

**Jointly Held
Finance/Personnel and Planning Committees
Meeting Minutes**

July 17, 2018

Members Present: Sharon Hairston, Jointly Held Committee Chair, Board Vice President
Adrienne Heard, Board President
Vince Corrado
John Lumpkin, Chair, Finance/Personnel Committee (arrived 8:45 a.m.)
Belinda Matthews-Stenson
Thomas Weckesser

Excused Absence: Franz Hoge
Sharon Howard, Chair, Planning Committee
David P. Williamson, Chair, Investment Advisory Committee

Staff in Attendance: Mark Donaghy
Rick Bailey
Daron Brown
Roland Caldwell
Chris Cole
Skip Dunkle
Tim Harrington
Deborah Howard
Nikol Miller
Bob Ruzinsky
Mary K. Stanforth
Robert Thomas

Others Attending: Chris Conard, Coolidge Wall
Dr. Richard Henry, League of Women Voters
Marc Reynolds, Marsh & McLennan

Call to Order

Ms. Hairston called the meeting to order at 8:35 a.m. A quorum was present and proper notice of the meeting had been given.

Approval of May 15, 2018 Meeting Minutes

Ms. Hairston asked if attendees desired a reading of the minutes or if there were any corrections to the minutes? Upon hearing no requests or corrections, Ms. Hairston declared ACCEPTANCE of the May 15, 2018 meeting minutes.

Greater Dayton Regional Transit Authority

Marsh & McLennan Insurance Update

Mr. Marc Reynolds of Marsh & McLennan provided a mid-year review of RTA insurance and related claims. Mr. Reynolds detailed the most frequent accident causes by vehicle type for the past five (5) years. Diesel bus claims represent over 60% of the total frequency, whereas Project Mobility claims represent over 20% of the total frequency. The major causes of accidents include: boarding the bus, exiting the bus, side swipe, slip or fall from a sudden stop, and rear-ending another vehicle. As we approach renewal time, RTA should not expect any surprises at this time. A stewardship report was provided along subrogation totals for the past several years.

The Mr. Donaghy and Committee members thanked Mr. Reynolds for his excellent report!

Mr. John Lumpkin arrived at 8:45 a.m.

August 2018 Board Action Items:

Action Item #2 – Genfare Ticket Vending Machine Upgrade

Mr. Brown stated Greater Dayton RTA (RTA) currently has an automated fare collection system, including six (6) Ticket Vending Machines (TVMs) made by Genfare, a Division of SPX Corporation. The TVMs accept credit cards. For 3 of the machines, credit cards are the only form of payment accepted. This procurement is being brought to the Board at this time because the VX700 pin pad used in the TVMs is no longer manufactured and needs to be upgraded to the Bezel 8 pin pad to ensure serviceability. The Bezel 8 pin pad also includes the new Europay, Mastercard and Visa (EMV) credit card functionality (chip reader authentication). Upgrade of the TVMs is necessary to continue to provide the level of Quality Service to which RTA riders are accustomed.

Genfare is the Original Equipment Manufacturer (OEM) of the TVMs, the original developer of its operating software, and the sole provider of the system maintenance. Ohio Revised Code 306.43 (h) (3) exempts from competitive bidding the upgrade of hardware and software supplied by the original vendor. The cost for the upgrade is as follows:

Qty.	Description	Unit Price	Total
6 ea.	Bezel 8 Pin Pad Includes EMV Reader, Pin Pad and Computer	\$6,223	\$37,338
6 ea.	Install Bezel 8-Includes Trip Charge	650	3,900
1 ea.	EMV Software Installation-Includes Onsite Technician	1,045	1,045
1 ea.	Pin Debit Functionality-Includes Onsite Technician	1,045	1,045
1 ea.	Modify Configuration	600	600
1 ea.	Freight	75	75
	TOTAL		\$44,003

Since this is a sole source procurement, an analysis was conducted to ensure the pricing received was fair and reasonable. RTA received a 22% discount off an earlier quote obtained from Genfare for this work. RTA's total average cost for the installed pin pads is \$7,334 each. Tahoe Truckee Area Regional Transit (TART) paid \$13,499 to upgrade one (1) TVM to the Bezel 8 pin pad, and OmniTrans (San Bernardino, CA) paid an average of \$9,095 each to upgrade twenty-eight (28) TVMs.

