Minutes Cuyahoga County Board of Control Monday, June 21, 2021 at 11:00 A.M. County Headquarters 2079 East Ninth Street

I – CALL TO ORDER

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

Attending:

Michael Chambers, Fiscal Officer, Fiscal Office (Alternate for Armond Budish)
Trevor McAleer, County Council (Alternate for Pernel Jones, Jr.)
Councilman Dale Miller
Councilwoman Nan Baker
Nichole English, Administrator, Planning and Programming, Department of Public Works (Alternate for Michael Dever)
Catherine Tkachyk, Interim Director, Office of Procurement and Diversity

II – REVIEW MINUTES – 6/14/2021

Michael Chambers motioned to approve the minutes from the June 14, 2021 meeting; Trevor McAleer seconded. The minutes were approved by unanimous vote, as written.

III – PUBLIC COMMENT

There was no public comment.

IV- CONTRACTS AND AWARDS

A. – Tabled Items

B. - New Items for Review

BC2021-288

Department of Public Works, submitting an amendment to Contract No. 988 with AECOM Services of Ohio, Inc. for general engineering services for roadways and bridges for the period 7/1/2020 - 6/30/2023 to expand the scope of services for the addition of sanitary sewers and right of way acquisition services in connection with the reconstruction of Stearns Road, effective 6/21/2021 and for additional funds in the amount not-to-exceed \$300,955.00.

Funding Source: Road and Bridge Fund

Nichole English, Department of Public Works, presented. There were no questions. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2021-288 was approved by unanimous vote.

Department of Public Works, submitting an amendment to Agreement No. 1343 with Cuyahoga County Planning Commission for planning and technical services for the period 6/1/2020 - 5/31/2022 to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$500,000.00. Funding Source: Road and Bridge Fund

Nichole English, Department of Public Works, presented. Nan Baker asked if it is unusual to extend the time period on a contract so far in advance of the end date or has this been done in the past. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2021-289 was approved by unanimous vote.

BC2021-290

Department of Development,

- a) Submitting an RFP exemption on RQ6491, which will result in a payment to Global Cleveland in the amount of \$75,000.00 for operational support for the period 6/21/2021 12/31/2021.
- b) Recommending a payment on Purchase Order No. 21001655 to Global Cleveland in the amount of \$75,000.00 for operational support for the period 6/21/2021 12/31/2021.

Funding Source: General Fund

Kassan Bahhur, Department of Development and Joe Cimperman, Global Cleveland, presented. Dale Miller commented on the important work of Global Cleveland and that the Greater Cleveland area could benefit by an increase in the population and that it is important to welcome all people of different backgrounds and to learn to live and work together.

Nan Baker expressed her support of the good work of Global Cleveland and asked if there will be any new or significant areas to focus on with the increase in funding from the County over prior years and asked how the additional funds will make a difference in their efforts; and commented on the success with the work of the organization on overcoming language barriers within the international community. Michael Chambers motioned to approve the item; Nan Baker seconded. Item BC2021-290 was approved by unanimous vote.

BC2021-291

Personnel Review Commission,

- a) Submitting an RFP exemption on RQ3249, which will result in an award recommendation to Examity Inc. in the amount not-to-exceed \$110,000.00 for pre-employment testing software and remote proctoring services for the period 6/21/2021 6/20/2022.
- b) Recommending an award and enter into Contract No. 1178 to Examity Inc. in the amount not-to-exceed \$110,000.00 for pre-employment testing software and remote proctoring services for the period 6/21/2021 6/20/2022.

Funding Source: General Fund to be evaluated by the Fiscal Office for potential COVID-19 reimbursement

Rebecca Kopcienski and George Vaughn, Personnel Review Commission, presented. Dale Miller asked if Examity Inc. is the only vendor that can provide these services; and asked if the department explored the possibility that the 2 services could be split between 2 vendors to take advantage of the competition for the individual services and achieve costs savings; asked if this purchased was budgeted or a new item as an unbudgeted expense that increases the cost of the department operations; and asked if this purchase will result in costs savings in other areas. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2021-291 was approved by unanimous vote.

