

WESTERN TIDEWATER COMMUNITY SERVICES BOARD

MINUTES

January 30, 2024

The regularly scheduled bi-monthly meeting of the Western Tidewater Community Services Board was held on Tuesday January 30, 2024, at 9:36 a.m. The attendance was recorded as below:

PRESENT

Cindy Edwards, Board Chair
Toni Brown
Lula Holland, Vice Chair
Rachel Lewis (Emeritus)
LaRhonda Mabry
Alysia Pack
Sarah Rexrode
Margaret Ann Smith
Vicki Wiggins-Pittman (Emeritus)

ABSENT

Steven Blunt
Malcolm Clark (Emeritus)
Margaret Jones (Emeritus)
Audrey Lee
Donald Robertson
Angela Vick
Dr. Melvin Wofford

STAFF

Demetrios Peratsakis, Executive Director
Matt Hull, Board Attorney
Donna Boykin
Amy Byrne
Debbie Dashiell
David Hopkins
Cheryl Knight
Latril Mariano
Lara Matthews
Sheila Reaves
Brandon Rodgers

GUESTS

Special Guests: None

Ms. Edwards called the meeting to order at 9:36 a.m. She welcomed everyone and wished all a Happy New Year. She recognized the Board of Directors, Board Attorney Matt Hull,

the Senior Management Staff and Executive Director Demetrios Peratsakis. She introduced the honored guest, Rose Brown. Ms. Edwards also welcomed new board member Alysia Pack who is representing Isle of Wight County. Ms. Pack is a Nurse Practitioner and an Adjunct Instructor at Old Dominion School of Nursing. She is a Duke-Johnson & Johnson Nurse Leadership Program Fellow and is the President-Elect of the Virginia Council of Nurse Practitioners.

Ms. Edwards and the Board recognized Rose Brown for 26 years of service. Donna Boykin and Debbie Dashiell shared stories about Rose and pointed out some of her major accomplishments. Rose has done a lot of work helping individuals realize their true abilities and get their needs met. Rose shared that her next endeavor will be as a Motivational Messenger. She shared a motivational poem. Mr. Peratsakis noted that Rose is an accomplished Poetess. A certificate and gifts were presented to Ms. Brown.

PUBLIC COMMENTS

There were no public comments.

MINUTES

The minutes of the November 11, 2023, meeting were discussed and it was noted that the Vice Chair is Lula Holland, not Toni Brown.

Upon a ***motion*** made by Vicki Wiggins-Pittman and seconded by Toni Brown, the minutes of the November 11, 2023 meeting were approved with one change.

Executive Director's Report

Mr. Peratsakis expressed appreciation to the Board for thoughts and prayers for Clerk of the Board Darlene Rawls. Ms. Rawls was diagnosed with a brain tumor and underwent successful surgery. She has suffered through COVID and some other complications since the surgery. She is currently in intensive rehabilitation and is getting stronger. She conveyed her appreciation for everyone's good wishes and prayers.

Mr. Peratsakis noted a couple of Directors are out with his permission. Andrew Jurewicz is attending a Finance Director's meeting and Staci Young is conducting a two-day ASSIST training on suicide.

Mr. Peratsakis also congratulated Mr. Brandon Rodgers who was recently promoted to Associate Executive Director for Western Tidewater CSB. Brandon has been with the agency for some time and has really exceeded expectations in terms of achievement on behalf of the agency. He chairs the state Data Management Committee and is responsible for leading efforts on the 3-year strategic plan for the organization. He has helped create and implement performance standards for billing and. He led initiatives in resource management that included bringing in over \$26 million dollars, \$14 million of which is ongoing.

Mr. Peratsakis encouraged new board members to review the program highlights section of the board packet to gain a better sense of all the workings that go on at Western Tidewater on a weekly/monthly basis.

Mr. Peratsakis advised that he will be showcasing some of the legal protections available to the board over the next couple of meetings. He will also be scheduling Board Orientation for new members.

OLD BUSINESS

Employees – New Hires/Retention

The agency currently has 760 full-time and part-time employees. Since the last report, 46 employees have come on board and 30 separated employment. At the Board's request, a breakdown as to reasons for separation has been provided. There are currently 120 vacancies. The agency has a very aggressive approach to recruitment. Since November 1, 143 interviews have been conducted. A new platform is being purchased which highlights and awards employees for various things. WTCSB is reviewing the costs of implementing AWARDCO – a recognition and reward software program.

