

# Lake County Illinois

*Lake County Courthouse and Administrative Complex  
18 N. County Street  
Waukegan, IL 60085-4351*



## **Meeting Minutes - Final**

**Wednesday, April 7, 2010**

**1:00 PM**

**Conference Room C**

**Financial and Administrative Committee**

1. **Call to Order**

*Chair Paxton called the meeting to Order at 1:05 p.m. Vice-Chair Kyle arrived at 1:25 p.m.*

**Present** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

*Also present:*

*Barry Burton, County Administrator  
Suzi Schmidt, County Board Chairman  
Steve Carlson, County Board Member  
Dusty Powell, Sr. Assistant County Administrator  
Gary Gordon, Finance & Administrative Services  
Rich Hentschel, Finance & Administrative Services  
Mike Gavin, Finance & Administrative Services  
Michael Wheeler, Finance & Administrative Services  
Matt Guarnerly, Finance & Administrative Services  
Gary Reis, Purchasing Agent  
Phil Rovang, Director of Planning, Building & Development  
Terri Berryman, Workforce Development  
Joyce Parnell, Workforce Development  
Marci Jumisko, Court Administration  
Jenny Khoen, Communications Manager  
Mary Stevens, Winchester House  
Mary Otahal, County Board Office*

2. **Pledge of Allegiance**

*Chair Paxton led the committee in the Pledge of Allegiance.*

3. **Approval of Minutes - Regular and executive session minutes from March 3, 2010**

3.1 **10-0331**

Minutes from March 3, 2010

**Attachments:** [F&A 03.03.10](#)

**A motion was made by Member Stolman, seconded by Member Mountsier, that the regular and executive session minutes from March 3, 1020 be approved. The motion carried unanimously.**

**Aye:** 5 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly and Member Stolman

**Not Present:** 2 - Vice Chair Kyle and Member Carter

4. **Added to Agenda Items**

5. **Public Comment**

6. **Old Business**

7. **New Business**

**Planning, Building & Zoning**

7.1 **10-0305**

Joint resolution authorizing an emergency appropriation in the amount of \$122,830 in the Stormwater Management Commission's Miscellaneous Contractual Services 212-4208110-79940-000-000-000-42031 for the purchase of 1.73 acres of Wetland Mitigation Credits at the Neal Marsh Wetland Mitigation Bank within the Des Plaines River Watershed.

**Attachments:** [SMC Memo Wetland Restoration Fund Wetland Credit Purchase](#)

*Dusty Powell explained this resolution.*

**A motion was made by Member Mountsier, seconded by Member Bassi, that this resolution be recommended for adoption to the regular agenda. The motion carried by the following vote:**

**Aye:** 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**Not Present:** 1 - Vice Chair Kyle

7.2 **10-0293**

Joint resolution authorizing the Purchasing Agent to enter into a contract with The Lakota Group, Chicago, IL for consulting and design services for the development of Sustainable Building and Development Standards for Lake County.

**Attachments:** [LAKOTA FINAL SCOPE - EXHIBIT A 3-25-10](#)

[Lake County Schedule](#)

*Phil Rovang explained this resolution.*

**A motion was made by Member Bassi, seconded by Member Carter, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:**

**Aye:** 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**Not Present:** 1 - Vice Chair Kyle

**Law & Judicial**

7.3 **10-0240**

Joint resolution authorizing the Second and Final Renewal of Agreement No. 2009-55-024 with the Illinois Department of Healthcare and Family Services and an emergency appropriation of \$42,686 for the 19th Judicial Circuit of Lake County Access and Visitation Program for state fiscal year 2011.

**Attachments:** [Access Visitation Renewal](#)

*Marci Jumisko explained this resolution.*

**A motion was made by Member Stolman, seconded by Member Mountsier, that this**

**resolution be recommended for adoption to the regular agenda. The motion carried by the following vote:**

**Aye:** 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**Not Present:** 1 - Vice Chair Kyle

7.4 10-0287

Joint resolution authorizing a contract with Greenbay Lead, Inc., Greenbay, WI, for Bullet Trap Environmental Cleaning services for the Lake County Shooting Range in the estimated annual amount of \$33,410 for a two year period with renewal options.

**A motion was made by Member Stolman, seconded by Member Carter, that this resolution be recommended for adoption to the regular agenda. The motion carried by the following vote:**

**Aye:** 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**Not Present:** 1 - Vice Chair Kyle

7.5 10-0238

Ordinance Prohibiting Social Events Involving Underage Persons Consuming Alcoholic Beverages or Illicit Drugs within the unincorporated area of Lake County.

