

SUPERVISORS NOTEBOOK

A Digest of Legislative Activities

For the Month of

August 2013

SOCIAL AND MENTAL HEALTH SERVICES COMMITTEE

VETERANS SERVICE AGENCY

May 20, 2013

PRESENT: John Salka, Chairman - Brookfield
Alex Stepanski - Stockbridge
Jim Goldstein - Lebanon
Mark Scimone - Administrative Assistant
Donald R. Smith - Veterans Agency Director

ABSENT: Lewis Carinci - Oneida Ward 4-5-6
Eve Ann Shwartz - Hamilton

Meeting called to order by Chairman Salka @ 09:31 in the Large Conference room, bldg 4, main office building Wampsville campus.

Previous minutes:

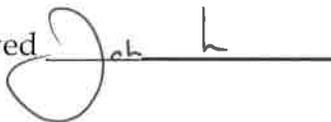
Mr, Smith reviewed minutes of April 22, 2013. Motion to accept by Mr. Stepanski , seconded by Mr Golsstein. Approved by all & carried.

Discussion:

Mr. Smith recapped the previous monthly statistics and highlights of the current month events. The Madison County American Legion selected 26 delegates for the Boys State Program in June. The VA claims backlog still lingers. VA has implemented new software and policies to improve their performance. WAVEM Memorial Day Ceremony will be held on the Traditional day, May 30 @ 10:30. Long awaited benefits still trickle in with substantial retroactive awards. Madison County American Legion Convention will be June 2, 2013, 1:00 @ the Munnsville Post. Election of officers will be held. Several medals presentations were conducted for our veterans.

No further veteran business to discuss, the meeting adjourned at 09:40.

Approved



Date 06/24/13

7/22/13



Criminal Justice, Public Safety and Telecommunications Committee Meeting

Minutes May 30, 2013

PRESENT: Vice Chairman David L. Coye, Supervisors Lewis Carinci and Richard O. Bargabos

ALSO: Public Defender's Office Director Paul Hadley, First Assistant County Attorney Tina Wayland-Smith, District Attorney William Gabor, Sheriff Allen Riley, Undersheriff John Ball, Probation Director Joanne Miller; E-911 Communications Director Paul Hartnett

ABSENT: Chairman Roger D. Bradstreet and Supervisor Daniel S. Degear

The meeting was called to order at 1:39 p.m. in the Supervisors Large Conference Room.

Public Defender's Office: Public Defender's Office Director Paul Hadley gave a history and overview of how the office came into existence and its current staffing and needs. Hadley said the demands on the office have grown, with expenses continually rising and being constrained for a fifth year to a stagnant budget allocation. (Additional notes from the department attached.)

First Assistant County Attorney Tina Wayland-Smith applied for and received a grant for the Public Defender's Office; she said they need to look at the parameters of the grant to develop a plan to put it to its best use.

District Attorney: District Attorney William Gabor reported receiving an Aid to Prosecution Grant in the amount of \$29,200.00 – the same as last year.

The Committee unanimously approved a resolution authorizing the chairman to enter into an agreement with the New York State Division of Criminal Justice Services to accept the grant on the motion of Supervisor Richard O. Bargabos and second of Supervisor Lewis Carinci.

The Committee unanimously approved a resolution establishing stipends for 2013-14 for District Attorney's Office employees to be funded by the Aid to Prosecution Grant on the motion of Bargabos and second of Carinci.

The Committee reached consensus in allowing the DA's Office to adjust its hours for summer from 8:30 a.m. to 5 p.m. to 8 a.m. to 4:30 p.m.

Gabor said efforts toward paperless office operation continue and has been accomplished with about 75 percent of the local courts.

Sheriff's Office: The Committee entered executive session to discuss matters leading to the discipline or dismissal of a particular employee at 1:58 p.m. on the motion of Carinci and second of Bargabos. The Committee exited executive session at 2:03 p.m. on the motion of Bargabos and second of Carinci.

Chairman Roger D. Bradstreet joined the meeting at 2:00 p.m.

The Committee unanimously approved a resolution authorizing the chairman to apply for reimbursement through U.S. Department of Justice Bulletproof Vest Partnership Program on the motion of Bargabos and second of Bradstreet.

The Committee unanimously approved a resolution authorizing the chairman to amend an agreement with Law Enforcement Psychological Associates to correct the dates of service on the motion of Bradstreet and second of Bargabos.

The Committee unanimously approved a resolution authorizing the chairman to enter into an agreement with Government Payment Service, Inc., to collect fees for the County on the motion of Bargabos and second of Bradstreet.

The Sheriff's Office is applying for the 2014 STOP DWI New York grant and 2013 COPS grant.

Supervisor Daniel S. Degear joined the meeting at 2:05 p.m.

Probation: Probation Director Joanne Miller gave an overview of a New York State Forensic Case

Management grant. The Committee unanimously approved a resolution to extend County participation in the program on the motion of Degear and second of Bargabos.

E-911 Communications: Director Paul Hartnett reported that he has reached out to cell phone service providers to offer space on the County's radio towers; additional outreach, including personal visits, is planned. Research into possibilities to upgrade the CAD system continue.

Hartnett said some minor glitches in the new radio communications system have been reported; he said they are almost entirely education-related. (Additional notes from the department attached.)

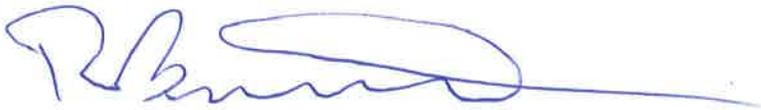
The Committee unanimously approved a resolution authorizing the chairman to enter an agreement with the New York State Division of Homeland Security and Emergency Services, Office of Interoperability and Emergency Communications to accept a grant award of \$4,194,189.00 and modifying the 2013 County budget on the motion of Degear and second of Bradstreet.

Minutes: Minutes of the April 18, 2013, meeting were unanimously approved on the motion of Degear and second of Bargabos.

Motion to Adjourn: The Committee adjourned at 10:41 a.m. on the motion of Vice Chairman David S. Coye and second of Degear.

Next Meeting Date: July 18, 2013, at 9 a.m. in the Atrium Conference Room.

Respectfully submitted June 16, 2013, by Martha E. Conway for Chairman Roger D. Bradstreet and approved June 20, 2013.



