

STATEWIDE INDEPENDENT LIVING COUNCIL

July 14, 2022

Meeting Held Via Zoom

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DHS Hillview Plaza/Conference Room

MEMBERS PRESENT: Steve Stewart, Ronda Williams, Mark Koterwski, Eric Weiss, Tasha Jones, Matt Cain, Syndee Jundt, and Ryan Groeneweg. **MEMBERS ABSENT:** CJ Moit, Roger Bowie, and Ben Wolf Necklace. **OTHERS PRESENT:** Mark Sternhagen, Patty Kuglitsch, Alan Adel, Codi Erickson, Jennifer Lewis, Denise Reed, Dr. Eric Kurtz, and Colette Wagoner. Interpreters were Julie Paluch and Whitney Gard.

OPENING ACTIONS: Mark Koterwski, SILC Chairperson, called the meeting to order. Welcome and Introductions: Mark thanked everyone for attending and invited everyone to introduce themselves. Housekeeping items were reviewed in addition to reminding anyone wanting to speak to identify themselves by name and by raising their hand, as interpreters were being utilized. Mark asked staff to review the voting process. Colette Wagoner, SILC staff, reminded members that any action items needing to be voted on will be conducted by roll call.

Appointments and reappointments have not been made by the Governor as of this date. Two members' terms ended June 30th and both of them were interested in being re-appointed for a second term. There was consensus that the two members would not vote until being re-appointed. This quarterly meeting is typically scheduled in June and in the future the SILC will attempt to meet during the month of June vs. July.

APPROVAL OF AGENDA: Mark asked if there were any changes or additions to the agenda, there were none, **MOTION TO APPROVE THE AGENDA AS DISTRIBUTED, MADE (M), SECONDED (S) AND CARRIED (C).** YEAS – Matt, Syndee, Steve, and Ryan. NAYS - None. APPROVAL OF MEETING MINUTES: Mark asked for changes or additions to the draft April meeting minutes, there were none. **MOTION TO APPROVE THE APRIL 14th MEETING MINUTES AS DISSEMINATED, MSC.** YEAS – Matt, Syndee, Steve, and Ryan. NAYS - None. Mark asked for changes/additions to the SILC's executive committee meeting minutes. **MOTION TO APPROVE THE EXECUTIVE COMMITTEE'S MEETING MINUTES FROM JUNE 27, MSC.** YEAS – Matt, Syndee, Steve, and Ryan. NAYS - None.

PUBLIC COMMENT: Mark invited public comments, hearing none, he moved on.

EXECUTIVE SESSION: Mark asked if there was a need to hold an executive session. This is a standing agenda item. The agenda includes a note that if there is a need for closed discussion to address any matter(s) that is sensitive/private or confidential the agenda provides time to do so. Hearing no need, he moved the agenda

ANNOUNCEMENTS: Mark invited announcements, there were none.

DIVISION OF REHABILITATION SERVICES REPORT – IL SPECIALIST: Jennifer Lewis provided an update on the Consumer Satisfaction Survey Summary. She noted a 25% response rate for the 3rd quarter, which compares to a 28% response rate for the same time period last year. Written survey comments for both Independent Living Choices (ILC) and Western Resources for Independent Living (WRIL) were mostly positive, i.e., getting help when needed, knowledgeable staff, assistance provided with paperwork, bus travel training, happy with large number phones, ramps, adaptive equipment, emergency dialers, peer support groups. Comments regarding what was least helpful were fewer, i.e., services took long to get started, the time it took for carpenters to start on the ramp, couldn't make friends, no group events.

Status of CIL Contracts: This report identifies the Part C funds (monies the CILs receive directly from Administration of Community Living/ACL) and Part B funds (funds provided through the Division contracts with the CILs). The report reflected the status of the Part B grants at nine months of the one-year agreements, the number of service units needed, and percentage of units provided. At the end of June (state fiscal year) ILC completed 113% of their contract and WRIL completed 99.5% of the contract expending Part B funds. This is a huge improvement from last year for WRIL which only expended 68% of the contract. For state fiscal year 2023 both CILs elected to use the 15% of set aside funds for Home Modifications and Assistive Devices (HMAD) Program and both CILs elected to enter into a ramp contract with the Division. The Division was also able to provide a 6% increase for the IL reimbursement rate for FY2023. Members commented about the positive changes for WRIL and recognizing the improvement and performance as reported in survey comments and the contract status report.

