



STATE OF ARIZONA
BOARD OF BEHAVIORAL HEALTH EXAMINERS
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KATIE HOBBS
Governor

TOBI ZAVALA
Executive Director

BOARD OF BEHAVIORAL HEALTH EXAMINERS
MEETING MINUTES
November 9, 2023

Members Present: Kimberly Bailey, Robert Charles, Cedric Davis, Patricia Dobratz, Leannette Henagan (out at 12:50 p.m., in at 1:52 p.m.), Polly Knape, Meaghan Kramer, Adalesa Meek, Diane Palacios, Mark Shen (out at 1:54 p.m.)

Members Absent: Mary Coonrod, Antwan Trotter

Staff Present: Tobi Zavala, Executive Director; Mona Baskin, A.A.G., Erin Yabu, Deputy Director; Jarett Carver, Investigations Manager

1. Call to Order

A meeting of the Arizona Board of Behavioral Health Examiners was called to order on November 9, 2023 at 9:08 a.m. with Ms. Meek presiding.

2. Roll Call

See above.

3. Minutes: review, consideration and action

A. February 8, 2023, teleconference meeting minutes
Tabled due to lack of quorum.

B. June 9, 2023, executive session minutes/agenda item 10B

Ms. Bailey moved, seconded by Ms. Dobratz, to approve the executive session minutes/agenda item 10B for the June 9, 2023 meeting as submitted. The motion passed unanimously. Mr. Charles, Mr. Davis, and Ms. Palacios abstained.

C. June 9, 2023, executive session minutes/agenda item 12H

Mr. Shen moved, seconded by Ms. Bailey, to approve the executive session minutes/agenda item 12H for the June 9, 2023 meeting as submitted. The motion passed unanimously. Mr. Charles, Mr. Davis, and Ms. Palacios abstained.

D. July 31, 2023, teleconference meeting minutes

Ms. Palacios moved, seconded by Ms. Henagan, to approve the teleconference meeting minutes for the July 31, 2023 meeting as submitted. The motion passed unanimously. Ms. Bailey, Ms. Henagan, and Mr. Shen abstained.

E. October 13, 2023, general meeting minutes

Ms. Palacios moved, seconded by Ms. Hengan, to approve the general meeting minutes for the October 13, 2023 meeting as submitted. The motion passed unanimously. Ms. Knape abstained.

4. Consent Agenda: review, consideration and action

A. Cases recommended for dismissal

1. 2023-0215, Jason Willyerd, LPC-19378
2. 2024-0043, Douglas Winter, LISAC-15101

Following discussion, Ms. Palacios moved, seconded by Ms. Knape, to approve the consent agenda item 4(A). The motion passed unanimously.

B. Cases recommended for dismissal with a letter of concern.

1. 2024-0040, Michael Panico, LPC-0183
2. 2023-0178, Lauri Jose, LAC-16616, LISAC-11784

Following discussion, Ms. Dobratz moved, seconded by Ms. Bailey, to approve the consent agenda item 4(B)(2). The motion passed unanimously.

1. 2024-0040, Michael Panico, LPC-0183

Ms. Zavala summarized the Board's investigation.

The complainant appeared telephonically and addressed the Board.

The professional and his attorney, Pilar Mendoza, appeared telephonically and addressed the Board.

Following discussion, Mr. Shen moved, seconded by Ms. Bailey, to dismiss the complaint with a letter of concern addressing the professional's responsibility to communicate professionally in the workplace. The motion passed unanimously.

C. Cases recommended for opening a complaint and dismissing with a letter of concern

N/A

D. Cases recommended for acceptance of a proposed signed non-disciplinary consent agreement.

1. 2023-0137, Colleen Austin, LMSW-16092
2. 2023-0139, Keli Dersch-Baldonado, LPC-17337
3. 2024-0051, Lucas Howarth, LPC-21799
4. 2023-0142, Annia Salas, LPC-15763
5. 2023-0131, Terrance Southern, LPC-22538

Following discussion, Ms. Palacios moved, seconded by Ms. Hengan, to approve the consent agenda item 4(D)(1-2)(4-5). The motion passed unanimously. Mr. Shen abstained.

3. 2024-0051, Lucas Howarth, LPC-21799

Ms. Zavala summarized the Board's investigation.

