



# DU PAGE COUNTY

## Finance Committee

### Summary

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

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**Tuesday, June 13, 2023**

**8:00 AM**

**County Board Room**

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**1. CALL TO ORDER**

8:00 AM meeting was called to order by Chair Chaplin at 8:00 AM.

**2. ROLL CALL**

<b>PRESENT</b>	Chaplin, Childress, Covert, Cronin Cahill, DeSart, Eckhoff, Evans, Garcia, Gustin, LaPlante, Ozog, Rutledge, Schwarze, Tornatore, Yoo, and Zay
<b>ABSENT</b>	Galassi, and Krajewski

**3. PUBLIC COMMENT**

No public comments were offered.

**4. CHAIRWOMAN'S REMARKS - CHAIR CHAPLIN**

Chair Chaplin stated that she has taken the time to closely review the Robert's Rules of Order and will adhere more closely to the rules during Finance Committee meetings to ensure that proper procedures are followed. Human Resources has three items on the agenda for approval related to new payroll benefits and processing software and support. This implementation will provide the County with the best cloud-based payroll software and support. Also on the agenda for approval are the precinct maps. All public comments on the maps have been taken into consideration and changes were made where applicable. Chair Chaplin thanked the County staff and the legal counsel who helped in bringing the maps forward.

**5. APPROVAL OF MINUTES**

5.A. [23-1930](#)

Finance Committee - Regular Meeting - Tuesday, May 23, 2023

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Sam Tornatore
<b>SECONDER:</b>	Patty Gustin

**6. BUDGET TRANSFERS****6.A. [23-2026](#)**

Transfer of funds from account no. 1100-1215-53830 (other contractual expenses) to account nos. 1100-1215-50010 (overtime) and 1100-1215-53807 (software maintenance agreements), in the amount of \$100,000, to realign ARPA FY23 budget to correct budget coding and align with the Expenditure Manual. Increase in overtime due to increase in substantially dedicated employees at Care Center needing to work more hours due to outbreaks.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Patty Gustin
<b>SECONDER:</b>	Michael Childress

**6.B. [23-2062](#)**

Transfer of funds from account no. 6000-1195-53828 (contingencies) to account no. 6000-1161-54120-6500 (automotive equipment-SAO), in the amount of \$35,356, to cover purchase of SAO vehicle for new investigator. (State's Attorney's Office)

A motion was made by Member Evans and seconded by Member Garcia to discharge the Judicial and Public Safety Committee. Upon a voice vote, the motion passed.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Dawn DeSart

**6.C. [23-2077](#)**

Transfer of funds from account no. 6000-1195-53828 (contingencies) to account no. 6000-1225-54107 (software), in the amount of \$519,000, to cover implementation services for OnActuate Consulting for Human Resources Software as a Service (Saas) and managed payroll subscription cost for Ceridian HCM, Inc.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Yeena Yoo
<b>SECONDER:</b>	Paula Garcia

6.D. [23-2090](#)

Transfer of funds from account no. 5000-4250-53807 (software maintenance agreements) to account no. 5000-4250-54100 (I.T. equipment), in the amount of \$8,496, to cover costs associated with the Illinois Voter Registration System. (County Clerk - Election Division)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Mary Ozog

6.E. [23-2036](#)

Budget Transfers 06-13-2023 - Various Companies and Accounting Units

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Yeena Yoo

7. **PROCUREMENT REQUISITIONS**A. **Finance - Chaplin**

A motion was made by Member Zay and seconded by Member DeSart to combine items 7.A.1. through 7.A.6. under Finance - Chaplin.

7.A.1. [23-1894](#)

Decrease and close Purchase Order 4829-0001 SERV, issued to The Sotos Law Firm, P.C., in the amount of \$41,709.28. (State's Attorney's Office)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Paula Garcia

7.A.2. [23-2017](#)

Decrease and close Purchase Order 5474-0001 SERV, issued to Rock Fusco & Connelly, LLC, in the amount of \$81,524.50. (Human Resources)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Paula Garcia

7.A.3. [23-2030](#)

Decrease and close Purchase Order 5513-0001 SERV, issued to Veritiv Operating Company, in the amount of \$79,971.20.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Paula Garcia

