



The State of Washington
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS

210 11th Avenue SW RM 301A • MS 40925 • Olympia, Washington 98504-0925
PH: 360.725.5667 • FX: 360.586.9501 • EM: capaa@capaa.wa.gov • WS: www.capaa.wa.gov

Improving the lives of Asian Pacific Americans

Commission on Asian Pacific American Affairs Board Meeting

Chinese Information and Service Center

601 Lane Street South

Seattle, WA 98108

Saturday, November 18, 2014

Regular Business

INTRODUCTIONS AND WELCOME

CALL TO ORDER

Welcome and introductions were given. Meeting was called to order at 10:02 am.

ROLL CALL

Commissioners Present: Sofia Aragon, Lisa Dickinson, Lynette Finau, Gerardine Cabusao, Darren Pen, Lori Wada, Tashi Khamshitsang, Zer Vue, Jeannie Lee, Mohan Gurung.

Commissioners Absent: Ty Tufono, Debadutta Dash

Commission Staff Present: Executive Director, Michael Itti and Project Manager, Amy Van

Approval of Agenda

Commissioner Aragon motioned to amend the agenda to include segment to review CAPAA's 2015 legislative agenda.

Motion by Commissioner Dickinson to approve the agenda as amended and seconded by Commissioner Pen. With no further changes, the agenda was unanimously approved at 10:05 am.

Approval of September 20, 2014 Minutes

Motion was made at 10:08 am by Commissioner Dickinson and seconded by Commissioner Lee with no amendments with unanimous approval.

EXECUTIVE DIRECTOR'S REPORT

1. FINANCIAL REPORT:

- **2015-2017 Biennial Budget Decision Package:** The Commission submitted its Decision Packages and is awaiting the Governor's 2015-17 budget proposal, which is expected to be released in mid-December.

2. Management and Administration:

- **Strategic Planning:** The Commission's three sub-committees met in person or over the phone to discuss committee structure and initial planning for 2015. The sub-committees will report back at the November board meeting and discuss its strategic planning efforts.
- **Website:** Staff completed migrating content from the old website to the new website and made it live in October. The new website enables the Commission to more efficiently and effectively communicate policy and program changes that may impact the APA community.
- **Internship Program:** The Commission is seeking highly-motivated individuals to fulfill the positions of legislative interns for the 2015 legislative session. Contact 360-725-5667 for more details.

3. LEGISLATIVE SESSION:

- **Legislative Session:** The Legislature will convene on January 12, 2015 to pass a two-year state budget and new laws and policies. The McCleary Decision, Initiative 1351, and other rising costs will make the session particularly challenging. Legislators will need to craft a budget that is projected to remain balanced over a four-year timeframe. In addition, the state Supreme Court has ordered lawmakers to develop a plan to fully fund basic education by 2018.

4. OUTREACH:

- **Community Connections:** Staff met with numerous community leaders and community-based organizations in our Community Connections Network to hear about issues and concerns facing their unique communities. When necessary, casework and policy issues are brought to the attention of the Governor's Office, federal agencies, state agencies, legislative members, and municipalities.
 - **Asian Pacific Directors Coalition (APDC):** The Seattle Public School Board presented on the current search and hiring process for their Superintendent position. Members of the coalition shared concerns and asked to have the school board introduce final candidates to the Coalition in the future. The Coalition moved to write a letter of concern to the Seattle Housing Authority pertaining to proposed changes to its subsidized housing program.
 - **Asian Pacific Islander Coalition Against Tobacco (APICAT):** CAPAA is coordinating with APICAT to ensure linguistically appropriate information is made available to limited English proficient populations. The coalition reviewed several print ads developed by GMMB for Chinese, Korean, and Vietnamese media and provided feedback about how to better reach parents and family members about the dangers of marijuana for youth.
 - **India Association of Western Washington (IAWW) Seniors Program:** Staff connected with Dr. Pran Wahi of the Seniors Program. The Commission is working to advocate for informational materials in Asian Indian languages.
 - **Washington Alliance for Better Schools:** Staff connected with the director of its Natural Leaders program, which trains parents to be a resource for others in the community around school issues and engagement.
 - **Community Events:** Staff attended numerous community events to connect with constituents and learn about community issues and concerns. Events include the White Center CDA Annual Dinner, Helping Link Gala, 4th Annual Building Bridges Reception, Pacific Islander

Education Summit (UPRISE), Tulalip Tribes Raising Hands, Taiyuan Puppet Theatre performance, and Hmong New Year.

