

**JOINT EXAMINING BOARD MEETING  
MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELING  
AND SOCIAL WORK JOINT EXAMINING BOARD  
MEETING MINUTES  
APRIL 13, 2010**

**PRESENT:** Eric Alvin, Nancy Clark, Alice Hanson-Drew, George Kamps, Bruce Kuehl, Charles Lindsey, Leslie Mirkin, Evelyn Pumphrey, Ann Marie Starr, Mary Jo Walsh

**EXCUSED:** Arlie Albrecht, Nicholas Smiar, Daryl Wood

**STAFF:** Jeff Scanlan, Bureau Director; Colleen Baird, Legal Counsel; Kimberly Wood, Bureau Assistant and other DRL Staff

**GUESTS:** Joseph D’Costa, Department of Workforce Development – Division of Vocational Rehabilitation (DWD/DVR); Marc Herstand, National Association of Social Workers (NASW) WI Chapter; Kathy Markeland, Wisconsin Association of Family and Children’s Agencies (WAFCA)

**CALL TO ORDER**

Mary Jo Walsh, Chair, called the meeting to order at 9:08 a.m. A quorum of ten (10) members was present.

The Board exchanged introductions with its newly appointed members: Nancy Clark, public member for the Professional Counselor Section and Alice Hanson-Drew, public member for the Marriage and Family Therapy Section. Nancy Clark and Alice Hanson-Drew were welcomed by the Board.

**APPROVAL OF AGENDA**

**MOTION:** Leslie Mirkin moved, seconded by Eric Alvin, to approve the April 13, 2010 agenda as published. Motion carried unanimously.

**APPROVAL OF THE MPSW JOINT BOARD MINUTES OF JANUARY 12, 2010**

- Page 5 of the Minutes: Correct the sub-header under the item “MPSW Joint Board Planning on Board Goals for 2010”, as follows:

- “DHS Mental Health Provider Status Letter Holders – Discussion on What Actions Should Be Taken ~~to~~ by MPSW Joint Board ~~to~~ in Terms of Recognizing Unlicensed DHS-Recognized Mental Health Providers.”
- Page 5 of the Minutes: Under the item “MPSW Joint Board Planning on Board Goals for 2010”, sub-header “2. Create Supervisory Guidelines and Address Disparity of Supervisor Regulations Across Regulations of the 3 Professions of the MPSW Joint Board”, change as follows:
  - George Kamps, **Evelyn Pumphrey** and Bruce Kuehl...”
- Page 6 of the Minutes: Under the item titled “WAFCA Webinar Re: Supervision Rules (Kamps, Pumphrey, Kuehl) change the second sentence as follows:
  - “George Kamps, **Evelyn Pumphrey** and Bruce Kuehl will work...”

**MOTION:** Eric Alvin moved, seconded by Evelyn Pumphrey, to approve the MPSW Joint Board Minutes of January 12, 2010 as amended. Motion carried unanimously.

### **ADMINISTRATIVE REPORT**

Jeff Scanlan advised the Board of the appointment of a new member to the long standing vacancy for the Independent Social Worker position. Nicholas Smiar was announced as the newest member of the Social Work Section. Jeff Scanlan indicated that unfortunately Mr. Smiar was unable to attend today’s meeting due to a prior obligation. Nicholas Smiar becomes a voting member of the Board and Section effective immediately.

Jeff Scanlan provided the Board with the following staff updates:

- Yolanda McGowan has been hired as the Legal Counsel for the boards she staffed while serving as Bureau Director.
- Angela Arrington, formerly an attorney in the Division of Enforcement, has been appointed to the vacant Bureau Director position previously occupied by Yolanda McGowan.
- Michele Miller Hayes has been hired to fill the Legal Counsel vacancy left by Peggy Wichmann.
- Kelli Ka’alele has been hired as a Program Assistant Supervisor in the Division of Board Services effective as of Monday, April 12, 2010.
- Jim Parker has been appointed as the Administrator for the Division of Enforcement. Mr. Parker has taken a leave of absence from his position and Department Budget Director until the conclusion of his appointment.

