

April 16, 2025

The Lorain County Records Commission met this day in the J. Grant Keys, Lorain County Administration Building, 226 Middle Avenue, Elyria, Ohio at 2:00 p.m. in the Commissioners Public Hearing Room A.

The following members were present:
Jeff Riddell, Commissioner, represented by Theresa Upton
Mike Doran, Lorain County Recorder, absent
Craig Snodgrass, Lorain County Auditor, represented by Mandi Torres
J.D. Tomlinson, Lorain County Prosecutor, represented by Jacob Pullar
Tom Orlando, Clerk of Courts, represented by Alisa Lieux

Others in attendance; Marilyn Velez, Supervisor-Records Center, Michael Bores, Community Development and John Prajzner, Records Office.

The following business was transacted:

Minutes

Motion by Jacob Puller, seconded by Alisa Lieux to approve the minutes as submitted from the October 16, 2024. Upon roll call; Ayes: all. / Nays: None
Motion carried. _____

a. Application for One-Time Disposal of Obsolete Records (RC1) - none

b. Approve records destruction/retention forms as submitted by various departments (RC2)

<u>Schedule #</u>	<u>Record Title/description</u>	<u>Retention period</u>	<u>Media Type</u>
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Commissioners

COMM-MH	Commissioner Michelle Hung files Contains copies of general correspondence, resolutions, travel and expenses requests, county department correspondence sewers, annexations, roads, bridge, airport, courts, prosecutors and opinions, proposals, planning commission, dog kennel, cities, agendas, NOACA, CCAO, ditches, villages, agendas, litigation, newspaper articles, engineer, auditor, treasurer, budget, drawings, personnel apps and reports	4 years after term expires	paper
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COMM-JR	Commissioner Jeff Riddell files Contains copies of general correspondence, resolutions, travel and expenses requests, county department correspondence sewers, annexations, roads, bridge, airport, courts, prosecutors and opinions, proposals, planning commission, dog kennel, cities, agendas, NOACA, CCAO, ditches, villages, agendas, litigation, newspaper articles, engineer, auditor, treasurer, budget, drawings, personnel apps and reports	4 years after term expires	paper
COMM-DM	Commissioner David J. Moore files Contains copies of general correspondence, resolutions, travel and expenses requests, county department correspondence sewers, annexations, roads, bridge, airport, courts, prosecutors and opinions, proposals, planning commission, dog kennel, cities, agendas, NOACA, CCAO, ditches, villages, agendas, litigation, newspaper articles, engineer, auditor, treasurer, budget, drawings, personnel apps and reports	4 years after term expires	paper
COMM-MG	Commissioner Marty Gallagher files Contains copies of general correspondence, resolutions, travel and expenses requests, county department correspondence sewers, annexations, roads, bridge, airport, courts, prosecutors and opinions, proposals, planning commission, dog kennel, cities, agendas, NOACA, CCAO, ditches, villages, agendas, litigation, newspaper articles, engineer, auditor, treasurer, budget, drawings, personnel apps and reports	4 years after term expires	paper

General Health

DHLTH-01	<u>ADULT HEALTH PROGRAM/SERVICES</u> Clinic client files, immunization records, BP clinic records, public health client files/nursing referrals, Adult Protective services, LCJFS, etc.	6 Years After Last Contact	Multi
DHLTH-02	<u>AGREEMENTS/CONTRACTS</u> Agreements/Contracts	8 Years from Expiration	Multi
DHLTH-03	<u>ANIMAL BITE REPORTS/RABIES</u> Investigation reports, reports of animals killed/condemned, rabies test submission results, etc.	3 Years	Multi
DHLTH-04	<u>ANTIQUE NURSING SUPPLIES</u> Nursing Instruments & Books	Permanent	Books/Instruments
DHLTH-05	<u>BANK STATEMENTS</u> Monthly bank statements, reconciliations, balancing statements, etc.	3 Years	Multi
DHLTH-06	<u>CMH</u> Client files, etc.	Until Child Reaches Age 26	Multi
DHLTH-07	<u>BILLING INVOICES</u> All types of billing. School, immunizations, license applications for food, tattoo/body piercing, pool/spa, campgrounds, etc.	3 Years	Multi
DHLTH-08	<u>CASH RECEIPTS</u> No charge receipts/receipt books, etc.	3 Years	Multi
DHLTH-09	<u>CHILD HEALTH PROGRAM SERVICES</u> Health records, FASD records, SIDS records, Help Me Grow, lead case management, preemie clinic schedules/logs, newborn visits, dental records, Child Protective Services, OIMRI, Child Fatality Review records, lead investigation reports/records, etc.	6 Years After Last Contact	Multi
DHLTH-10	<u>COMMUNICABLE DISEASE RECORDS</u> Outbreak records, communicable disease reports, etc.	6 Years After Last Contact	Multi

