



DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF CHILD AND FAMILY SERVICES
Helping people. It's who we are and what we do.



Nevada Children's Commission Full Commission Meeting Draft Minutes

DATE: Friday, December 17, 2021

TIME: 10:30 A.M. - Adjournment

VIDEO CONFERENCE: [Click here to join the meeting](#)

TELECONFERENCE LINE: 775-321-6111

CONFERENCE ID: 150 164 350#

1. **Call to Order** – Justice Nancy Saitta, Justice Elissa Cadish, Dr. Cindy Pitlock

The meeting was called to order at 10:33 a.m. by Justice Saitta

2. **Welcome and Introductions (Roll Call)- DCFS Staff**

Members Present:

By video: Justice Nancy Saitta, Justice Elissa Cadish, Dr. Cindy Pitlock, Judge Rebecca Burton, Judge Paige Dollinger, Brigid Duffy, Shannon Gildea, Amber Howell, Megan Miller, Assemblywoman Daniele Monroe-Moreno, Kimberly Palma-Ortega, Shelia Parks, Dr. Tiffany Tyler-Garner, Janice Wolf, Assemblyman Steve Yeager

Members Absent: Nancy Brune, Tim Burch, Dr. Jesus Jara, Judge Michael Montero, Senator Keith Pickard, Judge William Voy, Judge Egan Walker

DCFS Staff: Dr. Domonique Rice, Elvira Saldana

Public: Lynda Tache, Alexis Brown, Dr. Sheldon Jacobs, Patrick Montejano, Zaide Martinez, Gwynneth Smith, Jane Saint, Ron Murphy, Valerie Balen, Annette Dawson Owens, Wanda Pena, Patrick Orme, Linda Anderson

Roll call was taken, and it was determined a quorum of the Nevada Children's Commission was present.

3. **Public Comment and Discussion**

Jane Saint stated she is present representing Nevada CASA.

4. **For Information:** Children's Commission Membership- Justice Nancy Saitta

- Introduction of the Division of Child and Family Services Interim Administrator- Dr. Cindy Pitlock

Justice Saitta introduced Dr. Cindy Pitlock. Justice Saitta asked Dr. Cindy Pitlock if it would be ok for her to introduce herself and tell the Commission the path that brought her career into the Interim position.

Dr. Cindy Pitlock stated she is the Interim Administrator for the Division of Child and Family Services. Dr. Cindy Pitlock came on board in September as the Deputy Administrator for Community Services. Prior to that, Dr. Cindy Pitlock was with the Division of Public and Behavioral Health. Dr. Cindy Pitlock's specialty is full scope Women's Health practice as an APRN.

Justice Saitta stated it is an honor to be surrounded by subject matter experts and proud to be a part of the group. Justice Saitta welcomed Dr. Cindy Pitlock with open arms. Justice Saitta informed there are membership slots which need to be filled. Nancy Brune has announced she will be leaving her position at the Guinn Center and Dr. Dale Erquiaga will be taking her place. A membership change will take place after this meeting.

Justice Cadish stated an official order to update the membership will need to be completed.

5. **For Possible Action:** Meeting Minutes from September 17, 2021- Justice Nancy Saitta
Justice Saitta asked Commission members if there were any additions or corrections to the meeting minutes.

No recommendations were made.

Action: A motion was made by Janice Wolf to approve the minutes, seconded by Megan Miller, and carried to approve the minutes of September 17, 2021.

6. **For Information:** Trial by Peers Program Presentation- Alexis Brown
Justice Saitta stated Ross Armstrong, Justice Cadish and herself had the privilege to talk to the individuals at the Trials by Peer program. Alexis Brown is one of the guiding lights in the Trial by Peers program. It is a program in Clark County of long-standing existence.

