



Cathy Ley, Department Director

[cathyley@co.manitowoc.wi.us](mailto:cathyley@co.manitowoc.wi.us)

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Manitowoc County Office • 1701 Michigan Avenue • Manitowoc WI 54220  
Phone: 920.683.4180 • Fax: 920.683.2718 • TTY: 920.683.5168 • Toll Free: 877.416.7083  
Kewaunee County Office • 810 Lincoln Street • Kewaunee WI 54216  
Toll Free: 877.416.7083 • Fax: 920.388.7044 • TTY: 920.683.5168

## **ADRC OF THE LAKESHORE BOARD (Aging & Disability Resource Center) MEETING NOTICE**

DATE: Tuesday, January 23, 2018  
TIME: 10:45 A.M.  
PLACE: Manitowoc Heritage Center  
1701 Michigan Avenue, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Introduction of New Members
3. Previous minutes
4. Correspondence
5. Public comment
6. Approval of agenda as printed
7. Overview of ADRC Board Duties
8. Year to Date Budget Report
9. Office Updates
10. Transportation Updates
11. Legislative Updates
12. Upcoming Events
13. Next meeting date & Place
14. Adjourn

January 15, 2018

Chairperson Catherine Wagner  
By: Cathy Ley, Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

ADRC of the Lakeshore  
Tuesday, January 23, 2018 Minutes  
1701 Michigan Avenue  
Manitowoc, WI 54220

Cathy Wagner called the meeting to order at 11:09 a.m. Roll call was taken and new members were introduced.

Those present were: Jim Hathaway, Kaye Shillin, Donna Thomas, Sandi Schleis-Ulmen, Mary Jo Barbeau, Ken Swade, Connie Gulash, and Cathy Wagner. Also present were: Cathy Ley, Wendy Hutterer, and Michelle Acevedo.

Excused: Paul Ravet, Linda Sinkula, Linda Langman and Melvin Waack.

Motion by Ken Swade, second by Connie Gulash, to approve the minutes from November 28, 2017.  
Motion carried.

Correspondence: Cathy Ley shared three grant notices received by the ADRC, and thank you notes from Lincoln High School students.

Public Comment: None

Motion by Connie Gulash, second by Kaye Shillin, to approve the agenda as printed. Motion carried.

Cathy Ley gave an overview to the ADRC Board on the ADRC services and funding. She also presented the ADRC Board Orientation Guide from the State.

The December 2017 year to date expense report was distributed and discussed.

Office Updates: ADRC is currently recruiting for a Dementia Care Specialist. Cathy Ley distributed confidentiality forms for the board to sign.

Transportation Updates: Manitowoc County was awarded a new vehicle through the 5310 Program.

Legislative Updates: Cathy Ley shared information on the Dementia bills in the State Assembly.

Upcoming events: the ADRC is offering Medicare A-D seminars in both Kewaunee and Manitowoc on February 13, 2018 from 3-5pm.

Next Meeting: Tuesday, March 27, 2018 at 10:45 am in the Kewaunee location.

There being no other business, Kaye Shillin made a motion to adjourn, seconded by Mary Jo Barbeau. The meeting adjourned at 12:05 pm.

Respectfully submitted,

Cathy Ley



Cathy Ley, Department Director

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## **ADRC OF THE LAKESHORE BOARD (Aging & Disability Resource Center) MEETING NOTICE**

DATE: Tuesday, March 27, 2018  
TIME: 10:45 A.M.  
PLACE: Kewaunee County Human Services Building  
810 Lincoln Street, Kewaunee, WI 54216

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Previous minutes
3. Correspondence
4. Public comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. Office Updates
8. Transportation Updates
9. Legislative Updates
10. Upcoming Events
11. Next meeting date & place: May 22, 2018 10:45am Manitowoc
12. Adjourn

March 19, 2018

Chairperson Catherine Wagner  
By: Cathy Ley, Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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ADRC of the Lakeshore  
Tuesday, March 27, 2018 Minutes  
810 Lincoln Avenue  
Kewaunee, WI 54216

Cathy Wagner called the meeting to order at 11:00 a.m. Roll call was taken.