Jeff Scanlan reported that the Department is currently employing new technologies for the purpose of connecting members via internet. He indicated that the new systems being implemented by the Department are Microsoft LiveMeeting and SharePoint and explained how these technologies will be utilized with respect to meetings. These new technologies will help to reduce state expenditures such as mileage, hotel, printing, mailing and other expenses incurred as in conjunction with a board meeting. Jeff Scanlan informed the Section that utilization of the LiveMeeting technology presents the possibility to conduct additional meetings.

Jeff Scanlan then reported to the Board regarding the Joint Board outreach meeting conducted in Milwaukee, WI on March 12, 2010. The Board noted that this event was well attended and that George Kamps, Eric Alvin, Alice Hanson-Drew and Mary Jo Walsh were present at this outreach event. Jeff Scanlan indicated that the topics discussed included supervision, s. 457.25 Wis. Stat. reporting requirements, the Joint Board's interest in the regulation of unlicensed psychotherapists, and education matters.

At the last meeting the Board requested that a letter be sent to the Department of Health Services (DHS) and the Department of Children and Family Service regarding s. 457.25 Wis. Stats. reporting requirement. Jeff Scanlan reported that this letter has been sent to the agencies in question. He then distributed a response he received from Secretary Bicha, DCF and informed the Board of a response received from Dan Zimmerman, DHS relating to action being taken by DHS to increase awareness of the reporting requirements. Colleen Baird added that Jeff Scanlan is working with the Milwaukee Bureau of Child Welfare to improve its compliance with, and to further communicate the Board's reporting requirements and is assisting with the a draft outlining requirements stated in s. 457.25 Wis. Stats. Jeff Scanlan indicated that the desired results of the efforts being pursued to communicate the s. 457.25 Wis. Stat., reporting requirements will increase the knowledge of employers and supervisors of the duty to report. Eric Alvin noted that he has observed an increase in the number of s. 457.25 Wis. Stat., reports received in the recent Social Work Section screening panel meetings. Jeff Scanlan informed the Board that statutory language requires him to send licensees that are subject to report a letter outlining the report and the reason for the report.

### **Consideration of 2010 Meeting Dates**

The Board noted its 2010 meeting dates and took the following action:

**MOTION:** Bruce Kuehl moved, seconded by George Kamps, to approve the 2010 MPSW Joint Board meeting dates. Motion carried unanimously.

### **Policy on Use of Agenda Request Forms to Submit Items for an Agenda and Forms Submitted After the Agenda Submission Deadlines**

Jeff Scanlan and the Joint Board reviewed a revised policy pertaining to use of agenda request forms and late agenda items. Jeff Scanlan explained the process for use of the agenda request form and for late additions to meeting agendas and explained the types of items which would be accepted for late addition. The Board discussed the acceptance of late additions.

## **SUMMARY REPORTS ADMINISTRATIVE RULES AND PRESS RELEASES**

Jeff Scanlan reported to the Board regarding the status of an outstanding scope statement to amend MPSW 20 to make it a violation for license holders not to have a grievance procedure in place and making it unprofessional conduct for failing to report as outlined in s. 457.25 Wis. Stats. He addressed the Board regarding his concern about the amendment of MPSW 20 relating to making it a violation for social workers failing to have a grievance procedure established as this would not be a violation that would pertain to all Joint Board licensees. Jeff Scanlan explained that the Board may wish to consider placement of this amendment somewhere other than MPSW 20 as it may be misleading to credential holders. The Board will discuss this topic at a future meeting.

George Kamps inquired about pending rule writing for MPSW 14, relating to approved professional counselor degrees. Jeff Scanlan explained that this rule writing relates to minimum credit requirements, education and the minimum standards for professional counselor licensure as well as portability of licensure.

## **BOARD STATUS OF STATUTES AND RULES AND REVIEW OF RULES PROJECTS RECEIVED AFTER THE MAILING OF THE AGENDA**

Noted.

## **PUBLIC HEARING IN THE MATTER OF RULEMAKING PROCEEDINGS BEFORE THE MARRIAGE & FAMILY THERAPY, PROFESSIONAL COUNSELING AND SOCIAL WORK BOARD REGARDING PROPOSED REVISIONS TO S. MPSW 1.11, RULES RELATING TO PSYCHOMETRIC TESTING**

The Board conducted a public hearing of its proposed revisions to s. MPSW 1.11, relating to psychometric testing. The Board did not receive comments pertaining to the proposed rule.