**Attachments:** [Social Hosting Draft Ordinance](#)  
[Social Hosting Ordinance Status](#)

*Barry Burton explained this resolution.*

**A motion was made by Member Stolman, seconded by Member Mountsier, that this ordinance be recommended for adoption to the regular agenda. The motion carried by the following vote:**

**Aye:** 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**Not Present:** 1 - Vice Chair Kyle

**Health & Community Services**

7.6 10-0292

Joint resolution approving the Summer Youth Employment Worksite Agreement.

*Terri Berryman explained this resolution.*

**A motion was made by Member Bassi, seconded by Member Stolman, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:**

**Aye:** 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**Not Present:** 1 - Vice Chair Kyle

7.7 10-0249

Joint resolution to enter into an agreement with Advance Coating Solutions, for an Incumbent Worker Training Grant for a total cost of \$28,265.01.

*Joyce Parnell explained this resolution.*

**A motion was made by Member O'Kelly, seconded by Member Mountsier, that this resolution be recommended for adoption to the consent agenda. The motion**

carried by the following vote:

**Aye:** 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**Not Present:** 1 - Vice Chair Kyle

**7.8 10-0291**

Joint resolution authorizing an emergency appropriation for \$38,276 for Workforce Investment Act (WIA) Incentive Grant.

**Attachments:** [Incentive grant y2009](#)

*Terri Berryman explained this resolution.*

**A motion was made by Member Stolman, seconded by Member Bassi, that this resolution be recommended for adoption to the regular agenda. The motion carried by the following vote:**

**Aye:** 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**Not Present:** 1 - Vice Chair Kyle

**7.9 10-0288**

Joint resolution authorizing the Purchasing Agent to enter into one-year contracts with Delta T Group, Oak Brook, IL, Nursing Resource, Huntley, IL and Medical Staffing Network, Warrenville, IL in the estimated total annual amount of \$300,000, plus renewal options for Temporary Nursing Services for Winchester House and contracts with Novastaff Healthcare Services, Inc., Oak Brook, IL, Assured Healthcare, Gurnee, IL, Maxim Staffing Solutions, Des Plaines, IL and Medical Staffing Network, Warrenville, IL in the estimated total annual amount of \$50,000 plus renewal options for Temporary Nursing Services for the Health Department.

*Mary Stevens and Gary Reis explained this resolution. (Vice-Chair Kyle arrived at 1:25 p.m.)*

**A motion was made by Member Mountsier, seconded by Member Stolman, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**Revenue, Records & Legislation**

**7.10 10-0304**

Joint resolution designating the herein named banks and other financial institutions as depositories in which the funds and monies in the custody of Robert Skidmore, as County Treasurer and as Ex-Officio County Collector, may be deposited.

*Barry Burton explained that since the Revenue, Records & Legislation Committee did not meet, Committee Chair Bassi agreed that this item come to just the Financial & Administrative Committee for approval.*

**A motion was made by Member O'Kelly, seconded by Member Bassi, that this**

**resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**Public Works & Transportation**

*Committee Chair Diana O'Kelly reviewed the following items:*

**7.11 10-0250**

Joint resolution appropriating \$100,000 of Motor Fuel Tax funds for annual bituminous shoulder maintenance of various roads on the county highway system and designated as Section 10-00000-09-GM.

**A motion was made by Member O'Kelly, seconded by Member Carter, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**7.12 10-0251**

Joint resolution appropriating \$400,000 of Motor Fuel Tax funds to provide for the bituminous pavement patching, where necessary, on various county highways and designated as Section 10-00000-10-GM.

**A motion was made by Member O'Kelly, seconded by Member Carter, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**7.13 10-0252**

Joint resolution appropriating \$100,000 of Matching Tax funds for the resurfacing of portions of the Millennium Bike Path from Midlothian Road to Chevy Chase and the Chain O'Lakes Bike Path from Washington Avenue to Lake Shore Drive and designated as Section 10-00000-11-RS

**A motion was made by Member O'Kelly, seconded by Member Carter, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**7.14 10-0253**

Joint resolution appropriating \$200,000 of Motor Fuel Tax funds to provide for crack sealing of asphalt and concrete pavement, where necessary, on various county highways and designated as Section 10-00000-12-GM.

**A motion was made by Member O'Kelly, seconded by Member Carter, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**7.15 10-0254**

Joint resolution appropriating \$3,400,000 of Motor Fuel Tax funds for the resurfacing of Monaville Road from IL Rte. 59 to Cedar Lake Road and also for the resurfacing of Deep



Lake Road from IL Rte. 173 to Grass Lake Road and designated as Section 09-00999-09-RS.

**A motion was made by Member O'Kelly, seconded by Member Carter, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**7.16 10-0255**

Joint committee action item approving Change Order No. 2, consisting of an increase of \$4,800 for additions to the Hunt Club Road Roundabouts Phase II Engineering Services, designated as Section No. 02-00076-13-CH.

