



P. O. Box 95  
San Andreas, CA 95249  
(209) 754-4468 Phone  
(209) 754-2537 Fax

**Meeting of the Board of Directors  
Wednesday October 25, 2017  
7:30 am  
Mark Twain Medical Center Classroom 2  
768 Mountain Ranch Rd,  
San Andreas, CA**

## **Un-Approved Minutes**

### Mark Twain Health Care District Mission Statement

“Through community collaboration, we serve as the stewards of a community health system that ensures our residents have the dignity of access to care that provides high quality, professional and compassionate health care”.

#### **1. Call to order:**

The meeting was called to order by President, Lin Reed at 7:32am.

#### **2. Roll Call:**

Present for roll call was Lin Reed, MBA OTR/L; Ann Radford, FNP; Susan Atkinson, MSW; Debbie Sellick, CMP and Talibah Al-Rafiq.

#### **3. Approval of Agenda: Action**

Ms. Al-Rafiq moved to approve the agenda. Ms. Sellick provided her second. The motion passed 5-0.

#### **4. Public Comment on matters not listed on the Agenda:**

Dr. Michnowska: Questioned why petitions signed by staff wanting to stay with Dignity (not yet presented to the Board) had not been included in the Board materials.

Ms. Reed: Assured Dr. Michnowska once received they will be considered correspondence and included in the following Board pkt.

#### **5. Consent Agenda: Action**

- Un-Approved Meeting Minutes for September 27, 2017 Board Meeting.

Ms. Atkinson: Moved to approve the Consent Agenda. Ms. Radford provided a second and the motion passed 5-0.

## 6. MTHCD Reports:

### A. Presidents Report:

- Association of California Health Care Districts (ACHD):

Ms. Reed: Referenced the ACHD materials in the pkt and stated she'll be part of a webinar and plans to attend Legislative week in Sacramento in Feb.

### B. Executive Director Report:

- **Website:**

Dr. Smart: Streamline made a presentation and Board members recommended staff consider the possibility of a change in their website. Research shows more interactivity, is district based and service includes keeping the District current with new legislation and regulatory requirements. The cost will be \$2,400 a year but well worth it. MTHCD would be the 100<sup>th</sup> district to sign with the firm. Ongoing training is provided.

Ms. Reed: This is well within the budget and qualifies under discretionary funds.

- **Upcoming Public Forums:**

Dr. Smart: Will be speaking at the Murphys Business Association meeting on Nov. 2<sup>nd</sup>; the VS Business Association on Nov. 15<sup>th</sup>; the Murphys Angels Rotary on Nov. 16 and an Arnold speaking engagement is in the process of being planned for Nov. 30<sup>th</sup>.

- **Facebook:**

Dr. Smart: Staff is being trained on the business concept of Facebook to generate excitement and to be open to new ideas. Please take pictures and forward them to staff to be included in a picture file.

- **Strategic Planning Retreat - Feb 2017**

Dr. Smart: An all-day Board training is being planned for Feb. It will likely be off-site on a Friday and will include strategic planning and how to transition from a hospital based District to a community based district.

## **C. Corp. Board Report:**

Ms. Atkinson: The Corp. Board met yesterday and was pleased with the positives of; Dr. Brennan wants to continue his assignment here; another general surgery doctor is due to come on board in Jan. which should reduce the use of Locums (temp. agency); Dr. Andy McCoy will be the new Chief of Staff starting in Jan. when Dr. Sean Anderson leaves to take another position; Dr. Meyer is new and working at the SA Clinic; there are 3 new mid-levels coming on board; Katherine McCoy reported on how to track quality and how to improve on low patient's scores which dropped to 10% from 90% in Aug. It's partly because patients aren't pleased with being moved to ICU, they didn't like the environment, noise, sharing a restroom and the curtains; Nicki Stevens reported the need to focus on mental health in SA & West Point. CFO reported low census resulting in higher operation cost; the total loss is \$450k for the month; the SA Fire Dept. are major players in the community and there is a plan being put together to provide their exams.

Mr. Reed: Was in Utah and couldn't attend the Corp. Board meeting however she does plan to attend (this eve) the Angels Camp Planning Commission meeting wherein the Angels Camp Clinic will be considered for approval.

