

MEETING MINUTES

November 2, 2015

PHYSICIAN ASSISTANT BOARD

2005 Evergreen Street – Hearing Room #1150

Sacramento, CA 95815

8:00 A.M. – 5:00 P.M.

1. Call to Order by President

President Sachs called the meeting to order at 8:06 a.m.

2. Roll Call

Staff called the roll. A quorum was present.

Board Members Present: Robert Sachs, PA-C
Charles Alexander, Ph.D.
Michael Bishop, M.D.
Jed Grant, PA-C
Sonya Earley, PA-C
Xavier Martinez
Catherine Hazelton
Javier Esquivel-Acosta, PA

Board Member Not Present: Cristina Gomez-Vidal Diaz

Staff Present: Glenn L. Mitchell, Jr., Executive Officer
Kristy Schieldge, Senior Staff Counsel,
Department of Consumer Affairs (DCA)
Lynn Forsyth, Enforcement Analyst
Anita Winslow, Licensing Analyst

3. Approval of August 3, 2015 Meeting Minutes

M/ Jed Grant S/ Sonya Earley C/ to:

Approve the August 3, 2015 meeting minutes.

Member	Yes	No	Abstain	Absent	Recusal
Charles Alexander	X				
Michael Bishop	X				
Cristina Gomez-Vidal Diaz				X	
Sonya Earley	X				
Javier Esquivel-Acosta	X				
Jed Grant	X				
Catherine Hazelton	X				
Xavier Martinez	X				
Robert Sachs	X				

Motion approved.

topics of interest. Mr. Sachs stated that there were 75 hard copies and 75 CD's of the Laws and Regulations Booklets handed out in the first hour of the booth being opened.

- 2) Mr. Sachs introduced Javier Esquivel-Acosta, PAC, who was recently appointed by Governor Brown to the Board. Mr. Esquivel-Acosta has served in several positions at the Foothill Community Health Center since 2011, including director of the Health Education and Nutrition Department and the Innovation Department, associate medical director and clinic supervisor.

He was a physician assistant and certified aesthetic consultant at Med Spa from 2011 to 2013 and a bilingual case manager at La Familia Counseling Services from 2007 to 2009.

He was a physician in private practice in Zacatecas, Mexico from 2005 to 2007, a health educator at Tiburcio Vasquez Health Center Inc. from 2003 to 2004 and chief of emergency care services at the Hospital General De Jerez in Zacatecas, Mexico from 2001 to 2003, where he was chief of outside consultation from 2000 to 2003.

Mr. Esquivel-Acosta earned a Foreign Medical degree from the Autonomous University of Zacatecas School of Medicine, a Master of Science degree in medical science from Saint Francis University and a Physician Assistant degree from the Stanford University School of Medicine.

Mr. Sachs administered the Oath of Office to Mr. Esquivel-Acosta.

b. Executive Officer's Report

- 1) Update on BreEZe Implementation

Mr. Mitchell noted that the Board continues to work with the BreEZe team on implementation of BreEZe. The Board's issues with enforcement reports are being resolved and are now more reflective of our actual statistics.

The Breeze licensing program continues to function with no issues.

BreEZe online renewals:

As Mr. Mitchell stated at our last meeting, the Board went "live" with the BreEZe online renewal system on May 22, 2015.

The online feature is functioning as designed and the Board is not experiencing any issues since implementation of the system.

Mr. Mitchell reported that the Board continues to receive fewer paper renewals due to the implementation of online renewals. Licensees renewing at the last minute are encouraged to renew online, thus avoiding delays in renewing their licenses and updating the expiration date. Typically, many renewal inquiries are received at the end of each month.

Mr. Mitchell spoke about the continued support received from the BreEZe team and the MBC Information Systems Branch regarding the implementation

of BreEZe. The Board has greatly benefited from their expertise and guidance in helping us to understand and implement the system. Again, Mr. Mitchell would like to thank the BreEZe and MBC ISB for their continued support.