CILs Quarterly Reports: WRIL: Jennifer noted that nothing was reported in the area of nursing home transition or deterrence. This has changed in the current quarterly report, and the Division will continue working with staff to code the provision of services appropriately. Plus, HMAD services are now being provided. Division staff are working with WRIL to process payment for HMAD expenditures separately from the contract, which assists WRIL to track expenditures more easily. Work was done to improve the time it took to obtaining quotes for needed work. The Independent Living (IL) specialists are working with schools and attending IEP meetings. Outreach is being encouraged with long term care facilities and nursing homes. There was staff turn over during this period, and they are now at full staff. Other activities include participation in youth transition projects, completion of systems advocacy, and staff participating and organizing training.

Eric commented about the Department of Human Services and Division recognizing the need for ramps and identifying funds to support the ramp project, as this has been recognized as an ever-increasing need. Another member made a comment about installation of a ramp not only a life changing service for an individual it also addresses a health/life/safety risk. It was noted that the purchase and installation of a ramp can deter a person from entering a nursing home or assisted living environment. The funds utilized to support the ramp project are not IL funds. Eric noted that when comparing services provided in South Dakota to other states, the Division provides additional funding to support IL service needs, which is more the exception than the rule. This is great example of the IL Network working together and identifying community partners to fund and build the ramps to meet a significant need. Steve spoke to a survey conducted by DakotaLink which identified the need for a ramp as the most identified need. He also emphasized the need for an individual to be able to get out of their home due to fire, medical or other emergency and thanked the Division for their support of this service.

CENTERS FOR INDEPENDENT LIVING (CILs) REPORT/UPDATES: Independent Living Choices (ILC – North, South, Native American): Matt Cain spoke to the provision of ramps and that ILC has worked with the Division for several years on the ramp contract. ILC also utilizes private grants and conducts fundraising activities to support ramp projects. They provide 45-55 ramps a year and the request will surpass this number this year. He shared the story of working with a participant from Pine Ridge and installing a ramp. The individual had not been able to go outside of their home for over two years. Not only is this a life changing event (get out into the community, socialize) as well as huge safety concern. He reported that in March ILC provided a 7% increase to all staff, and that ILC has had no staff turnover in the last four months. ILC increased personal attendant (PA) starting pay by \$1.50/hour and is offering a hiring incentive for PAs. ILC hired a full time PA floater who provides care when other PAs are not available. This staff person provides at least 30 hours of attendant care weekly. A question was asked about the provision of a ramp and if this could be provided at another family members home. Matt responded that ILC reserve funds have been utilized for different needs i.e., ramp installed at grandma/grandpas' home because the grandchild with a disability was spending the summer months with them. In terms of ramps at an employment site, vocational rehabilitation services could be considered as well as approaching the employer about incorporating changes in the physical environment. Jennifer spoke to the purchase of portable ramps for some individuals to access home, work, family/friends' home. An individual would need to apply for IL services and determined eligible for services and if a ramp is outlined in the person's plan, and then financial need is reviewed. Ramps are subject to financial need, and if approved, the person is placed on a waiting list by date of eligibility approval. A person could be moved on the waiting list if identified as high risk. ILC also works with Family Support and Long Term Services and Supports with cost sharing for ramps and other projects. ILC works with 5 contractors to install ramps which has drastically reduced

the wait time for the individual. ILC has recently updated their brochures and the website, if brochures are needed, please let Matt know. The Harley Davidson raffle will conclude the end of August with a few tickets remaining to be sold. ILC is conducting summer transition programs which will be reported on later in the meeting in more detail.

Western Resources for Independent Living (WRIL): Codi Erickson provided this report noting that many changes have taken place over the last year. Since December all but two staff members have been replaced, and they are now at full staff. WRIL has 4 IL specialists providing services in the Pierre, Spearfish and Rapid City offices. Staff have been attending training every month. Codi expressed her appreciation of ILC, especially Matt and his staff for their assistance, guidance, and providing in person training. This guidance led them to review and update their forms, exposed them to different systems, i.e., payroll. WRIL staff have also met with Division staff in person, trained with Social Security staff and others. Wayne, ILS from Pierre has taken over a supervisory role of the IL specialists. Progress is being made; consumers are receiving services as witnessed in spending down the Division contract. IL specialists are working hard and covering their territories. WRIL will participate in an ADA anniversary celebration the end of this month as well as another event coming up in September. WRIL has already spent \$16,000 of the ramp contract and they are working to identify other grant opportunities.

