

## Minutes

Cuyahoga County Board of Control  
Monday, January 29, 2018 11:00 A.M.  
County Headquarters  
2079 East Ninth Street, 4<sup>th</sup> Floor  
Committee Room B

### I – CALL TO ORDER

The meeting was called to order at 11:00 a.m.

#### Attending:

Armond Budish  
Councilman Dale Miller  
Councilwoman Nan Baker  
Kahlil Seren, County Council (Alternate for Dan Brady)  
Michael Chambers, Department of Public Works (Alternate for Michael Dever)  
Dennis Kennedy, Fiscal Officer  
Lenora Lockett, Director, Office of Procurement & Diversity

### II – REVIEW MINUTES – 1/22/18

Armond Budish motioned to approve the minutes from the January 22, 2018 meeting, as written; Dennis Kennedy seconded. The minutes were unanimously approved.

### III – PUBLIC COMMENT

There was no public comment related to the agenda.

#### BC2018-54

Department of Public Works,

a) Submitting an RFP exemption on RQ40296, which will result in an agreement with Amerikraine Food Corporation (14-1) in the estimated amount of \$19,950.95 for café food services in the cafeteria on the 2<sup>nd</sup> Floor of the Cuyahoga County Juvenile Detention Center, located at 9300 Quincy Avenue, Cleveland for the period 1/17/2018 – 1/16/2023.

b) Recommending an award on RQ40296 and enter into an agreement with Amerikraine Food Corporation (14-1) in the estimated amount of \$19,950.95 for café food services in the cafeteria on the 2<sup>nd</sup> Floor of the Cuyahoga County Juvenile Detention Center, located at 9300 Quincy Avenue, Cleveland for the period 1/17/2018 – 1/16/2023.

Funding Source: Revenue Generating

Thomas Pavich, Department of Public Works, presented. Kahlil Seren asked for clarification on why an RFP exemption is being requested. Lenora Lockett commented on the time-line of the submitted item, as it relates to the need of the RFP exemption. Nan Baker asked for clarification on the actual costs associated with the provision of café food services, as it relates to the item being referred to as revenue generating. Armond Budish motioned to approve the item; Nan Baker seconded. Item BC2018-54 was unanimously approved.

BC2018-55

Department of Public Works,

a) Submitting an RFP exemption, which will result in an amendment to Contract No. CE1400298 with Precision Compaction Services, LLC for maintenance on compactors and balers for various County buildings for the period 1/1/2015 - 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$9,850.00.

b) Submitting an amendment to Contract No. CE1400298 with Precision Compaction Services, LLC for maintenance on compactors and balers for various County buildings for the period 1/1/2015 - 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$9,850.00.  
Funding Source: Internal Service Fund - Space Maintenance

Thomas Pavich, Department of Public Works, presented. There were no questions. Armond Budish motioned to approve the item; Nan Baker seconded. Item BC2018-55 was unanimously approved.

BC2018-56

Department of Development, recommending an award and enter into a contract with Cuyahoga County Land Reutilization Corporation in the amount not-to-exceed \$100,000.00 for administration of the demolition of vacant, abandoned, nuisance or blighted structures for the City of South Euclid in connection with Round 7 of the Cuyahoga County Property Demolition Program for the period 1/26/2018 - 9/26/2019.

Funding Source: Cuyahoga County Property Demolition Fund

Kenneth Surrat, Department of Development, presented. There were no questions. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-56 was unanimously approved.

BC2018-57

Department of Development, recommending payments in the total amount of \$100,000.00 to Greater Cleveland Partnership for support of various business attraction campaigns for the period 1/1/2017 – 6/30/2018:

a) WOW Airlines in the amount of \$50,000.00

b) Project Conway in the amount of \$50,000.00

Funding Source: General Fund

Ted Carter, Department of Development, presented. Nan Baker asked if the payment associated with Project Conway was an estimated amount; and asked for clarification on how the \$50,000.00 pursuit cost was determined. Mr. Budish provided additional information related to the cost of the project. Ms. Baker also asked if there were other projects, in which Greater Cleveland Partnership (GCP) anticipates the County will fund this year.

