

MINUTES

NORTH CAROLINA CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION

EDUCATION AND TRAINING COMMITTEE

November 18, 2015

The Education and Training Committee of the North Carolina Criminal Justice Education and Training Standards Commission met in Room 1826 of the Public Safety Training Center, Wake Technical Community College, Raleigh, NC. Chairperson Robin Pendergraft called the meeting to order at 1:30 p.m.

Those in attendance were:

- *Robin Pendergraft, Attorney General of the State of North Carolina – Ex-Officio Member
- *Greg Baker, Secretary, Dept. of Public Safety – Ex-Officio Member
- *B.W. Collier, NC State Bureau of Investigation
- *Lee Farnsworth, NC Law Enforcement Officers' Association
- *Steve Johnson, Appointment by the General Assembly – Speaker of the House
- *Tracy McPherson, Dept. of Community Colleges - Ex-Officio Member
- *Chief Harold Medlock, Jr., NC Police Executives Association
- *Nathan Mizell, Jr., NC Law Enforcement Training Officers' Association
- *Lt. Yolanda Sparrow, North State Law Enforcement Officers' Association
- *Charles Walston, Appointment by the Governor

Visitors

Tyrone Brown, Dept. of Public Safety/OSDT
Sgt. Ricky Parks, Rocky Mount Police Dept.
Chief Bill Hollingsed, NC Criminal Justice Standards Division

Staff

Trevor Allen, NC Criminal Justice Standards Division
Bill DuBois, NC Justice Academy
Jennifer Fisher, NC Justice Academy
Stacy Holloman, NC Justice Academy
Darlene Jackson, NC Justice Academy
Mark Strickland, Director, NC Justice Academy

*Committee Members

WELCOME/ROLL CALL

Chairperson Robin Pendergraft welcomed members and guests. The meeting was called to order and the roll was called. A quorum was present.

MINUTES

Commissioner Lee Farnsworth proposed a **motion** to accept the minutes of the August 20, 2015 meeting with a **second** from Commissioner Nathan Mizell, **motion carried**.

ELECTION OF VICE- CHAIR

Chairperson Robin Pendergraft opened the floor for Vice-Chair nominations. Commissioner Lee Farnsworth nominated Commissioner Steve Johnson with a second from Commissioner Harold Medlock. With no other nominations, Chairperson Pendergraft closed the nominations and called for a vote. Commissioner Steve Johnson was elected as Vice-Chair of the Education and Training Standards Committee.

COMMISSION ACTION

ADMINISTRATIVE CODE – BLET REVISION COMMITTEE

On behalf of the BLET Revision Committee, Jennifer Fisher, North Carolina Justice Academy, appeared before the Committee to propose a title change to the block of instruction (*BLET: 16N*) from *ABC Laws and Procedures* to *Alcohol Beverage Control (ABC) Laws and Procedures*, based upon the recommendation of the BLET Revision Committee.

The request would require a rule change for the following rule:

- 12 NCAC 09B .0205 – Basic Law Enforcement Training

Having approved the recommendations as presented, Commissioner Charles Walston proposed a **motion** that the Commission authorize the Planning and Standards Committee to conduct a rule making hearing to amend the rule ***12 NCAC 09B .0205 – Basic Law Enforcement Training*** as follows:

- Modify the language in paragraph (b), subparagraph (1), subparagraph (F) as follows:
 - Change the title “ABC Laws and Procedures” to “Alcohol Beverage Control (ABC) Laws and Procedures.”

With a **second** from Commissioner Lee Farnsworth, **motion carried.**

ADMINISTRATIVE CODE – PROPOSED RULE REVISIONS

The next agenda item under **Commission Action** was “Proposed Rule Revisions”, to be presented by Deputy Director Trevor Allen. However, since Mr. Allen was out of the room attending another meeting, the minutes reflect that he presented the proposed rule revisions later during the E&T Committee meeting.

