

May 19, 2008

- 52-08 Approval of the Agenda
- 53-08 Approval of the Minutes of the April 21, 2008 regular Board Meeting
 - Concurrence with the payment of bills in April, pages 1-8, 10-32, 34-36, and 38-42
 - Accept Personnel Report
 - Hire of Amanda Dunn as Employment Specialist
 - Transfer of Leah Rankin from Workshop Assistant/Bus Aide to Workshop Assistant
 - Resignation of Jennifer Radebaugh as Instructor Preschool
- 54-08 Concurrence with the payment of bills in April, page 9
- 55-08 Concurrence with the payment of bills in April, page 33
- 56-08 Concurrence with the payment of bills in April, page 37
- 57-08 Approve Direct Service Providers
- 58-08 Approve Intra-Fund Transfers
- 59-08 Policy Actions:
 - 5.2 General Hiring and Employment for Adoption
 - 8.1.9 Early Intervention for Adoption
 - 8.11 Major Unusual Incidents/Unusual Incidents for Second Reading
- 60-08 Appoint Members to the Board of Directors of LODDI, Inc.
- 61-08 Approve Contracts and/or Agreements
 - Sue Albanese – Contractual Agreement for Consultation Services
 - Virginia Maldonado – Contractual Agreement for Consultation Services
 - Opportunities for Parenting Teens Center – Transportation Agreement
 - Allen County Regional Transit Authority – Transportation Agreement
 - Rebecca J Boutin – Contractual Agreement for Graphic Design Services
 - Allen County Health Department – Purchase of Social Services Contract
 - Allen County Commissioners – Agreement to Provide Help Me Grow Services
 - Allen County Commissioners, Allen County Children Services Board, and Mental Health and Recovery Services Board of Allen, Auglaize, and Hardin Counties Agreement
 - Auglaize County Board of MR/DD, Harding County Board of MR/DD and Mental Health and Recovery Services Board of Allen, Auglaize and Hardin Counties Agreement
 - Lima Memorial Hospital – Physical Therapy Services Agreement
 - Lima Memorial Hospital – Occupational Therapy Services Agreement
 - Lima Memorial Hospital – Speech Therapy Services Agreement
 - The ARC of Allen County, Inc – Bus Lease Agreement

62-08 Approve Contracts and/or Agreements

St. Rita's Medical Center – Memorandum of Agreement

Allen County Department of Job and Family Services – Agreement

Allen County Department of Job and Family Services – Purchase of Social Service Contract

Allen County Department of Job and Family Services – Purchase of Social Service Contract

Allen County Commissioners and Allen County Department of Job and Family Services - Memorandum of Understanding

Community Service Corporation – Agency Lease Agreement

63-08 Accept Inspection Reports and Plans of Correction

Lippincott Plumbing, Heating & Air Conditioning, Inc. – Boiler Combustion Checks in School and Administration

Lippincott Plumbing, Heating & Air Conditioning, Inc. – Back Flow Prevention in School

64-08 Approval to Apply for Children's Trust Fund Grant

AND DEVELOPMENTAL DISABILITIES

SUPPORTING THE CHOICES OF PEOPLE THROUGH COMMUNITY PARTNERSHIPS AND QUALITY SERVICES

**MINUTES
May 19, 2008**

**4:50 p.m. Regular Board Meeting
2500 Ada Road, Lima OH**

I. Roll Call

The Allen County Board of Mental Retardation and Developmental Disabilities met in regular session on Monday, May 19, 2008. President Goodin called the meeting to order at 4:45 p.m. with the following roll call response:

Mr. David Bowers, present Mr. Charles Fuller, present Mr. Edward Healey, present
Mr. Gregory Miller, present at 4:51 Dr. Jon Rockhold, excused Mrs. Kathryn Williams, present
Mrs. Gina Goodin, present

II. Revision and Acceptance of the Agenda

| <u>Item(s) Added</u> | <u>Requested By</u> |
|----------------------------------|-------------------------|
| Lima Memorial Hospital Contracts | Superintendent Baldrige |
| Children’s Trust Fund Grant | Superintendent Baldrige |

RESOLUTION 52-08:

Mr. Healey moved to approve the agenda.

Mr. Bowers seconded the motion to approve the agenda.

