

Carbon Career & Technical Institute
Joint Operating Committee Minutes

**Reorganization and Regular Meeting
December 17, 2020**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - December 17, 2020** for its Reorganization and Regular meeting. The meetings, were held virtually and were called to order by the Chairman, Mr. Gerald Strubinger, at 6:06 PM with the Secretary being present.

	Present	Absent
Mr. Gerald Strubinger, Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Nathan Foeller, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Kathy Fallow, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. William Mansberry, Vice-Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. April Walters, 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Jeffry Deutsch, Bus. Administrator/Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Ken Walters, Supervisor of Bldg. & Grounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Christine Trovato, Facilitator of Special Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Margaret Kalogerakis, Coordinator of School Improvement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Paul Montemuro, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Stephen L. Holland, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Earl Paules, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Marco D'Ancona, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Thomas J. Connors, Jr., Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dr. Jodi Frankelli, Superintendent of Record	<input checked="" type="checkbox"/>	<input 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 Staff: Jalissa Kuehner, Marketing/Distributive Education
 Instructor/DECA Advisor, Nate Rinda, Director of Technology

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

Reorganization Meeting

Letters of Appointment

- A. MOTION by Mr. Foeller, SECONDED by Mr. Mansberry to acknowledge receipt of Letters of Appointment of Members of the Carbon Career & Technical Institute Joint Operating Committee (3-Year Term – December 2020 through December 2023):

Lehighton Area School District – Mr. Nathan Foeller
 Panther Valley School District – Mr. William Mansberry

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

Motion carried.

Election of Temporary Chairman

Mr. Mansberry nominates Ms. Kathy Fallow for Temporary Chairman,
 SECONDED by Mr. Strubinger.

MOTION by Mr. Mansberry to close the nominations for and appoint Ms. Kathy Fallow as
 Temporary Chairman.
 SECONDED by Mr. Foeller.

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. Foeller - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Fallow - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

(The Secretary casts the ballot electing Ms. Kathy Fallow as Temporary Chairman.)

Election of Chairman

Mr. Mansberry nominates Mr. Gerald Strubinger for Chairman,
SECONDED by Ms. Fallow.

MOTION by Mr. Mansberry to close the nominations for and appoint Mr. Gerald Strubinger as
Chairman.
SECONDED by Mr. Foeller.

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. Foeller - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Fallow - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

(The Secretary casts the ballot electing Mr. Gerald Strubinger as Chairman.)

Election of Vice-Chairman

Mr. Strubinger nominates Mr. William Mansberry for Vice-Chairman,
SECONDED by Mr. Foeller.

MOTION by Mr. Mansberry to close the nominations for and appoint Mr. William Mansberry
as Vice-Chairman.
SECONDED by Mr. Foeller.

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. Foeller - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Fallow - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

(The Secretary casts the ballot electing Mr. William Mansberry as Vice-Chairman.)

Monthly Meetings

- A. MOTION by Mr. Mansberry, SECONDED by Mrs. Walters that the Regular Monthly Meetings of the Carbon Career & Technical Institute Joint Operating Committee be held on the 3rd Thursday of each month during 2021 at the times listed as follows:

Executive Session: 5:00 PM
Regular Meeting: 6:00 PM

Meetings will be held virtually until further notice.

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

Motion carried.

Superintendent’s Advisory Council Meetings

- A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow that the Meetings of the Carbon County Superintendent’s Advisory Council be held as follows:

March 15, 2021 August 16, 2021
May 17, 2021 October 18, 2021

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

Motion carried.

Regular Meeting

Approval of Minutes

- A. MOTION by Mr. Mansberry, SECONDED by Mr. Foeller to approve the Minutes of the November 19, 2020 Regular Meeting.

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

Motion carried.

Public Comment

NONE

Approval of Treasurer’s Report (November 2020)

- A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow to approve the Treasurer’s Report for November 2020 showing a final balance of \$5,818,113.94 in the General Fund, and \$72,087.95 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. Foeller - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Fallow - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

Approval of Payment of Bills

- A. MOTION by Mr. Mansberry, SECONDED by Mr. Foeller 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. Foeller - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Fallow - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

Administrative Reports

- Director’s Report – Mr. Dave Reinbold, Administrative Director
 - Mr. Reinbold read a thank you letter received from the following CCTI Cosmetology graduates after receiving reimbursement for their individual license fee: Jakelyn Johnston-Coady, Abigail Oplinger, Brianna Sell, Julia Anthony, Hannah Schappell, Marie Evans, and Mikayla Purdy.
 - Mr. Reinbold introduced Jalissa Kuehner, Marketing/Distributive Education Instructor and DECA Major Advisor
 - Ms. Kuehner reported that the DECA District competition took place last week with the results coming in today. She thanked the Joint Operating Committee and Administration for their financial support covering the DECA fees for participating students. CCTI finished with four 4th place winners, four 3rd place winners, three 2nd place winners, and two 1st place winners. She stated that although this year proposed many challenges her students have been learning how to take, edit, and make videos which only assisted them when competing. All of these students will be continuing on to DECA State competition. The DECA district competition is available for

viewing and will be shared with the JOC members.