Dale Miller asked for clarification regarding the negotiations of the County's commitment to participate in both projects at the recommended amounts. Mr. Budish stated whenever the County receives support requests those items are evaluated internally and any recommended requests for funding are subject to County Council approval.

Dale Miller commented that the new service to Iceland is a positive move for Greater Cleveland. Mr. Budish and Mr. Seren concurred. Kahlil Seren inquired about the process by which the payments were submitted to the Board for consideration and approval; asked if there is a list of approved itemized costs incurred and asked if the work product will be accessible to the Board as it relates to Project Conway. Mr. Seren asked if the item was submitted into the OnBase system and expressed his concerns about submitting these types of requests as payments. Mr. Seren recommended that the County's current procurement process be utilized to process future support requests.

Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-57 was approved by majority vote; with Kahlil Seren casting a dissenting vote.

BC2018-58

Department of Development,

a) Submitting an RFP exemption, which will result in an amendment to Contract No. CE1600149 with Cuyahoga County Land Reutilization Corporation for administration of the demolition of vacant, abandoned, nuisance or blighted structures for various municipalities in connection with Round 3 of the Cuyahoga County Property Demolition Program for the period 2/1/2016 - 7/31/2017 to extend the time period to 12/31/2018; no additional funds required:

- 1) City of Mayfield Heights
- 2) City of Richmond Heights
- 3) City of Shaker Heights
- 4) City of University Heights
- 5) City of Warrensville Heights
- 6) Village of Bratenahl

b) Submitting an amendment to Contract No. CE1600149 with Cuyahoga County Land Reutilization Corporation for administration of the demolition of vacant, abandoned, nuisance or blighted structures for various municipalities in connection with Round 3 of the Cuyahoga County Property Demolition Program for the period 2/1/2016 - 7/31/2017 to extend the time period to 12/31/2018; no additional funds required:

- 1) City of Mayfield Heights
- 2) City of Richmond Heights
- 3) City of Shaker Heights
- 4) City of University Heights
- 5) City of Warrensville Heights
- 6) Village of Bratenahl

Funding Source: Cuyahoga County Property Demolition Program

Kenneth Surrat, Department of Development, presented. Nan Baker inquired about the status of the Village of Bratenahl as it relates to additional information provided which reflected the municipality had withdrawn their property request. Ms. Baker also asked for clarification on the logistics of proceed orders vs. approved status.

Kahlil Seren inquired about the request for the extension of time and asked if the County could assist municipalities with processes that impact the time-line of project improvements. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-58 was unanimously approved.

The following item was amended to reflect the amount not-to-exceed as \$88,800.00.

**BC2018-59**

Department of Information Technology, submitting a revenue generating agreement with Cuyahoga County Board of Developmental Disabilities in the amount not-to-exceed ~~\$88,000.00~~ **\$88,800.00** for Voice Over Internet Protocol (VOIP) services for the period 1/1/2018 – 12/31/2023.

Funding Source: Revenue Generating

Dennis Sullivan, Department of Information Technology, presented, and requested the not-to-exceed amount be changed to reflect a new amount of \$88,800.00. Dale Miller asked for confirmation that the services being provided will save the Board of Developmental Disabilities a significant amount of money. Armond Budish motioned to approve the item as amended; Dale Miller seconded. Item BC2018-59 was unanimously approved.

**BC2018-60**

Court of Common Pleas/Corrections Planning Board,

a) Submitting an RFP exemption on RQ41234, which will result in an award recommendation to Case Western Reserve University in the amount not-to-exceed \$195,000.00 for data collection and evaluation services in connection with the Medication Assisted Treatment (MAT) for Victims of Human Trafficking and Sexual Exploitation Presenting with Co-Occurring Trauma-Based Mental Health Project for the period 9/30/2017 – 9/29/2020.

b) Recommending an award on RQ41234 and enter into a contract with Case Western Reserve University in the amount not-to-exceed \$195,000.00 for data collection and evaluation services in connection with the Medication Assisted Treatment (MAT) for Victims of Human Trafficking and Sexual Exploitation Presenting with Co-Occurring Trauma-Based Mental Health Project for the period 9/30/2017 – 9/29/2020.  
Funding Source: Substance Abuse and Mental Health Administration Grant

There was no Department representative in attendance to present the item. Armond Budish asked if there were any questions and asked Board members if they were comfortable with moving the following Corrections Planning Board items forward. Dale Miller asked for clarification on whether prior services were provided or if these are new contracts. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-60 was unanimously approved.