## **7. Committee Reports:**

### **A. Finance Committee:**

Ms. Atkinson: The District's share in the minority Interest loss is \$295k with some offset from investments. In Sept it was \$225k loss. The Minority Interest graph (pkt. pg. 31) shows the operations and investments separately.

#### **o Investment Policy Update:**

Ms. Atkinson: Along with Ms. Radford will be considering other district's investment policies to rewrite the MTHCD's policy. They have already met with Bank of Stockton and plan to invite Edward Jones to a finance committee meeting.

Dr. Smart: Suggests the team look 5 years out and determine the need i.e. access to cash.

#### **o Reimbursement Policy Update:**

Ms. Atkinson: She and Ms. Radford have reviewed 6-7 policies from other hospital districts provided by CSDA and will bring a revised version to the Board for consideration.

#### **o Financial Risk Assessment – Black Box:**

Dr. Smart: The consultant is looking at 5 events and had planned to complete her work in early Nov. However, she has been delayed in getting the OSHPD data from the Dignity's legal dept.

Dr. Smart: Referencing List of Renters and Leases (pkt. pg. 37) 2 years ago the COLA wasn't implemented in a timely manner, so the District is losing (+/-) \$400 a year. Mr. Krieg will notate the page and be watching for any adjustments, so they can be made in a timely manner.

Mr. Krieg: Noted the District had an operating profit of \$51k.

- **Recommendation for Approval of September 2017 Financial Statements:** Action

Ms. Al-Rafiq moved to approve the Sept. Financial Statements. Ms. Sellick provided her second and the motion passed 5-0.

### **C. Ad Hoc Lease Committee:**

- **Fair Market Value – HFS:**

Dr. Smart: In Jan. 2016 Dave Robeson of HFS prepared a Fair Market Value assessment for \$20k (+/-) however it is outdated. Mr. Robeson (HFS has since merged with Wipfli) is the likely person to do the required FMV since he already has much of the data from the 2016 assessment. With those considerations it should cost less. Mr. Roberson is dealing with a sick relative, so the District won't have his proposal for a week.

Ms. Atkinson: The FMV assessment is a non-budgeted expense but is required for the lease. Since it is an action item the Board may have to call a special meeting prior to the Nov. 29<sup>th</sup> meeting.

- **Update on Lease, Evaluation and Negotiations:**

Dr. Smart: The District will be continuing dialog with Dignity Health on Friday and all is going well. The exchange of Adventist Health information is in progress. The final payment was made to Quorum.

- **Handbook – Ballot Measure**

Dr. Smart: The term handbook is being used to describe what legal and the public relations firm will be putting together on what the Board can say in public regarding the upcoming election.

Ms. Reed: There's going to be a ballot training, so the Board can help educate the public. The Board will not be able to tell voters how to vote or spend any District money on an election measure other than educational.

### **D. Ad Hoc Grants Committee:**

- **Update on Sponsorships:**

Ms. Atkinson: Mammo-GLAM (Oct. 10<sup>th</sup>) was a success and a partnership with MTMC. It brought breast cancer awareness to the forefront. The Zumba class was present. There were healthy snacks. Ms. Radford helped on the breast exam technique using the District's breast models. T-Shirts were given in a drawing and everyone got one. The District offered to pay for rides compliments of Common Ground's van. Oct. 26<sup>th</sup> is the next Mammo-GLAM from 5-7pm in the MTMC Lobby. Ms. Radford will be assisting with breast exam techniques gain and as a FNP she can write mammogram orders. On Nov. 9<sup>th</sup> from 10-noon is the Movember event. Men's topics will be discussed i.e. hearing loss, colonoscopy and sleep apnea. T-shirts will be handed out and a lunch provided. The Plan 4 me binders will be available for everyone. Ms. Sellick showed the audience the T-shirt. A 49'ers football will be given to some lucky winner but you must be present for the drawing. Rides will be available compliments of Common Ground. The hope is it will be an annual event.

- **Update on Grant Applications and Sponsorships:**

Ms. Radford: The District partnered with MTMC on Mammo-GLAM and Movenber for Men's Health. Certificates for 4 laptops have been given out. Two for BH and two for CHS graduating students that want to pursue a health field. In Feb. they will be taking applications for grants and sponsorships.

Dr. Smart: Is hopeful the grants and sponsorship applications will be more diverse i.e. mental health crisis center or child advocacy.

