

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, October 20, 2016
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, October 20, 2016, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

Robert Warren, <i>Chairperson</i>	Rufus Fuller III
Shelby Irving, <i>Vice Chairperson</i>	Gracie Mays
Julie Brown, <i>Past Chairperson</i>	Michael Mondul
Frank Wickers, <i>Member-At-Large</i>	Jacqueline Satterfield
Ronald Merricks, <i>Member-At-Large</i>	Kimberly Van Der Hyde

BOARD MEMBERS ABSENT

Jessie Barksdale, <i>Secretary</i>	Sheryl Moyer
Gwendolyn Edwards	Faith Stamps
Anne Geyer	

STAFF MEMBERS PRESENT

Jim Bebeau, *Executive Director*
Pat Burnette, *Executive Assistant*
Sandy Irby, *Director, Behavioral Health Services*
Sara Craddock, *Director, Developmental Services*
Amanda Oakes, *Director, Prevention Services*
Allen Thorn, *Director, Compliance and Information Systems*
Cindy Lewis, *Director, Human Resources*
Mary Beth Clement, *Director, Finance*

CALL TO ORDER

Chairperson Robert Warren called the meeting to order at 5:30 pm.

ADOPTION OF AGENDA

The Agenda was distributed with the Board Packet for this Meeting. Jim Bebeau presented request to amend the Agenda with addition of the following Action Item:

- V-D. Ratification of Resolution Regarding Acquisition of Real Estate VSC-3 and Formation of A Limited Liability Company

Motion was made by Julie Brown and seconded by Ronald Merricks to approve addition of Action Item V-D. Ratification of Resolution Regarding Acquisition of Real Estate VSC-3 and Formation of A Limited Liability Company to the Agenda and to adopt the Agenda as amended. The motion passed unanimously.

PROGRAM PRESENTATION

Trainings for Agency Employees (Compliance and Information Systems)

Amanda Furr, Training Coordinator within DPCS' Compliance and Information Systems Division, presented an overview of the trainings provided to the Agency's employees. The training areas include New Employee; Annual; Therapeutic Options; CPR, AED, and First Aid; Profiler Electronic Health Record; Active Shooter; and coordination of other trainings and workshops.

Ms. Furr presented a comparison of the past and present trainings, illustrating the expansion in number and topics, as well as why, how, and when the trainings are conducted. Additional trainings are coordinated with the Community Emergency Response Team and with Autism Workshops by Jill Hamlin. Future trainings include New Requirements for Behavioral Support Competencies and Supervisors; Title VI of The Civil Rights Act; 42 CFR Part 2 Code of Federal Regulations; and case scenarios. As evidenced by the participants' evaluations, the training sessions are interesting and informative.

ACTION ITEMS

Minutes – August 18, 2016, Regular Board Meeting

Minutes of the August 18, 2016, Regular Board Meeting were distributed with the Board Packet for this Meeting. There was no request for amendment.

Julie Brown made motion to approve the August 18, 2016, Minutes as presented; Gracie Mays seconded, and the motion passed unanimously.

Use of Retained Balances from Mental Health State General Funds to Replenish Behavioral Health Loan Funds

On behalf of DPCS' Behavioral Health (BH) Services Division, Mary Beth Clement presented request to use \$100,000 of Retained Balances from Mental Health State General Funds—\$50,000 to replenish the BH Consumer Loan Fund and \$50,000 to replenish the BH Independent Housing Assistance Program (IHAP) Loan Fund. To assist individuals receiving services through the BH Services Division with community living, DPCS maintains a loan fund with four separate units—BH Consumer Loan Fund, BH IHAP Loan Fund, BH PACT Loan Fund, and BH Residential PACT Loan Fund. Both PACT Loan Funds have sufficient balances to continue making loans; however, the Consumer Loan Fund and IHAP Loan Fund no longer have sufficient balances to continue loans. Ms. Clement reported the financial history of the Consumer Loan Fund and IHAP Loan Fund over the past ten years. The Consumer Loan Fund is used to assist individuals who receive services only in the Outpatient or Case Management Programs, whereas the IHAP Loan Fund serves individuals in the Residential Programs. Loans are given for items such as furniture, utilities, rent, groceries, and other basic living needs. Loan repayment terms are based on the individual's current wage and/or monthly benefit income. BH monitors the loan balances monthly and at fiscal year end, writes off loans determined to be uncollectible. BH recently implemented a procedure requiring the Case Managers to include loans in the individual's treatment plan and to follow up at least quarterly with the individual during the treatment plan review to review status of the loan repayment. At the end of Fiscal Year 2016, BH performed a large write-off of uncollectible accounts. However, the newly implemented process to monitor the loan status from both a financial and a clinical side will help to better collect and maintain an appropriate account balance for each Fund in the future.

