

Carbon Career & Technical Institute
Joint Operating Committee Minutes

**Regular Meeting
November 16, 2017**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - November 16, 2017** for its Regular meeting. The meeting, held in the dining room of the School, 150 West 13th Street, Jim Thorpe, Pennsylvania, was called to order by Mrs. Darlene Yeakel, at 6:04 PM with the Secretary being present.

	Present	Absent
Mrs. Darlene Yeakel, Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Gerald Strubinger, Vice-Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Andrew Yenser, Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Wayne Gryzik, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Chad M. Obert, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. David Reinbold, Administrative Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Brent Borzak, Principal	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Jeffrey Deutsch, Bus. Administrator/Treasurer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Ken Walters, Supervisor of Bldg. & Grounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Elizabeth Porter, Facilitator of Special Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Margaret Kalogerakis, Coordinator of School Improvement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Joshua Smale, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. John Ciavarella, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Stephen L. Holland, Alternate Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Irene Genter, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Brian O'Donnell, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Brian Gasper, Superintendent of Record	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attorney Robert T. Yurchak, Solicitor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Christina A. Graver, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Others present: CCTI Students: McKenzie DaCosta, Health Medical Senior (LASD), Kiah Murphy, Cosmetology Senior (JTASD), Alyssa Parramore, Health Medical Senior (JTASD); Members of the Public: Wilmer P. Redline, Jr.; CCTI Staff: Kevin Kuehner, Precision Machine Technology Instructor/SkillsUSA Advisor, Maritza Reinbold, Instructional Aide/Yearbook Advisor/SkillsUSA Assistant Advisor, Lisa Walck, Cosmetology Instructor, Michael Wildoner, English Teacher; Media Representation: Brian Myszkowski, Times News

The Committee met in Executive Session prior to the meeting to discuss personnel, litigation, and negotiation items.

Approval of Minutes

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Obert to approve the Minutes of the October 19, 2017 Regular Meeting.

VOTE: YES - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motion carried.

Courtesy of the Floor to Visitors

- A. Mr. Michael Wildoner, CCTI English Teacher Expressed his concern of the lack of attendance of Palmerton Area School District students for CCTI’s Freshmen Tours. Three members of the CCTI staff attended a Palmerton Area School District Board Member with this concern. Only 27 students participated.

Approval of Treasurer’s Reports (October 2017)

- A. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger to approve the Treasurer’s Report for October 2017 showing a final balance of \$6,980,625.83 in the General Fund, and \$70,707.29 in the Student Activities Account.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Holland - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Gryzik - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Obert - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Yeakel - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

Approval of Payment of Bills

- A. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger to approve Payment of Bills - General Fund and Other Accounts.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Holland - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Gryzik - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Obert - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Yeakel - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

Administrative Reports

- A. Director's Report – Mr. Dave Reinbold, Administrative Director
- a. Mr. Reinbold thanked Mrs. Yeakel for her service and dedication as a CCTI JOC member. This evening marks her last evening representing the Palmerton Area School District. Members wished her well and thanked her for a job well done as Chairman.
 - b. Student Representative(s) – Mrs. Margaret Kalogerakis, Student Council Advisor introduced Alyssa Parramore, Health Medical Senior (JTASD) and McKenzie DaCosta, Health Medical Senior (LASD) who shared the following:

Student Council

- Spirit Week was fun especially farmer day – since so many students participated this inspired us to give a contribution to a local farm who is also involved in charity – “giving back.” Most students and faculty as well, participated in the week long festivities – truly calling it Spirit Week!
- Our next goal - is the annual food drive - the Battle of the Technical areas - which class will earn the title of the biggest heart ever by giving and helping to make a few families celebrate this Thanksgiving season?

Interact Rotary Club

- Will start preparing WAPI sets for the victims of Hurricane Maria in Puerto Rico. The plan is to have them ready before Thanksgiving, for delivery.
- The members are also discussing future fund raisers ideas.

Aavidum Club

- CCTI's Pink-Out Day held on Friday Oct. 20th, a joint project between Aavidum and SADD was a huge success. The school was decked out in Pink to bring awareness to not just Breast Cancer but all Cancers. Remembrance bags, a spin-off of luminary bags used at Cancer rallies, lined the halls of the school in memory and support of family and friends who have battled cancer. The dedication of a remembrance tree in front of the school concluded the activities.
- We are awaiting our Aavidum Materials Kit from Aavidum's head office to help with new ideas to spread Aavidum's message.

DECA

- DECA day with the 76ers was a great success! We visited the King of Prussia Mall and discovered the high end of retailing. The students had an assignment to visit various stores and observe customers, store layout and product pricing. After a great chapter lunch at Chili's, we traveled to the Wells Fargo Center and had an informative presentation from the 76ers Marketing staff with 700 DECA members from PA. Their main topic was - how do you a market a team and sell seats when your team is struggling and not winning games?... It was very interesting.

