

Workforce Development Board

Region 5

Thursday, December 17, 2020

10:00 am to 12:00 Noon

Meeting via Zoom

Workforce Development Board (WDB) members present were: Steve Austin, Mike Barnes, Donna Batten, John Batts, Corey Baute, Craig Carter, Brenda Johnson/Proxy for Kathy Clayton, Patrick Cockrum, Bob Francis, Chuck Goodrich, Melissa Graf, Michelle, Hawkins, Thomas Hayes, Mike Heffner, Ruth Hooker, Jim Mehring, Rick Moore, Jean Renk, William Savage, Ariane Stallard, Lora Steele, and Jeff Williams. A quorum was present. Others in attendance were: Lance Ratliff, Mary Beth Goldsmith, Pat Griffin, David Spears, Tony Collier, Judy Horner, Sally Eisbrenner, Shelly Howard, Robin Close, and Michael Young.

Jim Mehring called the meeting to order at 10:00 am. Jim reminded everyone that the meeting was being recorded and verified who was calling in on the phone. Jim noted Brenda Johnson as a proxy for Kathy Clayton and welcomed her.

The first item on the agenda was approval of Consent Agenda items which included the October 15, 2020 Minutes, the Program Committee Report, and the Youth Committee Report. Jim asked if anyone wanted to discuss any of the items in the Consent Agenda. With no one needing to discuss any of the items, Jim asked for a motion to approve the Consent Agenda items.

Jeff Williams made the motion to approve the Consent Agenda items, seconded by Bill Savage, and all were in favor.

The Finance Committee was unable to meet prior to the WDB meeting. David gave the finance report beginning with an updated PY20 Budget. The first page of the budget that includes Adult, DW, and Youth does not reflect any changes. The second page shows an increase of \$60,000 for Business Consultant, which is the remainder of the allocation for the Business Consultant. The IFA, which is the shared cost with partners, reflects an increase as of 10/1/20 of \$146,362. \$100,000 was added for a new category, Apprenticeship Expansion. This funding is something we have been expecting to work with employers interested in apprenticeship programs. Grant can pay for related instruction. We cannot use funds for wage reimbursement. Ariane asked if traditional and non-traditional. Lance believes it is focused on the DOL registered traditional apprenticeship. Lance will check on this to be sure. Disaster Recovery (DR), is a new grant that provides temporary employment to individuals that lost their job due to Covid. \$150,000 was added for this grant. We had a modification on the EmployIndy grant. EmployIndy needed to

take some of our funds to use for other providers. After an analysis, it was decided that we could part with \$100,000 and return these funds to EmployIndy. Additional funds that have come in are budgeted between fixed and direct costs. Total budget is \$6,401,899.

Pat Cochran made the motion to accept the budget updates, seconded by Craig Carter, and all were in favor.

David said he had October and November financial reports prepared and asked if board members wanted to discuss October or just report on November. He said there was nothing unusual about the October report. It was decided to discuss November, since October amounts would be included on the November report.

On the Balance Sheet for November, it shows (\$12,092) for cash in bank. Checks were ready to go out by end of November and we were waiting to receive those funds before checks were mailed. The total assets and total liabilities are an equal balance because we are on a cost reimbursement contract. The Grant Breakdown and Current Standing of Remaining Funds reflects at 42% of the year, 29.94% funds are expended. PY 19 carry in dollars for Adult, DW, and Youth are all 100% spent. As of 11/30/20 Adult admin expenditures are at 28.87%, DW program is 31.63%, and Youth program is 28.33%. JAG TANF is 100% spent and no additional funding will be coming for JAG TANF. Employment Recovery is a new grant for DW that ends 5/15/2022 is at 2.84% expenditure. The EmployIndy grant is at 57.90% expenditure rate, while the Performance Support Grant is at 46.34% expended. Both of these grants are scheduled to end 3/31/21. The Workforce Ready Grant and the Employer Training Grant, Next Level, will end in December 2020. David thought the expenditure rates were good and he didn't see any bumping up against any budgets at this time. The Revenue & Expense to Total Budget shows programming and direct client costs. At 42% of the year, the expenditure rate is 31.89% for Regional Operator/Service Provider and adding other expenditures of Fiscal Agent and WDB Expenses, total expenditure is 31.78%. \$393,360 is set aside for carry in dollars for PY21. The Grant Funding Narrative gives a description of various funding sources. It includes the most recent activities. Funding Source of Grant Expenditures includes all direct training costs. It shows the year-to-date percentage usage for each funding source. Overall the expenditures are looking good. Chuck Goodrich asked about the EmployIndy grant and if it would be extended. David explained that The EmployIndy grant was a National Dislocated Worker Grant funded through Department of Labor. It provided career and training services to dislocated workers that reside in Marion County or to residents of Region 5 that worked for a Marion County employer. EmployIndy asked us to partner with them. It was initially scheduled to end in December but was extended through March 2021. David did not think this grant would be extended.