MOTION made by Ms. Heard and SECONDED by Mr. Weckesser that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Genfare, a Division of SPX Corporation, in the total amount of \$44,003 for the Genfare Ticket Vending Machine Upgrade. This procurement will be funded with 100% operating funds. The Motion was APPROVED by voice vote 6-0.

Action Item #3 – American Public Transportation Association Annual Dues

Ms. Stanforth explained the American Public Transportation Association's (APTA) mission is to strengthen and improve public transportation and represent Transit's interests in Washington, DC before Congress and the Administration. APTA and its members and staff work to ensure that public transportation is obtainable for Americans throughout the country. This expenditure is consistent with RTA's Core Value of Stewardship as we manage our talent efficiently and responsibly.

RTA maintains a membership with APTA to use many of their programs, activities and services. There are opportunities for unlimited networking, professional development opportunities, workshops and seminars. Access to online resources is available. One of the long-term benefits of APTA is the opportunity to shape long-term industry policy and legislation on transportation issues.

The primary member services include representing our interests and promoting public transportation in the media and to the state and local communities, growing the industry's workforce through professional and career development, and building strong connections and networks among industry organizations and professionals.

APTA's most notable legislative achievement over the last year was the enactment of a \$13.5 billion spending bill to fund public transit programs for 2018. This was the largest amount ever appropriated in a single year. APTA also accomplished their goal of defeating a proposal to reduce or eliminate transit funding.

Some of the plans for the upcoming year include setting priorities for the next Surface Transportation Bill and implementing Positive Train Control. A new meeting portfolio will also be completed and educational events focused on current issues will be developed.

For the first time since 2015, membership dues, which are based on annual Operating Expenses, are increasing slightly from \$38,691 to \$39,250.

The Chief Financial Officer recommends approval of the American Public Transportation Association's 2018-2019 dues in the amount of \$39,250.

MOTION made by Mr. Corrado and SECONDED by Ms. Matthews-Stenson that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees approval of the American Public Transportation Association's 2018-2019 dues in the amount of \$39,250. The motion was APPROVED by voice vote 6-0.

Action Item #4 – Resolution No. 2018-8-1, 2018 Capital Assistance Grants

Mr. Ruzinsky stated 49 United States Code (USC) 5307 authorizes grants to public transit systems in urbanized areas for capital, operating, and planning assistance based on formulas used in the statute.

49 USC 5337 and 5339 authorizes grants to public transit systems in urbanized areas for capital assistance to support and maintain fixed guideway assets (5337) and other capital assets in a state of good repair (5339). The Greater Dayton RTA can use this funding for the purchase of electric trolley buses, modernization of trolley infrastructure, the capitalization of maintenance costs, and other supporting facilities & equipment projects as well as to maintain capital assets in a state of good repair. These funds are based on formulas used in the statute.

Resolution No. 2018-8-1 provides authorization to file Fiscal Year (FY) 2018 USC 5307, 5337, & 5339 capital assistance grants.

The 2018 Program of Projects is consistent with RTA's Capital Plan. The total federal funding required for these projects is \$29,256,583.

MOTION made by Mr. Weckesser and SECONDED by Ms. Matthews-Stenson that the Finance/Personnel and Planning Committees APPROVE Resolution No. 2018-8-1 authorizing the filing of 49 USC 5307, 5337, and 5339 Capital Grant Applications for the RTA FY 2018 Program of Projects with the Federal Transit Administration. The MOTION will AUTHORIZE the Chief Executive Officer to provide all necessary documents, execute a grant contract, amend the grant contract if deemed necessary and fulfill all other requirements of the application. The Motion was APPROVED by voice vote 6-0.

Action Item #5 – Leasing and Servicing of Radial Tires

Mr. Brown explained this procurement is for the leasing and servicing of radial tires on Greater Dayton RTA revenue vehicles for five (5) base years and three (3) option years. The successful bidder is required to provide RTA with all the necessary tires to equip the fleet, maintain the tires according to the manufacturer's specifications, and service the tires accordingly. This procurement is consistent with RTA Core Values of Stewardship and Safety.

Sealed bids for the Leasing and Servicing of Radial Tires were solicited through the *Dayton Daily News*, *Dayton Weekly News*, and *Transit Talent*. Invitations for Bid were sent to four (4) firms.

On June 12, 2018, one (1) bid was received and publicly opened.