**E. Ad Hoc Real Estate:**

- **Update on Valley Springs Clinic:**

- **Architect:**

Dr. Smart: USDA extended the loan for one year. He expects the drawings to be started prior to the next Board meeting at a cost of \$250k which the loan reimburses.

Dr. Smart: In 2016 he was part of a team that applied for a telehealth grant through Sierra Nevada Memorial Hospital. The grant was approved, and they have received \$100K in the Corp. name. It was written to get \$100 in telehealth equip for 4 clinics (not Copper). The money is in the accounts and a 30% match is needed.

- **CHFFA Grant:**

Dr. Smart: Through the arm of the California Treasurer is the California Health Facility Financial Authority which is a Gov. Clinic life-line Act of 2017 with \$20mill to help rural health care. It's a grant process. We qualify, and it could mean \$250k per clinic. There are no strings, no match required and no payback. It could furnish the VS Clinic. If the \$250k and the \$50k telehealth were combined it could mean \$300k for the VS Clinic. He will be applying sometime in Jan. 2018. The awards go out in March of 2018.

- **Opinion of Probable Costs:**

Mr. Krieg: There have been no expenses since Sept.

Dr. Smart: Will provide new figures for Mr. Krieg to update the OPC.

- **Operational Business Model:**

Dr. Smart: At the Nov. Meeting he anticipates the Board will discuss 1206b and who should operate the VS Clinic and if it should be a tenant operation. The District could run it alone or in alignment with the hospital. The District doesn't currently run the hospital but can run health care in the community i.e. Behavioral Health.

o **Update on Rental Home / Property:**

Dr. Smart: The property manager has been doing the work. The upgrades include new blinds, 2 new doors and the flooring and carpet are ordered.

Dr. Smart: There has been lots of consideration on what to do with the property since the District doesn't see themselves as a residential landlord. A division of the Resource Connection has a Children Counseling and Advocacy Center that was just featured in the Calaveras Enterprise. The center was started a year ago with a budget to serve 50 children. Currently the program is serving 150 children in a space of only 800 sq. If the District leased the property to this program the children would have a home atmosphere that is secure, have a play area, and not be subject to the disruption of finding locations for meetings nor be subject to sterile environments. Legal tells us to find a fair market value and it is within our public purpose for a public need. There's going to be a presentation from this organization at the Nov. meeting after they have toured the property.

Ms. Reed: This is a non-profit, so the District can subsidize to match in kind donation which is a grant requirement.

Ms. Atkinson: It is a great idea to preserve the property and not sell it.

Ms. Al-Rafiq: The property will be turn-key for less impact on the kids having to go to CPS and be transported unnecessarily.

**8. Board Comment and Request for Future Agenda Items:**

A. Announcements of Interest to the Board or the Public:

Hearing none.

**9. Next Meeting:**

A. Because of Thanksgiving the next meeting will not be November 22. Instead the next meeting will be November 29, 2017

Ms. Reed: There may be a need to have special board meetings to wrap up important business.

**10. Closed Session: .....Ms. Reed**

Ms. Reed: Announced the Board would be going into closed session at 8:47am

A. Conference with Real Property Negotiators (Govt. Code section 54956.8). Property: Mark Twain Medical Center, 768 Mt. Ranch Road, San Andreas, CA. Agency Negotiator: Lin Reed, President Chair of the Board. Negotiating parties: Mark Twain Medical Center, Inc.; Dignity Health, Inc.; Adventist Health. Under negotiations: Price and Terms of Lease.

B. Conference with Real Property Negotiators, (Govt. Code section 54956.8). Property: San Andreas Medical Office Building 704 Mt. Ranch Road, San Andreas, CA; Agency Negotiator: Lin Reed, President Chair of the Board. Under Negotiation: Price and terms of lease.

**11. Reconvene to Open Session:**

A. Report of Action taken (if any) in Closed Session:

There was no reportable action taken in Closed Session.

**12. Adjournment: Action:**

Ms. Atkinson moved to adjourn the meeting at 9:39am. Ms. Sellick provided her second and the motion was passed 4-0.



P. O. Box 95  
San Andreas, CA 95249  
(209) 754-4468 Phone  
(209) 754-2537 Fax

**Special Meeting of the Board of Directors  
Wednesday November 1, 2017**

**7:30 am**

**Mark Twain Medical Center Classroom 5  
768 Mountain Ranch Rd,  
San Andreas, CA**

**Un-Approved Minutes**

Mark Twain Health Care District Mission Statement

“Through community collaboration, we serve as the stewards of a community health system that ensures our residents have the dignity of access to care that provides high quality, professional and compassionate health care”.

