

Lake County Illinois

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



Agenda Report - Final

Wednesday, May 2, 2012

1:00 PM

Conference Room C

Financial and Administrative Committee

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes

3.1 [12-0548](#)

Minutes from April 25, 2012.

Attachments: [F&A 4.25.12](#)

3.2 [12-0549](#)

Executive session minutes from April 25, 2012.

4. Added to Agenda
5. Public Comment
6. Old Business
7. New Business

Health & Community Services

7.1 [12-0516](#)

Joint resolution authorizing a contract with Health Management Associates of Chicago, Illinois in the estimated amount of \$160,189 to perform a public health programs evaluation.

- Lake County desires to enter into a contract for a public health programs evaluation.
- A request for qualifications was sent to 207 vendors with three firms submitting proposals.
- Staff from the Health Department, County Administrator's Office and Financial and Administrative Services recommend contracting with Health Management Associates in the estimated not to exceed amount of \$160,189.

7.2 [12-0528](#)

Joint resolution approving a substantial amendment to the 2011 Annual Action Plan to incorporate new requirements for the Emergency Solutions Grant (ESG).

- The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act resulting in the new ESG program.
- To implement the changes and in order to access new funds, HUD is requiring ESG recipient jurisdictions such as Lake County to complete a substantial amendment to its 2011 Action Plan.
- The substantial amendment consists of two primary parts: 1) Use of New ESG Funds; and 2) Written Standards for Provision of ESG Assistance.
- New ESG funds will be used for activities that are newly eligible under the HEARTH Act such as Homeless Management Information Systems and Homeless Prevention.
- Grantees for these activities will be selected at a later date through the standard Community Development Commission application process.

- Written standards for provision of ESG assistance were developed in consultation with the Lake County Coalition for the Homeless, and are designed to ensure consistency among all grantees for eligibility and service.
- The Community Development Commission recommended approval of the amendment at its April 25 meeting.
- This resolution authorizes the Chairman to execute all necessary documents to execute the amendment.

Attachments: [ESG Tables DRAFT 4.13.12](#)

[ESG Written Standards DRAFT 4.13.12](#)

7.3 [12-0522](#)

Joint resolution amending the Fiscal Year 2012 annual budget for Winchester House and authorizing an emergency appropriation.

- The Lake County Board approved the Winchester House FY 2012 budget as part of the normal budget cycle in November 2011.
- In accordance with the managerial agreement, Health Dimensions Group (HDG) submitted a modified budget.
- The attached are the amendments to the FY 2012 adopted budget and reflect changes to both revenue and expense as proposed by HDG.

Attachments: [WH Proposed Amended Budget-Summary](#)

[Proposed Amendments to WH FY12 Budget](#)

7.4 [12-0445](#)

Joint resolution authorizing a contract with The Comprehensive Group, a Health Pro Company, of Glenview, Illinois for physical and occupational therapy, as well as speech pathologist services in the estimated annual amount of \$744,000.

- Lake County desires to enter into a contract for physical and occupational therapy and speech pathologist services.
- Request for proposals were sent to 207 vendors with four firms submitting proposals.
- The Comprehensive Group, is recommended as the firm that best meets the needs of the rehabilitation residents at Winchester House.
- The resolution authorizes the Purchasing Agent to execute a two-year agreement with three additional one year renewal options for an estimated annual amount of \$744,000.
- The money spent on the contract is recouped through Medicare billing.

Law & Judicial

7.5 [12-0513](#)

Joint resolution authorizing the execution of two Title IV-D Intergovernmental Agreements between the Illinois Department of Healthcare and Family Services (IDHFS) and the Lake County State's Attorney for the continuation of the State's Attorney's Child Support Enforcement Program for maximum reimbursement amounts of \$772,226.

- Since 1985, the State's Attorney has entered into an annual intergovernmental agreement with the IDHFS to provide child support enforcement services. Pursuant to these annual agreements, the State's Attorney's Office is reimbursed for reasonable

costs of providing these services.