Alexis Brown stated she sits on the Board of the Clark County Law Foundation and is incredibly proud to be in front of the Commission. The Trial by Peers program trains 12–17-year-olds to be Peer Counselors. Lawyers and Judges train the teens to be able to take a not guilty citation or misdemeanor case from not guilty through trial and sentencing and train them to mediate and negotiate cases. All kinds of cases are taken. The Peer Counselors take the cases, represent their peers, hold their hand through the process, and are advocates for them. They are taught how to examine witnesses, argue opening and closing statements, and every way to be able to handle a trial. Most cases do not go to trial. Most of the students who come through the program as participants are minorities. The Peer Counselors are very representative of the community. Historically the program would only take cases from juvenile justice however over the years, they have expanded and are working to expand into more of the school district police department, metro, and Henderson. Students who may have gotten into some trouble of some kind who participate are held accountable in every single kind of process and they have consequences. In the court process it is assigned to them. In the mediation and arbitration process it is something where they participate in deciding what their consequence will be. Recently a grant was received from the Southern Nevada Health District which is allowing to reach out to more people. The Trial by Peers programs hopes Commission members will think of the program as a resource for students and send referrals.

Justice Cadish stated she has had experience with the Trial by Peers program and loved being a part of the program. Justice Cadish volunteered once a month when she was a District Judge. At the time her court

recorder's daughter was a Peer Counselor Attorney and is now a Deputy District Attorney for the Clark County District Attorney's Office. In terms of the diversion program availability for teenagers, it is an opportunity for those who maybe it is the first time in the system to help them on the right track and get introduced to some positive peer role models and adults. Justice Cadish stated she wanted Alexis Brown to present to the Commission since many may not be aware of the program and part of what the Children's Commission does is to connect people who should be connected.

Alexis Brown thanked Justice Cadish for connecting the program with the Commission.

Justice Saitta asked if some of the formally "in trouble" youth have turned their path around and become Peer Counselors.

Alexis Brown stated they have had participants in their program who start on the side of getting in trouble and then they are able to come back. These types of programs historically do have a demonstrated impact on lowering recidivism rates. Over 90% of students who participate in the program complete the program.

Judge Rebecca Burton asked under what circumstances would parents make a referral.

Alexis Brown stated they have had referrals from parents.

Judge Rebecca Burton stated it could be a valuable resource for frustrated parents.

Alexis Brown stated they would like to be a resource for parents as well. If there are any groups of parents, they would love for them to know about the program.

Assemblywoman Daniele Monroe-Moreno asked Alexis Brown if they have a working relationship with North Las Vegas Police Department.

Alexis Brown stated she left them out. They would appreciate all the connections to inform them of what they are doing and how to refer matters to their office.

Shelia Parks asked Alexis Brown if they receive referrals from The Harbor program.

Alexis Brown stated The Harbor is its own independent agency. COVID has taken over all of the referrals of all matters. The Trial by Peers program is working hard to get case referrals back up and they are working very closely with the school district police.

Jane Saint asked Alexis Brown where the proceedings are held.

Alexis Brown stated historically they have held them in the courts however they are sourcing other courtrooms due to COVID.

Jane Saint asked if they collaborate with Project Real.

Alexis Brown stated Patrick Montejano, on the call, can speak to the relationship with Project Real. They have had connections with them.

Jane Saint commented she would be curious to know how many kids who have done Project Real end up in the Trial by Peers program.

Justice Cadish stated when she was involved with the program, the judges who presided over the trials volunteered in the evenings and the trials took place in their courtroom.

Alexis Brown stated COVID has impacted access to the courts in any large capacity. They have judges and lawyers that volunteer. When the Peer Counselors are assigned a case, they are assigned a senior attorney. The judges are volunteer judges or lawyers. They have over 100 Peer Counselors ready to take cases and help their peers. Alexis Brown welcomed any ideas and thanked the Commission for their time. Alexis Brown thanked Justice Saitta and Justice Cadish for their comments about the program and stated she appreciates everything they did to get the program started and everything they are doing now to help them continue it.

Justice Saitta requested Alexis Brown provide Elvira Saldana with her contact information. Justice Saitta asked Commission members to think of Trial by Peers as they are going about their day.