### **Review of Clearinghouse Comments, Board Recommendations for Clearinghouse Comments**

Pamela Haack, Paralegal, joined the Joint Board and was available for questions. Colleen Baird and Pamela Haack reviewed Clearing House comments pertaining to proposed revisions to MPSW 1.11, relating to psychometric testing. The Board worked to address a number of comments listed in the Clearing House report. Bruce Kuehl, George Kamps and Bruce Erdmann will work with Pamela Haack and Colleen Baird on the language revisions to be made to Wis. Admin. Code MPSW 1.11, relating to psychometric testing.

**MOTION:** Ann Marie Starr moved, seconded by Eric Alvin, to appoint Bruce Kuehl, and George Kamps to make the necessary changes recommended in the Clearing House report and to move the project forward in the rule making process. Motion carried unanimously.

**DISCUSSION ON OPTIONS FOR ADDRESSING DHS AUTHORIZED PSYCHOTHERAPIST (A.K.A. UNLICENSED “3<sup>RD</sup> PARTY PROVIDER LETTER HOLDERS) ISSUES – BARRIERS TO LICENSURE, EFFECTS OF HFS 35**

Dan Zimmerman and Mark Hale, Department of Health Services (DHS), appeared before the Board to continue discussion of options for addressing DHS authorized psychotherapists.

Jeff Scanlan and Leslie Mirkin recapped discussion of this topic the Professional Counselors Section meeting held April 12, 2010. At this meeting the Section noted that there is an urgency to move forward with the regulation of the DHS authorized psychotherapist under the Joint Board. The Section attempted to approach and formulate an answer to the regulation of DHS authorized psychotherapists, but there were concerns about forming an approach to regulation without the participation of each Section of the Joint Board. The Section recommended that the Joint Board pursue the formation of a sub-committee to address the issue of DHS authorized psychotherapists as it had discussed at its last meeting. The PC Section has appointed Charles Lindsey as its representative should the Joint Board accept the recommendation to form a sub-committee.

The Board discussed a two (2) tiered licensure approach. The Board also discussed previous instances of grand-parenting as referenced in 1991 Wisconsin Act 160 and in 2001 Wisconsin Act 80 were reviewed.

The Board further discussed access issues that may arise in the sun-setting of the DHS authorization of psychotherapists. DHS indicated its support for bringing its authorized psychotherapist under Joint Board regulation, but voiced concerns about shortages in the amount of available mental health providers and indicated that these shortfalls are anticipated to become more prevalent as mental health providers retire. Dan Zimmerman and Mark Hale noted that DHS has not made it a policy decision at this time, but did note that DHS does have the ability to reconstitute the DHS authorization of psychotherapists should access to consumers become an issue.

The Joint Board then discussed reimbursement options available to the DHS authorized psychotherapist and the applicability of securing such reimbursement for those mental health professionals that are in the training stages. Medicaid access and improvement for access were discussed by Dan Zimmerman, Mark Hale and the Joint Board. The Board noted the ability of DHS authorized psychotherapists to continue to work within DHS certified clinics and receive reimbursement as trainees after the January 1, 2012 sun-set date of HSF 35, but noted that some of the DHS certified clinics are moving towards a requirement to only hire licensed mental

health professionals. Board discussion of vendorship ensued. The Board indicated that it had a vested interest in securing Medicaid reimbursement for its trainees.

The Board decided to form a sub-committee to work on an approach to regulation of DHS authorized psychotherapists under the Joint Board. Mary Jo Walsh appointed George Kamps, Ann Marie Starr and Charles Lindsey to serve on this sub-committee. The goal of the sub-committee is to present a comparison of grand parenting options vs. certification options and also recommend communication to educational facilities in Wisconsin. Jeff Scanlan encouraged committee members to review 1991 Wisconsin Act 160 and in 2001 Wisconsin Act 80.

**MOTION:** Leslie Mirkin moved, seconded by Eric Alvin, to appoint George Kamps, Ann Marie Starr and Charles Lindsey to a committee to review the options for handling unlicensed psychotherapists. Motion carried unanimously.

The Board received an update from Dan Zimmerman relevant to the status of the draft memo, prepared by DHS, regarding the s. 457.25 Wis. Stats. reporting requirements to be sent to DHS certified clinics. Mr. Zimmerman indicated that DHS has some authority to regulate providers for failure to report. The Board noted this information and indicated that its intent for distribution of this information is to educate employers of the need to report.