**1. Call to order:**

The Meeting was called to order by President, Lin Reed.

**2. Roll Call:**

Present for roll call was Lin Reed, MBA OTR/L; Ann Radford, FNP; Susan Atkinson, MSW; Debbie Sellick, CMP and Talibah Al-Rafiq.

**3. Approval of Agenda: Action**

Ms. Atkinson moved to approve the agenda. Ms. Radford provided her second and the motion passed 5-0.

**4. Public Comment on matters not listed on the Agenda:**

Dr. Smart: This meeting was intended to be for a closed session item however an administration email, addressed to the entire MTMC staff, implied it was the last chance to speak regarding the lease proceedings. This is not the last chance to be heard regarding the lease and no decision has been made. By law it is ok for public comment.

Ms. Reed read the following into the record, so everyone would know the many opportunities they would have to speak to have their comments heard by the Board.



Thank you all for coming today. We have only a closed session on our agenda today and did not anticipate a large turnout. The other rooms were not available, so we are meeting here. My apologies for the close quarters.

Before we go to public comments I would like to let you all know that we will be holding a study session open to the public later this month or early Dec. Representatives from those organizations who have responded to our RFP-request for proposals - for a new hospital lease, will be on hand to present their proposals and hear from the public. Additionally, we will be requesting a mtg with the Senior Management Team, one with the Medical Staff as well as to attend and participate in an employee meeting. At each of these meetings there will be an opportunity for all to share their comments with the Board.

After all these meetings have taken place, at the end of Nov or early to mid-Dec. the District Board will then hold another public open mtg including an opportunity for public comment, and make its decision, in open session, as to which proposal it will submit for placement on the June 2018 ballot.

Other opportunities to share your thoughts with the HCD Board – include written letters to the Board which are added to correspondence and placed into public record at the Board mtg following receipt. You can call or email Board members or our Executive Director, Dr. Randy Smart.

So, everyone would have a chance to be heard the following was read.

The purpose of this section of the agenda is to allow comments and input from the public on matters within the jurisdiction of the Mark Twain Health Care District not listed on the Agenda. (The public may also comment on any item listed on the Agenda prior to Board action on such item.) **Limit of 3 minutes per speaker.** The Board appreciates your comments however it will not discuss and cannot act on items not on the agenda.

##### **5. Board Comment and Request for Future Agenda Items:**

David Lie, RN: expressed concern about down-sizing and effects to the union contract.

John Weldemann: Expressed good treatment, well respected, good staff numbers and he's heard negative comments while he was in Oakdale.

Dr. Pardeep Athwal: Is new to the area, was trained in a 800-bed hospital, wants to build a good center and has heard some doctors are not happy in Lodi.

Dr. Lisa Siegler: Has concerns about Sonora and doesn't want to see all the good insurance go to Sonora. She likes being part of a larger referral bank because of the support.

Chris Harris, EVS: Been in the county 20 years and doesn't think Sonora should be here. It's our county and our hospital

Mary Krauthamel-Lane of Transcript: Reflected on the relationship with Tuolumne General. It closed 5-6 years ago. She doesn't want to repeat history.

Joe Beccera of IT: Warns of the IT issues of learning new software and one can expect a period of 6-months of terrible service if the hospital went with Adventist.

Sandy Bencher, Therapy: State 50% of the department left Tuolumne County and are willing to commute.

Janice Hudson, Admit: Will leave if Adventist was chosen because it wouldn't be community taking care of community.

Nancy Hiteshew: Has been here less than 3 years but appreciates Dignity giving a lot of resources and afraid of the unknown in another system.

Shawna Parker: Read a statement listing names that are in favor of Dignity. Most work in the community. She's worked at Sonora and is concerned about the (19-year) union relationship.

Ms. Reed: Thanked everyone for coming and encouraged them to attend future meetings and to go to the upcoming study session. By law the District has to give 72-hr notice of meetings. The intent is to have a decision by end of Nov. or mid Dec. There will be meetings for the med. staff, senior management, employee forums and the public. It is an open process.

