



**Napa-Lake Workforce Investment Board
Napa County Standing Committee
Meeting Agenda**

Friday, April 20, 2012 ♦ 1:30 p.m. ♦ @ WIB Admin Office

**650 Imperial Way, Suite 103
Napa, CA 94559**

Item	Time	Discussion	Facilitator
A.	1:30	CALL TO ORDER	Mancuso
B.	1:35	Public Comment	Mancuso
C.	1:45	<p>Consent Calendar</p> <p>These matters typically include routine financial or administrative actions. Any item on the CONSENT CALENDAR will be discussed separately at the request of any person. CONSENT CALENDAR items are usually approved with a single motion</p> <ol style="list-style-type: none"> 1. Napa Standing Committee Minutes 2. Receive Napa-Lake WIB Minutes 3. Receive NLWIB Executive Committee Minutes 4. Receive NLWIB Youth Council Minutes 	Mancuso
D.	2:00	<p>Receive Recommendation on Napa County WIA Youth Provider 2011-2012</p> <p>Committee members will hear the results of the evaluation process and the recommendation of the evaluation panel. Staff will seek endorsement. (oral report.)</p>	Staff
E.	2:20	<p>Receive Quarterly Program and Fiscal Reports</p> <ol style="list-style-type: none"> 1. Members will review One Stop program performance indicators for the January-March 2012 Quarter. 2. Members will review One Stop Fiscal report for January – March 2012. 	Staff
F.	2:30	<p>Set Committee Calendar</p> <p>Committee will set Napa WIB Standing Committee Calendar.</p>	Staff
G.	2:45	<p>Member/Director Report Out</p> <p>Members of the committee/staff will report important follow-up and/or time sensitive information on which no action is necessary.</p> <ul style="list-style-type: none"> • Nominations • By-Laws • Member reappointments 	All
H.	3:00	Adjourn	Mancuso



Napa County Workforce Investment Board

Meeting Minutes

Wednesday, September 7, 2011 ♦ 8:30 a.m. ♦ @ WIB Administrative Offices
650 Imperial Way, Napa, CA 94559

Attendance: Greg Armstrong, Stephanie Cabral, Jackie Diaz, Drene Johnson, Patrick Kellaheer, Jennifer La Liberte, Mary Ann Mancuso, Sherry McKillop, Barbara Nemko, Brett Risley, Dorothy Salmon, Don Shindle and Brad Wagenknecht.

Guests: Seth DeSimone, Executive Director, Lake One-Stop Inc., Debra Mills, EDD.

Staff: Bruce Wilson, Laurie Harty, Teresa Zimny, Julia Smith, Jacob Bernie and Wayne Nash.

A. **Call to Order:**

Brad Wagenknecht called the meeting to order at 8:35 a.m. We went around the room and everyone introduced themselves.

B. **Public Comment**

None

C. **Approval of Consent Calendar (Action)**

These matters typically include routine financial or administrative actions. Any item on the CONSENT CALENDAR will be discussed separately at the request of any person. CONSENT CALENDAR items are usually approved with a single motion

1. WIB Minutes –
2. Fiscal Report
3. Open recruitment for new board members

Bruce asked Sherry McKillop to request item 2 and 3 be pulled from the Consent Calendar for further discussion.

MOTION: Stephanie Cabral made motion to approve the minutes. Second by Barbara Nemko.

VOTE: Passed unanimously.

Bruce distributed and discussed the contents of the fiscal report. This report is as of June 30, 2011. We expect at close out to spend all of our money. Rapid Response remaining funds, this year only, can be carried into next year. Youth is two-year money. Barbara Nemko noted that we have fewer overall funds for next but had an increase in Youth funding for 2012.

MOTION: Barbara Nemko made a motion to accept the fiscal report. Second by Jennifer La Liberte.

VOTE: Passed unanimously.

D. **Approve New Members to Napa-Lake Workforce Board (Action)**

Bruce asked to join this item with consent Item 3. He explained that the expansion of our local board to include Lake county included a joint powers agreement (JPA) with the Lake County Board of Supervisors. This board is going to become a partnership of sorts with Lake county representatives. We agreed to 60% representation from Napa based businesses and mandated partners and 40% from Lake businesses and partners. Of the 29 member board this represents 12 seats that need to be filled from Lake county. At the same time a number of board members terms expired, we asked them to submit reappointment letters if they were still interested in continuing on the board. These applicants were put in and reviewed against the overall criteria of 60/40. The latest recruitment garnered 20 applications for 12 seats. Not all of the applicants were eligible.