Roger D. Bradstreet, Chairman, Madison County Criminal Justice, Public Safety and Telecommunications Committee

MADISON COUNTY
DEPARTMENTS OF MAINTENANCE and CENTRAL SERVICE
Kevin F. Loveless
Building Maintenance Supervisor



138 North Court Street
County Office Building
Wampsville, NY 13163

(315) 366-2259
(315) 366-2511 (fax)

Buildings and Grounds Committee Meeting

Minutes June 19, 2013

PRESENT: Chairman Ronald Bono, Vice Chairman Roger Bradstreet, Supervisors Alexander Stepanski and Scott Henderson, County Administrator Mark Scimone, MEGA Energy Consultant Gordon Boyd

ABSENT: Supervisor David L. Coye

The meeting was called to order at 2:15 p.m. in the Supervisors Large Conference Room.

Minutes: The minutes of the regular meeting May 15, 2013, were unanimously approved on the motion of Vice Chairman Roger Bradstreet and second of Supervisor Scott Henderson.

MEGA: Gordon Boyd, energy consultant with Municipal Electric and Gas Alliance, gave a brief overview of the MEGA consortium and various program options for participation. Boyd said fixed and variable purchasing options are available for natural gas and electricity, and that natural gas also offers a hybrid that allows municipalities to negotiate a variable arrangement with a cap ("price protection").

Variable-rate consumers may cancel their contracts at any time by providing appropriate written notice as described in the contract; fixed-rate consumers must pay for the cost of the guarantee through the end of the contract period.

Chairman Ronald Bono said he continues to be interested in green credits.

Boyd said the energy companies had a problem with the County's Standard Independent Contractor Agreement and asked to be exempted from signing it. County Administrator Mark Scimone said he would check with the County Attorney's Office to see if that is possible.

The resolutions authorizing the Chairman to enter agreements with Hess and Integrys were unanimously approved on the motion of Bradstreet and second of Supervisor Alexander Stepanski, with the Board of Supervisors to reach consensus on whether to enter fixed or variable agreements or a blend of the two on an account-by-account basis.

SimplexGrinnell: A resolution to amend an agreement with SimplexGrinnell and related budget modification to pay for same were unanimously approved on the motion of Henderson and second of Stepanski. The amendment calls for SimplexGrinnell to perform individual smoke head and other equipment testing in compliance with NFPA Rule No. 72 as required by New York State. A budget modification will be necessary to pay for the work to be performed.

Elevator Generator: The Committee unanimously approved the connection of the County Office Building elevator to the existing generator that powers the building and approved a budget modification to pay for same on the motion of Henderson and second of Stepanski. The low quote was provided by Patricia Electric, original installers of the equipment. Scimone said he would find the \$9,325 to pay for the work.

Lawn Medic: The Committee unanimously consented to allow Building Maintenance Supervisor Kevin Loveless to contract with Lawn Medic to perform the necessary immediate

herbicide application upon receiving no quotes for this service from more than a half-dozen businesses approached by the department.

Servomation: A resolution authorizing the Chairman to extend an agreement with Servomation was unanimously approved on the motion of Stepanski and second of Bradstreet.

Motion to Adjourn: The meeting was adjourned at 3:27 p.m. on the motion of Bradstreet and second of Bono.

Next Meeting Date: July 17, 2013, immediately following the 2 p.m. Public Works Committee meeting in the Supervisors Large Conference Room.

Respectfully submitted June 24, 2013, by Martha E. Conway for Kevin Loveless and approved July 17, 2013.



Kevin F. Loveless, Madison County Buildings & Grounds Supervisor



**Madison County
DEPARTMENT OF HIGHWAYS
139 North Court Street
P.O. Box 15
Wampsville, NY 13163**

**F. Joseph Wisinski
County Highway Superintendent**

**PH (315) 366-2221
FAX (315) 366-2677**

**Public Works Committee Meeting Minutes
June 19, 2013**

Ronald Bono called the meeting of the Public Works Committee to order at 2:08 p.m. in the Supervisor's Large Conference Room on the second floor of the County Office Building, Wampsville, NY

Those in attendance were Public Works Committee Members: Chairman Ron Bono, Roger Bradstreet, Scott Henderson and Alex Stepanski. Also in attendance were: Joe Wisinski, Highway Superintendent, Brad Newman, Deputy Highway Superintendent, Martha Conway, and Mark Scimone, County Administrator.

Acceptance of the Minutes from May 15, 2013

Motion by A. Stepanski to accept the minutes, seconded by R. Bradstreet. All in favor.

Resolution for an Agreement with CSX Transportation, Inc.

Joe Wisinski explained to the committee that the agreement with CSX was necessary for CSX to review and approve the engineering drawings for the North Court Street bridge project. The committee asked Joe Wisinski if CSX would charge all of the \$10,835.00 to review the plans. Joe responded that it would probably be less that amount.

Motion by R. Bradstreet to approve the resolution, seconded by A. Stepanski. All in favor.

Motion, No motion required

Next Public Works Committee Meeting

The next Public Works Committee meeting will be held at 2:00 p.m. on **Wednesday, July 24, 2013** in the Large Conference Room, second floor of the County Office Building, Wampsville, NY.

Motion by to Adjourn Meeting at 2:15 p.m. All in favor.

COMMITTEE ON PLANNING, ECONOMIC DEVELOPMENT, ENVIRONMENTAL
AND INTERGOVERNMENTAL AFFAIRS
MEETING MINUTES

June 20, 2013 – 9:00 A.M.- Public Health Conference Room

PRESENT:

Committee: **Ralph Monforte**, Russell Cary, James Rafte , and Priscilla Suits.

Absent: Eve Ann Shwartz

Supervisors:

County Staff: Cindy Edick, Scott Ingmire, Becky Marsala , and Gwen Williamson

Additional Present: Kipp Hicks, Joan Johnson and Beth McKellips

Press:

Meeting called to order at 9:05A.M. by Monforte.

A-1: The May 23rd, May 30th and June 11th meeting minutes were unanimously approved on a **MOTION** by Cary and seconded by Suits. 9:06 A.M. 4/0/0.

A-2: Cindy Edick presented the Sales Tax Update. She was happy to report that the Actual Sales Receipts are still showing an increase of 6.19%. The OTB Revenue continues its downward trend while the Vehicle Use Tax Revenue remains constant. The Medical and Prescription Claims have shown a decrease, bringing the amount over last year's numbers back down to a gain of approximately 20% , instead of 30%.

A-3: Becky Marsala presented the Tax Delinquent Property Update. She noted that there are still approximately 79 properties still slated for auction. Discussion ensued regarding the process for handling a particular house that has mold issues. Becky will be sure that there is sufficient documentation declaring the parcel fit for sale.