Dr. Smart: Suggested everyone refer to the District website and Facebook page as well as the news media. They can also request that their name and address be added to the email list. The business at hand will drive the decision date but Nov. 29<sup>th</sup> is a possibility however it could roll into December before a decision is made.

Ms. Atkinson: Thanked everyone for coming.

Ms. Radford: Thanked everyone, saying she is an employee here and appreciates hearing their comments.

Ms. Reed: She and Ms. Atkinson sit on the Corp Board and they will let the Corp Board know.

Ms. Al-Rafiq: Expressed she is new to the Board and thanked everyone for coming.

Ms. Sellick: Appreciates what everyone does and knows they're bound to the community and health care so stay strong.

#### **A. Announcements of Interest to the Board or the Public:**

Hearing none:

#### **6. Next Meeting:**

**A.** Because of Thanksgiving the next meeting will not be November 22. Instead the next meeting will be November 29, 2017

#### **7. Closed Session:**

The Board moved into Closed Session at 8:04am.

**A.** Conference with Real Property Negotiators (Govt. Code section 54956.8). Property: Mark Twain Medical Center, 768 Mt. Ranch Road, San Andreas, CA. Agency Negotiator: Lin Reed, President Chair of the Board. Negotiating parties: Mark Twain Medical Center, Inc.; Dignity Health, Inc.; Adventist Health. Under negotiations: Price and Terms of Lease.

**8. Reconvene to Open Session:**

**A. Report of Action taken (if any) in Closed Session:**

No reportable action was taken in closed session.

**9. Adjournment: Action:**

Ms. Al-Rafiq moved to adjourn the meeting. Ms. Sellick provided her second and the meeting was adjourned at 9:16 am.



P. O. Box 95  
San Andreas, CA 95249  
(209) 754-4468 Phone  
(209) 754-2537 Fax

**Special Meeting of the Board of Directors  
Wednesday November 15, 2017  
7:30 am  
Mark Twain Medical Center Classroom 5  
768 Mountain Ranch Rd,  
San Andreas, CA**

## **Un-Approved Minutes**

### Mark Twain Health Care District Mission Statement

“Through community collaboration, we serve as the stewards of a community health system that ensures our residents have the dignity of access to care that provides high quality, professional and compassionate health care”.

#### **1. Call to order:**

The Meeting was called to order by President, Lin Reed at 7:31am

#### **2. Roll Call:**

Present for roll call was Lin Reed, MBA OTR/L; Susan Atkinson, MSW; Debbie Sellick, CMP and Talibah Al-Rafiq. Ann Radford, FNP was not present.

#### **3. Approval of Agenda: Action**

Ms. Al-Rafiq moved to approve the agenda. Ms. Atkinson provided a second and the motion carried 4-0.

#### **4. Public Comment on Matters Not Listed on the Agenda:**

The purpose of this section of the agenda is to allow comments and input from the public on matters within the jurisdiction of the Mark Twain Health Care District not listed on the Agenda. (The public may also comment on any item listed on the Agenda prior to Board action on such item.) **Limit of 3 minutes per speaker.** The Board appreciates your comments however it will not discuss and cannot act on items not on the agenda.

Ms. Reed: Read the above regarding public comments.

Dana Nichols: Read letter (Nov. 13, 2017) from his wife, Ruth Nichols, regarding the purchase of a service she received on May 31, 2017. She stated she was a private pay person at the time and requested to know what the service would cost? She paid for the service (\$69.50) at the time received. Without further communication she received a bill on Oct. 2, 2017 stating another amount was owed (\$77.00). Ms. Nichols' letter has been forwarded to the MTMC Corp. Board for follow-up.

Robert Wise: Stated he has some serious medical issues (heart attack, bone cancer, etc.) He visited a MTMC clinic and was told by the provider there was only 7 minutes to help him so he should pick one item he wished to address and make another appointment(s) for the other items. Mr. Wise opted to have treatment for his gout. Mr. Wise's concern has been forwarded to the MTMC Corp. Board for follow-up.

Shawna Parker: Concerned about the scheduling of study sessions and not having enough time to be part of the discussion because she and others have holiday plans. She feels the Board isn't being transparent.

John Weideman: Is concerned that a 5-hour window might be exhausted creating a life-long condition for a patient if revascularization service isn't available in Sonora.