Mr. Fuller, yes Mr. Healey, yes Mrs. Williams, yes
Mr. Bowers, yes Mrs. Goodin, yes

III. Correspondence

- A. Thank you from the Ohio Association of County Boards of MR/DD
- B. Thank you from Nancy Beemer
- C. Thank you from Mamie Van Dyke
- D. Thank you from Lost Creek Care Center

IV. Hearing of the Public

V. Reports

- A. Staff Report – Vicki Ludwick presented on summer recreation options.

- B. Best Practice – Peggy Cockerell presented a variety of Children’s Services best practices. The best practices are as follows:
- Help Me Grow and Early Intervention are currently revamping the Ohio Children’s Trust Fund Grant. They are joining together to create Family P.L.A.Y.T.I.M.E. This program will focus on teaching parents how to teach their children.
 - Peggy stated that as of July 1, the Preschool Program will be subject to new guidelines called Early Learning.
 - The Ohio Association of Children’s Services is doing regional round table meetings.
 - Marimor School is going to be a pilot program for a new teaching program called ELCO.
 - Preschool Teachers are mandated to do three assessments from the state each year. There are 16 children per preschool class.
 - The School Age staff participated in a statewide School Age Curriculum Survey.
 - Peggy would like to use the Unique Learning System curriculum next school year. This is a new curriculum that was created by Kathy Stagler.
 - In September, two of our teachers will be presenting at the Statewide School Age Seminar

VI. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 53-08: Superintendent Baldrige recommended the Board consent to the following items:

- A. Approval of the minutes of the April 21, 2008 regular meeting of the Allen County Board of MR/DD.
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of MR/DD pages 1 – 8, 10 – 32, 34 – 36, and 38 – 42.
- C. Accept the Personnel Report
1. New Hire
 - a. Amanda Dunn was hired in the position of Employment Specialist effective May 12, 2008, at Step 2 on the appropriate salary schedule.
 2. Transfers
 - a. Leah Rankin transferred from a Workshop Assistant/Bus Aide to Workshop Assistant effective May 8, 2008 at the same AFSCME Salary Step.
 3. Terminations
 - a. Jennifer Radebaugh resigned from her position of Instructor Preschool effective August 13, 2008.

Mr. Miller moved to accept the recommendation of the Superintendent.

Mr. Fuller seconded the motion to accept the recommendation of the Superintendent.

Mr. Healey, yes

Mr. Miller, yes

Mrs. Williams, yes

Mr. Bowers, yes

Mr. Fuller, yes

Mrs. Goodin, yes

VII. Exception Agenda

SUPERINTENDENT’S RECOMMENDATION 54-08: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of MR/DD, page 9.

Mr. Miller moved to accept the recommendation of the Superintendent.

Mr. Healey seconded the motion to accept the recommendation of the Superintendent.

Mr. Miller, yes

Mrs. Williams, yes

Mr. Bowers, yes

Mr. Fuller, abstain

Mr. Healey, yes

Mrs. Goodin, yes

SUPERINTENDENT’S RECOMMENDATION 55-08: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of MR/DD, page 33.

Mrs. Williams moved to accept the recommendation of the Superintendent.

Mr. Bowers seconded the motion to accept the recommendation of the Superintendent.

Mrs. Williams, yes

Mr. Bowers, yes

Mr. Fuller, yes

Mr. Healey, yes

Mr. Miller, yes

Mrs. Goodin, abstain

SUPERINTENDENT’S RECOMMENDATION 56-08: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of MR/DD, page 37.

Mr. Fuller moved to accept the recommendation of the Superintendent.

Mrs. Williams seconded the motion to accept the recommendation of the Superintendent.