- Since 1999, the State's Attorney's Child Support Enforcement staff has included 3 Assistant State's Attorneys, 4 secretaries, 3 paralegals and 1 investigator.
- The Child Support Enforcement Division handles approximately 17,000 active cases, including those to establish paternity, to set support upon voluntary acknowledgement, to establish medical support orders, and to enforce orders for payment of support.
- IDHFS has tendered two proposed SFY 2012 contracts: one to reimburse 100% of personnel costs not to exceed \$772,226, 66% of which is federal funds, and one Federal Fund Participation (FFP) contract to reimburse 66% of administrative costs separate from personnel costs, up to \$40,000, which is 100% federal funds.
- Funding for the Lake County personnel costs contract, between the period of July 1, 2012 and June 30, 2013, is the same amount as State Fiscal Year 2011's contract. Funding for the FFP contract was decreased by \$60,000 from State Fiscal Year 2011.

Attachments: [IDHFS Agreement 2011-55-013-K3 Contract.pdf](#)

[IDHFS Agreement 2011-55-016-K3 FFP.pdf](#)

7.6 [12-0515](#)

Joint resolution authorizing the renewal of the State's Attorney's Juvenile Court Services Program Prosecution Support Grant, administered by the Illinois Criminal Justice Information Authority (ICJIA), with \$35,662 in federal funds for April 1, 2012 through March 31, 2013, and an emergency appropriation of \$7,712.

- This is a renewal of the Juvenile Court Services grant, formerly the Juvenile Accountability Incentive Block Grant, a federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) grant administered through the Illinois Criminal Justice Information Authority (ICJIA). Funding for this grant began in 1999 and has been renewed each year. Federal funding for this program has been approved through 2013.
- The purpose of this grant program is to retain a sixth Assistant State's Attorney in the Juvenile Division to allow greater focus on violent juvenile offender prosecutions, and the reduction of overall case backlog.
- Program goals include: to continue funding support for 60% of one Assistant State's Attorney (ASA) position; to assign all violent crime cases, to a specific ASA for case handling from arraignment through sentencing; and, charge all serious and violent crimes within a reasonable time period.
- The emergency appropriation of \$7,712 is needed to accommodate the increase in award (\$6,940) and match (\$772) amounts, both of which will come from non-County sources.
- Sources of Program Funding include \$35,662 in federal funds, \$3,963 in matching funds provided from the State's Attorney's Asset Forfeiture Fund, and \$20,856 in County contribution as budgeted in the State's Attorney budget, for a grant program total of \$60,481.

Attachments: [SAO - Juv Court Services Grant 510002 Renewal.pdf](#)

7.7 [12-0518](#)

Joint resolution authorizing a contract with HAIGES Machinery, Inc. of Huntley, IL for the emergency procurement of a replacement inmate property conveyor system in the amount of \$110,600.

- The inmate property conveyor is the system that provides inventory and storage for personal property of inmates housed in the Lake County Jail.
- The existing inmate property conveyor system has recently failed and it has been determined not to be economical to repair, due to age and present deteriorated condition.
- Pursuant to the Lake County Purchasing Ordinance emergency procurements are made when there is an existing threat to public health, welfare, or safety, or to prevent or minimize serious disruption of government services.
- Pursuant to Article 6, Section 103, the Facilities Manager submitted a written determination of the basis for the emergency and the certification that the selection of the contractor is appropriate.

Attachments: [Property Conveyor Email.pdf](#)
[Haiges Purchase Contract.pdf](#)
[Homestead Contracting Proposal.pdf](#)
[Property Conveyor Set-up.pdf](#)
[Jail Inmate Conveyor Emerg. Declaration.pdf](#)

7.8 **12-0544**

Joint resolution authorizing an intergovernmental agreement with the Wildwood Park District for the purpose of providing Sheriff's marine patrol services.

- The Park District has agreed to continue the Marine Patrol Services contract for one more year during the months of May through September on the waterways of Gages Lake.
- The contract continues an hourly rate of \$78 for the service of two Sheriff's Marine Patrol Unit officers and one boat to be schedule on weekday and weekend afternoons and evenings, according to the Park Districts needs.

Attachments: [Wildwood 2012.pdf](#)

Revenue, Records & Legislation

7.9 **12-0397**

Joint resolution authorizing an increase in the Death Certificate Surcharge as required by Public Act 97-0679.

