

CANNON BUILDING
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DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE

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DIVISION OF PROFESSIONAL REGULATION

PUBLIC MEETING MINUTES:	Board of Electrical Examiners
MEETING DATE AND TIME:	Wednesday, October 3, 2012 at 8:30 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Public Commission Conference Room , first floor of the Cannon Building
MINUTES APPROVED:	November 7, 2012

MEMBERS PRESENT

Robert MacLennan, President, Professional Member
Daniel Creedon, Vice-President, Professional Member
Thomas Hartley, Professional Member
Bobby Murrian, Professional Member
Frank Beebe, Public Member
Richard Millar, Public Member
William Poore, Public Member

ABSENT

Nathan Schreppler, Board Secretary, Public Member
Jack King, Continuing Education Officer, Professional Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Danny Stevenson, Deputy Attorney General
Theresa Newman, Administrative Specialist II
Catherine Simon, Administrative Specialist III
Kim Hurley, Court Reporter

OTHERS PRESENT

Juan Fernandez	Ramsis Pagan
Robert Gebhart	David Smarte
Cheze Heiks	Walter Brittingham
Bud Nash	Curtis King
Joe Williams	Kevin Deb
Jack Koch	Bill Tidaback
Arthur Rodgers	Kevin Ritchie
Raymond Burton, Jr.	
Robert Smith	David Amalfitano
Barton Brown	Nick Schostien
James Timmons	Bernard Tudor
James Timmons, Jr.	Tanya Deyo
Ellie Webb	Sean Law
Rick Leuci	
Donald Lawson	

CALL TO ORDER

Mr. MacLennan called the meeting to order at 9:01 a.m.

REVIEW OF MINUTES

A motion was made by Mr. Poore, seconded by Mr. Beebe, to approve the minutes from the September 5, 2012 meeting as presented. The motion was unanimously carried.

UNFINISHED BUSINESS

Proposal to Deny Hearing – Raymond Burton

Mr. Stevenson called the hearing to order at 9:04a.m. and stated that today's hearing was a result of the Board's proposal to deny the Journeyman Electrician application of Raymond Burton per Title 24, 1408 (a)(10). The Board members were introduced. Mr. Stevenson marked as Board Exhibit #1 a packet of documents for licensure including Mr. Burton's application and supporting documents, proposal to deny notice, request for hearing and notice of today's hearing. Mr. Burton was sworn in and agreed to proceed without legal counsel.

Mr. Stevenson states this hearing is a result of disciplinary actions of Mr. Burton's Master Electricians license which was revoked in 2010 for being deficient of continued education and advises Mr. Burton to proceed with his testimony.

The hearing went off record and into deliberations at 9:07 a.m. At 9:08 a.m. The hearing went back on record and a motion was made by Mr. Murrian, seconded by Mr. Creedon, to grant a waiver and approve the Journeyman Electrician application of Raymond Burton. The motion was unanimously carried. The hearing went off record and adjourned at 9:09a.m. Verbatim testimony was taken by a court reporter.

Proposal to Deny Hearing – Barton Brown

Mr. Stevenson called the hearing to order at 9:10 a.m. and stated that today's hearing was a result of the Board's proposal to deny the Journeyman Electrician application of Barton Brown per Title 24, 1408 (a)(10). Mr. Brown was sworn in and agreed to proceed without legal counsel. The Board members were introduced. Mr. Stevenson marked as Board Exhibit #1 a packet of documents for licensure including Mr. Brown's application and supporting documents, proposal to deny notice, request for hearing and notice of today's hearing. Mr. Stevenson states this hearing is a result of the having a criminal history with charges relevant to the electrical profession. Mr. Brown gave his testimony.

The hearing went off record and into deliberations at 9:19 a.m. The hearing went back on record at 9:22 a.m. A motion was made by Mr. Murrian, seconded by Mr. Creedon to grant a waiver and approve the Journeyman application of Barton Brown. The motion was unanimously carried. The hearing went off record and adjourned at 9:23a.m. Verbatim testimony was taken by a court reporter.