All of the applicants on the agenda with Lake next to them were vetted through the Lake County Board of Supervisors for recommendation. Bruce recommended a motion for a) to approve the people on the list in the agenda packet and b) to open a second recruitment to fill the remaining vacated seats. This will bring our board to 29. Bruce suggested that we come together as an executive committee in October and have a meeting with the Lake County Standing Committee (there will be 2 standing committees: 1) Lake County Standing Committee; and 2) Napa County Standing Committee) We are looking for a location in the middle such as St. Helena or Calistoga to have meetings. We are also looking at technology to have joint remote meetings. Brad asked if we have this covered in our rules and bylaws to allow this. Bruce will check into this. Barbara offered that they have the equipment and we are welcome to have the meeting at her office.

MOTION: Greg Armstrong made a motion to approve the list of applicants on Item D and open recruitment for the remaining seats. Second by Dorothy Salmon.

VOTE: Passed unanimously.

E. **2011-2012 Annual Plan Update**

Bruce took a moment to introduce Jacob Bernie the new Self Sufficiency Services Manager who is also the One-Stop manager. Jacob talked about his background and ideas to target the community for our services. Seth DeSimone, Executive Director, Lake One-Stop Inc., was also in attendance and talked about his experience and excitement with the new partnership.

Turning to the Annual Plan update Bruce explained that the Workforce Investment Act (WIA) was passed in 1998 and we were required to produce a five year strategic plan to serve our community. WIA was only supposed to be around for five years, we're on our 11th modification. Napa uses this as a meaningful planning process to really take a look at how many people we are trying to serve. We are close to having an annual plan to release for public comment next week. Staff is requesting authorization to implement all steps necessary to compose and submit annual plan update to the State. The difference this year is the submission of 2 separate sets of numbers one for Napa County and one set for Lake County. Bruce explained that the first step is to open the public comment period for the plan.

MOTION: Jennifer La Liberte made a motion to open the public comment period. Second by Barbara Nemko.

VOTE: Passed unanimously.

F. **Launch and Presentation of Virtual One-Stop**

Wayne Nash distributed the brand new schedule of workshops people can register for on Virtual One Stop (VOS). He demonstrated the many capabilities of the VOS site. He highlighted the user friendliness and Spanish capabilities.

G. **Executive Director Update**

1. SB 776 update – this bill originally required 50% of WIA allocations to be spent on training. The current version has changed to 20% for this year and 25% for next year.
2. Economic Outlook Conference – scheduled for October 28, 2011

I. **Adjourn:** Meeting adjourned at 9:38



A Tradition of Stewardship
A Commitment to Service

Napa-Lake Workforce Investment Board Meeting Minutes

Thursday February 9, 2012 ♦ 3:00 p.m. ♦ @ Calistoga Community
Center

1307 Washington Street, Calistoga, CA 94515



Attendance: Lynne Butcher, Jackie Diaz, Anthony Farrington, Carol Huchingson, Mary Ann Mancuso, Barbara Nemko, Trena Pauly, Brett Risley, Monica Rosenthal, John Ussery, and Brad Wagenknecht