The complainant appeared telephonically and addressed the Board.

The professional appeared telephonically and addressed the Board.

Following discussion, Ms. Dobratz moved, seconded by Ms. Bailey, to accept the proposed signed non-disciplinary consent agreement. The motion passed unanimously.

E. Cases recommended for opening a complaint and acceptance of a proposed signed non-disciplinary consent agreement.

1. Robin Horn, LPC-17931

Following discussion, Ms. Henagan moved, seconded by Ms. Knape, to approve the consent agenda item 4(E). The motion passed unanimously.

F. Cases recommended for acceptance of a proposed signed disciplinary consent agreement.

N/A

G. Cases recommended for opening a complaint and acceptance of a proposed signed disciplinary consent agreement.

N/A

H. Cases recommended for opening a complaint and denying for unprofessional conduct.

N/A

- I. Cases recommended for release from consent agreements.
 1. 2023-0071, Brighton Brick, LMSW-7663T (active-restricted)
 2. 2023-0026, Christine Colburn, LPC-17895
 3. 2021-0039, Morgan Fecht, LPC-19210 (active-restricted)
 4. 2021-0139, L. Magali Hoy-Nielsen, LCSW-16580 (active-restricted)
 5. 2022-0012, Richard Jewell, LASAC-15420 (active-restricted)
 6. 2023-0054, Alexis Santa-Cruz, LAMFT-10853
 7. 2023-0221, Jill Unruh, LPC-17697 (active-restricted)
 8. 2023-0088, Elaine Winter, LCSW-11917

Following discussion, Ms. Dobratz moved, seconded by Ms. Palacios, to approve the consent agenda item 4(I). The motion passed unanimously.

The Board took a break 10:59 a.m., reconvening its public meeting at 11:15 a.m.

5. Administrative Hearings

Administrative Hearing Pursuant to A.R.S. §§ 32-3281 and 41-1092.07, the Board will conduct administrative hearings or consider related procedural issues in the following matter(s). During the administrative hearing, the Board may go into executive session to discuss confidential records pursuant to A.R.S. § 38-431.03(A)(2) or to obtain legal advice pursuant to A.R.S. § 38- 431.03(A)(3).

N/A

6. Formal Interviews

N/A

7. Complaints and other disciplinary matters: review, consideration and action

A. 2023-0162, Amanda Curry, LPC-18917

Ms. Zavala summarized the Board’s investigation.

The complainant was properly noticed, but failed to appear.

The professional was properly noticed, but failed to appear.

Following discussion by members, Mr. Davis moved, seconded by Ms. Kramer, to accept the signed proposed consent agreement. The motion passed unanimously.

	Kimberly Bailey	Robert Charles	Mary Coonrod	Cedric Davis	Patricia Dobratz	Leanne Henagan	Polly Knape	Meaghan Kramer	Adalesa Meek	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X		X	X		X	X	X	X	X	
NAY												
Absent			X			X						X

B. 2023-0172, Ashley Curtis, LAC-22203

Mr. Carver summarized the Board’s investigation.

The complainant’s representative appeared and addressed the Board.

The professional appeared and addressed the Board.

Following further discussion, Ms. Palacios moved, seconded by Ms. Kramer, to offer the professional a 12 month non-disciplinary consent agreement for completion of 3 clock hours in behavioral health ethics, 3 clock hours in boundaries, and 3 clock hours in the Arizona Statutes/Regulation Tutorial, and if not signed, to invite the professional to participate in a formal interview and, if not accepted to remand the matter to a formal hearing. The motion passed unanimously.

C. 2023-0059, Esther Delpozo, LCSW-16700

Mr. Carver summarized the Board’s investigation.

The complainant was properly noticed, but failed to appear.

The professional and her attorney, Robin Burgess, appeared telephonically and addressed the Board.

Following review and discussion by members, Ms. Dobratz moved, seconded by Ms. Kramer, to find the following violations:

- A.R.S. § 32-3251(16)(m), engaging or offering to engage as a licensee in activities that are not congruent with the licensee's professional education, training or experience
- A.R.S. § 32-3251(16)(p), failing to conform to minimum practice standards as developed by the board as it relates to:
 - A.A.C. R4-6-1101, Consent for Treatment
 - A.A.C. R4-6-1103, Client Record
 - A.A.C. R4-6-1106, Telepractice

The motion passed unanimously. Mr. Shen recused.