- The current total cost to purchase certified copies of death and fetal death certificates is \$10.00 for the first copy and \$6.00 for each additional copy.
- The aforementioned charges include a fee of \$2.00 per copy issued that goes to the State of Illinois Death Certificate Surcharge Fund.
- As required by Public Act 97-0679, an additional \$2.00 fee is to be collected and deposited into the Cemetery Oversight Licensing and Disciplinary Fund, and results in additional State mandated fees totaling \$4.00 per copy.
- Effective July 1, 2012, the total fee for purchasing a certified copy of death or fetal death certificate will be \$12.00 for the first copy and \$8.00 for each additional copy.

Attachments: [death cert fee.pdf](#)

Public Works & Transportation

7.10 [12-0520](#)

Joint resolution authorizing Treasurer Robert Skidmore to withdraw monies from the Bond Series A of 2010 Construction Account to pay construction cost Items.

- The County issued bonds in October 2010 in the amount of \$20,000,000 to construct various Water and Sewer System Improvements.
- Pursuant to the County Bond Ordinance, the County Board must approve disbursements of bond proceeds within the construction account.
- This withdrawal represents Payout No. 18 and pays several invoices related to various projects in the total amount of \$912,206.09.
- The remaining balance available, after authorization of this payment, will be \$2,355,470.

Attachments: [12-0520 Series A Construction Payout #18.pdf](#)

7.11 [12-0517](#)

Joint committee action approving Change Order No. 3 for professional engineering services with RHMG, Inc. for design of the Vernon Hills Water Reclamation Facility improvements project.

- Change orders that exceed 10% of the original contract amount must be reviewed and approved by the Public Works & Transportation and Finance & Administrative Committees.
- A third change order is required because as part of the design phase of the project it was discovered that additional improvements such as concrete repair and steel building frame replacement must be included in the design to ensure structural integrity of the plant.
- This change order totals \$4,650 and combining this additional work with change orders #1 and #2 exceeds 10% of the original contract.
- Change orders #1, #2 and #3 will increase the amount of the original engineering services contract by \$31,890 from \$158,278 to \$190,168, or 20.1%.

Attachments: [12-0517 NCT WRF CO #1 Attachment.pdf](#)

[12-0517 NCT WRF CO #2 Attachment.pdf](#)

[12-0517 NCT WRF CO #3 Attachment.pdf](#)

7.12 [12-0471](#)

Joint resolution authorizing a professional services agreement with Crowe Horwath, Oak Brook, Illinois for Public Works revenue auditing professional services in the estimated amount of \$190,500.

- The Public Works Department desires to enter into an agreement with an accounting firm to perform revenue audits of the 19 wholesale municipal sewer accounts.
- Request for proposals (RFP) were sent to 32 vendors with nine firms submitting responses.
- A selection committee comprised of Public Works, Purchasing and Finance and Administrative Services recommended Crowe Horwath of Oak Brook, Illinois as the firm that best meets the needs of the County based on the RFP evaluation criteria.
- The resolution authorizes the Purchasing Agent to execute a two-year agreement with

three additional one-year renewal options that will cost the County an estimated amount of \$190,500.

7.13 [12-0521](#)

Joint resolution authorizing a professional services agreement with AECOM Technical Services, Inc. of Sheboygan, Wisconsin for construction observation services for the Des Plaines River Water Reclamation Facility (WRF) phase IIA improvements project in the amount of \$715,978.

- The Des Plaines River WRF is a major wastewater treatment plant that provides services for the Villages of Long Grove, Lake Zurich, Kildeer, Buffalo Grove, Bannockburn, Riverwoods, Lincolnshire and unincorporated portions of southeast Lake County.
- Major equipment at the facility has reached the end of its useful life.
- This project includes replacement of two raw water pumps, two traveling bar screens, and installation of one 100-foot diameter clarifier, along with other miscellaneous building and equipment improvements.
- The County awarded this construction contract to Boller Construction Company, Inc. in the amount of \$4,688,000 and construction observation services are required from a professional engineering firm.
- The County determined that AECOM Technical Services, Inc. was the most qualified firm to provide professional engineering services for this project in accordance with the Local Government Professional Services Selection Act.
- This resolution authorizes the Purchasing Agent to execute an agreement for professional services with AECOM Technical Services, Inc. in the amount of \$715,978.