Those present were: Jim Hathaway, Sandi Schleis-Ulmen, Kaye Shillin, Connie Gulash, Linda Langman, Kenneth Swade, and Cathy Wagner. Also present were: Cathy Ley, Wendy Hutterer, and Michelle Acevedo.

Excused: Paul Ravet, Linda Sinkula, Donna Thomas, Mary Jo Barbeau and Melvin Waack.

Motion by Connie Gulash, second by Kaye Shillin, to approve the minutes from January 23, 2018.  
Motion carried.

Correspondence: None  
Public Comment: None

Motion by Linda Langman, second by Connie Gulash to approve the agenda as printed. Motion carried.

The December 2017 year to date final expense report was distributed and discussed.

Office Updates: Wendy Hutterer addressed the upcoming 3 year Aging Plan that the ADRC is working on. Cathy Ley informed the board that Ariel Yang has been hired as the new Dementia Specialist. Cathy also gave a short presentation on aging stereotypes and had the ADRC Board participate in an Aging Stereotype activity.

Transportation Updates: Manitowoc County is waiting on Federal Transportation dollars that have been awarded. The ADRC has received transportation funding for a part-time Outreach Coordinator and will look to fill the position once the money has been released.

Legislative Updates: Cathy Ley shared information on the Dementia bills in the State Senate and how the new federal budget affects the ADRC and OAA programs.

Upcoming events: April is National Volunteer Month. The ADRC will be hosting Volunteer Banquets for their volunteers on April 24<sup>th</sup> in Manitowoc and April 25<sup>th</sup> in Casco.

Next Meeting: Tuesday, May 22, 2018 at 11:00 am in the Manitowoc location. Board elections will take place due to new County Board Members from each county.

There being no other business, Linda Langman made a motion to adjourn, seconded by Kaye Shillin. The meeting adjourned at 11:55 am.

Respectfully submitted,

Cathy Ley



Cathy Ley, Department Director

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## **ADRC OF THE LAKESHORE BOARD (Aging & Disability Resource Center) MEETING NOTICE**

DATE: Tuesday, May 22, 2018  
TIME: 10:45 A.M.  
PLACE: Manitowoc County Heritage Center – Lower Level Education Room  
1701 Michigan Avenue, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Previous minutes
3. Correspondence
4. Public comment
5. Approval of agenda as printed
6. ADRC Board Election
7. Overview of ADRC Board Duties
8. Year to Date Budget Report
9. Office Updates
10. Transportation Updates
11. Legislative Updates
12. Upcoming Events
13. Next meeting date & place: July 24, 2018 10:45am Kewaunee
14. Adjourn

May 15, 2018

Chairperson Catherine Wagner  
By: Cathy Ley, Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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ADRC of the Lakeshore  
Tuesday, May 22, 2018 Minutes  
1701 Michigan Avenue  
Manitowoc, WI 54220

Cathy Wagner called the meeting to order at 11:15 a.m. Roll call was taken and new members were introduced. Those present were: Mimi Dobbins, Jim Hathaway, Paul Ravet, Sandi Schleis-Ulmen, Kaye Shillin, Linda Teske, Mary Jo Barbeau, Tye Geimer, Connie Gulash, Linda Langman, Kenneth Swade and Cathy Wagner. Also present were: Cathy Ley, Wendy Hutterer, and Michelle Acevedo.

Motion by Ken Swade, second by Linda Langman, to approve the minutes from March 27, 2018. Motion carried.

Correspondence: Cathy Ley shared a letter of compliance from DHS and a thank you note received by the ADRC.

Public Comment: None

Motion by Linda Teske, second by Linda Langman, to approve the agenda as printed. Motion carried.