BC2021-292

Court of Common Pleas/Juvenile Court Division, recommending awards and enter into agreements with various municipalities in the total amount not-to-exceed \$97,400.00 for the Community Diversion Program for the period 6/21/2021 – 12/31/2021:

- a) Agreement No. 1118 with City of South Euclid in the amount not-to-exceed \$5,200.00.
- b) Agreement No. 1129 with City of Bedford in the amount not-to-exceed \$4,400.00.
- c) Agreement No. 1130 with City of Parma in the amount not-to-exceed \$11,200.00.
- d) Agreement No. 1132 with City of Maple Heights in the amount not-to-exceed \$8,600.00.
- e) Agreement No. 1295 with City of Bay Village in the amount not-to-exceed \$5,800.00.
- f) Agreement No. 1368 with City of Fairview Park in the amount not-to-exceed \$1,200.00.
- g) Agreement No. 1369 with City of Brecksville in the amount not-to-exceed \$2,800.00.
- h) Agreement No. 1370 with Village of Bentleyville in the amount not-to-exceed \$200.00.
- i) Agreement No. 1371 with Olmsted Township in the amount not-to-exceed \$1,200.00.
- j) Agreement No. 1373 with City of Solon in the amount not-to-exceed \$6,200.00.
- k) Agreement No. 1374 with City of Olmsted Falls in the amount not-to-exceed \$600.00.
- I) Agreement No. 1377 with City of Richmond Heights in the amount not-to-exceed \$1,200.00.
- m) Agreement No. 1378 with City of Rocky River in the amount not-to-exceed \$7,800.00.
- n) Agreement No. 1454 with City of Cleveland in the amount not-to-exceed \$36,400.00.
- o) Agreement No. 1455 with City of Parma Heights in the amount not-to-exceed \$4,000.00.
- p) Agreement No. 1534 with City of Pepper Pike in the amount not-to-exceed \$600.00.

Funding Source: Title IV-E Fund

Sarah Baker, Juvenile Court Division, presented. There were no questions. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2021-292 was approved by unanimous vote.

BC2021-293

Office of the Medical Examiner, recommending a payment on Purchase Order No. 21001827 to Cuyahoga County Solid Waste District in the total amount of \$6,595.00 for reimbursement of payments charged in error against Contract No. CE1900974 with Chemtron Corporation for waste disposal services for the Cuyahoga County Solid Waste District.

- a) Invoice No. SI-265417 dated 5/31/2020 in the amount of \$3,415.00.
- b) Invoice No. SI-267771 dated 8/20/2020 in the amount of \$3,180.00.

Funding Source: General Fund

Mark Bandza, Office of the Medical Examiner, presented. There were no questions. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2021-293 was approved by unanimous vote.

Office of the Medical Examiner,

- a) Submitting an RFP exemption, which will result in a payment to National Medical Services dba NMS Labs in the amount of \$10,303.00 for outside toxicology testing services for the period 6/1/2020 5/31/2021.
- b) Recommending a payment on Purchase Order No. 21001970 to National Medical Services dba NMS Labs in the amount of \$10,303.00 for outside toxicology testing services for the period 6/1/2020 5/31/2021.

Funding Source: General Fund

Mark Bandza, Office of the Medical Examiner, presented. There were no questions. Michael Chambers motioned to approve the item; Nichole English seconded. Item BC2021-294 was approved by unanimous vote.

BC2021-295

Department of Public Safety and Justice Services, recommending an award on RQ4449 and enter into Contract No. 1552 with Troll System Corporation (12-1) in the amount not-to-exceed \$170,636.55 for City of Cleveland/Division of Police Helicopter Emergency Operations Center Downlink for the period 6/21/2021–10/15/2021.

Funding Source: FY2017 Urban Area Security Initiative Grant

Mary Beth Vaughn, Department of Safety and Justice Services, presented. Nan Baker asked if this is a new service. Michael Chambers motioned to approve the item; Nan Baker seconded. Item BC2021-295 was approved by unanimous vote.

BC2021-296

Department of Public Safety and Justice Services, recommending an award and enter into Contract No. 1479 with TommyTQL, LLC in the amount not-to-exceed \$12,900.00 for data analysis software support and maintenance services on the IBM i2 Analyst's Notebook for the period 7/1/2021 - 6/30/2024. Funding Source: Criminal Justice Data Sharing Fund - \$5 Fee

Mary Beth Vaughn, Department of Safety and Justice Services, presented. There were no questions. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2021-296 was approved by unanimous vote.