Guests: Doug Orlando, Seth DeSimone, Jill Hoeffler and Debbie Mills

Staff: Bruce Wilson, Julia Smith, Carol Haynes, Laurie Harty and Teresa Zimny

- A. **CALL TO ORDER** Meeting called to order at 3:18.
- B. **Public Comment**
None
- C. **Welcome and Introductions** – Mary Ann welcomed members to the first meeting of the new Napa Lake Workforce Investment Board. She asked that each member take a moment to introduce themselves.
- D. **Brief background statement on Napa-Lake WIB & Agenda Outline**
Mary Ann gave a brief re-cap of how the Napa-Lake Workforce Investment Board came to be. She explained that in October of 2009 Lake County approached Napa to become part of their local area. This made sense on many levels and we entered in to a Joint Powers Agreement with the board comprised of 60% or membership from Napa and 40% from Lake. Brad commented that when this happened Lake County was celebrating their 50th anniversary of being independent from Napa. Anthony also commented that this is a symbiotic relationship that benefits both counties. Carol Huchingson added that she began the discussion with Napa while she was exploring relationships with other counties.
- E. **Establishment of Napa-Lake Nominations Committee**
The Executive Committee would like to have a nominating committee decide who should be the WIB chair and vice-chair. The chair will be from Napa and vice chair from Lake. Carol and Monica volunteered to represent Lake. Mary Ann, Barbara and Brett will represent Napa. Bruce will set up a conference call meeting to discuss and decide these positions.
- F. **Lake One-Stop RFP**
Anthony Farrington and Carol Huchingson recused themselves from the meeting during this part of the agenda (F) and also G. John discussed the process the Lake Standing Committee went through to develop the Lake One-Stop RFP. He thanked members of the committee and WIB staff for their time and hard work. As the chair of the Lake Standing committee he reported that the standing committee recommends that this RFP be released.
MOTION: Brad Wagenknecht made a motion to release the Lake One-Stop RFP. Second by Barbara Nemko.
VOTE: Passed unanimously.
- G. **Youth Services RFP for Napa and Lake Counties**
Bruce stated that this is an informational item. We are working on two separate Youth Services RFP's. One for Napa and one for Lake; they will be identical except for the funding source. Napa has had a lot of success in the past with this RFP and they are moving forward with a similar one this year. We are looking for proposals to do outreach and intake for WIA eligible kids. The emphasis is on long term outcomes for the youth and delivery of ten specific elements. They are tutoring and study skills training, training and instruction leading to completion of secondary school, summer employment opportunities, paid and unpaid work experiences, occupational skill training, leadership development, adult mentoring, comprehensive guidance and counseling, supportive services and follow-up services. We also are seeking a year round program. Barbara will be pulling together the Youth Council, the Youth Council will make the formal recommendation which will then go the N-L Executive Committee and then come back to this group. Bruce noted that we are still developing the Youth Council to include members from Lake County. The bylaws empower the Executive Committee to make decisions when the full WIB isn't scheduled to meet.

H. **Workforce Innovations Grant**

Bruce provided background on a Department of Labor grant opportunity due March 22nd. One of the reasons we thought the Napa-Lake partnership would be good is to position us well to be more competitive for grant opportunities. This grant is worth up to 12 million broken up into different sections. The first section is \$1-3 million for innovative programs that could be replicated throughout the country so there's a large evaluation component. Barbara talked about where we're at, there are 3 levels of the grant and they have increasing amounts of dollars. Lynn Vonn, "world's greatest grant writer" has taken this on. Donna DeWeerd, a former WIB director will be the data gatherer. We have the Yountville Veteran's Home with resident's who have returned from Iraq and Afghanistan with PTSD among other people with multiple needs we can serve. WIA prioritizes veterans so if we can obtain additional funding we can serve this particular population better.

MOTION: Carol Hutchingson made a motion to empower staff to move forward with the process to submit a grant proposal. Second by Trena Pauly.

VOTE: Passed unanimously.

I. **Fiscal Report – Monitoring of Lake County, One Stop**

Carol Haynes distributed and discussed the fiscal report. Carol clarified that this report only has Napa information but will have Lake information at future meetings. Currently there is a modification for the agreement with Lake to add additional funding information that we didn't have when we initially made the agreement. Once this process is complete we will be able to provide full reports that include both counties.

Teresa discussed the monitoring of Lake County One-Stop. She underscored purpose was to make sure the new contractor is following WIA regulation and to mitigate risk. Lake County received their formal letter of monitoring and response is due tomorrow. The package, the monitoring report and their response will go to the Napa County Board of Supervisors on February 28th. A copy of this will go to the Lake County BOS.

J. **NLWIB Calendars**

The Executive Committee has set the full WIB and executive committee calendars for the year. The Executive Committee will meet monthly. The Standing Committees will meet quarterly and the full NLWIB will meet twice a year. Anthony shared his concern that the full WIB should meet more often initially before we move to twice a year. Everyone agreed to continue meeting quarterly for at least one more meeting. The meeting schedule is at the discretion of the WIB and not dictated by the bylaws. Each standing committee can set their own meeting schedules. Bruce suggested a formal strategic planning meeting in November. We will continue this discussion at future meetings.

K. **Napa-Lake Workforce Investment Board Logo**

Bruce presented a new Napa-Lake Workforce Investment Board logo.