Following further review, Ms. Dobratz moved, seconded by Ms. Bailey, to offer a consent agreement that stipulates the following:

- The licensee shall be placed on probation for 12 months
- The licensee shall complete pre-approved continuing education in:
 - 3 clock hours in behavioral health ethics to include scope of practice
 - 3 clock hours in Arizona documentation
 - 6 clock hours in working with first responders

and if not signed, to invite the professional to participate in a formal interview and, if not accepted to remand the matter to a formal hearing. The motion passed unanimously. Mr. Shen recused.

	Kimberly Bailey	Robert Charles	Mary Coonrod	Cedric Davis	Patricia Dobratz	Leannette Henagan	Polly Knappe	Meaghan Kramer	Adalesa Meek	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X		X	X	X	X	X	X	X		
NAY												
Absent			X								Recused	X

D. 2023-0177, Bruce Hill, LMFT-15476

Ms. Zavala summarized the Board's investigation.

The complainant appeared telephonically and addressed the Board.

The professional's attorney, Mandi Karvis, appeared and addressed the Board.

Following review and discussion by members, Ms. Bailey moved, seconded by Ms. Knappe, to find the following violation:

- A.R.S. § 32-3251(16)(p), failing to conform to minimum practice standards as developed by the board as it relates to:
 - A.A.C. R4-6-1101, Consent for Treatment
 - A.A.C. R4-6-1102, Treatment Plan
 - A.A.C. R4-6-1103, Client Record
 - A.A.C. R4-6-1104, Financial and Billing Records
 - A.A.C. R4-6-1106, Telepractice

The motion passed unanimously.

Following further review, Ms. Bailey moved, seconded by Ms. Hengan, to offer a consent agreement that stipulates the following:

- The licensee shall be placed on probation for 12 months
- The licensee shall complete pre-approved continuing education in:

- 6 clock hours in behavioral health ethics
- 6 clock hours in Arizona documentation
- 6 clock hours in couples work
- 3 clock hours in billing to include fraud, waste, and abuse
- The licensee shall obtain a practice monitor and submit an audit plan with quarterly reports submitted to the Board
- The frequency will be weekly for the first month, and then monthly for no less than six months. The frequency for the remaining time will be at the recommendation of the practice monitor with early release available

and if not signed, to invite the professional to participate in a formal interview and, if not accepted to remand the matter to a formal hearing. The motion passed unanimously.

	Kimberly Bailey	Robert Charles	Mary Coonrod	Cedric Davis	Patricia Dobratz	Leannette Henagan	Polly Knappe	Meaghan Kramer	Adalesa Meek	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X		X	X	X	X	X	X	X	X	
NAY												
Absent			X									X

E. 2023-0154, Aubrey Laird, LAC-18074

Mr. Carver summarized the Board’s investigation.

The professional appeared telephonically and addressed the Board.

Following review and discussion by members, Ms. Knappe moved, seconded by Ms. Kramer, to find the following violations:

- A.R.S. § 32-3251(16)(j), engaging in conduct that the board determines is gross negligence or repeated negligence in the licensee's profession
- A.R.S. § 32-3251(16)(m), engaging or offering to engage as a licensee in activities that are not congruent with the licensee's professional education, training or experience
- A.R.S. § 32-3251(16)(ii), violating any federal or state law, rule or regulation applicable to the practice of behavioral health, as it relates to
 - A.A.C. R4-6-205. Change of Contact Information
 - A.A.C. R4-6-210. Practice Limitations
 - A.A.C. R4-6-211. Direct Supervision: Supervised Work Experience: General

The motion passed unanimously.