### **BOARD FOLLOW-UP ON RECENT LEGISLATION REGARDING TREATMENT OF AUTISM**

Jeff Scanlan updated the Board regarding the status of recent legislation regarding the treatment of autism. He informed the Board that the Department will be charged with the regulation of board certified behavioral analysts (BCBA).

Ann Marie Starr indicated that Arlie Albrecht had noted his concerns that this legislation was only expanded to cover social workers and not to all of the professions covered by the Joint Board. Eric Alvin indicated that letters were sent out two (2) years earlier regarding the lack of coverage for the other professions of the Joint Board and indicated that he received response from Senator Robson's office indicating that the terms of this legislation had already been negotiated and stating concerns about revisions at that point.

Jeff Scanlan indicated that there is a certificate holder provision in this legislation that was being pushed forward. He stated that the Office of the Commissioner of Insurance (OCI), Department of Health Services agreed to move forward on this certificate. DRL Secretary Celia Jackson appointed Colleen Baird and Jeff Scanlan to spearhead this issue on behalf of the Department by assisting in legislation. Furthermore, he stated that in discussion with these other agencies it was identified that the main goal of this legislation would be to obtain insurance coverage for those providing mental health services to individuals with autism. Jeff Scanlan explained that while this legislation was being drafted consideration of provisions such as a board, and a practice protection act were eliminated. He noted that a code of conduct was created and that the only requirement for state certification is possession of national certification. Jeff Scanlan indicated

that the scope of practice and regulation is tied to the certificate only through its national certification, but the Department is the regulating body. The Board inquired of its ability to propose amendments to this legislation to the Department. Jeff Scanlan responded indicating that this is not the legislation of Department, that it is an initiative of the OCI and noted that the Department's only role was to draw the parameters surrounding the certification of BCBA's. The Board discussed the status of this legislation and noted that it is currently in committee. Jeff Scanlan indicated that if the Board wishes to address this bill it would literally need to act today or tomorrow to draft a letter to the Secretaries of DRL and OCI and to the applicable legislative committee.

The Board discussed if there was any provision within this legislation that would allow professional counselor (PC) or marriage and family therapist (MFT) licensees to receive reimbursement when providing autism treatment and felt that there was language that may open the door for PCs and MFTs.

Kathy Markeland, WAFCA, informed the Board that the WAFCA and the NASW both commented on this legislation regarding the exclusion of MFT and PC from reimbursement provisions and voicing concerns about the inclusion of language, which requires qualified professionals to gain another credential in order to qualify for reimbursement for the treatment of autism. She explained that if an individual currently qualifies for insurance reimbursement of autism services they will continued to be qualified until a set date that she could not quote at this meeting. Kathy Markeland indicated that after this set date insurance companies can require that an individual provide evidence of completion of the training and the practice hour requirements outlined in this legislation prior to providing reimbursement of autism services.

### **DISCUSSION ON RENEWAL FEES AND INFORMATION REGARDING THE DISPARITY IN FEE SETTING ACROSS THE SECTIONS OF THE MPSW JOINT BOARD**

Jim Parker, Administrator – Division of Enforcement, previously the Department Budget Director, appeared before the Board to address its inquiry regarding the differences in Section licensure and renewal fees for the other Sections of the Board. Mr. Parker explained that the Marriage and Family Therapist Section's time study results were so significantly different from those of the other Joint Board Sections that the decision was made to break out the costs. He further explained that the majority of the costs for any given profession are mainly determined by the cost of enforcement.

Members of the Marriage and Family Therapist Section voiced concerns about the cost difference for its profession and indicated that such a significant difference in the cost of licensure as a marriage and family therapist could affect an individual's decision to pursue licensure in this field.

The Board discussed the leveling of the fees by combining its professions so that fees are determined for the Joint Board rather than by Section. The Board took the following action in this regard.

**MOTION:** George Kamps moved, seconded by Eric Alvin, to propose to the Department that the MPSW Joint Board recommend the combining of costs for enforcement across the Section's as a basis for establishing fees. Motion carried unanimously.

