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**Virginia Department for the Deaf and Hard of Hearing**

**1602 Rolling Hills Drive, Suite 200, Henrico, VA 23229-5012**

**Advisory Board Meeting**

**November 15, 2017**

# **Minutes**

| **Members Present:**  Traci D. Branch  Carrie N. H. Humphrey, NIC  Shantell D. Lewis, Au.D.  Roy B. Martin, IV  Kathi A. Mestayer  Timothy R. Patterson  Deborah L. Pfeiffer, Ed.D.  Susanne B. Wilbur  Jason M. Zuccari  **Members Absent:** None  **Staff Present:**  Tressela K. Bateson, Community Services Coordinator  J. Steven Burkarth, Program Specialist  Ronald L. Lanier, Director  Brittany M. Howard, TAP Coordinator  Leslie G. Hutcheson, Interpreter Programs Manager  Eric H. Raff, Deputy Director  Christine C. Ruderson, TAP Manager  Gary W. Talley, Community Services Manager  **TAP Specialists:**  ReBecca Bennett  Margaret Branham  Donna Day  Richard S. Gokey  William T. Hess  Shernika D. Holley  Abra W. Jacobs  Debbie Jones  Jack Owen  Carolyn Savina  Betti W. Thompson  **ASL Interpreters / CART Reporter:**  Elizabeth D. Leitch  Catherine A. Clough  Rhonda D. Tuck, Cavalier Reporting | **Invited Guests:**  Eric J. Alvillar, Hamilton Relay  Holly Anderson, Liberty University student  Brooke Fraser, Liberty University student  Lydia Gilkes, Liberty University student  Lynn Nunnally, VCU student  Caroline Stimpson, Liberty University student  **Members of the Public:**  Alissa Conover  Jennybeth DelBane, MS, NIC  Tom Dowling  Jay Gates  Lauren Good, LCSW  Mary Rose Gonzales  Renee Miller  Jennifer C. Witteborg |
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1. Working Breakfast: Networking

At 8:30 a.m., the members of the Advisory Board of the Virginia Department for the Deaf and Hard of Hearing (VDDHH) convened in the conference room at the VDDHH Central Office, 1602 Rolling Hills Drive, suite 200, Henrico, VA 23229-5012.

1. **Call to Order**

Chairwoman Deborah L. Pfeiffer, Ed.D. called the meeting to order at 9:02 a.m.

1. The members of the Advisory Board introduced themselves, followed by staff, guests and members of the public.
2. The members reviewed the Advisory Board membership roster. No corrections or revisions were requested.

The Chairwoman recognized board member Susanne B. Wilbur, who spoke about the importance of promoting effective and accessible communication at meetings of the Advisory Board for all participants. Ms. Wilbur noted that these meetings are opportunities for board members and staff to model the behavior that we would like to see in our communities. Among her recommendations were the following:

* Before signing or speaking, raise your hand and identify yourself.
* Refrain from side conversations, as it creates confusion and can be distracting to deaf participants, the American Sign Language interpreters, and the computer assisted real-time translation (CART) reporter.

Director Ronald L. Lanier reminded the board members that the VDDHH conference room was outfitted with a hearing loop [audio induction loop system] to benefit hard-of-hearing participants, who wear hearing aids or cochlear implants with telecoil functionality.

1. **Approval of the Agenda**

No corrections or revisions were requested to the meeting agenda. The motion to approve the agenda was made by Kathi A. Mestayer and seconded by Carrie N. H. Humphrey, NIC. The vote was unanimous.

1. **Approval of the Minutes from August 1, 2017**

No corrections or revisions were requested to the minutes from the meeting on August 1, 2017. The motion to approve the minutes was made by Ms. Humphrey and seconded by Timothy R. Patterson. The vote was unanimous.

1. **Election of Officers**
2. Election of the Chairperson

Chairwoman Pfeiffer called for nominations for the position of chairperson of the board. Ms. Humphrey nominated Dr. Pfeiffer for another term. The Chairwoman reminded the members that her term as a member of the board would expire on June 30, 2018, and that she would not be eligible for another appointment by the governor of Virginia, as she would already have served the maximum of two four-year terms, as prescribed by law. She offered to serve as chairperson until said time, but she suggested that it would be in the best interests of the board to elect a chairperson who would be able to serve the full term.