Attachments: [12-0521 DPR Phase IIA AECOM Agreement.pdf](#)

7.14 [12-0543](#)

Joint resolution authorizing a professional services agreement with Clark Dietz, Inc. for engineering services related to the Vernon Hills Water Reclamation Facility (WRF) high efficiency blower installation and dissolved oxygen (D.O.) control project in the amount of \$60,550.

- The Vernon Hills WRF is a major wastewater treatment plant that provides services for the Villages of Vernon Hills, Mettawa, Indian Creek and unincorporated portions of Central Lake County.
- This project includes engineering services for replacement of one existing aeration blower with a new high efficiency blower and D.O. controls for the purpose of reducing electrical power costs.
- The County determined that Clark Deitz Inc. was the most qualified firm to provide professional engineering services for this project in accordance with the Local Government Professional Services Selection Act.
- This resolution authorizes the Purchasing Agent to execute an agreement for professional services with Clark Deitz Inc. of Kenosha, Wisconsin in the amount of \$60,550.

Attachments: [12-0543 NCT WRF Clark Dietz Contract Agreement.pdf](#)

7.15 [12-0534](#)

Joint resolution authorizing an agreement between the State of Illinois/Illinois

Department of Transportation (IDOT) and Lake County for the improvement of 13 traffic control signals within the Villages of Buffalo Grove and Libertyville, and appropriating \$25,000 of Motor Fuel Tax Funds, and designated as Section 12-00999-34-TL.

- Villages of Buffalo Grove and Libertyville Traffic Signal Improvement: IDOT Agreement and Appropriation.
- The State of Illinois proposes to add LED and uninterruptible power supplies, and the addition of countdown pedestrian signals, at 13 intersections within the Villages of Buffalo Grove and Libertyville in response to the 2011 summer storms.
- This is part of the first phase of a larger project for the entire County.
- The County's portion of this improvement is for the local match along County highways.
- This resolution authorizes the execution of an agreement with the State of Illinois for this improvement and appropriates \$25,000 of Motor Fuel Tax funds.

Attachments: [12-0534 Villages of Buffalo Grove and Libertyville Traffic Signal Improve](#)

7.16 [12-0526](#)

Joint resolution appropriating \$2,110,000 of Motor Fuel Tax funds for the resurfacing of Quentin Road, including the replacement of a guardrail and the stabilization of an embankment, and designated as Section 10-00090-14-RS.

- Quentin Road Resurfacing, Illinois Route 22 to Old McHenry Road: Appropriation.
- Quentin Road is in need of resurfacing.
- These resurfacing improvements have been identified within the County's pavement management system, and are included in the 2012 program.
- In addition, a guardrail will be replaced and the stabilization of an embankment will be completed.
- Before a project letting can be held, an appropriation of \$2,110,000 of Motor Fuel Tax funds is necessary.

7.17 [12-0536](#)

Joint resolution appropriating \$2,500,000 of 2011A Tax Exempt GO Bonds Road Construction funds for the acquisition of necessary right-of-way, by agreement or condemnation, and other right-of-way costs associated with the RR Underpass Washington Street Thoroughfare, Washington Street from Haryan Way to Lake Street, and a grade separation of the Canadian National Railroad, designated as Section 11-00121-11-BR.

- Railroad Underpass, Washington Street Thoroughfare Improvement: Right-of-Way Acquisition: Appropriation with Condemnation Authority.
- The improvement of Washington Street to widen and provide for a grade separation of the Canadian National Railroad is a chosen project for the transportation challenge bonds 2011 issuance.
- Preliminary plans and specifications for this improvement have been prepared.
- Before right-of-way acquisitions can proceed, an appropriation and condemnation authority is necessary.
- The appropriation is \$2,500,000 2011A Tax Exempt GO Bonds Road Construction funds.

7.18 [12-0539](#)

Joint resolution appropriating \$5,606,000 of 2011A Tax Exempt GO Bonds Road

Construction funds for the acquisition of necessary right-of-way, by agreement or condemnation, and other right-of-way costs associated with the Rollins Road Gateway Improvement at the intersections of Illinois Route 83/Rollins Road/ Hainesville Road, and a grade separation of the Canadian National Railroad, and designated as Section 08-00080-56-BR.