**BOARD REVIEW OF CORRESPONDENCE FROM TERRI PELLITTERI, MENTAL HEALTH CENTER OF DANE COUNTY, REGARDING AODA TRAINING CURRICULUM – REQUEST FOR APPROVAL OF 180 HOUR TRAINING AS MEETING THE REQUIREMENTS FOR THE AODA SPECIALTY UNDER S. MPSW 1.09 WIS. ADM CODE.**

The Board reviewed AODA training curriculum received from Terri Pellitteri, Mental health Center of Dane County in an attempt to determine if this training program would be acceptable for those licensees seeking the AODA specialty certification.

Ann Marie Starr explained that she reviews the applications for the AODA specialty certification and indicated that this is exactly the type of training she hopes to see. She felt that this curriculum fits what each individual applying for the AODA should have. The Board indicated that it does not approve courses for this purpose and asked Jeff Scanlan to respond to this inquiry.

**MPSW JOINT BOARD PLANNING ON BOARD GOALS FOR 2010**

The Board reviewed its progress pertaining to its top three goals for 2010.

**1. Amendment of Wis. Stat. 457.02 Regarding Repeal of Provisions Which Restrict Board License Holders from Providing Treatment of Substance Abuse and Substance Use Disorders**

Mary Jo Walsh noted that this goal has not moved forward at this point. Ann Marie Starr noted that she is committed to having something to work on in July.

## **2. Create Supervisory Guidelines and Address Disparity of Supervisor Regulations Across Regulations of the 3 Professions of the MPSW Joint Board**

George Kamps presented the Board with his analysis of supervisor regulations for each Section of the Joint Board and outlined similarities and differences. He noted that the supervision regulations for each of the Sections are rather similar and noted that he did not see any real disparities. Jeff Scanlan indicated that from his perspective the greater disparity is in the supervised practice requirements for each Section.

George Kamps noted that this item became a goal of the Board due to ongoing efforts of the Board in collaboration with WAFCA to effectively communicate its supervision expectations to supervisors and other affected individuals in the state.

George Kamps indicated that he will analyze what must be achieved by the supervisee under a supervisor for review at the next Joint Board meeting. Ann Marie Starr felt that from the MFT perspective if the Board is looking for congruency in the supervisory requirements of all the Sections, that the applications of each of the Sections should also be reviewed. She recommended that an analysis of each of the Section's application forms be conducted to identify what questions are asked relating to supervision. The Board discussed the information requested on the application forms for the various Sections and discussed improvements to the applications by asking questions about the supervision of a trainee and working to approach the quality of a supervisor. Eric Alvin indicated that the Social Work Section has had fewer individuals appear for denial hearings since they revised their forms.

Ann Marie Starr spoke from the Association of Marriage and Family Regulatory Boards (AMFTRB) perspective noting that a leading MFT regulatory concern across the nation is quality supervision. She noted that many states are re-writing rules and redefining their expectations in terms of who can provide supervision, the training requirements for doing so, what supervisors must attest to. George Kamps indicated that he feels this parallels the issues of what's required of a supervisor and recommends communicating this information to the various credential holders of the Board. George Kamps suggested that the Board compare the requirements of each profession, possibly refine the supervisory requirements, and then communicate this information to the profession. Jeff Scanlan advised the Board that in his contact with supervisees they typically ask questions such as "What am I being rated on?", "How do I know that I am hitting all the required areas" and "What do I need for supervision?". He asked the Board to consider how it would discuss the supervisory relationship in the code and what it considers the code to say on this topic.

The Board then discussed how it can affect changes in the existing supervisory requirements and discussed the ability to pursue or the need for rule drafting. Jeff Scanlan indicated that it already has its certification but he believes the Board can indicate who can supervise. He advised the Board that everything it chooses to do is purely of an advisory nature unless it pursues rulemaking.

**3. DHS Mental Health Provider Status Letter Holders – Discussion on What Actions Should Be Taken by MPSW Joint Board in Terms of Recognizing Unlicensed DHS-Recognized Mental Health Providers**

The Board indicated that this topic was adequately addressed during its earlier discussion of the topic titled “Discussion on Options for Addressing DHS Certified Psychotherapist (a.k.a. unlicensed “3<sup>rd</sup> Party Provider Letter Holders) Issues – Barriers to Licensure, Effects of HFS 35”.

