

**HARBOR REGIONAL CENTER
BOARD DEVELOPMENT COMMITTEE
NOVEMBER, 2018**

At the Annual Meeting of the Board in May, we will hold elections for Board members whose terms are expiring but who are eligible for an additional term. We will also have an election of officers for next fiscal year. Very often the Board Development Committee will also make recommendations for new Board members to fill the vacancies of those whose terms will expire but who are not eligible for re-election ... and in 2019 we have two (2) such vacancies (i.e. two current Board members have completed seven years and are NOT eligible for re-election). The Board Development Committee appreciates the service of all Board members and always recommends that each member eligible for re-election, if available, be re-elected at the annual meeting.

The following Board members' terms will expire on June 30, 2019 and are NOT eligible for re-election:

James Flores	Asian/Pacific Islander ; community pediatrician – has served three two-year terms and one one-year term and is NOT eligible to be re-elected
Patricia Jordan	African-American <u>client</u> with cerebral palsy – has served three two-year terms and one one-year term and is NOT eligible to be re-elected

The following Board members' terms will expire on June 30, 2019 and all are eligible and recommended for re-election:

Ron Bergmann	Caucasian <u>parent</u> of a client with autism – has served two two-year terms and is eligible for one more two-year term and then a one-year term; will not be required to leave the Board until 2022
Joe Czarske	Mixed ethnicity (Caucasian & Hispanic) <u>parent</u> of a client with intellectual disability – has served one two-year term and is eligible for two more two-year terms and then a one-year term; will not be required to leave the Board until 2024
LaVelle Gates	African-American <u>parent</u> of a two clients with autism – has served two two-year terms and is eligible for one more two-year term and then a one-year term; will not be required to leave the Board until 2022
David Gauthier	Caucasian <u>client</u> with cerebral palsy – has served one two-year term and is eligible for two more two-year terms and then a one-year term; will not be required to leave the Board until 2024

Chris Patay **Caucasian parent** of a client with **intellectual disability** – has served one two-year term and is eligible for two more two-year terms and then a one-year term; will not be required to leave the Board until 2024

Paul Quiroz **Hispanic service provider** – has served one two-year term and is eligible for two more two-year terms and then a one-year term; will not be required to leave the Board until 2024

The following Board members' terms will expire on June 30, 2020 and all will be eligible for re-election in May, 2020:

Fu-Tien Chiou **Asian parent** of a client with **autism** – will have served three years by June, 2019 and will be eligible for reelection in 2020 and then again in 2022; will not be required to leave the Board until 2023

Jeffrey Herrera **Hispanic client** with **autism** – will have served three years by June, 2019 and will be eligible for reelection in 2020 and then again in 2022; will not be required to leave the Board until 2023

Bobbie Rendon **Hispanic parent** of a client with **cerebral palsy** – will have served three three-year terms by June, 2020 and will be eligible to be re-elected to a one-year term in 2020; will not be required to leave the Board until 2021

Mariano Sanz **Hispanic parent** of a client with an **intellectual disability** – will have served two two-year terms by June, 2020 and will be eligible for one more two-year terms and then a one-year term; will not be required to leave the Board until 2023

Monica Sifuentes **Hispanic;** community pediatrician – will have served three three-year terms by June, 2020 and will be eligible to be re-elected to a one-year term in 2020; will not be required to leave the Board until 2021

Kim Vuong **Asian client** with **cerebral palsy** – will have served three years by June, 2019 and will be eligible for reelection in 2020 and then again in 2022; will not be required to leave the Board until 2023

Summary:

In **2019** there will be two (2) Board member seats that will need to be filled with **new** Board members due to the fact that neither Jim Flores nor Patricia Jordan will be eligible for re-election. Jim meets an **Asian/Pacific Islander** criterion and Patricia meets both **African-American and client** criteria that should be retained if HRC is to meet the Lanterman Act “ethnicity reflective of caseload” and “25% client” requirements. We have included pertinent sections of the Lanterman Act below:

WELFARE AND INSTITUTIONS CODE - WIC DIVISION 4.5. SERVICES FOR THE DEVELOPMENTALLY DISABLED [4500 - 4885]

CHAPTER 5. Regional Centers for Persons With Developmental Disabilities [4620 - 4669.75]

ARTICLE 1. Regional Center Contracts [4620 - 4639.75]

4622.