ADMINISTRATIVE CODE: PROPOSED 2017 LAW ENFORCEMENT IN-SERVICE TRAINING TOPICS

On behalf of the Joint In-Service Committee, Bill DuBois, In-Service Training Coordinator for the North Carolina Justice Academy, appeared before the Committee to propose the

2017 In-Service Law Enforcement Training Topics based upon the recommendations of the Joint In-Service Training Committee and the Juvenile Minority Sensitivity Advisory Committee. The Joint In-Service Training Committee met on September 17, 2015, and the Juvenile Minority Sensitivity Advisory Committee met on September 15, 2015. Mr. DuBois explained that the Justice Academy gets ideas for in-service training topics from surveys, etc., and then submit those ideas to the Joint In-Service Committee. The committee, which is comprised of agency heads such as police chiefs and sheriffs, then meet to discuss and approve the training topics that the committee feels is best for the officers of the State of North Carolina.

After reviewing the proposed topics and hours, Commissioner Lee Farnsworth proposed a **motion** to authorize the Planning and Standards Committee to conduct a rule-making hearing to amend **12 NCAC 09E .0102** and all other related rules to reflect the following required in-service training topics and hours for 2017 mandated in-service training with a **second** from Commissioner Harold Medlock, **motion carried.**

Required Topics (20 credits):

- 2017 Firearms Training and Qualification (minimum 6 credits)
- 2017 Legal Update (minimum 4 credits)
- 2017 Positively Impacting Today's Youth (minimum 2 credits)
- 2017 DV: Protecting Victims of Domestic Violence (minimum 4 credits)
- 2017 Improving Decision Making Skills (minimum 4 credits)

Topics of Choice (6 credits):

- Law Enforcement Intelligence Update (minimum 2 credits)
- Protecting our Officers: Suicide Prevention for Law Enforcement (minimum 2 credits)
- Narcotics Identification for Patrol Officers (minimum 2 credits)

(It is noted that although the NC Justice Academy is preparing 26 hours of training, the 24 credits of mandated in-service training has not changed.)

ADMINISTRATIVE CODE – PROPOSED RULE REVISIONS: 12 NCAC 09B .0235 AND 12 NCAC 09B .0236 - JUVENILE JUSTICE COMMON CORE

On behalf of the Office of Staff Development and Training, Tyrone Brown, North Carolina Department of Public Safety, proposed rule changes for *12 NCAC 09B .0235 (Basic Training: Juvenile Court Counselors and Chief Court Counselors)* and *12 NCAC 09B .0236 (Basic Training: Juvenile Justice Officers)*. The requested changes include hour changes to two (2) topical areas and the addition of two (2) new topical areas/lesson plans within the Juvenile Justice Common Core Curriculum. The total hours for the curriculum will not change.

Having approved the recommendations as presented, Commissioner Charles Walston proposed a **motion** that the Commission hereby authorize the Planning and Standards Committee to conduct a rule making hearing to amend ***12 NCAC 09B .0235 – Basic Training: Juvenile Court Counselors and Chief Court Counselors and 12 NCAC 09B .0236 Basic Training: Juvenile Justice Officers*** as follows:

Paragraph (b), subparagraph (1), Juvenile Justice Common Core of each rule:

- (B) “Basic Individual Counseling Skills” – Change from 16 hours to 8 hours
- (E) “Characteristics of Delinquents” – Change from 3 hours to 4 hours
- (R) Add “Multi-Generational Workforce – 3 hours”
- (S) Add “Understanding Workplace Differences – 4 hours”

(The total minimum hours for the Juvenile Justice Common Core are 104 hours)

Also, the changes include major revisions to several lesson plans within the “Juvenile Justice Common Core” Curriculum of the Basic Training: Juvenile Court Counselors and Chief Court Counselors and Basic Training: Juvenile Justice Officers as follows:

12 NCAC 09B .0235(b)(1) and 12 NCAC 09B .0236(b)(1) – Basic Training – Juvenile Justice Common Core:

- “Basic Individual Counseling Skills” revises training objectives 6 and 9, and deletes objectives 10, 14, 15, and 16.
- “Career Survival: Integrity/Ethics in the NCDPS Workplace” revises lesson purpose and revises training objective 3.
- “Restraints, Controls, Defensive Techniques” adds 2 new training objectives.
- “Mechanical Restraints” revises training objectives 1, 2, 8, and 10, and adds 4 new training objectives.
- “Mental Health” revises training objective 13.