A-4: The Committee approved a resolution authorizing the Chairman to enter into an agreement for asbestos abatement services on a MOTION by Suits and seconded by Rafte. 9:11 A.M. 4/0/0.

A-5: The Committee approved a resolution authorizing the Chairman to enter into an agreement for air quality monitoring services on a MOTION by Rafte and seconded by Cary. 9:11 A.M. 4/0/0.

A-6: Scott Ingmire presented the Career Center Update. Scott noted that the past due rent has now been paid by ACCESS-VR.

A-7: Ingmire reported that the Summer Youth Employment Program is on track and approximately 80 youth will be placed in employment throughout the County. He emphasized the significant amount of coordination and work that takes place behind the scenes to accomplish this service.

A-8: Beth McKellips presented the AED Update. Beth highlighted current priorities such as the progress of the food hub project, an upcoming farm event with Senator Gillibrand, and Open Farm Day. Other topics mentioned briefly were the Upstate Institute Field School Fellow, the agribusiness incubator proposal, the upcoming Local Beer Collective meeting, and merging agricultural resources with the Buy Madison County campaign.

A-9: Kipp Hicks presented the IDA Update. Kipp reported that he is following up on a lead for an agricultural prospect and he will keep the Committee updated and things evolve. There is also a biomass related company looking into the ARE Park and Kipp will notify the Committee of any news on that front as well. Kipp offered congratulations to Owera Vineyards for a successful opening and ribbon cutting event while emphasizing that Owera will be an excellent addition to Madison County. He noted that Empire Farmstead Brewery is getting closer to being construction-ready.

A-10: Kipp Hicks presented a resolution pertaining to Madison County CRC and Oneida Healthcare Center that he says will have “no impact” or financial obligation change for the County.

The Committee authorized a resolution approving the issuance of certain obligations by Madison County Capital Resource Corporation to finance a certain project for Oneida Healthcare Systems, Inc. D/B/A Oneida Healthcare Center on a MOTION by Cary and seconded by Rafté. 9:38 A.M. 4/0/0.

A-11: The Committee authorized a resolution appointing Steven J. Potter of Oneida as a member to the Madison County Industrial Development Agency on a MOTION by Cary and seconded by Suits. 9:42 A.M. 4/0/0.

A-12: The Committee authorized a resolution appointing Steven J. Potter of Oneida as a member to the Madison County Capital Resource Corporation on a MOTION by Rafté and seconded by Suits. 9:43 A.M. 4/0/0.

Kipp distributed a preliminary copy of the IDA Annual Report, which will be presented to the Board of the Whole in the near future.

A-13: Scott Ingmire presented the Madison Transit Update. He noted that Birnie Bus has created a modified schedule for the continuation of service to Madison County. This plan will not cost County dollars, but will instead require the County to provide a match of in-kind services through the administration of the 5311 funding program, (in the same manner as the Planning Department has been doing for the previous system). Seven of the eleven buses will be utilized, the rest will be sold or scrapped as necessary. Scott said that the press release will go out very soon. The new system will be reassessed in a few months to evaluate its success.

A-14: The Committee approved a resolution authorizing the Chairman to enter into an agreement between the Oswego County Soil and Water District and Madison County on a MOTION by Suits and seconded by Cary. 9:49 A.M. 4/0/0.

A-15: The Committee approved a resolution authorizing a contract modification with the Central New York Regional Planning and Development Board on a MOTION by Cary and seconded by Suits. 9:50 A.M. 4/0/0.

A-16: The Buy Madison County Update was presented by Scott Ingmire. Scott said that the specifics and options for a “Buy Madison County” gift card or debit card campaign is being worked on with Oneida Savings Bank. Monforte noted that in the case of the debit card, were it to be used outside of Madison County, some of the revenue would still return to the County. The gift card would be specific to participating stores. Ingmire and Hart have made a presentation at the Chamber meeting and it was well received.

Scott mentioned that email notices regarding the Buy Madison County project have been sent to the County employees, but a flyer to be included with paystubs is a possible idea for the future.

The Buy Madison County signs have been installed throughout the County. Monforte noted that the signs seem to be small and placed too high in many cases. He suggested larger signs be considered and using the smaller ones elsewhere. Scott said that some signs have already been relocated.

A-17: Scott Ingmire presented the Vegetation Harvesting Update. Scott said that there are tentatively seven lakes slated for harvesting services this year. He noted that the operator, Marvin Chase has already ordered parts and plans to begin services in mid-July.

Additional Item: Joan Johnson presented the Madison County Tourism Update. There were 68 resumes for the position of Tourism Director and after reviewing all resumes, Scott Flaherty was chosen. Everyone involved is very confident that the best choice was made and they are very fortunate to have Flaherty on board.

Joan would like to see a brain-storming meeting with all of the local and regional entities coming together to share ideas regarding the Buy Madison County campaign.

A-18: New Business:

Joan reported that the State Wide Farm Bureau meeting will take place throughout all of next week and will provide revenue to Hamilton and Madison County. She is encouraging a push to get other associations to hold their business gatherings in Madison County, thereby increasing the "heads in beds" tax revenue to the County.

Russ Cary reminded the Committee that the Oxbow Falls Micro Hydroelectric Power Grand Opening will be Tuesday, June 25th at 1:00 P.M. There will be a presentation of the interactive Micro Hydroelectric Potential map as well as a unique opportunity to celebrate and learn about the innovative use of green technologies in Madison County Parks.

Beth McKellips announced that the Side Hill Butcher Shop has an opening date of July 4th.

Kipp Hicks mentioned two CDBG grants in the works, one for Empire Brewery and one for All Seasonings. He also spoke of the tentative gifting of a nursing home facility to the Oneida Hospital.

A-19: The next scheduled meeting of the Planning Committee will be July 18, 2013 at 9:00 A.M. in the Supervisors' Large Conference Room.

A-20: The meeting was adjourned on a MOTION by Suits and seconded by Rafte. 10:24 A.M.

Respectfully submitted: Gwen Williamson



Madison County Youth Bureau

PO Box 635, Wampsville, NY 13163
Phone: 315-366-2574 Fax: 315-366-2579

Joanne D. Eddy, Director



MINUTES OF MEETING SOCIAL & MENTAL HEALTH SERVICES COMMITTEE & YOUTH BUREAU

June 24, 2013

Present: John Salka, Town of Brookfield
Alex Stepanski, Town of Stockbridge
Lewis Carinci, City of Oneida
Mark Scimone, County Administrator
Suzanne Odell, Executive Assistant to the County Administrator
Joanne Eddy, Youth Bureau Director
Virginia Whitford-Anken, Supervisor, Liberty Resources Safe Place for Youth program

Approve Minutes

There were no minutes from the May meeting due to a lack of a quorum at that meeting.