Mrs. Williams, yes

Mr. Bowers, abstain

Mr. Fuller, yes

Mr. Healey, yes

Mr. Miller, yes

Mrs. Goodin, yes

VIII. Superintendent's Report

A. Fiscal

Fund 2018, General Fund

| | | |
|----|---------------------------------|------------|
| 1. | Local Tax Revenue | |
| a. | Homestead Rollback Exemptions | 274,234.25 |
| 2. | Fees for Service/Local | |
| a. | Transportation Fees - Enrollee | 2,716.87 |
| b. | Sales – Cafeteria | 3,647.11 |
| c. | Other Enrollee Fees | 660.00 |
| d. | Services - Tuition | 1,913.96 |
| e. | Services - Supported Employment | 8,296.61 |
| f. | Services – Transportation | 648.02 |

| | | | |
|----|----|-------------------------------------|------------|
| | g. | Services – Other | 60,346.20 |
| 3. | | State and Federal Revenue | |
| | a. | Dept. of Ed. Funding-School Age | 73,203.03 |
| | b. | Dept. of Ed. Funding-Preschool | 10,593.38 |
| | c. | Dept. of Ed. Transportation | 5,624.94 |
| | d. | HMG TANF | 32,609.00 |
| | e. | HMG General Revenue | 5,881.08 |
| | f. | HMG Part C | 10,589.12 |
| | g. | HMG Grants | 75.00 |
| | h. | Federal School Breakfast | 2,455.84 |
| | i. | Federal School Lunch | 4,367.05 |
| | j. | Tax Equity – MR/DD | 105,620.89 |
| | k. | Operating Subsidy – MR/DD | |
| | | | 80,727. |
| | | | 25 |
| | l. | Case Management – MR/DD | 19,637.00 |
| | m. | Other – MR/DD | 5,350.00 |
| | n. | Title XIX – Medicaid | 6,190.97 |
| | o. | Other Receipts | 60,584.33 |
| 4. | | Other Revenue | |
| | a. | Refunds | 275.10 |
| | b. | Employee Portion of Hospitalization | 28,409.53 |
| | c. | Employee Optional Life | 1,731.57 |
| | d. | Sundry Revenue | 4,259.23 |

Fund 2075, Family Resource Services

| | | |
|----|----------------|-----------|
| 1. | Grant Revenue | 15,875.25 |
| 2. | Reimbursements | 1,549.38 |

Fund 2077, Residential Services

| | | |
|----|--------------------|------------|
| 1. | Allocation – MR/DD | 125,786.42 |
| 2. | Other Receipts | 3,546.87 |

Fund 2930, Unspecified

| | | |
|----|-----------|----------|
| 1. | Donations | 3,809.50 |
|----|-----------|----------|

Fund 4018, Permanent Improvement

| | | | |
|----|-------------------|------------------------------|-----------|
| 1. | Local Tax Revenue | | |
| | a. | Homestead Rollback Exemption | 23,846.46 |
| 2. | Sundry Revenue | | 64.33 |

B. Administrative

1. Children's Services Report
2. Adult Services Report
3. Community Support Services Report
4. Help Me Grow Report
5. Human Resource Report and HR Newsletters

IX. Old Business

X. Board Discussion

1. Superintendent Baldrige shared with the Board the new logo that she is proposing that the Board start using. She believes that a good time to start using the logo is when we change our name. The name change, which would be dropping Mental Retardation, has not happened at the state level yet. Superintendent Baldrige would like the name to change at the state level before we change it locally. Superintendent Baldrige suggested she could draw up a resolution to put before the Ohio Association of County Boards of MRDD to request that the name change become a legislative priority. The Board concluded that they would consider a resolution. Mrs. Goodin stated that if we change our name we need to work on our public relations to make sure that the public knows who we are so that it does not affect us when we go out for a levy. Mr. Miller agreed saying that the public needs to know who they are voting for.

2. Superintendent Baldrige stated that Mrs. Williams will possibly not renew her term at the end of the year. The Board should begin to look for a replacement for her.

3. Mr. Miller asked if it would be possible to provide funding for more hours for the summer recreation program. The Board agreed that this would be something that they would like to happen if we can find the money to support it. Esther will work with her staff on this project.

4. Mrs. Goodin shared with the Board a project that the song director at her church did for Mother's Day. The director had made a musical picture presentation for the mothers that included pictures of four children from the church that have disabilities.

5. Mrs. Goodin suggested that the Board review the Mission and Vision Statements of the Board at each meeting. Superintendent Baldrige will arrange for a client to present the Vision Statement at each meeting and the Board will recite the Mission Statement. We will also begin each meeting with the Pledge of Allegiance.