The state shall contract only with agencies, the governing boards of which conform to all of the following criteria:

- (a) The governing board shall be composed of individuals with **demonstrated interest in, or knowledge of, developmental disabilities.**
- (b) The membership of the governing board shall include **persons with legal, management, public relations, and developmental disability program skills.**
- (c) The membership of the governing board shall **include representatives of the various categories of disability** to be served by the regional center.
- (d) The governing board shall **reflect the geographic and ethnic characteristics of the area** to be served by the regional center.
- (e) A minimum of **50 percent of the members** of the governing board shall be **persons with developmental disabilities or their parents or legal guardians. No less than 25 percent** of the members of the governing board shall be **persons with developmental disabilities.**
- (f) **Members of the governing board shall not be permitted to serve more than seven years within each eight-year period.**

**Harbor Regional Center
Client Services Committee
HRC Torrance Office – September 25, 2018- 6-8PM**

Attendees: Kim Vuong, Patricia Jordan, Guadalupe Nolasco, LaWanna Blair, David Gauthier, Deaka McClain, Erika Braxton-White, Martha Gomez, Futien Chen

LaWanna reviewed the *Respite Summary* report from the last respite review on July 24th. The group shared the respite review was a great way to get families involved and to allow them the opportunity to provide input. There was also value in sharing/clarifying how HRC assess the level of respite a family needs. The group suggested to increase the utilization of the support groups as a way to share information and help educate families. There was also discussion on increasing the service coordinators knowledge of the respite process and helping them better explain and articulate the system to families.

Erika Braxton-White and Martha Gomez gave a presentation about the various diversity initiatives HRC has been engaged in over the last several months. They spoke about the plan for reducing disparity in purchase of service. Both Erika and Martha lead the group in a detailed discuss on the following initiatives:

- Increase training for HRC staff
- Increase the materials provided to families in their language of choice
- Enhance community outreach
 - Understanding barriers (i.e. transportation)
 - Parent outreach (increase involvement of parent support groups)
- Created a Korean and Cambodian support group
- HRC Parents as Partners
 - Hiring parents to help other parents: navigating multiple systems, mentoring, coaching, assessment of family needs, etc.
- Partnering with local churches: additional support for the family, holding events at churches in the community

The next meeting: October 23rd in Long Beach from 6-8

**Harbor Regional Center
Client Services Committee
HRC Torrance Office – October 23, 2018- 6-8PM**

Attendees: Kim Vuong, Patricia Jordan, Guadalupe Nolasco, LaWanna Blair, David Gauthier, Deaka McClain, Cheri Weeks, Latrina Fannin, Elizabeth Stroh, Mary Hernandez, Futien Chen, Melanie Brousus, Armando Garcia

The Managers of Rights and Assurance (MRQA) provided a brief overview of their role and the type of support they provide to HRC families and staff. The MRQA's shared the advocacy that has been done on a case management level has led to their creation of two trainings for parents: (1) Individual Program Plan training and (2) Lanterman 101 training.

IPP Training: Some of the group members discussed the value of the IPP document and how effective collaboration between HRC and the family can enhance how the document is used (attaching a copy to a Will or Living Trust). The MRQAs provided an overview of the material that will be covered in the IPP training including information about the role of the SC during the IPP meeting, and how the parents and the circle of support is an integral component of this collaborative process. A primary area of concern is on the accuracy of the document and that it's reflective of the client's functional level. Suggestions were made to provide training on interviewing skills/techniques for the service coordinator to ensure they ask appropriate questions and know how to tailor their questions when the client is an un-conserved adult. Suggestions were also made to assist families in clearly understanding how they can prepare for the meeting, understanding what's on the acknowledgment form and fully including the client in the meeting when appropriate.