Bill Savage made a motion to approve the October and November financials, seconded by Thomas Hayes, and all were in favor.

Lance explained that each state has to develop a strategic 4-year plan, then each region in the state develops a plan that is in line with state direction. The Local Plan will run from July 1, 2020

through June 30, 2024. Lance outlined the plan so board members could have an opportunity to comment or ask questions. Any questions can be addressed to Lance through email or can use the chat box today. He began with Section 1. Note that sections with * require collaborative answers for regions 5 & 12.

Section 1: Workforce and Economic Analysis

*1.1*An analysis of the economic conditions.*

Describes the nine county Economic Growth Region and estimated population, which is around two million. There are two Workforce Board regions that comprise the Economic Growth Region, Marion County and the surrounding counties as separate boards. Tables, maps, and charts are included to show commuting patterns and industry sectors, with the manufacturing sector at nearly twice the economic impact of any other sector. EmployIndy has some additional Marion County specific data that will be added.

1.2: An analysis of the knowledge and skills required to meet the employment needs of employers in the local area.

Employability skills and occupational skills are listed, based on input from a variety of sources including Indiana Department of Workforce Development (DWD) occupational website and by help wanted ads in Region 5, along with input from Business Services Representatives and local economic development organizations.

1.3: An analysis of the local workforce.

The 9 county Economic Growth Region 5 labor force data is shown in tables, the source is the Indiana Department of Workforce Development. In 2020, the EGR5 labor force was about 31.5% of entire labor force in Indiana. By 2025, projections are it will continue to be about 32.3%. The 8 outlying counties in Region 5 will gain workers and Marion County labor force will shrink, according to projections.

Section 2: Strategic Vision and Goals

2.1: Provide the board's vision and goals.

Vision is to be a talent development system for individuals and to provide employers with an ample number of skilled candidates for employment. Post-secondary credentials for individuals are emphasized. Lifelong learning is encouraged. Employer engagement will be invited and individuals will be involved in work-based learning opportunities. The vision is for employers to help drive the learning content needed for their employees.

Unique goals of Youth are described: Youth lack experience and understanding of the labor market – goals focus on career development and exposure to career pathways and workforce preparation services aligned to the local labor market and employer workforce demands. Career exploration, employability skills and work experience opportunities are emphasized. Youth goals include: attainment of a high school diploma/equivalency, industry recognized credentials, and placement into employment and/or further education.

2.2: Describe how the board's vision aligns with and/or supports the strategic vision of Governor's Workforce Cabinet.

The Region 5 Board vision includes an integrated approach in utilizing resources. Promoting career pathways is essential. Providing excellent customer service by understanding the customer needs requires targeting of limited resources. The Board seeks to be an indispensable resource to stakeholders by partnering with employers and training providers to effectively utilize resources. The vision is a well trained workforce which employers are willing to hire and competitively compensate.

2.3: Goal 1: Focus on meeting the individual needs of Hoosiers.

The objective of workforce programs in the local area is putting people first. The focus is on meeting the needs of target populations and providing resources for the attainment of greater economic mobility. Career pathways will be customized to each individual. Understanding the needs of different generations and targeted populations requires staff training and flexible program planning.

Goal 2: Integrate state systems to facilitate greater access to information, resources, and services for constituents, businesses, state personnel, career coaches or navigators, and case managers.

Region 5 will support state efforts to integrate state systems to facilitate greater access to information and services. Within the local offices, Region 5 service provider staff will serve as navigators and liaisons to assist people in connecting with appropriate multi-system resources.

Goal 3: Align programs towards creating a healthy, engaged, and talented citizen.