Kathi A. Mestayer seconded the nomination, asking Dr. Pfeiffer to remain as chairperson for another six months. Mr. Zuccari also expressed his support for Dr. Pfeiffer to continue serving as chairperson.

Ms. Wilbur asked Mr. Patterson if he would accept a nomination for the position, citing his perspective as the parent of a deaf child. Mr. Patterson declined, explaining that, as a relatively new member of the board, he would to prefer to defer to someone with more experience. He then indicated that he would support an additional six-month term for Dr. Pfeiffer as chairperson.

Board members Shantell D. Lewis, Au.D. and Roy B. Martin, IV. were not present for the discussion concerning the election of the chairperson. On a request from Ms. Mestayer, the chairwoman postponed the election of officers until the afternoon.

During the working lunch, the board members resumed their discussion regarding the election of the chairperson. Chairwoman Pfeiffer recognized Ms. Wilbur, who nominated Traci D. Branch for the position.

Ms. Mestayer reiterated her nomination of Dr. Pfeiffer. Dr. Pfeiffer declined the nomination, asking instead that new members be considered for the position.

Dr. Pfeiffer nominated Dr. Lewis. Mr. Martin declined an offer from Ms. Branch to be nominated, expressing his interest to continue serving as the vice-chairperson of the board.

Ms. Branch and Dr. Lewis exited the conference room, allowing the members to discuss their qualifications.

Chairwoman Pfeiffer asked the members in favor of Dr. Lewis to signify by raising their hands. Then, she asked the members in favor of Ms. Branch to signify by raising their hands. The Chairwoman announced that Ms. Branch had been elected chairperson.

1. Election of the Vice-Chairperson

The Chairwoman then opened the floor to nominations for the position of vice-chairperson. Dr. Lewis nominated herself and Mr. Martin nominated himself.

Chairwoman Pfeiffer asked the members in favor of Dr. Lewis to signify by raising their hands. Then, she asked the members in favor of Mr. Martin to signify by raising their hands. The Chairwoman announced that Dr. Lewis had been elected vice-chairperson.

Chairwoman Pfeiffer vacated the chair. Ms. Branch assumed the chair to preside over the remainder of the meeting.

1. **Board Member Reports**

Chairwoman Pfeiffer recognized the following members of the board:

* Ms. Humphrey informed the board that the Virginia Registry of Interpreters for the Deaf (VRID) had announced that its 2018 conference will be held from June 23-24 in Virginia Beach, VA.
* Ms. Mestayer remarked that she had corresponded with the head of the Peninsula Agency on Aging about organizing a presentation on the Technology Assistance Program (TAP) and captioning telephones. She said that it would be helpful if the board members were briefed on the kinds of TAP presentations the agency wanted the members to assist with. Interpreter Programs Manager Leslie G. Hutcheson replied that she would add it to the agenda for a future meeting.
* Chairwoman Pfeiffer addressed the board about S. 2087 and H.R. 1120, the Alice Cogswell and Anne Sullivan Macy Act. Currently pending before Congress, the purpose of this legislation is to amend the Individuals with Disabilities Education Act (IDEA), requiring each state to identify, evaluate and provide special education and related services to children who have visual or hearing loss, or both, as well as other disabilities. The Chairwoman explained that members of Congress want the states to ensure that there are enough qualified personnel to serve children who have these challenges and that a full continuum of alternative placements is available to meet the needs of children for special education and related services. Chairwoman Pfeiffer asked the members to consider contacting their member of Congress concerning this legislation.

The Chairwoman also mentioned several outreach events that she had sponsored in since the last board meeting, including: two webinars presented by the University of Vermont on research pertaining to theory of the mind; a career awareness event on November 4, 2017 at the Barter Theater involving children who are deaf or hard of hearing; and a science-themed event on November 11, 2017 in Loudoun County, VA for deaf and hard of hearing children featuring Brita Hampton, a science educator from the Thomas Jefferson National Particle Accelerator Facility (Jefferson Lab). She noted that the last event was attended by Community Services Manager Gary W. Talley and TAP Specialist Debbie Jones, and board member Jason M. Zuccari.