Lanterman 101 Training: the purpose of this training would be to assist individuals served under the Lanterman act with understanding their rights, and how regional center can assist them by helping them advocate on their behalf. The training would also explain what happens when there is a disagreement between the family and HRC. The MRQAs explained the process that will be included in the training when a family decides to move forward with the fair hearing specifically the purpose and importance of the informal meeting and how to prepare for the fair hearing. A suggestion was made to consider having a separate training for parents vs. clients who live independently and to take the trainings on the road.

The next meeting: January 22, 2019 in Torrance from 6-8

Potential Topics for next year:

- Forensic support
 - What HRC can do to support arrested/incarcerated clients
 - What is competency assessment
 - What supports are still available when a client is arrested
- Role of the physician and pharmacist

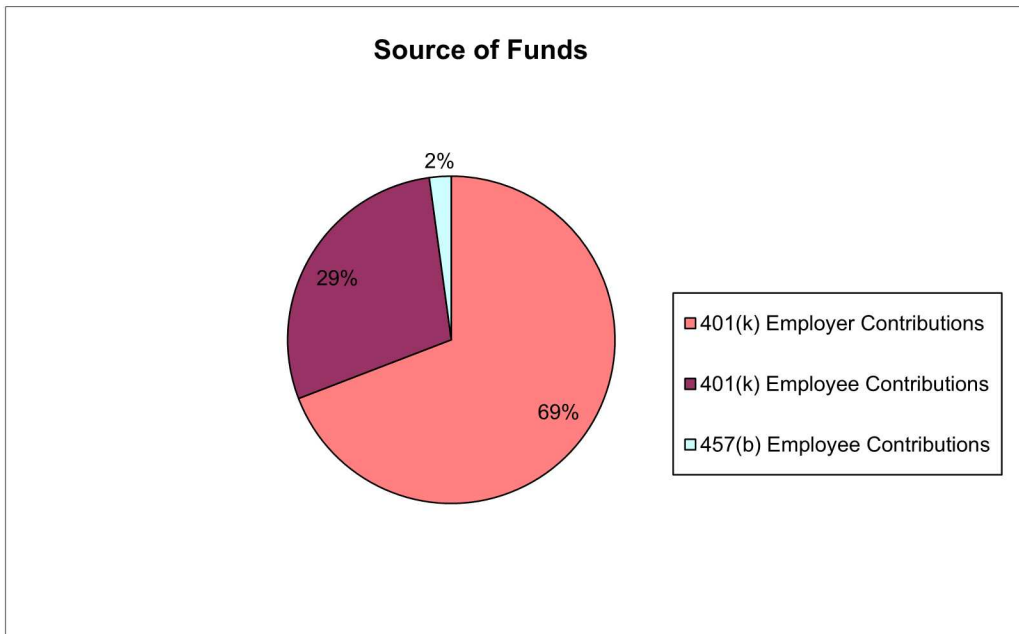
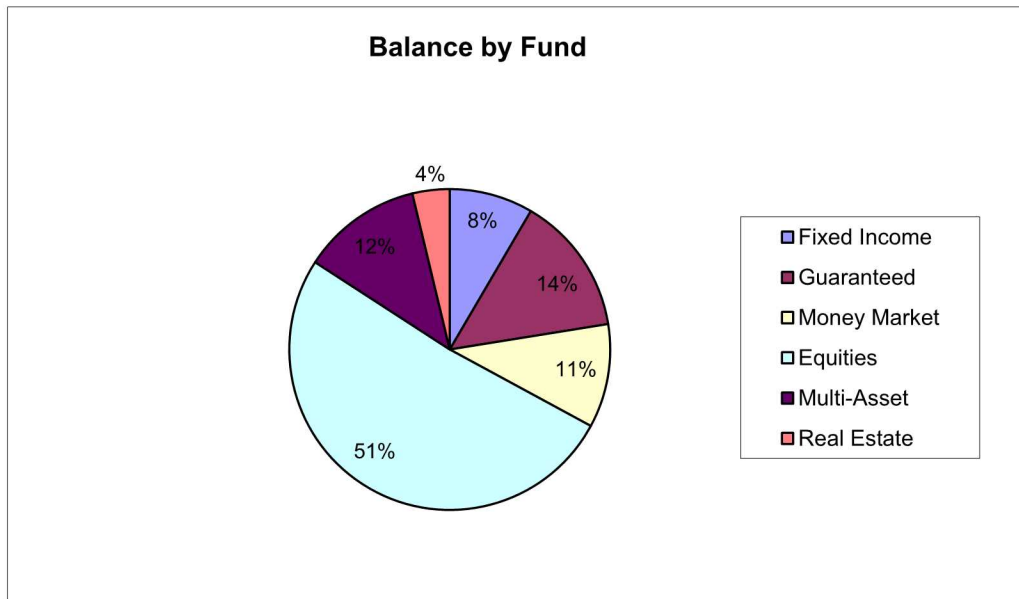
- Advocacy for families (what is available)
 - Client Rights Advocate
- Personal assistance
- Young Adult Services
 - What kind
- Conservatorship
- ABLE ACT
- End of Life

