

Erie County Gaming Revenue Authority

Minutes of the Board of Directors' Meeting May 19, 2022

Meetings for the Board of Directors of ECGRA can begin meeting in a physical location per Governor Wolf's proclamation of June 11, 2021. However, each member and ex-officio has the option to attend in person or virtually. Members of the public can now speak at the physical location of 5240 Knowledge Parkway.

CALL TO ORDER

The Board of Directors' Meeting of the Erie County Gaming Revenue Authority was held on May 19, 2022 at 5240 Knowledge Parkway, Erie, PA 16510. Legal Notice of the meeting was given through an advertisement appearing in the Erie Times-News. The meeting was called to order by the Chair.

ROLL CALL

Mr. Barney, Mr. DiPaolo, Ms. Hess, and Mr. Sample are present via Zoom. Mr. Winschel is present in person. Mr. Wachter and Dr. Wood are present in person.

APPROVAL OF THE AGENDA

Mr. Sample makes a motion to approve the agenda. Mr. Winschel seconds the motion. There is no discussion of the agenda. Motion carries 5-0.

<u>APPROVAL OF MINUTES</u> – April 2022

Mr. Sample makes a motion to accept the minutes as presented. Mr. DiPaolo seconds the motion. There is no discussion on the minutes. Motion carries 5-0.

DIRECTOR'S COMMENTS

There are no comments by any Board member at this time.

COMMENTS BY THE CHAIR

Mr. Barney: I will just echo what I said last month, thank you for all the work you do, and I look forward to another prosperous and productive year.

PUBLIC COMMENT

Mr. Aliota: It's just a little confusing on the campus. I could not hear the participants, the Board members, so I presume that the public, citizens can zoom into the board meeting? What is the policy of ECGRA?

Mr. Wachter: Generally, we do not allow members of the public to zoom in; we have a public place here.

Mr. Aliota: So, you have to attend in person if you want to speak. I apologize to Dr. Wood.

Dr. Wood: For what?

Mr. Aliota: Maybe I'm a dinosaur and I can't hear. I apologize for calling you Mr. Wood in one of my correspondences. I didn't realize.

Dr. Wood: No worries. I answer to both.

Mr. Aliota: Thank you. This is my first public meeting. Do you record? I just had a couple of questions.

Mr. Wachter: This is an opportunity for public comment; we don't have time to engage.

Mr. Aliota: So, I would have to put it in writing to ask the Board or Director whether you record . . .

Mr. Barney: Excuse me. I'm having a problem hearing.

Mr. Wachter moves his computer closer to Mr. Aliota in order to be heard better.

Mr. Wachter: We'll be able to get you copies of the meeting; they're available online. We need to get on with public comment.

Mr. Aliota: A while back, I asked for some simple documents that should be available at a municipality or a municipal government entity and it got a little bit confusing. At the time, I had asked for just a simple Statement of Financial Interest, the appointment of Mr. Winschel, the basic documents that should be available, but I received a note back, "Please submit a Right-to-Know."

I have great difficulty in asking for public documents through a Right-to-Know because then I'm accused of increasing the cost of preparing a Right-to-Know. Now, if the By-Laws, simple By-Laws should be posted on the website, but yet I have to ask for it through a Right-to-Know. Now, the Right-to-Know is reviewed and prepared and answered by the ORO – Open Records Officer – of the public entity.

What I found in the past 10 years, actually I started in 2009-2010 when the Sunshine Act was passed in 2008. The Right-to-Know automatically goes to the attorney and the attorney is Mr.

Wachter here at the table, and he reviews it, and of course he charges his legal fees to review it, to see if everything is legal, etc. That is, I believe, the responsibility of the ORO. And as the ORO, there is nothing illegal, or it should be legal, if you have the document By-Laws, a copy of the Statement of Financial Interest of a new Board member, but yet I was asked to submit a Right-to-Know.

Ok, so I submitted a Right-to-Know and I received back a letter sent to - it was addressed to me on the top of the letter - but it was Dear Ms. Clark. It should have been Dear Mr. Aliota. The date on it was May 4th and I received it on May 3rd, so the date is wrong, and I documented this. I then had to follow up and I sent a note to Dr. Wood and Tammi, and by the way, Tammi was very accommodating and helpful when I was communicating with her during this time. I waited nine days for the correction to that letter, and that was a letter just extending it 30 days . . .