BC2018-61

Court of Common Pleas/Corrections Planning Board,

a) Submitting an RFP exemption on RQ40994, which will result in an award recommendation to Case Western Reserve University in the amount not-to-exceed \$150,000.00 for data collection and evaluation services in connection with the Cuyahoga County Crisis Intervention/Behavioral Health Specialist Project for the period 10/1/2016 – 9/30/2021.

b) Recommending an award on RQ40994 and enter into a contract with Case Western Reserve University in the amount not-to-exceed \$150,000.00 for data collection and evaluation services in connection with the Cuyahoga County Crisis Intervention/Behavioral Health Specialist Project for the period 10/1/2016 – 9/30/2021.

Funding U.S. Department of Justice/Bureau of Justice Assistance

There was no Department representative in attendance to present the item. Mr. Budish spoke briefly about the services being provided and commented that a clinician will oversee probationers with mental health issues. Nan Baker asked for confirmation that grant funding will cover the expenses for Items BC2018-60 through -63 and no general funds will be utilized. Armond Budish motioned to approve the item; Nan Baker seconded. Item BC2018-61 was unanimously approved.

The following item was held at the request of the Board.

BC2018-62

Court of Common Pleas/Corrections Planning Board, submitting an amendment to Agreement No. AG1500145 with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for sober housing services for the Sober/Recovery Housing Program for the period 7/1/2015 - 3/30/2018 for additional funds in the amount not-to-exceed \$150,000.00.

Funding Source: CCA/SMART OHIO Grant

Andria Richardson, Clerk of the Board, provided information on the original contract. Mr. Budish spoke briefly about the grant history and commented that initially funding was covered by a State grant, which the State Budget recently eliminated.

Nan Baker asked for clarification that SMART OHIO Grant funds will cover the additional expenses for Sober Housing services and no general funds will be utilized. Dale Miller asked for clarification on the end date of the program; and asked what happens to the available spaces once the program expires. Mr. Budish replied that this is a subsidy for the Alcohol, Drug Addiction and Mental Health Services Board and stated that without the subsidy the County will lose 30 available spaces. Ms. Baker asked why a substantial amount of money is needed for a short period of time. After further discussion, Nan Baker requested this item be held pending the Board receiving additional information.

BC2018-63

Court of Common Pleas/Corrections Planning Board,

a) Submitting an RFP exemption on RQ41622, which will result in an award recommendation to Psych and Psych in the amount not-to-exceed \$120,000.00 for assessment and intensive treatment services in connection with the Cuyahoga County Adult Probation Department Sex Offender Program for the period 7/1/2017 – 6/30/2019.

b) Recommending an award on RQ41622 to Psych and Psych in the amount not-to-exceed \$120,000.00 for assessment and intensive treatment services in connection with the Cuyahoga County Adult Probation Department Sex Offender Program for the period 7/1/2017 – 6/30/2019.

Funding Sources: 87.5% CCA 407 Grant and 12.5% General Fund

There was no Department representative in attendance to present the item. Mr. Budish spoke briefly about the services being provided and stated that General funds will be utilized to cover 12.5% of the costs. There were no questions. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-63 was unanimously approved.

BC2018-64

Court of Common Pleas/Juvenile Court Division, submitting an amendment to Agreement No. AG1600039 with MetroHealth System for healthcare and management services for Youth detained at the Cuyahoga County Juvenile Detention Center for the period 5/1/2016 - 12/31/2017 to extend the time period to 2/28/2018 and for additional funds in the amount not-to-exceed \$180,000.00.

Funding Source: Health and Human Services Levy

Sarah Baker, Juvenile Court Division, presented. Dale Miller asked if the transition will create an overlap of services between the 2 vendors; and asked if the County will incur additional expenses that were not anticipated. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-64 was unanimously approved.