SUMMER TRANSITION CAMPS – A CLOSER LOOK AT WHAT IS OFFERED

THROUGH INDEPENDENT LIVING CHOICES: Matt introduced Denise Reed, VP of Services. ILC started hosting summer transition programs years ago, but they were only available in the Sioux Falls. The summer transition programs have grown and are now available in other communities. ILC has the individual offices submit a grant proposal in response to the Division's request for proposal (RFP). Six of the nine offices submitted proposals and were approved. Some of the offices work in collaboration with other entities to conduct similar activities, therefore did not apply. One office location did not have any applications, so the event was cancelled. Youth with disabilities, ages 16-21, complete a one-page application if interested in attending. Topics offered range by community, depending upon the needs identified for this age group of the given location as well as class size. Typically, it is first come first serve, and there is a waiting list in some areas. The grant requires documentation including youth taking a pre-survey (asking questions of what you hope to learn) and post survey (what worked well/what would you change). Some topic areas are required by the proposal: job exploration, workplace readiness, advocacy, and meeting the local VR staff. Guest speakers are invited to include individuals with disabilities, first responders, landlords, and business representatives. Activities might include going to the grocery store or a bank, making arrangements to ride public transit, preparing a grocery list, cooking, cleaning, and other areas that build upon IL skills. Some involve visiting a university campus or technical institute. The goal is to expose youth with disabilities as

much as possible to real life experiences and encourage them to practice self-advocacy skills. Training is usually 4 or 5 days in length. Feedback has been overwhelmingly positive from students, parents, and teachers. Patty spoke to the need for these positive experiences, how it benefits youth, and her hope that these experiences can continue. Syndee commented that she hopes these can spread to other communities and wishes she had access to this when she was younger. Eric noted that there are other agencies that apply for these grant funds and host similar events in different areas of the state. He thanked ILC for supporting the events which provide youth with new learning experiences. The funding that supports the request for proposal is VR funding, so this is in addition to IL dollars. There were no more questions for Denise, Mark thanked her for her time, the overview, and the information.

DIVISION OF SERVICE TO THE BLIND AND VISUALLY IMPAIRED (DSBVI): Ronda Williams reported that the DSBVI is at full staff except for Dawn Backer's position, Rehabilitation Manager of the SD Rehabilitation Center for the Blind in Sioux Falls. April Schulte is currently the acting manager, the position will be posted soon. Case load numbers for the IL program were down due to the pandemic, however applications are now increasing. The Division entered into a Memorandum of Understanding with Department of Treasury, Bureau of Engraving and Printing, to become a distributor of the iBill reader, a currency reader for individuals who are blind or visually impaired, free of charge. The iBill is a small, compact device that runs on a battery. To use it, insert a bill into the reader and press a button, and the device will tell the note's denomination. These will be available to patrons of the Braille and Talking Book program. The Division has also been working to assist Native Americans with diabetes who are experiencing difficulty with accessing Talking Glucometers and test strip supplies. Sandy Neyhart, DSBVI, is working with the diabetes program director and the Great Plains Area Pharmacy Officer to identify a pathway to obtain needed ongoing supplies for Native Americans. These are utilized to check blood sugar levels and test strip supplies on a long-term basis vs. a prescription only good for 30 days. The Division is updating the application for both IL and VR services and making it available through the website and accessible to individuals who have vision loss. The Division will host an all staff training the end of the month in Sioux Falls. Speakers will address diabetes and vision loss, resources, adjustment to blindness, and boundaries.

BOARD OF SERVICE TO THE BLIND AND VISUALLY IMPAIRED (B/SBVI)

UPDATE: Ryan Groeneweg reported that B/SBVI met on June 3rd utilizing the Dakota Digital Network (DDN) system. This is a videoconference system using conference rooms in local/state offices across the state (Pierre, Sioux Falls, and Rapid City). The Board celebrated Dawn Backer's retirement and recognized her years of service. He spoke to board members who have termed off, those eligible and interested in serving a second term, if appointed, and other changes. Governor appointments are pending. The Division and Board are working with a consultant on the 3-year Comprehensive Statewide Needs Assessment. Russell Thelin, the consultant is in the midst of

gathering data and information. This information will be analyzed to develop and inform the State Plan goals, priorities and strategies. Board action included approving funding to support the Governor's Awards and National Disability Employment Awareness Month in the amount of \$5,000 towards each event. The next meeting will be held September 9th via DDN.