Mr. Wachter: Mr. Aliota, we're at six minutes right now so we have given you a little bit of an extension.

<u>Mr. Aliota</u>: Ok, alright. All I want to do is just advise the Board members that when you have a public document, it should be posted and placed – especially the By-Laws – on the website because now this is costing taxpayer money. It's costing ECGRA money.

So, all I can say is thank you for entertaining my public comments and I hope to hear from the appeals officer of the Office of Open Records. Thank you.

Mr. Barney: Thank you, Mr. Aliota. We will take your comments under consideration and act accordingly. Thank you.

PRESENTATIONS

a. Maher Duessel – Amanda Jaros

<u>Dr. Wood</u>: I'd like to introduce you to Amanda Jaros. Amanda has taken the lead on our audit with Maher Duessel. I'm going to turn it over to her. Just a reminder that today is the draft of the audit so she is going to present what we will consider a draft, then we give the Board 30 days to respond to anything that we discuss here today. You can certainly ask the staff questions, you can ask Amanda questions directly, whatever you're most comfortable with as a Board member and we will take that feedback into consideration as she proceeds to finalize the audit. Amanda, I'll turn it over to you.

<u>Ms. Jaros</u>: Thanks, Perry. I appreciate that. As Perry had mentioned, my name is Amanda Jaros. I serve as the audit Supervisor on your audit. I was on your audit last year and had the opportunity to present to you all last year as well. I do have a presentation to share with the Board. Tammi, am I able to share my screen?

Ms. Michali: You should have that capability. If you can't, I do have a copy of the presentation.

Ms. Jaros: Can everyone see my screen?

Several members say yes.

Ms. Jaros: As part of our audit, we are going to be issuing three reports as part of the audit. We will be issuing the Financial Statements, the Communication to Those Charged with Governance Letter,

documents, so those I will go over in depth today in this meeting. The Communication Charged to Those with Governance Letter and the Management Letter are specifically for the Board so I don't know if you still have somebody from the public in the room, but these items are not publicly available so I would ask that before I go into depth with those specific areas that are just for the Board, please let me know so I can stop the presentation after the Financial Statements, and then I can go onto the other two letters at a later point in time.

Mr. Wachter: Amanda, we can skip those letters at his time, and we will take a look at them later.

Ms. Jaros: Excellent. Thank you so much. They are the first couple of slides so let me just skip past these first.

As part of the audit, we have issued an unmodified opinion of the audit; that is the highest level of opinion that we can issue. Our responsibility as auditors is to express an opinion on your Financial Statements; it's a reasonable but not absolute assurance on those Financial Statements that they are free of material misstatement. Your responsibility as Management is for those Financial Statements directly. It is your responsibility as Management as well for the design, implementation, and maintenance of internal control. Again, as part of our audit we did express an unmodified opinion which, again, is the highest level of opinion we can issue.

These are some comparative numbers for you if you are reviewing the Financial Statement directly, it's the single year presentation only, but this slide that I have for you is prior year to current year variances, so you can see those differences very clearly here. You can see at year-ended 3/31/22 that your total assets sat at \$22.9M, with total liabilities at approximately \$4M, and with a net restricted position of \$18.9M. You will see that cash went up pretty significantly and that is due to the ARPA funs being received; those were received in cash. You will see the other side of that entry is the total liabilities of the almost \$4M. So, those ARPA dollars will be sitting in an unearned revenue account until they are spent. As they are spent, and you did spend a portion of that during the year, as they are spent the unearned revenue will continue to be drawn down and the revenue will be applied in that specific year.

You do have a current portion as well as a Note Receivable in the current year; that is due to the new Note Receivable for the loan with the Youth Leadership Institute. That is considered to be a one-year Note Receivable and that was considered a current asset, versus the non-current assets.

This next page is your summary statement of revenues, expenses, and changes in net position. You'll see here that you had gaming revenue of approximately \$6.2M; that is an increase over the prior year. That increase is attributable to the Interactive Gaming Revenue that was received that I know you are all aware of. You will also see the Government Grant line item of \$10,000 – that is for your ARPA dollars, so that is ARPA monies spent and therefore the revenue was then recognized on the accrual basis of accounting. You also have a large portion of your expenses are for grants awarded, so that is approximately \$3.3M, which is a slight decrease from the prior year. That decrease is attributable to the prior year you utilized a lot of those grants to give COVID-19 relief grants. With that CARES funding and the COVID-19 revenue received in the previous year, that is what caused the increase. You have other operating expenses of approximately \$430,000 – that is for your rent, salaries & wages, occupancy costs, utilities, etc.