- **Federal Outreach:** The Commission continues to maintain relationships with federal agencies to stay apprised of policies impacting the Asian and Pacific Islander communities in our state.
 - **White House Initiative on AAPIs (WHIAAPI):** The Commission will participate on a panel discussion at a WHIAAPI convening in December in Seattle.
 - **Advocacy on Hepatitis B:** The Commission is participating in community-led efforts to change federal policies regarding military discharge of individuals who have chronic Hepatitis B Virus (HBV). APAs are impacted by this Department of Defense policy because half of the 2 million persons in the U.S. with HBV are APAs. A group of community leaders is advocating for the DoD to provide reasonable accommodations for individuals with HBV—the same that are provided to individuals with HIV.
- **Agency Outreach:** Staff continues to connect with members of the Commission's Asian Pacific American State Agency Liaison Network (APASAL Network). These check-ins serve as an important way to cover current policies and programs for the AAPI community, partnership opportunities, assistance requests, recommendations, and policy issues with state agencies.
 - **Department of Commerce:** Commissioner Dash and APA business leaders are representing CAPAA at the Minority Business Roundtable. The Roundtable is developing a purpose statement and list of priorities and working to increase awareness of opportunities to work at Commerce. The next scheduled meeting is Dec. 5.

Commerce launched a new resource, called Restaurant Success, to help aspiring restaurant entrepreneurs navigate the regulations and requirements needed to plan and start a restaurant. This effort is in partnership with the City of Seattle and King County. The effort will expand to Spokane next. Visit www.growseattle.com/restaurant for more information.

- **Department of Health:** Staff and Commissioners have provided feedback to DOH on the agency's health equity initiatives. Deputy Secretary Worsham will provide an update to the Commission at its November board meeting.
- **Department of Labor and Industries:** Washington's minimum wage will increase to \$9.47 per hour beginning January 1, 2015. L&I calculates the state's minimum wage each year as required by Initiative 688, approved by Washington voters in 1998. The 15-cent-per-hour increase, from \$9.32 to \$9.47 an hour, reflects a 1.59 percent increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) over the last 12 months ending August 31.

LNI has proposed a 1.8 percent increase for the average base rate for 2015 workers' compensation premiums, which is just under the current rate of wage inflation. The increase comes out to about 1 cent per hour worked.

The agency is developing a language access program that includes a language access plan, language access policy, and language access procedures. Agency staff is working on website landing pages in Asian languages for 2015.

- **Department of Social and Health Services:** Mr. Rex Brown has been hired as the new Senior Director for the DSHS Office of Diversity and Inclusion beginning November 17. Brown will relocate to Washington from Massachusetts where he most recently served as the Deputy Director for the Office of Diversity with the Executive Office of Labor and Workforce Development in Boston.

The agency is working to translate *A Parent's Guide to Preventing Underage Marijuana Use* in several languages. CAPAA will assist in the distribution of the guide to limited English proficient communities.

Staff attended the November Healthy Youth Coalition meeting and provided feedback on its website re-design, including adding landing pages for limited English proficient communities.

- **Office for Regulatory Innovation and Assistance:** The Small Business Liaison Team received a presentation from Commerce about the Restaurant Success project. The Team discussed ways to expand the resource to jurisdictions across the state.

- **Office of the Education Ombuds:** OEO has released its 2013-2014 annual report. The report outlines OEO's work on behalf of students and families and policy recommendations to improve educational outcomes for all students. Visit www.governor.wa.gov/oeo to view the report.

- **Office of the Insurance Commissioner:** The Commission joined with OIC, Kitsap County Department of Human Services, City of Bremerton, The Salvation Army, Kitsap Mental Health Services, Meals on Wheels Kitsap, and other local organizations to convene a *Healthy Kitsap* event on Oct. 2. The event provided information to the community about Medicare, fraud protection, and mental health.

- **Office of Minority and Women's Business Enterprises:** Staff met with Director Oliver regarding OMWBE's outreach efforts in preparation for its 2015 Get Certified campaign.

