

OFFICIAL DRAFT

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES Regular Meeting

August 1, 2017, 1:30 P.M.

New Mexico Commission for Deaf and Hard of Hearing
505 Marquette Avenue NW, Suite 1550
Albuquerque, New Mexico 87102

AGENDA ITEM 1: CALL TO ORDER

Vice-chair Lisa Dignan called the meeting to order. Due to Chair Larry Maxwell's absence from the meeting, Vice-chair Dignan would effectively perform as the Chair for the duration of the meeting.

AGENDA ITEM 2: ROLL CALL

Vice-chair Dignan asked council member Greg Trapp to perform a roll call. With eight council members present, a quorum was established.

MEMBERS PRESENT

Anna Silva	Designee for Larry Maxwell, Council Chair, State Purchasing Director Representative (participated remotely via telephone)
Greg Trapp	Council Member, New Mexico Commission for the Blind Representative
Lisa Dignan	Council Member, New Mexico Commission for Deaf and Hard of Hearing Representative
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participated remotely via telephone)
Roger Newall	Council Member, City of Albuquerque Representative
Estevan Lujan	Designee for Darryl Ackley, Council Member, Department of Information Technology Representative (DoIT) (participated remotely via telephone)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
Paul Kippert	Designee, Council Member for Secretary Rodrigues (DFA) (participated remotely via telephone)

MEMBERS NOT PRESENT

(none)

AGENDA ITEM 3: INTRODUCTION OF GUESTS AND STAFF

Vice-chair Dignan then asked all guests and staff members present at the meeting and participating via telephone to introduce themselves at this time.

OTHER PARTICIPANTS

Kyle Radford Horizons of New Mexico
Arturo Soliz Horizons of New Mexico
Taylor McBride Horizons of New Mexico (participated remotely via telephone)

GUESTS

Ernie Buyers Discount Printing
Therese Baca Unlimited Office Management Systems
Brian Ammerman Adelante Development Center

AGENDA ITEM 4: APPROVAL OF AGENDA

Council member Paul Kippert moved to approve the August 1, 2017 meeting agenda. Council member Roger Newall seconded the motion and the agenda was approved in a unanimous vote by the Council.

AGENDA ITEM 5: APPROVAL OF MINUTES OF JUNE 14, 2017, AND OF COMMITTEE OF THE WHOLE MINUTES OF JULY 11, 2017

Council member Newall moved to accept the June 14, 2017 meeting minutes. Council member Anna Silva seconded the motion and the June 14, 2017 meeting minutes were approved in a unanimous vote by the Council.

Council member Trapp moved to approve the July 11, 2017 Committee of the Whole minutes. Council member Newall seconded the motion, Council member Kippert abstained, and the July 11, 2017 minutes were approved in a 6-0-1 (Approve – Deny – Abstain) vote by the Council.

AGENDA ITEM 6: CHAIR UPDATE, LARRY MAXWELL

There was no chair update at this time.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, KYLE RADFORD

Mr. Kyle Radford, Horizons of New Mexico, informed the council that the service contracts represented on the day's meeting agenda accounted for employment opportunities for 54 individuals with disabilities, working over 100,000 hours, on contracts totaling over \$3,500,000.00.

Council member Newall suggested that the council meeting packets be formatted to appear on the front and back of pages in order to decrease the amount of paper the Council uses moving forward.