At year end, you had total operating revenue at approximately \$4.4M, total operating expenses of \$3.7M, a small non-operating revenue of interest in regards to those Notes Receivable at \$5,000, and therefore a change in net position increase of approximately \$2.7M.

This is the contact information for myself and the audit engagement partner, Michelle Bryan. Unfortunately, she was not able to make the meeting today, so I was going to be giving the full presentation on my own. She is certainly available if anybody has any questions. Again, as I had mentioned in the beginning of my presentation, this Financial Statement is widely available, that will

be posted on ECGRA's website. I know that other Financials Statements are available there. And the other two letter are Management Only documents.

I will conclude my presentation at this time until you notify me when I'm ready to go again.

<u>Dr. Wood</u>: Very good. Does anyone have any immediate questions for Amanda? We will make sure those contact names are available to you. After you get a chance to peruse the documents she has provided, don't hesitate to reach out to her directly or if you want to ask the staff questions. I think it's important to note that Mr. Cleaver couldn't be here today; he's having some health problems, but as the Treasurer, he interacted with Amanda on all of these issues. I had a conversation with him and he's comfortable with the document as it is, and he wanted me to relay that to you here today. And as the Board Treasurer, you can reach out directly to him as well if you have any questions.

Anything for Amanda? Ok. Amanda, thanks so much for taking time to be with us. We will be in touch soon.

<u>Ms. Jaros</u>: No problem. Did you want me to wait until the end for you to have an executive session for those other two items?

<u>Dr. Wood</u>: Should we just do it now or should we wait until the end of the meeting?

Mr. Wachter: Let's hold off. Amanda, if you could just send those to Dr. Wood and we'll have those distributed and we'll get back to you if we have questions.

Ms. Jaros: Excellent. Thank you so much.

Mr. Barney: Thank you, Amanda.

Mr. Wachter: Hey Amanda? (Slight pause) We can review those documents now, as the member of the public has left. However, we're still recording the meeting and I would anticipate at some point somebody will ask for a copy of that recording. Tammi, is there some way we can stop recording and pick up again?

Ms. Michali pauses the recording at 8:51am. The meeting resumes at 8:53am.

<u>Mr. Wachter</u>: We will just note for the record that we had gone into a brief executive session in order to receive legal advice and now we just go back to Amanda for a brief overview of the Management Letter.

Ms. Jaros: And the other item is the Communication to Those Charged with Governance Letter, so I'll go ahead and share those couple slides on the presentation. I did go over our responsibility as the auditor. We also have certain paragraphs within the Communication Letter in regards to accounting policies, estimates, disclosures, etc. There are some significant accounting estimates for accrual basis statements for your Financial Statements and those are the Allowance for Uncollectable Notes Receivables, so that is an estimate that is based off of a certain percentage. So, that is something I would like to comment on. There are also significant disclosures in your Financial Statements for the Irrevocable Gifts to the Erie Community Foundation as well as those Notes Receivables.

We did not have any difficulties encountered when performing the audit. We did have some uncorrected misstatements for the year – we did post two adjustments that were audit adjustments. One is a nonroutine audit adjustment recorded for the ARPA funding as well as the new loan. I'll go over those a little bit more in depth for the Management Letter comments. We did not have any

disagreements with Management. At the conclusion of the audit, we will receive a Representation Letter. Management did not consult with any other independent accountants because they didn't like a certain presentation or a certain answer that we had for any questions. And there are issues that are discussed prior to retention of us as auditors throughout the year. I know Perry and Tammi have reached out throughout the year for a couple of different pieces of information and we have met with them; but those are not a condition of our retention.

In regards to the Management Letter, there were two items that we noted in that Management Letter. The one was the non-routine audit adjustments for the ARPA funds and the Notes Receivable. Those were significant dollars, so we did have that to be a higher level of a Management level comment. The ARPA funds adjustment was approximately \$7.9M; it was just due to the unearned revenue has a typical normal balance on one side and we did have to adjust that out. The other one was for the Note Receivable for the Youth Leadership Institute that had occurred in the fourth quarter.