MOTION: Brett Risley made a motion to accept the new logo. Second by John Ussery.

VOTE: Passed unanimously.

L. **New Board Member Approval**

This is typically and executive committee function to vet and approve new board members. This has not gone to there yet but they are meeting on February 24th.

We have 5 pending applications for board membership:

Debbie Antonsen	One Stop Partner
Jeri Gill	Private Sector Business
Susan L. Goff (Lake)	Education
Peter Harsch (Lake)	One Stop Partner
Rhonda Slota	Ones Stop Partner and Education
No applications	Labor

The Executive Committee will look at bylaw revisions concerning membership to better represent both counties.

M. **Director/Members Report**

1. Upcoming presentations of community matters affecting workforce policy – Napa County health department has a good presentation
2. California Workforce Association's Spring Conference – Scheduled April 4-6 in San Diego, incoming nominees to possibly attend.
3. By-law revisions – addressed in item L.

N. **Adjourn** at 4:55



**Napa-Lake Workforce Investment Board
Executive Committee
Meeting Agenda**

Friday, March 30, 2012 ♦ 2:00 p.m. ♦ @ WorkforceNapa
**650 Imperial Way, Suite 103
Napa, CA 94559**

Attendance: Mary Ann Mancuso, Carol Huchingson and John Ussery and Brad Wagenknecht.

Guests: Jill Hoeffler

Staff: Julia Smith, Teresa Zimny and Lisa Fletcher

A. **CALL TO ORDER**

B. **Public Comment**

None

C. **Approval of Minutes**

MOTION: Mary Ann Mancuso made a motion to approve the minutes from February 24, 2012. Second by Teresa Zimny.

VOTE: Passed unanimously.

D. **Supportive Service Policy (Action)**

Julia introduced Lisa Fletcher, the acting Napa WIA Direct Service Supervisor, who is here to ask for a policy change to the LWIA supportive service policy. Lisa distributed a 1-page snapshot of the proposed change. She is proposing to lower the cap on the amount of supportive services payments from \$5000 per participant per enrollment to \$3000 per participant per enrollment. Enrollment is Core B through exiting follow-up. We would also like to propose guidelines within the policy and test this new strategy for six months.

Jill expressed concerns about the mileage limit for Lake County. At the current rate we will reimburse up to \$16.50 per day which is within the federal reimburse rate. These are only guidelines; there will be room to adjust each item at the manager's discretion on a case by case basis.

MOTION: Brad Wagenknecht made a motion to accept staff recommendation of this policy change. Second by John Ussery.

VOTE: Passed unanimously.

E. **Napa & Lake Youth RFP (Update)**

Julia let the committee know that the RFP process is progressing as designed. She distributed and discussed an updated Lake and Napa WIB Committee calendar with revised dates to coincide with the Lake One-Stop RFP that closed today (March 30). Carol pointed out the April 19th date would be a conflict for two of the Lake Standing Committee members. Julia will check with Bruce about a coordinated location. She also let everyone know that the review committee panelists are confirmed.

F. **Strategy Discussion: Board Membership (Discussion) (Possible Action)**

Julia reported that Bruce met with County Counsel to discuss the need to add additional seats to the WIB in order to achieve compliance with all aspects of the WIA. For instance, whereas Napa does not have a native American employment program, the new two county area does and a representative from that program needs to have the opportunity for input as a member of the WIB. Julia stated that Bruce has determined that the board will need to have up to 39 members to be in compliance with WIA regulations, local agreements (i.e. JPA).

MOTION: Brad Wagenknecht made a motion to amend the NLWIB bylaws to increase the board membership up to 39 members in order to comply with WIA regulations and local agreements. Second by Carol Huchingson.

VOTE: Passed unanimously.

G. **Approve New Members (Discussion) (Action)**

Julia stated that the following members have applied for appointment to the NLWIB: Based on the current bylaws there is a vacant seat for all applicants except for Rhonda Slota, but that the amended bylaws, once approved by the Napa Board of Supervisors would have room for Rhonda as well.

Debbie Antonsen	One Stop Partner
Jeri Gill	Private Sector Business
Susan L. Goff (Lake)	Education
Peter J.T. Harsch (Lake)	One Stop Partner
Rhonda Slota	Education/at large
No applications	Labor

MOTION: Carol Huchingson made a motion to approve the above members for appointment to the NLWIB, in the positions that meet the board's need and to approve Rhonda once the bylaws have been approved by the Napa Board of Supervisors. Second by John Ussery.