7. For Information: Collaboration Center Foundation Presentation- Lynda Tache

Lynda Tache stated she is honored to be present as a voice for the disability community and as a parent. She has been in Las Vegas for 30 years, her son showed signs of behaviors and delays, and she could not get the guidance and support she needed. Lynda Tache's son was finally diagnosed with autism, ADHD, and other developmental disabilities in 2006. At the time, Lynda Tache was fortunate to meet the First Lady of Nevada, Dawn Gibbons who was very passionate about autism and worked with her and other stakeholders on the first autism legislation in 2007 which today is the autism treatment assistance program and the Autism Commission of Nevada. In 2009, Lynda Tache helped with the insurance mandate as a parent advocate and started a nonprofit in honor of her son called Grant to Gift Autism Foundation. In 2016, they partnered with the new UNLV School of Medicine and Lynda Tache spearheaded the first clinic in the practice plan, Ackerman Autism Center. In 2017, Lynda Tache transitioned out and started consulting. While consulting, Lynda Tache was approached by a group who had an idea of doing a collaborative center that could work with intellectual developmental and physical disabilities for all ages and was asked to be the President/CEO. The Collaboration Center Foundation started in 2019. The mission of the center is to be a destination and the largest disability network hub. They are looking to collaborate with other nonprofits who serve disabilities and private service providers. A private donor helped purchase the WHY Ranch in 2020. Currently they are building it out to be able to house providers on campus. The Collaboration Center wants to create a safe community for inclusion and a disability resource network. They are focusing on family and peer engagement and social interaction. The center's vision is to create the largest network people can rely on and get connected to the services they need. Once the center is built the center is hoping to collect data to have a bigger voice when they go to the state legislature. It is important to understand what the need is in the community. In Southern Nevada there are over 5,000 children on diagnostic and service waitlists. During the pandemic, children with intellectual and developmental disabilities fell behind socially, vocationally, and intellectually. There is a gross shortage of workforce which is a national problem. Their Pathways team is scanning the community continually to see if there are any new providers. Currently the center has a concierge case management and care coordination service program. This year they have connected with 2,000 individuals and families on a personal case management level. They are working on a medical triage and health care transition clinic. Once the campus is built out, speech therapy, occupational therapy, physical therapy, and behavior therapy will be available. They have education therapy and academic tutoring resource. The first grandparent support group has been started. The center would like everyone to know they are a resource, and it is free.

Justice Saitta thanked Lynda Tache and asked if a copy of the presentation could be provided to Elvira Saldana.

Brigid Duffy commented this resource will fill a gap in services in the community.

Lynda Tache stated they are open to touring people and invite anyone to visit the center.

- 8. For Information:** Commercial Sexual Exploitation of Children (CSEC) Update- Dr. Domonique Rice
- Dr. Domonique Rice stated the Coalition has been successful in creating three subcommittees to help with implementing CSEC across Nevada. The first subcommittee is the local taskforce which focuses on developing local taskforce around the state and help with policy development, training, technical assistance, and quality assurance to facilitate specialized trainings for the local taskforce. The subcommittee has been able to work with survivors and victims to offer human trafficking and trauma informed training opportunities. The CSEC Coordinator and subcommittee members have met with several state organizations to identify services and strategies to help with taskforce implementation. They have also created a memorandum of understanding and is being utilized by the local taskforce around the state which contemplates confidentiality and collaboration to serve CSEC in their area. The second subcommittee is the external engagement. Their focus is creating public awareness, legislative or regulatory affairs, and other engagement with external partners to support the work of the Coalition. Previously the Coalition had developed the Nevada Rapid Indicator Tool (NRIT) which is currently being used by child welfare to screen youth after an elopement. The tool was reviewed to make it more inclusive and diverse while screening potential CSEC providers. The subcommittee has also worked to improve access to Nevada 211, to make it more friendly for survivors of trafficking. A tab has been created on the website for Nevada 211 to list human trafficking and provide a list of services. The third subcommittee focuses on funding data sustainability plan and being able to identify a path towards developing a comprehensive statewide CSEC database that will be able to gather information. The Coalition and DCFS have established a professional relationship with the Statistical Analysis Center. They will be responsible for creating a statewide database to collect and input data into their system, which will be compared over time. DCFS has continuously worked with the CSEC Statewide Coordinator in creating more partnerships within the Clark County School District to better identify and serve CSEC communities. They meet monthly with counterparts from other states to improve best practices and have created a working group with other jurisdictions around the receiving centers. The Coalition is working to expand their membership to make it more diverse and inclusive and being able to ensure they are reaching all regions across Nevada as a whole.

Justice Saitta asked Commission members if there were any questions, comments, or concerns.

Dr. Cindy Pitlock highlighted there is a need for legislative champions going into the next session. Dr. Cindy Pitlock suggested reviewing the 2021 Report Card for Nevada.