Meeting with Safe Place for Youth Program Representative

As requested at the April S&MHS Committee meeting Joanne invited Virginia Whitford-Anken, the supervisor for the Liberty Resources' Safe Place for Youth Interim Family Home program to attend this meeting to discuss what measures the program is taking to address the program's lack of a certified Interim Family Home. The program has not had a certified Interim Family Home for about a year which is necessitating that our young people be referred out of county when they need temporary safe shelter. This lack of at least 1 certified Interim Family Home also puts the program out of compliance with OCFS funding regulations, which could result in the loss of this funding to the County.

Ms. Whitford-Anken reported that they have presented to some groups regarding the need for Interim Family Homes, are exploring the possibility of moving some funds around within their current budget to allow for the payment of stipends to Interim Family Homes and have developed a marketing strategy for Interim Family Home recruitment, which she agreed to send to Joanne. She also indicated that she would provide Joanne with monthly updates regarding their progress so that Joanne could keep the committee informed.



Madison County Mental Health Department

Serving the Residents of Madison County for over 45 Years (established in 1966)

VETERANS MEMORIAL BUILDING
NORTH COURT STREET, P.O. BOX 608, WAMPSVILLE, NY 13163-0608
(315) 366-2327 OR TOLL FREE (800) 721-2327
FAX (315) 366-2599

Social and Mental Health Services Committee Mental Health Department Meeting Minutes June 24, 2013

Present: John Salka, Chair
Alex Stepanski
Lewis Carinci

Staff: Teisha Cook, Director of Community Services
Karolyn M. Sayles, Deputy Director MHD

Guest: Mark Scimone, County Administrator
Suzanne Odell, Executive Assistant to the County Administrator

The meeting was called to order at 4:35 PM.

Approving the Minutes

Alex Stepanski made a motion to accept the May 20, 2013 minutes, Lewis Carinci seconded the motion. All were in favor.

Program and Fiscal Reports

Ms. Sayles presented the May consolidated fiscal report and accounts receivable listing. The department is at an actual deficit of \$98,664 compared to a budget deficit of \$4,603. The majority of this variance is due to termination benefits paid to staff displaced with the pending transfer of the ADAPT program to Family Counseling Services. Also discussed was Federal Medicaid Salary revenue. This funding stream has been restructured retroactively and the department is in the process of making the necessary adjustments.

Resolutions

- Enter into an Agreement with Consumer Services of Madison County and Modifying the 2013 Adopted County Budget

Alex Stepanski moved to accept the resolution and Lewis Carinci seconded it. The Committee voted to approve the resolution. The Committee requested a presentation at the August meeting by Dr. William Cesare, Executive Director of Consumer Services, regarding the PROS Clinic.

- Execute a contract Modification for Forensic Case Management Services
Alex Stepanski moved to accept the resolution and Lewis Carinci seconded it. The Committee voted to approve the resolution.
- Authorizing the Chairman to execute a modification of the 2013 Adopted Budget (Forensic Case Management)
Alex Stepanski moved to accept the resolution and Lewis Carinci seconded it. The Committee voted to approve the resolution.
- Renew an Agreement with Chittenango Central School District
Lewis Carinci moved to accept the resolution and Alex Stepanski seconded it. The Committee voted to approve the resolution.
- Renew an agreement with Madison County Head Start
Lewis Carinci moved to accept the resolution and Alex Stepanski seconded it. The Committee voted to approve the resolution.
- Appointing Two new members to the Community Services Board (CSB)
Alex Stepanski moved to accept the resolution and Lewis Carinci seconded it. The Committee voted to approve the resolution. John Salka noted that CSB members do not need to be Madison County residents.

Update - Hamilton School

Ms. Cook has been in contact with Dr. Diana Bowers, Hamilton School Superintendent regarding a written contract to define the school based mental health services at the Hamilton School District using the Chittenango School District contract as a guide. There are a few more details to work out.

Update – Billing Compliance

Effective July 1, 2013, the Mental Health clinic will begin billing from completed progress notes and treatment plans. All claims for payment for any service provided by the department will be supported by complete documentation in the medical record before billing a third party payer.

John Salka, Chair, adjourned the meeting at 4:55 PM.

Minutes Approved: Without any changes With changes noted or corrected copy attached



John Salka, Chairman
Social & Mental Health Services Committee

7.23.12

Date

Minutes of Meeting

SOCIAL & MENTAL HEALTH SERVICES COMMITTEE MEETING
Department of Social Services

June 24, 2013

Present: John Salka, Town of Brookfield
Lewis Carinci, City of Oneida
Alexander Stepanski, Town of Stockbridge
Michael Fitzgerald, Commissioner
Mark Scimone, County Administrator
Suzanne O'Dell, Assistant to County Administrator

The meeting began at 4:20 with John asking for a motion to approve the meeting minutes from the two previous committee meetings on May 20, 2013, and June 11, 2013. Alex made the motion to approve the meeting minutes without addition or correction and Lewis seconded the motion. The motion passed unanimously.

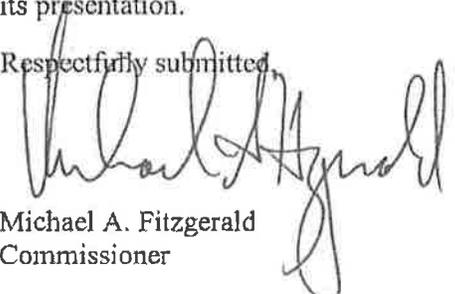
Mike next reviewed the caseload and expenditures report. There was nothing to report that was not expected at this point in the year.

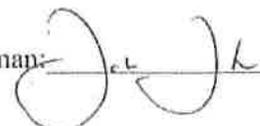
Before the committee was one resolution to purchase a tile floor cleaner, as recommended by Building Maintenance. Mike explained that with most carpet being replaced by linoleum tiles in DSS hallways, the existing 20+ year-old machine was breaking down. The new machine would be more efficient. The money would be transferred from "Building Renovations" to a dedicated line for "Floor Scrubber." On a motion by Lewis and seconded by Alex, the resolution passed unanimously.