DHLTH-11	<u>ENVIRONMENTAL HEALTH FOOD OUTBREAKS</u> Food outbreaks in schools & local restaurants, etc.	5 Years	Multi
DHLTH-12	<u>FOOD SERVICE FACILITY PLANS</u> Plans, correspondence, etc.	1 Year After Licensed Facility Closes	Multi
DHLTH-13	<u>GENERAL COMPLAINTS</u> General nuisance complaint investigations & correspondence, etc.	5 Years	Multi
DHLTH-14	<u>GRANTS</u> Grant applications, including unsuccessful apps, etc.	5 Years - - - -	Multi - - - -
DHLTH-15	<u>HEALTH ED MATERIALS</u> Media releases, web posts, social media, pamphlets, videos, promotional material, newsletters, invitations, etc.	Until No Longer of Administrative Value	Multi
DHLTH-16	<u>IMMUNIZATION RECORDS</u> Immunization records	Adults - 6 Years Children - Until Age 24	Multi
DHLTH-17	<u>INSPECTION REPORTS (All types)</u> Reports for bathing beaches, campgrounds/park camps/RV parks, food safety, institutions, swimming pools/spas, tattoo/body piercing, solid waste, private water, infectious waste, subdivision & lot reviews, Board orders	5 Years	Multi
DHLTH-18	<u>LCJFS MEDICAL RECORDS</u> Children services screenings, cluster children records, etc.	6 Years	Multi
DHLTH-19	<u>LOGS</u> Phone consultative service logs; incident reports, etc.	1 Year	Multi
DHLTH-20	<u>MILEAGE/TRAVEL</u> Documentation of miles traveled by each employee of agency, etc.	3 Years	Multi
DHLTH-21	<u>MINUTES</u> Annual District Advisory Council Mtg & Monthly Board of Health Meeting	Permanent	Multi
DHLTH-22	<u>NEWSPAPER ARTICLES</u> Health District community newspaper clippings, etc.	Until No Longer of Administrative Value	Multi

DHLTH-23	<u>PARTICIPANT & REGISTRANT LISTS (All Types)</u> Lists of meeting/conference participants/registrants, etc.	1 Year	Multi
DHLTH-24	<u>PAY-INS/RECEIPTS</u> Documentation of payments received, etc.	3 Years	Multi
DHLTH-25	<u>PAYROLL</u> Documentation of hours worked, etc.	3 Years	Multi
DHLTH-26	<u>PERSONNEL FILES</u> New hire paperwork, payroll changes & evaluations, etc.	Retain portions used to verify employment, retirement, or OPERS contributions until 75 years after separation. Purge all other records 10 years after separation.	Multi
DHLTH-27	<u>PROGRAM STATS</u> Statistics for communicable disease, CMH, FASD, LCCS, Newborn visit etc.	3 Years	Multi
DHLTH-28	<u>PURCHASE ORDERS</u> Requests & approval for purchases, etc.	3 Years	Multi
DHLTH-29	<u>SOLID WASTE PROGRAM</u> Inspection reports, reviews, complaints, permits, drawings, abandonments, misc. correspondence, etc.	5 Years After Closure	Multi
DHLTH-30	<u>TRAFFIC SAFETY</u> Car seat sales, seat belt surveys, etc.	5 Years	Multi
DHLTH-31	<u>TRAINING FILES</u> Employee training files, etc.	Until No Longer of Administrative Value	Multi
DHLTH-32	<u>VECTOR CONTROL</u> Misc. correspondence, test results, program activity reports, pesticide records, etc.	5 Years	Multi
DHLTH-33	<u>VITAL STATISTICS INDEX</u> Birth/Death certificate records	Permanent	Multi
DHLTH-34	<u>VITAL STATISTICS REQUEST FORMS</u> Mail-in & walk-in requests for birth and death records	3 Years	Multi
DHLTH-35	<u>VOUCHERS</u> Invoices to be paid with all supporting documentation, etc.	3 Years	Multi