SILC STAFF UPDATE: National Disability Employment Awareness Month (NDEAM) Update: Plans are progressing in the communities approved for financial support. Some communities have finalized dates, locations and speakers and other communities are progressing with plans. A list of events is being compiled which will include the date, time, and speaker as well as registration information. The list will be forwarded to members once finalized. Members are encouraged to attend events in their communities. The U.S. Department of Labor/Office of Disability Employment Policy (ODEP) announced the theme for 2022: "Disability: Part of the Equity Equation". The news release, poster and other resources can be found at ODEP's website: <https://www.dol.gov/agencies/odep/initiatives/ndeam>.

Governor's Awards: There were a total of 38 nominations received, which is more than last year. Again, a Review Committee with representatives from the BVR, SILC and BSBVI met in May to review the nominations. Consideration was given to completion of the nomination, letters of support, contributions made by the nominee and appropriateness of the nominee with the given award category. The reviewers' selections were forwarded to the Division, and then forwarded to the Governor's Office. We received word from the Governor confirming the list of recipients. Work is now being carried out to contact each recipient and to schedule the awards ceremony and reception. Members were encouraged to attend, and the hope is to have it livestreamed again.

BVR/SILC Nomination/Appointments. Staff explained the solicitation for nominations was conducted earlier in the year. Information was collected and submitted to the Division/Department and then forwarded to the Governor Office. The SILC will need four appointments as of the end of June. Alan Adel and Catherine Greseth termed off and Patty Kuglitsch and Mark Sternhagen's terms expire the end of the month, but both expressed an interest in serving a second term (if appointed). The SILC received 6 nominations from the statewide solicitation. A similar process was utilized for the Board of Vocational Rehabilitation, and we are hoping to hear on appointments soon.

Staff Agreement/Budget Update: Members were reminded that the staff support agreement runs on the calendar year. A budget report was disseminated to members early in July, which identified expenditures through the end of June. The budget contains line items specific to the BVR and SILC, i.e., member travel, meeting expenses, and strategic planning. To date, expenses have been made in the categories of BVR Strategic Planning, SILC CIL staff training and SILC Strategic

Planning. The SILC expenditures supported ILC staff in providing training in Rapid City with WRIL staff and Disability Awareness Day held in February 2022.

2022 Fall Conference/Today's Vision – Tomorrow's Reality: The Fall Conference will be held October 11th - 13th in Sioux Falls at the Best Western Ramkota. If members are interested in attending, please let staff know as soon as possible. Staff will assist with making hotel accommodations and registration. Members' expenses are reimbursed through the staff support agreement. Staff shared RehabACTion's website <https://www.sdrehabaction.org/> for conference related information, i.e., registration, agenda at a glance, speaker information. A question was asked about attending only a part of the conference, and if there is the ability to do so. Eric replied that could be worked out, between staff and the interested individual.

BOARD OF VOCATIONAL REHABILITATION (BVR) UPDATE: Eric reported that the BVR met on June 16th. The Board hosted Russell Thelin, the consultant working on the Comprehensive Statewide Needs Assessment (CSNA). Russell talked about progress made to date with information on gathering/analyzing data. Again, Russell was hired by both Divisions (RS and SBVI) to work with staff and the boards on the needs assessment, and Russell will assist with analyzing the data which will inform the State Plan goals, priorities and strategies. Matt Simet, a community support provider with Advance/Career Advantage in Brookings provided an overview of customized employment. Matt spoke to what the process involves, including a significant amount of time spent with the participant. It includes visiting with family members, other close individuals and providing exposure to various work environments to identify the best fit for the participant. Matt provided an overview of the documentation required when working with a participant and shared an example of what was created working with one participant (who provided permission to share the information). The presentation was well received by members. He reviewed other standing agenda items, SILC update, CIL reports and committee reports. The next meeting will be September 7th.