- Rollins Road Gateway Improvement, Right-of-Way Acquisition: Appropriation with Condemnation Authority.
- The improvement of the intersections of Illinois Route 83/Rollins Road /Hainesville Road, and construction of a grade separation of the Canadian National Railroad, is a chosen project for the transportation challenge bonds 2011 issuance.
- Preliminary plans and specifications for this improvement have been prepared.
- Before right-of-way acquisitions can proceed, an appropriation and condemnation authority is necessary.
- The appropriation is \$5,606,000 of 2011A Tax Exempt GO Bonds Road Construction funds.

7.19 **12-0527**

Joint resolution awarding a contract for the construction of an addition to Building C at the Division of Transportation highway garage in Libertyville to the lowest responsible bidder, Camosy Incorporated, Zion, Illinois, in the amount of \$988,000, providing a supplemental appropriation of \$230,000 of Motor Fuel Tax funds and designated as Section 11-00214-19-MG.

- Construction of Addition to Building C at the Division of Transportation: Contract Award and Supplemental Appropriation.
- The construction of an addition to Building C will replace three obsolete buildings used to house the emergency detour trailer, the portable changeable message signs, the carpentry shop, and the road maintenance materials.
- A total of four bids were received, ranging from \$988,000 to \$1,025,000, and the lowest responsible bidder is Camosy Incorporated, Zion, Illinois, in the amount of \$988,000.
- This resolution authorizes execution of the contract and provides for a supplemental appropriation of \$230,000 of Motor Fuel Tax funds.

Attachments: [Bid Tab - Building C Addition](#)

7.20 **12-0541**

Joint resolution authorizing the execution of an agreement between the Village of Buffalo Grove and Lake County for the construction and maintenance of a sidewalk along Deerfield Parkway, between Busch Parkway and Barclay Boulevard, and designated as Section 10-00999-11-RS.

- Deerfield Parkway and Buffalo Grove Road Resurfacing; Village of Buffalo Grove Agreement.
- Deerfield Parkway, Busch Parkway to Barclay Boulevard, and Buffalo Grove Road at Sandalwood Road, will be resurfaced.
- As part of this improvement, the Village of Buffalo Grove is requesting the construction of a sidewalk along Deerfield Parkway.
- This resolution authorizes the execution of an agreement for the construction and maintenance of the sidewalk along Deerfield Parkway.

Attachments: [12-0541 Deerfield Parkway Village of Buffalo Grove Agreement](#)

7.21 [12-0525](#)

Joint resolution appropriating \$1,225,000 of County Bridge Tax funds for the replacement or repair of 13 corrugated steel culvert pipes, at various locations, on the Lake County highway system and replacing two corrugated steel culvert pipes on Libertyville Township highways, and designated as Section 11-00999-22-DR.

- Culvert Replacement: Appropriation.
- Thirteen corrugated steel culvert pipes on the County highway system and two corrugated steel culvert pipes on Libertyville Township highways are at the end of their useful service lives and are in need of replacement or repair.
- Libertyville Township will reimburse the County approximately \$200,000 to replace two corrugated steel culvert pipes on Libertyville Township highways.
- Before a project letting can be held, an appropriation of \$1,225,000 of County Bridge Tax funds is necessary.

7.22 [12-0540](#)

Joint resolution providing for the receipt of the State Fiscal Year (SFY) 2013 reimbursement from the Chicago Metropolitan Agency for Planning (CMAP) to the Lake County Division of Transportation of federal highway planning assistance funds that flow through the Illinois Department of Transportation (IDOT).

- SFY 2013 Chicago Metropolitan Agency for Planning (CMAP) PL Agreement
- Planning Liaison funds are distributed yearly from the Federal Highway Administration to IDOT and then to CMAP.
- These funds help support transportation planning provided by the Lake County Division of Transportation (LCDOT) and the Lake County CMAP Council of Mayors, i.e., LCDOT staff positions.
- In SFY 2013, which starts July 1, 2012, the allocation to the LCDOT will be \$156,527.92 to cover the workload that CMAP describes in its agreement.