Sheriff's Department, submitting an amendment to Contract No. 60 with Alcohol Monitoring Systems, Inc. for Global Position System, alcohol monitoring equipment and related services for the period 3/1/2018 – 6/30/2021 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$407,500.00.

Funding Source: General Fund

Laura Simms and Lt. Tim O'Connor, Sheriff's Department, presented. Nan Baker asked if there have been changes in technology and equipment since 2018 that will require an extensive trial period to evaluate proposals prior to selecting a vendor for these services under the new Request for Proposals; asked if any significant changes are expected under the next contract; and commented that she looks forward to hearing about future services and that it will be interesting to see what has changed under the new contract for next year. Michael Chambers motioned to approve the item; Nan Baker seconded. Item BC2021-297 was approved by unanimous vote.

BC2021-298

Sheriff's Department,

- a) Submitting an RFP exemption on RQ6535, which will result in an award recommendation to Vance Outdoors, Inc. in the amount not-to-exceed \$114,080.00 for a state contract purchase of (800) cases of Hornady 9mm training ammunition.
- b) Recommending an award on Purchase Order No. 21001887 to Vance Outdoors, Inc. in the amount not-to-exceed \$114,080.00 for a state contract purchase of (800) cases of Hornady 9mm training ammunition.

Funding Source: General Fund

Laura Simms and Lt. Tim O'Connor, Sheriff's Department, presented. Dale Miller asked for follow up on how much more the Sheriff's Department is currently paying for ammunition over prior years, due to the ammunition shortage; and asked if this type of ammunition is a common staple item and ordered on a regular basis.

Nan Baker asked what is causing the short supply of ammunition and how long is it expected to continue; asked if competition with other Sheriff Departments or increases in private gun ownership are factors in the ammunition supply shortage; and asked if there have been ammunition shortages like this in the past.

Michael Chambers motioned to approve the item; Nan Baker seconded. Item BC2021-298 was approved by unanimous vote.

Department of Health and Human Services/Office of the Director,

- a) Submitting an RFP exemption, which will result in an award recommendation to The Spanish American Committee for a Better Community in the amount not-to-exceed \$50,000.00 for general operating support to provide expert, impactful programming to achieve socioeconomic success in the Hispanic community for the period 6/21/2021 12/31/2021.
- b) Recommending an award and enter into Contract No. 1466 with The Spanish American Committee for a Better Community in the amount not-to-exceed \$50,000.00 for general operating support to provide expert, impactful programming to achieve socioeconomic success in the Hispanic community for the period 6/21/2021 12/31/2021.

Funding Source: Health and Human Services Levy Fund

Paul Porter, Department of Health and Human Services, presented. There were no questions. Michael Chambers motioned to approve the item; Trevor McAleer seconded. Item BC2021-299 was approved by unanimous vote.

BC2021-300

Department of Health and Human Services/Office of the Director,

- a) Submitting an RFP exemption, which will result in an award recommendation to Near Westside Multi Service Corporation dba May Dugan Center in the amount not-to-exceed \$300,000.00 for general operating capital support to provide comprehensive, supportive services to disadvantaged individuals and families for the period 6/21/2021 12/31/2021.
- b) Recommending an award and enter into Contract No. 1432 with Near Westside Multi Service Corporation dba May Dugan Center in the amount not-to-exceed \$300,000.00 for general operating capital support to provide comprehensive, supportive services to disadvantaged individuals and families for the period 6/21/2021 12/31/2021.

Funding Source: General Fund

Paul Porter, Department of Health and Human Services, presented. Nan Baker asked for clarification on why this is being paid from General Fund rather than Health and Human Services Levy Fund; and asked if this contract is intended for capital expenditures rather than general operating support.

Mr. Porter confirmed that funds will be used for capital support.

Ms. Baker recommended that the item be amended to reflect the correct type of support. The remaining Board members concurred with Ms. Baker's recommendation.

Trevor McAleer asked when the provider can expect to receive payment after the item is approved.