9. For Possible Action: Committee Membership

- Discuss committee representation from Washoe County and the rural counties
- Discuss and possible approval of Commission members selecting a designee to participate in the committee meetings

Justice Saitta stated the Commission is trying to better form the committee representation. The ADKT membership needs to be updated. The Commission will be moving into a direction where there will be ad

hoc members and/or committee designees and add a better foundation to ensure there is representation from all of Nevada.

Brigid Duffy stated she had the honor of attending all the subcommittee meetings. In attending the meetings, Brigid Duffy stated she recognized lack of representation from the rurals and most are Clark County heavy. The committees have to diversify. It would be more helpful to get the committees moving if the appointees on the subcommittee who are Commissioners appoint someone else to attend the subcommittee meetings and they report to the Commissioners.

Janice Wolf stated she is on the Education subcommittee. They have a strong educational advocate attorney. Janice Wolf agrees with Brigid Duffy, and she stated it would make more sense to have Jonathan Norman attend the subcommittee meetings for her. It is a good suggestion. The committees could be better supplemented with people who really work on the ground.

Justice Saitta stated a high-level Commission has been formed, however in getting work done the committees need subject matter experts. Justice Saitta asked Commission members to raise their physical hand or virtual hand on the screen, if anyone disagrees with the suggestion to diversify the committees to include the boots on the ground subject matter experts.

No one raised their hand.

Justice Saitta asked Commission members to provide to Elvira Saldana, names of people in their area of expertise and/or in subcommittee assignments who will be well suited to be put into an active working position on the subcommittees. The current committees are behavioral health, child welfare, education, and juvenile justice. The court improvement program has been removed due to it being a standalone.

Brigid Duffy pointed out for the juvenile justice subcommittee both Judge Egan Walker and Judge William Voy who are Co-Chairs are not present. Brigid Duffy stated she is not sure if they have their opinion. There are three legislators on the juvenile justice subcommittee. The Commission may want to move them around.

Justice Saitta stated the executive group will need to look at committee reappointment. Justice Saitta asked Commission members to provide to Elvira Saldana their designee and suggestions to fill subcommittees with the true experts in the areas the Commission would like to work on by February 15, 2021.

Janice Wolf asked if it is ok to submit subcommittee experts for subcommittees members are not directly involved with.

Justice Saitta stated it was ok.

Brigid Duffy commented Kim Abbott is on the behavioral health committee, however the Commission needs to ensure not to go too big because the quorum issue has become important.

Janice Wolf stated Kim Abbott is who she had in mind.

Justice Saitta stated the Commission is not going to expand the base of the subcommittees too much. The experts are people they need to have access to and designate to be ad hoc.

Justice Cadish commented she is not sure how the need to get the geographical diversity is going to be addressed under this agenda item. The Commission needs to consider it and think of how to get subject matter experts in from other areas around the state to make sure the entire state's needs and concerns are being fully addressed. As a Supreme Court Commission, Justice Cadish does not believe the Commission is covered by the quorum and notice requirements and governed by those rules. The Commission does its best to comply and wants to be open and transparent. Justice Cadish stated she is not suggesting otherwise.

Judge Saitta stated it is the go around the Commission has used and will continue to use as an unstated management tool. Justice Saitta asked Judge Paige Dollinger, Judge Michael Montero, and Amber Howell if they could provide names to help expand and meet the geographical diversity.

Judge Paige Dollinger stated she has some ideas. Judge Egan Walker has transitioned into a general jurisdiction role on the bench from the family side and she will need to check with him. Master Okezie from Carson City might be somebody to reach out to.

Jane Saint commented Shannon Gildea would be very helpful since she represents the state. Jane Saint made a formal request as the Nevada CASA Association State Executive Director, she be a part of the Commission.

Justice Saitta stated they will be looking at that. Justice Saitta requested Judge Paige Dollinger, Amber Howell, and Judge Michael Montero provide names to Elvira Saldana.

Elvira Saldana stated regarding members selecting a designee if Justice Saitta wanted to wait until the next meeting to vote or if she would like to move to approve.

Justice Cadish clarified objections were solicited, there were none and Justice Cadish thought it was taken as a vote of approval.

Justice Saitta stated it would be translated as a vote of approval.