Motion was made by Julie Brown to approve the use of \$50,000 of Retained Balances from Mental Health State General Funds to replenish the BH Consumer Loan Fund and \$50,000 of Retained Balances from Mental Health State General Funds to replenish the BH Independent Housing Assistance Program (IHAP) Loan Fund. Gracie Mays seconded, and the motion passed unanimously.

Grant Application – Delta Dental of Virginia Foundation (Behavioral Health Services)

Sandy Irby requested Board approval to submit application to the *Delta Dental of Virginia Foundation* for a grant in an amount not to exceed a total of \$5,000, and approval to accept the grant funds if awarded. The *Foundation* awards grants to tax-exempt organizations whose work positively improves the oral health of Virginians through a focus on access to care, education, and advances in oral health through research.

The grant would be used for high-need, low-income adults with a mental illness, substance abuse, or co-occurring diagnosis to obtain dentures and related dental services. The funds would pay dentists for services at a reduced reimbursement rate. Physical and psychological well-being is diminished due to oral health problems. Dentures can greatly improve quality of life but are cost prohibitive. For individuals whose dental treatment plan includes a recommendation for dentures, the objective is to be able to obtain the dentures they need at a reasonable cost and in a reasonable time frame. The funds may provide dentures for three to four individuals; however, the need is much greater than this.

Due to the deadline for submission of grant application being prior to October 20, 2016, the Board's Behavioral Health Services Committee considered and approved submission of application pending Board action at its October 20, 2016, meeting. Should the Board not approve the request, the application will be rescinded.

Motion was made by Ronald Merricks and seconded by Kimberly Van Der Hyde to approve application to the Delta Dental of Virginia Foundation for a grant in an amount not to exceed \$5,000, and approve acceptance of the funds if awarded. The motion passed unanimously.

Ratification of Resolution Regarding Acquisition of Real Estate VSC-3 and Formation of A Limited Liability Company

Jim Bebeau reported that purchase of real estate identified as VSC-3 was completed October 18, 2016. Prior to closing, DPCS completed the due diligence process, and concerns were noted regarding storage of waste oil on the property. In negotiations with the Seller to clean up identified sections of the property, DPCS' legal counsel advised that a limited liability company (LLC) be created to hold the property until such time as it is ready to be developed for final use. This would protect DPCS and Bellevue, Inc., as the eventual Owners, should a significant environmental issue occur that has not been anticipated to date. As advised by legal counsel, *Joplin Street Properties, LLC*, was created August 31, 2016. The corporation is considered a "disregarded entity" from the Internal Revenue Service perspective and, thus, has no tax or financial consequences for DPCS. From perspective of the United States Environmental Protection Agency and the Virginia Department of Environmental Quality, this limits the liability for any issues on the property to the assets of the Owner, *Joplin Street Properties, LLC*.

To clarify and establish control of *Joplin Street Properties, LLC*, the Board's Executive Committee adopted the following Resolution on September 21, 2016, to authorize and direct the authorized personnel of DPCS to form *Joplin Street Properties, LLC*, and complete such matters necessary for operation of the LLC, on condition that the Resolution is approved by the Board of Directors:

WHEREAS, the Executive Committee of the Board of Directors (the "Committee") of DANVILLE-PITTSYLVANIA COMMUNITY SERVICES ("DPCS"), a political subdivision of the Commonwealth of Virginia, passed that certain Resolution dated April 27, 2016 (the "04/27/2016 VSC-3 Resolution"), authorizing and directing the acquisition of certain property identified as VSC-3 (the "Subject Property"), located in the City of Danville, Virginia; and

WHEREAS, pursuant to the 04/27/2016 VSC-3 Resolution, DPCS executed that certain Contract of Sale dated May 17, 2016, with Starwood Properties, LLC, a Virginia limited liability company ("Seller"), for the purchase of the Subject Property; and