**Harbor Regional Center
Retirement Plan Balances as of 9-30-2018**

	401(k) Employer Contributions	401(k) Employee Contributions	457(b) Employee Contributions	Total Balance
Fixed Income	\$3,035,802	\$1,153,010	\$81,949	\$4,270,761
Guaranteed	\$4,016,896	\$2,503,464	\$577,824	\$7,098,184
Money Market	\$4,170,800	\$1,078,052	\$36,815	\$5,285,667
Equities	\$18,083,855	\$7,462,146	\$389,963	\$25,935,964
Multi-Asset	\$4,528,496	\$1,592,071	\$0	\$6,120,567
Real Estate	\$1,163,876	\$731,998	\$2,904	\$1,898,779
Total	\$34,999,725	\$14,520,742	\$1,089,454	\$50,609,922

* Plan Balances include active and terminated employees still in the Retirement Plan.

** Employee Contributions include \$1,662,596 in Rollover funds.



**Harbor Regional Center
Retirement Plan Balances as of 9-30-2018**

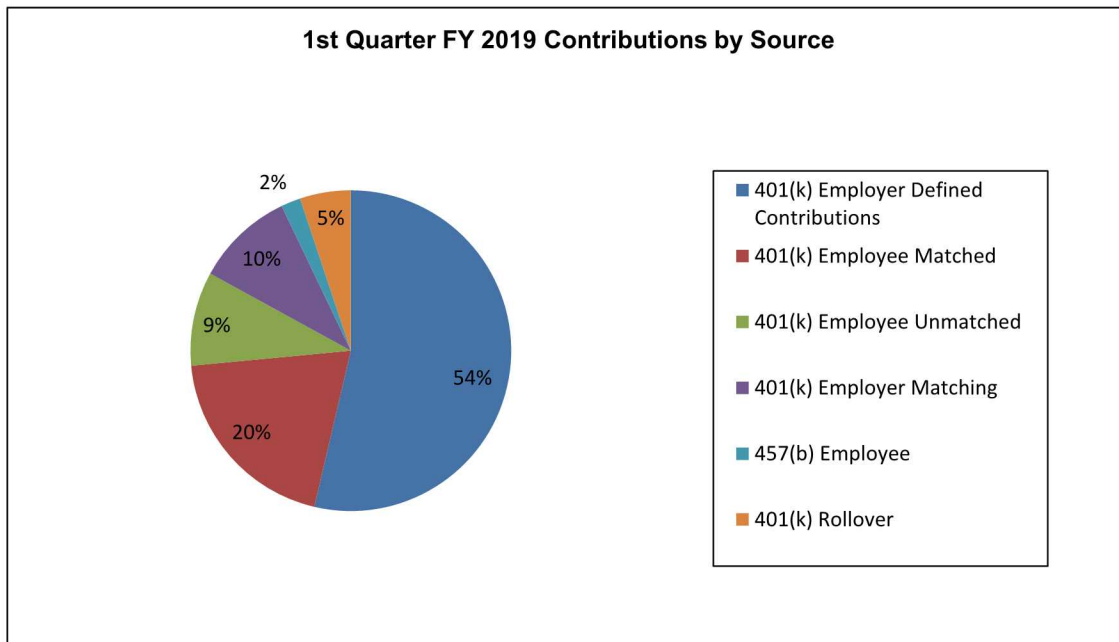
	<u>401(k)</u>	<u>457(b)</u>
Fund Balance 6/30/18	\$48,364,327	\$1,046,469
Activity 7/1/18 - 9/30/18		
Distributions	(\$1,027,979)	\$0
Contributions	\$888,563	\$17,831
Net	\$48,224,912	\$1,064,300
Fund Balance 9/30/18	\$49,520,467	\$1,089,454
Gain/(Loss)	\$1,295,555	\$25,154
% Gain/(Loss) for the Period	2.68%	2.40%