To achieve the right fit for individual person to gain skills needed for self-sufficiency, education and workforce programs will be viewed across organizational boundaries. It will be essential for staff to be able to help navigate the customer to the program or service that is most appropriate. Staff must be knowledgeable of services available and access points beyond workforce development.

Goal 4: Maximize state and federal resources through impact-driven programs for Hoosiers.

The outcomes of programs operated will be evaluated to include not only wages but additional outcomes. There will be a focus on funding training that leads to a post-secondary credential. It is envisioned that Memorandums of Understanding with local and state partners will assist in achieving the alignment of outcomes and the impact of service delivery on raising the socio-economic status of individuals measured.

Goal 5: Foster impactful relationships between businesses, community partners, and government agencies.

Proposed more work based learning opportunities will be pursued. The Region 5 Board is currently an apprenticeship sponsor for the occupation of Certified Nursing Assistant, and will work toward adding additional apprenticeship occupations. To gain success in the employer community, programs and services promoted by staff must deliver value to employers.

2.4 Describe how the board's goals relate to the achievement of federal performance accountability measures.*

The goals of the Workforce Boards support the current performance accountability measures by using a data driven focus. The negotiated levels of performance are listed in this section. To achieve goals, the Board will focus on the investment of training in high demand and high wage occupations and sectors.

2.5 Describe any additional indicators used by the local board to measure performance and effectiveness of the local fiscal agent, contracted service providers and the one-stop delivery system in the local area.*

Measuring performance beyond the federal performance measures will take place by incorporating performance standards in contracts, as well as monitoring spending rates. In this section, several items to be monitored are listed, for continuous improvement, beyond the minimum federal requirements, such as training investments by industry or occupation, successful completion of training and customer satisfaction.

Section 3: Local Area Partnerships and Investment Strategies

3.1 Describe the local board's strategy to work with the organizations that have core programs to align resources in the local area.

The Region 5 Board will utilize Memorandums of Understanding (MOUs) and less formal agreements to maximize service delivery to individuals, to better prepare them for economically sustainable employment. The MOUs describe each organization's services and the referral process as well as physical and programmatic accessibility of the services.

3.2 Identify the programs/partners that are included in the local workforce development system.*

Included in this section is a listing of programs and also organizations, including Adult Education providers, high schools and post-secondary training providers most often involved with the Region 5 workforce development system.

3.3 Describe efforts to work with each partner to support alignment of service provision and avoid duplication of services, as well as data sharing.*

This section describes a strategic vision of creating a talent system. It discusses maximizing alignment of service provision and avoiding duplication of services, as well as data sharing. Co-enrollment and cross training and referral as well as co-location will be explored. The philosophy of consistent messaging with communications is emphasized.

3.4 Identify how the local board will carry out a review of local applications submitted under WIOA Title II Adult Education and Literacy, consistent with the local plan and state provided criteria.

The Region 5 Board will review applications submitted for Adult Education and Literacy services, per DWD policy and provide feedback regarding alignment with the Local Four Year Plan. This is an ongoing process that is annual and will continue, per DWD policy.

3.5 Describe how the local boards are partnering with economic development and promoting entrepreneurial skills training and microenterprise services.*

The Region 5 local Board partners with economic development, as described in this section.

3.6 Describe how the local area is partnering with adult education and with out of school youth regarding business services.

Business services staff in Region 5 help to identify employer openings and types of skills needed.

3.7 Based on the analysis described in Section 1.1-1.3, describe plans to focus efforts and resources on serving priority of service populations in the local area, including how this will be managed.

A local priority of service policy is in place, and per DWD policy, priority must be given to veterans, veteran's eligible spouses, public assistance recipients, other low income individuals and individuals that are basic skills deficient. Reviewing and monitoring of program participation data takes place to ensure this.

3.8 Based on the analysis described in Section 1, identify up to three industries where a sector partnership is currently being convened in the local area or where there will be an attempt to convene a sector partnership.*

Region 5 retains local sector partner initiatives in advanced manufacturing, logistics and healthcare and emphasizes the importance of sector partnerships. Four examples of working with sector partnerships are provided in this section. (Carter Logistics, Major Health Partners, Hancock Physicians Network, and Legacy)

3.9 A-D Responses may include the implementation of incumbent worker training programs, on-the-job training programs, work-based learning programs, apprenticeship models, customized training programs, industry and sector strategies, career pathways or utilization of effective business intermediaries and other business services and strategies that support the local board's strategy.

