

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, October 4, 2017

1:00 PM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. Call to Order

Chair Rummel called the meeting to order at 1:00 p.m.

Present 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Others present:

Carol Calabresa, County Board Member

Mary Cunningham, County Board Member

Sandy Hart, County Board Member

Aaron Lawlor, County Board Chairman

Judy Martini, County Board Member

Barry Burton, County Administrator

Jim Chamernik, Sheriff's Office

Anthony Cooling, Finance and Administrative Services

Danny Davis, Courts Administration

Paul Fetherston, Assistant County Administrator

Karen Fox, State's Attorney's Office

Ben Gilbertson, Finance and Administrative Services

Jodi Gingiss, Community Development

Gary Gordon, Finance and Administrative Services

RuthAnne Hall, Purchasing

Lisa Hancock, Communications

David Hare, Sheriff's Office

Karla Hasty, Human Resources

Ryan Horne, Finance and Administrative Services

Mike Keller, Sheriff's Office

Chris Kopka, Human Resources

Scot Kurek, Sheriff's Office

Rodney Marion, Human Resources

Amy McEwan, Deputy County Administrator

Mark Pfister, Health Department

Kurt Schultz, Finance and Administrative Services

Jennifer Spaulding, Information Technology

Jennie Vana, Communications

Blanca Vela-Schneider, County Board Office

Dakisha Wesley, Assistant County Administrator

Rodney Worden, Public Works

Dawn Wucki-Rossbach, Sheriff's Office

2. Pledge of Allegiance

Member Carlson led the Committee in the Pledge of Allegiance.

Chair Rummel, noting that a quorum of the Committee is physically present, reported that Member Bartels will participate in the meeting electronically due to an illness.

3. Approval of Minutes

3.1 [17-1066](#)

Minutes from August 30, 2017.

A motion was made by Member Durkin, seconded by Member Hewitt, that the minutes be approved. The motion carried by the following vote:

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

4. Addenda to the Agenda

County Administrator Barry Burton reported that items 8.10 through 8.13 were held in committee and are being removed from this agenda.

5. Public Comment

There were no comments from the public.

6. Chairman's Remarks

There were no remarks from the Chairman.

7. Old Business

County Board Member Sandy Hart requested the committee add an agenda item to discuss executive session litigation matters at a future committee meeting. The consensus of the committee was to add this as an agenda item to a meeting after budget hearings.

8. New Business

County Board Chairman Aaron Lawlor reported that he would like the County Board to develop a road map plan that allows the County to utilize the newly enacted state law to consolidate units of government to improve efficiency, accountability, cost savings, quality of service, and right-sized service.

County Board Chairman Lawlor also discussed the desire to name the newly renovated pedestrian walkway in honor of former County Board Member Audrey Nixon. He requested authorization from the Committee to have staff research and work on this item, which will exceed two hours of time. Money will be raised privately to pay for the sign

CONSENT AGENDA (ITEMS 8.1 - 8.6)

LAW & JUDICIAL

8.1 [17-0995](#)

Joint resolution authorizing the application, acceptance, and emergency appropriation of a 2017 Justice Assistance Grant (JAG), awarded by the United States Department of Justice, in the amount of \$10,000 for the purpose of enhancing the State's Attorney's Office's K-9 unit

through training, awareness, education, and outreach to support victims of crime in Lake County.

A motion was made by Member Carlson, seconded by Member Hewitt, that consent agenda items 8.1 through 8.6 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.2 [17-0993](#)

Joint resolution approving an intergovernmental Police Services Agreement by and among Lake County, Lake County Sheriff's Office (LCSO), and the Special Education District of Lake County (SEDOL) for the deployment of the full-time School Resource Office (SRO) Program for the Gages Lake Campus for the period of January 1, 2017 to December 31, 2019.