Participants

Active Employees in Retirement Plan	308	6	54%
Terminated Employees in Retirement Plan	262	3	46%
Active Employees Total Balance	\$35,183,727	\$820,949	71%
Terminated Employees Total Balance	\$14,336,741	\$268,505	29%

Contributions

Employer		
Defined (10%)	\$486,331	\$0
Matching (50% of Employee Matched)	\$89,929	\$0
Employee		
Matched (up to 6%)	\$179,860	\$0
Rollover	\$46,492	\$0
Unmatched	<u>\$85,951</u>	<u>\$17,831</u>
	\$888,563	\$17,831



**Harbor Regional Center
Retirement Plan Balances as of 9-30-2018**

<u>Loan Information</u>	<u>as of 6/30/2018</u>	<u>as of 9/30/2018</u>	<u>Increase/ (Decrease)</u>
Employees with Loans			
Active Employees with Loans	32	31	(1)
Terminated Employees with Loans	<u>5</u>	<u>6</u>	<u>1</u>
Total	37	37	0
 Average Balance Amount	 \$8,253	 \$8,026	 (\$227)
 Loan Value Total	 \$305,345	 \$296,962	 (\$8,383)

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes

September 12, 2018

Opening:

The regular meeting of HRC Self Determination Advisory Committee was called to order at 6:20 PM on Wednesday September 12, 2018 in conference room LB-11 at Harbor Regional Center in the city of Long Beach. Quorum was established.

Committee Member Present

Deaka McClain, Client
Miriam Kang, Parent
Sandy Farah, Disability Rights of California
Mariano Sanz, Parent
Linda Chan Rapp, Parent

Committee Member Absent

Rosalinda Garcia, Parent
David Gauthier, Client

HRC Staff Present

Judy Samana Taimi, Client Services Manager

SCDD Staff Present

Melody Goodman

Visitors

None

Welcome

Introductions of committee members, no guests present at this meeting.

Approval of Minutes

Minutes were reviewed by the committee and verbiage needs to be modified to reflect the following, "Minutes from the regular meeting held on June 13, 2018 were approved by all committee members with 1 abstention. "

Minutes for August 8th were reviewed and the following modifications need to be applied:

1. Page 2 under Presentation for Linda Chan Rapp: the date is 7/19/18 and not 7/1/18
2. Page 3 under Financial Management Services: add, "each FMS will serve across the state."

Minutes for August 8th, 2018 were reviewed and approved by all committee members with 1 abstention.

Harbor Regional Center Monthly Update- Judy Samana Taimi

- HRC representative Judy Samana Taimi provided a monthly update to the committee members as to what is going on at HRC.

- Last Informational Meeting held at HRC took place on September 10th with approximately 80 individuals in attendance. This informational meeting was held at the Torrance office in A1 and A2.
- Last day to submit names to DDS will be September 17th.
- DDS will pick names for SDP on October 1st but the program will not start on October 2nd.
- DDS have been asked to include in their acceptance letter to the families that DDS is still in the process of finalizing the plan to roll out the program.
- There are no current dates for train the trainer and the orientation has not been completed.
- There are close to 400 people on the list, not including those who attended informational meetings outside of HRC.
- Things to be done:
 - FMS: possible developing sub-work groups and having weekly meetings
- Big Issue:
 - Independent facilitator: Currently, the service coordinator will still do what they do with RC
 - Judy Marks recommended hiring an IF because it's worth it.
- If the client has not been chosen, they won't receive a letter from DDS but they can check with the portal on the DDS website to confirm their status.