A. Facilitate employer engagement.

The strategy is to utilize dedicated staff positions assigned to communicate with local employers, including service provider staff and veteran's staff positions within the Region. Region 5 has 4 Business Services Representatives (BSRs) that are assigned geographically and coordinate with partner organizations within their assigned areas to work with employers.

B. Support a local workforce development system that meets the needs of businesses.

Identifying real business needs is the key to address them. This section discusses employers serving on the WDB, and partner resources coming together to provide a more comprehensive matching of programs to meet the needs of businesses. Specific business services are listed.

C. Better coordinate workforce development programs with economic development partners and programs.

WorkOne business services staff communicate regularly with economic development organizations. Two LEDOs are members of the WDB.

D. Strengthen linkages between the one-stop delivery system and unemployment insurance programs.

Though there are no unemployment staff in the offices, customer computers are located in each of the seven WorkOne offices in the Region for usage by individuals needing to file for unemployment. In three of the offices, a Kiosk is available providing direct access to UI staff that will speak with customers to resolve issues. Staff can provide limited assistance to customers for getting to the proper screen, and follow agreed upon talking points to assist people, as provided by DWD. Local staff cannot resolve eligibility or documentation issues.

3.10 What percentage of total funds would you project will be used for training annually?

It is estimated that 25% of funding will be used annually for training.

3.11 If the local board is currently leveraging funding outside of WIOA Title I funding and state general funds to support the local workforce development system, briefly describe the funding and how it will impact the local system.

This section lists current known sources of funding in the Region in this program year that are outside of WIOA Title I funding and state general funds. It also names resources utilized by staff to search for funding opportunities.

3.12 Optional: Describe any collaboration with organizations or groups outside of your local area, interstate or intrastate, and what outcomes you plan to achieve as a result of the collaboration.

Collaboration will be important to pursue and continue. Region 5 staff working closely with the Marion County WDB staff to share resources is important, to be able to provide more comprehensive services to both employers and job seekers. Collaborating with organizations outside of the workforce system to bring in additional sources of revenue is a value added. When feasible, joint projects for funding with other organizations will be pursued, when an enhancement to Region 5 businesses, or its population is an intended outcome.

Section 4: Program Design and Evaluation

4.1 Describe how the local board, working with the entities carrying out core programs will expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment and out of school youth.

This section discusses identifying individuals with barriers to employment and referral and partner agreements. Coordination of services and referral is emphasized.

4.2 Describe how the local board will facilitate and develop career pathways and utilize co-enrollment, as appropriate, in core programs, and improve access to activities leading to a

recognized post-secondary credential, including a credential that is an industry-recognized certificate.

Ensuring WorkOne staff have the knowledge and tools available to navigate career pathways for the unique needs of each individual will be pursued. An important element is the provision of an assessment and development of individualized career plans. Working together with partner organizations and various sources of funding will take place to be able to continue career pathways for each individual beyond a basic level, thus providing more economic stability.

4.3 A-E Describe the one-stop delivery system in the local areas as required by WIOA.

A. Describe the local board's efforts to ensure continuous improvement of eligible providers of services, including contracted services providers and ensure that such providers meet the employment needs of local employers, and workers and jobseekers.

Accountability for continuous improvement takes place by Regions meeting the State negotiated levels of performance and common performance indicators, as described in this Section. Local boards meet regularly to review program performance, and customer satisfaction surveys are evaluated. Standards are being raised annually.

B. Describe how the local board will facilitate access to services provided through the one-stop delivery system in remote areas, through the use of technology, and through other means.

The local board will facilitate access to services provided by both in-person service delivery and through the use of technology and virtual services. Partnering with Adult Basic Education and literacy programs, and community based organizations in remote areas will take place.

Coordination with library facility staff, for the general public to utilize their computers, and for WorkOne staff to use their facility for meetings and workshops, is also an important access point. Expanding virtual services is important for future planning and will add to the in person service delivery that will remain available.

C. Describe how entities within the one-stop delivery system including one-stop operators and the one-stop partners, will comply with WIOA section 188, and applicable provisions of the Americans with Disabilities Act of 1990.