Customer Service Access

Since the last report, 337 screenings have been completed. Last year's data showed 2,203 initial screenings and almost 1800 new intakes. Of those, 116 enrolled in additional services determined through completion of the CNA. The agency has a very robust intake process. Service demand doesn't touch on all the crisis work done and other work that doesn't come through the front door.

Budget Trends

The agency has a positive variance of \$365,209. Each month is tracked to determine if the agency spent more or made more. This is detailed in the finance program highlights of the board report. Mr. Peratsakis informed new board members that the agency is very cautious about expenditures and is focused on protecting the agency's finances as every dollar means potential services to consumers.

Peer Supports

WTCSB is participating in a statewide peer workforce initiative. The agency currently employs 36 peers. Fifteen (15) are certified and registered and seventeen (17) are certified. They provide support to over 100 consumers in a variety of programs. These peers are now beginning to bill for services. Initially, 76 individuals were billed. Before this initiative a provider had to be at minimum, be a Qualified Mental Health Professional (QMHP) and possess a baccalaureate to bill. The peer initiative allows a provider to have a high school diploma and meet certain requirements and standards. There is also a standard certification and registration process with the state. It is a tremendous asset to the work that we do because

these individuals have lived through experience and truly understand the people they are serving.

Reimbursement

The General Assembly increased reimbursement rates by approximately 10% for the first time in many years. It is anticipated that this will result in an additional \$238,000 for the remainder of FY24 and approximately an extra half million in 2025.

Auxiliary Grant Increase

The Auxiliary Grant rate increased and should result in an estimated \$340,000.

NEW BUSINESS

Mr. Peratsakis discussed the Virginia Legislative process. Virginia has a biennium budget structure. Every two years the General Assembly members come together to consider the Governor's proposed budget. They rework things through their respective money committees and create new dollars based on additions to the tax base. On the off years it's still a very dynamic process but it is more about redistributing existing dollars as opposed to creating new dollars.

For the first time in many years, there is a tremendous treasure-trove of initiatives coming down the pike resulting from the Governor's proposed budget for additional supports for client care. Virginia ranked 12th per capita in wealth as a state but has historically been in the low 40s in terms of actual expenditures in behavioral health. In the beginning, the hope was that this money would come from closing state hospitals. That has not happened. Training centers for persons with developmental disabilities have decreased and folks have been moved into the community. State hospitals have been downsized but are still up and running. Forensic patients have greatly increased as many mental health related issues result in incarceration and often when these individuals are released, become forensic patients in the state hospital. This points to a failed system. Many individuals are incarcerated because of drug-related issues. Historically, the treatment history of caring for people with addictions is abysmal. An average of 85% of people who have been through a formal addiction treatment program relapse. There needs to be a better understanding of why addiction issues are not being addressed properly.

VACSB Legislation Tracking

Mr. Peratsakis asked Brandon to walk the board through some of the hot button issues that the Virginia Association of Community Services Boards (VACSB) is tracking specific to mental health support services.

First, HB608 has a corresponding bill in the senate, SB34. These bills propose that authority be given to ER physicians to execute a TDO for an individual. Right now, under Virginia Code, only Certified Preadmission Screeners can make that determination and also by code, CSBs employ preadmission screeners to fulfill that role. This is a hot button issue as it involves the rights of individuals and essentially says they are so impaired because of a

behavioral health condition that they are unable to care for themselves and present a danger to themselves or others. This necessitates restricting their rights and abilities to move through society and they are detained in a hospital for at least 72 hours. They can be recommitted after that. It's also a hot button because there are a lot of bed census issues resulting in individuals being stuck in emergency departments for extended periods while awaiting a bed. Often, they don't get treatment while in the ER so it's another rights issue for individuals – they've been required to participate in treatment yet they're not getting the treatment that are mandated to receive by code. The VACSB has strongly opposed the ER physician capacity to do this because it's not an independent evaluation of the individual's needs and rights. The individual being TDO'd and identified as being in need treatment is not what prevents them from getting the bed, it's the bed availability that is often the problem that keeps them from treatment.

VACSB has also been working on defining certified preadmission screeners and the role of emergency services in the growing crisis continuum. The preadmission screener role wasn't really touched on around 988. The VACSB has some active working documents which have been put together as a white paper for DBHDS as well as for legislators on what that role looks like. This is an important area to define.