WHEREAS, in the course of DPCS' due diligence investigations, (i) DPCS' contractors identified certain environmental issues concerning the Subject Property, the resolution of which would likely occur after the closing of the Subject Property's acquisition; and (ii) Seller disclosed that the Subject Property is subject to a lease whose term is scheduled to end in May 2017 (the "Lease"); and

WHEREAS, the Committee has determined that it is in the best interests of DPCS to form a limited liability company ("Joplin Street Properties, LLC"), of which DPCS would be the sole member, primarily for the purposes of taking title to the Subject Property at closing, servicing the Lease as landlord and accepting rents, and maintaining ownership of the Subject Property until the last to occur of the following: (i) the date the environmental issues concerning the Subject Property are resolved to the satisfaction of James F. Bebeau, Executive Director of DPCS, the Officers of DPCS, or any of them (each, a "DPCS Authorized Person"); (ii) the date the Lease is expired or terminated, as the case may be; and (iii) the date that a DPCS Authorized Person determines that the Subject Property shall be transferred to DPCS, Bellevue, Inc., a Virginia nonstock corporation, or other entity affiliated with, or for the benefit of, DPCS.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMITTEE, THAT

1. The Committee hereby authorizes and directs each DPCS Authorized Person, any of whom may act independently of the others, to cause Joplin Street Properties, LLC, to be formed, with DPCS as its sole member, for the purposes set forth in this Resolution and other lawful purposes in support of DPCS' operations of the Subject Property; to execute an Operating Agreement on such terms and conditions as such DPCS Authorized Person determines to be reasonable and necessary in accordance with this Resolution; and without limiting the generality of the foregoing, to deposit the funds of Joplin Street Properties, LLC, in the name of Joplin Street Properties, LLC, in such bank or savings and loan accounts as may be designated from time to time by any DPCS Authorized Person.
2. The Committee hereby authorizes and directs staff and other agents and representatives working on behalf of DPCS to take such actions and to do all such things as they in their discretion deem necessary, appropriate, and reasonable in order to carry out the intent and purposes of this Resolution.
3. The Committee hereby approves, ratifies, and confirms any and all actions previously taken by the Committee, any DPCS Authorized Person, and DPCS' agents and representatives, with respect to the formation of Joplin Street Properties, LLC, in support of the Subject Property's acquisition and operation.
4. This Resolution shall take effect immediately upon its adoption.

Julie Brown made motion to ratify action taken by the Board's Executive Committee on September 21, 2016, to adopt Resolution authorizing and directing the authorized personnel of DPCS to form Joplin Street Properties, LLC, and complete such matters necessary for operation of the LLC. With no second required to motion made on behalf of the Committee, the motion passed unanimously.

DISCUSSION ITEMS

Revised Fiscal Year 2016 Fourth Quarter Financial Report for Total Agency and Intellectual Disability Services Division (Finance)

Mary Beth Clement presented DPCS' revised Financial Reports for fiscal year-to-date amounts as of June 30, 2016, for Total Agency and the Intellectual Disability Services Division. Subsequent to issuance of the original Fiscal Year 2016 Year-to-Date reports, invoices were received from Dewberry Engineers for construction and related items through change orders with Daniel & Company for the Mount Hermon Manor project for work completed prior to June 30, 2016. Invoices totaling \$73,040.91 were processed.

The following account categories were impacted by this change:

Account Type	Amount per Original FY2016 Report	Additional Amount	Revised FY2016 Report
Total Agency Report			
<u>Revenue</u> Retained Balances	\$ 582,888.93	\$ 73,040.91	\$ 655,929.84
<u>Expenditure</u> Building Purchase & Repairs	\$ 732,612.86	\$ 73,040.91	\$ 805,653.77
Intellectual Disability Services Division			
<u>Revenue</u> Retained Balances	\$ 385,270.08	\$ 73,040.91	\$ 458,310.99
<u>Expenditure</u> Building Purchase & Repairs	\$ 719,923.94	\$ 73,040.91	\$ 792,964.85

The analysis provided on the original Fiscal Year 2016 reports remains the same with the exception of the additional retained balances used for Mount Hermon Manor.