1. **Staff Reports**

Chairwoman Pfeiffer recognized the following members of the staff:

1. Executive Office

Director Ronald L. Lanier provided the executive office report. He addressed the board about the agency’s recent open house, which celebrated the 45th anniversary of the VDDHH. He remarked that the event was a great success with approximately 150 people in attendance over the two days it was held, including several board members. Mr. Lanier noted that the purpose of the event was to honor the founders of the VDDHH – members of the Virginia Association for the Deaf – who lobbied lawmakers in the General Assembly to establish what is now the VDDHH in 1972. Mr. Lanier called the members’ attention to a historical timeline that provided highlights of the agency’s milestones and achievements over the past 45 years.

1. Virginia Relay

Deputy Director Eric H. Raff provided a report on Virginia Relay. For the first quarter of the fiscal year (July, August and September), traffic has been fairly steady for Telecommunications Relay Services (TRS). The VDDHH is the state manager for TRS in Virginia, and each state is required to submit an application in order to receive a five-year certification from the Federal Communication Commission (FCC). Virginia’s certification will expire on June 30, 2018. The FCC has moved up the date of our application deadline to the fall, and we will have to respond to any public comment received by the FCC in December.

Mr. Raff informed the board that Eric J. Alvillar has been hired as the new TRS outreach coordinator by our TRS contract provider, Hamilton Relay. He said that Mr. Alvillar relocated to Virginia from California, and that he started his new job on November 6, 2017. He brings with him customer service, marketing, public relations and networking experience.

In addition, the Virginia Relay Advisory Council (VRAC) held a meeting on October 5, 2017. The focus of that meeting was on direct video calling, a platform akin to Private Branch Exchange (PBX), which allows transfers of video calls. This new technology is being promoted by the Federal Communications Commission (FCC) in partnership with the Mitre Corporation. The VRAC members were treated to a demonstration of that software application.

Mr. Raff requested the members’ assistance in recommending three individuals to serve on the VRAC, who represent the following constituencies: Internet/wireless relay users, captioned telephone service (CTS) relay users, and video relay service (VRS) users. The Internet/wireless relay user seat is vacant now, and the remaining two will become open in April of 2018.

Mr. Raff provided a brief overview of the Virginia Relay Partners program, a free educational service, in which Virginia businesses learn how to make and receive relay calls. These businesses are provided training materials and onsite presentations, and are promoted to all Virginia Relay users online and in print publications. Management and marketing of this program used to be overseen by our subcontractor, Devaney & Associates, but these responsibilities are reverting back to the VDDHH. The TRS outreach coordinator will be responsible for providing this training. Mr. Raff asked the members to contact him if they know of a business that would be interested in receiving this type of training.

1. Interpreter Programs

Interpreter Programs Manager Leslie G. Hutcheson provided a report on the agency’s two interpreter programs, the Virginia Quality Assurance Screening (VQAS) and the Interpreter Services Program (ISP). The new VQAS testing materials have been implemented, as of two weeks ago. Though other versions of the testing materials are still being used, they will be phased out as raters are trained on the new materials. The response has been excellent. In the spring, we hope to recruit and train new deaf raters, who will interpret the expressive portions of the assessment. We continue to meet the processing time for results. A few years ago it was 90 working days or more; currently the last quarter average was 69 working days.

Regarding the ISP, Ms. Hutcheson informed the board that the Virginia Department of General Services (DGS) had determined that the ISP contract was not a true contract, and needed to be revised as either a manual or an agreement. The DGS is reviewing our draft of the revised document. In the interim, we are not actively recruiting new interpreters. In the future, interpreters will be able to register in eVA, the state’s online procurement system. Their qualifications will be verified by VDDHH staff, and we will make that information available to other agencies. With this change, a user can use the eVA website to find an interpreter that meets his or her needs.

Also, Ms. Hutcheson addressed the board concerning a draft guide on the procedures for requesting an interpreter at the General Assembly. This was developed in response to the challenges that consumers were facing last year in securing communication access services in during and between the sessions of the General Assembly. Ms. Hutcheson joined Mr. Lanier and Mr. Raff in meeting with the clerks of the House of Delegates and the Senate of Virginia to discuss the issues raised by members of the deaf community. The clerks asked the VDDHH to provide information, resources and assistance in drafting the guide. She cautioned, however, that the document is a product of the General Assembly, not the VDDHH. There may be services and assistive equipment that are not immediately available, but we will continue to work with them as they move forward. Thus far, we have received positive feedback. The clerks plan to use this guide when training the many new members and employees of the legislature, who will be taking office in January of 2018.