AGENDA ITEM 8: APPROVAL OF SERVICE CONTRACTS

A. Renewal Contracts Granted Temporary Chair Approval

I. Temporary Chair Approval Granted 6-27-2017

1. New Mexico Department of Cultural Affairs and member Adelante Development

- Center, Janitorial Services; FY17 \$30,579.28, FY18 - \$30,719.77*
2. *New Mexico Educational Retirement Board and member Adelante Development Center, Janitorial Services; FY17 - \$24,520.56, FY18 - \$24,479.90*
 3. *New Mexico Department of Transportation and member Adelante, Janitorial Services; FY17 - \$33,676.44, FY18 - \$33,850.56*
 4. *New Mexico Department of Transportation and member Adelante, Rest Area Maintenance; FY17 - \$450,026.11, FY18 - \$444,210.00 (3yr - \$1,373,008.63)*
 5. *New Mexico Department of Transportation and member Adelante, Janitorial Services; FY17 - \$314,365.92, FY18 - \$317,475.14*
 6. *New Mexico Department of Transportation and member Adelante, Janitorial and Landscape Maintenance; FY17 - \$227,115.13, FY18 - \$227,115.13*
 7. *Albuquerque Bernalillo County Water Utility Authority and member Crystal Clear Maintenance, Janitorial Services; FY17 - \$26,702.30, FY18 - \$33,440.76*
 8. *New Mexico Department of Health and member Crystal Clear Maintenance, Janitorial Services; FY17 - \$31,672.08; FY18 - \$33,019.92*
 9. *New Mexico Department of Health and member Crystal Clear Maintenance, Janitorial Services; FY17 - \$15,499.08; FY18 - \$3,874.77*
 10. *New Mexico Department of Transportation and member Crystal Clear Maintenance, Janitorial Services; FY17 - \$40,406.40, FY18 - \$40,451.40*
 11. *New Mexico Department of Transportation and member ENMRSH, Rest Area Maintenance; FY17 - \$1,383,775.40, FY18 - \$1,375,289.28*
 12. *Albuquerque Bernalillo County Water Utility Authority and member LifeRoots, Janitorial Services; FY17 - \$67,654.60, FY18 - \$69,007.69*
 13. *New Mexico Department of Health and member My Bug Guy, Pest Control Services; FY17 - \$2,695.56, FY18 - \$2,695.56*
 14. *New Mexico Department of Game and Fish and member My Bug Guy, Pest Control Services; FY17 - \$4,380.12, FY18 - \$7,412.64*
 15. *New Mexico State Commission on Public Records and member My Bug Guy, Pest Control Services; FY17 - \$404.34, FY18 - \$404.34*
 16. *New Mexico Department of Health and member My Bug Guy, Pest Control Services; FY17 - \$9,063.60, FY18 - \$11,118.96*
 17. *Dona Ana County and member Tresco, Janitorial Services; FY17 - \$37,054.69, FY18 - \$40,188.37*

Council member Newall moved to ratify contracts granted temporary chair approval on June 27, 2017. Council member Lillibridge seconded the motion. Council member Kivitz abstained from voting on contract numbers 1-6, Council member Lillibridge abstained from voting on contract number 17, and all the contracts were ratified in a vote by the Council.

II. Temporary Chair Approval Granted 6-30-2017

1. *New Mexico Tech and member Adelante Development Center, Document Destruction Services; FY17 - \$1,883.70, FY18 - \$1,995.00*
2. *New Mexico 13th Judicial District Court and member Adelante Development Center, Document Destruction Services; FY17 - \$1,218.00, FY18 - \$1,537.20*
3. *New Mexico Human Services Department and member Adelante Development Center, Document Destruction Services; FY17 - \$2,861.25, FY18 - \$2,646.00*
4. *New Mexico Human Services Department and member Adelante Development Center,*

- Document Destruction Services; FY17 - \$4,252.50, FY18 - \$4,507.65*
5. *New Mexico Human Services Department and member Adelante Development Center, Document Destruction Services; FY17 - \$2,268.00, FY18 - \$2,381.40*
 6. *New Mexico Corrections Department and member Adelante Development Center, Document Destruction Services; FY17 - \$1,575.00, FY18 - \$1,669.50*
New Mexico Human Services Department and member Adelante Development Center, Document Destruction Services; FY17 - \$3,906.00, FY18 - \$3,710.70
 7. *New Mexico Department of Workforce Solutions and member Adelante, Janitorial Services; FY17 - \$99,059.56, FY18 - \$99,580.56*
 8. *New Mexico Department of Transportation and member Adelante, Janitorial Services; FY17 - \$3,024.00, FY18 - Same*
 9. *New Mexico Department of Health and member ARCA, Janitorial Services; FY17 - \$7,150.85, FY18 - \$7,751.52*
 10. *New Mexico Energy, Minerals, and Natural Resources Department and member CARC, Inc., Janitorial Services; FY17 - \$25,060.40, FY18 - \$25,487.04*
 11. *New Mexico Department of Health and member Crystal Clear Maintenance, Janitorial Services; FY17 - \$37,400.04 - FY18 - \$37,462.56*
 12. *New Mexico Human Services Department and member My Bug Guy, Pest Control Services; FY17 - \$1,631.76, FY18 - \$1,634.40*
 13. *New Mexico Department of Veterans Services and member RA House & Co., Website Maintenance; FY17 - \$7,533.96, FY18 - \$7,512.96*
 14. *New Mexico Department of Transportation and member Tobosa Development Services, Rest Area Maintenance; FY17 - \$334,800.48, FY18 - \$318,900.00*
 15. *New Mexico Department of Health and member Tresco, Janitorial Services; FY17 - \$15,057.58, FY18 - \$15,616.40*
 16. *New Mexico Department of Health and member Tresco, Janitorial Services; FY17 - \$8,731.70, FY18 - \$9,135.96*
 17. *New Mexico Department of Health and member Tresco, Janitorial Services; FY17 - \$15,873.84, FY18 - \$16,491.00*