Ms. Reed: Asked the Board's permission to put agenda item 6. before agenda item 5. so, she can address the audience in case they wish to leave.

#### **Board Comment and Request for Future Agenda Items:**

Ms. Reed: Reminded the audience the Board doesn't have total control on when the study sessions and decisions will be made because the Board is part of a process that involves other agencies. In addition, everyone involved are held to an NDA so cannot discuss items prior to the completion of the process. When the process is complete the parties involved will approve terms to be discussed. At that time study session(s) and meeting(s) will be scheduled and everyone will have the opportunity to be heard. All parties are working hard to accomplish the necessary steps required. It is likely the course will not be decided at the Nov. 29<sup>th</sup> Board meeting. The Board has always been and will continue to be transparent.

Dr. Smart: Reminded the audience the MTHCD is a public agency and is bound by state law so must meet certain criteria moving forward. One example is a fair market value report that must be done to justify the terms are meeting the FMV which is why this special Board meeting was called. If it does not, then the process will be delayed many more weeks. Rest assured everyone wants to complete this process, but all requirements must be met thus the decision may not be presented to the Board until mid-December. It takes patience.

#### **5. Valuation of Lease Arrangement Contract – Wipfli CPAs and Consultants: Action**

Dr. Smart: Gave some history on the prior FMV which was done in 2016 by Dave Robeson of HFS. Since then HFS has merged with Wipfli. The 2016 report is now dated and would not reflect the terms of current proposals. He has been in contact with Mr. Robeson discussing the price being reduced because he'd be able to use his 2016 which should also speed up the process. The Board is being asked to consider the proposal before them at a cost of \$29k that will take approx. 3 weeks to complete.

Ms. Atkinson: Expressed her concerns about the report being more than \$25k especially when some of the data can be used from the prior report. She feels it her duty to be conservative with tax payers' money. This proposal is too expensive, and staff should look for another vendor and cap the cost at \$25k.

Dr. Smart: Sent concern about the price reminding Mr. Robeson he had prior data at his disposal however he is out of town with an ill family member. Shopping for another vendor would take weeks and delay the process with no guarantee of a cheaper price. It could also mean missing the June ballot deadline.

Ms. Sellick: Suggested looking for another vendor while negotiating with Wipfli.

Ms. Reed: Feels the price is higher than anticipated but doesn't want to draw a line in the sand over \$4k and delay the decision on a lease or ballot measure. She suggested staff see what other options are available.

Dr. Smart: Will get back to Mr. Robeson regarding cost and some of the incorrect references in the proposal.

Ms. Reed: Answered Shawna Parker's question by saying the 2016 report includes 2015 OSHPD data so is dated. It needs to be as close as possible to the ballot measure and must be done regardless of who the future provider will be. Because we're a public agency the attorney general could intervene if the FMV wasn't current and close to the lease amount. Another requirement is the motion authorize counsel to engage with Wipfli to order the report.

Ms. Al-Rafiq moved to authorize counsel to engage the firm of Wipfli CPA based on its proposal, as an expert in connection with legal counsel's (Archer Norris) advice on the lease renewal negotiations not to exceed \$29k. Ms. Sellick provided her second. The motion passed 3-1 with Ms. Atkinson voting no.

**6. Board Comment and Request for Future Agenda Items:**

A. Announcements of Interest to the Board or the Public:

Hearing none

**7. Next Meeting:**

A. Because of Thanksgiving the next meeting will not be November 22. Instead the next meeting will be Wednesday, November 29, 2017.

**8 Closed Session: .....Ms. Reed**

A. Conference with Real Property Negotiators (Govt. Code section 54956.8). Property: Mark Twain Medical Center, 768 Mt. Ranch Road, San Andreas, CA. Agency Negotiator: Lin Reed, President Chair of the Board. Negotiating parties: Mark Twain Medical Center, Inc.; Dignity Health, Inc.; Adventist Health. Under negotiations: Price and Terms of Lease.

**9. Reconvene to Open Session:**

A. Report of Action taken (if any) in Closed Session:

The Board reconvened to open session. Ms. Reed stated there was no reportable action taken in closed session.

Minutes – November 15, 2017 Special MTHCD Board Meeting Approved \_\_\_\_\_

**Adjournment: Action:**

Ms. Atkinson moved to adjourn the meeting and Ms. Sellick provided her second. The meeting was adjourned at 8:44am.