Michael Chambers motioned to approve the item, as amended; Dale Miller seconded. Item BC2021-300 was approved by unanimous vote, as amended.

Department of Health and Human Services/Cuyahoga Job and Family Services, submitting an amendment to a Master Contract with various providers for SNAP (Supplemental Nutrition Assistance Program) to Skills Employment and Training services for the period 10/1/2020 - 9/30/2021 to add (4) new providers, effective 6/21/2021 and for additional funds in the total amount not-to-exceed \$428,667.00:

Current Providers

- a) Contract No. 186 with Lutheran Metropolitan Ministry
- b) Contract No. 197 with The Centers for Families and Children
- c) Contract No. 210 with Towards Employment
- d) Contract No. 224 with The Spanish American Committee

New Providers

- e) Contract No. 1482 with Cleveland Center for Arts and Technology dba New Bridge Cleveland in the amount not-to-exceed \$244,085.00.
- f) Contract No. 1483 with Cuyahoga County Public Library in the amount not-to-exceed \$18,526.00.
- g) Contract No. 1484 with Goodwill Industries of Greater Cleveland and Central Ohio, Inc. in the amount not-to-exceed \$50,743.00.
- h) Contract No. 1485 with West Side Catholic Center in the amount not-to-exceed \$115,313.00. Funding Source: Federal Food Assistance Employment and Training Fund

Paul Porter, Department of Health and Human Services, presented. There were no questions. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2021-301 was approved by unanimous vote.

C. – Exemptions

BC2021-302

Sheriff's Department, requesting authority to amend Board Approval No. BC2021-263, dated 6/1/2021, which amended prior Board Approvals on various dates, and authorized an alternative procurement process resulting in various purchase orders and award recommendations to various providers in the total amount not-to-exceed \$600,000.00 for emergency offsite medical services for inmates for the period 1/1/2017 - 12/31/2021, to add (1) provider, effective 6/21/2021; no additional funds required.

Current Providers (Approved by BC2020-323, BC2020-525, BC2021-49 and BC2021-263)

- a) Cleveland Emergency Medical Service
- b) St. Vincent Charity Hospital
- c) University Hospital
- d) Fresenius Medical Care
- e) Alternative Body Connections
- f) Euclid Hospital
- g) Geauga Vision
- h) AT Associates
- i) LLC UES of Bedford
- j) Lutheran Hospital
- k) Cleveland Clinic
- I) Orthotic Prosthetic Specialties
- m) Sequenom CMM San Diego
- n) Cleveland Clinic Foundation
- o) Case Dental Medicine Support Services
- p) Cleveland Foot & Ankle Clinic
- q) Manuel Garcia Prosthetics
- r) Ohio Emergency Care Services
- s) Premier Physicians Centers
- t) Grady Memorial Hospital
- u) Hastings Home Health Center
- v) Physicians Ambulance Service
- w) Davita
- x) Community Dialysis Center
- y) Ascend Clinical, LLC
- z) Emergency Professional Services
- aa) Donald Martens & Sons Ambulance Service Inc.

Additional Provider

bb) Myocare Nursing Home Inc. dba Westpark Neurology & Rehabilitation Center

Original Funding Source: General Fund

Laura Simms, Sheriff's Department, presented. There were no questions. Michael Chambers motioned to approve the item; Nichole English seconded. Item BC2021-302 was approved by unanimous vote.

D. - Consent Agenda

Nan Baker referred to Item No. BC2021-303 and commented that it is good to see that we are starting to present travel requests again.

There were no additional comments or questions on Consent Agenda items BC2021-303 through -304; Dale Miller seconded. The Consent Agenda was approved by unanimous vote.

BC2021-303Fiscal Office, presenting proposed travel requests for the week of 6/21/2021:

	Travel Requests						
Department	Staff	Event	Host	Dates of Travel	Location	Expenses	Funding Source
Sheriff's Department	James Mackey	A workshop entitled "Delegation SWB Trip"	HSI and Human Trafficking Task Force	5/17/- 5/20/2021	McAllen, TX	*Airfare – \$467.70 *Lodging- \$331.20 *Meals - \$236.00 *Total - \$1,034.90	Ohio Attorney General's Office

^{*}Ohio Attorney General's Office paid for the entire trip. No expenses were incurred by Cuyahoga County for this trip.