Council member Newall moved to ratify contracts granted temporary chair approval on June 30, 2017. Council member Trapp seconded the motion. Council member Kivitz abstained from voting on contract numbers 1-9, Council member Lillibridge abstained from voting on contract numbers 16-18, and the contracts were ratified in a vote by the Council.

III. Temporary Chair Approval Granted 7-5-2017

1. *New Mexico Public Education Department and member Adelante Development Center, Document Destruction Services; FY17 - \$7,166.25, FY18 - \$7,596.23*
2. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center, Document Destruction Services; FY17 - \$2,388.75, FY18 - \$2,532.08*
3. *New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$808.50, FY18 - \$2,548.35*
4. *New Mexico Behavior Health Institute at Las Vegas and member Adelante Development Center, Document Destruction Services; FY17 - \$5,764.50, FY18 - \$6,019.65*
5. *New Mexico Office of the Attorney General and member Adelante Development Center, Document Destruction Services; FY17 - \$2,047.50, FY18 - \$2,170.35*
6. *New Mexico Human Services Department and member Crystal Clear Maintenance,*

Janitorial Services; FY17 - \$23,991.08, FY18 - \$24,057.96

- 7. New Mexico Department of Health and member My Bug Guy, Pest Control Services; FY17 - \$2,882.66, FY18 - \$3,240.00*

Council member Silva moved to ratify contracts granted temporary chair approval on July 5, 2017. Council member Lillibridge seconded the motion. Council member Kivitz abstained from voting on contract numbers 1 -5, and the contracts were ratified in a vote by the Council.

IV. Temporary Chair Approval Granted 7-17-17

- 1. New Mexico Department of Homeland Security and Emergency Management and member Crystal Clear Maintenance, Janitorial Services; FY17 - \$30,613.68, FY18 - \$30,844.80*

Council member Lillibridge moved to ratify the contract given temporary chair approval on July, 17, 2017. Council member Kivitz seconded the motion and the contract was ratified in a unanimous vote by the Council.

V. Temporary Chair Approval Granted 7-20-17

- 1. New Mexico Department of Homeland Security and Emergency Management and member Crystal Clear Maintenance, Landscape Maintenance Services; FY17 - \$6,738.24, FY18 \$6,750.00*
- 2. New Mexico Governor's Commission on Disability and member Adelante Development Program, Back in Use Program; FY17 - \$40,897.50, FY18 – Same*

Council member Newall moved to ratify contracts given temporary chair approval on July 20, 2017. Council member Lillibridge seconded the motion. Council member Kivitz abstained from contract number 2, and the contracts were ratified in a vote by the Council.

VI. New Contracts Granted Temporary Chair Approval 6-12-2017

- 1. New Mexico Department of Military Affairs and member Unlimited Office Management Solutions; Clerical Services - \$2,719.50*

Council member Kivitz moved to ratify the contract given temporary chair approval on June 12, 2017. Council member Newall seconded the motion and the contract was ratified in a unanimous vote by the Council.

VII. New Contracts Granted Temporary Chair Approval 6-30-2017

- 2. New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, \$3,185.70*

Council member Trapp moved to ratify the contract granted temporary chair approval on

June 30, 2017. Council member Lillibridge seconded the motion, Council member Kivitz abstained, and the contract was ratified in a vote by the Council.

B. New Contracts \$5000.00 and Under

1. *New Mexico Second Judicial District and member Adelante Development Center; Document Destruction Services - \$3,412.50*
2. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services - \$2,893.80*
3. *New Mexico Compilation Commission and member Adelante Development Center; Document Destruction Services - \$1,614.11*

Council member Lillibridge moved to approve contracts B1 through B3. Council member Newall seconded the motion, Council member Kivitz abstained and the contracts were approved in a 6-0-1 vote by the Council.