The costs quoted are based on rates per mile as well as equipment, supplies and labor deployed in the shop to maintain the tires.

Goodyear Tire & Rubber Company was the bidder. Goodyear is RTA's current service provider for tire leasing and servicing. One firm did not bid because they could not supply the specified tires nor could they comply with RTA's terms and conditions. The other firm shipped their package to the wrong address and then submitted an electronic bid that could not be accepted.

A cost analysis was performed to determine if the bid received was fair and reasonable. The analysis first compared the past contract pricing to the bid received. This analysis revealed that Goodyear's bid is lower than the contract currently in place. The favorable pricing can be based on manufacturing and other costs, tire performance, market conditions and competition. This was verified by analyzing the Consumer Price Index (CPI) which showed a decrease in the price of tires since 2011 when the last contract was awarded. However, it should be noted that the cost for the service personnel has escalated over the current contract. This increased cost offsets some of the savings RTA would obtain from the lower lease price. This increase is because the demand for tire technicians has exceeded the supply of available and qualified individuals.

A Tire Lease/Service Program versus a Purchase Program analysis was performed to determine the cost effectiveness of leasing tires. The elements considered were the cost of the tires, service personnel, equipment needed to perform the work, and the expenses involved in recycling/disposing of the old tires.

In addition, when buses are procured, during the term of this contract, RTA shall have the option to either lease and/or make a direct purchase of tires from the contractor. The cost for RTA to purchase tires and perform the service internally was substantially higher than the cost of the lease/service program.

The procurement has a 36-month run-out option which applies at the end of the contract and would only be exercised if a vendor other than Goodyear received the future award. Revenue vehicles that have tires provided by Goodyear would run until the tires are rendered permanently unfit for service. They would then be replaced with tires provided by the new contractor. The estimated cost of the run-out option is \$463,419. This amount will fluctuate depending upon the on-hand inventory at the time.

This procurement will be funded 80% through Federal grant funds.

During the Committees meeting, it was determined there was a math error in the contract totals given. All costs were detailed out by year, however the totals excluded a couple of the years of the contract. Subsequent to the meeting, the correct totals were emailed to all Committees members. The Committees members approved the Action Item pending receipt of the corrected totals. *The following motion includes the corrected information.*

MOTION made by Ms. Heard and SECONDED by Ms. Matthews-Stenson that the Finance/Personnel and Planning Committees APPROVE a contract AWARD to Goodyear Tire & Rubber Company for \$2,806,493 for the five (5) year base with three (3) option years at an estimated \$1,947,786 for a total of \$4,754,279 plus an additional 5 percent contingency or \$237,714, for additional tires that may be needed for revenue vehicles purchased or additional service needed during the contract period. In addition, the MOTION includes the total estimated run-out cost of \$463,419 for an estimated grand total contract award of \$5,455,412. The award is subject to approval by the Federal Transit Administration of the Tire Lease/Service Program vs. Purchase Program. The Motion was APPROVED by voice vote 6-0.

Action Item #6 – Mobility on Demand Pilot Program

The purpose of this action item is to pilot a new business model for ADA Complementary and Countywide Connect Paratransit Services as well as other specialized transportation services currently offered. The objective of this new business model will be to provide to our eligible customers, same day (real time) services. This action item aligns with our core values of Quality Service and Stewardship and moves us towards our goal of becoming the region's Mobility Manager.

Background

A 2016 study titled "Intelligent Paratransit" by NYU Wagner – Rudin Center for Transportation Policy & Management supported by TransitCenter, highlighted the very challenges and opportunities we are working to accomplish with this Mobility On Demand (MOD) Pilot Program action item. Urban and suburban residents who are physically or cognitively unable to use traditional public transportation services, including the disabled and mobility-impaired elderly, traditionally are offered complementary ADA paratransit services. Paratransit services, required by an unfunded 1990 ADA mandate, are enormous, and growing annually with new applications and budget requirements.

RTA currently spends over \$14 million dollars annually operating this service, which accounts for over 20% of our overall operating budget. The demand for paratransit and human service transportation (HST) is growing nationwide and costs continually increase (now \$5.2 billion nationwide for paratransit alone) while the user experience is often reported as poor, according to the Rudin Center study. Staff believes this action item can address the rising costs and lack of quality within traditional paratransit services.