**Attachments:** [Hunt Club Road Roundabouts, Phase II Engineering Services: Change Or](#)

**A motion was made by Member O'Kelly, seconded by Member Carter, that this committee action item be approved. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**7.17 10-0256**

Joint resolution appropriating \$900,000 of Motor Fuel Tax funds for the supply of ice control salt materials needed for the 2010-2011 winter season and designated as Section 11-00000-00-GM.

**A motion was made by Member O'Kelly, seconded by Member Carter, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**7.18 10-0264**

Joint resolution appropriating a supplemental amount of \$1,191,600 of Matching Tax funds and \$685,000 of the ¼% Sales Tax for Transportation and Public Safety funds to reimburse the Illinois Department of Transportation (*IDOT*) for the acquisition of necessary right-of-way by agreement or condemnation, and other right-of-way costs associated with the proposed intersection improvement of Wadsworth Road @ IL Rte.131 and designated as Section 03-00033-12-CH.

**A motion was made by Member O'Kelly, seconded by Member Carter, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**7.19 10-0265**

Joint resolution appropriating \$120,000 of Motor Fuel Tax funds for the 2010 traffic signal equipment project to install Uninterrupted Power Supply (*UPS*) at 14 intersections and designated as Section 10-00000-13-GM.

**A motion was made by Member O'Kelly, seconded by Member Carter, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**7.20 10-0266**

Joint committee action item approving Change Order No. 1 consisting of an increase of \$312,256.06 for additions to the U.S. Route 45; IL Route 132 to IL Route 173 portion of the Millburn Community Preservation Bypass Improvement Phase I Engineering Services, designated as Section No. 05-00262-02-RP.

**Attachments:** [U.S. Rte. 45; IL Rte. 132 to IL Rte. 173, Millburn Bypass, Phase I: LCDOT](#)

**A motion was made by Member O'Kelly, seconded by Member Carter, that this committee action item be approved. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**7.21 10-0316**

Joint resolution appropriating \$842,000 of Matching Tax funds, \$187,000 of County Bridge Tax funds, and \$1,011,000 of the ¼% Sales Tax for Transportation and Public Safety funds for the intersection improvement at Fairfield Road and Gossell Road and designated as Section 01-00113-14-ES.

**A motion was made by Member O'Kelly, seconded by Member Stolman, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**7.22 10-0317**

Joint resolution authorizing the execution of an agreement between the State of Illinois and Lake County for federal funding administered through the state for the resurfacing of Fairfield Road from Illinois Route 176 to Old McHenry Road. This resolution also appropriates \$1,150,000 of Matching Tax funds for the County's share of this improvement and designated as Section 08-00999-01-RS.

**Attachments:** [Fairfield Road Resurfacing: IDOT Agreement and Appropriation](#)

**A motion was made by Member O'Kelly, seconded by Member Carter, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**7.23 10-0318**

Joint resolution appropriating \$2,650,000 of Motor Fuel Tax funds for the resurfacing of St Mary's Road from IL Rte. 137 to IL Rte. 176 and designated as Section 08-00102-22-RS.

**Attachments:** [St Mary's Road \(IL Rte 137 to IL Rte 176\) Resurfacing: Appropriation](#)

**A motion was made by Member O'Kelly, seconded by Member Carter, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**7.24 10-0319**

Joint resolution authorizing a contract for the replacement of two failing concrete block retaining walls on 21st St. and two on Russell Road to Copenhaver Construction, Inc. of Gilberts, IL, in the amount of \$178,640.50 and designated as Section 09-00999-08-GM.

**Attachments:** [Retaining Wall Maintenance \(2009\); on 21st Street \(150 ft. east of Delany I](#)

**A motion was made by Member O'Kelly, seconded by Member Carter, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**7.25 10-0320**

Joint resolution authorizing a contract for the resurfacing of Old McHenry Road from Quentin Rd to US Rte 12, to Peter Baker and Son Co. Lake Bluff, Illinois, in the amount of \$1,728,510.08 and designated as Section 10-00085-08-RS

**Attachments:** [Old McHenry Road \(Quentin Road to US Rte 12\); Resurfacing: Contract A](#)

**A motion was made by Member O'Kelly, seconded by Member Carter, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**7.26 10-0321**

Joint resolution authorizing a contract for an advance construction improvement for the upcoming relocation of Peterson Road at IL Rte. 60 to Copenhaver Construction, Inc. of Gilberts, IL in the amount of \$289,163 and designated as Section 10-00098-11-MS

**Attachments:** [Peterson Road @ IL Rte. 60 Relocation; Advance Construction: Contract A](#)

**A motion was made by Member O'Kelly, seconded by Member Carter, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**7.27 10-0329**

Joint resolution authorizing an agreement with ECONOLITE / Traffic Control Corporation, Woodridge, IL for a new traffic signal controller software interface for Lake County

PASSAGE in an amount of \$185,000 and designated as Section 10-00268-09-TL. This resolution also appropriates \$205,000 of ¼% Sales Tax for Transportation or Public Safety Funds for this purpose.