Finally, Ms. Hutcheson spoke about the challenge in securing CART and interpreter services for people who have business to transact in Virginia state courts. The payment process established by the Supreme Court of Virginia is outdated, and limits our ability to coordinate CART services and interpreters in certain areas of the state where such providers are sparse. Presently, there is a six-hour cap on travel and onsite time for interpreters, though jury trials frequently run longer. CART reports and interpreters will not accept these jobs unless there is an exemption to the payment structure. Our requests for exemptions are usually granted. The Supreme Court has developed a form to request exemptions, which should help facilitate CART access in the court system.

1. Community Services

Community Services Manager Gary W. Talley provided a report on the community services program. Mr. Talley informed the board that the agency had recently hired Tressela K. Bateson, who will serve as his community services coordinator. Together, their work will be more community focused, such as promoting the installation of videophones in public libraries across the state. Also, they are working with a civil rights attorney to schedule a presentation on the Americans with Disabilities Act (ADA) for students at the Virginia School for the Deaf and the Blind. Furthermore, they plan to organize self-advocacy training sessions and legislative advocacy training for anyone interested.

1. Technology Assistance Program

Technology Assistance Program Manager Christine C. Ruderson provided a report on the Technology Assistance Program (TAP). Ms. Ruderson informed the board that the agency had hired Brittany M. Howard, who will serve as her TAP coordinator. To date, the pair had participated in 14 TAP exhibits and demonstrations. During this time, two new contractors had been hired to work in the Fredericksburg, VA area: ReBecca Bennett and Carolyn Savina. In addition, Donna Day has been contracted to work in the Winchester, VA area.

Ms. Ruderson noted that she and Ms. Howard had participated in the Remote Area Medical (RAM) clinic in Emporia, VA. She remarked that there is a critical need for health services in these areas of the state, and that they were fortunate to work closely with the Lion’s Club in providing hearing screenings. Ms. Ruderson concluded by telling the board that the VDDHH has approximately 15 individuals working all across Virginia, who are in the business of promoting and distributing TAP equipment.

Mr. Patterson asked Mr. Talley when the videophones had been installed in the libraries and what had the response been from the public. Mr. Talley answered that three videophones has been in place for about one year. He explained that they are promoting the videophones heavily in those areas, and that they are being utilized. For example, Hopewell, VA was selected, as it has a large deaf population, most of whom do not own videophones.

At 10:15 a.m., the board recessed for 10 minutes.

1. **Unfinished Business: Interpreter Licensure**

Chairwoman Pfeiffer noted that at the previous meeting the board discussed the question of whether sign language interpreters should be licensed in Virginia, which included a review of states that do regulate the industry in some manner. She reminded the members that a study on the matter was conducted in 2009. The Chairwoman then recognized Ms. Hutcheson.

Ms. Hutcheson provided background information on this issue, which the board considered previously in 2008. She told the members that on February 6, 2008 a representative from the Virginia Department of Professional and Occupation Regulation (DPOR) gave a presentation to the board concerning the different levels of professional and occupation regulation in Virginia: licensure, certification and registration. There are criteria that must be met before the DPOR will conduct a study to determine if regulation is warranted, one of which is that the agency must receive a request to undertake a study. The DPOR studied the question of regulation ASL interpreters in Virginia, and the department concluded that the criteria for regulation was not satisfied and that no action was warranted at that time.

Ms. Hutcheson reminded the members that the first step in the process would be to request that the DPOR study the issue once again. However, she clarified that requesting a study would not automatically prompt the DPOR to undertake one. In order to regulate a profession, there are four criteria that must be met:

* 1. The unregulated practice of the profession or occupation can harm or endanger the health, safety or welfare of the public, and the potential for harm is recognizable and not remote or dependent upon tenuous argument;
  2. The practice of the profession or occupation has inherent qualities peculiar to it that distinguish it from ordinary work and labor;
  3. The practice of the profession or occupation requires specialized skill or training and the public needs, and will benefit by, assurances of initial and continuing professional and occupational ability; and
  4. The public is not effectively protected by other means.

Ms. Hutcheson underscored the importance of documenting reports of actual harm done, not merely anecdotal evidence. If DPOR recommends regulation of the profession, the General Assembly would have to approve legislation to that effect, which could take several years to complete.

Ms. Wilbur noted that the voice of the deaf community was missing from that previous study, and she asked how the VDDHH could support the deaf community in this action.