As identified in the Rudin Center study, RTA believes by applying this innovative and sound operational change to a 26 year-old mandate, paratransit and HST services can be made more efficient and provide a better customer experience. Improving mobility solutions for our most vulnerable citizens is possible, necessary and urgent. We believe we can change the traditional paratransit delivery model, while meeting the current ADA regulations such as equal service provisions, on time performance and National Transit Database (NTD) reporting.

Additional recommendations to improve the delivery model of these services were also noted in a 2017 study completed by the Ohio Colleges of Medicine Government Resource Center (GRC) to the Ohio Developmental Disabilities Council. The study titled "Transportation Challenges for Ohioans with Disabilities", found that obtaining safe, affordable and appropriate transportation options can be very difficult for Ohioans with disabilities. Existing transportation options do not always operate at the times or in the locations they are needed. Transportation options often do not, or cannot, serve the diversity of disabilities present in the community. The GRC study found that there are major scheduling challenges which result in long wait times for rides. Customers did not believe they could make spontaneous or flexible travel decisions, limiting or preventing their participation in a variety of activities and inhibiting integration in their community.

Mobility On Demand - Business Model Outline

Currently, reservations for Connect Paratransit and other specialized transportation services are offered to eligible customers seven (7) days in advance and up to the day before. Customers are

able to book trips one trip or more at a time and/or schedule “subscription” trips which are made available to customers who regularly take one or more of the same trip(s) every week. Roughly 50% of our customers have ongoing subscription trips and this number is increasing. In addition, we also provide “will call” services for customers whose doctor’s appointments or other activities have caused them to be late for their scheduled pick up time. In these current situations, we are essentially providing same day services by rescheduling a new pick up time but under this new business model, the customer could choose to not schedule a pick-up time and call for the trip when it is actually need.

Under this new business model, eligible customers will be able to book trips same day (where space is available) on our ADA Complementary and Countywide Connect Paratransit Services as well as other specialized transportation services currently offered. Our goal through the successful execution of this new business model, is to shift all demand trips (non-subscription) to same day and away from the advanced/traditional, while still offering advanced reservations for ongoing (subscription) services.

On an average weekday, RTA schedules over 800 paratransit trips. By the conclusion of each day, over 100 trips (12%) on average are either cancelled or no showed by the customer. While we do provide guidelines and will suspend service for customers who violate our No-Show policy, per FTA/ADA regulations customers are still able to cancel their services same day without penalty, as long as the cancellation is made two (2) hours before their scheduled pick up time. These regulations albeit customer focused do cause productivity and efficiency issues which can be avoided through a same day business model.

In order to accommodate same day reservations, Staff have implemented and continue to work on the following customer and operational enhancements within our current service delivery model:

- Increase of subscription trips by changing trip requirements for eligibility
- Implemented Interactive Voice Response (IVR) system, which has yielded a successful adoption rate, with many customers cancelling trips the day before as a result
- IVR call ahead notifications support recent improvements with on time performance
- Maximization of scheduling system parameters to improve on time performance
- Addition of alternative providers to ensure capacity is met

Customer Outreach

By utilizing RTA’s Customer Advocacy Group (CAG) along with a subset of select customers, Staff will conduct outreach prior to launch of this new service delivery model. The goal of our outreach will be to gain customer input, identify customer expectations or additional questions in order to successfully communicate this new approach to all customers.

Benefits of New Business Model

- By leveraging existing and new scheduling technologies, we can effectively deliver services to our customers, leading to reduced bookings, response times, cost and provide a more effective and efficient use of our assets both labor and vehicles.
- Customers can choose to not be locked into advanced reservations and make their travel plans on the fly. These customer decisions can lead to reduced cancellations and more space to accommodate other customers.

- Customers traveling from dialysis or chemotherapy appointments are often delayed or their appointments run longer than scheduled. By offering same day services, the customers or medical facility staff can contact us when they are ready, leading to a better ride home for the healing customer while yielding more efficient and productive use of our assets.
- This is a budget neutral business model as existing resources (labor and assets) will transport customers.

MOTION made by Mr. Lumpkin and SECONDED by Ms. Matthews-Stenson to AUTHORIZE RTA's Chief Executive Officer to execute this new service delivery model beginning September 2018. The goal of the three (3) year pilot program is to test and determine long term feasibility of this business model which can lead to one seamless, integrated network of services that enhances the customer experience for all. The Motion was APPROVED by voice vote 6-0.