DHLTH-36	<u>WELL LOGS/PRIVATE WATER</u> Permit applications, sealing/installation, logs/inspections, water sample results/lab manifests, etc.	5 Years After Well is Closed	Multi
DHLTH-37	<u>WIC CLIENT FILES INCLUDING INELIGIBLES</u> Discharged client files	5 Years	Multi
DHLTH-38	<u>EMPLOYMENT APPLICATION INFORMATION</u> Candidate information from interviews, etc.	6 Years	Multi
DHLTH-39	<u>SEWAGE TREATMENT</u> Inspection reports, etc.	5 Years after System is Abandoned	Multi
DHLTH-40	<u>BURIAL PERMITS</u> Permits issued to funeral director or person in charge on interment	5 Years	Multi
DHLTH-41	<u>INCIDENT REPORTS</u> Report of personal or property damage involving a county vehicle or occurring on county property	5 Years	Multi
DHLTH-42	<u>PUBLIC RECORDS REQUEST FORMS</u> Records request forms	3 Years	Multi
DHLTH-43	<u>SEPTIC SYSTEM INSPECTIONS</u> Records pertaining to assessment and/or inspection of septic systems, includes Operation and Maintenance records, etc.	7 Years	Multi
DHLTH-44	<u>SEPTIC SYSTEM PERMIT & INSTALLATION</u> Records pertaining to installation, alteration, or abandonment of septic system	1 Year After System is Abandoned	Multi
DHLTH-45	<u>SEPTIC SYSTEM REHAB</u> Applications, income qualifications, property mortgage, contracts, bids & other records pertaining to septic systems installed using septic rehab funds	5 Years From the Date Mortgage is Released	Multi
DHLTH-46 -	<u>SEWAGE TREATMENT SYSTEM DESIGN APPROVALS</u> Designs and any other pertinent records approved as part of site review	5 Years after Approval	Multi

DHLTH-47	<u>SURVEY/AUDITS</u> Audits completed by the State to assess adherence to program standards in campgrounds, food, pools/spas, body arts, septic systems, etc.	6 Years	Multi
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Probate

PROB-AD	ADOPTION CASE FILES	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-PC	PROBATE CIVIL CASE FILES	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-ES	ESTATE CASE FILES	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-GD	GUARDIANSHIP CASE FILES	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-ML	MARRIAGE RECORDS	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-MI	MENTAL ILLNESS CASE FILES	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-MS	MS CIVIL RECORDS CASE FILES	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-TR	TRUST ESTATE CASE FILES	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-RC	DELAYED REGISTRATION AND CORRECTION OF BIRTH RECORDS	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-NC	NAME CHANGE CASE FILES	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-CN	CONSERVATORSHIP CASE FILES	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-REC	SUPPLIER INVOICES	UNTIL AUDITED THEN 10 YEARS	MULTI
PROB-ACCT	FINAL RECORD	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-TAX	ESTATE TAX RETURNS	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-JE	JOURNALS	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-WILL	WILL RECORD	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-INV	INVENTORY AND APPRAISMENT RECORDS	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-FIN	FINANCIALS INCLUDED BUT NOT LIMITED TO OPEN/CLOSED RECEIPT LISTING, BANK STMT, RECONCILING, END OF MONTH	UNTIL AUDITED	MULTI
PROB-MED	RECORD OF MEDICAL, CHIROPRACTIC & OSTEOPATHIC CERTIFICATES	UNTIL MICROFILMED	MICROFILM