Mike quickly briefed the committee on the status of the Enrollment Center (no new news with transition plans still under way for the remainder of the year) and Medicaid transportation (Medical Answering Service began that day accepting phone calls for medical appointments on or after July 1, 2013).

There being no further actions for DSS and the committee, the Mental Health Department began its presentation.

Respectfully submitted,


Michael A. Fitzgerald
Commissioner

Approved by Committee Chairman: 

Date: 7.22.13

**MADISON COUNTY BOARD OF HEALTH
AND
PUBLIC HEALTH SERVICES' COMMITTEE MEETING
MONDAY, JUNE 24, 2013**

BOARD OF HEALTH MEMBERS PRESENT:

PRESIDENT, JOHN ENDRES, DVM (EXCUSED)
VICE PRESIDENT, JOHN SALKA, (EXCUSED) LEGISLATIVE REPRESENTATIVE
MARGARET S. ARGENTINE, PHD, RN, CNE
SAM BARR, DMD
WENDY CARY, CITY OF ONEIDA
ROBERT DELORME, MD, (EXCUSED) PHYSICIAN REPRESENTATIVE
RACHEL ELDER, MD, PHYSICIAN REPRESENTATIVE
JENNIFER MEYERS, MD, PHYSICIAN REPRESENTATIVE

PUBLIC HEALTH COMMITTEE MEMBERS PRESENT:

CHAIRMAN, JOHN SALKA, TOWN OF BROOKFIELD
LEW CARINCI, CITY OF ONEIDA, WARDS 4-5-6
JAMES GOLDSTEIN, (EXCUSED) TOWN OF LEBANON
EVE ANN SHWARTZ, (EXCUSED) TOWN OF HAMILTON
ALEX STEPANSKI, TOWN OF STOCKBRIDGE

OTHERS PRESENT:

ERIC FAISST, DIRECTOR OF PUBLIC HEALTH
MARK SCIMONE, COUNTY ADMINISTRATOR
CHERYL GEILER, DIRECTOR OF COMMUNITY HEALTH
KELLY GOLLEY, DIRECTOR OF ADMINISTRATIVE SERVICES
ROSANNE LEWIS, DIRECTOR OF CHILDREN WITH SPECIAL NEEDS
GEOFF SNYDER, DIRECTOR OF ENVIRONMENTAL HEALTH
R. SEELAN NEWTON, MD, MEDICAL CONSULTANT
CHRISTINE COE, CONFIDENTIAL SECRETARY

MADISON COUNTY PUBLIC HEALTH SERVICES COMMITTEE

John Salka called the Public Health Committee meeting to order at 4:57 p.m. indicating that there was a quorum for the Public Health Services Committee.

The Public Health Services Committee reviewed the May minutes. Motion to approve the minutes was made by Alex Stepanski, seconded by Lew Carinci and approved by all.

Resolutions:

- A. Acknowledging introduction of proposed Local Law No. 4 for the year 2013 and calling for a public hearing was made by Lew Carinci seconded by Alex Stepanski and approved by all.
- B. Adopting Local Law No. 4 for the year 2013 was made by Lew Carinci seconded by Alex Stepanski and approved by all.
- C. Authorizing the Chairman to enter into agreements with agencies and therapists for the Preschool Program was made by Alex Stepanski seconded by Lew Carinci and approved by all.
- D. Authorizing the modification of the 2013 adopted County budget was made by Alex Stepanski seconded by Lew Carinci and approved by all.
- E. Extending contracts for the Preschool children transportation was made by Alex Stepanski seconded by Lew Carinci and approved by all.
- F. Authorizing the Chairman to enter an agreement with TREX Planning (draft) was made by Lew Carinci seconded by Alex Stepanski and approved by all.

Corporate Compliance Update:

- The Committee is meeting every other month and implementing the work plan. The June Committee meeting was cancelled. The next meeting is scheduled for August 20th.
- Mental Health's self-disclosure documentation to be sent to OMIG tomorrow.
- All training videos and forms are now available on the Corporate Compliance website.
- All but 24 County employees have completed the annual training; reminders have been sent to their Department Heads.
- All members of the County's Governing Body are required to view the Corporate Compliance for the Governing Body training video annually. A reminder will be sent to those that have not completed it to date.
- Class A contractors will receive notification of their required annual training in August.
- KChecks Reports – no matches to report.
- Hotline Calls – no calls to report.
- Mental Health corrective action item addressed – they now have a doctor signing off on treatment plans.

Old Business:

- Received official announcement of our award from the Department of State's Local Government Performance and Efficiency Program (LGPEP). A press release went

out and the County will be receiving the \$1.6+ million in funds for the privatization of our Home Care Services.

New Business

- Preparing a “Local Health Department Technical Support for Immunization Billing Implementation” grant from the NYSDOH, Bureau of Immunization and Office of Public Health Practice. This initiative provides LHDs with tools necessary to effectively capture critical immunization revenue. Grant is due July 1. Grant amount up to \$40,000 per county. If we receive funding, a resolution will be presented to collaborate with other counties to leverage our individual grant awards to develop and implement an electronic billing system.

Public Health Committee adjourned at 5:16 p.m.

Maggie Argentine called the Board of Health Meeting to order at 6:39 p.m. indicating that there was a quorum for the Board of Health meeting.

The Board of Health Committee reviewed the May minutes. Motion to approve the minutes was made by Sam Barr, seconded by Wendy and approved by all.

Record of Claims:

Kelly Golley distributed the Record of Claims for review and approval. Motion to approve was made by Jennifer Meyers, seconded by Wendy Cary and approved by all. Maggie Argentine signed for approval.

Community Health Assessment (CHA):

The CHA Advisory Groups are meeting by life stage this week and the Health Economics Advisory Group met last week. The advisory groups reviewed profiles and key findings and will identify strategies to move forward.

Rural Health Network (RHN):

The Rural Health Network partner group met on June 13th. New candidates for RHN board were identified at the May 23rd event. Committee structures will be discussed at the July RHN group meeting. Candidates will be invited to join the board at the August meeting. The Board met with Health Foundation of Western & Central New York (HFWCNY) consultant to discuss work plan and update on funding.

A press release went out last week regarding the Department of State's Local Government Performance and Efficiency Program (LGPEP) Awards. The County will be receiving the \$1.6+ million in funds for the privatization of our Home Care Services. Once the funds are received, a proposal will be brought before the Board of Supervisors seeking their approval to use a portion of the award to provide initial funds for the Madison County Rural Health Council (MCRHC) for a period of three years at \$120,000 per year. These funds would be used to provide staffing for the MCRHC and the time needed to get established and secure additional grant and revenue funding.