Ms. Rexrode asked the reason behind the bill. Ms. Pack spoke to this from her experience as a Nurse Practitioner and nurse in an emergency room setting. She commented that the issue seems to be moving the individual out of the ER bed. If the goal is to quickly get the patient in and out, it's not fair to the patient and they're not being appropriately treated with the right medicine and right intervention.

Mr. Peratsakis commented that the legislators are trying to listen to folks and enact laws. Part of the reason the VACSB's advocacy and education around issues with legislators is so important is because information can be given to fill in the blanks. VACSB can address unintended consequences of what's being proposed in the legislation. The Public Policy Committee spends a lot of time reviewing the pros and cons of these bills and issues position statements for use by legislators.

Brandon also highlighted HB37 - a Loan Repayment Program for mental health professionals. VACSB opposes the way it's written and is advocating for changes in language.

HB224 is regarding mental health awareness training in public schools. There are several public schools and mental health related bills and legislation being considered. This one is being monitored because it would allow the Board of Education to determine the appropriate age for a child to receive education around mental health. The impact of this and what it means is being determined.

HB426 has a couple of versions both for the Board of Counseling and the Board of Social Work. It would remove requirements or offer alternative requirements for individuals to become licensed in the state of Virginia, possibly eliminating the required examination and offering an alternative assessment. This is being actively opposed because of the skill level required to become licensed and the belief that those examinations are a very important part of the process along with high quality supervision. This is an effort to move professionals

through the pipeline very quickly but that would at some point sacrifice quality of care. Licensed clinicians look at evaluation of TDOs and are also assessment and authorization approvers. They are the ones that provide psychotherapy, and they are leading the clinical development of the workforce. If quality for quantity is sacrificed it could lead to consequences.

HB515 would grant the Commissioner of DBHDS the ability to discharge an individual from an institution such as Eastern State Hospital without the consent of the CSB if an individual is on a “ready for discharge” list. This is once again all about bed flow and expediting discharges in the system. The operational side of this is that often CSBs find upon reviewing a case set for discharge, that a physician at the hospital may deem an individual ready; however, they haven’t returned to baseline, or the baseline is such that it continues to present a significant risk to the community. As an example, a case is identified as ready for discharge, but the individual has been involved in an assault in the hospital in the past week. That doesn’t correspond to moving them to a lower level of care. The CSB is responsible for discharge planning and placement and making sure the environment the individual is moving to is safe and secure.

Mr. Peratsakis commented that this is particularly important because the population in the state hospital has become increasingly forensic. They’re stepping them down quickly and if they have forensic charges may pose a risk if untreated.

HB822 and HB823 are related to Emergency Custody Orders (ECOs), Temporary Detention Orders (TDOs) and alternative transportation. Alternative transportation is defined as a company that is credentialed to provide transportation to an accepting facility when an individual is under a TDO instead of a law enforcement officer. A systemic burden of a bed search has been placed on law enforcement as they are often maintaining custody of an individual in an ER for that 72-hour period and then must transport the individual to wherever he/she is accepted. The gist of the concern around this bill is it places the custody of the individual with the transportation provider. VACSB is actively opposing this while determining if those transportation providers are operating within a section of code that is appropriate for them to maintain custody of an individual under a TDO and if they are qualified.

HB1246 supports training law enforcement officers to handle individuals with autism spectrum disorders and HB 1269 reduces the impact of barrier crimes on individuals applying for mental health positions if the barrier crime occurred three or more years prior to the application for employment. This is often one of the biggest barriers to employing peers. An individual in recovery may have had a previous interaction with a police officer while ill and perhaps while under an ECO which resulted in an assault charge which is a barrier crime. This supports an individual’s rights, the peer workforce and those with lived experience.

Mr. Peratsakis commented that these bills ultimately become regulation which drives the work the agency does and the context in which it must be done. The VACSB tracks bills because of growing trends evidenced over the last several years. Hospitals and jail facilities tend to have evolved to be much better equipped by design to handle some of the problems that CSBs contend with. The problem is they are all filled and there is a very aggressive push for treatment in the community; however, CSBs haven’t been resourced or funded to

provide services for hardened individuals who have more challenging needs. The ERs, police department and sheriff's departments are overwhelmed, and support doesn't exist in the community. There's a tremendous amount of catching up involved. These individuals need to be discharged to the community, but at the same time, supports are in the process of being built to help them not recidivate.