A motion was made by Member Carlson, seconded by Member Hewitt, that consent agenda items 8.1 through 8.6 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

HEALTH & COMMUNITY SERVICES

8.3 [17-1035](#)

Joint resolution accepting the Lake County grant and authorizing an emergency appropriation in the amount of \$7,500 for the Vector Flood Relief Funds.

A motion was made by Member Carlson, seconded by Member Hewitt, that consent agenda items 8.1 through 8.6 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

FINANCIAL & ADMINISTRATIVE

8.4 [17-0987](#)

Report from Carla N. Wyckoff, County Clerk, for the month of August 2017.

A motion was made by Member Carlson, seconded by Member Hewitt, that consent agenda items 8.1 through 8.6 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.5 [17-0986](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of August 2017.

A motion was made by Member Carlson, seconded by Member Hewitt, that consent agenda items 8.1 through 8.6 be recommended for adoption to the County Board

agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.6 [17-1063](#)

Report from David B. Stolman, Treasurer, for the month of August 2017.

A motion was made by Member Carlson, seconded by Member Hewitt, that consent agenda items 8.1 through 8.6 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

REGULAR AGENDA

LAW & JUDICIAL

8.7 [17-1030](#)

Joint resolution to enter into a contract with Robison Guarnery, Inc., Gurnee, Illinois, for owner's representative services for the continuation of services for the Lake County Courts Expansion Project (Expansion Project) in the amount of \$238,000.

Finance and Administrative Services Director Gary Gordon reported Roberson Guarnery has served as the County's construction manager for the new Court Tower Expansion Project. This contract will be expiring and Lake County desires to continue the vendor's contractual support in managing this project.

A motion was made by Member Hewitt, seconded by Member Carlson, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.8 [17-0994](#)

Joint committee action approving a Change Order Number One for a contract to procure information technology (IT) services for the Lake County Sheriff's Office (LCSO) in an amount not to exceed \$108,125.

Dawn Wucki-Roszbach, Sheriff's Office, reported the County hired Prescient in May 2017 due to difficulty in filling the vacant full-time Information Technology (IT) Manager and two IT technician positions. Prior to filling these positions, an unexpected absence occurred in the IT Department, which required additional staff augmentation services from Prescient. Discussion ensued.

A motion was made by Member Bartels, seconded by Member Carlson, that this item be recommended for adoption to the consent agenda. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.9 [17-1000](#)

Joint resolution approving the Lake County Sheriff's Office (LCSO) Cooperative State and Local Agreement between the United States Department of Justice, Drug Enforcement Administration (DEA).

Dawn Wucki-Roszbach, Sheriff's Office, reported this is a renewal of a 2015 agreement. Member Pedersen inquired why there is a need for a Lake County Sheriff's Officer to be stationed in Chicago. Chief David Hare, Sheriff's Office, indicated that an officer being stationed in Chicago removes barriers in communication and would allow Lake County to seek additional manpower from the City of Chicago, if the need arises.

A motion was made by Member Hewitt, seconded by Member Pedersen, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.10 [17-0900](#)

Ordinance amending Chapter 35, Section 35.36 Fees for Services Performed by Lake County Sheriff's Office (LCSO) by adopting a revised fee schedule for the LCSO.

This item was removed from the agenda.

8.11 [17-0901](#)

Ordinance amending the text to 35.35 Judicial Sales and adopting a fee identified as the Judicial Sales (Foreclosure) Cancellation Fee for the Lake County Sheriff's Office (LCSO).

This item was removed from the agenda.

8.12 [17-0902](#)

Ordinance amending Chapter 35 adopting Section 35.37 Administrative Fee for Impounded Vehicles.

This item was removed from the agenda.

8.13 [17-0903](#)

Ordinance renaming Chapter 93, Section 93.07 from False Alarms to Alarm Responses and adjusting its associated fees.

This item was removed from the agenda.