With a **second** from Commissioner Harold Medlock, **motion carried.**

COMMITTEE ACTION

NC DEPARTMENT OF PUBLIC SAFETY - OSDT

On behalf of the Office of Staff Development and Training, Tyrone Brown, North Carolina Department of Public Safety, proposed major changes to several lesson plans within the Basic Training – Juvenile Court Counselor Specific Curriculum, the Basic Training – Juvenile Justice Officer Specific Curriculum, the Basic Correctional Officer Training Curriculum, and the Basic Probation and Parole Officer Training Curriculum. The major revisions are as follows:

12 NCAC 09B .0235(b)(2) – Basic Training – Juvenile Court Counselor Specific

- “Roles and Responsibilities” reorder training objectives.
- “Juvenile Law” revised training objective 2 to add the letter “B” to NCGS Chapter 18, so it reads 18B.
- “Risk and Needs Assessment” revises training objective 4.
- “Report Writing and Documentation” revises training objectives 4 and 9.
- “Interviewing” revises training objective 6.

Commissioner Nathan Mizell proposed a **motion** to accept the recommendations as presented, with a **second** from Commissioner Charles Walston, **motion carried.**

Mr. Brown then presented the following proposed changes:

12 NCAC 09B .0236(b)(2) – Basic Training – Juvenile Justice Officer Specific

- “Basic Group Leadership Skills” revises training objectives 4 and 5.

- “Crisis Intervention Techniques” revises training objective 8.
- “Trauma and Delinquents” revises training objective 5.

Commissioner Lee Farnsworth proposed a **motion** to accept the recommendations as presented, with a **second** from Commissioner Nathan Mizell, **motion carried**.

Mr. Brown presented the following proposed changes:

Basic Correctional Officer Training:

“Concealed Carry Handgun Legal Considerations for Certified Correctional Staff (BC 104).” Mr. Brown stated that legislation now gives permission to Certified Correctional Officers to carry a concealed weapon while off duty. The proposed concealed carry lesson plan is separate from all of the other firearms’ training. Firearms’ training is completed at the beginning of Basic Correctional Officer training. This new block would be added during the last week of BCO training and is specific about the rules of concealed carry handgun in compliance the law.

Commissioner Steve Johnson expressed some concerns as he reviewed the objectives and the lesson plan. One concern he had was two (2) hours may not be enough time to teach the concealed carry block. Commissioner Johnson was also concerned that some of the wording in the lesson plan needed to be addressed to ensure accuracy of statutory guidelines, as well as Department of Public Safety policy.

Commissioner Walston stated that the new concealed carry law changes are effective January 1, 2016, and any content changes in the objectives and lesson plan need to be expedited. Commissioner Pendergraft responded that if there are questions about the content, the consequence of error can be severe, and committees usually do not vote on something until it is correct.

After discussion, the Committee decided to table this issue until the next meeting. This would allow time for the lesson plan to be reviewed and updated to more accurately reflect current law. Commissioner Pendergraft requested that Commissioner Steve Johnson provide assistance to DPS to address the concerns.

Mr. Brown continued with the following proposed changes:

Basic Correctional Officer Training

- “Career Survival: Integrity and Ethics in the NCDPS” revises lesson purpose and training objective 3.
- “Controls, Restraints and Defensive Techniques” revises training objectives 1 and 2.
- “Security Threat Groups” revises training objectives 2, 3, and 4.

Commissioner Charles Walston proposed a **motion** to accept the recommendations as presented, with a **second** from Commissioner Lee Farnsworth, **motion carried**.

Mr. Brown presented the following proposed revisions, which are mostly changes in the wording:

Basic Probation and Parole Officer Training

- “Probation Law” revises lesson purpose and training objectives 1 and 2.
- “Public Speaking” revises training objective 1.

- “Orientation and Administration for the Probation/Parole Officer” revises training objective 6.
- “Administrative & Probation/Parole Management: Case Management” revises training objective 11.
- “Courtroom Preparation and Demeanor: Moot Court” revises training objective 1.
- “Legal Considerations for the Probation/Parole Officer: Processing New Parole Cases” revises training objective 5.
- “Administrative and Probation/Parolee (Offender) Management: Parole Violations and Revocations” revises lesson purpose and training objective 4.
- “Offender Supervision: Field Learning” revises training objectives 1 and 2.
- “Administrative and Offender Management: Processing Probation Cases” revises training objectives 6 and 7.
- “Administrative and Offender Management: Interstate Compact for Adult Offender Supervision” revises training objective 1.
- “Controls, Restraints and Defensive Techniques” revises lesson purpose and training objectives 1 and 2.
- “Career Survival: Integrity and Ethics in the NCDPS Workplace” revises lesson purpose and training objective 3.