2) CURES update

Mr. Mitchell report that a “soft launch and phased rollout” of CURES 2.0 took place in July 2015. It appears that there are no major issues during this implementation phase. The “soft launch and phased rollout” helps to ensure that the system functions appropriately. Some important items to know about the CURES program include:

- The CURES registration requirement has been extended from January 1, 2016 to July 1, 2016 by AB 679.
- The Department of Justice (DOJ) is continuing the “soft launch” period to add functionality and allow for specific users to test the system. The added functionality includes doctor-patient compacts and peer-to-peer communications.
- DOJ anticipates opening access to CURES 2.0 for all individuals with compliant browsers (i.e. Internet Explorer 11, Chrome, or Firefox) before the end of 2015.
- DOJ and the Department of Consumer Affairs are also working on an interagency agreement for the ongoing maintenance and operations of CURES 2.0 that will be funded by the CURES Fund.

Mr. Mitchell noted that initially current users who meet the new security standards, including minimum browser specifications, will transition to CURES 2.0. He also stated that the Board’s website has been updated to provide licensees with information regarding the CURES 2.0 rollout and registration requirements. The website also includes a link to the DOJ Prescription Drug Monitoring Program.

c. Licensing Program Activity Report

Between August 1, 2015 and October 23, 2015, 241 physician assistant licenses were issued. As of October 23, 2015, 10,534 physician assistant licenses are renewed and current.

d. Diversion Program Activity Report

As of October 1, 2015, the Board’s Diversion Program has 12 participants, which includes 3 self-referral participants and 9 board-referral participants.

A total of 133 participants have participated in the program since implementation in 1990.

e. Enforcement Program Activity Report

Between August 1, 2015 and October 31, 2015, there were five accusations filed; there were no Statement of Issues filed; there were no probationary licenses issued; there was one license Surrender; there was one Petition to Revoked, and we have five pending citations. There are currently 56 probationers.

6. Department of Consumer Affairs

Christine Lally, Deputy Director, Board and Bureau Relations, reported on several issues that impact the Board.

Ms. Lally reported that the Department is having a meeting on the Pro-rata Study on November 17, 2015 regarding cost distribution to Boards within the Department of Consumer Affairs (DCA). Staff from all units within DCA will be available for questions and answers.

Ms. Lally reminded members of the Board about required board member training. Sexual harassment training is required to be completed by the end of December 2015.

Ms. Lally informed the Board that the Statement of Economic Interest Form 700, which must be submitted upon appointment, annually by April 1, and upon leaving the Board, will be available to file online starting in February 2016. DCA will update members about this new filing method.

Sean O'Connor, Chief of IT Legislation, Department of Consumer Affairs, reported that BreZE Release 2 launch is scheduled for mid-January 2016. This release will have a new document management system. The Release 1 Boards and Bureaus have approximately 32% of their renewals completed online, with this new release online renewals are expected to increase to 50%. The BreZE team is also working on a CME audit system.

7. Nomination and election of Physician Assistant Board Officers

Business and Professions Code Section 3509.5 states that, "the board shall elect annually a chairperson and vice chairperson from among its members. Typically, the nomination and election of board officers is held at the last meeting of the year.

Mr. Mitchell asked for nominations for President/Chairperson for 2016.

M/ Jed Grant S/ Sonya Earley C/ to:

Nominate Robert Sachs as President/Chairperson of the Physician Assistant Board for 2016.

Member	Yes	No	Abstain	Absent	Recusal
Charles Alexander	X				
Michael Bishop	X				
Cristina Gomez-Vidal Diaz				X	
Sonya Earley	X				
Javier Esquivel-Acosta	X				
Jed Grant	X				
Catherine Hazelton	X				
Xavier Martinez	X				
Robert Sachs	X				

Motion approved.

Mr. Mitchell asked for nominations for Vice-President/Vice-Chairperson for 2016.

M/ Robert Sachs S/ Sonya Earley C/ to:

Nominate Jed Grant as Vice-President/Vice-Chairperson of the Physician Assistant Board for 2016.

Member	Yes	No	Abstain	Absent	Recusal
Charles Alexander	X				
Michael Bishop	X				
Cristina Gomez-Vidal Diaz				X	
Sonya Earley	X				
Javier Esquivel-Acosta	X				
Jed Grant	X				
Catherine Hazelton	X				
Xavier Martinez	X				
Robert Sachs	X				

Motion approved.

8. Approval of passing score for 2016 PA initial licensing examination and 2016 dates and locations for PA initial licensing examination.

Business and Professions Code Section 3517 provides in pertinent part:

“The board shall, however, establish a passing score for each examination.”