C. New Contracts over \$5,000

1. *San Juan College and member Discount Printing and Mailing, LLC; Printing and Mailing Services - \$17,529.46*

Council member Newall moved to approve contract C1. Council member Kivitz seconded the motion and the contract was approved in a unanimous vote by the Council.

2. *Dona Ana County and member Discount Printing and Mailing, LLC; Printing and Mailing Services - \$37,753.62*

Council member Silva moved to approve contract C2. Council member Lillibridge seconded the motion and the contract was approved in a unanimous vote by the Council.

AGENDA ITEM 9: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CNA AUTHORITY

A. Renewal Contracts Directed Under CNA Approval Authority

1. Bernalillo County and member Adelante Development Center, Document Destruction Services; FY17 - \$170.63, FY18 - \$166.95
2. New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$170.63, FY18 - \$180.86
3. New Mexico Children, Youth, and Families Department and member Adelante Development Center, Document Destruction Services; FY17 - \$315.00, FY18 - \$333.90
4. Bernalillo County and member Adelante Development Center, Document Destruction Services; FY17 - \$170.63, FY18 - \$180.86
5. New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$170.63, FY18 - \$180.86

6. New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$157.50, FY18 - \$166.95
7. New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$630.00, FY18 - \$667.80
8. New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$903.00, FY18 - \$934.50
9. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center, Document Destruction Services; FY17 - \$79.50, FY18 - \$83.48
10. New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$682.50, FY18 - \$723.45
11. City of Portales and member Adelante Development Center, Document Destruction Services; FY17 - \$1,134.00, FY18 - \$1,134.00
12. New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$315.00, FY18 - \$333.90
13. New Mexico Human Services Department and member Adelante Development Center, Document Destruction Services; FY17 - \$189.00, FY18 - \$189.00
14. New Mexico Human Services Department and member Adelante Development Center, Document Destruction Services; FY17 - \$756.00, FY18 - \$378.00
15. New Mexico Department of Game and Fish and member Adelante Development Center, Document Destruction Services; FY17 - \$1,023.75, FY18 - \$1,085.18
16. McKinley County and member Adelante Development Center, Document Destruction Services; FY17 - \$157.50, FY18 - \$166.95
17. New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$1,008.00, FY18 - \$1,045.80
18. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center, Document Destruction Services; FY17 - \$105.00, FY18 - \$111.30
19. New Mexico Children, Youth, and Families Department and member Adelante Development Center, Document Destruction Services; FY17 - \$157.50, FY18 - \$166.95
20. EMW Gas Association and member Adelante Development Center, Document Destruction Services; FY17 - \$52.50, FY18 - \$166.95
21. New Mexico Human Services Department and member Adelante Development Center, Document Destruction Services; FY17 - \$1,071.00, FY18 - \$711.90
22. Horizons Academy West and member Adelante Development Center, Document Destruction Services; FY17 - \$170.63, FY18 - \$180.86
23. New Mexico Firefighters Training Academy and member Adelante Development Center, Document Destruction Services; FY17 - \$157.50, FY18 - \$166.95
24. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center, Document Destruction Services; FY17 - \$236.25, FY18 - \$250.43
25. New Mexico Workers' Compensation Administration and member Adelante Development Center, Document Destruction Services; FY17 - \$1,470.00, FY18 - \$1,001.70
26. New Mexico Department of Game and Fish and member Adelante Development Center, Document Destruction Services; FY17 - \$91.91, FY18 - \$97.39
27. New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$275.63, FY18 - \$333.90