Julie Dale, a member of the MCRHC, is currently drafting a grant application that would fund website development for the Rural Health Network.

Karen Madden, from the New York State Department of Health, recommends that the MCRHC meet with the Hamilton-Crouse Rural Health Network Board to discuss merging into one network. A date and agenda is being discussed. Eric stated that there is a potential for a regional Rural Health Network eventually.

Healthy Weight:

The collaboration with Colgate is temporarily on hold. Subgroups, including Health Department staff, have been identified to collaborate on student research projects that address the following issues:

- Childhood obesity
- Environmental health tracking

Subgroup meetings with Colgate will be scheduled for the end of July/early August. This group will assist in drafting the agenda in the meantime.

Maggie provided an update on Fit Kids of Madison County. This program is modeled after Fit Kids of Arizona and involves the child and their family with fitness, nutrition, behavioral and social support components. They are on week 10 of the 12 week intervention. Of 10 referrals, 9 children between the ages of 11 and 14 years started the program, with 8 remaining. They attend three sessions per week at the YMCA in Oneida and receive a free family membership for a year. The program is defined as a pilot with baseline and weekly measurements, mid- and end-of-program evaluations, and a final formal report that will be presented to this group.

Maggie stated that they need someone to own and manage the program and craft the next steps to keep it moving forward, something the Rural Health Network might consider. She recommends extending the program through the fall with the same children to ensure better outcomes and evidenced-based measurements, perhaps with a peer mentoring approach thereafter.

REPORTS:

Division and Medical Director reports were submitted prior to the meeting for review.

Director's Activities

Healthy Care

- Advisory group meetings are underway to review the final materials and develop and prioritize strategies and will conclude the week of June 24th.
- The RHN partner group met on June 13th. New candidates for RHN board were identified at the May 23rd event. Individuals will be invited to join the board at the August meeting. Board met with HFWCNY consultant to discuss work plan and update on funding.
- Preparing a "Local Health Department Technical Support for Immunization Billing Implementation" grant from the NYSDOH, Bureau of Immunization and Office of Public Health Practice. This initiative provides LHDs with tools necessary to effectively capture critical immunization revenue. Grant is due July 1. Grant amount up to \$40,000 per county. We will collaborate with other counties to leverage our individual grant awards to develop and implement an electronic billing system.

Healthy Environments

- Waiting for document. According to EPA they anticipate that the document will be available to us sometime this July or August.
- Summer intern collecting information for our Healthy Housing initiative.

Health Promotion

- The Hamilton car seat check was rescheduled twice due to heavy rain. The event is rescheduled for Tuesday, July 2nd from 4:30-6:30 pm. The Canastota car seat check

is scheduled for Thursday, June 27th from 4:00-6:30 pm. (See attached flyer for the updated information.)

- The department's Certified Child Passenger Safety Technician will be holding a training for staff who work with families with children or who transport children on August 14th from 9:30-11:30 am at the Health Department. (See attached flyer for more details.)
- The "Helping Parents Make Healthy Choices—One Choice at a Time" workshop for staff who work with families with young children was held on June 11th at the Health Department. The training was based on the Touchpoints Model, developed by The Touchpoints Institute which is associated with Children's Hospital in Boston and Harvard University. The founder of the institute is Dr. T. Berry Brazelton who still lectures on the model. Twenty-six staff from the Health Department, CAP, WIC, Oneida Indian Nation, and Cornell Cooperative Extension attended. Participants reported that they learned concrete ways to work with parents and shared how they will use it in their work with parents. The department plans to work with members of the Living Well Partnership and the department's summer fellow from Colgate University's Upstate Institute to use what was presented in the workshop to educate, empower, and motivate parents to change.
- All six of the childcare centers in the county who have infant rooms have completed the requirements necessary to become a Breastfeeding Friendly Childcare Center. The department will promote the results of this project in the press in July.
- Health Promotion staff attended the American Heart Association's Fit-Friendly Worksite Symposium in Vernon on May 29th. Staff, along with the Madison County EAP Committee Co-chairs, accepted the 2013 Fit-Friendly award on behalf of Madison County as part of the EAP Committee who worked to fulfill the requirements of the award.
- Website updates. Disease Surveillance Reports, press releases, Prevent and EI division page updates, flyer and events updates.
- Background research on the NYS Health Benefit Exchange was conducted to assist in the development of a webpage to generate awareness of the service. The Exchange is intended to assist individuals, families, and small businesses with shopping for and enrolling in health insurance beginning October 2013 for coverage beginning January 1, 2014. The exchange will provide comparisons of insurance options, calculate costs, and help people check their eligibility and find financial assistance to make health insurance affordable.
- Planning began on the display for the Madison County Fair in July.
- A Committee was formed and met to work on updates and enhancements to the Environmental Health webpage on the Department site. The goal is to increase usability and enhance content. The three initial target areas of work for the committee will be to incorporate weights and measures into the division page, update content and improve navigation to content areas for use by the public, and provide access to food service inspection reports online.
- Initial review of Community Health Assessment Data packets was conducted and feedback provided. Meetings were held to plan the second round of Advisory group meetings and to follow-up on the Community Assessment data packets.
- A Breastfeeding Community Resource Flyer is being updated and reviewed for improvement in presentation for the desired target audience.

- 2013 Giveaway – Radon. Of the 27 test kits distributed randomly in the southern part of the county, nineteen tests were actually conducted. Of those nineteen, laboratory results were above the radon action level of 4.0 pico-Curies/Liters (pCi/L) for twelve of them. The three highest radon levels of 19.6, 19.3 and 17.8 pCi/L were from the Town of Hamilton. More follow-up to be conducted.
- Continue to field telephone calls and personal visits from residents needing help with environmental issues such as bed bugs, mold, mosquitoes, radon, etc. Mold and water issues are dominant currently.
- Assisted with the June 1 Trails Day at Great Swamp and the distribution of metal Fight the Bite signs.