TB Clinic:

TB-PP	office policies and procedures	until superseded	paper books
TB-RPT	reports; audits and budgets	3 yrs. until audited	paper
TB-APP	employment applications	1 year	paper
TB-EMP	employee files	permanent	paper
TB-94-3	payroll records: time sheets, compensated absence, pers, time books	3 yrs. until audited	paper
TB-CORR	office correspondence w/vendors staff & patients	3 years	paper
TB-INST	sanitarium instruments, books	permanent	books, instruments
TB-LEVY	levy information to include resolution, board of elections paperwork, ballot language, official results	permanent	paper
	CHANGE TO		
TB-LEVY	levy information to include resolution, board of elections paperwork, ballot language, official results	Life of levy plus 1 year	paper
TB-94-4	patient skin test records yellow cards	until no longer active	paper
TB-94-5	patient medical records microfilmed	until no longer active	microfilm
TB-94-6	deceased patient records	5 years	paper
TB-94-6M	deceased patient records	5 years	microfilm
TB-INV	records of inventory; office equip. and registration certificates	until superseded	paper
TB-SUR	surveys of tb cases, patient locations, office visits, statistics	1 year until superseded	paper
TB-FIS	fiscal documents; to include; purchase orders, accounts, travel, requisitions, warrants, accounts payable & receivables	3 years until audit	paper
TB-XRAY	x rays of patients	7 years	film
	*2/29/12 transferred to Mercy Hospital, Lorain - county closed TB Clinic		
	*9/1/24 transferred to Lorain County Health District, Mercy contract was done		
TB-PAT	current patient medical files	until patient reaches age 100 yrs old	multi
	*2/29/12 transferred to Mercy Hospital, Lorain - county closed TB Clinic		
	*9/1/24 transferred to Lorain County Health District, Mercy contract was done		

Motion by Jacob Puller, seconded by Alisa Lieux to approve the RC2's listed above. Upon roll call the vote taken resulted as; Ayes: all. / Nays: None

Motion carried. _____

6. **Records Disposal (rc3)– Sent To Ohio Historical Society**

<u>Date</u>	<u>Department</u>	<u>Disposal Date</u>
01/22/25	BOR	02/14/25
01/27/25	Administrator	02/07/25
01/28/25	CFFC	02/07/25
01/28/25	Golden Acres	02/07/25
01/28/25	CBCF	02/07/25
01/28/25	Commissioners Clerk	02/08/25
01/30/25	BOR	02/14/25
02/04/25	LCT	02/28/25
02/11/25	Solid Waste	02/28/25
02/13/25	Commissioners Clerk	02/28/25

RC3 (not sent to OHS due to no longer required RC3's)

<u>Date</u>	<u>Department</u>	<u>Disposal Date</u>
10/08/24	Auditor	10/23/25
10/13/24	Commissioners Clerk	12/31/24
11/21/24	DR Juvenile	02/15/25, 03/15/25, 03/15/25, 04/15/25, 05/15/25, 06/15/25, 07/15/25, 08/15/25, 09/15/25, 10/15/25, 11/15/25, 12/15/25 01/15/26
11/22/24	Sheriff	12/31/24
12/05/24	Auditor Real Estate	12/30/24
12/05/24	Auditor Weights/Measures	01/10/25
12/10/24	DD	01/05/25
12/19/24	MHARS	01/13/25
01/08/25	Auditor Licensing	01/31/25
01/22/25	WDA	02/28/25
01/22/25	Auditor Admin	02/14/25
01/22/25	Auditor Bookkeeping	02/14/25
01/27/25	Port Authority	02/07/25
01/28/25	Commissioners former	02/07/25
01/30/25	BOE	02/07/25
01/30/25	Auditor Admin	02/14/25
01/30/25	Auditor Appraisal	02/12/25, 03/03/25, 04/03/25, 05/03/25, 06/03/25, 07/03/25, 08/03/25, 09/03/25, 10/03/25, 11/03/25, 12/03/25, 01/05/26
02/04/25	DR Juvenile	02/19/25
02/07/25	Commissioners Payroll	02/22/25