State Council Update- Melody Goodman

- Rights Law Conference last week and it was a full house. A vendor fair was available to the participants.
- Fiesta Educativa

Discussion

- Linda Chan-Rapp recommended for the HRC self-determination page to be updated to reflect the current status of SDP
- Deaka McClain asked what the advisory committee's role will be moving forward?
- Miriam Kang stated
 - Role of the committee is to listen and take action
 - What are the policies within RC that needs to be reviewed?
 - Are the 99 clients required to come to these meetings?
 - Possible increase of Sacramento meetings to 2 times per week
- Mariano Sanz suggested to define the word "Action"
 - Our role as a committee will continue to evolve but we need to define, "Action."
 - Who is the point person from the State Council or HRC that can shed light on this role for the committee?
 - Confidentiality issue by individual clients in the program. We can listen but not engage in discussion. We also need to look for patterns in their complaints.
- Miriam Kang suggested to include a disclaimer in the agenda regarding the committee role
- Mariano Sanz reiterated that people can share their concerns in the meeting; however, the committee cannot engage in discussion.
- Linda Chan-Rapp asked, "What is the path for referring issues?" "Who do we talk to?" "HRC or State?" Most likely HRC staff will be addressing these issues through the service coordinator assigned to their cases.

- Sandy Farah stated that systemic issues that the clients encounter will be discussed through the committee.
- Deaka McClain suggested for the disclaimer, we should indicate how long an individual can talk when raising a concern or making a suggestion.
- Linda Chan-Rapp suggested breakout session specific to departments (ie. Early Childhood, Children's, and Adults).
- Sandy Farah stated that notes to be submitted to DDS will be hard.
- Mariano Sanz suggested for the breakout sessions to be 20 minutes and we need to focus on the Patterns. What is working? What are the pleasant surprises the client/family encountered? What needs to be improved? What questions the client/family still has? Groups should be utilizing the easels to write down key points of their discussion. The groups will come back together to review their questions with everyone and the committee to listen.
 - Recommended 1 or 2 members of the committee to attend the orientation trainings and bring back to the committee
 - The committee may become a defacto support group. How do we foster a support group as a committee?
- Melody Goodman stated that people who attends the advisory meetings want to be heard.
- Deaka McClain asked who the internal point of contact for DDS and she may need to ask this question again at the next meeting.
- Mariano Sanz asked, "What is the fineprint of the disclaimer to be included in the agenda?" "Will it be the statement of our role and what we do?"

Old Business:

- Review Part 2 of the Orientation Materials
- Continue Discussion of our Role as a committee
 - Housekeeping

New Business:

- **Next meeting will be held on Wednesday October 10, 2018 at the HRC Torrance site from 6 PM to 8 PM.**

Adjournment

Chairperson Miriam Kang adjourned the meeting at 6:59 PM. Minutes submitted by Judy Samana Taimi.

HABOR REGOINAL CENTER
Self Determination Advisory Committee
Meeting Minutes

October 10, 2018

Opening:

The regular meeting of HRC Self Determination Advisory Committee was called to order at 6:10 PM on Wednesday October 10, 2018 in conference room A-4 at Harbor Regional Center in the City of Torrance. Quorum was not established due to absent committee members.

Committee Member Present

Rosalinda Garcia, Parent
David Gauthier, Client
Linda Chan-Rapp, Parent
Deaka McClain, Client

Committee Member Absent

Mariano Sanz, Parent
Miriam Kang, Parent
Sandy Farah, Disability Rights California

HRC Staff Present

Mary Hernandez - Director of Adult Services
Liz Cohen-Zeboulon - Client Services Manager
Judy Samara Tami - Client Services Manager
Diana Sandoval - Service Coordinator

SCDD Staff Present

Melody Goodman

Visitors

Jessica Baer - Parent
Toni Salisbury - Parent
Andy Pedregin - Parent
Cindy Pedregin - Parent

Welcome: Introductions of committee members and guests.