M/ Jed Grant S/ Xavier Martinez C/ to:

Approve the passing score for the physician assistant initial licensing examination for the year 2016 as established by the National Commission on Certification of Physician Assistants (NCCPA).

Member	Yes	No	Abstain	Absent	Recusal
Charles Alexander	X				
Michael Bishop	X				
Cristina Gomez-Vidal Diaz				X	
Sonya Earley	X				
Javier Esquivel-Acosta	X				
Jed Grant	X				
Catherine Hazelton	X				
Xavier Martinez	X				
Robert Sachs	X				

Motion approved.

Business and Professions Code Section 3517 provides in pertinent part:

“The time and place of examination shall be fixed by the board.”

M/ Jed Grant S/ Sonya Earley C/ to:

Approve the initial licensing examination dates and location as established by the NCCPA for 2016. The examination is given on a year-round basis at the Pearson VUE Professional Testing Centers.

Member	Yes	No	Abstain	Absent	Recusal
Charles Alexander	X				
Michael Bishop	X				
Cristina Gomez-Vidal Diaz				X	
Sonya Earley	X				
Javier Esquivel-Acosta	X				
Jed Grant	X				
Catherine Hazelton	X				
Xavier Martinez	X				
Robert Sachs	X				

Motion approved.

9. Schedule of 2016 Board meeting dates and locations.

The following 2016 Board meeting dates were proposed:

- Monday, January 11, 2016
- Monday, April 18, 2016
- Monday, July 11, 2016
- Monday, October 17, 2016

All Board meetings are scheduled to be held at:
 Hearing Room
 2005 Evergreen Street
 Sacramento, CA 95815.

M/ Jed Grant S/ Michael Bishop C/ to:

Approve the 2016 meeting dates and location as proposed.

Member	Yes	No	Abstain	Absent	Recusal
Charles Alexander	X				
Michael Bishop	X				
Cristina Gomez-Vidal Diaz				X	
Sonya Earley	X				
Javier Esquivel-Acosta	X				
Jed Grant	X				
Catherine Hazelton	X				
Xavier Martinez	X				
Robert Sachs	X				

Motion approved.

10. Regulations

- a. Proposed amendments Title 16 California Code of Regulations
 Section 1399.523 – Disciplinary Guidelines: Update.

A regulatory hearing on the Proposed Language for Guidelines for Imposing Discipline/Uniform Standards Regarding Substance-Abusing Healing Arts Licensees, Section 1399.523 of Division 13.8 of Title 16 of the California Code of Regulations was held on February 9, 2015.

The rulemaking file has been submitted to the Department of Consumer Affairs for their review. Upon their approval, the file will be forwarded to the Office of Administrative Law (OAL). OAL has thirty working days to review the file.

- b. Proposed amendments to Title 16 California Code of Regulations Section 1399.546 – Reporting of Physician Assistant Supervision. Related to the implementation of SB 337.

Ms. Schieldge discussed SB 337, which becomes law on January 1, 2016, and amends Business and Professions Code (BPC) 3502. She discussed how the amendments may impact Title 16 California Code of Regulations (CCR) section 1399.546. Her concern was that the regulation may need to conform to the legislative language from SB 337. She noted that the legislative amendments to BPC 3502 pertains to adequate supervision of physician assistants and not the standard of care for record keeping when it comes to recording the supervising physician of the physician assistant. This discrepancy may result in confusion with physician assistants attempting to comply with the laws and regulations.

Mr. Sachs noted that Title 16 CCR section 1399.546 regulation should reflect technological changes on how supervision is noted using electronic medical records (EMR). EMR's have replaced paper records in most medical practices.

Ms. Schieldge opened the discussion about possibly amending CCR §1399.546 to more properly reflect technological changes, providing for more flexibility while maintaining the standard of care for adequate records review by supervising physicians. The current regulation does not indicate how the supervising physician should be identified. Ms. Schieldge requested from Board members language that would address their concerns.

Mr. Grant responded that there are several different ways of identifying the supervising physician, depending on the practice setting. He suggested that the supervising physician be identified for each episode of care, thus alleviating entry of the supervising physician each time a physician assistant updated a patient's chart.

Ms. Earley indicated that for an inpatient setting, the supervising physician must be listed each time, because the supervising physician could change within the same episode of care for the patient's stay in the hospital. Mr. Esquivel-Acosta agreed that it is more complicated within a hospital setting and that with EMR's the system requires the supervising physician to be noted.