Commissioner Lee Farnsworth proposed a **motion** to accept the recommendations as presented, with a **second** from Commissioner Harold Medlock, **motion carried**.

Additionally, a request was made by Mr. Brown to release pilot authority for Basic Probation and Parole Officer Training. Pilot authority was granted previously to combine Basic PPO training and Intensive PPO training, which increased the training from four (4) weeks to five (5) weeks. Commissioner Harold Medlock proposed a **motion** to accept the request to release pilot authority as presented, with a **second** from Commissioner Nathan Mizell, **motion carried**.

SCHOOL ACCREDITATION SUBCOMMITTEE

On behalf of the School Accreditation Subcommittee, Commissioner Robin Pendergraft presented a recommendation that the following institutions be reaccredited for a period of five (5) years in accordance with ***12 NCAC 09B .0200 and 12 NCAC 09C .0401*** for the delivery of the Commission regulated training:

- Renewal – Wake Technical Community College – BLET, Speed Measuring Instruments, General Instructor Training
- Accreditation – Wake County Sheriff’s Office – BLET
- Renewal – Fayetteville Police Department – BLET
- Renewal – Bladen Community College – BLET
- Renewal – NC State Highway Patrol Academy – BLET, Speed Measuring Instruments, Driver Instructor Training

Commissioner Nathan Mizell proposed a **motion** to accept the recommendation as presented, with a **second** from Commissioner Lee Farnsworth, **motion carried**.

PROGRAM EVALUATION COMMITTEE

On behalf of the Program Evaluation Subcommittee, Commissioner Robin Pendergraft reported the recommendation of reaccreditation of Cape Fear Community College for its postsecondary criminal justice program, for a period of ten (10) years, in accordance with *12 NCAC 09B .0601-.0608*.

Commissioner Yolanda Sparrow proposed a **motion** to accept the recommendation as presented, with a **second** from Commissioner Tracy McPherson, **motion carried**.

N.C. ASSOCIATION OF CHIEFS OF POLICE

On behalf of the NC Association of Chiefs of Police, Mr. Mark Strickland, Director, North Carolina Justice Academy, requested the approval of pilot authority for the NC Association of Chiefs of Police to deliver training that would count towards credit for In-Service topic of choice for their 2016 Annual Conference.

The Association will sponsor training sessions on Saturday, January 23, 2016 titled "Media Tactics during a Crisis" which will be delivered by Rob Stallworth and Michael Sale, and on Tuesday, January 26, 2016 titled "De-escalation Tactics Before, During, and After a Major Event." which will be delivered by Michael Helms. The North Carolina Justice Academy will host and coordinate these training sessions for the Association. The training will be four hours/credits in length, and the students will be tested at the conclusion of the training in accordance with the requirements for mandated Annual In-Service Training.

Commissioner Lee Farnsworth proposed a **motion** to accept the recommendation as presented, with a **second** from Commissioner Yolanda Sparrow, **motion carried**.

BLET REVISION COMMITTEE

On behalf of the BLET Revision Committee, Jennifer Fisher, North Carolina Justice Academy, requested approval for major revisions made to the following BLET lesson plans:

- "ABC Laws and Procedures" (BLET: 16N) – training objective changes, revisions made throughout the lesson plan, and revised handout.

Commissioner Steve Johnson proposed a **motion** to accept the recommendation as presented, with a **second** from Commissioner Harold Medlock, **motion carried**.

INFORMATIONAL ITEMS

BLET Revision Committee

On behalf of the BLET Revision Committee, Jennifer Fisher, North Carolina Justice Academy, briefed the Committee on minor revisions made to thirteen (13) of the BLET lesson plans. The minor revisions include correcting grammatical errors, updating and revision of current materials, adding new statutes, and inclusion of new and revised videos.