VOTE: Passed unanimously.

Member Announcements

(Chair/Vice Chair)

Mary Ann Mancuso said that the nominating committee had met and initially chose Jackie Diaz and Jeri Gill for Chair of the NLWIB. Unfortunately, Jackie Diaz didn't feel she could give the time that the position that it deserves and respectfully declined. Jeri Gill a former board member, who was just approved for appointment was to be approached. She said that John Ussery was selected for vice chair and is willing to accept the nomination.

Adjourn



Napa-Lake Workforce Investment Board
Executive Committee
Meeting Agenda

Friday, February 24, 2012 ♦ 2:00 p.m. ♦ @ WorkforceNapa
650 Imperial Way, Suite 103
Napa, CA 94559

Attendance: Mary Ann Mancuso, Carol Huchingson and John Ussery

Guests: Seth DeSimone, Jill Hoeffler

Staff: Bruce Wilson, Julia Smith and Teresa Zimny

- A. **CALL TO ORDER**
- B. **Public Comment – None**
- C. **Approval of Minutes**

MOTION: Bruce Wilson made a motion to approve minutes. Second by Mary Ann Mancuso.

VOTE: Passed unanimously.

D. **Lake One-Stop Monitoring Update**

Teresa gave a brief update. She did receive the response from Lake One Stop, Inc. The Napa County Auditor's office will be formulating a response to the response. Teresa is in the process of packaging the response with a general status of the Napa-Lake One Stop partnership and where we're at with service delivery and the future in general. That monitoring response will be part of the overall general package that we present to the Napa County Board of Supervisors. That presentation will be on March 20, 2012. The response was also forwarded to Lake County. The whole package will come back to the WIB. Teresa clarified the different types of monitorings that occur. Napa County is the grant recipient for all of the WIA funding. We have a JPA with Lake County as a partnership. The State EDD conducts two monitorings each year of the grantee or the local area through the grantee. Napa-Lake LWIA had a program monitoring this fiscal year already and the monitor went to both sites. They will come in April to do a fiscal and procurement monitoring, again they'll come through Napa but they will look at our book of business for the local area as a whole. The WIB has a responsibility for doing a monitoring; generally it's both programmatic and fiscal at the same time. This process engages WIB members and can be structured any way we want to do that. Bruce has done a really nice job of putting together not just this narrow program monitoring with the required elements but with quality measures as well. Then there is the right of jurisdiction of Napa County to ensure all of their contractors are in compliance with federal requirements because Napa County is ultimately responsible, they "hold the bag" at the end of the day for liability so at any point the auditor controller can perform audits. We do perform monitorings or audits with our contractors. Anytime there is a significant County contract with Federal dollars running through it is going to prompt the potential for the Auditor-Controller to do a monitoring. With WIA funds there will still be a relationship with the WIB to do monitorings.

E. **Napa & Lake Youth RFP**

Bruce introduced Julia Smith, WIA analyst, who has been working on the RFP's. Carol Huchingson recused herself from this discussion and left the room. Julia walked through one RFP and highlighted the differences between the Napa and the Lake versions. Napa County has developed a generic template for all RFP's. She noted that these RFP's are essentially identical to the Adult RFP's released a week ago. The changes for these RFP's occur when we go into the proposal format and content for the youth employment and training program. We are going to offer extra points for demonstrated knowledge of local youth, the community, using leveraged funds and direct services to youth. The program design just focuses on what a youth program should look like. We are releasing the youth RFP's for both Lake and Napa at the same time. Napa will keep the eligibility function with our WIA staff. Julia pointed out that there are ten required elements for any and all WIA Youth programs. Bruce read and discussed portions of the scope of work. He also confirmed for John that the WIB sets the policy for the programs and doesn't necessarily include specific requirements beyond the ten elements to allow for innovation by the RFP respondent. The Youth Council makes the formal recommendation for release of the RFP. The evaluation criteria is consistent with the adult RFP.

MOTION: John Ussery made a motion to release the Youth RFP on March 1st. Second by Mary Ann Mancuso.

VOTE: Passed unanimously.