7.A.4. [23-2034](#)

Decrease and close Purchase Order 4580-0001 SERV, issued to Mesirow Insurance Services, Inc., in the amount of \$37,500.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Paula Garcia

7.A.5. [23-2035](#)

Decrease and close Purchase Order 5504-0001 SERV, issued to Mesirow Insurance Services, Inc., in the amount of \$31,072.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Paula Garcia

7.A.6. [23-2051](#)

Decrease and close Purchase Order 5221-0001 SERV, issued to CH Advisors, Inc., in the amount of \$21,897.40.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Paula Garcia

7.A.7. [23-2029](#)

Recommendation for the approval of a contract to Physicians Immediate Care Chicago, to provide health-related services including drug screens, TB tests, chest x-rays and random drug and alcohol breath screens, for Human Resources, for the period of July 18, 2023 through July 17, 2024, for a contract total amount of \$29,992, initial contract with three optional renewals per low bid 23-045-HR.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Cynthia Cronin Cahill

7.A.8. [FI-CO-0006-23](#)

Recommendation for the approval of an amendment to purchase order 3402-0001 SERV, for a contract issued to Canon Solutions America, Inc., for multi-functional copiers/printers for the County, to extend the contract through March 31, 2024 and to increase the contract in the amount of \$147,962, resulting in an amended contract total amount not to exceed \$1,582,460, an increase of 10.31%.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Paula Garcia

7.A.9. [FI-P-0007-23](#)

Recommendation for the approval of a contract purchase order to Midland Paper, for copy and bond paper for all County departments, for the period of July 1, 2023 through June 30, 2024, for a contract total amount of \$170,348.80; per bid #23-029-FIN. (Mail Room/Office Supply)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Paula Garcia

7.A.10. [FI-P-0008-23](#)

Recommendation for the approval of a contract purchase order to OnActuate Consulting U.S., Inc., for Software as a Service (SaaS) Implementation services for Human Resources, for the period of August 1, 2023 to July 31, 2024, for a contract total amount of \$645,095; per RFP # 22-107-HR.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Patty Gustin

7.A.11. [FI-P-0009-23](#)

Recommendation for the approval of a contract purchase order to Ceridian HCM, Inc., for HR Payroll and Human Resources Software as a Service (SaaS) services, for Human Resources, for the period of August 1, 2023 to July 31, 2028, for a contract total amount not to exceed \$1,799,562.79; per RFP # 22-107-HR.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Yeena Yoo

7.A.12. [FI-P-0010-23](#)

Recommendation for the approval of a contract purchase order to Ceridian HCM, Inc., to provide HR Managed Payroll services, for Human Resources, for the period of August 1, 2023 to July 31, 2028, for a contract total not to exceed \$1,932,335.50; per RFP # 22-108-HR.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Paula Garcia

**B. Human Services - Schwarze****7.B.1. [HS-P-0057-23](#)**

Recommendation for the approval of a contract purchase order to Prescription Supply, Inc., to provide secondary pharmaceuticals (wholesale pharmaceuticals) for in-house close shop pharmacy, for the DuPage Care Center, for the period of June 19, 2023 through June 18, 2024, for a contract total not to exceed \$60,000; per bid renewal under bid #22-039-DCC, first of three one-year renewals.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Greg Schwarze
<b>SECONDER:</b>	Patty Gustin

**7.B.2. [HS-P-0058-23](#)**

Recommendation for the approval of a contract purchase order to The Standard Companies, for trash can liners, for the DuPage Care Center, for the period June 23, 2023 through June 22, 2024, for an amount not to exceed \$75,000, under bid renewal #21-036-FM, first of two (2) one (1) year optional renewals.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Greg Schwarze
<b>SECONDER:</b>	Paula Garcia

**C. Judicial and Public Safety - Evans****7.C.1. [JPS-P-0054-23](#)**

Recommendation for the approval of a contract to JusticeText, Inc., for the purchase of audiovisual evidence management software licenses for the period July 1, 2023 through June 30, 2024, for the Public Defender's Office, for the amount not to exceed \$40,000. Other Professional Services not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-350. (Public Defender's Office)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Lucy Evans
<b>SECONDER:</b>	Yeena Yoo