HEALTH & COMMUNITY SERVICES

8.14 [17-0978](#)

Joint resolution approving a Memorandum of Understanding (MOU) between Lake County and Little City Foundation, an approved sub-recipient of 2017 Community Development Block Grant (CDBG) funds, which authorizes the CDBG sub-recipient to incur costs prior to receipt by Lake County of the 2017 CDBG annual entitlement award from the United States Department of Housing and Urban Development (HUD).

Jodi Gingiss, Community Development, reported Lake County is waiting to receive notice on whether it will be receiving an annual Community Development Block Grant (CDBG)

from Housing and Urban Development (HUD). Notification would be received in late October. Little City Foundation has requested a Memorandum of Understanding (MOU) from Lake County that would authorize CDBG-eligible spending prior to Lake County's receipt of funds so that it can complete bathroom renovations for Lakeside Center. The county has approved similar MOUs in the past and this arrangement has been vetted through the State's Attorney's Office. The MOU identifies that Little City Foundation will incur the cost to reimburse Lake County for these expenses if the county does not receive funding from HUD.

A motion was made by Member Carlson, seconded by Member Pedersen, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

8.15 [17-1036](#)

Joint resolution accepting the Lake County grant and program income and authorizing an emergency appropriation in the amount of \$258,605 for the Health Resources and Services Administration (HRSA) Access Increases in Mental Health and Substance Abuse Services (AIMS).

Health Department Director Mark Pfister indicated the Health Department received a Lake County grant in the amount of \$258,605 which will allow the department to hire an Advanced Practice Nurse, a part-time Call Center Clerk, a part-time Clerk/Translator, and a part-time Driver. It would also allow for a one-time Information Technology (IT) investment improvement for module development for substance abuse and behavioral health.

A motion was made by Member Carlson, seconded by Member Durkin, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

PUBLIC WORKS & TRANSPORTATION

Member Taylor reviewed items 8.16 through 8.20.

8.16 [17-1038](#)

Joint committee action authorizing the write-off of uncollectable accounts receivables from Public Works accounting records as bad debt expenses.

A motion was made by Member Taylor, seconded by Member Hewitt, that item 8.16 be approved and that items 8.17 through 8.20 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.17 [17-1039](#)

Ordinance amending Chapter 51, Water and Sewer Related Rates for Certain Lake County Systems.

A motion was made by Member Taylor, seconded by Member Hewitt, that item 8.16 be approved and that items 8.17 through 8.20 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.18 [17-1011](#)

Joint resolution authorizing an agreement for professional engineering services with Stanley Consultants, Chicago, Illinois, for Phase II design engineering services for the intersection improvement of Hunt Club Road, at Illinois Route 132, at a maximum cost of \$705,931.53, appropriating \$850,000 of ¼% Sales Tax for Transportation funds for these engineering services, and designated as Section 14-00095-17-CH.

A motion was made by Member Taylor, seconded by Member Hewitt, that item 8.16 be approved and that items 8.17 through 8.20 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.19 [17-1044](#)

Joint resolution authorizing an agreement with the State of Illinois/Illinois Department of Transportation (IDOT), for the acquisition of necessary right-of-way (ROW), by agreement or condemnation, and other ROW costs associated with the resurfacing and widening of Illinois Route 120, from Knight Avenue to Illinois Route 131, appropriating \$420,000 of ¼% Sales Tax for Transportation funds, and designated as Section 12-00999-31-WR.

A motion was made by Member Taylor, seconded by Member Hewitt, that item 8.16 be approved and that items 8.17 through 8.20 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.20 [17-1048](#)

Joint resolution authorizing an agreement for engineering consultant services with Gewalt Hamilton Associates, Inc., Vernon Hills, Illinois, for Phase II design engineering services for the resurfacing of Kilbourne Road, 9th Street, and Kenosha Road, at a maximum cost of \$260,799.82, appropriating \$315,000 of Matching Tax funds, and designated as Section 17-00999-32-RS.