**A motion was made by Member O'Kelly, seconded by Member Carter, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**7.28 10-0330**

Resolution declaring Lake County's intent to make use of the remaining \$19,860,500 of Lake County's Recovery Zone bond allocations to fund transportation projects as indicated within the Lake County Five-Year Highway Improvement Program.

*Committee Chair O'Kelly reported that staff feels that it is important to identify our intent for the Milwaukee Road Project. This resolution will be amended on floor of the board to specify that this bond allocation and any unused funds allocated to municipalities be dedicated to this project.*

**A motion was made by Member O'Kelly, seconded by Member Carter, that this resolution be recommended for adoption to the regular agenda. The motion carried unanimously.**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**7.29 10-0313**

Joint resolution authorizing an emergency appropriation in the amount of \$91,599.34 in Fiscal Year 2010 for the Spencer Highlands and Elmcrest subdivisions sanitary sewer.

**A motion was made by Member O'Kelly, seconded by Member Carter, that this resolution be recommended for adoption to the regular agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**Financial & Administrative**

**7.30 10-0298**

Resolution authorizing emergency appropriations for FY 2010 in various funds for certain projects, items and activities, which were budgeted in the prior year and not completed.

**Attachments:** [ADI Spreadsheet Apr-10](#)

*Rich Hentschel explained this resolution.*

**A motion was made by Member Bassi, seconded by Member Mountsier, that this resolution be recommended for adoption to the regular agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**7.31 10-0323**

Resolution authorizing an emergency appropriation in the amount of \$1,643,000 in the Bond Construction Fund with offsetting revenue resulting from bond proceeds and a line item transfer in that amount within the Corporate Capital Improvement Program Fund.

**Attachments:** 2010 appropriation of funds for Resol 10-0323.xlsx

*Matt Guarnery explained this resolution.*

**A motion was made by Member Mountsier, seconded by Member Kyle, that this resolution be recommended for adoption to the regular agenda. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

**8. Executive Session**

9. County Administrator's Report

- 2011 budget policies discussion
- 2009 year end financial report - discussion only

1. Gary Gordon distributed copies of the FY 2010 budget policies for review and discussion prior to preparing the FY 2011 budget policies. Mr. Gordon stated that there are some things that need to be considered for the FY 2011 policies. It is the intent to continue to fund status quo all of the agencies currently funded in the GOE. Since we anticipate state reductions, committee may want to consider adding a policy that if a state program loses funding, that program will be affected.

He explained that there is no sweep coming out of 2009, and recommends continuing the policies for the use of one-time money in the reserves. In terms of the reserve policy, all of the economic downturn triggers will be met this year for using reserve funds. Member O'Kelly asked about the impact of the federal health insurance law on the Health Department. Mr. Burton will ask the Health Department to review this as part of the 2011 budget process.

Mr. Gordon asked members to submit any suggestions for the FY 2011 policies; and he will bring the recommended FY 2011 policies to committee at the next meeting for consideration and to the following meeting for approval.

2. Rich Hentschel presented the FY 2009 Year End Budget Briefing, stating that 2009 was completed with a breakeven result. Mr. Hentschel reviewed revenues and expenses by department.

Barry Burton reported on the status of the Probation reimbursement issue, stating that the latest proposal from the State is that we would get more money for probation. The County is concerned because we set our staffing and costs based upon their commitment to restore funding, and we have to subsidize what they don't pay. He stated that he will be meeting with the courts to discuss what we set for probation. Chairman Schmidt stated that some counties have already cut probation and more are heading in that direction. Committee members expressed concern about the potential loss of probation services.

3. Gary Gordon presented the end of year 2009 revenue report from the state. Aside from the loss of revenue in probation funding, there are also serious delays in other areas, including salary reimbursements and outstanding Health Department reimbursements.

4. Mr. Gordon reported that a Recovery Zone Bond Allocation resolution will be coming to the board. He explained that the Village of Volo declined their allocation, so the allocation will go to make the Village of Round Lake Beach whole, with the remainder being awarded to the Village of Fox Lake.

10. Adjournment

**A motion was made by Member Kyle, seconded by Member Mountsier, that the meeting adjourn at 2:45 p.m. The motion carried by the following vote:**

**Aye:** 7 - Member Bassi, Vice Chair Kyle, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

*Minutes prepared by Mary Otahal.*

*Respectfully submitted,*

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*Chairman*

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*Vice-Chairman*

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*Financial & Administrative Committee*