02/07/25	Crime Lab	02/22/25
02/12/25	Community Development	02/28/25
02/12/25	Children Services	02/28/25
02/13/25	Benefits	02/28/25
02/18/25	General Health	03/12/25
02/19/25	Purchasing	03/07/25
02/19/25	Budget	03/07/25
02/27/25	Clerk of Courts	03/31/25
02/27/25	Clerk of Courts civil	03/31/25
02/27/25	TB/General Health	03/28/25
02/27/25	General Health	03/28/25

7. **OTHER**

- a. All forms that are to be submitted to the Records Commission can be found at <http://www.loraincounty.us> <http://www.loraincounty.us>. Go to Departments, Clerk of Board and left side Records Commission Intake forms needs to be emailed to Records Secretary and approved before boxes taken to Records Center. **Forms updated with OHS new address; RC1, RC2 & RC3**

8. **NEW BUSINESS**

REMEMBER each Elected Official or Designee needs to take training once/term

- a. 2025 Sunshine Law/Record Certified Training, Ohio Attorney General can register at this link <https://www.ohioattorneygeneral.gov/Files/Briefing-Room/Events/Legal-Events/Sunshine-Laws-Training>
June 4, August 6, October 1 and December 3
2025 Sunshine Law/Record Training, State of Ohio Auditor can register at this link <https://ohioauditor.gov/trainings/publicrecords.html>
May 6, June 12, July 10, August 14, September 9, October 23, November 13 & December 11
- b. 2025 Changes to Records – Effective April 9, 2025
- * ORC 149.38 - Commission only needs to be held once a year
 - * Will continue two meeting in April and October. Seems to be working for us and allows the records to keep flowing
 - * ORC 149.43 – Inspection & Copying
Public Records Law Changes - The bill broadens exemptions to Public Records Law that, for the purposes of counties, include the following:
 - Exempts and defines “specific investigatory work products” as information assembled by law enforcement officials in connection with probable or pending criminal proceedings.
 - Exempts a record created using an assistive device or application when the record is used, maintained, and accessible only to the individual creating the record or causing the record to be created.
 - Exempts personal notes of a public official or public employee, or attorney acting in official capacity on behalf of a public official or employee, which were created for reference and convenience and are used, maintained, and accessible only to the individual creating the record.

- * April 1, 2025 – Rules for Courts Revised
 - Records preserved and minimum time required to be kept
 - Streamlines and consolidates. Clarifies that once record is preserved electronically any paper copies may be destroyed
 - Shortens periods when possible and appropriate
 - Clarifies records of death penalty are permanent
 - Return of exhibits to parties that own courts
 - Removed transcripts and dispositions from Sup R. 26.06 regards destruction of court records adding Sup R. 26.03(D)(6) species retention period based on type of felony conviction

c. Other

9. **OLD BUSINESS**

- a. **PERMANENT FILES.** Remember these are only to be of historical value; (historical, legal or fiscal). Such as minutes, land, etc.
- b. When you change your RC2, remember it is the department/agency responsibility to update their files/boxes at the records center. Please get with the records center so we don't have boxes that do not need to be sitting around wasting space.
- c. other

10. **CORRESPONDENCE/EMAIL:**

- a. none

11. **RECORDS CENTER UPDATE** – Marilyn Velez, Manager

2024 Mid-Year Destruction: Total number of boxes disposed: 281

2024 End of Year Destruction: Total number of boxes disposed: 1062

Grand Total of 1343

Mid-Year 2025 Destruction

End of Year destruction expiration date of 06/30/2025 current total boxes are:

Set for destruction will be set for July 2025

Total In-Takes Boxes: was 889

Pull Request: 554 total

Children Services: 235

Clerk of Courts: 266

Domestic Relations: 36

Miscellaneous: 17

Lorain County Children Services request of pulls will not be returning back to the Records Center. They are scanning their own documents and will have to submit a RC3 Certificate of Records Disposal for approval.

Domestic Relations are also scanning their documents going forward, pull request are not returning to the Records Center. RC3 to follow for Records Disposal.