A motion was made by Member Taylor, seconded by Member Hewitt, that item 8.16 be approved and that items 8.17 through 8.20 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

PLANNING, BUILDING & ZONING

8.21 [17-0998](#)

Joint resolution authorizing an emergency appropriation to implement Stormwater Best Management Practices (BMP) by the Stormwater Management Commission (SMC) in the amount of \$323,797 and funded through the Illinois Environmental Protection Agency (IEPA) Grant 3191715.

Mike Warner, Stormwater Management Commission, reported the three local partners will provide a cost-share match.

A motion was made by Member Taylor, seconded by Member Pedersen, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

FINANCIAL & ADMINISTRATIVE

8.22 [17-1034](#)

Resolution authorizing an agreement with the Trane Company, Willowbrook, Illinois, to perform maintenance on a chiller at the Lake County Courthouse in the amount of \$46,425.

Finance and Administrative Services Director Gary Gordon reported three chillers that provide cool water in the Lake County Courthouse require an epoxy coating to extend their life expectancy.

A motion was made by Member Bartels, seconded by Member Durkin, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.23 [17-1040](#)

Resolution authorizing a one year contract, with up to four one-year renewals, with Quercus Consulting, Chicago, Illinois, for sustainability consulting for Lake County in the amount of \$189,616.

Assistant County Administrator Paul Fetherston reported Lake County adopted a sustainability strategy in 2015. In order to support these sustainable strategies, staff had solicited bids from 31 vendors and has selected Quercus. Quercus will complete specific sustainability tasks as outlined in its contract. Discussion ensued. Member Taylor requested a caveat be added to the agreement which requires Lake County recoup its costs, in grant funding, prior to the renewal of the contract. Mr. Fetherston indicated he would have a conversation with the vendor, as it is not currently in the agreement.

A motion was made by Member Taylor, seconded by Member Durkin, that this item

be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.24 [17-1041](#)

Resolution ratifying a contract with Management Partners, Inc., Cincinnati, Ohio, to provide consulting and facilitation services for the Lake County Commission on Government Reform and Accountability in the amount of \$87,500.

County Administrator Barry Burton reported Management Partners was selected to provide management consulting services, via a professional services agreement, to the Lake County Commission on Government Reform and Accountability. At the time of the agreement, it was unknown what tasks the commission would ask the consultant to complete. This contract identifies the additional scope of services requested by the commission. Funding for this contract will be through the General Fund.

A motion was made by Member Pedersen, seconded by Member Hewitt, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.25 [17-1050](#)

Resolution authorizing a two-year contract, with three optional one-year renewals, with RSM US, LLP, Chicago, Illinois, for professional audit services for Lake County in the annual amount of \$224,200.

Finance and Administrative Services Director Gary Gordon reported Lake County solicited a request for proposal for audit services due to the County's policy to change auditors periodically. The selected vendor is RSM US. The contract is for a two-year period, with three optional one-year renewals.

A motion was made by Member Durkin, seconded by Member Taylor, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

8.26 [17-1059](#)

Resolution allowing salaried employees to cash in up to three sick leave days to receive a full pay check on March 9, 2018, in conjunction with the implementation of a hold back payroll cycle.

Human Resources Director Rodney Marion reported Lake County will be moving away from a paid-to-date payroll cycle for salaried employees which will improve efficiency and accuracy of timecard submittals. In order to do this, Human Resources will need to shorten the pay period for salaried employees that begins on February 24, 2018 by five

work days. It is being recommended that salaried employees be permitted to utilize benefit time to obtain a full paycheck. Lake County has only allowed employees to use sick time for injury or illness-related events in the past, but due to the circumstances, staff is requesting that up to three sick days be included in the permitted benefit time usage along with the "other" accrued benefits, such as vacation, floating holiday, and/or personal time. County Administrator Barry Burton noted the need to move away from a paid-to-date payroll cycle stems from the need to solicit a Request for Proposal from vendors for payroll services to improve efficiencies in the Human Resources Department. Discussion ensued.