CAPAA and OMWBE are working together on a Results Washington goal to increase state agency and educational institution utilization of minority, women, and veteran-owned business. Staff are coordinating with OMWBE Deputy Director Debbie McVicker to develop strategies to achieve the goal.

- **Superintendent of Public Instruction:** Staff attended the annual Building Bridges convening and provided input on strategies to pursue to build capacity for comprehensive dropout prevention, intervention, and reengagement systems.

- **Washington State Arts Commission:** Staff connected with Director Hanan about supporting the Arts Commission's efforts to increase the state's creative economy and ensure that diverse and underrepresented communities are included.

- **Washington Health Benefit Exchange:** The Exchange is working on an API toolkit to assist with outreach efforts for the enrollment period from Nov. 15, 2014 to Feb. 15, 2015. Visit www.wahealthplanfinder.org to determine if you are eligible for low-cost or free health insurance.

- **API Network Luncheon Committee:** Staff coordinated and attended the October luncheon with other API employees of the state. Issues surrounding employee discrimination and legislative priorities were discussed. The next luncheon is pending for December with a date to be confirmed.

5. CAPAA COMMISSION:

- **Board Meetings:** The Commission will hold five board meetings in 2015 in January, March, June, September, and November. The schedule will be available soon at www.capaa.wa.gov.

6. Update on Issue Areas:

- **Education:**

- **National Commission on Asian American and Pacific Islander Research in Education:** Staff is assisting researchers in an update of the 2008 opportunity gap reports.

- **Asian American and Pacific Islander Voices in Education Initiative:** The Commission continues to support grassroots efforts that were launched during the Asian American and Pacific Islander Voices in Education Initiative.

Southeast Asian American Access in Education Coalition (SEAE): The second Southeast Asian American Education Summit (UNITE) will be held on November 22 at South Seattle College. This event will bring together youth, families, community leaders, educators, and decision-makers to talk about how to support Southeast Asian American youth in our education system.

Our Future Matters: The second Pacific Islander Education Summit (UPRISE) was held on October 4 at Green River Community College. The keynote speaker Sefa Aina, a former member of the President's Advisory Commission on Asian Americans and Pacific Islanders, gave remarks that connected with youth and families in the audience. Workshops were held that created safe spaces and productive conversation about ways to support Pacific Islander youth in our education system.

- **Educational Opportunity Gap Oversight and Accountability Committee (EOGOAC):** Sili Savusa and former Commissioner Frieda Takamura are the Commission's lead representatives on the EOGOAC. The Committee was created by the Legislature to develop strategies and recommendations to close the opportunity gaps. The next meeting is scheduled for Nov. 18 at Renton Technical College. Visit www.k12.wa.us/WorkGroups/EOGOAC.aspx for more information.

- **Student Discipline Task Force:** Zharina Angeles, an educator in the Highline School District, represents CAPAA on the Task Force. Angeles was unable to attend the November meeting due to scheduling conflicts. Staff attended the meeting, which covered the final list of data elements to be recommended to be collected in the state's education data system as well as finalizing definitions of student discipline categories. The Task Force is wrapping up its work in December and will submit its recommendations to the Legislature. Visit www.k12.wa.us/StudentDiscipline/TaskForce.aspx for more information.

- **Transitional Bilingual Instructional Program (TBIP) Accountability Task Force:** Commissioner Lynette Finau and Dr. Julie Kang, Director of Professional Learning at the University of Washington, were appointed by CAPAA to the newly formed Task Force. Members will advise in the design of a performance-based assistance and accountability system for the Transitional Bilingual

Instruction Program. The next meeting is Dec. 15 in Burien. Visit www.k12.wa.us/WorkGroups/TBIP.aspx for more information.

- **University of Washington President's Southeast Asian Advisory Board:** Amy Van co-chairs a community-led advisory group to increase recruitment and retention efforts for Southeast Asian American students at the University of Washington. The formation of this group was a key outcome of community advocacy efforts to reinstate a recruiter position for Southeast Asian students at UW. The new Southeast Asian recruiter, Mohammed Monsieur, a Cham-American and UW alum was introduced. UW data on student enrollment and retention rates were shared and discussed.

- **Health and Human Services:**

- **Governor's Interagency Council on Health Disparities:** Commissioner Aragon continues to represent the Commission on the Governor's Interagency Council on Health Disparities. The Council and Commission are exploring options to adopt the Council's recommendations regarding language access policies, plans, and coordinators for state government.