F. **Strategy Discussion: Board Membership**

Bruce distributed a list of mandated representation for board members in order to review current membership and determine appropriate board size, representation and strategy. He discussed the history of the board composition and the previous thinking around membership. He also pointed out this board's local criteria requiring a Napa-Lake 60/40 percent membership split. A large number of seats are up for reappointment on June 30, 2012. Bruce is holding several current applications in order to have this discussion and decide what seats we need to fill before we move forward.

Lake County has a large Tribal TANF program based in their county. We will need to create and recruit for this position. A migrant seasonal farm worker position exists but is vacant. EDD fills several mandated positions, we have an application from Debbie Antonsen who applied and is awaiting approval. Bruce will check with Sue Goff to see if she runs any programs that receive WIA Title 2 funds to fill the Adult literacy position. If not Rhonda Slota from the Adult School who has a pending application could fill this position. We will put Sue on for now but Bruce will confirm. Vocational rehabilitation can be filled with a pending applicant, Peter Harsch. In adding up the number of members who can fill the mandated board seats we came up with 15 which means we will need at least 16 private sector seats. A total of 31 members, with 15% from labor which means 5 seats will bring us to a 32 member board, assuming economic development can be counted as business. Bruce has always interpreted economic development as a private sector seat. Bruce was advised by our regional advisor that the law doesn't say private sector is says business. Non-profits are considered business. Carol confirmed that Lake County does do economic development. She also noted that by July 1 Lake County will be administering the Area Agency on Aging. With all this, we're looking at a 34 member board.

MOTION: Carol Huchingson made a motion to empower Bruce, as staff, to work with Napa County Counsel staff to recommend bylaw changes based on this discussion and bring information back to this group. Second by John Ussery.

VOTE: Passed unanimously.

G. **Adjourn**



Napa-Lake Workforce Investment Board Youth Council

Meeting Minutes

Thursday, March 1, 2010 ♦ 4:00 p.m. ♦ @ Napa County Office of ED
2121 Imola Ave., Napa, CA 94559-3625

Discussion

Attendance: Linda Freeman, Aurelio Hurtado, Ian Stanley, Karen Valentine, Gail Sims, Barbara Nemko.

Staff: Bruce Wilson

CALL TO ORDER

Aurelio Hurtado called the meeting to order at 4:05.

Public Comment

None

Local Workforce Investment Area Update (Information)

Bruce provided a brief history and update of the changes to the local workforce investment area. He said that Lake County officially became a part of the Napa workforce investment area effective July 1, 2011. Barbara reminded the group that part of the reason for deciding to partner with Lake was that it may position the WIB more effectively for competitive grants. Karen asked when Lake members might be appointed to the Youth Council. Bruce said he would work with the Lake standing committee and other Lake county stakeholders to identify Lake residents appropriate for the youth council. He said the Napa-Lake WIB will meet next in May and that he hopes to have identified potential applicants for presentation and approval by then.

Release of 2012-2013 WIA Youth Program Operator RFP(s) (Action)

Ian Stanley recused himself from this item, in the event that his agency submit a proposal.

Bruce presented the 2012-2013 recommended WIA Youth Program Operator RFPs for Napa and Lake counties. He said that consistent with past practice, staff is requesting that the Youth Council recommend the release of an RFP in order to solicit youth employment and training operators to establish and run a youth WIA employment program in Napa and Lake counties. He said that Lake standing committee is aware of the RFP for youth services but that by law it is the role of the youth council to formally recommend/approve of the RFP for release. He said that the Executive Committee has heard the broad parameters of intent of the RFP's and is comfortable with releasing the RFP effective the first week of March, pending approval of the Youth Council. Aurelio asked if there were any differences in the RFPs. Bruce said there are two:

1. In the Napa RFP, County staff would conduct eligibility and certification. In Lake, the selected operator would conduct eligibility and certification; and
2. In Napa RFP, County staff would conduct pre and post testing. In Lake, the selected operator would conduct pre and post testing.

Bruce said that the proposals would be scored by an evaluation panel of workforce professionals and that they would make a recommendation for funding to the NLWIB and Youth Council.

(Funding amounts are: \$210,000 for Lake; and \$150,000 for Napa)

MOTION: Karen made a motion to release both the Napa and Lake County RFP's as described and written. Second by Aurelio

VOTE: Passed unanimously.

Meeting adjourned at 5:10