Proposal to Deny Hearing –Donald Lawson

Mr. Stevenson called the hearing to order at 9:25 a.m. and stated that today's hearing was a result of the Board's proposal to deny the Journeyman Electrician application of Donald Lawson per Title 24, 1408 (a)(10). Mr. Lawson was sworn in and agreed to proceed without legal counsel. The Board members were introduced. Mr. Stevenson marked as Board Exhibit #1 a packet of documents for licensure including Mr. Lawson's application and supporting documents, proposal to deny notice, request for hearing and notice of today's hearing. Mr. Stevenson states this hearing is a result of the having a criminal history with charges relevant to the electrical profession. Mr. Lawson gave his testimony.

The hearing went off record and into deliberations at 9:30 a.m. The hearing went back on record at 9:31 a.m. A motion was made by Mr. Poore, seconded by Mr. Beebe to grant a waiver and approve the Journeyman application of Donald Lawson. The motion was unanimously carried. The hearing went off record and adjourned at 9:30a.m. Verbatim testimony was taken by a court reporter.

Proposal to Deny Hearing – Richard Leuci

Mr. Stevenson called the hearing to order at 9:36 a.m. and stated that today's hearing was a result of the Board's proposal to deny the Journeyman Electrician application of Richard Leuci per Title 24, 1408 (a)(10). Mr. Leuci was sworn in and agreed to proceed without legal counsel. The Board members were introduced. Mr. Stevenson marked as Board Exhibit #1 a packet of documents for licensure including Mr. Leuci's application and supporting documents, proposal to deny notice, request for hearing and notice of today's hearing. Mr. Stevenson states this hearing is a result of disciplinary actions of Mr. Leuci's Limited Electrician license. Mr. Leuci gave his testimony.

The hearing went off record and into deliberations at 9:39 a.m. The hearing went back on record at 9:39 a.m. A motion was made by Mr. Murrian, seconded by Mr. Creedon to grant a waiver and approve the Journeyman application of Richard Leuci. The motion was unanimously carried. The hearing went off record and adjourned at 9:40a.m. Verbatim testimony was taken by a court reporter.

Proposal to Deny Hearing – Curtis King

Mr. Stevenson called the hearing to order at 9:40 a.m. and stated that today's hearing was a result of the Board's proposal to deny the Journeyman Electrician application of Curtis King per Title 24, 1408 (a)(10). Mr. King was sworn in and agreed to proceed without legal counsel. The Board members were introduced. Mr. Stevenson marked as Board Exhibit #1 a packet of documents for licensure including Mr. King's application and supporting documents, proposal to deny notice, request for hearing and notice of today's hearing. Mr. Stevenson states this hearing is a result of the having a criminal history with charges relevant to the electrical profession. Mr. King gave his testimony.

The hearing went off record and into deliberations at 9:50 a.m. The hearing went back on record at 9:52 a.m. A motion was made by Mr. Beebe, seconded by Mr. MacLennan to grant a waiver and approve the Journeyman application of Curtis King. The motion was unanimously carried. The hearing went off record and adjourned at 9:52a.m. Verbatim testimony was taken by a court reporter.

Proposal to Deny Hearing – Kevin Ritchie

Mr. Stevenson called the hearing to order at 9:54 a.m. and stated that today's hearing was a result of the Board's proposal to deny the Apprentice Electrician application of Kevin Ritchie per Title 24, 1408 (a)(10). Mr. Ritchie was sworn in and agreed to proceed without legal counsel. The Board members were introduced. Mr. Stevenson marked as Board Exhibit #1 a packet of documents for licensure including Mr. Ritchie's application and supporting documents, proposal to deny notice, request for hearing and notice of today's hearing. Mr. Stevenson marks applicants exhibit #1 as letters from employer and 4 character witness letters. Mr. Stevenson states this hearing is a result of the having a criminal history with charges relevant to the electrical profession.

The board went off record at 9:55 a.m. to review letter of reference submitted by Mr. Ritchie's employer and 4 character witness letters. The board went back on record at 10:05 a.m.

Mr. Ritchie gave his testimony.

The hearing went off record and into deliberations at 10:07 a.m.. The hearing went back on record at 10:08 a.m. A motion was made by Mr. Murrian, seconded by Mr. Poore to grant a waiver and approve the Apprentice application of Kevin Ritchie. The motion was unanimously carried. The hearing went off record and adjourned at 10:07a.m. Verbatim testimony was taken by a court reporter.

The Board called a recess of the meeting from 10:07 a.m.-10:20 a.m.