- **Making Stomach Cancer a Health Priority:** The planning committee met to debrief about its first-ever Stomach Cancer Prevention Summit on August 22, 2014 in Federal Way. The project will head into its second phase and planning for a second summit in 2015.

- **Preventing Underage Marijuana Use:** Staff provided an update to the Governor at a Results Review on Sept. 24 for Goal Four: Healthy and Safe Communities about its efforts to inform limited English proficient communities about the new law. Staff is monitoring state agency efforts to produce a Parent's Guide in multiple languages and will assist in distribution to API-serving organizations.

- **Pacific Islander Group Discussions about Diabetes:** The Commission is partnering with University of Washington Partnerships for Native Health and Pacific Islander community organizations to conduct a series of Native Hawaiian and Pacific Islander group discussions about diabetes. The UW aims to apply for a grant in 2015 to design a culturally-appropriate self-management program for NHPs.

- **Economic Development:**

- **Results Washington:** CAPAA is participating on the Prosperous Economy Goal Council. The Goal Council will provide an update to the Governor in February 2015.

- **Minority Small Business Legislative Roundtable:** CAPAA attended a discussion panel made up of State agencies that provide procurement and contracting services to minority small business. OMWBE and DES provided the update that the State is slowly increasing its number of MWBE businesses contracted on government projects, however it has yet to reach its goal of 10%.

Question: How is the allocation for marijuana revenue determined?

Answer: Some funds were appropriated in 2014 to educate the public, however, due to limited resources, the advertisements are not widespread or frequent enough. More revenue for youth prevention will be available as marijuana revenue increases.

Office of Refugee and Immigrant Assistance (ORIA)

Sarah Peterson
Chief

Background: Joined ORIA August 2014

- Presenting framework of ORIA – Washington State is part of intricate system addressing worldwide problem: 51.2 million people are currently displaced, more than those displaced in WWII; 16.7 million of those are refugees, which is legally defined as an individual forced to flee his/her home country; 1.2 million are seeking asylum and 84,000 are in U.S.
- 86% live in developing country; 1/3 live in refugees live-in campsites and forced to stay in specific regions (labeled as stateless); 2/3 live in metropolitan or urban areas; less than 1% are allowed to resettle through referral.

Question: how does that 1% gets selected?

- It's not selective of certain people over families, it's about registration with United Nations (UN); UN determines what is best possible solution
- Bureau of Population: refugee and migrants determine based on 3 categories: severe case where the individual's life will be in jeopardy if returned; intervention from US; if registrant has family members in US. It is a lengthy process and takes on average 3-5 years at the least; every year the President sets a limit on how many can come into the U.S.
- ORIA is a direct link to Office of Refugee Resettlement: mandated to have state refugee coordinator, job is to assist refugees entering and to attain economic self-sufficiency; tries to meet the ceiling limit.

Question: Disqualification of immigrants?

- Lots of those disqualified have been linked to participation with groups deemed as terrorist; for example, Burmese were disallowed due to "assistance" to terrorist groups who were against the government of Burma; names that are similar to terrorist names; fraud or lying

Comment: It would be difficult for refugees who do not fall into those categories.

- There is now an exemption process for that kind of challenge
- Near East and South Asia (NESAs) = 46% of 2014 refugees (Iraqi, Bhutanese, Pakistan...etc.)
- On average, Washington resettle around 3,000 refugees, representing around 4% of average arrivals in the U.S.; Washington is one of the top states receiving refugees.
- In 2013, WA welcomed 34 nationalities; 69% settle in King, Snohomish and Pierce county; 19% in Spokane, 8% in Tri Cities; 5% in Clark county

Question: How are refugees determined to which country?

- ORIA works with various resettlement agencies (World Relief and Jewish family services...etc.), voluntary services tell PRM where certain groups should be resettled based off of which group can service and support refugees

Question: Do refugees have a choice?

- There are 2 types of refugees: anchor relative in US; free cases where they have the freedom to move somewhere

Question: Freedom to move? And must they report if they are moving?