The other item of comment that we had in the Management Letter was pay rate documentation. We noted during our review that the employees were being underpaid based off of the Board approved pay rate. We do recommend to management that they review what should have been paid based off of Board approval versus what was actually paid on those payroll registers and correct that.

<u>Dr. Wood</u>: Let's stop right there and see if the Board has any questions about the ARPA funds, the new Note Receivable you all approved, and what she just mentioned about the employees being accidentally underpaid. Does anyone want to discuss those topics in more detail?

Mr. Wachter: If I may, Dr. Wood, I will say that I have had a conversation with Tammi and Dr. Wood regarding that underpayment issue. There are a few things that need to be looked at in order to correct that, and we are inquiring into those items. It's not a large figure, so that the monetary issue for the Gaming Authority isn't much. But there is going to have to be some adjustments and some corrections made to the retirement calculations, to the payment of the payroll taxes, and possible adjustments to last year's W-2 due to underpayments at that time. But I think the entire value over all the employees is less than \$10,000. So, we're not talking about a major or significant item.

Mr. Barney: That's not anything we need to vote on, right? That's just something that we need to get done, right?

Mr. Wachter: it's just an administrative correction.

<u>Dr. Wood</u>: I thought it was important to have this discussion with the Board. I talked to Mr. Cleaver about it, and he agreed. We will provide all the documentation once all the correct numbers are fixed and Tim is working with a legal team to do everything he just said to make the employees whole.

Mr. Barney: Sounds good.

Ms. Jaros: One other thing that I wanted to note. Perry had mentioned that I had spoken with Whitey as a part of our required communication. He did ask me to review the credit cards for this year, so I did review credit cards for any type of cash back or any incentives for utilizing those credit cards to ensure that any type of cash back would go back to ECGRA. Based off of our review, we did deem that that did occur – that any cash back being paid on those credit cards were then used to apply directly to ECGRA and not utilized to get a gift card for one of the employees or anything like that. I just wanted to bring that to everyone's attention. It's not in our audit presentation, it was just something that he wanted us to look at.

Mr. Barney: Are there any other questions? If not, Thanks Amanda.

Ms. Jaros: Thank you all. Again, my apologies for the legal termination. Sorry about that.

<u>Dr. Wood</u>: You handled it perfectly, for the record.

Mr. Barney: You did great.

Ms. Jaros: Thank you. I appreciate it. Have a great day.

COMMITTEE REPORTS

a. Treasurer's Report: <u>Dr. Wood</u>: I will be more than happy to give a summary of the Treasurer's Report since Mr. Cleaver is not in attendance today. You all have the reports in your packet. The Profit & Loss is always, to me, the best summary of what's going on at the organization. You see the revenue that came in for the month of April, you see a summary of our expenses, and then the grantmaking that's gone on. Community Assets – one note – Harborcreek Township was not able to spend funds on their little league fence project, so those funds were returned. That's why you'll see a surplus there of over \$11,000. Special Events – pretty much all of the Special Events went out that have been contracted with. Small Business Financing – that was a Beehive drawdown for the Blasco Library. Renaissance Block shows Union City's final drawdown and Anchor Building those were final payments to PACA and Emmaus Ministries.

The Balance Sheet shows the Youth Leadership Institute Note on there; that's a new Note and is a form of debt that we're involved in. Then, a great management tool for the Board is the Budget vs. Actual Report. It shows the budget that the Board passed - in great detail - and then the expenses for the month. There is nothing out of the ordinary there. The end shows the Visa report, which is mostly office supplies and meeting expenses.

I would be more than happy to answer any questions that you may have about those reports.

Mr. DiPaolo makes a motion to accept the Treasurer's Report as presented. Mr. Sample seconds the motion. There are no questions or discussion of the Treasurer's Report. Motion carries 5-0.

b. Strategic Planning Committee:

There was no meeting held, so there is nothing to report.

c. Update from County Council

Mr. Shank is not present to give an update.

d. Update from County Executive's Office

Mr. Smith is not present to give an update.

Mr. DiPaolo: Excuse me, Mr. Barney. Perry, is there a possibility that you can reach out to the County to find out why they have no representation here on the Board, both Mr. Smith and the County Council president? Are they not interested, or what?