7.C.2. [JPS-P-0055-23](#)

Recommendation for the approval of a contract to Ray O'Herron Company, Inc., to provide firearm ammunition as needed, for the period July 1, 2023 through June 30, 2024, for a contract total amount not to exceed \$150,000. Contract pursuant to the Governmental Joint Purchasing Act (State of Illinois) Master Contract #4018508. (Sheriff's Office)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Lucy Evans
<b>SECONDER:</b>	Patty Gustin

7.C.3. [JPS-P-0056-23](#)

Approval of a contract purchase order issued to Diana Hightower, for administrative services for the Family Violence Coordinating Council, for the period of July 1, 2023 through June 30, 2024, for the 18th Judicial Circuit Court, for a contract total amount not to exceed \$33,600. Grant funded. (18th Judicial Circuit Court)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Lucy Evans
<b>SECONDER:</b>	Yeena Yoo

7.C.4. [JPS-R-0061-23](#)

Authorization to purchase one (1) 2023 Ford Bronco in the amount of \$35,355.26 by the Division of Transportation for the State's Attorney's Office, per 55 ILCS 5/5-1022(c) and Section 2-355 of the DuPage County Procurement Ordinance. (State's Attorney's Office)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Lucy Evans
<b>SECONDER:</b>	Cynthia Cronin Cahill

**D. Public Works - Garcia****7.D.1. [FM-P-0069-23](#)**

Recommendation for the approval of a contract to Commercial Mechanical, Inc., for the Replacement of Air Handling Units S-1 & S-2 in Room G15, S-6 in Penthouse A and S-8 in Penthouse B at the Care Center, for Facilities Management, for the period of June 13, 2023, through November 30, 2024, for a total contract amount not to exceed \$3,250,500 (\$1,900,000 CDBG Funded & \$1,350,500 ARPA Funded), per lowest responsible bid #23-056-FM. (PARTIAL ARPA ITEM)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Dawn DeSart

**7.D.2. [FM-CO-0071-23](#)**

First Amendment to Resolution FM-P-0269-22, issued to Lamp, Inc., to provide Professional Construction Manager As-Advisor services, for various construction management services to add the following capital projects to the Scope of Work, HVAC replacement work to be completed at the Care Center for air handler units S-1 (Mechanical Room 1209), S-2 (Mechanical Room 3213), and S-4 (Mechanical Room G16C) at the Care Center [ARPA Funded], and to improve the security, building code upgrades, and ADA improvements in the County Board room at the JTK building [Infrastructure funded], and to increase the contract in the amount of \$1,229,246, taking the original contract amount of \$4,865,131 and resulting in a new amended contract total amount not to exceed \$6,094,377, an increase of 25.27%. (PARTIAL ARPA ITEM)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Cynthia Cronin Cahill

**7.D.3. [FM-CO-0069-23](#)**

Amendment to Resolution FM-P-0122-20, issued to Weatherproofing Technologies, Inc., to provide annual campus roof inspections, maintenance, and minor roof repairs, as needed, for Facilities Management, for a change order to extend the contract to March 31, 2024 and increase the contract in the amount of \$35,000, resulting in a new total contract amount not to exceed \$296,525.87, an increase of 13.38%.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Yeena Yoo

**E. Stormwater - Zay**7.E.1. [23-1985](#)

SM-P-0070B-19 - Amendment to Resolution SM-P-0070-19, issued to Comcast Holdings Corporation D/B/A Comcast Business to extend the contract with Comcast Business to provide secure data to Stormwater Management's remote Flood Control Facilities through September 30, 2023 and increase contract by \$17,653, resulting in an amended contract total amount not to exceed \$277,883.24, an increase of 6.78%.

**RESULT:** APPROVED

**MOVER:** Jim Zay

**SECONDER:** Paula Garcia

7.E.2. [SM-CO-0009-23](#)

Change Order to County Contract 4673-0001 SERV, issued to Accela, Inc., for a contract increase of \$42,241.52 for four (4) additional licenses, for Stormwater Management for a 2-year period and extension of license subscription serves for Public Works (1) and Building and Zoning (3) for a two-year period, resulting in an amended contract total of \$965,509.79, an increase of 4.58%.

