

**STATE OF NEVADA  
PERSONNEL COMMISSION**

Carson City at the Legislative Counsel Bureau, 401 S. Carson Street, Room 3138, Carson City, Nevada 89701; and via video conference in Las Vegas at the Grant Sawyer State Building, Room 4412, 555 East Washington Avenue.

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**MEETING MINUTES  
Friday, September 30, 2016**

**COMMISSIONERS PRESENT**

**IN CARSON CITY:** Katherine Fox, Chair  
David Read, Commissioner

**STAFF PRESENT IN CARSON CITY:**

Peter Long, Administrator, DHRM  
Tawny Polito, Executive Assistant, DHRM  
Shelley Blotter, Deputy Administrator, DHRM  
Cassie Moir, Deputy Administrator, DHRM  
Michelle Garton, Supervisory Personnel Analyst, DHRM  
Carrie Hughes, Personnel Analyst, DHRM  
Denise Woo-Seymour, Personnel Analyst, DHRM  
Patricia Kreymborg, Personnel Analyst, DHRM

**COMMISSIONERS PRESENT**

**IN LAS VEGAS:** Mr. David Sanchez, Commissioner  
Mr. Andreas Spurlock, Commissioner  
Mr. Gary Mauger, Commissioner

**STAFF PRESENT IN**

**LAS VEGAS:** Heather Dapice, Supervisory Personnel Analyst, DHRM

**I. CALL TO ORDER, WELCOME, ROLL CALL, ANNOUNCEMENTS**

**Chairperson Fox:** Opened the meeting at 9:00 a.m. She announced that Ms. Cassie Moir has joined as Deputy Administrator in charge of Classification, Compensation and Recruitment. She welcomed Ms. Moir and commented that she comes from a human resources background most recently with the Food Bank of Northern Nevada. She moved on to taking roll call. A quorum was established.

**II. PUBLIC COMMENT NOTICE:** Read into record by **Chairperson Fox.**

No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken under NRS 241.020.

**Chairperson Fox:** Asked if there were any public comments. There were none.

**III. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

**Action Item**

A. June 10, 2016

**MOTION:** Motion to approve the minutes of the meeting dated June 10, 2016.

**BY:** Commissioner Read

SECOND: Commissioner Mauger  
VOTE: Motion passed unanimously.

**Chairperson Fox:** Explained that an agenda item would be taken out of order, and the Commission would be considering an item under Item V, Discussion and Approval or Denial of Proposed Regulation Changes to Nevada Administrative Code, Chapter 284. LCB File No. R097-16, specifically Item V-D in the agenda.

D. LCB File No. R097-16

Sec. 1. Amends Chapter 284 to add Sections 2-4.

Sec. 2. NEW “Reassignment” or “reassign” defined.

Sec. 3. NEW Rate of Pay: Reassignment.

Sec. 4. NEW Reassignment: Process for placement of a classified employee with a disability as part of the accommodation process.

Sec. 5. NAC 284.094 “Reclassification” defined.

Sec. 6. NAC 284.120 Adoption by reference of federal law, regulations and manual regarding persons with disabilities.

Sec. 7. NAC 284.439 Reports of appointments.

Sec. 8. NAC 284.611 Separation for physical, mental or emotional disorder.

**Shelley Blotter:** Introduced herself as the Deputy Administrator for the Division of Human Resource Management. She stated that the Division will be proposing changes to the regulations that were not previously posted as part of the 30-day posting process. The Commissioners have been provided versions of the regulations that the Division is requesting to be adopted, and there are copies available for the public in the meeting rooms both in Las Vegas and Carson City.

Additionally, in regards to the permanent regulations proposed, the language is required to be reviewed and approved by the Legislative Counsel Bureau’s Legal Division, to ensure that they conform to construction standards and does not exceed the statutory authority of the Commission. That process was completed for all of the proposed regulations. The LCB approved new language is in blue, bold, and italic font. The language that is requested to be removed is in red and is bracketed with strikethroughs. Additionally, the Administrative Rule Making Process does allow for the Commission to adopt language that is presented at the time the regulations are considered for adoption. The Division has noted, by highlighting in yellow and underlining, the words that are requested to be added, and strikethroughs in blue that represent deletions. The request is for the Commission to approve the regulation language, with these additional changes.

**Carrie Hughes:** Introduced herself as a Personnel Analyst with Human Resource Management. She presented LCB File No. R097-16 for the purposed regulations following consultation with the Divisions legal counsel and stakeholders, to bring closer alignment between Nevada Administrative Code 284 and the federal American's with Disabilities Act.

Section 1 incorporates the newly created Sections 2, 3, and 4. Section 2 defines “reassignment” or “reassigned”. It is requested that language related to “permanent” employees be removed, as federal law does not restrict the process for employees who have completed a probationary period. Section 3 explains how an employee's rate of pay will be determined upon reassignment. This provision is consistent with how

other employee's rate of pay is determined when they experience a similar change in status.

Section 4 establishes a process for the accommodation of last resort, which is reassignment. It is the agency's responsibility to look at all accommodations first, and if reassignment is all that is left, determine if a position is available at the employee's current pay grade. If there is not such a position, the agency will contact the Division of Human Resource Management to see if one or more positions are available at another agency with the employee's same pay grade level. This process occurs for 30 days.

If there are no positions available at the employee's current grade level, the agency will look to see if there is a position available at a grade lower than the employee's current grade level. If not, the agency will contact the Division of Human Resource Management to see if such a position is available at another agency at a grade lower than the employee's current grade level. While this process is occurring, for a period of 60 days, an employee may be placed into a position for which he or she meets the minimum qualifications and is able to perform the essential functions.

Section 5, the word reassignment is removed as it is now a defined term. Section 6, adopts by reference, the term "interactive process". The language stricken in Subsection 2, was purposed by the Legislative Counsel Bureau, and the Division of Human Resource Management agrees that it should be removed as a housekeeping item. Section 7 adds reassignment as an appointment type. Section 8 outlines the steps required to be taken prior to an employee being separated due to a physical, mental, or emotional disorder, and that will now include the reassignment process.

**Commissioner Sanchez:** Asked, in regards to the rate of pay reassignment, might there be an effect of a demotion for the employee taking a lower paygrade? **Carrie Hughes:** Answered, after an agency, and then later the Division of Human Resource Management, has looked for positions at the employee's current grade level, if those are not available, then there would be the effect of looking at a lower grade level which could be viewed as a demotion, yes.

**Chairperson Fox:** Stated that it is her understanding that these proposed changes take the Nevada Administrative Code into alignment with the ADA, the federal law. **Carrie Hughes:** Answered, yes, that is the intent of the regulations.

**Chairperson Fox:** Asked if there was public comment. **Dennis Perea:** Introduced himself as the Deputy Director for the Department of Employment Training and Rehabilitation. Stated, that this is a well-written policy and is consistent with the ADA. He further noted that this policy will help to ensure that the interactive process continues and it has their support.

**Commissioner Sanchez:** Stated, there is no language in Section 8 that specifically states psychiatric evaluation, and it basically talks about medical evaluations. He noted that he is confused about this, asked, will the individual have to go through a mental evaluation with a mental health professional using the new DSM5? **Carrie Hughes:** Stated, this regulation applies to not just mental or emotional disorders, but also to physical ones. It is written broadly to cover all of those eventualities. Typically, as we've seen agencies handle this, the most appropriate source of getting this information is used, whether that healthcare provider would be specifically versed in psychiatric or in a more physical medicine.

**Chairperson Fox:** Asked if there were any public comments. There was none.

MOTION: Approval of Item V-D, LCB File No. R097-16  
BY: Chairperson Fox  
SECOND: Commissioners Read and Sanchez  
VOTE: Motion passed unanimously.

**IV. PROHIBITION AND PENALTIES: DISCUSSION AND APPROVAL OR DENIAL OF POLICIES THAT DESCRIBE ACTIVITIES CONSIDERED INCONSISTENT, INCOMPATIBLE OR IN CONFLICT WITH THE EMPLOYEES' DUTIES AND THE PROCESS OF PROGRESSIVE DISCIPLINE**

**Action Item**

A. Department of Public Safety

**Chairperson Fox:** Took Agenda Item IV after Agenda Item V-D. She noted that they would hear each section and entertain a motion.

**Denise Woo-Seymour:** Introduced herself as Personnel Analyst with Human Resource Management. She noted in accordance with NRS 284.742, an Agency shall develop policies that describe activities considered inconsistent, incompatible, or in conflict with employee's duties and penalties for such. She noted, that the Department of Public Safety has updated their Prohibition and Penalties previously approved by the Personnel Commission and in effect since September 28, 2011.

Employees and employee associations were requested to submit comments and suggestions prior to the revised version being submitted. With exception to the discipline level on Items No. L-11, 0-2 and 0-9, all items submitted for approval were generally consistent with those already approved by the Commission. She stated that revision of new matter has been tracked in blue italics, and deletions as red strikethroughs. She further stated that prohibitions that were simply relocated from one section to another were not noted since the language has already been previously approved.

**Commissioner Sanchez:** Asked, on Page 6, under dishonesty, soliciting or accepting gratuity has been deleted, how is this going to be handled in the future? **Jackie Muth:** Introduced herself as the Deputy Director of the Department of Public Safety and responded that Item 5E was repetitive to E6. She stated that E6 covers gratuities so it has been streamlined into one prohibition.

**Chairperson Fox:** Stated, it mentions poor performance. She stated, she would imagine and hope that more affirmative steps are taken before moving to a disciplinary action with training. She asked, can you speak to poor performance and training activities? **Mavis Affo:** Stated, all factors are taken into consideration before disciplinary action is implemented.

**Chairperson Fox:** Asked if there was additional comment. There was none.

MOTION: Motion to approve Item IV, Prohibition and Penalties, Discussion and Approval or Denial of Policies that Describe Activities Considered Inconsistent, Incompatible, in Conflict with the Employees' Duties and the Process of Progressive Discipline.  
BY: Commissioner Mauger  
SECOND: Commissioner Read  
VOTE: Motion passed unanimously.

**V. DISCUSSION AND APPROVAL OR DENIAL OF PROPOSED REGULATIONS CHANGES TO NEVADA ADMINISTRATIVE CODE, CHAPTER 284**

**Action Item**

A. LCB File No. R017-16

Sec. 1. Amends Chapter 284 to add Sections 2-4.

Sec. 2. "Child" interpreted.

Sec. 3. "Parent" interpreted.

Sec. 4. "In loco parentis" defined.

Sec. 5. NAC 284.523 Definitions.

Sec. 6. NAC 284.52315 "Child" defined.

Sec. 7. NAC 284.5237 "Parent" defined.

B. LCB File No. R024-16

Sec. 1. NAC 284.5405 Annual leave: Credit upon reinstatement, rehiring, reemployment or transfer.

Sec. 2. NAC 284.551 Sick leave: Credit upon rehiring, reemployment or transfer.

C. LCB File No. R076-16

Sec. 1. NEW Request for extension to complete internal administrative investigation.

Sec. 2 NAC 284.6561 Hearing.

E. LCB File No. R100-16

Sec. 1. Appeal of refusal to examine or certify.

Sec. 2. NAC 284.152 Appeal of allocation of position or change in classification.

**Chairperson Fox:** She explained the process that they would take and noted there would be discussion and decisions for the remaining items, recognizing that action has already been taken on Item D.

**Carrie Hughes:** Introduced herself as a Personnel Analyst for Human Resource Management's Consultation and Accountability Unit. She noted that the Nevada Administrative Code 284.5811, requires in almost all cases, an employee to use his or her applicable paid leave concurrent with the Family of Medical Leave Acts provisions. The different definitions of the typically synonymous terms child, from the Nevada Administrative Code 284, and son or daughter, from the Family of Medical Leave Acts Regulations, which also impacts the definition of parent, creates difficulty and potential liability in the Administration of the Family and Medical Leave Act, leave.

She presented a regulation amendment proposed in LCB File No. R017-16, to define "child" and "parent" as used in the Attendance and Leave Section of the Nevada Administrative Code 284, in a manner that is consistent with the interpretation by the Wage and Hour Division of the United States Department of Labor's definition of "son" or "daughter" and "parent", in the Family and Medical Leave Act. Additionally, the Department of Labor's Family and Medical Leave Act definition of child will be provided in an informational note in the Rules from State Personnel Administration. Additionally, Section 1 of LCB File No. R017-16, incorporates newly created Sections 2, 3, and 4, into Nevada Administrative Code Chapter 284.

**Chairperson Fox:** Asked if there were any questions or public comments. There was none.

MOTION: Motion to approve Item V-A, LCB File No: R0017-16.  
BY: Chairperson Fox  
SECOND: Commissioner Read  
VOTE: Motion passed unanimously.

**Chairperson Fox:** Stated, Item B, LCB File No. R024-16 has been removed from consideration at this time, moved to Item C.

**Michelle Garton:** Introduced herself as the Supervisory Personnel Analyst with Human Resource Management's Consultation and Accountability Unit. She presented a newly proposed regulation and NAC 284.6561 in LCB File No. R076-16. She noted, Pursuant to NRS 284.387, an appointing authority must notify an employee of disciplinary action within 90 days after the employee is provided notice of the investigation.

The new regulation explains that if an appointing authority wishes to make a request for an extension of this time period, he or she must use the form prescribed by the Division of Human Resource Management, and submit the request on or before the 90th day, after the employee was notified of the investigation. Further, the new regulation states that the appointing authority must explain the reasons why the investigation was not completed within the 90-day time frame, and provide a copy of the request to the employee.

Additionally, this regulation also explains that if an appointing authority wishes to make a request for an extension beyond the initial extension period granted by the Administrator, he or she must submit the request in writing to the Administrator for submission to the Governor, explaining the reasons why the investigation was not completed during the initial extension period and provide a copy of the request to the employee.

During the drafting process, the word "administrative" was omitted in error from "internal investigation" in Subsection 2 of this regulation. The Legislative Counsel Bureau recommends, and the Divisions concurs, that the word "administrative" should be included into this Section of the regulation. The final two Subsections of this new regulation explain that the Administrator may deny the initial request, and the Governor may deny a secondary request if not submitted within the periods required in the regulation.

Section 2 of this LCB File contains NAC 284.6561, which is related to the notification provided to an employee of his or her dismissal, demotion, or suspension. Senate Bill 62 of the 2015 Legislative Session, amended NRS 284.385 to require the Personnel Commission to adopt regulations setting forth the proper notification to an employee. The statute had required the use of U.S. mail and now allows for other options such as UPS and FedEx. While the preferred method of delivery is in person, if the notice of disciplinary action must be sent, this change will provide increased speed of delivery and reliability, by modernizing methods which agencies may provide such notice to an employee.

**Chairperson Fox:** Asked, in the past, what happened? If there was an internal administrative investigation and it wasn't completed within 60-days, was it just being extended via communication between the employee and management? **Michelle Garton:** Answered, in the past, the request would come through similar to this. It would come through to the Administrator and the Administrator would grant or deny. If it was an extension past the initial 90 days, it went to the Governor.

**Chairperson Fox:** Asked, were you having issues with investigations being completed in a timely fashion? **Shelley Blotter:** Answered, it was actually 90 days that the investigation had to be completed. There were two Hearing Officer decisions and they conflicted in their determination. The intent of the written procedure is to make it clear what the rules of the game are to everyone.

**Chairperson Fox:** Commented that 90 days is responsive and timely to complete an internal investigation.

**Commissioner Sanchez:** Asked, what is defined as social media under NAC 284.656? **Shelley Blotter:** Answered. What it says in Subsection 2, of NAC 284.656 as used in this Section, social media includes without limitation any electronic service, or account, or electronic content including without limitation any

video, photographic, blog, video-blog, podcast, instant message, text message, electronic mail program or service, online service or Internet website profile. She further stated, because future technology cannot be anticipated, this was written broadly to further enforce that the appropriate way to give an employee notice of a hearing would be in person, through the regular mail, or another approved delivery method, not social media.

**Commissioner Sanchez:** Asked, does the State have access to social media accounts of employees? **Shelley Blotter:** Answered, as an employer, no. There will be instances when an employee chooses to accept friends, but that is up to them.

**Chairperson Fox:** Asked if there were any questions or public comments. There was none.

MOTION: Motion to approve Item V-C, LCB File No: R076-16 Sections 1 and 2.  
BY: Commissioner Read  
SECOND: Commissioner Sanchez  
VOTE: Motion passed unanimously.

**Beverly Ghan:** Introduced herself as a Supervisor Personnel Analyst with Human Resource Management. She presented a newly purposed regulation, and an amendment to NAC 284.152 in LCB File No. R100-16. She noted, Pursuant to NRS 284.245, when the Administrator refuses to examine an applicant or after an examination, refuses to certify an eligible applicant, the applicant or eligible person may request of the Administrator to furnish to the applicant, or eligible person, a statement of the reasons for the refusal to examine, or the refusal to certify as the case may be. The Administrator shall furnish the statement upon request. NRS 284.245, also states if the Administrator refuses to examine an applicant, or after an examination refuses to certify an eligible person, the applicant or eligible person may take an appeal to the Commission in accordance with regulations adopted by the Commission. If the Commission finds that the Administrator is in error in refusing to examine an applicant, or in refusing to certify an eligible person, the Commission shall order the Administrator to examine or certify and the Administrator shall comply.

This regulation will simply document the procedure of the appeal process, and it mirrors the process in place currently for Classification Appeals in NAC 284.152. The Division of Human Resource Management has also recommended an amendment to 284.152 which changes the timeframe for Classification Appeals from 20 working days to 30 days, to mirror the timeframe required by NRS 284.165.

**Chairperson Fox:** Asked, the Commission may hear an appeal of somebody that was deemed to be not qualified to test, or for the position? **Beverly Ghan:** Answered, typically they have met the qualifications and have gone through the recruitment process. If the applicant goes to the Administrator and he says, no, then that person will come to the Commission.

**Chairperson Fox:** Stated, I just wanted the Commissioners to be aware that we could be hearing some appeals of denial of an applicant that the Division has determined does not meet the minimum qualifications for a position. **Peter Long:** Noted, this is already being done, this regulation just basically puts a timeframe of 30 days on the appeal. **Commissioner Spurlock:** Confirmed, there is not an anticipated change in terms of volume of appeals, this is not a new opening or path, it is documentation.

**Chairperson Fox:** Asked, in looking at this regulation, it says, an applicant affected by the refusal. It could be that if somebody not in State service, could come before this Commission? **Peter Long:** Answered, that is correct, that is straight from statute.

**Chairperson Fox:** Asked if there were any questions or public comments. There was none.

MOTION: Motion to approve Item V-E, LCB File No: R100-16, Section 1 and 2.  
BY: Commissioner Read  
SECOND: Commissioner Sanchez  
VOTE: Motion passed unanimously

**VI. DISCUSSION AND APPROVAL OR DENIAL OF CLASS SPECIFICATION MAINTENANCE REVIEW OF CLASSES RECOMMENDED FOR REVISIONS AND ABOLISHMENT**

**Action Item**

- A. Fiscal Management & Staff Services
  - 1. Subgroup: Financial
    - a. 7.139 Audit Manager Series
  - 2. Subgroup: Administrative & Budget Analysis
    - a. 7.620 Budget Analyst Series
    - b. 7.634 Executive Branch Budget Officer Series
- B. Regulatory & Public Safety
  - 1. Subgroup: Licensing & Regulations
    - a. 11.401 Chief Insurance Examiner
  - 2. Subgroup: Emergency Management
    - a. 11.600 Deputy Administrator, Emergency Management
- C. Social Service & Rehabilitation
  - 1. Subgroup: Employment Security Claims, Examination & Placement
    - a. 12,103 Deputy Administrator, DETR
    - b. 12.110 Chief ESD Appeals Referee
    - c. 12.136 ESD Manager Series
  - 2. Subgroup: Rehabilitation
    - a. 12.450 Orientation/ Mobility Instructor Series
    - b. 12.460 Correctional Substance Abuse Program Director

**Heather Dapice:** Introduced herself as a Supervisory Personnel Analyst with the Division of Human Resource Management Classification Unit. She presented Item VI-A, 1.a., the Audit Manager. This series was reviewed by subject matter experts in the various agencies. It was determined that titles Supervising Auditor 2, and Supervising Auditor 1, were changed to Audit Manager and Audit Supervisor respectively. The Auditor 3 was expanded to differentiate between those who supervise, and those who conduct internal audits the preponderance of time.

Further, the Education and Experience section of the Minimum Qualifications, was amended to allow for a bachelor's degree in any field to include specific course work in either accounting and/or auditing. This change will allow for expanded recruitment and increase the applicant pool. Lastly, changes were made to the entry-level and full knowledge skills and abilities to account for these modifications, as well as to maintain consistency with formatting and structure.

Moving on to Items VI-A, 2.a and b., Budget Analyst and Executive Branch Budget Officer Series. In consultation with subject matter experts from various agencies, it was determined that the Budget Analyst IV and V, be removed from the Budget Analyst Series and placed into its own series with a title change, to Executive Branch Budget Officer 1 and 2. Minor revisions were made to the duty statements and Class Concepts of the Budget Analyst series to account for the removal of the two levels, and also to maintain consistency with formatting and structure. Also, an informational note was added to identify that certain positions may require specialized and/or agency specific certification and/or experience.



The duty statements and Class Concepts associated with the Budget Analyst IV and V, were incorporated into the new Executive Branch Budget Officer series, with minor revisions to the duty statements, Class Concepts, and minimum qualifications to account for this change and to maintain consistency with formatting and structure. We respectfully request your approval of the class specification, effective today.

**Chairperson Fox:** Asked if there were any public comments. There was none.

MOTION: Approval of Item VI-A, Fiscal Management and Staff Services  
BY: Chairperson Fox  
SECOND: Commissioner Sanchez  
VOTE: Motion passed unanimously.

**Heather Dapice:** stated, with regards to Item VI-B, 1.a, Chief Insurance Examiner Series, it is recommended that minor revisions be made to refresh language, and to maintain consistency with formatting and structure. These are general housekeeping items.

Regarding Item VI-B, 2.a., Deputy Administrator, Emergency Management Series, it is recommended that this series be abolished, as the series is no longer utilized and will not be utilized in the future. These class specifications reviewed and revised as part of the Class Specification Maintenance Review Process. We respectfully ask that the Personnel Commission approve these recommendations effective this date.

**Chairperson Fox:** asked, what job title is the Department of Public Safety using for the individual that is responsible for Emergency Management for the State? **Patty Kreymborg:** Introduced herself as a Personnel Analyst with Human Resource Management. She stated, the information she received was from the Division Administrator for Emergency Management and all that he stated was that the position was eliminated after the last incumbent vacated it, with no plans to bring it back. **Peter Long:** added, these duties have been assumed by the Administrator of that division.

**Chairperson Fox:** Asked if there were any public comments. There was none.

MOTION: Approval of Item VI-B, Item 1. Subgroup, Licensing and Regulations, Chief Insurance Examiner and 2. Subgroup Emergency Management, Deputy Administrator Emergency Management  
BY: Commissioner Mauger  
SECOND: Commissioner Sanchez  
VOTE: Motion passed unanimously.

**Heather Dapice:** Presented Items VI-C, 1.a., Deputy Administrator DETR, VI-C, 1.b., Chief ESD Appeals Referee, VI-C, 1.c., ESD Manager, VI-C, 2.a., Orientation Mobility Instructor, and VI- C, 2.b., Correctional Substance Abuse Program Director.

It is recommended that minor revisions be made to refresh language to maintain consistency with formatting and structure. These are housekeeping items related to the Class Specification Maintenance Review Process. The changes are identified in red in the handouts provided in your binders. We respectfully ask that the Commission approve these recommendations effective this date.

**Chairperson Fox:** Asked if there were any public comments. There was none.

MOTION: Approval of Item VI-C, Subgroups 1 and 2.  
BY: Commissioner Sanchez  
SECOND: Chairperson Fox  
VOTE: Motion passed unanimously.

## **VII. REPORT OF UNCONTESTED CLASSIFICATION CHANGES**

**Postings:** #38-16, #39-16, #40-16, #41-16, #42-16, #43-16,  
#44-16, #45-16, #46-16, #47-16, #48-16, #49-16, #50-16, #51-16,  
#52-16, #53-16, #01-17, #02-17.

**Chairperson Fox** stated that no action was required on the part of the Commission

## **VIII. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS**

**Chairperson Fox** stated that the next meeting is certain for December 9, 2016. The next meeting would be March 10, 2017.

## **IX. PUBLIC COMMENT NOTICE: Read into record by Chairperson Fox**

No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

**Chairperson Fox:** Asked if there were any public comments. There were none.

## **X. ADJOURNMENT**

**Chairperson Fox:** Adjourned the meeting.

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