Special Review by Department of Behavioral Health and Developmental Services (Finance)

Mary Beth Clement reported on the Special Review of DPCS conducted by the Office of Internal Audit with the Department of Behavioral Health and Developmental Services (DBHDS) during the week of August 22, 2016. DPCS was notified of this Special Review on August 15, 2016. The Review consisted of both a financial audit and a program review performed by two DBHDS internal auditors and two program professionals at DBHDS. Ms. Clement addressed the list of items for Fiscal Year 2015 and Fiscal Year 2016 that were audited and reviewed. The financial audit focused on regional funds and the restricted funds DPCS receives for the Program of Assertive Community Treatment and use of federal funds for allowable expenditures. The audit covered transactions and reports in both Fiscal Year 2015 and Fiscal Year 2016 and included an accounting of the balances and use of these funds for the years prior to Fiscal Year 2015. The financial audit encompassed the accounting, transactions, and reporting of both DPCS' portion of regional funds and the accounting performed as Fiscal Agent of the regional funds. The program review focused on services to individuals with a substance abuse diagnosis and a review of each of the programs using regional funds to include the Foundation House, which is funded with regional crisis stabilization dollars, and the Piney Ridge Apartments program, which is funded by the carve-out of DAP funds. The auditors also inquired about expansion of DPCS' facilities on Hairston and Joplin Streets and funding of the expansion. At this juncture, DPCS has not received the official report of this Special Review; however, Ms. Clement reported the positive comments and potential findings noted during the exit interview process.

Peer Leadership Institute Recovery Coach Training (Behavioral Health Services)

The Peer Leadership Institute Recovery Coach Training was held August 8-12, 2016, at DPCS. The training included 15 attendees, four of whom were from DPCS, from six Community Services Boards. Training was offered in two levels—a six-hour training with three attendees and a forty-six-hour training with twelve attendees. The forty-six-hour training fulfilled the Virginia Credentialing Board and the Department of Behavioral Health and Developmental Services requirements for grandparenting into the Certified Peer Recovery Specialist credential. The five-day training covered a vast array of subjects related to recovery, including recovery definitions and processes; coaching and peer-based recovery support services; trauma and impact recovery; mental health and substance abuse knowledge; crisis intervention for peer providers; skill building for recovery support, healing stigma; stages and pathways to recovery; cultural sensitivity, spirituality, and religion; ethics and boundaries, stages of change; peer support for family and friends; confidentiality; and wellness and self-care. Participants reported that the training was informative, inspiring, and provided answers to many questions they did not even know to ask.

Implementation of Virginia's Home and Community-Based Waiver Redesign (Developmental Services)

Sara Craddock addressed Virginia's Home and Community-Based Services Waiver Redesign implemented September 1, 2016. The Waiver Redesign brought changes among services and service provision within the Commonwealth of Virginia. The most notable changes for DPCS include the addition of new services and supports, adjustment of rates for services, transformation of Waivers, combination of the Waiver waitlists for individuals with developmental and intellectual disabilities, control of Community Services Boards (CSBs) to oversee all case management services, the way Waiver Slots are allocated, and the system related to service authorizations. Localities have developed Waiver Slot Allocation Committees (WSACs) that work directly with the Department of Behavioral Health and Developmental Services (DBHDS) to determine the allocation of Waiver Slots. WSACs are comprised of local community advocates who are not currently directly affiliated with the local CSB through employment or membership on the Board of Directors. The individuals received training through DBHDS to assist with their process to allocate Waiver Slots to the community. DPCS received notification of the receipt of four comprehensive Waiver Slots for Fiscal Year 2017. Ms. Craddock noted that DPCS currently maintains a Developmental Disabilities Waitlist of 95 individuals who meet Priority One criteria, 71 individuals who meet Priority Two criteria, and 62 individuals who meet Priority Three criteria.

Participation in Career Choice Youth Expo 2016 (Developmental Services)

DPCS participated in the Career Choice Youth Expo held October 5-6, 2016. The Expo presented the chance to more than 4,000 local students in grades 7, 8, and 10 to explore career opportunities that are available through local businesses in Southside Virginia. Sara Craddock reported on DPCS' activity, "Steer Your Career," which informed students about career choices available through DPCS within varying education levels. Students had the opportunity to navigate through a maze to four education stations that highlighted career opportunities available to individuals who obtain their High School Diploma, Associate Degree, Bachelor Degree, or Graduate/Post-Graduate Degree. A country/western theme was used to relay information in a fun and exciting way to the students. Twenty DPCS staff members volunteered at various times during the Expo to assist students as they participated in the activity and to discuss some of the most common and interesting careers available at DPCS. Photos of the activity were presented for the Board's viewing.