Purpose:

This trip would be a value add for our human trafficking task force. It will provide the ability to directly see interdiction techniques and how it relates to our victims we ID here in Ohio. This workshop will provide other tools and techniques to combat human trafficking in Ohio.

Office of Procurement & Diversity, presenting proposed purchases for the week of 6/21/2021:

<u>Direct Open Market Purchases</u> (Purchases between \$5,000 - \$49,999.99 unless requiring assistance from the Office of Procurement & Diversity – See Below):

Purchase Order Number	Description	Department	Vendor Name	Total	Funding Source
21001807	Dog food for the Animal Shelter	Department of Public Works	Medina Farmers Exchange	Not to Exceed \$24,108.00	Dog and Kennel Fund
21002039	(8,000) Various sizes of nitrile and latex gloves	Office of the Medical Examiner	Diversa Medical Supply Ltd.	\$7,236.00	General Fund
21001365	Installation of replacement backup camera system with DVR and microphone for the Internet Crimes Against Children Task Force van	Prosecutor's Office	Midwest Public Safety, LLC	\$8,179.00	Federal Internet Crimes Against Children Grant
21001652	(12) additional flip-top, training tables, (1) drafting height chair and (32) stack chairs to allow for social distancing in Training Room	Sheriff's Office	School Outfitters LLC	\$5,822.90	FY 2020 Coronavirus Emergency Supplement Funding Program Grant

<u>Items/Services Received and Invoiced but not Paid:</u>

Purchase Order Number	Description	Department	Vendor Name	Total	Funding Source
21000711	Integration (disable power button) for replacement mobile hotspots at the Board of Elections	Department of Information Technology	Genesis Networks Telecom Services, LLC	\$3,340.25	General Fund
20003099	Rental of (1) EZ Drill for the period 9/14/2020- 9/26/2020 and the purchase of associated drill equipment for Road and Bridge Division	Department of Public Works	Indy Equipment and Supply LLC	\$1,629.11	Road & Bridge Fund

21002012	Emergency veterinary services for the Animal Shelter*	Department of Public Works	MedVet Associates, LLC	\$8,190.84	50% Dick Goddard Best Friends Fund and 50% Dog and Kennel Fund
21002058	Emergency veterinary services for the Animal Shelter*	Department of Public Works	Idexx Distribution Corp	\$2,528.76	Dick Goddard Best Friends Fund
21002099	Ready Mix Concrete**	Department of Public Works	Campbell Concrete & Supply	Not-to- exceed \$49,500.00	Centralized Custodial Services
21002038	Post Adoption Special Services Subsidy: Residential services***	Division of Children and Family Services	BHC Fox Run Hospital	\$9,945.00	70% Health and Human Services Levy Fund and 30% Title IV-E
21002045	(15) DNA IQ Maxwell kits, (1) Powerplex Fusion Custom Kit, (25) Maxwell FSC DNA IQ kits, (10) Proteinase and consumables****	Office of the Medical Examiner	Promega Corporation	\$39,612.50	FY2019 DNA Backlog Grant
21002014	(75) additional USB stereo, noise cancelling headsets for Call Center	Treasury Department	MNJ Technologies Direct, Inc	\$1,425.00	\$209.00 Real Estate Assessment Fund, \$228.00 Delinquent Real Estate Tax and \$988.00 General Fund

^{*}Approval No. BC2020-646 dated 12/7/20, which amended Board of Control Approval No. BC2020-211, dated 4/6/2020, which amended various Board of Control approvals, which authorized an alternative procurement process resulting in purchase orders to various providers for medical, surgical and animal care services for the period 2/1/2017 – 12/31/2021, by changing the amount not-to-exceed from \$400,000.00 to \$600,000.00.