BC2018-65

Court of Common Pleas/Juvenile Court Division, submitting an amendment to Contract No. CE1600113 with Specialized Alternatives for Families and Youth of Ohio, Inc. for Respite Services in connection with the Domestic Violence Prevention Coordinated Approach to Low Risk Misdemeanors (CALM) Program for the period 7/1/2016 - 09/30/2018 for additional funds in the amount not-to-exceed \$36,078.11.

Funding Source: TITLE II Grant Funds

Sarah Baker, Juvenile Court Division, presented. There were no questions. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-65 was unanimously approved.

BC2018-66

Department of Health and Human Services/Division of Cuyahoga Job and Family Services,

a) Submitting an RFP exemption, which will result in an agreement with The Cleveland Clinic Foundation in the amount not-to-exceed \$280,000.00 for reimbursement of on-site staffing services for 2 Eligibility Specialists in connection with the County benefit application process for Medicaid, Disability Assistance, Spend Down and Food Assistance for the period 1/1/2018 - 12/31/2019.

b) Submitting an agreement with The Cleveland Clinic Foundation in the amount not-to-exceed \$280,000.00 for reimbursement of on-site staffing services for 2 Eligibility Specialists in connection with the County benefit application process for Medicaid, Disability Assistance, Spend Down and Food Assistance for the period 1/1/2018 - 12/31/2019.

Funding Source: Revenue Generating

Bob Math, Cuyahoga Job and Family Services, presented. There were no questions. Armond Budish motioned to approve the item; Nan Baker seconded. Item BC2018-66 was unanimously approved.

#### C – Consent Agenda

Nan Baker referred to item BC2018-70 and asked for clarification on the use of Road and Bridge and Special Revenue funds covering the expenses for Item Nos. CT-18-41610; CT-18-41688 and CT-18-41690 listed under proposed purchases.

Kahlil Seren referred to item BC2018-69 and asked for clarification that the Interlocal Cooperation agreement with the State of Texas provides the County with additional purchase options. Dennis Kennedy asked if a summary was available that details the benefits the County will receive for utilizing the Interlocal agreement.

There were no further questions on the consent agenda items. Armond Budish motioned to approve items BC2018-67 through -70; Dale Miller seconded, the consent agenda items were unanimously approved.

BC2018-67

Department of Public works, submitting an amendment (Subsidiary No. 1) to Contract No. CE1600298 with Mark Haynes Construction, Inc. for construction of the Towpath Trail – Stage 3 from Steelyard Commons to Literary Road in the City of Cleveland, for a decrease in the amount of (\$72,739.91).

Funding Source: 68% Federal Funds, 30% City of Cleveland, 2% Cuyahoga County using Funds from the \$5.00 Vehicle License Tax Fund.

BC2018-68

Office of Procurement & Diversity, recommending to declare various property as surplus County property no longer needed for public use; recommending to sell said property via internet auction, in accordance with Ohio Revised Code Section 307.12(E).

Funding Source: Revenue Generating

BC2018-69

Office of Procurement & Diversity, on behalf of the Department of Information Technology, submitting an Interlocal Cooperation Agreement with the State of Texas, on behalf of the Department of Information Resources (DIR) to allow the County to purchase information resources technologies through Department of Information Resources contracts, effective 1/29/2018.

Funding Source: N/A



BC2018-70

Office of Procurement & Diversity, presenting proposed purchases for the week of 1/29/2018