Through further discussion it was agreed to develop proposed text to amend CCR §1399.546 for review by the Board for a possible regulatory change. Ms. Schieldge and Mr. Grant suggested the following amendments to Title 16 CCR §1399.546:

“Each time a physician assistant provides care for a patient and enters his or her name, signature, initials, or computer code on a patient’s record, chart, or written order, the physician assistant shall also record in the medical record for that episode of care the supervising physician who is responsible for the patient.”

It was determined that the proposed amendments to Title 16 CCR §1399.546 would be a solution to address changes in technology with regard to how supervision is noted using EMR’s. The purpose would be pro-competitive with the physician assistant licensing population because it eases the burden on a licensee to document patient encounters in EMR’s.

Public comment: Teresa Anderson, Public Policy Director, California Academy of PAs (CAPA), commented that the Board supported SB 337. She added that CAPA understood SB 337 amendments would comport with the regulation. However, based on concerns with possible inconsistencies between the law and regulation she believes that the easiest solution would be to amend the regulation.

Ms. Schieldge reiterated that the regulation needed to be cleaned up to coincide with the statutory changes with regard to more options on how to note the supervising physician in the EMR.

Ms. Anderson concurred with Mr. Grant’s proposal.

M/ Jed Grant S/ Sonya Earley C/ to:

Amend the language of Title 16 California Code of Regulations Section 1399.546, and bring back text for discussion at the next Board meeting.

Member	Yes	No	Abstain	Absent	Recusal
Charles Alexander	X				
Michael Bishop	X				
Cristina Gomez-Vidal Diaz				X	
Sonya Earley	X				
Javier Esquivel-Acosta	X				
Jed Grant	X				
Catherine Hazelton	X				
Xavier Martinez	X				
Robert Sachs	X				

Motion approved.

11. Closed Session:

- a. Pursuant to Section 11126(c)(3) of the Government Code, the Board moved into closed session to deliberate on disciplinary matters.
- b. Pursuant to Section 11126(a)(1) of the Government Code, the Board remained in closed session to conduct the annual evaluation of performance of the Executive Officer.

Return to open session

Motion approved.

15. Presentation and discussion regarding February 2015 United States Supreme Court decision: North Carolina State Board of Dental Examiners V. Federal Trade Commission (FTC)

On September 21, 2015 Mr. Grant, Mr. Mitchell and Ms. Schieldge attended an informational training session sponsored by the Department of Consumer Affairs (DCA) regarding this US Supreme Court case.

Ms. Schieldge gave a summary of the decision and potential impacts to DCA and the Board. In summary, this case establishes a new standard for determining whether a state licensing board is entitled to immunity from antitrust actions.

Ms. Schieldge noted that before this case was decided, most state licensing boards operated under the assumption that they were immune from antitrust lawsuits. Because of the decision, many states, including California, are reassessing the structures and operations of their state licensing boards to address whether changes should be made to reduce the risk of antitrust claims.

Ms. Schieldge stated that the case involves whether a Board can assert the immunity defense, not whether the Board violated antitrust law, by clear articulation of state policy and having adequate oversight or state supervision. This showing and setting forth new criteria for claiming immunity when the activity authorized is determined to be anticompetitive. She added that not every regulation is anticompetitive; some may be competitive and help the marketplace.

Ms. Schieldge reviewed the California Attorney General's opinion and summarized the recommended options for responding to the Supreme Court's decision. Some options included:

1. Creating a super agency with full responsibility for reviewing all the boards' decisions.
2. Modify board powers from decision makers to advisors changing boards to advisory boards for all or a portion of their functions.
3. Amending the DCA Director's authority over certain Board decisions or providing options for review upon request by the board.

Ms. Schieldge concluded that training is a very important component of this issue. The DCA is committed to keeping this an ongoing priority for all the boards that are affected by this decision. She recommended that this issue remain on upcoming agendas for further discussion and updates for new policies and/or procedures.

16. Medical Board of California activities summary and update

The Medical Board of California (MBC) held its meeting on October 29 and 30, 2015 in San Diego. The meeting had presentations and discussions on concerns of the MBC.