ADRC Board Election: Motion by Kaye Shillin, second by Connie Gulash to nominate Cathy Wagner as Board Chair. There being no other nominations, motion by Ken Swade, second by Linda Langman, to cast a unanimous ballot for Cathy Wagner. Motion carried.

Cathy Ley gave an overview to the ADRC Board on the ADRC services and funding. She also presented the ADRC Board Orientation Guide from the State.

The April 2018 year to date expense report was distributed and discussed.

Office Updates: Cathy Ley reported that she was appointed by Governor Walker to the Wisconsin Long Term Care Advisory Council.

Transportation Updates: ADRC is currently interviewing for a part-time Transportation Outreach Coordinator.

Legislative Updates: Cathy Ley shared information on the Wisconsin Aging Network's Advocacy Issues for the next state budget.

Upcoming events: the ADRC is offering free brain health check-ups. Powerful Tools for Caregiver Class in Manitowoc beginning 6/14/18. Memory Café's are scheduled in each county monthly. Cathy also handed out Volunteer brochures and asked each board member to pass it on to someone who would be a good volunteer for the ADRC.

Next Meeting: Tuesday, July 24, 2018 at 10:45 am in the Kewaunee location. There being no other business, Linda Langman made a motion to adjourn, seconded by Connie Gulash. The meeting adjourned at 12:15 pm.

Respectfully submitted,

Cathy Ley



Cathy Ley, Department Director

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## **ADRC OF THE LAKESHORE BOARD (Aging & Disability Resource Center) MEETING NOTICE**

DATE: Tuesday, July 24, 2018  
TIME: 10:45 A.M.  
PLACE: Kewaunee County Human Services Building  
810 Lincoln Street, Kewaunee, WI 54216

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Previous minutes
3. Correspondence
4. Public comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. Office Updates
8. 2019 Budget Updates
9. Legislative Updates
10. Upcoming Events
11. Next meeting date & place: September 25, 2018 10:45am Manitowoc
12. Adjourn

July 17, 2018

Chairperson Catherine Wagner

By: Cathy Ley, Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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ADRC of the Lakeshore Board Minutes  
Tuesday, July 24, 2018  
810 Lincoln Street  
Kewaunee, WI 54216

Cathy Wagner called the meeting to order at 10:55 a.m. Roll call was taken and new members were introduced. Those present were: Mimi Dobbins, Jim Hathaway, Sandi Schleis-Ulmen, Kaye Shillin, Linda Teske, Mary Jo Barbeau, Tye Geimer, Connie Gulash, Kenneth Swade and Cathy Wagner. Excused: Paul Ravet and Linda Langman. Also present were: Cathy Ley, Wendy Hutterer, and Michelle Acevedo.

Motion by Tye Geimer, second by Kaye Shillin, to approve the minutes from May 22, 2018. Motion carried.

Correspondence: None

Public Comment: None

Motion by Mimi Dobbins, second by Connie Gulash, to approve the agenda as printed. Motion carried.

The year to date expense report for the ADRC was not available from the Comptroller's Office due to a software issue.

Office Updates: Cathy Ley that all eight I & A workers passed the State Continuing Skills Testing. The ADRC is starting to renovate a room in the lower level as a permanent Virtual Dementia Room. This will be used as a simulation exercise for families and professionals that work with people who have dementia. The State ADRC/Aging Integration Team came to visit the ADRC in June to look at how we have merged not only 2 counties, but 2 programs. They are pleased with our outcomes and are looking to assist other counties that are struggling with how to achieve this.

2019 Budget Updates: ADRC has started the budget process for 2019. Currently do not anticipate asking for any additional funding from either county. ADRC Budget will be presented at September 2018 ADRC Board Meeting.

Legislative Updates: Cathy Ley shared information cards on Election Voting and how to register to vote. These cards are being distributed by ADRC staff. Cathy briefed the Board on the Wisconsin Aging Network's Advocacy Issues for the next state budget.