Legal Issues

The agency has dealt with a growing trend of both employees and consumers who pose potential risks. Mr. Peratsakis asked Board Attorney Matt Hull to start a series of talks about some of these legal issues. Recently a consumer was stalking and threatening staff. The agency issued an intruder alert, shut down the building, and called the police. The police did not feel that they could provide assistance as there was not sufficient cause. They suggested that everyone in the building take out an order of protection against the individual which was a preposterous solution. This highlights their sense of frustration and difficulty with constantly dealing with these things. The bed shortage takes officers off the street for hours.

Attorney Hull addressed the situation mentioned by Mr. Peratsakis. This individual was able to essentially skirt the law. The police were called but couldn't do anything because there was not a clear commitment of a crime. The easiest law implicated is trespassing which is unauthorized entry on real estate.

There are two types. Civil, which is not enforceable by police, is limited to damages. Money may be awarded by a jury which is just a vindication of rights. Criminal trespass is governed by statute in Virginia Code. That statute lays out the elements of a crime and basically says if any person without authority of law goes upon or remains upon the property, building or premises of another can be found guilty of a Class 1 Misdemeanor. First, the individual must go on the property of another. Second, the individual must have no authority to do so and must willfully enter the property. Third, the individual must have been forbidden to do so either orally, in writing or by a posted sign. Individuals such as postmen, delivery drivers, etc. have implied authority to come on property. He further explained that individuals cannot be forbidden from accessing "thoroughfares" such as public roads. Driveways and sidewalks are considered thoroughfares. A person can't be prohibited from entering premises by car or walking along a sidewalk. The question is whether the individual had been told not to come back. Initially, when the police were called, the individual was told not to come back. He stayed across the street and later just kept circling the parking lot. This alone did not constitute trespass. The best practice is to have a blank form letter that just says, "fill in name here". Make it clear the person is not to come back to the premises. Give the person a copy and make a copy to keep. That way there will be something to show a police officer.

Mr. Hull discussed firearms in buildings. A private building owner can prohibit firearms. Government facilities and state-owned buildings fall under a separate statute. An individual cannot bring any firearm into a state owned or leased building. Localities are given authority to pass ordinances regarding carrying firearms in their building. Western Tidewater is tricky. It is a considered local agency, but a local agency of multiple local governments so the question is largely governed by what the locality says in their ordinance. HB23 and some companion bills talk about prohibiting carrying firearms into buildings where mental health services are being rendered and if that passes, that would cover it.

Mr. Peratsakis reiterated that the agency has a responsibility to protect employees and the public. Individuals can come in and inquire about services but may not be active consumers. The agency provides services to all age ranges including children. This is very challenging as the agency is a multi-jurisdictional operating board and has buildings and programs that operate 24/7 all over. The agency has an aggressive Safety Committee that continues to work through these issues.

Right Help, Right Now

The Governor's Right Help Right Now initiative involves a tremendous amount of dollars. There is an additional \$85 million in grants to localities in 2025 and \$89 million in 2026. Behavioral Health (Mental Health & Substance Abuse) will see \$110 million in 2025 and \$110 million in 2026. Developmental Disabilities will see \$900 million in 2025 and another \$900 million in 2026. It doesn't make sense to invest too much time creating programming for a certain dollar amount because what the state is actually going to do is not known nor is how those awards will roll out. There are also regulatory provisions and reporting requirements attached to these dollars. There is a general scope of \$150 million for crisis and \$30 million for school-based services. There are dollars for salary increases and \$150 million for additional waiver slots for individuals with Developmental Disabilities.

A lot of money is being put toward crisis because people are discharged from hospitals, there are not enough community options in place, and these individuals are often in crisis. There is \$10 million for funding for mobile crisis teams, and an additional \$3 million for first responders. There is an additional \$72 million in 2025 and \$42 million in 2026 for general build out of the crisis programs across the state.

The Governor's budget talks about his priorities. The legislation talks about Congress's priorities. When those things align a material change in the services and supports that the public gets will take place. VACSB tracks all these things so CSBs can be prepared to deal with the requirements that are imposed.