Then we had a private behind the scenes tour of the Wells Fargo. The Wells Fargo Center hosts 400 events year. They are the 3rd most active arena, behind Madison Square Garden and the Staple Center. They showed us the private club level, the party floor rooms and where the press sits. The floor level seats sell for \$3000.00 a piece per game. After our tour we were able to watch the Atlanta Hawks and the 76ers warm up in the lower level seats. Alissa German and Alyssa Stamets were our representatives for the High Five Tunnel where they high fived the players as they come on the floor. The game was good, very close for a while. The 76ers won!

- DECA members are currently preparing for district competition on December 7th. November is also DECA month. We are working hard on the State program of Work and various activities for Global Entrepreneurship Week. Our community service team is working hard on their American Cancer Society project for DECA and SkillsUSA. The PA DECA state cause is Alex's Lemonade Stand. We have a bake sale and a slushy sale planned in November. Our big events this month are the joint walk a thon and our mock competition.

SADD

- Pink-Out Day with Aavidum on Oct. 20th was a huge success. Channel 13 was here to cover the festivities. Over \$500 was raised for the ACS.
- Dr. Greenfield will be coming in February to do a presentation on addiction and speak about Climbing for Hope and his trip to Nepal.

B. Principal's Report - Mr. Brent Borzak

In Mr. Borzak's absence, his written report reflecting the following was shared:

- a. 2017-2018 school year has moved into the second marking period. There were 101 students achieving perfect attendance in marking period one!
- b. PSATs were delivered at CCTI to over thirty students.
- c. Student Council has conducted Spirit Week, where students and staff participated in various school wide activities.
- d. The annual Veteran's Day presentation took place on November 10th at CCTI.
- e. Staff and students are prepping for the upcoming Keystone winter Wave II testing, in addition to completing the NOCTI pre-tests.
- f. CCTI hosted district tours on November 15, as well as the first Machining competition on November 14th.
- g. CCTI's SPP score of 91.7! It is a .5 increase since last year, the highest in Carbon County and highest among CTCs in PA! I am proud of the dedication to excellence of all our staff and students and continual support of our JOC.

Mr. Reinbold introduced the following individuals in Mr. Borzak's absence:

- h. 1st Annual Precision Machine Technology Competition hosted by CCTI - Mr. Kevin Kuehner, Precision Machine Technology Instructor:
Mr. Kuehner explained that the competition was created to promote precision machining and to help prepare students for the upcoming SkillsUSA competition. He said that there is a need to educated people - students and adults alike, on the importance of manufacturing. The competition was a success. It was followed be a

meal in the dining room. Mr. Kuehner commented that the student competitors sat together and collaborated during the meal. This was a great opportunity to see where his student's strengths are and what areas he may need to concentrate on going into the SkillsUSA District competition.

Mr. Reinbold added that the competition included four (4) schools – Monroe Career & Technical Institute, Schuylkill Technology Center, Hazleton Area Career Center, and CCTI. The winner of the competition was CCTI's Jason Walck, a sophomore student from the Jim Thorpe Area School District. Mr. Reinbold shared that State Representative Doyle Heffley was in attendance, as well as a member from Senator Yudichak's office with press coverage from both TV-13 and the Times News.

i. Yearbook – Mrs. Maritza Reinbold, Yearbook Advisor

Mrs. Reinbold thanked the members of the JOC for her approval as Yearbook Advisor for the 2nd year. She shared the following regarding this year's yearbook:

- The cover has been voted on, submitted and approved by the publisher.
- This year on-line ordering has been introduced.
- Portraits and re-takes have been completed, packages and student i.d.'s have been distributed.
- She is offering free portraits to seniors this year for those who cannot afford expensive sitting fees.
- "Beyond the Classroom" has been added to the yearbook to include events, trips and activities outside of the school.
- Mr. Rinda, Director of Technology and the school drone continue to be a great contributor to the yearbook.
- The QR code was added to last year's yearbook to include prom and graduation pictures that were taken after the yearbook was sent to print.
- The yearbook may be purchased for \$25.00.

j. SkillsUSA – Mr. Kevin Kuehner, SkillsUSA Advisor

Mr. Kuehner shared the following upcoming dates and locations for the District competition:

December 15 – Luzerne County Community College

December 19 – Toyota of Scranton

January 4 – Luzerne County Community College & Two Jacks Cycle

Approximately 50 students are slated to compete for CCTI.