Proposal to Deny Hearing – Richard Whittick

Mr. Stevenson calls hearing to order at 10:20 a.m. and stated that today's hearing was a result of the Board's proposal to deny the Journeyman Electrician application of Richard Whittick. Board members were introduced. Mr. Stevenson marked exhibit #1 as the application and Criminal Background report. He also advised that Mr. Whittick did not appear before the board on September 5, 2012 or on October 3, 2012.

Mr. Stevenson called Ms. Newman in front of the board to testify on behalf of Division of Professional Regulation. Ms. Newman was sworn in. Mr. Stevenson asked Ms. Newman to state her position with Division of Professional Regulation. Ms. Newman testified she is an Administrative Specialist and serves on the Board of Electrical Examiners as a board liaison, in which she relays information between the board and public. Mr. Stevenson proceeds in asking further question regarding the correspondence between Mr. Whittick and Ms. Newman. Ms. Newman testifies she sent Mr. Whittick a letter to advise his application was voted by board to propose to deny. After letter was sent, Mr. Whittick contacted Ms. Newman requesting a hearing. Ms. Newman advised she sent a certified letter to Mr. Whittick, advising him of a hearing date of September 5, 2012 at 9:00 a.m. Ms. Newman received a receipt of acceptance of the letter from the postal office. Mr. Whittick did not attend the hearing scheduled. The board made a motion at that meeting to re-schedule a hearing for October 3, 2012 at 9:00 a.m. Ms. Newman sent a certified letter to advise Mr. Whittick of the rescheduled hearing and received the postal confirmation receipt from the postal services, as well. The board concluded, due to the negligence of Mr. Whittick he was no longer interested in obtaining a license. A motion was made by Mr. Creedon, seconded by Mr. Murrian to deny the application for Richard Whittick. The motion was unanimously carried. The hearing went off record and adjourned at 10:29 a.m. Verbatim testimony was taken by a court reporter.

Proposal to Deny Hearing – David Amalfitano

Mr. Stevenson called the hearing to order at 10:30 a.m. and stated that today's hearing was a result of the Board's proposal to deny the Journeyman Electrician application of David Amalfitano per Title 24, 1408 (a)(10). Mr. Amalfitano was sworn in and agreed to proceed without legal counsel. The Board members were introduced. Mr. Stevenson marked as Board Exhibit #1 a packet of documents for licensure including Mr. Amalfitano's application and supporting documents, proposal to deny notice, request for hearing and notice of today's hearing. Mr. Stevenson marks Applicants Exhibit #1 as reference letters for Mr. Amalfitano. Mr. Stevenson states this hearing is a result of the having a criminal history with charges relevant to the electrical profession. Mr. Amalfitano gave his testimony.

The hearing went off record and into deliberations at 10:42 a.m. The hearing went back on record at 10:43a.m. A motion was made by Mr. Murrian, seconded by Mr. Creedon to grant a waiver and approve the Journeyman application of David Amalfitano. The motion was unanimously carried. The hearing went off record and adjourned at 10:45.m. Verbatim testimony was taken by a court reporter.

Rules and Regulation Public Hearing

Mr. Stevenson states the hearing in a continuance of September 5, 2012 Rules and Regulation Hearing. The public was given 15 days to submit written correspondence to be considered for public comment of hearing.

Mr. MacLennan read letters submitted by Dover Electric Supply by verbatim, requesting to cease the Housebill 180 or exempt independent electrical contractors from licensure due to the professional engineers not having to be licensed. A motion was made by Mr. MacLennan, seconded by Mr. Creedon, that there will be no changes to the Rules and Regulations. The motion was unanimously carried

Mr. MacLennan read the letter submitted by Cushman and Wakefield by verbatim. The letter submitted were questions pertaining to the practice of electrical work. Mr. MacLennan advises that all the mentioned duties are all related to electrical work and would need to have a license to perform these types of electrical work. A motion was made by Mr. MacLennan, seconded by Mr. Creedon, that there will be no changes to the Rules and Regulations. The motion was unanimously carried

Mr. MacLennan read the letter submitted by the State of Delaware Office of Management and Budget by verbatim, requesting a building trade mechanic be exempt from licensure. A motion was made by Mr. MacLennan, seconded by Mr. Creedon, that there will be no changes to the Rules and Regulations. The motion was unanimously carried