There is an extra \$9 million for STEP VA which was the pre-CCBHC initiative. There is an additional \$42 million for children's mental health and an additional \$30 million for Permanent Supportive Housing (PSH). The extra \$15 million for school-based mental health is unprecedented. There is \$7 million for peer wellness and \$2 million for adolescent substance use disorders, which is very much needed.

Boards will see more emphasis on gambling and will begin to see pressure to treat a specific form of addiction that is referred to as a gambling addiction. This will require specialized training and treatment programming across the community because ways to effectively treat gambling addiction are very different. Substance abuse medicates the individual and lessens the pain they are experiencing. With gambling, people self-medicate through excitement and exhilaration. While this is different it is still a form of self-medication.

Highlights of the Governor's New Funding Initiative

\$150 million is being earmarked for additional waiver slots. Telemedicine for individuals with Developmental Disability waivers is moving forward. This began during Covid. There was some pushback; however, some balance on how to deal with remote and in-person treatment has migrated to Developmental Disabilities.

There are additional supports for school-age youngsters and more emphasis on working with individuals at a younger age. WTCSB has expanded school-based services to all four localities and has taken the lead with Suffolk where services are provided in every elementary, middle, high and alternative school.

There is an additional \$255 million for Medicaid. Very little money comes from the agency's four municipal jurisdictions. Most service dollars come from billing and the lion's share is Medicaid billing.

Capital outlay is basically infrastructure costs connected to the state department of mental health.

Ms. Rexrode asked if peer recovery specialists had lived experience in other areas such as having been in prison, in the child welfare system, etc. so they can be paired with individuals who also have those experiences. Mr. Peratsakis explained it can be very broad in terms of what they would consider a peer. As long as the individual can get certified and registered to bill, it could be almost anything as long as it falls under substance abuse or mental health.

Possible VDSS Partnership

Ms. Rexrode shared that the Virginia Department of Social Services (VDSS) is piloting a program that helps individuals who are also in substance use recovery who have a lived experience with child welfare. Guidelines stipulate that the individual must have been in recovery for two years and must have had their DSS case closed for one year. This is part of the Governor's kinship living initiative for foster kids which is trying to get individuals approved as kinship caregivers, so children don't have to be placed with strangers. VDSS is looking for community partners in the Eastern Region which would include Western Tidewater. Parents are often struggling with multiple issues by the time their kids come into foster care, and it helps with those trust issues if the individual is not an employee of DSS but is separate and removed. The peer recovery workforce can include lived experience with issues such as domestic violence, drug addiction or depression but the provider must be certified and registered to bill. Ms. Rexrode said there are startup funds available through VDSS. They're willing to partner and provide those start-up funds. The contact is Steven Wade. Mr. Peratsakis and Rufus Darden, who heads up peer certification and oversees the peer workforce, will schedule a call with Mr. Wade to discuss options. Ms. Rexrode said it would be necessary to collect data and money is also available for research. Mr. Peratsakis assured Ms. Rexrode the agency is willing and able to do that. It could be handled through the Performance Measures Department.

Service Wait Times

Ms. Rexrode also inquired about data on wait times to get into services, specifically how long it takes to get into individual counseling and then how long to see someone who can prescribe medications. She is hearing that appointments are weeks out after the initial intake. Brandon said that he is not certain specific to psychiatry but for outpatient it is usually a maximum of ten days. If it goes beyond that it is usually because of schedule conflicts between the individual and the provider. An assessment is generally conducted within a week. Psychiatry does take longer. Brandon will check on this but believes it is currently 30 days. The agency provides Same Day Access at Northgate five days a week and one day a week in Franklin. Expansion in Franklin and Smithfield is on the table; however, staffing and other issues must be ironed out. Brandon reiterated the availability of the Crisis Receiving Center (CRC) at Godwin. One of the benefits of the CRC is that the individual sees a Psych Nurse Practitioner as part of that visit who can in a crisis start an individual on medication therapy.

Ms. Rexrode gave an example of an individual who is not necessarily suicidal/homicidal but is in some type of crisis and has some type of need for immediate help. She asked if they would be appropriate for the CRC. Brandon explained that the CRC is essentially “urgent care” for behavioral health. Staff are available 24/7. Someone could walk in with mild symptoms or in a crisis – staff at the CRC are prepared to handle both. The CRC has a peer support person, a licensed counselor, mental health professionals, nursing staff and a nurse practitioner. A person can be dropped off or can walk in. Individuals can be picked up and transported. The building is currently under renovation as that is where the 16 crisis beds will be housed.