XI. Committee Reports

A. Ethics Council – Met May 19, 2008

ETHICS COUNCIL RECOMMENDATION 57-08: The Ethics Council recommended and so moved the following direct service contracts be approved as presented:

| <u>Provider</u> | <u>Contract Period</u> | <u>Contract Rate</u> |
|------------------------------|------------------------|----------------------|
| Anthony Wayne Services, Inc. | 11 months | \$18.00 per hour |

IHS Services, Inc.

1 Year

\$18.00 per hour

Mr. Fuller moved.

Mr. Healey seconded the motion of the Ethics Council.

Mr. Bowers, yes

Mr. Fuller, yes

Mr. Healey, yes

Mr. Miller, yes

Mrs. Williams, yes

Mrs. Goodin, yes

B. Finance Committee – Met May 15, 2008

FINANCE COMMITTEE’S RECOMMENDATION 58-08: The Finance Committee recommended and so moved the following actions:

Approve Intra-Fund Transfers

From 20020131 310002, Plant Maintenance, Utilities - Electric
To 20020131 370655, Plant Maintenance, In-service Professional Growth
\$110 to pay for training required for chemical usage

From 90090117 170005, Help Me Grow, Salary – Employees
To 90090117 170043, Help Me Grow, Salary – Temporary Employees
\$4,500 to pay for a substitute due to an unpaid leave

Mr. Miller moved.

Mr. Fuller seconded the motion of the Finance Committee.

Mr. Fuller, yes

Mr. Healey, yes

Mr. Miller, yes

Mrs. Williams, yes

Mr. Bowers, yes

Mrs. Goodin, yes

C. Personnel Committee

D. Planning Committee

E. Policy Committee

No comments have been received on the General Hiring and Employment and the Early Intervention Policies during the last month. Therefore, they can be adopted as written. There were no comments on the MUI/UI policy, so it can proceed to the second reading.

POLICY COMMITTEE RECOMMENDATION 59-08: The Policy Committee recommended and so moved the following actions:

1. Adopt Policies
 - 5.2 General Hiring and Employment
 - 8.1.9 Early Intervention
2. Accept Policy for Second Reading

8.11 Major Unusual Incidents/Unusual Incidents

Mr. Healey moved.

Mrs. Williams seconded the motion of the Policy Committee.

Mr. Healey, yes

Mr. Miller, yes

Mrs. Williams, yes

Mr. Bowers, yes

Mr. Fuller, yes

Mrs. Goodin, yes

XII. New Business

A. Appoint Members to the Board of Directors of LODDI, Inc.

The LODDI, Inc. Board is recommending that Patricia Bradford be appointed to a third and final term on the Board. She truly enjoys her work with the Board and is faithful in her attendance. Patty and her husband Tom have lived in a LODDI home on Wayne St. for over six years. Patty enjoys mowing the yard, recycling, taking care of her home and doing good deeds for her neighbors. Patty refers to her home as her “castle”. Patty graduated from Marimor School, worked at Marimor Industries, Inc. and has held several community jobs throughout the years. Patty takes her Board appointment very seriously and is active in Board discussions.

The Board is also recommending that Shannon Bartels return to the LODDI Board after going off in 2006 due to reaching term limits. Shannon completed her undergraduate work at the University of Alabama and obtained her law degree from Case Western Reserve University. Shannon was admitted to the practice law in Ohio in November of 1994. She currently is an associate attorney in the firm of Huffman, Kelley, Becker and Brock, LLC. Shannon was a very active Board member and has a true passion for the mission of LODDI. We are very fortunate to have her return to the Board. Shannon’s community involvement has included serving on the Board for Crossroads Crisis Center, Allen Lima Leadership participant, Laurel Oaks Neighborhood Association and Business Networking International. Shannon, her husband, and their two boys reside in Elida.

SUPERINTENDENT'S RECOMMENDATION 60-08: Superintendent Baldrige recommended the Board appoint Patricia Bradford to a third term on the Board of Directors of LODDI, Inc. effective July 1, 2008 through June 30, 2011. Further, Superintendent Baldrige recommended the Board appoint Shannon Bartels to the LODDI, Inc. Board of Directors for a term effective July 1, 2008 through June 30, 2011.

Mr. Healey moved to accept the recommendation of the Superintendent.

Mrs. Williams seconded the motion to accept the recommendation of the Superintendent.