Following further review, Ms. Knappe moved, seconded by Ms. Kramer, to offer a consent agreement that stipulates the following:

- The licensee shall be placed on probation for 24 months
- Stayed revocation
- The professional shall complete a pre-approved 3 semester credit hour graduate level course in behavioral health ethics
- The licensee shall complete pre-approved continuing education in:
 - 3 clock hours in fraud, waste, and abuse
 - 3 clock hours in the Arizona Statutes/Regulation Tutorial
 - 12 clock hours of continuing education in clinical supervision training that meets requirements in R4-6-214 to be completed in the last six months of the term of the consent agreement
- The professional shall receive clinical supervision weekly for six months from a pre-approved independently licensed behavioral health professional. The frequency for the remaining time will be at the recommendation of the therapist, but not less than monthly.
- Clinical supervision shall focus on scope of practice, behavioral health ethics, continuity of care, assessing acuity of client and appropriate level of care, and Arizona statutes and rules

- A practice restriction shall be in place for no participation in supervised private practice or supervision of staff or programs in a behavioral health setting
- The professional shall update contact information within 24 hours of an executed consent agreement

and if not signed, to invite the professional to participate in a formal interview and, if not accepted to remand the matter to a formal hearing. The motion passed unanimously.

	Kimberly Bailey	Robert Charles	Mary Coonrod	Cedric Davis	Patricia Dobratz	Leannette Henagan	Polly Knape	Meaghan Kramer	Adalesa Meek	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X		X	X	X	X	X	X	X	X	
NAY												
Absent			X									X

Following further review, Ms. Knape moved, seconded by Ms. Kramer, to refer Cape Behavioral Health and Mogollon Treatment Center to the Arizona Department of Health Services. The motion passed unanimously.

F. 2023-0066, Lekeshia Mathis, LMSW-19141

Ms. Zavala summarized the Board’s investigation.

The complainant was properly noticed, but failed to appear.

The professional and her attorney, Leah Schachar, appeared addressed the Board.

Following review and discussion by members, Ms. Kramer moved, seconded by Ms. Bailey, to find the following violations:

- A.R.S. § 32-3251(16)(d), making any false, fraudulent or deceptive statement connected with the practice of behavioral health, including false or misleading advertising by the licensee or the licensee's staff or a representative compensated by the licensee
- A.R.S. § 32-3251(16)(ii), violating any federal or state law, rule or regulation applicable to the practice of behavioral health, as it relates to
 - A.R.S. § 32-3286

The motion passed unanimously.

Following review and discussion by members, Ms. Dobratz moved, seconded by Ms. Knape, to find the following violation:

- A.R.S. § 32-3251(16)(m), engaging or offering to engage as a licensee in activities that are not congruent with the licensee's professional education, training or experience

The motion passed unanimously.

Following further review, Ms. Knape moved, seconded by Ms. Dobratz, to offer a consent agreement that stipulates the following:

- The licensee shall be placed on probation for 24 months
- Stayed suspension
- No early release
- The licensee shall complete pre-approved continuing education in:
 - 3 clock hours in behavioral health ethics
 - 3 clock hours in fraud, waste, and abuse
 - 12 clock hours of continuing education in clinical supervision training that meets requirements in R4-6-214
 - 3 clock hours in Arizona Statutes/Regulation Tutorial

- The professional shall receive clinical supervision weekly for six months from a pre-approved independently licensed behavioral health professional. The frequency for the remaining time will be at the recommendation of the therapist, but not less than monthly
- Clinical supervision shall focus on scope of practice, behavioral health ethics, Arizona documentation, and Arizona statutes and rules
- A practice restriction shall be in place for no participation in supervised private practice

and if not signed, to invite the professional to participate in a formal interview and, if not accepted to remand the matter to a formal hearing. The motion passed unanimously.

	Kimberly Bailey	Robert Charles	Mary Coonrod	Cedric Davis	Patricia Dobratz	Leanne Henagan	Polly Knape	Meaghan Kramer	Adalesa Meek	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X		X	X	X	X	X	X	X	X	
NAY												
Absent			X									X

G. 2024-0093, Jehu Medina, LMSW-20693
 Ms. Zavala summarized the Board’s investigation.

The professional was properly noticed, but failed to appear.

Following review and discussion by members, Ms. Kramer moved, seconded by Ms. Bailey, to find the following violations:

- A.R.S. § 32-3251(16)(l), engaging in any conduct, practice or condition that impairs the ability of the licensee to safely and competently practice the licensee's profession
- A.R.S. § 32-3251(16)(n), failing to comply with or violating, attempting to violate or assisting in or abetting the violation of any provision of this chapter, any rule adopted pursuant to this chapter, any lawful order of the board, or any formal order, consent agreement, term of probation or stipulated agreement issued under this chapter

The motion passed unanimously.