Upcoming events: ADRC will have a team in the Lakeshore Alzheimer's Walk on September 22<sup>nd</sup>. Senior Health Fair in Kewaunee County will be held on October 11, 2018. Public Hearings for the Aging Plan will be held in Kewaunee on September 11, 2018 and in Manitowoc on September 20, 2018.

Next Meeting: Tuesday, September 25, 2018 at 10:45 am in the Manitowoc location. There being no other business, Connie Gulash made a motion to adjourn, seconded by Kaye Shillin. The meeting adjourned at 11:28 am.

Respectfully submitted,

Cathy Ley





Cathy Ley, Department Director

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## **ADRC OF THE LAKESHORE BOARD (Aging & Disability Resource Center) MEETING NOTICE**

DATE: Tuesday, September 25, 2018  
TIME: 10:45 A.M.  
PLACE: ADRC of the Lakeshore – Manitowoc Co. Heritage Center  
1701 Michigan Avenue, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Previous minutes
3. Correspondence
4. Public comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. Office Updates
8. 2019 Proposed Budget (Discussion & Possible Action)
9. 2019 s85.21 Transportation Grant (Discussion & Possible Action)
10. Legislative Updates
11. Upcoming Events
12. Next meeting date & place: November 27, 2018 10:45 a.m. Kewaunee
13. Adjourn

September 10, 2018

Chairperson Catherine Wagner

By: Cathy Ley, Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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ADRC of the Lakeshore Board Minutes  
Tuesday, September 25, 2018  
1701 Michigan Avenue, Manitowoc, WI 54220

Cathy Wagner called the meeting to order at 10:56 a.m. Roll call was taken. Those present were: Jim Hathaway, Sandi Schleis-Ulmen, Kaye Shillin, Mary Jo Barbeau, Tye Geimer, Connie Gulash, Linda Langman, Kenneth Swade and Cathy Wagner. Excused: Mimi Dobbins, Paul Ravet and Linda Teske. Also present were: Cathy Ley, Wendy Hutterer, and Michelle Acevedo.

Motion by Ken Swade, second by Linda Langman, to approve the minutes from July 24, 2018. Motion carried.

Correspondence: Cathy Ley shared a thank you card she received from the Manitowoc Red Hatters after doing a presentation on the ADRC.

Public Comment: None

Motion by Connie Gulash, second by Kaye Shillin, to approve the agenda as printed. Motion carried.

The August 2018 year to date expense report was distributed and discussed.

Office Updates: Cathy Ley reported that all eight I & A workers passed the State Continuing Skills Testing. Michelle Acevedo reported on the statewide testing results and how ADRCs compared. Michelle also advised the board of an appeal hearing on a functional screen. The ADRC is starting to renovate a room in the lower level as a permanent Virtual Dementia Room. This will be used as a simulation exercise for families and professionals that work with people who have dementia. The State Fiscal staff will be coming to the ADRC on 9/27/18 to do fiscal training with the ADRC and the Assistant Comptroller. The ADRC has a new Social Work Intern from UW-GB, Katrina Pratt. She will be primarily working with the ADRC Benefit Specialists.

The proposed 2019 ADRC Budget was distributed and discussed. Motion by Linda Langman, second by Connie Gulash to accept the proposed 2019 ADRC budget. Motion carried.

The 2019 s85.21 Transportation Grant application was discussed. Motion by Connie Gulash, second by Linda Langman, to approve the grant application for submission. Motion carried.

Legislative Updates: Cathy Ley shared information the Wisconsin Aging Advocacy Network's positions on the priorities that they are advocating for in the next budget. Cathy also shared updates on the Federal 2019 Budget in regard to the Older Americans Act and other aging programs.

Upcoming events: Senior Health Fair in Kewaunee County 10/11/18. Medicare A-D presentations in both counties on 10/9/18. Stepping On Class in Two Rivers starting on 10/4/18. Living Well at the ADRC starting on 10/15/18.