Permanent Supportive Housing

Mr. Peratsakis introduced Debbie Dashiell and Latril Mariano to give an update on Permanent Supportive Housing (PSH). Debbie recognized Cheryl Knight as having been instrumental in starting PSH and thanked her for being a constant throughout the entire process. The original grant was awarded in January of 2022 in the amount of \$641,967 to fund 25 units. PSH supports individuals who have a serious mental illness diagnosis and meet homeless criteria. Staff had to become skilled in completing assessments, working with the local homeless coalition, and just figuring how to move through the process. Policies and procedures had to be developed. Cheryl went out into the community to educate renters and solicit partners. The first person was housed in September 2022. There are now 29 housed and 3 referrals are being processed. This grant also provided an opportunity for individuals coming out of a state institution to have stepdown placement without having to meet homeless criteria. Another grant was received in March 2023 for an additional 25 units. In December another round was awarded which will bring WTCSB up to 77 units by mid-year. WTCSB is one of only a few CSBs to have this program.

Additional funding is becoming available for the Supportive Housing Institute of Virginia which requires a partnership with a developer. WTCSB was chosen to attend a 76-hour training course. Five staff completed the training. Hampton/Newport News CSB was awarded \$300,000 which will be included in apartment complexes being developed in a new Northern Suffolk development - Hillpoint Trace. This gave the agency seed money for 10 units in that development. Because staff completed the training, the agency has an opportunity for another grant and is working with the developer to receive another 10 units.

There is a new project coming to Northern Suffolk being developed by the Tap Mills Group that should open in summer of 2024. This will be a 75-bed complex with 10 units set aside for the PSH program. A workspace for meeting with individuals will be included. Application and screening fees for the ten individuals will be waived. Many qualifying individuals have criminal backgrounds and histories of poor credit so this will eliminate those barriers. A resident support office area will allow a housing specialist to also be on the property. Rent and utility subsidies can be provided as well as coordination of other needs such as connecting with a mental health case manager, the department of health, department of social services and other care providers. Mr. Peratsakis expressed his pride in this program.

AWARDCO

Mr. Peratsakis provided a presentation on AWARDSCO, a program that provides recognition from peers and/or management. This cloud-based program partners with Amazon. WTCSB will have its own company store with swag items. It is a simple platform that can be customized to recognize staff regularly. This will be non-monetary to begin with. When the agency is familiar with this program, monetary rewards can be offered. Kudos programs can be from manager to employee or from employee to employee. This will allow peers to communicate with each other and express thanks for a job well done, for assisting on a project, etc. and can be put on a social media platform for all to see and comment on. Historically, WTCSB hasn't regularly recognized years of service. This is an example of something that can start out as non-monetary but become monetary after a certain number of years. It can be integrated with human resources so number of years, birthdays, etc. can come out automatically. The new WTCSB Core Values will also be incorporated so managers and employees can recognize each other when seen demonstrating a core value.

When monetary rewards begin, they will come in the form of points (1 point = \$1). Individuals can accumulate points and use them to shop in the WTCSB Company Store to purchase swag items such as tote bags, shirts, hats, jackets, etc. The other positive thing is that items do not have to be purchased and stored on site. A committee has been formed to recommend programs to be implemented and to develop policies and procedures around this. AWARDSCO representatives will participate in a meeting with the committee on February 6th to explore options and make recommendations on what to roll out first.

The cost is \$16,254/year which is reasonable considering they will track everything on a sophisticated tracking system. This is all automated and will not put an additional burden on Human Resources staff. When the agency moves to monetary rewards, consideration will be given as to when to move dollars to this and determine how much the agency is willing to earmark for this. Currently, when staff get a bonus, it goes to everyone. COLAs go to everyone. This program could come at the expense of some of these rewards. Lara has started negotiations with Andrew to look at money for service recognition. WTCSB needs to continue to honor staff who decide to stay with the agency.

Executive Session

There was no Executive Session called.

ADJOURNMENT

There being no further business, on a ***motion*** made by Toni Brown and seconded by Sarah Rexrode, the meeting was adjourned at 11:37 a.m.

Respectfully submitted,