<i>Direct Open Market Purchases (purchases between \$500 - \$25,000)</i>					
<i>Requisition #</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
CT-17-41420	(1) Replacement server for Sanitary Engineer	Department of Public Works	Bay Pointe Technology	\$12,284.70	Sanitary Sewer Fund
CT-18-41488	Replace transmission control module for Truck S-422 for Fleet Services	Department of Public Works	Rush Truck Centers of Ohio, Inc.	\$1,389.09	Sanitary Sewer Fund
CT-18-41542	Suspension and spring repairs for various vehicles for Fleet Services	Department of Public Works	EAB Truck Service	\$24,500.00	Sanitary Sewer Fund
CT-18-41545	Lubricant, fluids and oil for various vehicles for Fleet Services	Department of Public Works	Universal Oil Inc.	\$10,000.00	Internal Service Fund
CT-18-41610	Suspension and spring repairs for various vehicles for Fleet Services	Department of Public Works	EAB Truck Service	\$14,500.00	Road and Bridge Fund – Special Revenue Fund
CT-18-41658	Chiller repairs at Jane Edna Hunter Building	Department of Public Works	Johnson Controls	\$805.20	Internal Service Fund
CT-18-41676	First class mail return address envelopes for Cuyahoga Job and Family Services	Department of Public Works	Western States Envelope and Label	\$757.46	Internal Service Fund
CT-18-41688	Lubricant, fluids and oil for various vehicles for Fleet Services	Department of Public Works	Universal Oil Inc.	\$10,000.00	Road and Bridge Fund – Special Revenue Fund
CT-18-41689	Lubricant, fluids and oil for various vehicles for Fleet Services	Department of Public Works	Universal Oil Inc.	\$10,000.00	Sanitary Sewer Fund
CT-18-41690	Vactor equipment parts and labor for vehicle repairs for Fleet Services	Department of Public Works	Jack Doheny Company	\$24,582.14	Special Revenue Fund
CT-18-41691	Vactor equipment parts and labor for vehicle repairs for Fleet Services	Department of Public Works	Jack Doheny Company	\$24,004.04	Sanitary Sewer Fund
CT-18-41696	Chain link fence repair for Sanitary Engineer	Department of Public Works	Northeast Ohio Fence & Deck Co.	\$1,045.00	Sanitary Sewer Fund
CT-18-41711	Heated bed system repair for Truck S-432 for Fleet Services	Department of Public Works	Judco Truck Equipment	\$1,680.00	Sanitary Sewer Fund
CT-18-41755	Printing plates for Ryobi 3404 DI Color Press for Print Shop	Department of Public Works	Presstek	\$4,271.91	Internal Service Fund

CT-18-41765	Janitorial supplies for use at various buildings	Department of Public Works	Joshen Paper & Packaging	\$24,500.00	General Fund/Internal Services
CT-18-41790	Repair of commercial dishwashers at Justice Center Complex	Department of Public Works	DMO Food Equipment Services	\$6,309.97	General Fund/Internal Services
CT-18-41791	Snow blower for use at various buildings	Department of Public Works	Sohar's	\$885.00	Internal Service Fund
CT-18-41792	Relocation of pad mount generator	Department of Public Works	Shippers Highway Express, Inc.	\$970.00	Capital Project Fund
CT-18-41793	Various plumbing supplies for Cleveland Police Department Headquarters and Bedford Jail	Department of Public Works	Lakeside Supply	\$24,500.00	Capital Project Fund
CT-18-41794	Output and finishing services for Strategic Plan posters for Department of Health and Human Services	Department of Public Works	Zippityprint, LLC	\$1,046.00	Internal Service Fund
CT-18-41795	Services & Programs Booklet for Division of Senior and Adult Services	Department of Public Works	Direct Digital Graphics	\$592.00	Internal Service Fund
CT-18-41796	Tripod sign stands for Sign Shop	Department of Public Works	A&A Safety, Inc.	\$749.25	Internal Service Fund
CT-18-41801	Doors for Mechanical Room at Virgil E. Brown Building	Department of Public Works	Doors and Hardware	\$935.00	Internal Service Fund
CT-18-41802	Plain slimline cones for various road and bridge projects for Sign Shop	Department of Public Works	A&A Safety, Inc.	\$550.00	Internal Service Fund
CT-18-41836	Indoor/outdoor 18-watt light bulbs for various buildings	Department of Public Works	RA Strauss Electric Supply Co.	\$568.75	Internal Service Fund
CT-18-41848	Disposal of used anti-freeze	Department of Public Works	Environmental Specialists Inc.	\$720.00	Internal Service Fund
CR-18-41799	Calibration of Pipettes for various labs	Medical Examiner	Rainen Instruments LLC	\$4,628.54	Medical Examiner's Office Crime Lab Fund
CR-18-41798	Blood collection tubes and borosilicate glass tubes for Toxicology Lab	Medical Examiner	Fisher Scientific	\$3,196.00	Medical Examiner's Office Crime Lab Fund
CR-18-41769	DVD's, CD's, jewel boxes and trays for Photography Lab	Medical Examiner	The Little Warehouse	\$779.00	General Fund