10. For Information: Court Improvement Program Update- Shannon Gildea

- Provide updates on the Court Improvement Program

Shannon Gildea stated she is the CIP Coordinator at the Administrative Office of the Courts. The annual Community Improvement Council Summit was held in September. Approval of their plan and assessment was received from the Children's Bureau which ensures funding for the next couple of years. CIP looks forward to working with the Commission. They are looking at adding more mediators to the juvenile dependency mediation program and are looking for diversity. Training dates have been confirmed as March 28th through April 1st. The training will be held in Reno and as new information is learned; Shannon Gildea will communicate to the Commission members. If anyone is interested in joining the panel, please reach out to cip@nevadacourts.nv.gov.

11. For Information: Updates from Committees

- Behavioral Health Committee- Gwynneth Smith, Dr. Sheldon Jacobs, Kim Abbott, Dr. Joe Haas, Dr. Domonique Rice

Gwynneth Smith stated the committee held meetings in November and December. The committee is off to a good start. Gwynneth Smith stated she is a Chief Deputy in Clark County. Among other responsibilities, Gwynneth Smith is assigned to the mental health court calendar. It is a specialized court calendar in front of Judge Sullivan which is heard weekly and focuses on the legal proceedings

related to kids in foster care who are acutely or residentially psychiatrically hospitalized. Gwynneth Smith asked Dr. Domonique Rice and Dr. Sheldon Jacobs to introduce themselves.

Dr. Domonique Rice stated she is the Deputy Administrator over Quality and Oversight with the Division of Child and Family Services. Dr. Domonique Rice's background has spanned all behavioral health services as well as forensic services and the community state psychiatric hospital state adult corrections and state juvenile corrections. All the work Dr. Domonique Rice does is focused and geared towards the families and youth served.

Dr. Sheldon Jacobs stated he is Licensed Marriage Family Therapist and has close to 17 years of experience in mental health across all levels, residential treatment, inpatient, and outpatient. Dr. Sheldon Jacobs has been with Clark County Department of Family Services for the past 5 years. Recently Dr. Sheldon Jacobs was appointed to the Nevada Medical Center who oversees Hope Means Nevada which their primary aim is to eradicate teen suicide. Dr. Sheldon Jacobs is also a clinician for the Las Vegas Raiders.

Justice Saitta asked Gwynneth Smith if she has an update or objective the committee has identified as a starting point.

Gwynneth Smith stated she has a brief update. The committee is focusing on the elements of the workplan, training, data and issues related to public awareness. The primary task for the committee is for all members to bring their respective knowledge to bear around aligning on 4 to 5 goals they see as crucial ones to meet the challenges of youth mental health crisis. The committee will be prepared to share with the full Commission, with the idea the Commission can evaluate and determine whether those are issues the Commission wants to take a public stand on or advocate.

- Child Welfare Committee- Megan Miller, Tim Burch, Amber Howell, Judge Paige Dollinger, Judge Stephanie Charter, Shelia Parks

Megan Miller stated Amber Howell, Shelia Parks and herself were able to meet. They did start talking about the training and the data systems aspect of the workplan. There were no changes since the last time they talked. Most of the conversation focused on identifying challenges to behavioral health and racial ethnic disparities in the child welfare system. To echo what Gwynneth Smith had to say, a lot of what it came down to is right now we are a system in crisis not just the compounded mental health crisis we are facing but being compounded with an educational and housing crisis. The systems at large are having a difficult time identifying disparities due to all the challenges being compounded together. Washoe County is currently doing research on proportionality from removals and mental health. Shelia Parks pointed out studies being conducted on racial and ethnic disparities in removals. The larger challenge the committee has identified is all the different systems are coming together to bring families to their attention that would not necessarily need to come into the child welfare system. Identifying placements for children now is extraordinarily difficult.

- Education Committee- Nancy Brune, Kimberly Palma-Ortega, Dr. Jesus Jara, Dr. Tiffany Tyler-Garner, Janice Wolf

Janice Wolf stated the committee followed the workplan directives. The committee's focus is training and data, particularly racial disparities in the school to Department of Juvenile Justice Services (DJJS) pipeline. Ross Armstrong sat in the meeting, and he pointed out legislation was passed mandating training for school police which is what the committee wants to focus on. The committee decided Nancy Brune would write a letter to the Special Education Coordinators to determine what training is available. The committee wants to also start looking at statistics. The Children's Attorneys Project Education Team did some research on racial disparities in the school to DJJS pipeline. The data was forwarded to Nancy Brune.