Emergency Preparedness

- Planning began for targeted meetings among community agencies (public/private) to increase awareness and educate about the CNY Medical Reserve Corps and what the training, credential group of volunteers can do to assist organizations.
- Participated in NYSDOH Cascading Drill and sent out a drill notification to MCDOH Management, and selected roles from local hospitals, nursing and long-term care facilities. A report of the drill results was compiled and submitted to NYSDOH. Although the drill message sent out by Madison County health Department was confirmed by at least one individual at all the agencies targeted, the drill results indicate that some hospital and long-term facility contacts and their roles in the Health Commerce Directory may need updating and or further verification.
- Attended the State Volunteer Coordinator Conference to share best practices, recruitment, training, and volunteer retention strategies.
- Disease Surveillance Reports moved monthly as the flu season wrapped up.
- The Department held a webinar entitled: *Staying Prepared Using ehealthScheduling Every Day*. Eight counties participated in this presentation about how Madison County stays at the ready by using this [ehealthScheduling] registration system daily for immunization, flu, and rabies clinics to keep staff trained and the community prepared.
- Conducted research on pet preparedness to provide materials for Dog Control Officers as requested.

MADISON COUNTY

- Attend Department Head meeting
- Received official announcement of our award from the Dept. of State's LGPEP.
- New Non-Smoking signs to be installed in September per correspondence from Building Maintenance Dept.

OTHER

- Ongoing discussion with Katrina Smith Korfmacher, PhD, Director, Community Outreach and Engagement Core, Environmental Health Sciences Center, Associate Professor, Department of Environmental Medicine regarding the development of a county-level environmental health tracking system.
- Eric was contacted by the CDC regarding their Star (Sustainability Tools for Assessing and Rating) Communities Initiative and recommended him to serve on the advisory board. This initiative would expand on our Smart Growth initiative.

Environmental Report:

Refer to the report.

Prevent Update:

Refer to the report.

EI/Pre-K Update:

Refer to the report.

County:

Nothing to report.

City of Oneida:

Nothing to report.

Medical Director:

Refer to the report.

President:

Nothing to report.

OLD BUSINESS:

The August Board of health Meeting will be held in Chittenango and open to the public. The agenda and location are yet to be determined.

NEW BUSINESS:

Reality Check shared a press release announcing that two of their Reality Check youth leaders have been selected and accepted into Legacy's 2013 National Youth Leadership Institute that will be held in Washington, D.C. in July. They will receive training on issues related to tobacco control advocacy, teamwork, communication, social media, cultural competency, and effective leadership practices. They will be networking with youth advocates from around the globe. They will be invited to present on their experience at the August Board meeting.

Board of Health meeting adjourned at 7:30 p.m.

Next Meeting: Monday, July 22, 2013

MINUTES
FINANCE, WAYS AND MEANS COMMITTEE
June 26, 2013

Present:

Committee: J. Reinhardt, R. Bargabos, R. Bono, P. Suits

County Staff: C. Edick, S. Makarchuk, R. Monforte, M. Scimone, S. O'Dell, S. Trexler

Absent: R. Cary

A quorum being present, J. Reinhardt called the meeting to order at 9:35 a.m.

I. Approval of Minutes

Motion by P. Suits to approve the minutes of the May 31, 2013 meeting; second by R. Bargabos. Motion unanimously approved.

II. Treasurer's Reports

C. Edick reviewed the Analysis of Sales Tax Receipts, Analysis of Off-Track Betting Revenue, Analysis of Local Vehicle Use Tax Revenue, and Medical and Prescription Claims Payments.

III. Resolutions

1. Authorizing the County to Accept a Grant from the New York State Department of Labor's Hazard Abatement Board and Modifying the 2013 County Budget – Motion by R. Bargabos to approve the resolution; second by R. Bono. Motion unanimously approved.
2. Authorizing the Chairman to Enter into an Agreement with Consumer Services of Madison County, Inc. and Modifying the 2013 County Budget – Motion by R. Bono to approve the resolution; second by R. Bargabos. Motion unanimously approved.
3. Authorizing the Chairman to Enter into an Agreement with the NYS Division of Homeland Security and Emergency Services – Motion by P. Suits to approve the resolution; second by R. Bono. Motion unanimously approved.
4. Authorizing the Chairman to Enter into an Agreement for Asbestos Abatement Services – Motion by P. Suits to approve the resolution; second by R. Bono. Following discussion, motion unanimously approved.
5. Authorizing the Chairman to Enter into an Agreement for Air Quality Monitoring Services – Motion by R. Bono to approve the resolution; second by R. Bargabos. Motion unanimously approved.
6. Authorizing the Chairman to Execute an Agreement for Lien and Title Search Services – Motion by P. Suits to approve the resolution; second by R. Bargabos. Motion unanimously approved.

7. Authorizing the Cancellation of a 2010-2013 Town and County Taxes Including Village and School Relevies – Motion by P. Suits to approve the resolution; second by R. Bargabos. Motion unanimously approved following discussion.
8. Establishing a Fund Balance Policy for the County's General Fund – Motion by P. Suits to approve the resolution; second by R. Bono. Motion unanimously approved.
9. Modifying Budget Transfer Procedures – Motion by R. Bono to approve the resolution; second by P. Suits. Motion unanimously approved.
10. Authorizing the Modification of the 2013 County Budget – Motion by P. Suits to approve the resolution; second by R. Bono. Motion by R. Bono to enter into executive session to discuss the medical history of a particular employee; second by P. Suits. Motion unanimously approved. Motion by R. Bono to exit executive session; second by P. Suits. Motion unanimously approved. Motion to approve the resolution unanimously approved.
11. Approval of Stipulation and Order for Refund of Real Property Taxes and Payment of Interest in Accordance with Section 727 of the Real Property Tax Law – Motion by R. Bargabos to approve the resolution; second by R. Bono. Motion unanimously approved.

IV. Other Business

1. C. Edick stated that she has been contacted by the New York State Office of the State Comptroller (OSC) regarding the 2013 tax levy limit. She said although OSC reviewed her calculation last fall, they believe the County may have exceeded the tax levy limit by around \$799. It is believed the discrepancy is due to the County using the real property tax levy contained in the budget, and OSC using the MA-144. If the County has exceeded the limit, then it will receive formal notification from OSC and be required to place the excess in a reserve.
2. C. Edick mentioned that the Town of DeRuyter will likely elect to receive their sales tax distribution in cash, rather than as a credit, beginning with fiscal year 2014. The Town of DeRuyter will also likely place a credit with the County Treasurer to reduce the County levy in the township.
3. C. Edick noted several items the Treasurer's Office is currently involved with as follows:
 - a. The Accounting Division is currently working on the preparation of the 2012 Basic Financial Statements, to include the incorporation of new GASB pronouncements again this year.
 - b. The Accounting Division and the Payroll & Fringe Benefits Division are working through the conversion from being self-insured for Disability Insurance to being fully insured.
 - c. The Accounting Division and the Payroll & Fringe Benefits Division are working on the new CSEA Vision product offering.
 - d. The Office has recently completed the annual data request for Fiscal Advisors relative to the annual continuing disclosure filing.
 - e. The Office is working to complete a questionnaire from Standard & Poors, one of the County's credit rating agencies.