This section describes the role of the Board and staff to comply with provisions of the Americans with Disabilities Act. DWD policies are carefully followed and monitoring takes place on a regular basis. The local Equal Opportunity Officer is an employee of the Board staff, and training is provided to all staff periodically.

D. Describe the roles and resource contributions of the one-stop partners agreed to per DWD Policy 2018-04 Memoranda of Understanding and Infrastructure/Additional Costs Funding Guidance.*

The Region 5 Board has current MOU's that specify the roles and resources contributions (Infrastructure Funding Agreement) of the one-stop partners, per DWD policies.

E. Describe how one-stop centers are implementing and transitioning to an integrated technology enabled intake and case management information system for core programs and programs carried out by one-stop partners.

The local Board will support and pilot the initiatives taken by the state agency regarding integrating intake and case management information systems. The MOU will be a mechanism to serve as a plan to integrate partners in this endeavor.

4.4 An analysis and description of adult, dislocated worker workforce development activities.

This section describes basic career services and individualized career services that are more in-depth. It discusses access to services and virtual service delivery.

4.5 Describe how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities.

Notifications of layoffs and plant closures are sent out by DWD to local boards, and business services staff make contacts prior to layoff when feasible to try to reach the affected populations and provide guidance on next steps for receipt of services, including how to file for unemployment insurance.

4.6 An analysis and description of the type and availability of youth workforce activities.

This section discusses Region 5 Youth Programs and describes the workforce preparation activities and case management services made available to youth ages 14-24. The JAG program model is used to provide in-school youth services in a classroom setting to high school juniors and seniors who face multiple barriers and are at risk of not graduating. Region 5 has 11 JAG programs operating in 10 regional high schools. Out-of-school youth programming is individualized to accommodate the specific needs of older youth with significant barriers and services are provided one on one by a Youth Career Advisor located in each county WorkOne office. Both in-school and out-of-school programs operate year round and youth services are coordinated around the 14 WIOA Youth Program Elements required by WIOA and identified in this section. Region 5 has opted to use the state's waiver provision (DOL approved) that reduces the minimum youth allocation expenditure requirement for out-of-school youth to 50% from 75%.

4.7 Identify how successful the above programs have been and any best practices.

The success of youth programs is discussed and a chart of WIOA youth performance goals and actual performance for the last two program years (PY18 and PY19) is included to show that all WIOA youth common measures were exceeded. JAG 5 of 5 standards and outcomes for May 2020 are also included to show that JAG 5 of 5 standards were achieved again this year, as they have been for the past eight years. Examples of youth best practices are provided.

4.8 Describe process utilized by the local board to ensure that training provided is linked to in-demand industry sectors or occupations in the local area.

DWD maintains an Eligible Training provider listing, and if WIOA funds are being utilized, this listing must be followed. It is a listing of in-demand skill training, leading to credentials. Staff are trained in utilizing this tool in their provision of career counseling with individuals that are pursuing training options.

4.9 Describe how Jobs for Hoosiers and RESEA activities are coordinated and carried out in the local area and how these activities are incorporated into WIOA programming.

The Region has three office locations currently that provide RESEA services: Plainfield, Franklin, and Anderson. Selected claimants receiving unemployment compensation checks are sent a letter informing them of their need to participate in a scheduled activity. Due to the pandemic, the delivery of services has been minimized and there are no penalties for non-participation. This section describes the process and types of services pre-pandemic as well as at present. The objective is to get someone back into the workforce at the earliest time and to engage them in activities that help them gain the skills needed to be successful for reentering the workforce.

4.10 Describe strategies to engage workers and employers impacted by the COVID-19 pandemic and how services will be provided.

Workers and employers are able to access virtual services as well as in-person services at this time.

Section 5: Compliance

5.1 Describe any competitive process planned to be used to award the sub-grants and contracts in the local area for activities carried out under WIOA, Title I.

A formal Request for Proposals (RFP) for WIOA services was used in November 2018. A contract was awarded for two years with two (2) additional one-year options. The same process will be used in the future.

5.2 Provide an organization chart.

An organizational chart will be attached showing the workforce board staff and the service provision staff.

5.3 Describe any standing committee or taskforces of your local board.

The Region 5 Board Committees and their roles are listed: Youth, Program, Finance, By-Laws and Executive.