Mr. Stevenson read the letter submitted by Chemical Industry Council of DE by verbatim, which request the board to clarify specific details regarding the exemption of Professional Engineers. Mr. MacLennan advised of Professional Engineers responsibilities while supervising and doing electrical work. He also states after the signing of the Rules and Regulations, the board can amend the Rules and Regulations or compile a list of frequently asked questions online, to clarify the exemptions of a Professional Engineer. A motion was made by Mr. MacLennan, seconded by Mr. Creedon, that there will be no changes to the Rules and Regulations. The motion was unanimously carried

Mr. Stevenson read the letter submitted by Chemical DuPont Engineers by verbatim, which request the board to clarify specific details regarding the exemption of Professional Engineers. Mr. MacLennan states after the signing of the Rules and Regulations, the board can amend the Rules and Regulations if needs be, or compile a list of frequently asked questions online, to clarify the exemptions of a Professional Engineer. A motion was made by Mr. MacLennan, seconded by Mr. Creedon, that there will be no changes to the Rules and Regulations. The motion was unanimously carried

Mr. Stevenson states under Title 24 section 1406(a)(1), the board has the authority to make any changes to the Rules and Regulations. Based on the September 5, 2012 public comment and written responses received within 15 days, the board agrees to accept the Rules and Regulations as is with no changes. A motion was made by Mr. Murrian, seconded by Mr. Creedon to accept Rules and Regulations. The motion was unanimously carried.

Verbatim testimony was taken by a court reporter.

Signing of Decision and Orders

The Board signed the Decision and Orders from the Proposal to Deny Hearing of Donald Disharoon, Gregory Hudson, and Timothy Liott.

Re-Review of Applications

A motion was made by Mr. Creedon, seconded by Mr. Murrian, to approve the Journeyman Electrician applications of Jerome Black, Joseph Aurillo, Jr., David Ludwig, Thomas Moore, Jr., Gregory Dill, and Gary Schofield. The motion was unanimously carried.

A motion was made by Mr. Creedon, seconded by Mr. Murrian, to propose to deny the Journeyman Electrician applications of Keith Smith, Robert Harrity, Gary King, Randall Friend, and Stephen Jefferis. The motion was unanimously carried.

A motion was made by Mr. Hartley, seconded by Mr. Creedon, to table the Journeyman Electrician application Ronald Parra for follow up with investigator regarding reasoning for complaint case status. The motion was unanimously carried.

Proposal to Deny

A motion was made by Mr. Murrian, seconded by Mr. Creedon to propose to deny the application of Michael Valovich for failure to provide documentation verifying that he is enrolled in or has completed a Board-approved apprentice program. The motion was unanimously carried.

Re-Review of the National Association of Elevator Contractors

After reviewing the letter from the NAEC and the certificates of approved apprenticeship program provided by Delaware Elevators, the board advises they will not accept the NAEC certificate based on not having a third party to proctor the exam. Exams are given in the workplace facility and are proctored by facility staff and a notary that may also be a member of the facility staff. The board agreed the program may be accepted; however they have requested for representatives from NAEC are present and give a presentation of their program in front of the board.

New Business

Conference Call with Andy Parker-Prometric

Mr. Andy did not have well enough reception to hold a conference call. Mr. MacLennan requested since the board was not able to communicate via phone with Mr. Parker, if he could reply to an emailed list of questions provided by the board. After receiving Mr. Parker's answers via email, if the board has any further inquiries, they will schedule another conference call for a future date.

Review of Examination Results

The Board reviewed the examination results that showed out of ten candidates for the master electrical exam, only two had passing scores: Raymond Irwin and Kyle Truitt. Correction was made at the board meeting to edit the name listed as Raymond Gavidia to be listed correctly as Raymond Irwin.

Results showed out of six candidates for limited electrician, only two had passing scores: James Conover, Jr. and Charles Mann, Jr.

Review of Examination Applications

A motion was made by Mr. Beebe, seconded by Mr. Murrian, to approve the Master Electrical examination applications of John Vickers, Thomas O'Neil, Jr., Tawny Brittingham, Eddie Beasley, Kenneth Hemming, James Andrews, William Seeney, and Christopher Walker . The motion was unanimously carried.

A motion was made by Mr. Beebe, seconded by Mr. Murrian, to approve the Limited Electrician Special-HVACR examination application of Jeffery Zanes. The motion was unanimously carried.