- f. The OSC recently published the results of its Fiscal Stress Monitoring System. Madison County was not considered to be in fiscal stress.
- g. Proposals have been received in response to the RFQ for an Enterprise Resource Planning (ERP) system. Review of the proposals will begin soon, with recommendations to be finalized during 2014 budget development.
- h. B. Marsala has been assisting with review of the County's telephone system and future needs analysis.
- i. The Delinquent Tax Division has been working toward the 2013 land sale, scheduled for Saturday, September 21 at the Kallet Theater in Oneida.
- j. The Office has been asked to conduct a review and report back to the Finance, Ways and Means Committee relative to the possibility of the County collecting "current" town and county taxes on behalf of the towns.
- k. C. Edick will be distributing instructions to department heads relative to 2014 budget preparation soon. Departments will once again be asked to keep their requests for capital equipment and contractual appropriations at or below the prior year's adopted budget.

V. Adjournment

- 1. The next regular meeting is scheduled for Thursday, August 1, 2013, at 9:00 a.m.
- 2. Motion by P. Suits to adjourn the meeting; second by R. Bono. Motion unanimously approved. Meeting adjourned at 10:58 a.m.

Respectfully submitted,



Cindy J. Edick
Madison County Treasurer

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE

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GOVERNMENT OPERATIONS COMMITTEE MEETING

June 26, 2013

Minutes

Present: R. Bargabos, R. Monforte and J. Reinhardt

Also Present: R. Aylward, S. Odell, S. Prievo, M. Scimone and E. Zehr

Absent: D. Ball and D. Degear

J. Reinhardt called the meeting to order at 11:09 a.m.

- I. MINUTES:** Minutes from June 11, 2013 - Motion by R. Monforte to approve the minutes from the above dated committee meeting. Second by R. Bargabos. The motion was unanimously approved.
- II. RESOLUTIONS:**
 - A. Acknowledging Introduction of Proposed Local Law No. 5 for the Year 2013 - Motion by R. Monforte to approve the resolution. Second by R. Bargabos. The motion was unanimously approved.
 - B. Adopting of Proposed Local Law No. 5 for the Year 2013 - Motion by J. Reinhardt to approve the resolution. Second by R. Monforte. The motion was unanimously approved.
 - C. Amending Madison County's Purchasing Policies and Procedures - Motion by R. Monforte to approve the resolution. Second by R. Bargabos. The motion was unanimously approved.
 - D. Authorizing Attendance at an Out-of-State Conference – Sheriff - Motion by R. Monforte to approve the resolution. Second by R. Bargabos. The motion was unanimously approved.
 - E. Authorizing the County to Accept a Grant from the NYS DOL's HAB and Modifying the 2013 Adopted Budget - Motion by R. Monforte to approve the resolution. Second by R. Bargabos. The motion was unanimously approved.
 - F. Authorizing the Chairman to Enter into an Agreement (Empire Safety) – HAB - Motion by R. Bargabos to approve the resolution. Second by R. Monforte. The motion was unanimously approved.
 - G. Authorizing the Chairman to File a Certificate Designating the Secretary of State as the Agent for Service of Notices of Claim – Section 53 GML - Motion by R. Monforte to approve the resolution. Second by R. Bargabos. The motion was unanimously approved.

- H. Creating One Temporary Full-Time Position in the Solid Waste Department - Motion by R. Monforte to approve the resolution. Second by R. Bargabos. The motion was unanimously approved.
- I. Designating Disposal of Obsolete and/or Surplus County Personal Property - Motion by R. Monforte to approve the resolution. Second by R. Bargabos. The motion was unanimously approved.
- J. Establishing the Standard Work Day and Reporting Days for Certain County Officials - Motion by R. Monforte to approve the resolution. Second by J. Reinhardt. The motion was unanimously approved.
- K. Modifying the 2013 Adopted County Budget - Motion by R. Monforte to approve the resolution. Second by R. Bargabos. The motion was unanimously approved.

III. OTHER:

- A. Vision Plan – R. Aylward stated that a representative from the CSEA will be on site June 27th to present the new vision plan coverage offered through the CSEA Employee Benefits Fund program. The cost of the plan is \$120 annually for a single plan and \$323 annually for a family plan.
- B. Recruitment – E. Zehr informed the committee that the Probation Director Search Committee has met and that the position is being advertised. Some resumes have started to come in already. R. Bargabos asked if a waiver could be obtained if someone has the managerial experience necessary but did not have the probation experience. E. Zehr stated that she would ask NYS Probation.

IV. MOTION TO ENTER EXECUTIVE SESSION: Motion by R. Bargabos to enter executive session. Second by R. Monforte. The motion was unanimously approved.

Motion to exit Executive Session by R. Monforte. Second by R. Bargabos.

V. NEXT MEETING: Committee Meeting: August 1, 2013
Immediately following Finance Ways & Means

Motion by R. Monforte to adjourn. Second by R. Bargabos

COMMITTEE ON PLANNING, ECONOMIC DEVELOPMENT, ENVIRONMENTAL
AND INTERGOVERNMENTAL AFFAIRS
MEETING MINUTES

July 9, 2013 – 11:45 A.M.- Atrium Conference Room

PRESENT:

Committee: Priscilla Suits, John Becker and Eve Ann Shwartz.

Absent: . Ralph Monforte, Russell Cary, James Raffe

Supervisors: Rick Bargabos, Roger Bradstreet and Jim Goldstein

County Staff: Scott Ingmire, Kipp Hicks and Gwen Williamson

Press: None

Meeting called to order at 11:56A.M. by Suits.

Explanation and Discussion of the resolution being presented for authorization took place, including the anticipated time-line of 120 days until this SEQR process is complete.

The Committee authorized a resolution to adopt a Findings Statement under the State Environmental Quality Review Act in regard to the Agricultural and Renewable Energy Park (“ARE PARK”) on a MOTION by Shwartz and seconded by Becker. 12:00 3/0/0.

The meeting was adjourned on a MOTION by Becker and seconded by Shwartz. 12:02.

Respectfully submitted: Gwen Williamson