5.4 Provide the name, organization, and contact information of the designated equal opportunity officer for WIA within the local area.

Cindy Gosser, Interlocal Association, cgosser@workonecentral.org

5.5 Identify the entity responsible for the disbursement of grant funds as described in WIOA.

Interlocal Association is listed noting the designation of Fiscal Agent by the Region 5 Chief Elected Officials.

5.6 Indicate the negotiated local levels of performance for the federal measures.

Program Years 20 & 21 Adult, Dislocated Worker, and Youth performance levels as approved by the Board in October are listed. These are often referred to as the Common Measures Standards. It shows the negotiated performance levels.

5.7 Provide a description of the replicated cooperative agreements in place between the local board and the Department of Human Services, Office of Vocational Rehabilitation Services with respect to efforts that will enhance the provision of services to individuals with disabilities.

Region 5 has executed a Partnership Agreement with Vocational Rehabilitation Services and Family and Social Services Administration with respect to efforts that will enhance the provision of services to individuals with disabilities. This agreement describes the services available, referral process for individuals, physical and programmatic accessibility and auxiliary aids, services and assistive technology.

5.8 Describe the process for getting input into the development of the local plan and providing public comment opportunity prior to submission.

Describes how the plan was prepared with stakeholder input from Economic Development, Labor, Post-Secondary Education, and Chief Elected Officials.

5.9 Describe the board's process, frequency and schedule for monitoring adults, dislocated worker and youth services.

Explains the local monitoring activities, both desk-top and on-site, for adult, youth, and dislocated worker programs. Monitoring instruments are attached.

5.10 Describe your professional development plan for all youth staff.

Professional development for youth staff is focused on developing and maintaining skills to perform essential job functions and acquiring new skills for staff growth and advancement. A chart outlining the Region's youth professional development plan is included in this section.

5.11 Provide a list of all local policies.

A list is provided.

Attachment B represents all Region 5 Partner program participants and budgets for PY20.

Lance asked for any questions.

Bill Savage, said it was asked at his last CED meeting, about what was going on with Workforce Development in regards to economic development. Lance indicated we definitely want input from economic development. We are able to provide LMI to prospects. Shelly Howard is the Business Representative in Madison County. Bill said he would be glad to make an introduction for Shelly to the economic development contact.

Chuck Goodrich asked a question regarding 5.6 and median wage earnings and how this tied into this discussion. Lance explained that the federal government proposes standards nationwide each year. It is a quarterly amount and it taken in the third quarter after exit from the program. Lance gave the example if a person exited from the program in December. January–March would be the first quarter, April-June would be the second quarter, and third quarter median earnings, times four, would be counted for July-September. Chuck said that did answer his question as he wondered if the earnings were at the time of exit from the program. NOTE: Median Earnings are actually calculated in the second quarter after exit and Lance advised Chuck of this after the meeting by email.

Ruth Hooker mentioned that she noticed that SCSEP was not listed as a core partner and she thought that new board members may want to know what SCSEP was. Senior Community Service Employment Program (SCSEP) provides individuals 55 and older and low income with work experience for those wanting to enter the workforce. Lance mentioned it was not an intentional omission as they are not defined as a "core partner", but they are a partner. Shelly noted that SCSEP was providing services in Madison County. Ruth said that other agencies provide the senior worker program in our region such as Goodwill. Lance said that Community and Family Services is the provider for Madison County.

Jim thanked IA, staff, and partners for all the work on writing the plan and asked when the final plan was due. Lance said the verbiage would change some with Marion County input but the overall plan would not change. Lance said that the plan would be advertised in the newspaper and posted on our website for review and comments. The plan is due to DWD by January 29, 2021.

With no other questions, a motion was made by Bill Savage to approve the plan as presented, seconded by Chuck Goodrich, and all were in favor.

Jim announced that Judy Horner, Director of Quality Assurance for IA, would be retiring in January 2021. He said that it was phenomenal that she has worked for IA for 45 years. He thanked her for her dedicated service and hard work and wished her the very best of luck in her retirement.

Jim announced the next board meeting would be February 18, 2021 and would be a Zoom meeting.

Jim once again thanked everyone for what they do every day and wished all a happy and safe Christmas.

Chuck Goodrich made a motion to adjourn, seconded by John Batts, and all were in favor.

The meeting adjourned at 11:40 am.