Public Request: 4

Seals & Expungements:

Clerk of Court: 83

Prosecutors: 18

Adult Probation: 25

Microfilm:

Clerk of Courts Civils 680

October 2024 through January 2025 – average of 170 rolls of film per month

Fuji announce at the end of 2025 they will no longer be producing microfilm. There is only one other company that produces microfilm which is base out in Germany. Both Fujifilm and Image link (a well-known independent microfilm brand) have discontinued production of key microfilm products. This has created a supply gap for institutions still relying on microfilm for document preservation and long-term recordkeeping. Currently have 100 ft Kodak Microfilm in stock until it is depleted to continue, fuji film will not be feasible with our Archive Writer, we would need to have the Archive Writer updated to accept to process the writing of fuji film. Our equipment system is 20 to 30 years old including the film developer should something happens to our equipment this would make hard to find a parts for.

KnowledgeLake

Currently working with KnowledgeLake Cloud Platform and intelligent document processing that includes machine learning and intuitive AI. This allows documents available for search, view and retrieve. Documents stored in SharePoint online tenant. The four departments on the forum are: Clerk of Board, Clerk of Courts, Fiscal and the Records Center as this will be specialized to our design. Todd Sharkey Director of IT has been directly working closely with the design platform with KnowledgeLake.

2024 Expenses

\$ 430.21	Endicott Microfilm–Materials
\$ 2,753.19	Friends Services Co. Inc.
\$ 94.09	Postage
\$ 307.25	White House Artesian Springs

\$ 6,337.93

Fuel

\$ 31.52	Lorain County Engineers
\$ 30.57	Lorain County Engineers

\$ 62.09

Computer Systems Software:

\$ 7,275.00	Crowley - One Year On-site Hardware Support/Preventive Maintenance Prorated Cost.
\$ 3,937.40	Nexlogica LLC – Maintenance Renewal
\$ 1,707.68	Tab Products Fusion Maintenance Services

\$ 12,920.08

Equipment

\$ 496.99	LG 55” Smart TV
\$ 39.99	DVD/CD Cleaner
\$ 1,651.87	Dell Monitor and OptiPlex Small Form Factor OTP
\$ 485.61	3 Dell Monitors
\$ 410.20	Dell Monitor and Dell Performance Dock
\$ 1,075.00	Dell Latitude 5540 laptop
\$ 9,800.00	Kodak S2085 Scanners
\$ 1,832.00	R & K Technologies HP Design Jet XL 3600 Lease

\$ 15791.66

Contract Fees

\$ 1851.52	Ricoh Copier Monthly Contract Payments
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\$ 1851.52

Contractual/Purchased

\$ 4,681.00 Document Imaging Specialist LLC – Cannon and Kodak Scanners Service Contract

\$ 4,681.00

Repair/Maintenance:

\$ 375.00 Kodak XL Feeder Consumable Kit

\$ 648.00 Central Business Equipment Co.- Maintenance Repair

\$ 1,023.00

Staff Training

\$ 20.00 Off-site Carma Meeting – Columbus, Ohio

\$ 20.00 Ohio Historical Connection Webinar

\$ 40.00

Travel

N/A

Other Expense:

\$ 7.00 Dex Imaging

\$ 39.00 Nagara – Webinar

\$ 46.00

Total Expense: \$ 46,753.28

Pullar asked if these pulls are from departments or the public. Velez said it is county departments like Clerk of Courts, Clerk of Board, etc.

Velez said there is a gentleman that will be speaking at the Pittsfield Township Tornado even on Saturday that will be visiting the Records Center. He is writing a book and looking for information in 1861 from Commissioners Journal on tax levy for Union Soldiers.

12. **PUBLIC COMMENT** – There was none

13. **NEXT MEETING**
Wednesday, October 15, 2025 at 2 p.m.

14. **CALL FOR ADJOURNMENT**
With nothing further before the Commission, Motion by Jacob Puller, seconded by Alisa Lieux to adjourn at 2:12 p.m. Upon roll call; Ayes: all. / Nays: None
Motion carried. _____

Respectfully submitted, Theresa L. Upton, Records Custodian