A motion was made by Mr. Beebe, seconded by Mr. Murrian, to approve the Limited Electrician License examination application of Andrew Biddle. The motion was unanimously carried.

Review of Journeyman Applications

A motion was made to amend the agenda to add 4.4.10 Michael Jacobs. The motion was unanimously carried.

A motion was made by Mr. Murrian, seconded by Mr. Creedon, to approve the Journeyperson Electrician applications of Anthony Fulmer, Sean Law, David Madison, William Blessing, Jr., Timothy Gavidia, Jeffery Babcock, James Swain, David Clogg, James Nickoles, Kevin MacPherson, Andrew Elliot, Steven Hall, William Fibelkorn, Jr., John Hewlett, John Willey, Robert Matthews, Javier Cruz, Daryle Fizer, Robert McLaughlin, Robert Travis, Jr., David Eichholz, Robert Hill, Raymond Revel, JooCheol Lee, Mark Reed, Jr., David Kelly, Matthew Benton, Donald Wright, Curtis Sonnier, Richard Dalton, Chase Kramm, Evan Mazzaglia, Bernard Davis, Anthony Fasano, Ronald Dinlocker, Anthony Preissler, Wesley Stamp, Michael Jacobs and Frank Anderson. The motion was unanimously carried.

A motion was made by Mr. Murrian, seconded by Mr. Creedon, to table the Journeyperson Electrician applications of Gary Maxwell for not meeting the required 8,000 hours of experience. The board accepted 1,920 experience hours submitted by employer.

Review of Apprentice Applications

A motion was made by Mr. MacLennan, seconded by Mr. Creedon, to approve the apprentice applications of John Beuchamp and Donald Brown, Jr. The motion was unanimously carried.

A motion was made by Mr. MacLennan, seconded by Mr. Creedon, to approve the apprentice application of Justin Peterson, contingent upon receiving verification of approved apprentice program. The motion was unanimously carried.

A motion was made by Mr. MacLennan, seconded by Mr. Creedon, to table the apprentice application of Scott Miller. Mr. Miller will need to provide enrollment of a state approved apprentice program. The motion was unanimously carried.

Review of Master Electrician Special- Elevators

A motion was made by Mr. MacLennan, seconded by Mr. Creedon, to approve the Master Special- Elevator Examination applications of David Ainsworth, Michael Meadows, Salzman Lowell, Tyray Chandler, James Green, Schuyler Stewart, Steven Williams, Dennis Good, Mark Widgeon, Josh Ahalt, Michael Cavallini, Robert Miller, Steven Givens, Glen Wimbrow, Craig Bailey, Don Bowers, Christopher Dodds, William Deighnan, John Dodds, Jason Elliot, Michael Elliot, Richard Kennedy, Richard Mullin, and Edwin Bergstresser, Jr. The motion was unanimously carried.

A motion was made by Mr. MacLennan, seconded by Mr. Creedon, to approve the Master Special- Elevator Examination applications of Chad Prettyman, contingent upon receiving employment verification. The motion was unanimously carried.

Review of Reciprocity Applications

A motion was made by Mr. MacLennan, seconded by Mr. Creedon, to approve the Master Electrician applications of Thomas Sullivan, Jeff Glanstein, Jimmy Carter, Emmerson Nelson, and Arvine Yeager. The motion was unanimously carried.

A motion was made by Mr. MacLennan, seconded by Mr. Creedon, to approve the Journeyperson application of Michael Strickler. The motion was unanimously carried.

Ratification of Applications

A motion was made by Mr. MacLennan, seconded by Mr. Murrian, to approve the ratification of the Journeyperson Electrician applications of Anthony Shriner, James Thompson, Elias Peters, Brien McKelvey, Donald Shoemaker, Edward Norek, Peter Piechotta, Robert Ince, Dusko Vujnovic, Kimberly Kahn, Donald Wright, Thomas Blum, Jr., Michael Taylor, Randy Livingston,

William Orga, Jack Williams, III, Frank Caruso, Charlotte Warner, Eric Webb, William Mancill, Donald Sylvester, Robert Halttunen, Paul Groome, Joseph Juliano, David Musselman, James Pondo and Ryan Belasco. The motion was unanimously carried.