**RESULT:** APPROVED

**MOVER:** Jim Zay

**SECONDER:** Patty Gustin

**F. Transportation - Ozog**7.F.1. [23-1875](#)

DT-P-0170A-22 - Amendment to Resolution DT-P-0170-22, issued to Morton Salt, Inc., to furnish and deliver bulk rock salt, as needed for the Division of Transportation, to increase the contract by \$6,899.05, resulting in an amended contract total amount of \$1,145,099.05, an increase of 0.61%.

**RESULT:** APPROVED

**MOVER:** Mary Ozog

**SECONDER:** Michael Childress

7.F.2. [DT-P-0077-23](#)

Recommendation for the approval of a contract to Mac's Body Shop, Inc., for auto body repairs, for the period June 14, 2023 through June 30, 2024, for a contract total not to exceed \$79,900, per lowest responsible Bid #23-071-DOT. (\$29,900 for Division of Transportation and \$50,000 for Sheriff's Office).

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Paula Garcia

7.F.3. [DT-R-0068-23](#)

Intergovernmental Agreement between the County of DuPage and Illinois State Toll Highway Authority for conveyance of property needed for the reconstruction of the bridge carrying Warrenville Road over the East Branch of the DuPage River, near the Ronald Reagan Memorial Tollway (I-88), for a County cost of \$10.00.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Michael Childress

7.F.4. [DT-R-0070-23](#)

Awarding Resolution to H & H Electric Company, for LED traffic signal head replacement at various locations within DuPage County, Section 23-TSUPG-07-GM, for an estimated County cost of \$281,985.59; Per lowest responsible bid.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Michael Childress

7.F.5. [DT-R-0071-23](#)

Awarding Resolution to H & H Electric Company, for traffic signal uninterrupted power supply (UPS) and communication upgrades at various locations within DuPage County, Section 22-DCITS-01-TL, for an estimated County cost of \$731,047.32; Per lowest responsible bid.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Paula Garcia

7.F.6. [DT-R-0073-23](#)

License agreement between the County of DuPage and Commonwealth Edison Company for construction access and grading work for the improvements of CH9/Lemont Road, from 87th Street to 83rd Street, Section 16-00232-00-CH; (County cost \$1,400.00).

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Michael Childress

## 8. FINANCE RESOLUTIONS

8.A. [FI-O-0003-23](#)

Ordinance approving and adopting the 2023 DuPage County Precinct Maps.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Paula Garcia
<b>AYES:</b>	Chaplin, Childress, Covert, DeSart, Evans, Garcia, LaPlante, Ozog, Rutledge, Schwarze, and Yoo
<b>NAY:</b>	Cronin Cahill, Eckhoff, Gustin, Tornatore, and Zay
<b>ABSENT:</b>	Galassi, and Krajewski

8.B. [FI-R-0143-23](#)

Acceptance and Appropriation of the Illinois Family Violence Coordinating Council Grant PY24, Inter-Governmental Agreement No. 322418, Company 5000 - Accounting Unit 6000, \$38,300. (18th Judicial Circuit Court)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Dawn DeSart

8.C. [FI-R-0144-23](#)

Acceptance and Appropriation of additional funding for the Low Income Home Energy Assistance Program HHS Grant FY23 Inter-Governmental Agreement No. 23-224028 Company 5000 - Accounting Unit 1420 from \$1,748,193 to \$3,291,193 (an increase of \$1,543,000). (Community Services)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Yeena Yoo

8.D. [FI-R-0145-23](#)

Authorization to transfer \$250,000 in budget to General Fund Special Accounts for Fiscal Year 2023.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Greg Schwarze

8.E. [FI-R-0142-23](#)

Authorization to transfer \$1,400,000 in budget to the County Sheriff for Fiscal Year 2023. (Sheriff's Office)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Patty Gustin

8.F. [FI-R-0151-23](#)

Authorization to transfer \$308,343 in budget to County Sheriff for Fiscal Year 2023. (Sheriff's Office)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Patty Gustin

8.G. [FI-R-0146-23](#)