- Juvenile Justice Committee- Judge William Voy, Judge Egan Walker, Assemblywoman Daniele Monroe-Moreno, Senator Keith Pickard, Assemblyman Steve Yeager

Elvira Saldana stated the only member present is Assemblyman Steve Yeager however he did not attend the meeting. The committee met in the beginning of December. Elvira Saldana stated she thinks the committee agreed to send a letter to Nevada Association of Juvenile Justice Administrators (NAJJA) requesting current training.

Brigid Duffy stated one of the recommendations made was to send a letter to NAJJA to ascertain what trainings they are doing. The committee needs to first know what data is kept around racial and ethnic groups within the juvenile justice system and what trainings are provided before recommendations can be made on what training is needed. Some of the priorities discussed were mental health issues and placement issues.

12. For Information: American Rescue Plan Act Funding- Dr. Cindy Pitlock

- Provide updates on any information relating to the American Rescue Plan Act Funding

Dr. Cindy Pitlock stated there have been several wins. One is pending February Interim Finance Committee approval for 1 million dollars for the hardening of one 12 bed unit at Desert Willow Treatment Center which would expand the capabilities to provide secure mental health treatment while keeping staff and patients safe. There is also an ask being developed for the opening of all the facilities to the fullest capacity. Another win is the expansion of mobile crisis response team to accommodate the mental health crisis surge. An additional 14 staff have been added to the North and South which includes boots on the ground crisis response for deployment and strengthening the telehealth model. A 1.9-million-dollar work program is going to IFC on Tuesday for approval. The Division has partnered with Clark County, and it is to fund 6 beds at the Oasis Campus building 13 for an intermediate care facility for children and youth with autism or intellectual developmental delays. There are a lot of people and stakeholders working together to look at the facilities, how to staff them fully and open the services now.

Jane Saint commented the Interim Finance Committee has decided to pull the nonprofits out and they will have their own pot of funding. Nevada CASA is applying for the funding. If anyone on the meeting would help support them in their efforts, they would appreciate it.

Brigid Duffy commented she was informed the acute hospital Carson City uses is shutting down next week. There is concern for the kids and what is going to happen when the hospital shuts down.

Dr. Cindy Pitlock stated there is a facility shutting down in the North. Relationships are being formed with external partners to hopefully be able to intervene at the intensive outpatient services level. Renown has been involved in the conversations as well. It is on everyone's radar, and they are trying to make sure to strengthen the community responses at the outpatient level to divert some of the inpatient need.

Amber Howell stated West Hills is a 96-bed psychiatric hospital. The closure is a shock and a crisis for the community. Prior to this, two other hospitals who stopped doing psychiatric care were lost. There are 10-15 children sitting at Renown waiting for assessments. They have learned the Medicaid rate is low for the area. Systemically, trying to build something on a very minimal fiscal infrastructure is the biggest challenge. It is in their best interest to look at how to become more competitive. There is capacity in the area however the rate is not competitive or attractive. Washoe County is in dire need of help, mental health services, and they have minimal beds even when DCFS can take kids.

Justice Saitta stated to the extent there is anyone on the Commission who can help by offering words of support or letters of support please let the Commission know.

13. For Information: COVID-19 Awareness

- Discuss and provide updates on available resources relating to COVID efforts
The agenda item was tabled.

14. For Possible Action: Discuss and Decide Upon Next Steps– Justice Nancy Saitta

- Assign Tasks to Committee Members (if needed)
No additional tasks were assigned.
- Specify Agenda Items for the Next Meeting
No recommendations were made.
- Confirm Next Meeting Date/Time
 - i. Friday, March 18, 2022 at 10:30 a.m.

Justice Saitta stated it is unlikely there will be presentations at the next meeting. The Commission will focus on updates and action items from the subcommittees.

15. Public Comment and Discussion

Jane Saint stated she is excited the meetings are going longer and there is more information to share with each other. It shows the value and the importance of the Commission and the work everyone is doing. Jane Saint asked if the Texas Commission meets a day or two every quarter.

Justice Saitta stated they have at least one full day session.

Jane Saint commended everyone for the great work they are doing.

16. Adjourn

A motion was made by Brigid Duffy to adjourn, seconded by Amber Howell, and carried to adjourn the meeting.

The meeting adjourned at 12:47 p.m.