Highlights of Virginia Association of Community Services Boards 2016 Public Policy Conference

The Virginia Association of Community Services Boards (VACSB) Public Policy Conference was held October 5-7, 2016, in Charlottesville. This annual Conference brings together Virginia Community Services Board Members and Staff, Legislators, Virginia Department of Behavioral Health and Developmental Services Staff, and Behavioral Health Care Stakeholders to address public policy and current updates on Statewide matters concerning behavioral health care in Virginia. Jim Bebeau expressed appreciation for the participation of Dr. Frank Wickers, who attended the Conference along with staff. Mr. Bebeau reported highlights of the Conference, including the *Virginia Public Policy Panel Presentation* with several General Assembly Members and State Leaders; *Commonwealth Coordinated Care PLUS*, which is the new initiative to provide high quality healthcare and supports by coordinating the benefits of Medicare and Medicaid into a single, person-centered program; and *Addiction and Recovery Treatment Services (ARTS)* delivery system transformation. Dr. Wickers commented on the excellent information presented at this Conference and encouraged participation of Board Members in the VACSB Conferences as schedules permit.

Mr. Bebeau announced the next VACSB Conference, which is the Legislative Conference, will be held January 17-18, 2017, in Richmond. Conference information will be distributed to Board Members as it becomes available.

Fiscal Year 2016 Annual Report Presentation to Our Local Governments

The DPCS Fiscal Year 2016 Annual Report, *Positive Impact Through Innovation*, was distributed to Board Members at this meeting. Jim Bebeau gave an overview of the Annual Report, which focuses upon infographics—visual representations of the innovative and measurable ways services at DPCS are impacting individuals in the City of Danville and Pittsylvania County that the Agency is honored to serve. In Fiscal Year 2016, DPCS directly served 19,162 individuals in the City of Danville and Pittsylvania County through 159,170 distinct units of service.

The Annual Report will be presented by a DPCS Board Member at an upcoming meeting of Danville City Council and the Pittsylvania County Board of Supervisors. Board Members will be notified once the dates and presenters are confirmed, and all Board Members are invited to join us for these local governmental presentations. Following the presentations, the Annual Report will be distributed to approximately 700 citizens in our community.

Annual United Way Workplace Campaign

Jim Bebeau addressed DPCS' United Way Workplace Campaign for 2016, which is currently underway. Running October 1-31, the theme of this year's Campaign is *What This Place Needs is You!* with a goal of \$16,000 through at least 140 contributions. A committee of individuals representative of each of the Agency's Divisions has been formed; programs have been scheduled for staff to learn more about this year's Campaign and receive pledge forms; and incentives for staff to support the Campaign are in place. In addition, activities to supplement individual pledging are taking place throughout the month, including Jeans Days; Penny Wars; Used Book, Movie, and Music Sale; and What to Eat Wednesdays.

As the recipient of United Way grant funding for two important programs, *Healthy Families* and *Oral Healthcare Access*, DPCS is a United Way Partner Agency. Mr. Bebeau noted that DPCS' Executive Team gives its full support to the United Way fundraising efforts and invited Board Members who wish to make a contribution to contact DPCS Campaign Chairperson Kathy Milam.

INFORMATION ITEMS – The following Information Items, as distributed with the Board Packet for this meeting, were addressed:

Division Fiscal Year 2016 Annual Reports – Finance Division, Human Resources Division, and Compliance and Information Systems Division

Jim Bebeau noted the Fiscal Year 2016 Annual Reports for DPCS' Administrative Services Divisions—Finance, Human Resources, and Compliance and Information Systems. The Fiscal Year 2016 Annual Reports for DPCS' Program Services Divisions—Behavioral Health, Intellectual Disability, and Prevention—will be distributed in the December 8, 2016, Board Meeting packet. These narrative reports are distributed to Board Members each year and provide an overview of the Divisions' programs for the fiscal year, including highlights and accomplishments as well as goals for the next fiscal year.