Following further discussion by members, Ms. Kramer moved, seconded by Ms. Knape, to offer the professional a consent agreement for the voluntary surrender of the professional’s license, and if not signed, remand the matter to a formal hearing. The motion passed unanimously.

	Kimberly Bailey	Robert Charles	Mary Coonrod	Cedric Davis	Patricia Dobratz	Leanne Henagan	Polly Knape	Meaghan Kramer	Adalesa Meek	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X		X	X		X	X	X	X	X	
NAY												
Absent			X			X						X

H. 2024-0064, Christine Ostrom, LMSW-15632
 Ms. Zavala summarized the Board’s investigation.

The complainant appeared and addressed the Board.

The professional was properly noticed, but failed to appear.

Following further discussion by members, Ms. Bailey moved, seconded by Ms. Hengan, to accept the signed proposed consent agreement for the voluntary surrender of the professional’s license. The motion passed unanimously.

	Kimberly Bailey	Robert Charles	Mary Coonrod	Cedric Davis	Patricia Dobratz	Leanne Henagan	Polly Knape	Meaghan Kramer	Adalesa Meek	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X		X	X	X	X	X	X	X	X	
NAY												
Absent			X									X

I. 2023-0080, 2024-0116, Jennifer Silvas, LAC-20502

Ms. Zavala summarized the Board’s investigation.
The complainants were properly noticed, but failed to appear.

The professional’s attorney, Michael Goldberg, appeared telephonically and addressed the Board.

Following further discussion, Ms. Dobratz moved, seconded by Ms. Kramer, to consolidate complaint numbers 2023-0080 and 2024-0116. The motion passed unanimously. Ms. Knape and Ms. Palacios recused.

Following further discussion by members, Ms. Dobratz moved, seconded by Ms. Kramer, to accept the signed proposed consent agreement for the voluntary surrender of the professional’s license. The motion passed unanimously. Ms. Knape and Ms. Palacios recused.

	Kimberly Bailey	Robert Charles	Mary Coonrod	Cedric Davis	Patricia Dobratz	Leanne Henagan	Polly Knape	Meaghan Kramer	Adalesa Meek	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X		X	X	X		X	X		X	
NAY												
Absent			X				Recused			Recused		X

J. Michael Smith, LPC-19290 (active-restricted)

Ms. Zavala summarized the background information.

The professional appeared and addressed the Board.

Following discussion, Ms. Knape moved, seconded by Ms. Dobratz, to open a complaint for further investigation. The motion passed unanimously.

The Board took a break 12:11 p.m., reconvening its public meeting at 12:50 p.m.

8. Assistant Attorney General’s Report: Mona Baskin, A.A.G.

N/A

9. Applications for licensure and educational programs: review, consideration and action

A. Review, consideration, and possible action regarding applications for licensure

Counseling

Mr. Shen moved, seconded by Ms. Bailey, to deny 4 applications based on a failure to pass the required examination and 2 applications based on a failure to take the required examination. The motion passed unanimously.

Marriage and Family Therapy

Ms. Bailey moved, seconded by Ms. Knape, to deny 1 application based on a failure to meet the minimum requirements. The motion passed unanimously.

Social Work

Mr. Davis moved, seconded by Ms. Palacios, to deny 5 applications based on a failure to pass the required examination and 3 applications based on a failure to take the required examination. The motion passed unanimously.

Substance Abuse Counseling

Ms. Palacios moved, seconded by Ms. Knape, to deny 1 application based on a failure to pass the required examination. The motion passed unanimously.

B. Review, consideration, and possible action regarding applications for educational programs

N/A

10. Report from Chair

A. Summary of current events

No report.

11. Report from the Treasurer

A. Review, consideration, and possible action regarding October financial report
Tabled.

12. Report from the Executive Director and/or staff

A. Review, consideration and action regarding writing disability letters for clients

Board members discussed the writing of letters for clients, completing paperwork, evaluative documentation or to third-parties about a client's disability(ies), required accommodation(s), or capacity to work. The Board noted the potential for conflict of interest, exploitation of clients, and dual relationships when such letters are written. Writing such letters requires specific training, competency, and a level of objectiveness.