Next Meeting: Tuesday, November 27, 2018 at 10:45 am in the Kewaunee location. There being no other business, Linda Langman made a motion to adjourn, seconded by Connie Gulash. The meeting adjourned at 12:10 pm.

Respectfully submitted,

Cathy Ley



Cathy Ley, Department Director

[cathyley@co.manitowoc.wi.us](mailto:cathyley@co.manitowoc.wi.us)

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## **ADRC OF THE LAKESHORE BOARD (Aging & Disability Resource Center) MEETING NOTICE**

DATE: Tuesday, November 27, 2018  
TIME: 10:45 A.M.  
PLACE: Kewaunee County Human Services Building  
810 Lincoln Street, Kewaunee, WI 54216

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Previous minutes
3. Correspondence
4. Public comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. Adjusted Grant Funding for 2018 (Discussion & Possible Action)
8. Office Updates & Personnel Updates
9. 2019 5310 Transportation Grant update
10. 2019 s85.21 Transportation Grant update
11. Legislative Updates
12. Upcoming Events
13. Next meeting date & place: Tuesday, January 22, 2019 10:45am Manitowoc
14. Adjourn

November 15, 2018

Chairperson Catherine Wagner  
By: Cathy Ley, Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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ADRC of the Lakeshore Board Minutes  
Tuesday, November 27, 2018  
810 Lincoln Street, Kewaunee, WI 54216

Cathy Wagner called the meeting to order at 11:05 a.m. Roll call was taken. Those present were: Mimi Dobbins, Jim Hathaway, Paul Ravet, Sandi Schleis-Ulmen, Kaye Shillin, Linda Teske, Tye Geimer, Linda Langman, Kenneth Swade and Cathy Wagner. Excused: Mary Jo Barbeau and Connie Gulash. Also present were: Cathy Ley, Wendy Hutterer, and Michelle Acevedo.

Motion by Tye Geimer, second by Kaye Shillin, to approve the minutes from September 25, 2018.  
Motion carried.

Correspondence: None

Public Comment: None

Motion by Linda Langman, second by Sandi Schleis-Ulmen, to approve the agenda as printed. Motion carried.

The October 2018 year to date expense report was distributed and discussed.

Cathy Ley presented final grant figures for 2018. Motion by Paul Ravet, second by Ken Swade to accept 2018 figures and do a resolution at the Manitowoc County Board meeting in December 2018. Motion carried.

Office Updates: Cathy Ley reported that the ADRC is currently recruiting for an Outreach Coordinator position which will begin on January 1, 2019. They will also be looking to recruit a Lead Screener from their current pool of I & A staff as they will have the necessary skills. Cathy Ley also reported that a Hmong Meal Site will begin in January 2019. This will be held one day a week and will serve traditional Hmong food. This is a 3 month trial to determine success.

Cathy Ley reported that the ADRC was awarded the full amount of the 2019 5310 Transportation grant. The 2019 \$85.21 Transportation Grant application was submitted in early November 2018.

Legislative Updates: Cathy Ley and Wendy Hutterer shared information regarding Aging Advocacy Day 2019, which will be held on May 14, 2019 at the State Capitol. The ADRC would like to sponsor a bus for Senior that would like to attend.

Upcoming events: Cathy Ley reported that the office is participating in Kewaunee County's food drive that is in memory of Sara Malay, who was the past director of the Aging Unit. They have also adopted a family for charitable giving from the ADRC employees. Cathy Wagner suggested that in 2019, the board is made aware of this so that they can contribute to these causes if they choose to next November.

Next Meeting: Tuesday, January 22, 2019 at 10:45 am in the Manitowoc location. There being no other business, Kaye Shillin made a motion to adjourn, seconded by Tye Geimer. The meeting adjourned at 11:55 am.

Respectfully submitted,

Cathy Ley