Closed Meeting

Motion was made by Kimberly Van Der Hyde that the Danville-Pittsylvania Community Services Board Meeting be recessed and that the Board of Directors immediately reconvene in Closed Meeting as permitted by the Authority of §2.2-3711(A)(1) Code of Virginia, 1950, as Amended, for assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body,

Subject: Annual Performance Evaluation of the Executive Director

Purpose: Executive Committee Report Regarding the Annual Performance Evaluation of the Executive Director

The motion was seconded by Julie Brown and carried by the following Roll Call vote:

Vote: 9-0

*Yes: (9) Julie Brown, Rufus Fuller III, Shelby Irving, Gracie Mays, Ronald Merricks,
Michael Mondul, Jacqueline Satterfield, Kimberly Van Der Hyde, Frank Wickers*

No: (0) None

Presiding Officer: (1) Robert Warren (Presiding Officer votes only upon a Tie Vote in Roll Call)

Absent During Vote: (0) None

*Absent During Meeting: (5) Jessie Barksdale, Gwendolyn Edwards, Anne Geyer, Sheryl Moyer,
Faith Stamps*

The Board of Directors entered Closed Meeting at 6:58 pm.

Return to Open Meeting/Certification of Closed Meeting

Julie Brown made motion that the Danville-Pittsylvania Community Services Board of Directors immediately reconvene into Open Meeting and adopt the following Resolution for Certification of Closed Meeting:

WHEREAS, the Danville-Pittsylvania Community Services Board of Directors convened in a Closed Meeting on *October 20, 2016*, pursuant to an affirmative recorded vote and in accordance with the provisions of the *Virginia Freedom of Information Act*; and

WHEREAS, §2.2-3712 of the *Code of Virginia, 1950, as Amended*, requires a certification by the Danville-Pittsylvania Community Services Board of Directors that such Closed Meeting was conducted in conformity with the *Virginia Freedom of Information Act*;

NOW, THEREFORE, BE IT RESOLVED that the Danville-Pittsylvania Community Services Board of Directors hereby certifies by a recorded vote that, to the best of each Board Member's knowledge, (1) only public business matters lawfully exempted from Open Meeting requirements under the *Virginia Freedom of Information Act* and (2) only such public business matters as were identified in the Motion convening the Closed Meeting were heard, discussed, or considered in the Closed Meeting.

The motion was seconded by Ronald Merricks and carried by the following Roll Call vote:

Vote: 9-0

*Yes: (9) Julie Brown, Rufus Fuller III, Shelby Irving, Gracie Mays, Ronald Merricks,
Michael Mondul, Jacqueline Satterfield, Kimberly Van Der Hyde, Frank Wickers*

No: (0) None

Presiding Officer: (1) Robert Warren (Presiding Officer votes only upon a Tie Vote in Roll Call)

Absent During Vote: (0) None

*Absent During Meeting: (5) Jessie Barksdale, Gwendolyn Edwards, Anne Geyer, Sheryl Moyer,
Faith Stamps*

The Board of Directors reconvened into Open Meeting at 7:16 pm.

EMPLOYMENT AGREEMENT BETWEEN THE BOARD OF DIRECTORS AND THE EXECUTIVE DIRECTOR

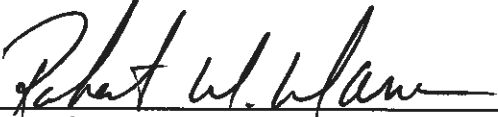
Ronald Merricks made motion that the DPCS Board of Directors renew the Employment Agreement, with recommendations from the Board's Executive Committee as presented and discussed, with Executive Director James F. Bebeau for Calendar Year 2017. Shelby Irving seconded, and the motion passed unanimously.

NEXT BOARD MEETING

Chairperson Robert Warren presented reminder that the next Board Meeting will be held Thursday, December 8, 2016, 5:30 pm.

ADJOURNMENT

Motion was made by Michael Mondul to adjourn the meeting. Frank Wickers seconded, and the motion passed unanimously. Chairperson Robert Warren declared the Board Meeting adjourned at 7:18 pm.

Approved: 
Robert W. Warren, Chairperson

12-08-2016
Date