**REPORT ON WISCONSIN ASSOCIATION OF FAMILY & CHILDREN’S AGENCIES (WAFCA) WEBINAR RE: CLINICAL SUPERVISION RULES (KAMPS, PUMPHREY, AND KUEHL)**

George Kamps reported to the Board regarding the positive experience of the creation and facilitation of the clinical supervisor rules webinar. Kathy Markeland, WAFCA, notified the Board that forty-five (45) individuals participated in this webinar and that positive feedback has been received. The participants were appreciative of the opportunity to discuss the issue of clinical supervision requirements and expectations with members of the Board. The Board acknowledged that there is still work to be completed with respect to its pursuit of clarity regarding clinical supervision. The Board requested the discontinuation of this agenda topic and requested that the issue of continuing efforts relating to supervision be handled under the Board’s 2010 goals.

**REPORT OF MARRIAGE & FAMILY THERAPY SECTION**

Ann Marie Starr indicated that there was nothing to report from the Marriage and Family Therapist Section as they have not met since before the last Joint Board meeting.

**REPORT OF PROFESSIONAL COUNSELOR SECTION**

Leslie Mirkin reported to the Board regarding that the Professional Counselor’s Section met yesterday and had a content heavy agenda. He noted that yesterday’s meeting was LaMarr Franklin’s last meeting and that he provided transitional assistance to Nancy Clark, the Section’s new public member.

Leslie Mirkin indicated that the he has reported a number of issues addressed by the Section throughout the course of the Joint Board meeting. He indicated that in addition to the topics that he has already addressed the Section also reviewed a scope statement regarding the Section’s educational requirements and took the opportunity to broaden its review all of its requirements. He stated that rule writing may address more than just the minimum educational hours required for licensure.

Leslie Mirkin also informed the Board that the Section received a presentation from Joseph D'Costa, Department of Workforce Development (DWD), pertaining to a proposal in terms of performing distance counseling via video conferencing and inquired of the position of the Section in this regard. He advised the Board that its rules and statutes allows distance counseling via video conferencing and noted that it is a matter of management prerogative as to whether or not to pursue video conferencing as a means of providing counseling services.

Leslie Mirkin made reference to the distinction between full licensure and the training license. He informed the Board that the Section received a request from a trainee asking for supervision to be conducted by a licensee that received their license in 2007. He indicated that the licensee in question had claimed that they had been practicing for five (5) years when in fact two (2) of those five (5) years were practice under the training license. He stated that the Section ultimately decided to accept this individual as a supervisor as the code is ambivalent regarding when the timeframe for the experience requirements begins for an individual that wishes to supervise. Board discussed the requirements of the MFT Section supervision requirements with the PC Section supervision requirements. Leslie Mirkin indicated that the Board may wish to review its rules regarding the requirement for five (5) years of practice required for supervision. Jeff Scanlan indicated that the rules states that an individual must have five years of practice but does not indicate that these hours must be post licensure. The Board may address this item in the future.

Leslie Mirkin then informed the Board that the PC Section recognizes three (3) national examinations for the purpose of obtaining licensure. He added that the Section reviewed a request for it to accept the Examination of the Professional Practice of Psychology (EPPP) for licensure purposes, which it denied as this exam is not in sync with the practice of professional counseling as it is geared toward the practice of psychology.

### **REPORT OF SOCIAL WORKER SECTION**

George Kamps reported that the Social Work Section will meet tomorrow. Mary Jo Walsh noted that the Section is currently focusing on the same issues as the Joint Board.

### **REVIEW OF INQUIRIES RECEIVED BY LEGAL COUNSEL**

None.

## **PUBLIC COMMENTS**

Marc Herstand, NASW – WI Chapter, addressed the Board regarding a number of topics. The topics referenced by Marc Herstand were as follows.

- Mr. Herstand inquired of the best method for supervision feedback from unsupervised providers to be received. Jeff Scanlan indicated that written correspondence would be the best means of communication in this regard.
- Marc Herstand noted that this Thursday the mental health parity bill, SB 362 as amended in the Senate, is scheduled to go before the State Assembly. He added that the mental health parity bill has been a work in progress for ten (10) years now and that it expands the national bill to employers with two (2) to fifteen (15) employees. Mr. Herstand provided the Board with the status of SB 362 and advised that the Board of the potential for individuals to attempt amendment of this bill.

## **OTHER BOARD BUSINESS**

None.

## **ADJOURNMENT**

**MOTION:** George Kamps moved, seconded by Ann Marie Starr, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 1:03 p.m.