Dr. Bishop reported on MBC's Public Outreach, Education, and Wellness Committee presentation on successful physician health programs. Discussion included a replacement for the disbanded MBC Diversion Program. Uniform Standards were discussed for a new monitoring program.

There was also a presentation and discussion on MBC's Verify a License campaign. This was developed for public outreach when MBC was made aware that many consumers didn't know how to verify their doctor's license even though this information was available on the MBC website.

Dr. Bishop spoke about the public hearing for the Disciplinary Guidelines.

Dr. Bishop reported on the petition from the Consumer Union Safe Patient Project. This petition was created for patients as a way of knowing if their physician has been disciplined by the MBC.

The provisions of the petition included:

- a) Notice of disciplinary action must be displayed prominently in the physician's office.
- b) The patient must be notified of disciplinary action at the time an appointment is made with the physician.
- c) The patient must be given written notice of disclosure of the disciplinary action when they arrive for their appointment.
- d) The patient must sign a log book that notification of the disciplinary action was disclosed and this log book must be kept during the duration of the probation.

MBC voted to deny the petition, but agreed that the issue needed to be addressed. It was set forth to staff and the Board President to develop a way the issue could be resolved for public protection either at meetings or through a sitting committee. The Consumer Union was satisfied with the decision of the MBC and agreed to work with them on this issue.

Dr. Bishop discussed the vertical enforcement issue with the time it took for disciplinary action against physicians. MBC investigators moved to the Department of Consumer Affairs Division of Investigations. It was anticipated that this would have an impact on the time it took to complete investigations. Unfortunately, this department has a 33% investigator vacancy rate and investigations are now taking longer.

Dr. Bishop reported that there was a presentation by Christina Mollack, Ph.D., Berkeley, on "Burnout in the Workplace." It was a very informative presentation.

17. Budget Report

a. Budget update

Taylor Schick, Budget Officer, Department of Consumer Affairs reported on the two budget reports from Calstars (State accounting system).

- 1) Month 13 report – represents the end of fiscal year 2014/15
- 2) Fiscal Month (FM) 3 report – represents expenditures through September 2015.

Mr. Schick noted that the report did not include budget amounts. Normally, the Budget Act amounts would be used as a placeholder in this report, but due to the hectic nature of year end reporting this figure was not available to

be uploaded into the report. He explained the budget process for the fall as a time to make adjustments for next budget year appropriations as well as the current year appropriations. Once the Governor's Budget is released in January, a revised current year budget that will be uploaded to the Calstars reports. This will also be reflected in the projection documents.

Mr. Martinez asked when the budget would be updated and whether it would be more reflective of previous years or of the current year.

Mr. Schick responded that the Budget Act amounts would be included in FM 4 Calstars report and that the budget is reviewed for incremental changes, where line items are adjusted to new levels relative to specific sections, but the bottom line amounts must remain constant.

Ms. Earley asked if there was any idea of what the budget looks like and whether there were any shortfalls or issue anticipated.

Mr. Schick noted that the Budget Office would meet with the Board's Executive Officer in January to review the Governor's Budget. A proposal was submitted by DCA on behalf of the Board to increase the Attorney General line item. Mr. Schick noted that the Board is in the black with a projected reversion of 7%.

Mr. Martinez asked about using the reserve for economic uncertainties. He also was interested in the accrual of the interest from the Board's general fund loan.

Mr. Schick explained that the reserve can be used, but any increase would have to be requested through the Department of Finance via a Budget Change Proposal. The Board does not accrue interests, an interest rate is set and the Board receives a line item for that amount.

b. Discussion regarding Pro-Rata costs to DCA Boards and survey by DCA.

M/ Xavier Martinez S/ Sonya Earley C/ to:

Table the discussion of the Pro-rata costs until the next Board meeting.

Member	Yes	No	Abstain	Absent	Recusal
Charles Alexander	X				
Michael Bishop	X				
Cristina Gomez-Vidal Diaz				X	
Sonya Earley	X				
Javier Esquivel-Acosta	X				
Jed Grant	X				
Catherine Hazelton	X				
Xavier Martinez	X				
Robert Sachs	X				

Motion approved.

18. The Legislative Committee Report

Ms. Hazelton discussed the final decisions of specific bills that were of interest to the Board, including:

AB 12 (Cooley) This bill would require every state agency, department, board, bureau or other entity to review and revise regulations to eliminate inconsistent, overlapping, duplicative, and outdated provisions and adopt the revisions as emergency regulations by January 1, 2018. Additionally, this bill would require the Business, Consumer Services, and Housing Agency to submit a report to the Governor and Legislature affirming compliance with these provisions. These provisions would be repealed by January 1, 2019.