Mr. Miller, yes

Mrs. Williams, yes

Mr. Bowers, yes

Mr. Fuller, yes

Mr. Healey, yes

Mrs. Goodin, yes

B. Approve Contracts and/or Agreements

SUPERINTENDENT'S RECOMMENDATION 61-08: Superintendent Baldrige recommended the Board approve the following agreements and/or contracts:

Type: Contractual Agreement for Consultation Services
Party: Sue Albanese
Term: July 1, 2008 – June 30, 2009
Purpose: Interpreter Services
Cost: \$20 per hour including travel time, not to exceed \$3,000

Type: Contractual Agreement for Consultation Services
Party: Virginia Maldonado
Term: July 1, 2008 – June 30, 2009
Purpose: Interpreter Services
Cost: \$20 per hour including travel time, not to exceed \$3,000

Type: Transportation Agreement
Party: Opportunities for Parenting Teens Center
Term: July 1, 2008 – June 30, 2008
Purpose: Transportation of students to and from employment
Cost: \$2.00 per mile

Type: Agreement
Party: Allen County Regional Transit Authority
Term: July 1, 2008 – June 30, 2009
Purpose: Transportation of clients to and from programming
Cost: Supplemental Fee of \$9,363.52 for Fixed Route
\$2.61 per mile for Uplift Services

Type: Contractual Agreement for Graphic Design Services
Party: Rebecca J. Boutin
Term: April 1, 2008 – March 30, 2009
Purpose: To purchase a logo for the Board
Cost: \$200

Type: Purchase of Social Service Contract
Party: Allen County Health Department
Term: July 1, 2008 – June 30, 2009
Purpose: To purchase nursing services for Help Me Grow
Cost: \$72,016

Type: Agreement
Party: Allen County Commissioners
Term: July 1, 2008 – June 30, 2009
Purpose: To provide Help Me Grow services for Part C families and those falling under General Revenue Subsidy Funding
Cost: \$104,307 from Part C and \$83,188 from General Revenue Subsidy Fund

Type: Agreement
Parties: Allen County Commissioners, Allen County Children Services Board, and Mental Health and Recovery Services Board of Allen, Auglaize, and Hardin Counties
Term: July 1, 2008 – June 30, 2009
Purpose: To provide funding for services through Intersystems

Cost: \$30,000

Type: Agreement
Parties: Auglaize County Board of MR/DD, Hardin County Board of MR/DD, and Mental Health and Recovery Services Board of Allen, Auglaize, and Hardin Counties
Term: July 1, 2008 – June 30, 2009
Purpose: To provide funding for services through the Dual Diagnosis Intervention Team
Cost: \$10,000

Type: Physical Therapy Services Agreement
Party: Lima Memorial Hospital
Term: July 1, 2008 – June 30, 2009
Purpose: To purchase physical therapy services
Cost: \$58 per hour, \$1,312.28 per month flat fee, and \$0.505 per mile for home visits

Type: Occupational Therapy Services Agreement
Party: Lima Memorial Hospital
Term: July 1, 2008 – June 30, 2009
Purpose: To purchase occupational therapy services
Cost: \$58 per hour, \$1,203.84 per month flat fee, and \$0.505 per mile for home visits

Type: Speech Therapy Services Agreement
Party: Lima Memorial Hospital
Term: July 1, 2008 – June 30, 2009
Purpose: To purchase speech therapy services
Cost: \$58 per hour and \$0.505 per mile for home visits

Type: Bus Lease Agreement
Party: The Arc of Allen County, Inc.
Term: June 23, 2008 – July 24, 2008
Purpose: To lease two buses for summer camp
Cost: \$2.00

Mr. Fuller moved to accept the recommendation of the Superintendent.