LUNCH BREAK

CENTER FOR DISABILITIES (CENTER) OVERVIEW – 5 YEAR STRATEGIC PLANNING PROCESS/NEEDS ASSESSMENT/FINDINGS: Mark invited everyone to introduce themselves for Dr. Kurtz and add where they are from and their role on the SILC. Dr. Kurtz thanked members for the opportunity to share information about the Center as well as identify areas to collaborate and partner on. A PowerPoint identified the mission, vision, and values of the Center with a goal of improving the lives of persons with disabilities and their families. He noted that there are probably a lot of challenges common to both the Center and SILC. The Center provides community education or continuing education, training, and technical assistance with an outward focus for practicing professionals. The Center conducts research, information dissemination, and develops model evidence based practices and then builds capacity

with other organizations and communities. The Center is the University Center for Excellence in Developmental Disabilities, which there is one in every state in addition to being the Leadership Education in Neurodevelopmental & Related Disabilities. There is a subcenter under the Center, Oyate' Circle which is a resource, education, outreach, and training initiative that serves Native Americans with disabilities and family members across the state and active in all 9 tribal nations. The 5-year strategic planning is an active ongoing process. The process is in constant change when reviewing/accessing goals, what are they trying to accomplish, are the strategies effective, what are the results gained, does it require tweaking or modifying goals or objectives, other measures (i.e., Covid, how to respond to unexpected outcomes).

The Center operates under the Developmental Disabilities (DD) Act and federal guidance which states that the goals/activities are based on data driven strategic planning and developed with community advisory committee (Council on DD, Disability Rights SD). The Center, Council on DD, and Disability Rights work towards the accomplishment of the goals in different manners, pooling resources/funding. The Council on DD, Disability Rights SD and the Center make up the DD Network. The 5-year strategic planning/needs assessment involved reviewing a variety of state and national data sets, formal surveys of stakeholders and hosting focus groups/talking circles. The common themes identified: education/early childhood, mental health needs of people with DD, needs of Native Americans with disabilities, outreach to rural communities, employment, training/technical assistance, transition across the lifespan, self-determination, leadership, supported decision making, community living and housing, transportation, assistive technology, social connections/friendships /relationships, aging, leisure, and recreation. Broader themes were discovered with the focus groups/talking circles which align with the noted areas (i.e., mental health and related issues, delays, or gaps in care, not having adequate options for care, long wait lists, and the cost of care). He spoke to the areas of emphasis. Both Ronda and Tasha asked about being in touch and having conversation about a few of the areas that cross over as issues for the SILC, which he was very responsive too. He read through the 5 goals along with the identified objectives. A question was asked about obtaining the executive summary or summary (logic model) which Dr. Kurtz agreed to share information with staff in order to disseminate among members. Oyate' Circle was explained in more detail in response to a question. Dr. Kurtz invited future questions as well as future activities to partner on. Mark thanked him for the information and attending today.

SILC COMMITTEE UPDATES: Consumer Services Committee: Ronda shared that the committee has met once and is scheduled to meet again in August. The committee has been gathering and reviewing data or other information to identify unmet IL needs, barriers, unserved areas or populations. The committee compiled a variety of information to date (CIL satisfaction survey, SBVI's IL consumer satisfaction surveys, Disability Rights listening sessions, public meetings scheduled on waiver program and

comments received for ADLS, HOPE, CHOICES, and the Family Support 360. Review of the Disability Statistics Compendium and information pertaining to counties' populations and disability is being compared with the disability population served. The committee is looking forward to reviewing the results of the VR agencies' 3-year needs assessment as well as information gathered by the Center. Ronda asked about the timeline for the development of the SPIL in terms of information being gathered by the Consumer Services Committee. The committee will continue to work on the above items, and information obtained and will share information with the SPIL committee. Again, the SPIL committee will draft a new SPIL and this information will be utilized to inform the goals and objectives of the SPIL.

Public Awareness/Outreach Committee: Mark S provided an update noting the committee has not met. However, work was conducted on the Champion of IL Awards solicitation for nominations. The solicitation period ended and the committee will review received nominations with the intent of identifying a recipient and recognizing the recipient during the September SILC meeting. Mark S welcomed any member to join this committee with the loss of Catherine terming off the committee. Mark continued stressing the importance of the committee's work and educating the public on what the SILC is and what the CILs provide in terms of services. Mark K offered to help if the committee needs help.