<u>Dr. Wood</u>: I have reached out. It's not that they're not interested; they're just busy with other things. Mr. Shank is the Chairman of County Council right now and he has appointed himself liaison. Him and I occasionally speak by phone, he knows when the Board meetings are, he receives a Board packet over email. Mr. Smith, same thing; just really busy kicking off the new administration.

For the record, I meet with Doug at least once a month in a one-on-one meeting and then we're in several committees together. So, we see each other quite a bit.

Mr. DiPaolo: I didn't know that there was any correspondence with you. Okay. Thank you.

<u>Dr. Wood</u>: I update ECGRA stuff all the time and we have back and forth dialogue.

Mr. DiPaolo: Okay. Very good. Thank you.

REPORT OF THE EXECUTIVE DIRECTOR

<u>Dr. Wood</u>: I'm going to go over my packet quickly and then we have two resolutions to present today. The first resolution is the Annual Report; just a reminder that the Annual Report is a twelve-month look from April 2021 through March 2022 and shows what we have done as an organization with all the grantmaking. It's an important document because we submit it to the County for official record and we put it on the website as a record.

The second resolution is an extension of our lease. We just asked for a one-year extension, which is typical. There is a 5% increase in the rent and since we haven't seen an increase in a few years, the staff is recommending that that is reasonable. Of course, we can have dialogue on that as well.

Let's run through the report now. First, you'll see the letter from the County stating that revenue has come in for the first quarter of the calendar year. You'll see how the division is made with the nice little handwritten note from the accounting department. Next is the Parker Philips reports for the last two months. Now we get into the part where we see some of the media exposure we had. One of our partners throughout the years is Bridgeway Capital and they are now actively engaged with the Erie Center for Arts & Technology, another project that we've engaged with. They have something really cool there called a craft business accelerator, which is a new technical assistance program for companies operating out of their garage to move into a space and get some mentorship. We're waiting for a report from them on how that's going, but it's really exciting. One of the reasons it's exciting is because it's filling up space in eCAT with small businesses. So, this investment that we made is now perpetuating this type of incubation. In fact, it's gotten so successful that we're in talks with eCAT about how they can expand that perhaps into the neighborhood and acquire some more property, similar to what you see going on in Parade Street with what is known as the Eastside Renaissance.

The next story, Innovation from the Other Side of the Tracks, is a nice little story about PACA. You know that we have made multiple investments in the Performing Artists Collective Alliance. The next story highlights the Girard Mission Main Street; this is another project that we funded, and they literally adopted the title of our grant program here in the title of the article. It talks about the progress that they are making, and we are the single largest funder in that project. You will see that there is a Times News article on that as well.

Next you will see an article on the Mercy Center for Women that we participated in and that is followed up by a couple nice thank you letters, one from International Institute and one from Erie Homes for Children & Adults. I always like to put these in the report so the Board can see how appreciative folks are of the work that we are doing, especially if they take the time to write a letter and send it in.

If you remember back in January 2021, we were appointed by County Council to create a COVID Impact Committee. It was very productive, and this is the report that came out and was published in July 2021 as well as put on our website and presented to our Board of Directors. It basically talks about the problem that we're dealing with from an economic standpoint, mostly. It lays out the context of COIVD-19, how it's impacted our economy, and then goes into recommendations. That's the bulk of the report – recommendations on how to go forward. There were three members of County Council who participated and several other members that you see listed on the introduction page. The Co-Chairs were Carl Anderson and Kim Clear.

One of the key things that this report called for was to set up a scenario in which Erie County positioned itself better to competitively go after Federal and State funding because there are so many dollars available. Everyone is focused on the ARPA dollars because those are entitlement dollars – they come to our community one way or another. But what folks aren't focused on necessarily are the competitive dollars that we're going to have to put coalitions of people together and applications.

So, one of the recommendations was to bring in a type of ombudsman, like Bruce Katz, to put together a plan. We moved forward on that recommendation, the Board approved 1/3 of the cost to bring in Bruce Katz, and out of it came this document, which is called the Erie Inclusive Recovery. This report is in your packet and is in draft form. This basically lays out the strategy of how Erie County can work together, and it lays out 25 projects to focus on initially as we get going. Take some time to peruse that and give me some feedback on it.

I can tell you that this report has been received well. It is unprecedented the level of collaboration that is going on between the funding community; I have never seen this in the ten years that I have been involved in funding. Normally, it's one-off collaborations here and there. But everyone is at the table for this playbook; they love it. It is ECGRA, the Community Foundation, Erie Insurance, the City, the County, and then there is support from the Jefferson, who brought in Bruce Katz, and the Chamber, who has brought the industry to the table to be a part of the discussion.