- Principal's Report – Mr. Brent Borzak
 - As we progress closer to the New Year, the first half of this school year has been a new teaching and learning experience for students and staff. It has been as productive and consistent as possible. As we transitioned to fully remote instruction, I am proud of the work all of the CCTI staff has done to keep things moving along smoothly. The planning and preparation has paid off. Communication from CCTI is ongoing with all stakeholders on a continual basis. Administration and mentors have been working with and mentoring all new staff members. Over thirty students in the DECA student organization competed virtually in the district competition held the week of December 1st. We are all optimistic moving into 2021 and look forward to a successful completion of this school year.
- Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education
 - Special Population Numbers
 - Special Education Students - 86 students with IEPs
 - Full time - 60
 - Half time - 25
 - FLEX - 1
 - Section 504 Plan students total # - 26
 - Homeless Students - 1
 - English Language Learners - 2
 - Advocating for students
 - Teachers continue to recommend students for Extra Help
 - After School Math tutoring continues virtually
 - Frequent communication with students and parents is ongoing to motivate, prompt and encourage students
 - Informational Purposes:
 - ELL update & Information
 - McKinney Vento general information/update
 - Special Education- What is FAPE? How do we ensure FAPE is provided?
- Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
 - Welding Technical Area
 - Completed: Welding dust collector arms installed in-house by my team.
 - Phone System
 - Work in Progress - Frontier to PTD Phone Service transition
 - Cat 5 wiring to support this project was installed in-house by my team and we're waiting for Penteledata/Blue ridge cable to complete install of their equipment in order to complete changeover from Frontier communication.

- Energy Savings project LED lighting retrofit project
Work in Progress
 - Partnering with Cooper/Freidman Electric (distributor used on building project) and Fromm Electric, I have reviewed three different manufacturer's bulbs for interior use (Phase 1) Exterior will be (Phase 2)
 - Lighting Efficiency design, Keystone, and Sylvania.
 - Sample bulbs were received and tested.
 - Out of the three producers reviewed, Sylvania is the only one with any of its manufacturing processes being completed in the United States.
 - At a product cost of \$17,164 and labor being done in-house by my team the ROI will be less than 1.37 years as direct energy savings (lighting kwh usage cut by 50%). If I'd include the cost of change out of bulbs with regular fluorescent and ballasts due to age, the ROI is less than 1 year.
 - My plan is to begin this project immediately while students are virtual and upon their return to include Mr. Gower and the Electrical Distribution and Automation/Electrician students in the change out process. This will allow us to make significant progress with no disruption to teachers and students.

- Modular Home Project
We do not currently have a customer for the 2020-2021 school year and are pursuing a customer to support a project in the upcoming school years. Please spread the word and have them reach out to me or Mr. Reinbold.

- Business Administrator's Report – Mr. Jeffrey P. Deutsch, Business Administrator
 - 2019-2020 CCTI Audit Update:
The three official audit reports (General Fund, Authority and Foundation) for the year ending 6/30/2020 are on the agenda for approval.

 - 2021-2022 CCTI Budget Update:
The 2021-2022 CCTI Budget motion is on the agenda for approval. This motion forwards the 2021-2022 CCTI Budget to the five participating districts for their approval. There is a 1.6% increase in expenditures from budget year 2020-2021 to 2021-2022. Again, there will be no overall increase to the five participating school districts. 2021-2022 will mark the 8th consecutive year of an overall zero budget increase to the five sending districts.

- Technology Report – Mr. Nate Rinda, Director of Technology
 - Google Chromebooks/Laptops
Over 200 Deployed to those in need.

 - AT&T Hot Spots (Filtered, CIPA Compliant)
Over 40 Deployed to Staff and Students in need.

 - CCTI Wireless Access Points
Installed a mass software update to all 36 POE Access Points.

 - Continued support/training to staff and students with Google Suite and all technology needs.

- Superintendent of Record Report – Dr. Jodi Frankelli, Palmerton Area School District Superintendent
 - Nothing to report at this time.

Letters of Appointment

MOTION by Mr. Mansberry, SECONDED by Mr. Foeller that the following motions be approved:

Letters of Appointment Acknowledged

- A. to acknowledge receipt of the Letters of Appointment of Alternate Representatives to the Carbon Career & Technical Institute Joint Operating Committee (1-Year Term – December 2020 through December 2021):

Lehigh Area School District – Mr. Stephen L. Holland

Palmerton Area School District – Mr. Earl Paules

Panther Valley School District – Mr. Marco D’Ancona

Weatherly Area School District – Mr. Thomas J. Connors. Jr.

Letter of Appointment Acknowledged

- B. to acknowledge receipt of the Letter of Appointment to the Carbon Career & Technical Institute Authority (5 Year Term – January 2020 through January 2025):

Weatherly Area School District – Mr. Lee Zink

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

Motions carried.