Advocacy/Interagency Collaboration Committee: Tasha reported that the committee has not met at this time. The committee is struggling with direction of what to do in terms of housing and transportation as identified by the SPIL and where to focus efforts. She asked about the possibility of combining the Public Awareness//Outreach Committee with the Advocacy/Interagency Collaboration Committee. Comments made supported reviewing the committees and work assigned especially as work continues on drafting the new SPIL. Tasha stated again she wants to visit with Dr. Kurtz about information that he shared regarding the findings from their needs assessment as well as the Center's goals and objectives.

State Plan for Independent Living (SPIL) Committee: Eric commented that he doesn't feel that the chairs or committee members should feel bad about not meeting. He noted that a committee might be accomplishing activities or work without meeting. He indicated that work is being done in terms of the new SPIL and activities will increase in the coming months, i.e., working on the goals, objectives, and activities, hosting a public meeting. The full SILC will review and finalize the SPIL prior to the end of June 2023. He referenced work of individual members and the need to complete the SPIL Activities Reporting Form. This information is collected by staff and utilized to complete and track progress made towards accomplishing the goals, objectives and activities laid out in the current SPIL as well as reported in the PPR.

Bylaws/Policies/Procedures Committee: Eric reported that the committee did not meet. The bylaws were reviewed and updated several months ago. The committee will review them again in the Spring for any needed changes.

DRAFT GUIDANCE ON USE OF SOCIAL MEDIA: A draft document “Guidance on the Use of Social Media” was disseminated again to members. This document was shared with members prior to the April meeting and tabled to allow members more time for review. The Public Awareness/Outreach Committee drafted the guidance in response to the work to create a Facebook page. The guidance outlines a common sense approach for any SILC member and/or staff using social media, noting that any information that could be observed by the public reflects the SILC as an organization. A question was asked about procedures for posting information on the Facebook page. It was explained that two administrators will be assigned. The administrators will be Jennifer and Colette, and only administrators can post information to the page. If there is questionable information, guidance will be sought from the SILC’s Executive Committee prior to posting. **MOTION TO ACCEPT THE DRAFT “GUIDANCE ON USE OF SOCIAL MEDIA AS A SILC POLICY, MSC.** YEAS – Matt, Syndee, Steve, and Ryan. NAYS - None. Members were encouraged to forward information, training announcements, or other disability related information to Jennifer or Colette to post.

HONORING OF OUTGOING MEMBERS: Eric spoke to outgoing members, Catherine Greseth and Alan Adel who have served the maximum of two 3-year terms on the SILC. He thanked them for their time, serving in a volunteer capacity, for their role on the SILC, and serving on committees and working on activities. He noted that Alan served on the SILC’s executive committee in various officer positions and as Chairperson the last few years. Departing gifts were purchased from the Suzie Cappa Art Center for each of them as a token of the SILC’s appreciation. Alan thanked the SILC for the gift, noting he donated it to WRIL to be enjoyed by all. He wished everyone the best and to keep up the good work of assisting individuals to live the best life possible. Catherine was not available for comment. Mark K also extended a thank you to each of them for the time and service.

OTHER BUSINESS: Colette spoke to receiving an email from CJ Moit in early June prior to the general election. The email spoke to being observant of the accessibility of polling places in addition to asking to use the ExpressVote Ballot Marking Device. Colette spoke to her experience, utilizing a voting location in Pierre, which was accessible, and the poll workers were helpful. She was able to vote in private, utilizing the ExpressVote Marking Device with speech output and large print features. Mark S talked about accessibility of some polling locations and the need to educate workers of identified issues. He also spoke of the use of Absentee Voting if you are unable to attend your polling place in person on election day. Information about Absentee Voting can be found on the SD Secretary of State’s website: <https://sdsos.gov/elections-voting/voting/absentee-voting.aspx>. A question was asked about adding information

about voting, voting rights (Disability Rights SD information) to share on Facebook. Patty spoke about individuals who are deaf or hard of hearing who utilize sign language and if there is the ability to better explain some of the amendments (is there ability to provide information in sign language). Mark K spoke to referring individuals to CSD for assistance, in addition to sharing information about voting using CSD's website to better inform individuals.

CLOSING ACTIONS: Future Agenda Items. There were no items offered at this time. Scheduling the Next Meeting: A doodle poll was disseminated prior to this meeting and members were encouraged to complete this which will identify a date that works for the majority. Adjournment: Mark, Chairperson, asked if there was anything else, hearing none, adjourned the meeting at 2:53 pm.