Mr. Kuehner thanked his co-advisors for the work they are doing to prepare students.

k. Cosmetology/Clinic – Mrs. Lisa Walck, Cosmetology Instructor – Mrs. Walck introduced herself and shared a copy of the current clinic pricing. By law, pricing cannot include a profit, only the cost of product. Any monies made are then utilized to purchase more product. She explained that clinic is made up of 1250 student hours as mandated by the state board, thus giving the students real-life experience. She then introduced Kiah Murphy, Cosmetology Senior (JTASD) who shared the following:

- Clinic is open Thursdays and Fridays
- Both technical and soft skills are strengthened during clinic hours

- Responsibilities are rotated to ensure each student learns all areas, i.e. receptionist – meeting and greeting clients, adding up charges, taking payments and returning change, calling clients, checking in clients regarding the work they wish to have performed, etc.
- C. Buildings and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- a. Mr. Walters had no specific report at this time but shared that his staff are preparing for the winter season.
- D. Business Administrator’s Report – Mr. Jeffry P. Deutsch, Business Administrator
- Mr. Reinbold shared the following in Mr. Deutsch’s absence:
- a. The Annual Financial Report (PDE form 2057) for 2016-2017 was filed timely with PDE.
 - b. 2016-2017 CCTI Audits for General Fund, Authority, and Foundation are on the agenda for approval. No findings on any of the abovementioned audits.
 - c. 2018-2019 CCTI General Fund budget will be released at the December 2017 JOC meeting. At this time, there is an approximate 1.5% expenditure increase with no overall increase to the participating districts.

Items of Business

Personnel

MOTION by Mr. Obert, SECONDED by Mr. Gryzik that the following motions be approved:

Substitutes Approved

- A. that the below listed individuals be approved to substitute for the 2017-2018 school year at the established rates, as follows:
- Jason Capper – Teacher, Instructional Aide, Tutor
 - James DeLotto* – Teacher, Instructional Aide
 - Jennifer Gulick – Part-Time Integrated Reading Instructor
 - Diane Lager** – Clerical
 - LeAnn Smale – Chaperone

Note: *Pending receipt of all mandatory paperwork.

**Appointment through August 2018.

Adult Education Instructor Approved

- B. that Kimberly Bittle be approved as an Adult Education Instructor at the rate of \$21.00/hour on an as needed basis, effective November 17, 2017 through November 2018.

Family Medical Leave Time Approved

- C. to approve a maximum of twelve (12) weeks intermittent Family Medical Leave time for employee #10735, effective November 6, 2017 through November 5, 2018.

Family Medical Leave Time Approved

- D. to approve Family Medical Leave time for employee #77134 for the following dates of absence: October 3, 6, 13, 16, and 17, 2017.

Assistant to the Director of Technology/Student Support Services Appointed

- E. to appoint JamiLynn McFarland Assistant to the Director of Technology/Student Support Services, effective January 2, 2018 per the Employment Agreement with the CCTI Joint Operating Committee.

Note: Pending receipt of all mandatory paperwork.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Holland - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Gryzik - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Obert - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Yeakel - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried.

Education

MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger that the following motions be approved:

DECA District Competition Attendance Approved

- A. that fifty-five (55) CCTI students attend DECA District Competition at Jim Thorpe Memorial Hall, December 7, 2017 in Jim Thorpe, PA at a cost of \$1,550.00, to help defer student and chaperone/competition assistant costs. Mrs. Stephanie Barto, DECA Advisor, Mrs. Sandi Kohutka, Instructional Aide, Mr. Scott Bartholomew, Assistant Advisor, and Mr. William Stoudt, approved chaperone will chaperone this event.

SkillsUSA District Competition Attendance Approved

- B. that fifty-three (53) CCTI students attend SkillsUSA District Competition. The competitions will be held on December 15, 2017 at Luzerne County Community College, Nanticoke, PA (20 students), December 19, 2017 at Toyota of Scranton, Scranton, PA (3 students), January 4, 2018 at Luzerne County Community College, Nanticoke, PA (30 students). Competitions will be chaperoned by Mr. Kevin Kuehner, SkillsUSA Advisor, Mrs. Maritza Reinbold, SkillsUSA Assistant Advisor, Ms. Tammy Marshall, SkillsUSA Assistant Advisor, Mrs. Chris Graver, SkillsUSA Assistant Advisor, and/or Mr. Dennis Starry, Auto Collision Repair Instructor.

Note: This competition is at no cost to the CCTI JOC.

Field Trip Approved

- C. that thirty-seven (37) CCTI Cosmetology students attend a field trip to the Mutter Museum, April 9, 2018 in Philadelphia, PA. Mrs. Lisa Walck, Cosmetology Instructor, Ms. Tammy Marshall, Cosmetology Instructional Aide, and approved chaperones will chaperone this event.

Note: Expenses for the trip are included in the 2017-2018 General Fund Travel Budget.