I have to say that everyone is rowing in the same direction; it's very refreshing. In this document you'll see an example of Buffalo, who put together a playbook, and recently received over \$300M from the State as a result of their playbook. That will be something that we work toward as well; what is our relationship with Pennsylvania going to be moving forward based on this document and how folks are rallying around it.

The next step is to create what the playbook calls a nerve center. The idea of the nerve center is to provide services to various nonprofits, municipal governments, and economic development projects on how to go after these competitive funds. At some point, we're going to have a study session, which means we are going to have to go over a couple of things: 1) what is our financial responsibility, what the Board has an appetite for in beginning to implement this play book, 2) looking at the professional services line item of ARPA. Tim and I, and Tom who originally wrote the document, are working on an RFP or RFQ for community facilities. We're going to look at some facilitation consulting, and although we did not need Board approval on this, I want you to be aware that we are having a training for the rural Mission Main Streets that will be conducted. Tom, do you have a timeline of when that's going to be conducted?

Mr. Maggio: Yes, that will be next Tuesday at 2:00pm.

<u>Dr. Wood</u>: Can you take a moment to talk about the gentleman who is presenting and what he is going to be talking about?

Mr. Maggio: Clark Hoskin was the Director of Tourism and Economic Development in Norfolk County, Ontario. He's got an extensive background in helping rural communities; he understands rural

communities, he grew up on a farm, but now he is working with an international consulting firm called DeLoitte. He's been advising communities throughout Ontario and the northern United States for a number of years now. Clark is very familiar with transforming rural economies and rural main streets. I think it's going to be a really good discussion. It's going to be a starting point. The rural Main Street people have indicated that they would really like to do outdoor recreation planning, tourism planning, in addition to getting businesses into their empty storefronts. Although, they don't have too many empty storefronts, but I think this is something that is overdue, and I think they're all looking forward to it.

<u>Dr. Wood</u>: Great. Thank you, Tom. I will stop there. There are some big documents in front of you: this document, the COVID-19 document that is a refresher, something that was presented in July/August of last year. The new big document is the Erie Inclusive Recovery. If you want a printed copy, since this is a big document, don't hesitate to request it. Tammi can get you a copy and either deliver it or have it mailed. I think this is a great study document for the direction of the community over the next several years. Like I said, everyone is rowing in the same direction. The City and County are on board, all the major players are on board, all the major funders are on board. This is very exciting.

By the way, it's an organic document as well so it's not written in stone. There are projects that will be added to it as time goes on. It puts us under no obligation to fund anything under it, but it is a great set of guideposts for where the community is headed and it's a document where we can all get together and discuss. For example, we're going to be inviting projects to come in and present to us as the opportunities come up. If we identify a federal opportunity, for example, we'll go out and find the entities that should be applying for it, we'll work with them on putting an application together, at some point they will come in and present to what we're calling the steering committee, and then the nerve center will help them implement. I'm super excited about this. It's probably the most exciting thing we've done here at ECGRA in the last ten years as far as collaboration goes externally.

Are there any questions for me?

Mr. Barney: I have one. Tom's thing on Tuesday, is that a Zoom meeting or is that in person?

Mr. Maggio: It will be Zoom.

<u>Dr. Wood</u>: Are there any other questions? Thanks for your time, folks. I appreciate it.

SOLICITOR'S REPORT

Mr. Wachter has nothing to report.

OLD BUSINESS

There is no old business to discuss at this time.

NEW BUSINESS

a. Resolution Number 5, 2022 - Resolution to adopt the 2021-2022 Annual Report

Dr. Wood reads the resolution.

- Mr. Sample moves to accept the resolution. Mr. DiPaolo seconds the motion. There is no further discussion of the resolution. Motion carries 5-0.
- b. Resolution Number 6, 2022 Resolution to renew the existing lease for the period of one (1) year.
 - Dr. Wood reads the resolution.

Ms. Hess moves to accept the resolution. Mr. Sample seconds the motion. There is no further discussion of the resolution. Motion carries 5-0.

<u>ADJOURNMENT</u>

Ms. Hess moves to adjourn. Mr. Sample seconds the motion.