Items of Business

Personnel

MOTION by Mr. Mansberry, SECONDED by Mr. Foeller that the following motions be approved:

Sabbatical Leave Request Approved

- A. that the request for Sabbatical Leave for the Spring Semester of the 2020-2021 school year and the Fall Semester of the 2021-2022 school year, commencing on or about January 27, 2021, submitted by Anna Leigh Conway, Science Teacher, be approved as per the conditions of the adopted/ revised Sabbatical Leave Policy (#438), noting that Mrs. Conway has been employed by Carbon Career & Technical Institute as a Professional Employee and has met all of the requirements set forth in the School Code of 1949, as amended.

CCTI Local Advisory (Participatory Planning) Committee Members Approved

- B. to approve the following individuals as members of the CCTI Local Advisory (Participatory Planning) Committee for the 2020-2021 school year:

Franklin Andreas	Marlyn Kissner	Lisa Perry
Philip Binder	Diane Luicana	Robyn Plesniarski
John Drury	Toni Macaluso	Bill Richards
Shannon Eidem	Candy Madera	Joseph Sebelin
Ron Fritz	Jaime Mendes	Rachel Strucko
Francine Kluck	Jeanne Miller	Alice Wanamaker
Kathy Henderson	Steve Ohl	Garry Wentz

Teacher Mentor Reaffirmed

- C. to reaffirm the following individual as Teacher Mentor for the period of March 9, 2020 through December 31, 2020 at the established stipend of \$750.00 as indicated below:

Michele Dominic - Michael Gower, Electrical Distribution & Automation/Electrician Instructor

School-Wide Co-Curricular Activities and Student/Club Organization Advisorship Reaffirmed

- D. to reaffirm the following individual as School-Wide Co-Curricular Activities and Student Club/Organization Advisor at the pro-rated established rate for the 2020-2021 school year and based on the job description:

HOSA - Michele Dominic

Substitutes Approved

E. that the below listed individual be approved to substitute for the 2020-2021 school year at the established rate, as follows:

- Holly Richards - School Nurse
- Maya Kowalcyk - Teacher, Instructional Aide

Letter of Resignation Accepted

F. to accept the letter of resignation received from Dennis Sites, Auto Collision Repair Instructional Aide, effective December 21, 2020.

Intermittent Family Medical Leave Approved

G. to approve intermittent Family Medical Leave time for employee #05986, effective January 8, 2021 through January 21, 2021.

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. Foeller - Lehighnton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Fallow - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried.

Education

NONE

Budget & Finance

MOTION by Mr. Mansberry, SECONDED by Mr. Foeller that the following motions be approved:

2021-2022 Proposed Secondary Budget Approved

A. to approve the 2021-2022 Proposed Secondary Budget for Carbon Career & Technical Institute, calling for Receipts and Expenditures in the amount of \$8,851,959 to be forwarded as presented to the Boards of School Directors in each of the participating school districts for final adoption by Resolution.

Note: The 2021-2022 proposed CCTI Budget represents a 0.00% increase in district member share compared to the 2020-2021 year increase of 0.00% compared to the 2019-2020 year increase of 0.00%, the 2018-2019 year increase of 0.00%, the 2017-2018 year increase of 0.00%, and the 2016-2017 year increase of 0.00%, the 2015-

2016 year increase of 0.00%, the 2014-2015 year increase of 0.00%, and the 2013-2014 year increase of 0.50%.

CCTI General Fund Audit Accepted

- B. 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, 2020 be accepted, as presented.

Note: No findings for the 2019-2020 General Fund Audit.

CCAVTS Authority Audit Accepted

- C. 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, 2020, be accepted as presented.

Note: No findings for the 2019-2020 Authority Audit.

CCAVTS Foundation Audit Accepted

- D. 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, 2020, be accepted as presented.

Note: No findings for the 2019-2020 Foundation Audit.

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. Foeller - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Fallow - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried.

Buildings & Grounds

NONE

Administrative

Agreement Approved

- A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow to approve the agreement between the Carbon Career & Technical Institute Joint Operating Committee and Sue Ann Gerhard, Administrative Assistant – Student Support Services, as presented.

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. Foeller - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Fallow - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

Reports

Foundation Report Accepted

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

Note: The balance in this account stands at \$1,369.36.

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

Motion carried.

Administrative Reports

- A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow to accept Administrative Reports from the following:

- a. Mr. Brent Borzak, Principal
- b. Mrs. Christine Trovato, Facilitator of Special Education
- c. Mrs. Francine Kluck, Adult Education Site Supervisor

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

Motion carried.

Old Business

NONE

New and Miscellaneous Business

NONE

Next Regularly Scheduled Meeting:

Thursday – January 21, 2021

Adjournment

Mr. Mansberry moved, seconded by Mr. Foeller, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:56 PM.

Christina A. Graver
Joint Operating Committee Secretary