Minor revisions were made to the following lesson plans:

- Anti-Terrorism (BLET: 34J)
- Arrest, Search and Seizure/Constitutional Law (BLET: 04U)
- Civil Process (BLET: 33T)
- Controlled Substances (BLET: 220)
- Course Orientation (BLET: 01M)
- Fingerprinting and Photographing Arrestees (BLET: 12N)
- Firearms (BLET: 14O)
- First Responder (BLET: 20N)
- Interviews: Field and In-Custody (BLET: 09F)
- Juvenile Law (BLET: 11R)
- Motor Vehicle Law (BLET: 17X)
- Physical Fitness Training (BLET: 02S)
- Subject Control/Arrest Techniques (BLET: 10T)

NC Department of Public Safety - OSDT

On behalf of the Office of Staff Development and Training, Tyrone Brown, North Carolina Department of Public Safety, briefed the Committee on minor revisions made to twenty-four (24) lesson plans within the Basic Juvenile Justice Officer Curriculum, seventeen (17) lesson plans within the Basic Correctional Officer Curriculum, and seventeen (17) lesson plans within the Basic Probation and Parole Officer Curriculum. The minor revisions include correcting grammatical errors, updating and revising of current materials, exercises, references, and handouts, adding new statutes, changes in instructor notes, and the addition of new videos.

Minor revisions were made to the following lesson plans:

Basic Juvenile Justice Officer Curriculum:

- Juvenile Justice Overview (JJ 104)
- Basic Individual Counseling Skills (JJ 109-I)
- Interpersonal Communication Skills (JJ 109-II)
- Working with Families (JJ 109-III)
- Characteristics of Delinquents (JJ 110)
- Career Survival: Integrity and Ethics in the NCDPS Workplace (JJ 138)
- Gang Awareness (JJ 140)
- RCDT (JJ 133-I)
- Secure Transportation (JJ 134)
- Mental Health (JJ 112)
- Roles and Responsibilities (JC 101)
- Juvenile Law (JC 115)
- Intake (JC 117)
- Risk and Needs Assessment (JC 120)
- Report Writing and Documentation (JC 111)
- Interviewing (JC 124)
- Driver Safety (JC 125)
- Treatment Program Operations (JO 118)
- Maintaining Documentation of Activities/Behaviors (JO 119)
- Basic Group Leadership Skills (JO 116)
- Effective Behavior Management (JO 130)

- Health Services Overview (JO 122)
- Trauma and Delinquents (JO 131)
- Contraband and Search Techniques (JO 132)

Basic Correctional Officer Curriculum:

- Firearms Safety (BCO 100)
- Handgun Familiarization/Proficiency (BCO 101)
- Shotgun Familiarization/Proficiency (BCO 102)
- Low/Limited Light (BCO 103)
- The North Carolina Prisons Employee (BCO 110)
- Report Writing (BCO 111)
- Prison Security Function & Procedures (BCO 120)
- Contraband and Techniques of Search (BCO 121)
- Prison Emergencies: Prevention & Response (BCO 123)
- Mechanical Restraints: Handcuffing (BCO 131)
- Tactical Handcuffing (BCO 132)
- Employee Fitness and Wellness (BCO 134)
- Career Survival: Ethics and Integrity in the NCDPS Workplace (BCO 138)
- Management & Supervision of Inmates (BCO 140)
- Cultural Awareness (BCO 142)
- Multi-Generational Workforce (BCO 144)
- Understanding Workplace Differences (BCO 145)

Basic Probation and Parole Officer Curriculum:

- Handgun Familiarization and Qualification (PPO 100-II)
- Firearms: Situational Decision-Making (PPO 100-III)
- Handgun: Low/Limited Light (PPO 100-IV)
- Probation Law (PPO 104-I)
- Public Speaking (PPO 105-I)
- Administration and Offender Management (PPO 107)
- Legal Considerations: Justice Reinvestment Act (PPO 108)
- Legal Considerations: Post-Release Supervision (PPO 115)
- Offender Supervision: Field Learning (PPO 124-IV)
- Officer/Offender Relations: Crisis Intervention (PPO 125)
- Defensive Protection: Arrest Procedures (PPO 128)
- Administrative and Offender Management: Closing Cases (PPO 129)
- Officer/Offender Relations: Supervising Substance Abuse Cases (PPO 130)
- Courtroom Preparation and Demeanor: Role of the PP Witness (PPO 132)
- Career Survival: Integrity and Ethics in the NCDPS Workplace (PPO 138)
- Personal/Professional Conduct: Staff and Offender Relationships (PPO 139)
- Officer/Offender Relations: Gang Awareness (PPO 140)

After presenting the revisions, Mr. Brown stated that effective January 1, 2016, he is retiring with thirty-eight (38) years of service. He expressed his appreciation to the Committee for their assistance.