A motion was made by Member Hewitt, seconded by Member Durkin, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

9. Executive Session

Executive Session was entered into at 1:41 p.m.

A motion was made by Member Carlson, seconded by Member Durkin, to go into Executive Session. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

9.1 [17-1045](#)

Executive Session to discuss personnel matters pursuant to 5 ILCS 120/2 (c)(1).

This matter was discussed in Executive Session.

Executive Session was adjourned at 1:51 p.m.

A motion was made by Member Pedersen, seconded by Member Taylor, to come out of Executive Session. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

9.1A [17-1046](#)

Committee action authorizing reclassification of a position in the Finance and Administrator's Office.

A motion was made by Member Durkin, seconded by Member Carlson, that the reclassification of a salary grade for a Purchasing Officer position in the Finance and Administrative Services Department be approved. The motion carried unanimously.

Aye: 6 - Chair Rummel, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Abstain: 1 - Vice Chair Bartels

9.1B [17-1061](#)

Committee action authorizing reclassification of a position in the Planning, Building and Development Department.

A motion was made by Member Pedersen, seconded by Member Hewitt, that the reclassification of the salary grade for the Supervisor of Building and Code Enforcement position in the Planning, Building and Development Department be approved. The motion carried unanimously.

Aye: 6 - Chair Rummel, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Abstain: 1 - Vice Chair Bartels

Executive Session was entered into at 1:53 p.m.

A motion was made by Member Taylor, seconded by Member Pedersen, to go into Executive Session. The motion carried unanimously.

9.2 [17-1062](#)

Executive Session to discuss matters pursuant to 5 ILCS 120/2 (c)(12).

This matter was discussed in Executive Session.

Executive Session was adjourned at 2:18 p.m.

A motion was made by Member Taylor, seconded by Member Pedersen, to come out of Executive Session. The motion carried unanimously.

Aye: 6 - Chair Rummel, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Not Present: 1 - Vice Chair Bartels

10. **County Administrator's Report**

County Administrator Barry Burton reported several employees gave a significant amount of personal time to respond to the flood earlier this summer. As such, a one-time payment of \$500 was authorized for seven people who contributed significant hours. Discussion ensued.

10.1 [17-1014](#)

Evaluation of Lake County Television (LCTV) filming Financial and Administrative Committee meetings.

Jennie Vana, Communications, and Lisa Hancock, Communications, reviewed the analytics summary of online viewership of the Financial and Administrative (F&A) Committee meetings. Substantial discussion ensued whether to continue to videotape F&A meetings. County Board Member Hart and Member Bartels expressed the need for transparency. County Board Chairman Aaron Lawlor indicated Lake County may need to modify its programming to capture the attention of its audience. The consensus of the committee was to have staff return with possible options for consideration at a future

committee meeting.

10.2 [17-1058](#)

Presentation and discussion regarding the fiscal year (FY) 2018 Legislative Agenda Proposals.

Assistant County Administrator Paul Fetherston and Ben Gilbertson, Finance and Administrative Services, briefly reviewed the proposed 2018 legislative agenda and schedule. The legislative agenda identifies several initiatives for the county to support or sponsor, but will be shortened as the agenda becomes more refined.

11. Members Remarks

County Board Chairman Aaron Lawlor reported he will be sending out a survey tool to assist in the evaluation of the county administrator position.

County Board Member Carol Calabresa reported she would like the opiate initiative to be included in the legislative agenda.

County Board Member Judy Martini noted there has been a lot of discussion regarding real estate taxes and the difficulty of people understanding them. She inquired whether the strategic plan will address this concern. County Administrator Barry Burton reported he would need to look into this matter. Discussion ensued.

12. Adjournment

The meeting was adjourned at 3:18 p.m.

A motion was made by Member Carlson, seconded by Member Taylor, to adjourn. The motion carried unanimously.

Aye: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Next Meeting: October 24, 2017

Meeting minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Chairman

Vice Chairman

Financial and Administrative Committee