Mr. Healey seconded the motion to accept the recommendation of the Superintendent.

| | | |
|--------------------|-----------------|------------------|
| Mrs. Williams, yes | Mr. Bowers, yes | Mr. Fuller, yes |
| Mr. Healey, yes | Mr. Miller, yes | Mrs. Goodin, yes |

C. Approve Contracts and/or Agreements

SUPERINTENDENT'S RECOMMENDATION 62-08: Superintendent Baldrige recommended the Board approve the following contracts and/or agreements:

Type: Memorandum of Agreement
Party: St. Rita's Medical Center

Term: May 1, 2008 – June 30, 2009
 Purpose: To provide Help Me Grow services at St. Rita’s
 Cost: \$0.00

Type: Agreement
 Party: Allen County Department of Job and Family Services
 Term: July 1, 2008 – June 30, 2009
 Purpose: To lease office space for One Stop Shop for job development
 Cost: Up to \$3,519

Type: Purchase of Social Service Contract
 Party: Allen County Department of Job and Family Services
 Term: July 1, 2008 – June 30, 2009
 Purpose: To provide Help Me Grow services for eligible families
 Cost: \$468,917

Type: Purchase of Social Service Contract
 Party: Allen County Department of Job and Family Services
 Term: July 1, 2008 – June 30, 2009
 Purpose: To provide transportation services for DJFS clients to and from employment
 Cost: \$2.00 per person per mile, not to exceed \$3,000

Type: Memorandum of Understanding
 Parties: Allen County Commissioners and Allen County Department of Job and Family Services
 Term: July 1, 2008 – June 20, 2009
 Purpose: To identify the relationships surrounding the Help Me Grow program
 Cost: N/A

Type: Agency Lease Agreement
 Parties: Community Service Corporation
 Term: July 1, 2008 – June 30, 2009
 Purpose: To lease 2,448 square feet office space at 616 S. Collett Street
 Cost: \$19,584

Mr. Bowers moved to accept the recommendation of the Superintendent.

Mr. Healey seconded the motion to accept the recommendation of the Superintendent.

| | | |
|------------------------|-----------------|---------------------|
| Mrs. Williams, abstain | Mr. Bowers, yes | Mr. Fuller, abstain |
| Mr. Healey, yes | Mr. Miller, yes | Mrs. Goodin, yes |

D. Accept Inspection Reports and Plans of Correction

SUPERINTENDENT'S RECOMMENDATION 63-08: Superintendent Baldrige recommended the Board accept the following inspection reports and corrective actions:

Inspector: Lippincott Plumbing, Heating & Air Conditioning, Inc.
 Type: Boiler Combustion Checks in School and Administration

Corrective Action: Fluids adjusted.
Date: January 10, 2008

Inspector: Lippincott Plumbing, Heating & Air Conditioning, Inc.
Type: Back Flow Prevention in School
Corrective Action: Repair of minor leaks
Date: March 13, 2008

Mrs. Williams moved to accept the recommendation of the Superintendent.

Mr. Fuller seconded the motion to accept the recommendation of the Superintendent.

| | | |
|-----------------|--------------------|------------------|
| Mr. Bowers, yes | Mr. Fuller, yes | Mr. Healey, yes |
| Mr. Miller, yes | Mrs. Williams, yes | Mrs. Goodin, yes |

E. Approve Grant Proposal

Administration is requesting approval to apply for the Ohio Children's Trust Fund Grant in the amount of \$21,365.93 to fund Family P.L.A.Y.T.I.M.E. This program will focus on teaching parents how to teach their children.

SUPERINTENDENT'S RECOMMENDATION 64-08: Superintendent Baldrige recommended the Board authorize administration to apply for the Ohio Children's Trust Fund Grant in the amount of \$21,365.93.

Mr. Healey moved to accept the recommendation of the Superintendent.

Mr. Fuller seconded the motion to accept the recommendation of the Superintendent.

| | | |
|--------------------|------------------|------------------|
| Mr. Fuller, yes | Mr. Healey, yes | Mr. Miller, yes |
| Mrs. Williams, yes | Mrs. Bowers, yes | Mrs. Goodin, yes |

XIII. Other Items to Come Before the Board

XIV. Adjournment

Mr. Fuller moved to adjourn the meeting at 6:02 p.m.

Mr. Healey seconded the motion to adjourn.

| | | |
|--------------------|-----------------|------------------|
| Mr. Fuller, yes | Mr. Healey, yes | Mr. Miller, yes |
| Mrs. Williams, yes | Mr. Bowers, yes | Mrs. Goodin, yes |

Regular Board Meeting

July 21, 2008 at 4:45 p.m.
Allen County Board of MR/DD
Administration Building
2500 Ada Road, Lima, OH

Chris Calvelage, Clerk

Kathryn Williams, Recording Secretary