A motion was made by Mr. MacLennan, seconded by Mr. Creedon, to approve the ratification of the Apprentice Electrician applications of Eddie Bosque, Donald Foraker, David Smith, Brandon Whitby, Michael Morgan, Daniel Steinhauer, Franklin Callahan, Jonathan Lynch, Lacey Evans, Ronald Holt, Jr., Michala McClain, Alexander Marlow, Jacob Roney, Jonathan Columbia, Nathan Beamer, Tyler Charney and Delbert Hancock. The motion was unanimously carried.

Review of Continuing Education

A motion was made by Mr. MacLennan, seconded by Mr. Creedon, to approve the following continuing education courses as follows:

JCR Productions

- Detailed Electrical Code Day One
- Detailed Electrical Code Day Two
- Bonding Grounding and Motors & Motor Circuits
- Review and Renew

360training.com

- NEC 2011 Code Change – Part 1
- NEC 2011 Code Change – Part 2
- NEC 2011 Code Change – Part 3
- NEC 2011 Code Change – Part 4
- NFPA 70E
- NEC 2008 Wiring and Protection
- NEC 2008 Grounding and Bonding
- Electrical Fundamentals

The motion was unanimously carried.

Applications for Review - Danny Stevenson

After review, a motion was made by Mr. Creedon, seconded by Mr. Murrian, to approve the Journeyman Electrician application of Bruce Hickey, James Molimock Jr., Matthew Snyder, and Larry Carroll. The motion was unanimously carried.

After review, a motion was made by Mr. Creedon, seconded by Mr. Murrian, to approve the Master Electrician application of Jeffery Monohollan. The motion was unanimously carried.

After review, a motion was made by Mr. Creedon, seconded by Mr. Murrian, to propose to deny the Journeyman Electrician application of Shaun Samuel due to criminal convictions. The motion was unanimously carried.

After review, a motion was made by Mr. Creedon, seconded by Mr. Murrian, to propose to deny the Apprentice Electrician application of James McPoland due to criminal convictions. The motion was unanimously carried.

After review, a motion was made by Mr. Creedon, seconded by Mr. Murrian, to table the Journeyman Electrician application of John Lamond for incomplete verification of employment form and Karl Raichle for letter of explanation and W2 forms to prove hours of experience. The motion was unanimously carried.

Complaints Open/Closed

01-04-09-Office of Attorney General
01-01-11-Assigned to Hearing Officer
01-07-11-Office of Attorney General
01-08-11-Assigned
01-09-11-Office of Attorney General
01-01-12-Assigned
01-02-12-Assigned
01-03-12-Assigned
01-04-12-Assigned
01-05-12-Assigned
01-06-12-Assigned
01-07-12-Assigned
01-08-12-Office of Attorney General
01-09-12-Assigned
01-12-12-Assigned
01-13-12-Assigned
01-14-12-Closed
01-16-12-Office of Attorney General
01-18-12-Assigned
01-19-12-Office of Attorney General
01-20-12-Assigned
01-21-12-Office of Attorney General
01-22-12-Assigned
01-23-12-Assigned

CORRESPONDENCE

No Correspondence was submitted.

OTHER BUSINESS BEFORE THE BOARD

Ms. Newman advised the members of the board that a letter from Director James Collins was emailed regarding upcoming legislative meetings as a reminder to review laws and to suggest any changes. Ms. Newman advised the board if they would like to make any changes to law the board will need to create a committee.

PUBLIC COMMENT

Robert Gilphart inquires how are complaints handled for inspectors who are inspecting without a permit sticker present. The board advised Mr. Gilphart the Board of Electrical Examiners, nor does the Division of Professional Regulation, have jurisdiction of individual inspectors.

Sidney Nash advises the board applicants from the State Parks & Recreation may be using his name for supervision experience. Mr. Nash states that he does not see these applicants as qualified, experienced electricians.

NEXT SCHEDULED MEETING

The next scheduled meeting will be held on November 7, 2012, 8:30 a.m.

ADJOURNMENT

A motion was made by Mr. Poore, seconded by Mr. MacLennan, to adjourn. The motion was unanimously carried. The meeting was adjourned at 3:10 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Theresa Newman". The signature is written in a cursive style with a long, sweeping tail on the "n" at the end.

Theresa Newman
Administrative Specialist II