Board position: Oppose

Status: Held in appropriations; extended as a 2 year bill

AB 85 (Wilk) This urgency bill would require two-member advisory committees or panels of a “state body” (as defined in the Bagley-Keene Open Meeting Act) to hold open, public meetings if at least one member of the advisory committee is a member of the larger state body and the advisory committee is supported, in whole or in part, by state funds.

Board position: Oppose

Status: Governor vetoed

AB 637 (Campos) This bill would allow nurse practitioners and physician assistants to sign the Physician Orders for Life Sustaining Treatment form. This Treatment Form allows terminally-ill patients to inform their loved ones and health care professionals of their end-of-life wishes. By expanding the number of people who are allowed to sign the Treatment Form, the intent of this bill is to assist terminally-ill patients in making their end-of-life wishes known to their families and health care providers. This bill would impact licensees of the Physician Assistant Board and the Board of Registered Nursing.

Board position: Support

Status: Signed by Governor

AB 1351 (Eggman) This bill would:

1. Convert the existing system of deferred entry of judgement (DEJ) for qualified drug possession offender – generally those with no prior convictions or non-drug current charges – to a true diversion system, under which eligible defendants are admitted to an education and treatment program prior to conviction and granted a dismissal of the charges upon successful completion of the program;
2. Allow persons previously convicted of a drug possession offense, or who have previously participated in a diversion of DEJ program, or those for whom parole or probation has been revoked may participate in a diversion program; and
3. Set the length of the program from six months to one year, except that the court can extend that time for good cause.

Board position: Oppose

Status: Governor Vetoed

AB 1352 (Eggman) The purpose of this bill is to allow any person who has successfully completed a deferred entry of judgement (DEJ) treatment program to obtain dismissal of the plea upon which DEJ was granted, on the basis that the guilty or no-contest plea underlying DEJ may result in a denial of employment benefit, license or certificate, or have adverse immigration consequences, in conflict with the statement in the governing statute that the plea shall not result in “denial of any employment, benefit, license, or certificate.”

Ms. Hazelton discussed how this bill would impact the Board’s ability to do due diligence when considering licensure when the full criminal record might be unknown.

Ms. Schieldge stated that if a person is arrested for drugs or alcohol and plead guilty, if they enter a program, that plea is suspended until the completion of the program. If the program is not completed then the guilty plea stands. If the program is completed then the Board cannot use the guilty plea when considering licensure, because the conviction is set aside.

Board position: Oppose
Status: Signed by the Governor

SB 337 (Pavley) This bill would require medical records to reflect the supervising physician for each episode of care; require a physician assistant who transmits an oral order to identify the supervising physician; recast medical record review provisions to require the supervising physician to utilize one or more mechanisms; and recast prescribing provisions to allow a physician assistant to prescribe Schedule II controlled substances.

Board position: Support if Amended
Status: Signed by the Governor

SB 464 (Hernandez) This bill clarifies that health care practitioners, including physician assistants, may use patient self-screening tools that will identify patient risk factors for the use of self-administered hormonal contraceptives, for purposes of furnishing self-administered hormonal contraceptives to the patient.

Board position: None
Status: Signed by the Governor

SB 800 (Committee on Business, Professions & Economic Development) Healing Arts Omnibus

This bill allows for the Board titles to change from Chair/Vice Chair to President/Vice President effective January 1, 2016.

Board position: None
Status: Signed by the Governor

19. Agenda items for the next meeting

- a. Business and Professions Code Section 101.7 Board meeting locations: update.

- b. Health and Safety Code Section 1799.110. Existing law does not include PA's.
- c. North Carolina State Board of Dental Examiners v. Federal Trade Commission: developments since the decision.
- d. BreEZe update.
- e. Title 16, California Code of Regulations Section 1399.546 potential change.
- f. Customer Satisfaction Survey – Licensing survey.
- g. The Education/Workforce Development Committee - update.
- h. Pro-rata Study – Budget.
- i. Workforce data - OSHPD.

20. Adjournment

With no further business the meeting was adjourned at 12:04 P.M.