Approval of Minutes

Minutes from the regular meeting held on September 12, 2018 were not approved due to not being able to establish a Quorum due to lack of committee members at the October 10th meeting.

Harbor Regional Center Monthly Update - Mary Hernandez

- HRC representative Mary Hernandez continues to give monthly updates to the committee members and guests as to what is going on at HRC in regards to SDP.
- The SD numbers have been adjusted and HRC now has 99 slots instead of the previous 98. 10 Service Coordinators have been assigned to the SD program.
- Mary announced that 99 clients were selected for the SD program accurately reflects the demographics of the agency.
- DDS informed the Regional Centers that they will continue to need hold SD Informational trainings for families and clients who are interested in the program. Families can continue to add their names for submission to DDS after attending an informational meeting.
- HRC is determining the frequency of the Informational meetings. Discussion about holding the informational meetings held quarterly and alternating between the Torrance office and HRC's Long Beach Office. Translators will be available if needed.
- Informational meeting will begin after January 1st, 2019
- SD Fact Sheet has been updated and will be translated in Spanish, SC will continue to hand out updated Fact Sheets at all IPP meetings.
- DDS has sent out letters to families on October 2, 2018 informing them if they were chosen for the SD program, letters were only sent out in English. Families/clients can also check the DDS website to see if they were chosen.
- DDS has not given the Regional Centers a time line as to when SD services will begin.
- HRC will continue to do community outreach and is available to do SD informational meetings.

Presentation:

On October 1st, 2018 Mary Hernandez participated in a conference call with DDS (Jim Knight, Jennifer Parson from DDS and ARCA staff)

- All participants that have been chosen and noticed via letters will be required to attend mandatory orientation training.
- No Start date or timeframe as to when SD Program will start, this depends on how long it will take to complete orientation training and IPP's.
- DDS will be doing train the trainer on orientation material, locations and dates still has not been decided on.
- Once the participant has completed the orientation training they can decide if they want to move forward with SD services or stay with traditional RC service.
- If participant does not move forward with SD program, DDS will select new client from the existing list that they have. Names can be added to list once client or family has completed informational meeting.
- If no budget, would look at what services RC would have purchased and RC would need to certify that these services would have been purchased.
- Social and Recreational services will still be assessed using current statute language. RC will need to certify that we would have bought services.
- AFPF and FCPP still applies in SD Program
- Participants can only be enrolled in one waiver.
- SC will not develop resources, they can give options. Will need to use generics first prior to purchasing a service.
- Still waiting on list of approved SD services from DDS
- Rent, Food, and utilities cannot be purchased with funds from the SDP.
- Independent Facilitator (IF) training cannot come out of the client's budget, DDS is looking at online training to meet requirements, no certification required but some type of verification is needed.
- Parents who act as an IF for their minor child may not pay themselves for this service. Parents of an adult client could be a paid for IF services. Rate of IF to be negotiated (no standard rate)

State Council Update:

- Melody Goodman from the State Council will be retiring as of October 31st. she is not sure who will be replacing her but new staff person will be attending our next SDAC meeting.
- There is currently a push to increase number of participants in SD program, would like to open program to all clients and not wait the three years until the pilot program is over.
- State Council will start providing trainings for I.F

Announcements:

- Committee decided to wait until November meeting to vote on alternating meetings between Long Beach and Torrance for 2019 meetings
- **Next meeting:** November 14th, at HRC's Long Beach Office 6-8pm

Adjournment

Meeting was adjourned at 7:04 PM. Minutes submitted by Liz Cohen-Zeboulon.