^{**}Approval No. BC2021-112 dated 3/15/21 which amended Board Approval No. BC2020-196, dated 3/23/2020, which amended various Board Approval Nos. on various dates, which authorized an alternative procurement process, resulting in award recommendations to various providers for the purchase of Ready Mix concrete to complete various Department Orders for the period 3/1/2021 – 2/28/2021 to extend the time period to 12/31/2021; by changing the not-to-exceed amount from \$620,000.00 to \$820,000.00 and to add Westview Concrete Corporation, effective 3/1/2021:

^{***}Approval No. BC2021-131 dated 3/22/21 which authorized an alternative procurement process, which will result in payments to various providers for Post Adoption Special Services Subsidy (PASSS) consisting of counseling, respite and residential treatment services for the period 4/15/2021 - 4/14/2024.

****Approval No. BC2019-914 dated 12/10/19, which amended BC201-95 dated 2/4/19, which authorized an alternative procurement process, and resulted in an award recommendation to Promega and Life Technologies in the total amount not-to-exceed \$276,257.00 to procure genetic testing kits and other consumable supplies for the period 1/1/2019-12/31/2020, to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$577,848.00.

<u>Open Market Purchases</u> (Over \$50,000 or requiring assistance from the Department of Purchasing)

Purchase	Description	Department	Vendor Name	Total	Funding
Order					Source
Number					
None					

V – OTHER BUSINESS

Item of Note (non-voted)

Item No. 1

Department of Public Works, submitting an agreement of cooperation with City of Cleveland for the resurfacing of Spring Road from Broadview Road to Jennings Avenue in connection with the 2021 – 2022 50/50 Resurfacing Program.

Funding Source: \$250,000.00 - Road and Bridge Fund and \$380,000.00 - City of Cleveland

Item No. 2

Department of Public Safety and Justice Services, submitting an amendment to a grant award with the State of Ohio, Emergency Management Agency for the FY2018 State Homeland Security Grant Program - Regional for the period 9/1/2018 - 7/31/2021 to extend the time period to 10/31/2021; no additional funds required.

Funding Source: FY2018 State Homeland Security Grant

Item No. 3

Department of Public Safety and Justice Services, submitting an amendment to a grant award from State of Ohio Emergency Management Agency for the FY2018 Law Enforcement State Homeland Security Grant Program – Region 2 for the period 9/1/2018 - 6/30/2021 to extend the time period to 10/31/2021; no additional funds required.

Funding Source: FY2018 State Homeland Security Law Enforcement Grant

Item No. 4

Department of Public Safety and Justice Services, on behalf of the Office of the Medical Examiner, submitting a grant agreement with State of Ohio, Office of Criminal Justice Services in the amount of 65,756.68 for professional and continuing education for staff in connection with the FY2021 Paul Coverdell Forensic Sciences Improvement Grant Program for the period 1/1/2021 - 12/31/2021.

Funding Source: FY2021 Paul Coverdell Forensic Sciences Improvement Grant

Item No. 5

Department of Health and Human Services/Community Initiatives Division/Office of Homeless Services, submitting a grant agreement with City of Cleveland in the amount not-to-exceed \$819,924.90 for the Rapid Re-housing Program in connection with the FY2020 Emergency Solutions Grant Program for the period 11/1/2020 - 10/31/2021.

Funding Source: FY2020 Federal Entitlement Grant to the City of Cleveland from the U.S. Department of Housing and Urban Development

Item No. 6

Contracts \$0.00 - \$4,999.99 - Processed and executed (no vote required)

RQ No.	Contract/	Vendor	Service	Amount	Department	Date(s) of	Funding	Date of
	PO No.		Description			Service	Source	Execution
RQ 48436	Amend Master Contract Nos. 430	Various Providers: The Whiting- Turner	On Call- COVID- 19 Emergency Building Modifications	\$0.00	Department of Public Works	6/10/2020 – 6/9/2021; to extend the time period to 12/31/2022	(Original) Coronavirus Aid, Relief and Economic Security	6/9/2021
		Contracting Company					(CARES) Act Funds	
	692	Gilbane Building Company						
	535	Turner Construction Company						
	691	ConstructAbility, Inc.						
	693	The Albert M. Higley Co., LLC						
	534	Geis Construction, Inc.						
	536	Northstar Contracting, Inc.						
	533	Cold Harbor Building Company						

VII – ADJOURNMENT

Michael Chambers motioned to adjourn; Nichole English seconded. The motion to adjourn was unanimously approved at 11:52 a.m.