Action Item #7 – Mobility Partnership Pilot Program

The program is designed and structured to complement rather than compete with existing RTA services. The partnership will support first and last mile opportunities and connect customers to existing transit services as a result of service alterations and/or reductions. The program is budget neutral due to service reductions and alterations that will be supplemented by the program.

Background

In 2016, the Customer and Business Development Department reviewed and recommended potential alternative transit solutions for consideration:

- Support first mile and last mile connections
- Connect customers to existing transit services in the region
- Expand available transit options county-wide
- Assure long term financial sustainability
- Develop strategic private, public partnerships to improve transit options in the region
- Ensure customer connections in the loss or alteration of existing fixed route services.

To support these recommendation(s), Staff conducted an in-depth review of alternative transit programs offered by other transit agencies around the country, as well as emerging mobility services resulting from the recent and growing technology innovation occurring in the transportation industry.

Options identified, were several pilot programs which aim to test the effectiveness of connecting customers to and from fixed route bus stops and transit hubs using app-based Transportation Network Company (TNC) platforms such as Lyft and Uber.

TNCs provide prearranged transportation services for compensation using an online-enabled application or platform (such as smart phone apps) to connect drivers using their personal vehicles with passengers.

Discussion & Analysis

In order to proactively break down barriers through collaboration with emerging mobility providers —barriers like restrictive procurement processes, work rules, or agency traditions—by creating clear pathways to working together, RTA must change how we deliver our existing

services.

There is currently a substantial gap between current practice and the anticipated potential for on-demand transit and TNCs to serve paratransit trips and other markets that are particularly expensive to serve using fixed-route transit. By launching this pilot program, RTA can close this gap with these emerging mobility providers. As new and existing providers continue to test different business models and growth strategies, we have the ability to experiment and share lessons learned with one another and with emerging mobility providers.

Over the last few years, a number of transit agencies have partnered with TNC's like Uber and Lyft, to provide reduced cost services that compliment traditional public transit services. Communities like Centennial Colorado, Pinellas-Suncoast Transit Authority, Jupiter Florida, Livermore Amador Valley Transit Authority, Santa Clara Valley Transportation Authority, and a number of others have piloted programs to complement transit investments to reduce transit costs in first/last mile connections.

As a result of identifying these trends, RTA staff reached out to a number of TNC's that operate in the area, and conducted an evaluation of their services in relationship to our alternative transportation needs, including:

- Support first mile / last mile connections
- On demand fixed route customer transport support
- Connect customers in the loss or alteration of existing fixed route services

Emerging mobility services like bikeshare, carshare, on-demand transit, and TNCs provide more transportation options for customers to choose how to get where they want to go.

Benefits include:

- Greater transportation efficiency by creating opportunities for more flexible planning and service development and optimization. If we can reduce the cost of providing equivalent or better service in inefficient service areas, we can reallocate savings to improve service elsewhere or provide savings to assist if there is a lack of funding.
- Sharing and utilizing other transit provider data can help to improve our planning efforts. We can then identify other provider's needs and seek access to these data accordingly, which will in many cases result in stronger reporting requirements.
- Emerging mobility services are helpful in addressing the less-dense, non-productive service areas.
- Leveraging RTA-controlled assets by subsidized customer trips using emerging mobility providers such as Lyft, Uber and taxis in order to achieve desired transportation outcomes, such as increased productivity, efficiency and first- or last-mile transit transfers.

Overview – Program Structure

Staff discussed with other transit agencies operating similar programs including TNC provider Lyft to develop the proposed pilot program structure below. As a result of these discussions the following program structure was developed:

- For a pilot period of 18 months (or up to 3 years depending on funding availability), to take place starting June 2017.
- The program will offer the following discounted fare, to be adjusted if deemed necessary, to increase the program's effectiveness:
 - The customer will pay the first \$2.00. Actual fare may vary. After the first \$2.00 per trip is paid, RTA will cover the remaining fare rate. Bus fare is not included and RTA fare media cannot be used as a form of payment.
 - The discounted fare will only apply for trips beginning and ending within the designated service areas. Customers who do not complete trips within the designated service areas will be charged the full fare and the discount will not apply.
- Shared rides will be formulated (where possible).
- Service is available 24 hours a day, 7 days a week.
- Customers will have the choice to select from any of the available program providers.
- When accessing program services via phone, customers will be directed to the Call Center where they will be transferred to the transit provider of their choice.
- Eligible customers will be able to access the program's coupon code via marketing initiatives by RTA and participating transit providers.
- Information on the program and discount code will be displayed at identified locations within the service areas and transit hubs.
- Transit providers will market their coupon code through an app or other available methods and supply data to RTA to determine the effectiveness of the coupon code.
- The overall program will be marketed to prospective customers by RTA and the transit provider.
- Data from the partnership will be reviewed with each provider to understand what longer term program or options are needed.
- The program providers can also be used for on demand services. Demand for this service will need to be determined over the course of the pilot.

