing further to come before the Committee at this time, Chairman
Sorensen adjourned the meeting at 5:07 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary