

**MINUTES OF THE JOINT EXECUTIVE APPROPRIATIONS  
COMMITTEE MEETING  
May 19, 2009 at 1:00 P. M.  
Room 445, Capitol Building, State Capitol Complex**

Members Present:           Rep. Ron Bigelow, Co-Chair  
                                  Sen. Lyle W. Hillyard, Co-Chair  
                                  Sen. Peter C. Knudson, Vice Chair  
                                  Rep. Bradley G. Last, Vice Chair  
                                  Sen. Gregory S. Bell  
                                  Rep. David Clark, Speaker  
                                  Rep. Brad L. Dee  
                                  Rep. Kevin S. Garn  
                                  Rep. James R. Gowans  
                                  Sen. Scott K. Jenkins  
                                  Sen. Patricia W. Jones  
                                  Sen. Sheldon L. Killpack  
                                  Rep. David Litvack  
                                  Rep. Rebecca D. Lockhart  
                                  Rep. Carol Spackman Moss  
                                  Sen. Luz Robles  
                                  Sen. Ross I. Romero  
                                  Rep. Jennifer M. Seelig  
                                  Sen. Michael G. Waddoups, President

Members Excused:         Sen. Karen Mayne

Staff Present:             Jonathan Ball, Legislative Fiscal Analyst  
                                  Steven Allred, Deputy Director  
                                  Greta Rodebush, Secretary

Speakers Present:         Danny Schoenfeld, Legislative Fiscal Analyst  
                                  Michael Mower, Governor's Office of Planning and Budget  
                                  Michael Hansen, Governor's Office of Planning and Budget  
                                  Jonathan Ball, Legislative Fiscal Analyst  
                                  Tenielle Young, Governor's Office of Planning and Budget  
                                  Dr. David Sundwall, Department of Health  
                                  Lynda Blades, Department of Health  
                                  Richard Ziebarth, Commission on Criminal and Juvenile Justice  
                                  Ron Gordon, Commission on Criminal and Juvenile Justice  
                                  David Worthington, Department of Corrections  
                                  Ben Leishman, Legislative Fiscal Analyst  
                                  Judi Hilman, Utah Health Policy Project  
                                  Dave Gessel, Utah Hospital Association  
                                  Eric Weeks, Legislative Research and General Counsel  
                                  Shannon Halverson, Legislative Research and General Counsel

**Note:** A copy of related materials, and an audio recording of the meeting can be found at [www.le.utah.gov](http://www.le.utah.gov)

A list of visitors and a copy of handouts are filed with the committee minutes.

**1. Call to Order - Approval of Minutes**

Committee Co-Chair Bigelow called the meeting to order at 1:00 p.m.

Co-Chair Bigelow recognized Co-Chair Hillyard for a motion on the minutes.

**MOTION:** Co-Chair Hillyard moved to approve the minutes of March 6, 2009 and March 11, 2009. The motion passed unanimously with Pres. Waddoups, Sen. Killpack, and Speaker Clark absent for the vote.

**2. Accountability for Federal ARRA Funds (TAB 3)**

Danny Schoenfeld, LFA, and Rich Amon, LFA, presented an implementation and accountability update for the American Recovery & Reinvestment Act (ARRA). Mr. Schoenfeld reported on three levels of accountability: (1) an ARRA Funds Report has been added to the Executive Appropriations Grant Review process; (2) legislative review and approval of spending are required in General and Special Sessions; and (3) actual expenditures are tracked by the Division of Finance.

Mr. Schoenfeld highlighted examples of ARRA funds that have already been appropriated in the last General Session as well as examples of ARRA funds that have been approved or applied for to date. He pointed out that the federal fiscal year starts October 1 and does not coincide with the state's fiscal year. Therefore, most of the ARRA grant monies will be available in state FY 2010 and some in FY 2011.

The Division of Finance will use the "S9" code in the FINET accounting system to identify and track state agency ARRA expenditures and disbursements to city, county, and local entities. This information will become the underlying data that can be used to satisfy reporting requirements for the federal government and other groups, such as the Executive Appropriations Committee.

One other level of accountability is the ARRA intent language set forth in the last General Session that requires state agencies to request permission from the Legislature to expend any additional ARRA monies beyond what has been already approved. This does not prevent the application for and/or receipt of more ARRA monies.

Mike Mower, State Planning Coordinator, Governor's Office of Planning and Budget (GOPB), commented on efforts to coordinate ARRA requests from entities outside of state government. One of the tools he uses in working with these entities is the [recovery.utah.gov](http://recovery.utah.gov) website.

Mike Hansen, Strategic Planning Manager, GOPB, reviewed the [recovery.utah.gov](http://recovery.utah.gov) website. He explained that the website is a work in progress and is designed to keep public and private entities informed about the availability of ARRA funds, fund management and accountability, and impact on the economy. The website provides an email address and a contacts and links page. He stated that the first wave of ARRA funds coming to the state is by formula.

Sen. Hillyard commented that there are agencies and universities that find themselves in a position of not knowing whether the grant monies they are applying for are ARRA monies or not. He asked for clarification on what those entities should do in those instances. Mr. Hansen stated that the Department of Administrative Services (DAS) has put out a coding protocol that identifies transactions as ARRA funds.

Sen. Jones asked for specific examples of where ARRA money has stimulated Utah's economy. Mr. Mower noted the many road construction projects throughout the state as well as an \$11 million water facility in Stockton and a \$1.1 million water treatment plant in Duchesne. He pointed out, though, that in many cases, ARRA funding is one-time money that will not support on-going projects. If the economy does not improve, the state will face many challenges in the next legislative session.

Sen. Jones also asked about ARRA funding for renewable energy. Mr. Mower stated that Jason Berry, State Energy Office Director, and Dianne Nielson, Energy Advisor to Governor Huntsman, are the state's points of contact for specific information regarding ARRA monies.

Rep. Moss asked Mr. Hansen to elaborate on his definition of risk as it relates to transparency and the state's ability to use ARRA monies correctly. Mr. Hansen stated that it is important that all states manage ARRA funds properly and avoid becoming the scapegoat for what does not go right in the economy.

Mr. Schoenfeld commented further on the ARRA intent language. If agencies are requesting funds beyond what was appropriated during the General Session, they will need to come back to the Legislature to request higher appropriations. To date, a number of agencies have requested ARRA modifications.

Rep. Litvack inquired about the legislative approval process when there are ARRA modifications. Mr. Ball responded that the Executive Appropriations Committee reviews the grant application as well as the appropriation of ARRA funds. The committee will be able to review the ARRA grant applications as an added report in the Federal Funds/Non-Federal Grant Reports.

Sen. Hillyard asked how the approval process will work for entities that did not apply for ARRA grants or receive an appropriation during the last General Session. Mr. Ball explained that these entities were given the opportunity to have their applications reviewed by Executive Appropriations prior to Special Session. In lieu of this, an entity may submit a grant application for approval by the Executive Appropriations Committee, receive ARRA monies, and request authorization to spend those monies in December to be voted on by the full Legislature in January.

### **3. Federal Funds/Non-Federal Grants Reports (Tab 2)**

#### *Federal Funds Report for April 2009*

Tenielle Young, Governor's Office of Planning and Budget, presented the Federal Funds Report through March 31, 2009. There were four new grants and eight reapplications of existing grants requiring legislative action. Ms. Young noted that eight new grants and six reapplications of existing grants had been approved by the Governor's Office.

Rep. Litvack asked about the state match portions for the Utah Department of Health, Collaborative Chronic Disease, Health Promotion, and Surveillance Program, and the Utah Commission on Criminal Justice Services, SAVIN Program. Ms. Young stated that state matching funds represent existing program expenses.

**MOTION:** Co-Chair Hillyard moved to approve four new grants and eight reapplications of existing grants requiring legislative action through March 31, 2009 listed in the Federal Funds Report. The motion passed unanimously.

*Non-Federal Grants Report for April 2009*

Ms. Young presented the Non-Federal Grants Report through March 31, 2009. There were four new grants and no reapplications of existing grants requiring legislative action. Ms. Young stated that four new grants and no reapplications of existing grants had been approved by the Governor's Office.

Pres. Waddoups inquired about the three new Gold Medal Schools grants that fund healthy school environments for students, faculty, and staff at Utah schools. Dr. David Sundwall, Executive Director, Department of Health, responded that this is the only substantive program in the elementary and junior high schools that addresses the issue of obesity. The program does not receive state funding, and is dependent upon these types of grants.

Pres. Waddoups asked for further clarification on what "fund healthy school environment for students, faculty, and staff at Utah schools" means. Dr. Sundwall stated that Gold Medal Schools offer physical activity, nutrition, and staying tobacco-free programs that are not normally offered in the schools.

Lynda Blades, Program Manager, UDOH Heart Disease and Stroke Prevention Program, explained that the Gold Medal Schools Program encourages schools to provide students with 150 minutes a week of physical activity, teach students healthy eating choices, establish gold medal walking miles around the schools, and promote staff wellness. Schools receive a stipend of \$300 to \$500 to buy physical education equipment and small incentives such as plaques and certificates.

Ms. Blades, stated that four full time employees within the Department of Health help manage the Gold Medal Schools Program and provide training to the schools, the PTA, P.E. instructors, etc.

Pres. Waddoups said that he may want more information on the Gold Medal Schools Program.

Pres. Waddoups inquired why the State of Colorado is listed as the grantor for the Department of Health, Mountain Plains Consortium Special Supplemental Nutrition Program for Women, Infants, and Children Program. Ms. Young stated that there are instances in which states collaborate with one another and in this case, Colorado may have applied for funding and is sharing those funds with Utah.

Sen. Jones asked Ms. Blades to comment on the Gold Medal Schools Program's impact on academic performance. Ms. Blades stated that there are studies supporting the correlation that physical activity

enhances academic performance. However, no study has been conducted on the Gold Medal Schools Program in Utah.

Sen. Jones stated that she has studied this topic in depth and there is a close link between physical activity and improved academic performance.

Sen. Robles expressed her appreciation for this program. A number of Title I schools have been served in her district.

Rep. Seelig asked about the outcome measurements or the lack thereof on academic performance for the Gold Medal Schools Program. Ms. Blades stated that these studies have not been done, but could be done in conjunction with the State Office of Education.

**MOTION:** Co-Chair Hillyard moved to approve four new grants requiring legislative action through March 31, 2009 listed in the Non-Federal Grants Report. The motion passed unanimously.

*ARRA Federal Grant Report for April 2009*

Ms. Young presented the ARRA Federal Funds Report through March 31, 2009. There were three new grants and no reapplications of existing grants requiring legislative action. Ms. Young stated that five new grants and no reapplications of existing grants had been approved by the Governor's Office.

Pres. Waddoups commented that the notes descriptions for the federal grants were rather brief. He asked for more information about the Utah Commission on Criminal and Juvenile Justice Services, Byrne - Justice Assistance Grant (JAG) Program that supports a broad range of activities to prevent and control crime based on local needs and conditions. He also inquired about the Utah Commission on Criminal Juvenile Justice Services, STOP Violence Against Women Formula Grant Program that funds fourteen program purposes related to violence against women in the criminal and juvenile justice system.

Ms. Young stated that she will work with the agencies to get clear and concise note descriptions on the grants report.

Richard Ziebarth, Program Manager, CCJJ Bryne - JAG, gave an overview on how ARRA funding flows to the program, noting that 52.75 percent goes to local government agencies with the balance going to state entities. He stated that there are five projects that have been identified that would qualify for ARRA funding. Mr. Ziebarth highlighted a number of potential program areas that can address the prevention and control of crime.

Pres. Waddoups expressed concern that entities are applying for ARRA monies without clearly developed programs. He requested that the Fiscal Analyst's Office track these programs to make sure that there is not a duplication of effort, that clearly identified needs are being met, and that there are no long-term strings attached to keep these programs going.

Pres. Waddoups asked the Fiscal Analyst's Office to prepare a more detailed report on the Bryne - JAG Program for the June meeting.

Ron Gordon, Executive Director, CCJJ, responded to concerns raised by Pres. Waddoups. The plan of the Commission is to identify the needs in the state of Utah and then request that local agencies submit applications for a request of funds. This will be a competitive process in which the Commission will determine which of the program applicants will meet the pressing needs of the state. Performance measures will be part of this grant funding process. Mr. Gordon stated that there will be no ongoing funding requirements.

**MOTION:** President Waddoups moved to approve one new grant application for the Department of Environmental Quality, Utah Clean School Bus Project, and hold the CCJJ, Bryne - JAG and the CCJJ, STOP Violence Against Women Formula Grant Program listed in the April 2009 ARRA Federal Funds Report until the June meeting.

Rep. Litvack asked how the delay in the approval process will effect the timing in the competitive grant process. Mr. Brown stated that the Commission had hoped to begin implementing state projects on July 1, 2009 and issue an RFP for local funding later this summer with implementation in September or October.

Rep. Litvack stated that he did not share some of the concerns that had been raised. He felt that the Bryne - JAG programs would generate jobs and address some very critical public safety needs. Rep. Litvack spoke against the motion.

Pres. Waddoups reiterated the importance of using these funds wisely and spoke in favor of the motion to delay the approval of the Bryne-JAG by one month in order to get an updated report on the program.

A vote was taken on the motion. The motion passed with Sen. Jones, Sen. Romero, Sen. Robles, Rep. Seelig, Rep. Moss, Rep. Gowans, and Rep. Litvack voting in opposition.

#### *Federal Funds Report for May 2009*

Ms. Young presented the Federal Funds Report through April 30, 2009. There was one new grant and three reapplications of existing grants requiring legislative action. In addition, the Governor's Office approved four new grants and two reapplications of existing grants.

#### *Non-Federal Funds Report for May 2009*

Ms. Young presented the Non-Federal Grants Report through April 30, 2009. There were three new grants and no reapplications of existing grants requiring legislative action. Ms. Young stated that four new grants and no reapplications of existing grants had been approved by the Governor's Office.

*ARRA Federal Funds Report for May 2009*

Ms. Young presented the ARRA Federal Funds Report through April 30, 2009. There were seven new grants and no reapplications of existing grants requiring legislative action. In addition, the Governor's Office approved seven new grants and no reapplications of existing grants. Ms. Young noted that the Court's Southeastern Utah Drug Court Expansion Project was listed erroneously as a grant approved by the Governor. It will be removed from the report because the project does not receive ARRA Federal Funds.

Pres. Waddoups inquired about the Utah Department of Correction's Vocational Opportunity Training Education (VOTE) Grant that establishes strategies to have a post secondary education program at the Draper site. It was his understanding that a program was already in place.

David Worthington, Department of Corrections, responded that this program is designed to implement new certifications programs within the existing post secondary education program, namely cosmetology and composite materials.

Pres. Waddoups also asked about the Department of Corrections, Sex Offender Registry Digital Access (SORDA) Grant Program that establishes strategies to manage sex offenders on community supervision. Mr. Worthington explained that this program will digitize all paper sex offender records and enable local county, city, and law enforcement officials to register and track sex offenders.

Pres. Waddoups requested additional information on a number of federal grant programs being tracked by the Governor's Office, in particular, Items 1 and 2 - Administrative Services, Utah Historical Records Advisory Board; Item 41 - Utah Commission on Criminal and Juvenile Justice, SAVIN; Item 49 and 52 - Department of Community and Culture, Historic Preservation Fund; Item 74 and 78 - Department of Environmental Quality (DEQ), Capitalization Grants; Item 100 - DEQ, Drinking Water State Revolving Fund; Item 102 and 116 - DEQ, Capitalization Grants.

Pres. Waddoups also asked about an ARRA grant requiring legislative action, Item 1 - Department of Natural Resources, Energy Efficiency and Conservation Block Grant, federal award of \$9,593,500, that will assist eligible entities in creating and implementing strategies to reduce fossil fuel emissions. With 90 percent of those funds going to the locals, he wanted to know what type of coordination is being done with state agencies already tasked to do the same thing.

Co-Chair Bigelow recognized Co-Chair Hillyard for a motion on the Federal Funds/Non-Federal Grants Reports.

**MOTION:** Co-Chair Hillyard moved to approve all new grants requiring legislative action through April 30, 2009 listed in the Federal Funds/Non-Federal Grants Reports and ARRA Federal Funds Report.

Pres. Waddoups stated that he would support the motion, but requested a report next month from the Department of Natural Resources regarding its application for ARRA federal assistance to fund the Energy Efficiency and Conservation Block Grant.

Co-Chair Hillyard asked if all of the ARRA grant applications listed thus far have been or will be approved in Special Session. Mr. Ball stated that some of the ARRA grant applications had already been approved in the 2009 General Session. However, he would review the list to make sure that the remaining applications should be included in the supplemental appropriations bill for Special Session.

A vote was taken on the motion. The motion passed unanimously.

**4. Streamlining Public Education Appropriations Mechanics**

Co-Chair Bigelow informed the committee that this item would not be heard at this time.

**5. Legislative Intent Regarding Quality Teaching Days**

Co-Chair Bigelow stated the Executive Appropriations Committee co-chairs are proposing that a letter be sent to school districts and charter schools clarifying legislative intent regarding quality teaching days. Ben Leishman, LFA, explained that in the 2009 General Session, three categories in the Minimum School Program received the bulk of the budget reductions: Social Security & Retirement, Quality Teaching Block Grant, and the Local Discretionary Block Grant. The Legislature used these funding categories as mechanisms for distributing reductions among school districts and charter schools.

Mr. Leishman stated that the Legislature did not intend that the programs and purposes traditionally supported by these categories of funding should bear the entire burden of the reductions. Recognizing the varied needs of local school districts and charter schools, legislators did intend that local decision makers look at all expenses, including other classroom costs, district and school administration, and classified employees, when determining how to implement reductions. Local officials could then reallocate unrestricted funding to meet district or charter school level priorities.

Co-Chair Bigelow stated that this letter clarifies the Public Education Appropriations Subcommittee position regarding FY 2010 budget reductions.

Rep. Moss asked if the letter had been sent out. Co-Chair Bigelow stated that it had not. Rep. Moss expressed her support for the letter.

**6. Presentation of Bills for Special Session**

Jonathan Ball, Director, LFA, reviewed the first bill, *Supplemental Appropriations Adjustments*. This bill accomplishes the following things: (a) corrects timing issues associated with Minimum School Program appropriations; (b) partially restores Medicaid hospital reimbursement rates; (c) funds the fiscal note on S.B. 230, Construction Payment Amendments, from the 2009 General Session; and (d) makes other technical corrections. The bill constitutes items 1,2,4,5,6,7,8 and 10 of the Special Session Call.

Sen. Jones asked if hospital reimbursement will be taking a 15 percent budget cut given the infusion of monies for Medicaid Mandatory Services. Mr. Ball clarified that the state budget cut for hospital reimbursement is 15 percent.

Rep. Litvack referenced Item 22, To Department of Human Services - Office of Recovery Services, and asked if the return of state funds associated with the federal incentive to draw down ARRA funds will be the standard operation for now. Mr. Ball stated that the Department of Human Services anticipates that federal funding will be in effect for two years. The state fund reduction is for FY 2010 only.

At Pres. Waddoups' request, Mr. Ball commented further on Item 13, LeRay McAllister Program.

Jonathan Ball introduced the second bill, *Appropriations Adjustments Related to Federal Funds*. This bill accomplishes the following things: (a) adjusts state funding levels for Medicaid due to a re-estimate of the Federal Medical Assistance Percentage (FMAP) match rate; (b) reallocates State Fiscal Stabilization funds for education based on recent federal guidance; (c) adjusts authority to expend grants received under ARRA; and (d) makes other technical adjustments. The bill constitutes items 1,3,4 and 7 of the Special Session Call.

Co-Chair Bigelow asked Mr. Ball to identify within the two appropriations bills any additional appropriations being made, any additional cuts to programs, and the impact on hospital provider rates. Mr. Ball stated that there are no additional appropriations or cuts to programs, the increase/decrease to the General Fund in the bills as drafted is zero, and the net impact on hospital provider rates for both the Special Session and the General Session is now 15 percent of their state fund base as of FY 2009, prior to December.

**MOTION:** Speaker Clark moved that the Executive Appropriations Committee direct the Legislative Fiscal Analyst Office to add the following ARRA appropriations to the bills for tomorrow's Special Session: \$78,930,154 to the University of Utah; \$18,911,184 to Utah State University; and \$6,000,000 to Salt Lake Community College.

Speaker Clark explained that this motion will allow the universities to apply for and expend ARRA funds without having to supplant General Fund monies.

Pres. Waddoups expressed support for the motion stating that these funds will help maintain the USTAR program at these institutions.

Sen. Romero asked if this motion included money for the University of Utah's Medical School. Speaker Clark stated that there is no specific allocation for the Medical School.

Sen. Romero asked how are the numbers were determined. Speaker Clark responded that the institutions provided those numbers.

A vote was taken on the motion. The motion passed unanimously with Sen. Bell absent for the vote.

Sen. Jones asked for clarification on the University of Utah's Medical School budget issues. In light of the fact that this issue was not one of the items on the call for Special Session, Co-Chair Bigelow suggested that the committee address these issues at a subsequent Executive Appropriations meeting. Sen. Jones concurred with this suggestion.

Co-Chair Bigelow asked for public comment at this time.

Judi Hilman, Executive Director, Utah Health Policy Project, stated that the committee needs to consider addressing a broader base of health care providers when considering provider rates particularly as they relate to Medicaid.

Dave Gessel, Utah Hospital Association, took issue with Ms. Hilman's comments. He stated that he had emailed committee members a list of provider cuts that included a 22 percent cut to hospital providers. He expressed his appreciation for the current budget considerations that adjust reductions in hospital provider rates to 15 percent.

Greg Stauffer, Associate Commissioner, Utah System of Higher Education, stated that in addition to the aforementioned institutions, there were three other institutions requiring an appropriations authorization to expend ARRA funds: Weber State University, Utah Valley University, and Southern Utah University.

Co-Chair Hillyard recommended that Mr. Stauffer meet with him and Co-Chair Bigelow, President Waddoups, and Speaker Clark later that day today or first thing tomorrow to discuss the possibility of adding the three additional institutions.

**MOTION:** Co-Chair Hillyard moved that the Executive Appropriations Committee direct the Legislative Fiscal Analyst to edit "Supplemental Appropriations Adjustments" and "Adjustments Related to Federal Funds" such that appropriations from the Medicaid Restricted Account are reduced by \$6.1 million and appropriations from other sources are increased as follows: Governor's Fiscal Stabilization Fund \$2 million, Severance Tax Holding Account \$2 million, and Disaster Recovery Fund \$2 million, with the balance coming from an adjustment to Medicaid Hospital Provider increases. The motion passed unanimously.

**MOTION:** Co-Chair Hillyard moved to authorize legislative staff to prepare and number "Supplemental Appropriations Adjustments" and "Appropriations Adjustments Related to Federal Funds" as Executive Appropriations Committee bills. In consultation with the co-chairs of the Executive Appropriations Committee, the Legislative Fiscal Analyst may make any technical changes necessary, including balancing between funds and fiscal years.

**SUBSTITUTE MOTION:** Speaker Clark moved to modify his previous motion by directing the Legislative Fiscal Analyst's Office to prepare the bills as authorized in the underlying motion, and to add the following three additional ARRA appropriations to the bills for tomorrow's Special Session: \$550,000 to Weber State University, \$9 million to Southern Utah University, and \$14 million to Utah Valley University. The motion passed unanimously.

Co-Chair Bigelow clarified that the substitute motion included Co-Chair Hillyard's original motion.

Eric Weeks, Associate General Counsel, LRGC, introduced Shannon Halverson, Associate General Counsel, LRGC, who presented the bill, *Disposition of Registration Fee Revenues*. The bill captures all increases in motor vehicle registration fees including a 50 cent incremental fee on commercial vehicles weighing in excess of 14,000 pounds.

Eric Weeks presented the bill, *Forest Reserve Fund Amendments*. The bill provides procedures for the State Treasurer to use in apportioning Title III forest reserve funds to fire-related special service districts for special projects.

**MOTION:** Co-Chair Hillyard moved to authorize legislative staff to prepare and number "Disposition of Registration Fee Revenues" and "Forest Reserve Fund Amendments" as Executive Appropriations Committee bills. The motion passed unanimously.

#### **7. Assignment of Interim Studies**

Due to time constraints, the committee did not hear presentations on Agenda Item 7, Assignment of Interim Studies.

#### **8. Other Business**

Co-Chair Bigelow called attention to three follow-up reports listed under Agenda Item 8 - Other Business. They include: (a) Fiscal Note Follow-up Report; (b) Building Block Follow-up Report; and (c) Summary Presentation on Budget Actions.

Pres. Waddoups stated that he has asked staff to do some research on H.B. 348 1st Substitute, Zions National Park Special Group License Plate, in an attempt to reconcile the number of license plates that have been ordered and the number of plates that have sold.

Co-Chair Bigelow recognized Co-Chair Hillyard for a motion.

**MOTION:** Co-Chair Hillyard moved to adjourn. The motion passed unanimously.

Co-Chair Bigelow adjourned the meeting at 3:25 p.m.