Items already purchased:

Requisition #	Description	Department	Vendor Name	Total	Funding Source
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WT-18-41806	Skill Up training for the Learn and Earn Program	Cuyahoga Job and Family Services	DMD Management dba Legacy Health Services	\$22,640.00	Health and Human Services Levy Fund
CF-18-41811	Post Adoption Special Services Subsidy: Attachment therapy, psychological treatment services and in-home parent training	Division of Children and Family Services	Adoption & Attachment Therapy Partners LLC	\$3,151.63	67% - Health and Human Services Levy Fund 33% - Title IV
CF-18-41819	Post Adoption Special Services Subsidy: Residential treatment	Division of Children and Family Services	OhioGuidestone	\$6,184.50	67% - Health and Human Services Levy Fund 33% - Title IV
CF-18-41784	Post Adoption Special Services Subsidy: Residential treatment and counseling	Division of Children and Family Services	OhioGuidestone	\$6,739.51	67% - Health and Human Services Levy Fund 33% - Title IV
CF-18-41782	Post Adoption Special Services Subsidy: Neurofeedback machine software	Division of Children and Family Services	Adoption & Attachment Therapy Partners LLC	\$1,594.86	67% - Health and Human Services Levy Fund

*Open Market Purchases (Over \$25,000 or requiring assistance from The Office of Procurement & Diversity)*

Requisition #	Description	Department	Vendor Name	Total	Funding Source
None.					

V – OTHER BUSINESS

Time Sensitive Mission Critical

BC2018-71

Department of Public Works, recommending an award on RQ41624 to North Coast Awning in the amount not-to-exceed \$8,600.00 manufacturing and installation of a canopy to cover Cuyahoga County’s salt bin.

Funding Source: Internal Service Fund

Thomas Pavich, Department of Public Works, presented. Armond Budish motioned to amend the agenda to consider the item; Dale Miller seconded. Nan Baker asked if the County utilized a canopy to cover the salt bin in the past; and asked if other Counties have eliminated the use of awnings for their salt bins. Armond Budish motioned to approve the item; Nan Baker seconded. Item BC2018-71 was unanimously approved.

BC2018-72

Office of the Medical Examiner, recommending an award on RQ41866 to Agilent Technologies in the amount not-to-exceed \$2,528.00 for emergency repair services on (1) G1888 Headspace Autosampler.  
Funding Source: General Fund

Andria Richardson, Clerk of the Board, presented. Armond Budish motioned to amend the agenda to consider the item; Nan Baker seconded. Ms. Baker asked for clarification on the instrument being repaired. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-72 was unanimously approved.

Items of Note (non-voted)

Item No. 1

Department of Public Works, submitting an LPA agreement with Ohio Department of Transportation in connection with the Olmsted Township Sidewalk Project.

Funding Source: Municipality - \$50,000 (20%) and ODOT shall provide to the LPA 80% of the eligible costs, up to a maximum of \$200,000.00 in Federal funds

Item No. 2

Cuyahoga County Law Library, requesting authority to apply for and accept grant funds from the Statewide Consortium of County Law Library Resources Board in the amount of \$3,185.50 for the purchase of (2) Desktop Computers, (1) High-Tech Camcorder, (4) rolls of Continuous Label Protectors and related accessories.

Funding Source: Statewide Consortium of County Law Library Resources Board

Item No. 3

Department of Public Safety and Justice Services, submitting a subgrant award from the Ohio Department of Youth Services in the amount of \$110,000.00 for the FY2018/2019 Juvenile Justice and Delinquency Prevention Disproportionate Minority Contact Title II Formula Grant Program for the period 1/1/2018 – 6/30/2019.

Funding Source: FY2018/2019 Title II Formula Grant

VI – PUBLIC COMMENT

There was no public comment

VII – ADJOURNMENT

Armond Budish motioned to adjourn; Nan Baker seconded. The motion to adjourn was unanimously approved at 11:48 a.m.