Ms. Hutcheson explained that the VDDHH promoted the schedule of the public hearings and used the agency’s contracted outreach specialists to help encourage participation among the deaf community within their regions. She remarked that a stronger response from the deaf community could potentially produce a different outcome this time.

Ms. Mestayer said that it was important to give the DPOR all the information that its staff needs to ensure they make the right decision this time.

Ms. Hutcheson noted that during the first study the VDDHH had provided technical assistance to the DPOR, including resource, briefing materials, and contact information for relevant officials with expertise in the field. She noted that more states had begun regulating the interpreter profession since that time, and more research could be collected from those regulatory bodies. The DPOR would take many factors into consideration, including how such regulation would impact the profession, whether such regulation has been successful in other states, and whether such regulation has improved access and quality in other states.

Ms. Branch said that with more awareness, we would have more success in receiving valid and usable responses from the public. She expressed her support for the request for a new study to come from the board.

Mr. Martin said that we have to have transparency of information. With technology, social media and different forms of communication we might have a better chance of getting the data we need. If the board can review and comment on the data, he would support a request for a new study.

Dr. Pfeiffer mentioned that it is so important for people to have qualified interpreters, especially as it pertains to healthcare and law. She remembered learning that some consumers in other states had not been happy with the regulations because they did not have input on what the qualifications would be. She asked, Who would determine what the qualifications would be?

Ms. Hutcheson explained that a state law titled the Administrative Process Act allows for public

participation in the development of state regulations. throughout the process there will be multiple

opportunities for people to publicly comment on the proposed regulations.

Ms. Humphrey remarked that she was aware of instances where interpreters had accepted jobs in settings or situations where they should not have been working. However, she said that she was leery of additional regulations in general, as regulations can be well-intended but may not help us reach our goal. She supported the idea of a study, though she expressed her concerns about creating a rigid form of licensure. Mr. Humphrey said she was an advocate for the right of consumers to choose their own interpreter.

Ms. Hutcheson said that licensure would not prohibit a consumer from having the right to choose which interpreter to use. Licensure would not override ADA protections, which require effective communication. She cautioned that this is a process that will unfold quickly. The process involves many participants and many opportunities for public comment and analysis.

Chairwoman Pfeiffer invited members of the public to comment.

Jennifer C. Witteborg commented that she had experience with interpreters who were not qualified, and that it was a big problem. She said there is no responsibility. She noted that the members of the deaf community are the gatekeepers, not just the VDDHH. Consumers should be watching this process to understand what the goal of licensure is, so that unqualified people are not working jobs where they should not be.

Jay Gates commented that deaf people have been screaming for help because they have been so frustrated with the lack of qualified interpreters. He observed that the National Association of the Deaf (NAD) is no longer partnering with the Registry of Interpreters for the Deaf (RID). Mr. Gates criticized the RID for not being accountable to the deaf community. He said that it was critical that there be accountability in Virginia. He rhetorically asked how someone would file a complaint against a VQAS interpreter. The deaf community wants a process and the deaf community needs to let people know what we want. He indicated that he would be happy to work with the VDDHH on interpreter licensure, and that he has a wealth of experience that can use to assist the agency.

Ms. Hutcheson responded that if licensure of interpreters was approved, the licensing would be separate from the VDDHH. A regulatory body would be established at the DPOR, and the composition would include consumers.

Lauren Good, LCSW commented that without screening interpreters, deaf consumers will suffer. She noted that some deaf people do not speak up, ultimately handing control over their health to the interpreter. She asked if it was possible to reach out to deaf and hard-of-hearing consumers in an effort to help empower them.

Mr. Martin said that, as someone who works in a regulated environment – the securities industry – he sees the pros and cons of the proposal. He is concerned because regulations tend to increase over the long term, and it is not clear who exactly would benefit. However, he is in support of a study to determine whether we need to move forward with regulations.

Ms. Wilbur moved to establish a working group to study licensure of interpreters and Ms. Branch seconded the motion. The motion passed unanimously.

Mr. Martin recommend that the working group be established and administered by the agency, as opposed to the board, as the agency has channels of outreach to achieve effective representation of all stakeholders.

Chairwoman Pfeiffer asked for the members to signify their support for the working group to be established and administered by the VDDHH by raising their hands. Ms. Branch, Ms. Humphrey, Mr. Martin, Mr. Patterson, Dr. Pfeiffer, Ms. Wilbur, and Mr. Zuccarri indicated their support. Dr. Lewis abstained.