28. New Mexico Office of the State Auditor and member Adelante Development Center, Document Destruction Services; FY17 - \$580.13, FY18 - \$590.36
29. New Mexico State Land Office and member Adelante Development Center, Document Destruction Services; FY17 - \$1,260.00, FY18 - \$1,335.60
30. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center, Document Destruction Services; FY17 - \$157.50, FY18 - \$64.05
31. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center, Document Destruction Services; FY17 - \$118.17, FY18 - \$125.21
32. New Mexico Human Services Department and member Adelante Development Center, Document Destruction Services; FY17 - \$170.63, FY18 - \$166.95
33. New Mexico Human Services Department and member Adelante Development Center, Document Destruction Services; FY17 - \$170.63, FY18 - \$166.95
34. San Miguel County and member Adelante Development Center, Document Destruction Services; FY17 - \$210.00, FY18 - \$378.00
35. New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$358.45, FY18 - \$361.73
36. New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$78.00, FY18 - \$166.95
37. New Mexico Children, Youth, and Families Department and member Adelante Development Center, Document Destruction Services; FY17 - \$1,417.50, FY18 - \$1,168.65
38. New Mexico Children, Youth, and Families Department and member Adelante Development Center, Document Destruction Services; FY17 - \$756.003, FY18 - \$378.00
39. New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$105.00, FY18 - \$166.95
40. New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$341.25, FY18 - \$361.73
41. New Mexico Human Services Department and member Adelante Development Center, Document Destruction Services; FY17 - \$157.50, FY18 - \$166.95
42. New Mexico Human Services Department and member Adelante Development Center, Document Destruction Services; FY17 - \$341.25, FY18 - \$364.73
43. New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$189.00, FY18 - Same
44. New Mexico Human Service Department and member Adelante Development Center, Document Destruction Services; FY17 - \$378.00, FY18 - Same
45. New Mexico Children, Youth, and Families Department and member Adelante Development Center, Document Destruction Services; FY17 - \$111.30, FY18 - \$333.90
46. City of Belen and member Adelante Development Center, Document Destruction Services; FY17 - \$13.91, FY18 - \$55.65
47. New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$170.63, FY18 - \$180.86
48. The Ask Academy and member Adelante Development Center, Document Destruction Services; FY17 - \$236.25, FY18 - \$250.43
49. Valencia County and member Adelante Development Center, Document Destruction Services; FY17 - \$52.50, FY18 - \$55.65

- 50. Valencia County and member Adelante Development Center, Document Destruction Services; FY17 - \$196.88, FY18 - \$250.43
- 51. Socorro County and member Adelante Development Center, Document Destruction Services; FY17 - \$202.12, FY18 - \$166.95
- 52. New Mexico Department of Health and member My Bug Guy, Pest Control Services; FY17 - \$673.92, FY - Same

B. New Contracts Directed Under CNA Approval Authority 432

- 1. Cuba Independent School District and member Adelante Development Center; Document Destruction Services - \$155.19
- 2. New Mexico First Judicial District Court and member Adelante Development Center; Document Destruction Services - \$335.16
- 3. New Mexico Workers' Compensation Administration and member Adelante Development Center; Document Destruction Services - \$243.60
- 4. San Miguel County and member Adelante Development Center; Document Destruction Services - \$170.63
- 5. New Mexico First Judicial District Court and member Adelante Development Center; Document Destruction Services - \$320.25
- 6. New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$667.80
- 7. New Mexico First Judicial District Court and member Adelante Development Center; Document Destruction Services - \$500.85
- 8. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services - \$94.50
- 9. New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$41.74
- 10. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services - \$222.60
- 11. New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$125.15
- 12. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services - \$41.74
- 13. New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services - \$500.85
- 14. New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services - \$378.00
- 15. Bloomfield School District and member Adelante Development Center; Document Destruction Services - \$1,194.38
- 16. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services - \$13.91
- 17. New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$208.69
- 18. New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$333.90

19. Taos County and member Adelante Development Center; Document Destruction Services - \$483.02
20. New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services - \$333.90
21. New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$711.90
22. New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$333.90
23. Torrance County and member Adelante Development Center; Document Destruction Services - \$166.95

AGENDA ITEM 10: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

Council member Newall moved to approve Screen Printing as a service suitable for sale under the State Use Act. Council member Kivitz seconded the motion and the services was approved in a unanimous vote by the Council.

AGENDA ITEM 11: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 12: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

Council member Trapp thanked Council member Kivitz and Adelante Development Center for hosting two students in employment positions over the summer. He noted that programs such as the one Adelante offers illustrate the value that Adelante provides to the community and to individuals with disabilities, and he thanked Council member Kivitz and Adelante for their support of the State Use Program.

AGENDA ITEM 13: COUNCIL DISCUSSION

Council member Dignan solicited opinions from the Council about agencies that do not want to fill out the contract approval acceptance sheet when procuring service contracts.

After discussion, the Council decided to include a disclaimer on the form noting that its completion is a requirement for procurement purposes.

AGENDA ITEM 14: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

There were no suggested agenda items for future meetings at this time.

AGENDA ITEM 15: DATE AND LOCATION OF NEXT MEETING

The next council meeting date was established for September 13, 2017 at 1:30 p.m. at the New Mexico Commission for Deaf and Hard of Hearing.

AGENDA ITEM 16: ADJOURN

Without any further business, the meeting was adjourned.

Lisa Degnan
Larry Maxwell, Chair

13 Sept 17
Date