Attachments: [12-0540 SFY 2013 CMAP Agreement](#)

7.23 [12-0533](#)

Joint resolution authorizing the execution of an Illinois Environmental Protection Agency (IEPA) standard formal Highway Authority Agreement and a Lake County Supplemental Highway Authority Agreement between Equilon Enterprises, LLC, d/b/a Shell Oil Products US (SOP US) and Lake County, as required by the IEPA in order for it to consider the issuance of a "No Further Remediation" (NFR) letter to SOP US for its property at 1207 W. Park Avenue, Libertyville, Illinois, necessary for the redevelopment of said property.

- 1207 W. Park Avenue, Libertyville: Highway Authority Agreements with SOP US.
- SOP US owns property situated at 1207 W. Park Avenue, Libertyville, Illinois, which has or had leaking underground storage tanks impacting the right of way of Butterfield Road.
- SOP US is requesting a NFR letter from the IEPA relative to this property.
- As a condition of granting said NFR letter, the IEPA requires property owners to enter into standard formal Highway Authority Agreements stating rights and obligations relative to contaminants that may have migrated into nearby highway rights-of-way.

- Lake County has determined that a Supplemental Highway Authority Agreement is also necessary.
- This resolution authorizes the execution of both agreements with SOP US.

Attachments: [12-0533 Supplemental Highway Authority Agreement](#)

[12-0533 Highway Authority Agreement](#)

7.24 [12-0545](#)

Joint resolution to clarify and adjust fees for Townships and Road Districts road work performed by Lake County Division of Transportation (LCDOT) using Township Motor Fuel Tax (MFT) and/or general funds from the Townships or Road Districts.

- Township Engineering and Administration Fees, Clarification and Adjustments.
- Pursuant to the Illinois Highway Code, the County Engineer is responsible for administering the use of Township MFT funds for Township and Road District roads.
- Pursuant to 605 ILCS 5/6-701.3 in the Illinois Highway Code, the County Engineer may charge fees for costs incurred for the engineering and administration of using MFT funds on Township and Road District roads.
- Currently, the LCDOT fees are 8% for general maintenance and 10% for construction.
- Effective January, 2012, additional Townships began receiving minor amounts of Township MFT funds.
- The same fee schedule of 8% for general maintenance and 10% for construction is used for costs incurred using general funds from the Townships or Road Districts.
- This resolution adds to the schedule list a 4% fee to cover situations only involving administration costs, associated projects using Township MFT and/or general funds from the Townships or Road Districts.
- Illinois Department of Transportation (IDOT) approval is required.

Financial & Administrative

7.25 [12-0519](#)

Resolution authorizing an emergency appropriation in the amount of \$481,520 from the General Fund for transfer to the 2005 General Obligation Bond Debt Service Fund for payment of Fiscal Year 2012 debt service on the General Obligation Bonds, Sales Tax Alternate Revenue Source, Series 2005.

- The Lake County Board has "pre-funded" the debt service on the Series 2005 General Obligation bonds by reserving the remaining debt service amounts due through May 1, 2014 in General Fund reserves.
- Because the debt service is being funded by reserves, it was not included in the Fiscal Year 2012 budget.
- The debt service was reserved out of the Property Tax Operating Fund sweep as an allowable one-time use for the specific purpose of debt service on the Series 2005 bonds.
- This resolution appropriates funds in the General Fund for transfer to the Series 2005 Debt Service Fund for payment of the Fiscal Year 2012 debt service.
- Debt service required for principal and interest for payments in May and November 2012 total \$481,520.

7.26 [12-0530](#)

Resolution setting forth the budget policies for compilation of the Fiscal Year 2013 Lake County Budget.

- Annually, the County Board adopts budget policies for the upcoming budget cycle.
- As in the past, all policies were developed to maintain prudent financial management practices for the short and long term.
- The changes to the Fiscal Year 2013 policy provide additional clarification for such things as funding of other post employment benefits (OPEB), distinction of funding sources for budgeting purposes for capital project funding, and eliminates language that is no longer relevant.
- These policies were sent to the entire Board for review and were presented the Finance & Administrative Committee.

Attachments: [2013 BUDGET POLICIES](#)

[2013 BUDGET POLICIES redlined](#)

8. Executive Session

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

8.1a [12-0538](#)

Committee action authorizing a reclassification - Sheriff's Department.

9. County Administrator's Report

- **Board Reimbursements**
- **Year End Financial**

10. Adjournment