- Eligible to become citizen and receive assistance from government services and legal to move about
- Unless using government services, families submit change of address; often times not tracked; ORIA track when families are using services
- ORIA is the representative to work with ORR to welcome newcomers to State: receive funding from TANF; contract with 59 CBOs; eligibility for services in TANF, employment training; ELL; every refugee must be screened within 30 days of arrival, ORIA facilitates fund and report that screening; assist in naturalization process; ORIA has Schools Out Washington partnership for children; ORIA serves refugees up to 5 years after that they are eligible for citizenship; asylum and former victims of human trafficking; special immigrant visas.
- Refugee Resettlement Assistance: education workshops, information and referrals; invest 900k from ORR subcontract to 25 programs to learn basic skills (financial literacy, system navigation...etc.); workshops and check in process
- Naturalization Services started in 1997 and has served 21,000 people; application process went from 4 to 10 page process, and is expensive \$600 to \$800; those ineligible for waiver may receive subsidization from ORIA; those who live in US for more than 7 years may lose SSN if they don't become naturalized
- LEP Pathways: receive 23% of federal funding that is always at risk; work with mainstream BEFT to receive 50/50
- Challenges and Opportunities: diversity amongst refugees; different levels of trauma; homelessness; affordable housing in King County is challenging; threats to funding; finding collaboration with other agencies; private partnerships (finding ways to leverage it); extend a continuum of services to include capacity building, technical assistance and support for new refugees.

Department of Health

Dennis Worsham, Deputy Secretary of Health

- Health: Collective impact model used to bring different partners together: Global to Local movement
- Individual health care component compared to population health (looking at data)
- Public health: prevention; protection; preparedness; promotion of health. Closing disparity gaps and working on prevention strategies around chronic diseases
- Communicable Disease Control: examples of outbreaks include STIs and the flu. With vaccination and improvement of life quality, life expectancy is around 78 years; 80% related to impact of public health; of developed countries the U.S. pays the most for health care, yet yield median results for health outcomes
- We are a decentralized state which means more local control for health jurisdictions responsible for communicable disease control in WA (health care providers have to report diseases)
- Local health department receive and report notifiable conditions; investigate; implement disease control; respond to outbreaks in jurisdiction; state provides technical support to local health dept.
- Controlling disease: vaccination; treatment; isolation (separating ill persons who have communicable disease); quarantine (restricting the movement of well persons who may have been exposed to disease); social distancing (increasing distance between people or restricting activities).

- Ebola: no cases in Washington. History of Ebola: came from Congo; 4 different strains that affects humans; hosts are bats, bats transfer to animals and transmitted to humans who consume them. The 2014 outbreak: 14,000 cases; 5,100 deaths; racial profiling in US (3 small countries are endemic in continent of Africa). Infectious vs. contagious: Ebola is highly infectious through fluids, but not contagious (which is airborne). Family members spread easily; no definitive treatment or vaccine for Ebola; most experimental drugs take time to develop and not available to use on wide spread level.
- Ebola Symptoms: 21 day incubation; symptoms include fever, headache, weakness, muscle pain, bodily fluids. The isolation of the patient takes place when that person experiences a rise in temperature. There is political fear; high case fatality rate; spread through blood or bodily fluids; not airborne or through water or food or proximity; not contagious with onset of symptoms.
- In Washington: 7 hospitals Ebola-Ready; press release from DOH will indicate which hospitals
- Influenza: type A (found in animals and humans) type B usually in humans; seasonal influenza; 24,000 people die every year from the flu; in the U.S. it affects mainly the 65 years and older population; flu shots are prevalently available.
- Avian bird flu: no US cases; transmitted from bird to human; rare to transmit human to human (no evidence); affected young people the most.
- Enteroviruses: affects young people more; happens in summer month; flu like symptoms in addition to meningitis (swelling of tissue covering brain) and swelling of brain; 47 cases, 12 deaths and 10 cases in 2014; co-symptoms of asthma. Currently there is no cure and the virus weakens the limbs and fluids around the brain; seeing decline but fear of increase next summer. Prevention: avoid contact and touching face; keep asthma well controlled.

Question: Translation of public health information?

Answer: Started translation in all areas in the top 5 common languages, will send link to CAPAA and list of what's next on the list to be translated.