COMMISSION ACTION

ADMINISTRATIVE CODE – PROPOSED RULE REVISIONS

On behalf of the Criminal Justice Standards Division Staff, Deputy Director Trevor Allen presented proposed rule changes. Since SMI Instructors are not considered “Specialized” instructors pursuant to 09B .0304, it is recommended that this language be removed. Additionally, although Specialized Instructors may deliver instruction in topics requiring only a General Instructor certification, those hours do not credit toward the Specialized Instructor certification. Therefore, the recommendation is to remove that language from the rule.

The request would require rule changes for the following rules:

- 12 NCAC 09B .0305 – Terms and Conditions of Specialized Instructor Certification
- 12 NCAC 09E .0104 – Instructors: Annual In-Service Training
- 12 NCAC 09E .0105 – Minimum Training Specifications: Annual In-Service Training

Commissioner Harold Medlock proposed a **motion** that the Commission hereby authorize the Planning and Standards Committee to conduct a rule making hearing to amend the rule, **12 NCAC 09B .0305 – Terms and Conditions of Specialized Instructor Certification** as follows:

- Remove the language crediting Speed Measuring Instrument Operator, SMI Instructor, and Instructor Training courses from paragraph (c), subparagraph (1) and subparagraph (2)(A).

Also, that the Commission hereby authorize the Planning and Standards Committee to conduct a rule making hearing to amend the rule, **12 NCAC 09E .0104 – Instructors: Annual In-Service Training** as follows:

- Remove language from paragraph (1) “Commission certified” and “attending and successfully” and add language which reads “Commission-accredited basic training, Speed Measuring Instrument Operator or Instructor training, Instructor or Specialized Instructor training, or Commission-recognized in-service training.”
- Add language to paragraph (2), that reads “topic, other than a topic taught pursuant to Paragraph (1) of this Rule, or a Firearms Training and Qualification course pursuant to Rule 9E .0105(a)(1) of this Subchapter.”

Also, that the Commission hereby authorize the Planning and Standards Committee to conduct a rule making hearing to amend the rule, **12 NCAC 09E .0105 – Minimum Training Specifications: Annual In-Service Training** as follows:

- Remove language from paragraph (a), subparagraph (1) “2015” and add language which reads “2016.”
- Remove language from paragraph (a), subparagraph (2) “2015” and add language which reads “2016.”

- Remove language from paragraph (a), subparagraph (3) “2015” and “What does it have to do with me?” and add language which reads “2016” and “The Color of Justice.”
- Remove language from paragraph (a), subparagraph (4) “2015 Domestic Violence: Teen Dating Violence (2 credits)” and add language which reads “Human Trafficking Awareness (2 credits).”
- Add language to paragraph (a), subparagraph (5) which reads “North Carolina Firearms Laws: Citizens and Guns (minimum of 2 credits); and.”
- Move previous paragraph (a), subparagraph (5) to paragraph (a), subparagraph (6) and remove language “2015” and add language which reads “Topics delivered pursuant to Rule .0104(1) of this Subchapter to satisfy this requirement are not required to be written in Instructional Systems Design format or delivered by an instructor certified by the Commission.”
- Remove language from paragraph (e), subparagraph (1) “is” and add language which reads “and topics delivered pursuant to Rule .0104(1) of this Subchapter are.”

With a **second** from Commissioner Lee Farnsworth, **motion carried.**

Commissioner Pendergraft introduced and welcomed new Committee members Greg Baker, B.W. Collier and Sgt. Ricky Parks. Sgt. Parks will be sworn into the Commission this week and will begin serving on the E&T Committee at the February 2016 meeting.

Mr. Trevor Allen introduced a new Division Staff member, Bob Overton, who is now the Administrator over the Instructor Program. This is the position previously held by Tim Pressley.

Mr. Mark Strickland introduced Stacy Holloman as the new Deputy Director of Training at the Justice Academy. Mr. Holloman filled the position previously held by Wayne Ayers.

With no further business, Commissioner Charles Walston proposed a **motion** to adjourn, with a **second** from Commissioner Nathan Mizell, **motion carried.** The meeting adjourned at 2:45 p.m.