MOTION made by Mr. Weckesser and SECONDED by Mr. Lumpkin to AUTHORIZE RTA's Chief Executive Officer to enter into partnership agreements with transit network providers and other transit providers. The goal of the pilot program is to enhance and increase transit service options in Montgomery County. The Motion was APPROVED by voice vote 6-0.

Informational and Discussion Items:

Customer and Business Development Update

Mr. Donaghy stated the Customer and Business Development Department previously included in today's meeting packet a summary document of recent activities. Mr. Donaghy stated that he would be happy to answer any questions related to this summary document.

KPI Data Review

KPI data was previously included in today's meeting packet. There were no questions from Committees members regarding this report.

April 2018 Sales Tax Update

Ms. Stanforth reported April 2018 Sales Tax receipts equal \$3,059,755 which is 4.5% or \$143,000 lower than April 2018 Budget.

Year-to-Date (YTD) April 2018 Sales Tax receipts equal \$11,954,012 which is 2.0% or \$244,000 lower than YTD April 2018 Budget. We are tracking very close to budget year-to-date, however Staff is concerned about the downward trend. Staff will continue to monitor and report on Sales Tax on a regular basis.

June 2018 Financial Statements

Ms. Stanforth reported that for the month of June 2018 RTA's Net Income after Local Depreciation is \$221,510 compared to Budgeted Net Income of \$360,094. Operating revenues were \$24,000 above budget (4% positive variance). Operating expenses, excluding depreciation, were \$87,000 over budget (2% negative variance). RTA Local depreciation expense was \$13,000 over budget (7% negative variance). Finally, non-operating revenues (expenses) were \$63,000 under budget (1% negative variance).

RTA's June Year-to Date (YTD) *Net Loss after Local Depreciation* is \$230,760 compared to YTD Budgeted Net Gain of \$155,344. Operating revenues were \$96,000 above budget (2% positive variance). Operating expenses, excluding depreciation, were \$89,000 over budget (1% negative variance). RTA Local depreciation expense was nearly equal to budget (only off \$1,000). Finally, non-operating revenues (expenses) were \$395,000 under budget (1% negative variance).

The details and variance explanations associated with the financial statements are included in today's Committees Meeting Package.

Other Info – 2017 Year End Audit Update

Ms. Stanforth stated the 2017 Financial Statement Audit is nearly complete. The Ohio Auditor of State has completed field work and the Statements are ready for further review by their Management Staff.

The only open item relates to Other Post-Employment Benefits, related to Governmental Accounting Standards Board (GASB) Statement No. 74. RTA's Retiree Death Benefit Plan requires analysis and disclosure in the 2017 Financial Statements. Staff is working to complete the final detail related to this disclosure. There will be more information to come as Staff works to finalize the detail.

2018 Operating and Capital Acquisition Schedules

Ms. Deborah Howard stated the Operating and Capital Acquisition Schedules were previously included in today's meeting packet. There were no questions from Committees members regarding the Schedules.

Small Purchasing Information

Ms. Deborah Howard stated Small Purchasing Information was previously included in today's meeting packet. There were no questions from Committees members regarding this report.

Next Meeting Dates

A Jointly held Finance/Personnel and Planning Committees meeting will be held on August 21 and September 18, 2018. Meetings will start promptly at 8:30 a.m.

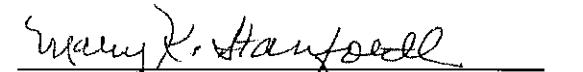
Adjournment

MOTION made by Ms. Matthews-Stenson and SECONDED by Mr. Lumpkin to ADJOURN the meeting. The motion was APPROVED by voice vote 6-0. The meeting adjourned at 10:05 a.m.

Attest



Sharon Hairston, Chair



Mary Stanforth, Committee Secretary