- Other Department of Health efforts:
 - Tobacco prevention program and health equity consultant with community based organizations
 - Health Equity Work Group (cross agency work group at DOH)
 - 5 Strategies in work plan: department organization infrastructure; develop robust system for data; internal and external partnership; implement evaluation and support and create policies; communication on health equity is visible;
 - Outcomes: looking at health risk factors comparing Washington State to overall population
- Quality of Healthy Youth Survey
 - Subjective, not clinical based. Underreporting or over reporting is likely
 - Disaggregating data: using federal standards; the less populous in the survey have less distinct differences
 - Data collected via telephone; and available in only English and Spanish; reliability of data is a challenge
 - Common conditions- what can disaggregation of data show us?
 - Disease profiles come out every year and administered throughout the year, collected via telephone by landline and cellphone
 - Look at limitations and questions: is this data helpful or useful? How can DOH make it more helpful for you? And mutually supportive?

- Brought questions and concerns to communities and asked the community to determine what information would be beneficial to them?
- Next steps
 - Involve epidemiologist to ask where other potential data sources are?
 - Written questionnaire at community gatherings?
 - Valid surveys cannot just be volunteer or convenient sample; need to identify who is the population and sample

Question: Random phone survey? How can you tell via surname? Partner with DOL and manual review of surnames?

Answer: Difficult part is establishing phone sample frame; need to have method to identify validity of actual background investigating;

Commission suggestions:

- Consider collection of qualitative data
- Direct impact is food; network with communities and parents and follow up
- Two approaches: larger education pieces and more targeted community awareness and education.
- Does DOH have targeted community preferences?
 - There are surveys that go through rigorous protocols; qualitative piece that is not picked up; community focus groups where priorities can be set by community members themselves
 - Not always about disparities or bad characteristics of health; resilience do exist in groups

PUBLIC COMMENT:

Phillip Sit, King County Assessor's Office:

King County Assessor's Office: every county provides a property tax exemption for seniors making less than \$35,000. There is no need to pay levy tax and can be retroactive and individual can receive tax credit back. Informational materials are available in Vietnamese, Chinese and Khmer; disabled individuals also qualify. Assessor's Office can provide presentation to interested organizations; the taxes differences are made by public.

Question: Resource tax?

Answer: Any revenue collected is counted.

Question: Statistic or data of those not tapping into your resources?

Answer: Yes, data is based on census info and those enrolled in program

Nadine Shiroma, Community Advocate:

Hepatitis B disparity:

- Individual not allowed enrollment into medical school because of chronic Hepatitis B; many prospective students were caught unaware; working to update case guideline.
- APAs impacted since half the US population with chronic Hepatitis B are APAs.
- Department of Defense is not under jurisdiction of Department of Justice; students not allowed to apply for military scholarships; one case of soldier being discharged for Hepatitis B; work to have

DoD change policy to reflect updated Centers for Disease Control guidelines regarding Hepatitis B. Working with Congressman Adam Smith to update DoD policy.

Suzanne Pak
Cornerstone Medical Clinic

Update from stomach cancer summit

- First community based organization stomach cancer convention and partnerships have emerged.
- Mortality research: Japanese, Chinese and Filipino are only mentioned in research and not broken out in other categories; strong case to be made for 3-4 additional groups for APA disaggregation
- Race and death certificates is problematic; not self-reported or close of kin; usually by coroner
- Bias is introduced either way in “random sampling” which is usually completed by those who typically will participate and the same applies for self-selection; strongly encourage funding set aside to encourage partnership and work through partnership with community based organizations.

Question: What is Cornerstone doing with the data?

- Focused around tobacco and cancer prevention as well as research via survey and education health care professionals and general public on usage of preventative health services
- Educational benefit with other events through Medicare and Medicaid
- Issue with data collection: Those who take surveys tend to “disappear”
- Would like to have emphasis on youth education.

CAPAA Strategic Planning

Report out by CAPAA sub-committees: Education, Health & Human Services, and Economic Development.

Board to consider adoption of 2015 – 2018 strategic plan at the January 2015 board meeting.

Review of CAPAA Legislative Priorities for 2015

- Unanimous approval by the board to remove Washington State Dream Act from priority list since this passed in 2014. Motion by Commissioner Dickinson / 2nd Commissioner Pen.
- Move affordable housing item out of Economic Development category and into Health and Human Services with unanimous approval by the board. Motion by Commissioner Dickinson / 2nd Commissioner Pen.

Motion was made at 2:00 pm by Commissioner Dickinson and seconded by Commissioner Pen to adjourn the meeting with unanimous approval.

Minutes prepared by Amy Van.