Hugh O’Brian Youth Leadership Program Attendance Approved

- D. that two (2) CCTI students attend the Hugh O’Brian Youth Leadership Program (HOBY) May 17-20, 2018 at a location to be determined at a cost not to exceed \$620 for both students to defer the cost of registration, meals, and lodging.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Holland - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Gryzik - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Obert - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Yeakel - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried.

Budget & Finance

MOTION by Mr. Gryzik, SECONDED by Mr. Obert that the following motions be approved:

Audit Report Accepted

- A. on the recommendation of the Administrative Director and the Business Administrator that the Audit Report for the Carbon Career & Technical Institute submitted by Kirk, Summa & Company (East Stroudsburg, PA) for the Fiscal Year ending June 30, 2017 be accepted, as presented.

Note: No findings for the 2016-2017 General Fund Audit.

Audit Report Accepted

- B. on the recommendation of the Administrative Director and the Business Administrator that the Audit Report for the Carbon County Area Vocational-Technical School Authority submitted by Kirk, Summa & Company (East Stroudsburg, PA) for the Fiscal Year ending June 30, 2017, be accepted as presented.

Note: No findings for the 2016-2017 Authority Audit.

Audit Report Accepted

- C. on the recommendation of the Administrative Director and the Business Administrator that the Audit Report for the Carbon County Area Vocational-Technical School Foundation submitted by Kirk, Summa & Company (East Stroudsburg, PA) for the Fiscal Year ending June 30, 2017, be accepted as presented.

Note: No findings for the 2016-2017 Foundation Audit.

Transfer of Funds Approved

- D. on the recommendation of the Administrative Director, to approve the transfer of \$4,000 from the General Fund to the Yearbook Activities Account as per the 2017-2018 approved CCTI budget.

Note: This expenditure was properly budgeted.

Transfer of Funds Approved

- E. on the recommendation of the Administrative Director, to approve the transfer of \$1,000 from the General Fund to the National Technical Honor Society Account as per the 2017-2018 approved CCTI budget.

Note: This expenditure was properly budgeted.

VOTE: YES - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motions carried.

Buildings & Grounds

NONE

Administrative

MOTION by Mr. Gryzik, SECONDED by Mr. Obert that the following motions be approved:

Conference Attendance Approved

- A. that Nate Rinda, Director of Technology attend the Pennsylvania Educational Technology Expo & Conference (PETE & C) February 12-14, 2018 at the Hershey Lodge & Convention Center, Hershey, PA at a cost of \$627.54 to cover the expense of registration, lodging, and mileage.

Adult Education ESL Class Offering Approved

- B. to approve CCTI Adult Education offering ESL classes in conjunction with the SHINE After School Program.

First Reading Policies Approved

- C. to approve the first reading of the following listed policies:

- #334 - Administrative Employees
- #434 - Professional Employees
- #534 - Classified Employees

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Holland - Lehigh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Gryzik - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Obert - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Yeakel - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried.

Reports

- A. MOTION by Mr. Obert SECONDED by Mr. Gryzik to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$2,225.30.

VOTE: YES - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motion carried.

Administrative Reports

- A. MOTION by Mr. Obert, SECONDED by Mr. Gryzik to accept Administrative Reports from the following:

- a. Mr. Brent Borzak, Principal
- b. Ms. Francine Kluck, Adult Education Site Supervisor

VOTE: YES - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motion carried.

Old Business

NONE

New and Miscellaneous Business

Faculty Conference Reports

MOTION by Mr. Obert, SECONDED by Mr. Strubinger that the following motions be approved:

- A. to acknowledge receipt of the conference report submitted by Anna Leigh Conway, Science Teacher after attending Biology Keystone Networking Groups at the carbon Lehigh Intermediate Unit, Schnecksville, PA on October 12, 2017.
- B. to acknowledge receipt of the conference report submitted by Michele Dominic, Health Medical Instructor after attending Strategies: Educational Excellence for Healthcare November 2 and 3, 2017 at the Penn Stater, State College, PA.
- C. to acknowledge receipt of the conference report submitted by the following staff members after attending the Conference on Integrated Learning: The School-to-Career Connection Conference November 8-10, 2017 at the Penn Stater Conference Center Hotel, State College, PA.

Brent Borzak, Principal
Kimberly Bittle, Math/Special Education Teacher
Margaret Kalogerakis, Coordinator of School Improvement
Stephanie Barto, Marketing/Distributive Education Instructor

VOTE: YES - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motions carried.

Reorganization and Next Regularly Scheduled Meeting: Thursday – December 21, 2017

Adjournment

Mr. Gryzik moved, seconded by Mr. Obert that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:36 PM.

Christina A. Graver
Joint Operating Committee Secretary