1. **Public Comment**

Chairwoman Pfeiffer recognized the following members of the public:

1. Alissa Conover, an employee of Civic Access, commented that she attended a meeting the previous day at the Virginia Department of Health (VDH). The onsite interpreter was not qualified, though she is listed on the VDDHH ISP contract. She expressed concerns about this interpreter working for the VDDHH and asked about the process for assigning interpreters to jobs at state functions.

Ms. Hutcheson responded that the VDH does participate in the VDDHH contract, but there are other contracts that state agencies utilize to procure ASL interpreter services. State agencies are not required to use the VDDHH contracted interpreters. The VDH did not use the VDDHH contract to procure that particular interpreter.

Ms. Wilbur said that some monitoring of interpreters was needed, along with licensure and regulations. The interpreter at the VDH meeting was the worst she had ever experienced. She remarked that Virginia can become a good model for other states by stopping the use of unqualified ASL interpreters.

1. Jennybeth DelBane, a certified ASL interpreter employed by Chesterfield County Public Schools, commented that she was licensed in Connecticut, and that state’s licensure program was very long and arduous. The law in Connecticut focused on and was driven by the consumer. Other concerns about licensure in Connecticut were resolved and the program did benefit the community, she said.
2. Jennifer C. Witteborg, member of the Virginia State Rehabilitation Council, commented that she wanted to understand the process for selecting and assigning interpreters. Also, she suggested that the VDDHH institute a policy that anytime the agency presents information in English the agency will provide that same information in ASL. Ms. Witteborg requested that the board adopt a protocol so that deaf consumers have equal access. Furthermore, she criticized video remote interpreting (VRI) and recommended that any references to VRI be removed from the General Assembly’s “Guide and Procedures to Ensure Communications Access for Persons who Are Deaf or Hard of Hearing.”
3. Jay Gates commented that hearing people were making too many decisions for the deaf community. He encouraged the board to allow members of the deaf community to handle these matters for themselves, as opposed to hearing people doing it for them. Mr. Gates also requested that information posted on the agency’s Facebook page be interpreted in ASL, especially notices about board meetings. He shared with the board that members of the deaf community have criticized the VDDHH for being orally focused. Mr. Gates said that communication needs to be accessible and clear, and that services should be focused on the ASL-using deaf community.
4. **Working Lunch: Planning for the Gubernatorial Transition and the 2018 General Assembly Session**

Chairwoman Pfeiffer recognized Mr. Lanier, who explained to the board that the director of the VDDHH is an at-will position. This means that the person in this position serves at the pleasure of the governor. He informed the members that he had decided not to seek reappointment by the newly elected governor. Mr. Lanier said the Office of the Governor-Elect would create a website to receive applications for appointed positions.

The board members then returned to unfinished business: the election of officers. [See agenda item V.]

1. **Joint Meeting with TAP Specialists and Community Services Staff**

Chairwoman Pfeiffer recognized Mr. Raff, who provided an update on the restructuring of TAP and the community services program, as well as the division of labor between the two programs. He noted that general funds were currently being used, in part, to support TAP. However, the agency had determined that using special funds was more appropriate. In turn, those general funds could be redirected to support community services. Mr. Raff informed the board that the agency would request an increase in special funds to establish a new contract for Richmond and Central Virginia. The current contract extension for the TAP specialists expires on June 30, 2018. He also mentioned the cost savings that have been realized since Hamilton Relay was awarded the contract to manage Virginia Relay. If the legislature approves the reallocation of these funds, the restructuring will be complete in July of 2018.

1. **Feedback on the VDDHH Strategic Plan, 2018-2020 Biennium**

Chairwoman Branch recognized Mr. Raff, who provided an update on the agency’s strategic plan for the 2018-2020 biennium, which reflects the recent restructuring of TAP and the community services program. He then invited the board members and TAP specialists to offer feedback on the agency’s goals, programs and services.

The board discussed the meeting schedule for 2018. Several members requested that the meeting dates be moved from Tuesdays to Wednesdays.

1. **Adjournment**

The motion to adjourn was made by Ms. Mestayer and seconded by Ms. Humphrey. The vote was unanimous and the meeting adjourned at 3:01 p.m.