Harbor Regional Center
Service Provider Advisory Committee
October 2, 2018, 10:00 am

Members Present:

Member Name	Organization
Paul Quiroz, Chairperson	Cambrian Homecare
Eric Kosta	24HR HomeCare
Brian Lockhart	Aacres
Harry Van Loon	ARC – Long Beach
Brandon Whitfield	Autism Spectrum Therapies
Juan Sanchez	Birth and Family Services
Rhiannon Acree	Cambrian Home Health
Dee Prescott	Easter Seals
Ben Espitia	Goodwill
Scott Elliott	ICAN LA
Kristine Engels	Life Steps Foundation
Alex Saldana	Oxford Services
Terri Nishimura	Pediatric Therapy Network
Angie Rodriguez	Social Vocational Services

HRC Staff Present:

Staff Name	Title
Patricia Del Monico	Executive Director
Erica Reimer Snell	Community Services Director
Leticia Mendoza	Administrative Assistant, Community Services
Kaye Quintero	Controller
Tes Castillo	Accounting Supervisor
Ashley Ayala	Fiscal Review Specialist

Call to Order

Paul Quiroz called the meeting to order at 10:13 a.m.

Presentation on HRC Resource Center

Maria Elena Walsh, Assistant Manager of the Family Resource Center gave a presentation on generic resources information and materials available in the Resource Center. Members were encouraged to visit the resource center.

DDS Updates

Self Determination Program – Erica Reimer Snell reported DDS selected the clients for the program on October 1. Regional Centers have been notified, and DDS is sending letters to all clients/families both selected and not selected. HRC will have 99 clients in the program. HRC has already notified the HRC Service Coordinators assigned to the 99 clients selected. DDS also has a web portal which allows individuals and families to look up to see if they were selected. Selected clients/families must attend an orientation, which will be scheduled no sooner than January 2019. Trainers for each Regional Center will receive their training from DDS sometime in November. HRC will continue to send out updates via email and website. Regional Centers will continue to take names for replacement spots. Service providers should email HRC if they are receiving any questions regarding the program.

Rate Study – Judy Wada reported the response to the rate survey was 52%, which DDS was pleased with. A separate survey for specialized therapeutic services providers is due on October 12. The link to this survey is on the HRC website. Clients and families will also be surveyed by another agency as well.

Electronic Visit Verification – Paul reported the deadline for agencies employing care provider staff will be required to use an Electronic Visit Verification (EVV) process by 2020. California is currently trying to determine what type of EVV system to use. Paul will participate in a stakeholders meeting today at 1:00 to discuss implementation and which system(s) to use. Paul will provide an update at our next meeting.

Budget Update

Prior Year – Judy reported the regional center system is showing a \$40-\$50 million projected surplus, with six regional centers showing deficits. HRC is showing a very small deficit at this time.

Current Year – Judy reported regional centers received their E-1 amendments recently, which included \$155 million in Operations funds and \$1.2 billion in Purchase of Services funds. The CPP plans are still pending. Also, all Regional Centers are currently working on their PEP reports which are due in December.

HRC Updates

HRC 45th Anniversary – Erica reported there will be an anniversary event held in the Spring of 2019. Date is to be determined.

Performance Plan 2019 – Erica reported a public meeting was held September 14 to present the 2019 plan. The plan was presented to and approved by the board on September 18. It has now been submitted to DDS. A copy of the plan is available on the HRC website.

The Great Shake Out – Judy reported the Great Shake Out statewide event will take place on October 18 at 10:18 a.m. Service providers were encouraged to participate. Also, HRC will be testing their Emergency Notification System (ENS) on the evening of October 18.

Patricia Del Monico reported the annual HOPE, Inc. golf tournament will take place this year on October 22 at Old Ranch Country Club in Seal Beach.

Service Provider Updates

Southern California Lanterman Coalition Meeting – Paul reported this meeting took place at HRC on September 13. All Southern California Regional Center Executive Directors participated, as well as 30-40 service providers. Topics covered included how to create a sustainable rate setting system, rate negotiating, and consumer safety.

Next committee meeting is scheduled for December 4, 2018.

Meeting adjourned at 11:35 a.m.