Amendment to Resolution FI-R-0472-22, for a grant agreement with local food pantry agencies for the use of ARPA funds, to increase funding in the amount of \$500,000, for a new grant total of \$1,500,000. (ARPA ITEM)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Dawn DeSart
<b>AYES:</b>	Chaplin, Childress, Covert, Cronin Cahill, DeSart, Evans, Garcia, Gustin, LaPlante, Ozog, Rutledge, Schwarze, Tornatore, Yoo, and Zay
<b>ABSENT:</b>	Eckhoff, Galassi, and Krajewski

8.H. [FI-R-0148-23](#)

Additional appropriation for the ARPA Fund, for the Naperville Development Partnership, Company 1100, Accounting Unit 1215, \$42,000. (ARPA ITEM)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Dawn DeSart
<b>AYES:</b>	Chaplin, Childress, Covert, Cronin Cahill, DeSart, Evans, Garcia, Gustin, LaPlante, Ozog, Rutledge, Schwarze, Tornatore, Yoo, and Zay
<b>ABSENT:</b>	Eckhoff, Galassi, and Krajewski

8.I. [FI-R-0149-23](#)

Approval of a grant agreement between the County of DuPage and the Naperville Development Partnership, for the use of ARPA funds, in the amount of \$42,000. (ARPA ITEM)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Patty Gustin
<b>AYES:</b>	Chaplin, Childress, Covert, Cronin Cahill, DeSart, Evans, Garcia, Gustin, LaPlante, Ozog, Rutledge, Schwarze, Tornatore, Yoo, and Zay
<b>ABSENT:</b>	Eckhoff, Galassi, and Krajewski

**9. INFORMATIONAL**

A motion was made by Member Zay and seconded by Member Gustin to receive and place on file: Payment of Claims, Wire Transfers, and Grant Proposal Notifications. Upon a voice vote, the motion passed.

**A. Payment of Claims**9.A.1. [23-1907](#)

05-17-2023 Auto Debit Paylist

9.A.2. [23-1911](#)

05-19-2023 Paylist

9.A.3. [23-1917](#)

05-23-2023 Paylist

9.A.4. [23-1918](#)

05-24-2023 Public Works Refunds Paylist

9.A.5. [23-1947](#)

05-26-2023 Paylist

9.A.6. [23-2014](#)

06-02-2023 Paylist

9.A.7. [23-2031](#)

06-05-2023 Auto Debit Paylist

9.A.8. [23-2040](#)

06-06-2023 Paylist

9.A.9. [23-2082](#)

06-08-2023 Polling Place Paylist

**B. Wire Transfers**9.B.1. [23-2047](#)

06-06-2023 Corvel Wire Transfer

**C. Grant Proposal Notifications**9.C.1. [23-1990](#)

GPN 030-23: Patrick Leahy Bulletproof Vest Partnership FY23 - U.S. Department of Justice - \$158,448. (Sheriff's Office)

<b>RESULT:</b>	APPROVED THE CONSENT AGENDA
<b>AYES:</b>	Chaplin, Childress, Covert, Cronin Cahill, DeSart, Evans, Garcia, Gustin, LaPlante, Ozog, Rutledge, Schwarze, Tornatore, Yoo, and Zay
<b>ABSENT:</b>	Eckhoff, Galassi, and Krajewski

**10. DISCUSSION**

### Financial Policies Discussion - County Clerk

Jean Kaczmarek, DuPage County Clerk, appeared in-person and read a prepared statement. After making her statement, she left the meeting.

Following the Clerk's statement, Committee Members inquired about the unpaid invoices. The Auditor's Office confirmed that 8 out of the 11 invoices in question have been paid and are resolved. The 3 remaining invoices will require either change orders or budget transfers, which the Finance Department and the Clerk's Office are working together on.

County Board Chair Deb Conroy proposed the idea of removing the Election Commission from the Clerk's Office. State's Attorney Bob Berlin said his office will research that issue and report back to the Committee.

Chair Chaplin noted that one of the most important internal controls is working together with the various department heads and elected officials throughout the budget process. She thanked everyone for the discussion and reiterated the importance of following state statutes.

### **11. OLD BUSINESS**

No old business was discussed.

### **12. NEW BUSINESS**

No new business was discussed.

### **13. ADJOURNMENT**

A motion was made by Member Schwarze and seconded by Member Tornatore to adjourn at 9:59 AM. Upon a voice vote, the motion passed.