Conflict of Interest, Exploitation, and Dual Relationship: It is inappropriate for a licensee who is providing psychotherapy to a client, to write letters to a third-party about the client's disability(ies), required accommodation(s), or capacity to work, because of the potential for conflict of interest, exploitation of the client, and dual relationship.

Scope of Practice: Furthermore, the writing of a letter to a third-party about a client's disability(ies), required accommodation(s), or capacity to work, is outside of the scope of practice for counseling, social work, marriage and family therapy, and substance abuse counseling. While some licensees may possess the competency to write such letters due to training or credentials received outside of their AZBBHE licenses, they may not do so for any client to whom they are also providing psychotherapy.

The Board will continue to review cases on an individual basis to determine competency and adequate training of the practitioner with regard to letter writing. For additional details of the discussion, listening to the full audio recording is highly encouraged (Time Stamp 4:10:50).

B. Discussion regarding rulemaking process

Ms. Zavala provided an update regarding the rulemaking process, which is tentatively scheduled to begin in January.

C. Discussion regarding supervision standards for unlicensed individuals

Board members discussed proposing requirements for licensees when supervising behavioral health technicians and/or behavioral health professionals in a licensed DHS facility.

D. Discussion regarding Board meeting attendance for licensees regarding a complaint matter

Ms. Zavala provided a reminder to Board members that as part of a complaint matter, attendance at a Board meeting may be included as a requirement.

E. Review, consideration and action relating to Board action taken at the July 31, 2023, teleconference Board meeting, regarding notice of termination of rulemaking of AAC R4-6-217(B)(2)(a)(i), and ratification of the same
Following discussion, Ms. Kramer moved, seconded by Ms. Dobratz, to ratify Board action taken at the July 31, 2023, teleconference Board meeting, regarding notice of termination of rulemaking of AAC R4-6-217(B)(2)(a)(i). The motion passed unanimously.

F. Discussion regarding Ms. Zavala ad Ms. Henagan's attendance and participation at the Association of Social Work Board's Delegate Assembly

Ms. Zavala and Ms. Henagan shared their experience at the Association of Social Work Board's Delegate Assembly to be beneficial. Ms. Zavala was the recipient of the Glenda McDonald Board Administrator Award.

G. Discussion regarding Ms. Zavala and Ms. Yabu's participation at the Arizona Counseling Association fall conference

Ms. Zavala shared her experience at the Arizona Counseling Association fall conference, and Board staff provided two presentations and manned a booth at the conference. Ms. Yabu also shared that her experience was positive.

H. Discussion regarding the stipulated confidential rehabilitation agreement in regards to drug testing

Board members discussed the stipulated confidential rehabilitation agreement in regards to drug testing and requested more information to further discussion related to cost.

I. Review, consideration and action regarding Board member and staff attendance at the American Association of State Counseling Board's conference in January

Following discussion, Mr. Davis moved, seconded by Ms. Bailey, to approve the attendance of Ms. Meek, Ms. Knape, and two Board staff at the American Association of State Counseling Board's conference in January.

J. Discussion regarding Board member appointments

Ms. Zavala shared that this was Ms. Dobratz last Board meeting and thanked her for her service. Ms. Hengan, Mr. Shen, and Ms. Palacios are in the process of being reappointed.

13. Request for extension of inactive status: review, consideration and action

N/A

14. Future agenda items

- New Board member training

15. Call for public comment

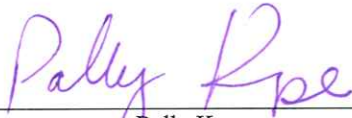
Jennifer Littlejohn, licensee, appeared and addressed the Board regarding the related-human cost for stipulated confidential rehabilitation agreements, increasing pay for licensees, coordinated care related to letters for clients, veteran and military client need for disability letters, and proposed questions related to her agendized case.

16. Establishment of future meeting date(s)

The next regular meeting is scheduled for Friday, December 8, 2023, at 9:00 a.m., at 1740 W. Adams St., Board Room C.

17. Adjournment

Ms. Kramer moved, seconded by Ms. Knape, to adjourn. The motion passed with Ms. Dobratz opposed and the meeting was adjourned at 2:56 p.m.



Polly Knape
Secretary/Treasurer



Date