



SUMNER COUNTY COMMISSION

355 N. Belvedere Drive – Room 111
Gallatin, Tennessee 37066-5410

Commissioners

First District
Mike Akins
Moe Taylor

Second District
Billy Geminden
Shawn Utley

Third District
Steve Graves
David Satterfield

Fourth District
Frank E. Freels
Joe C. Matthews

Fifth District
Ben Harris
Baker Ring

Sixth District
Paige Brown-Strong
Jim Vaughn

Seventh District
Trisha LeMarbre
Kirk Moser

Eighth District
Paul Decker
Merrol N. Hyde

Ninth District
Chris Hughes
David Kimbrough

Tenth District
Paul R. Goode
Jo Skidmore

Eleventh District
Paul D. Freels
Jerry F. Stone

Twelfth District
Michael Guthrie
Bob Pospisil

The following minutes are included in this packet:

Beer Committee.....April 19

Budget Committee.....March 12

Committee on Committees.....April 16

Education Committee.....April 2

Emergency Services.....April 2

Employee Benefits Committee.....March 20

Financial Management Committee.....March 19

General Operations Committee.....April 9

Highway Commission.....April 3

Investment Committee.....March 19

Legislative Committee.....April 9

Purchasing Committee.....March 19

Public Services Committee.....April 3

MINUTES
APRIL 16, 2012
BEER BOARD
PAIGE BROWN STRONG, CHAIRMAN

Present:

Paige Brown Strong, Chairman
Mike Akins, Vice-Chairman
Michael Guthrie
Baker Ring
Absent: Paul Goode
David Satterfield
David Kimbrough

Also Present:

Leah Dennen, County Attorney
Merrol Hyde, Commission Chairman

The regular meeting of the Beer Board was brought to order by Chairman Paige Brown Strong on Monday, April 16, 2012, at 6:15 p.m. in the Sumner County Administration Building in Gallatin.

Agenda. Upon motion of Comm. Ring, seconded by Comm. Guthrie, the Board voted to approve the agenda.

Minutes. Upon motion of Comm. Guthrie, seconded by Comm. Ring, the Board voted to approve the minutes as written for September 19, 2011.

Recognition of the Public. There was none.

Beer Applications. The Beer Board considered the following application:

Dolgencorp, LLC
Dollar General Store #13566
2716 Highway 52E
Bethpage, TN 37022

County Law Director Leah Dennen reported that the Sheriff had checked out the owner and location and saw no cause to deny the application. Upon motion of Comm. Akins, seconded by Comm. Guthrie, the Committee voted to approve the beer permit application for Dolgencorp, LLC.

Comm. Guthrie moved, and was duly seconded, to adjourn at 6:20 p.m.

Prepared by Maria A. Savage

MINUTES
SUMNER COUNTY BUDGET COMMITTEE
March 12, 2012

Members Present:

Kirk Moser, Chairman	Chris Hughes	Jim Vaughn	Shawn Utle
Jerry Stone, Vice Chairman	Paul Freels	Moe Taylor	

Also:

David Lawing Leah Dennen Beth Browning Jim Young Judy Hardin Joe Matthews

Chairman Moser called the Budget Committee to order on Monday, March 12, 2012 at 7:00 p.m., in Room 112 at the County Administration Building in Gallatin, Tennessee.

AGENDA: Motion to approve the agenda made by Mr. Taylor, seconded by Mr. Vaughn, motion passed unanimously.

RECOGNITION OF PUBLIC: Mr. Matthews stated he would like to speak when it is appropriate. Mr. Moser told Mr. Matthews that he can speak at Old Business #C.

APPROVAL OF THE MINUTES: Motion to approve the minutes of February 13, 2012 made by Mr. Hughes, seconded by Mr. Freels; motion passed 6-1-0 with Mr. Moser abstaining.

REPORT OF THE COMMITTEE CHAIRMAN: Mr. Moser asked Mr. Lawing what we are doing about our timing for the budget hearings. Mr. Lawing stated he is hoping to have the budget prepared in about two weeks. Mr. Moser stated his proposal for this year is to take a look at the budget and we will meet during our regular meeting next month and discuss how we're going to attack that. Mr. Stone asked Mr. Young when he thinks the school board is going to have their budget ready. Mr. Young replied it will probably be June. Mr. Moser stated that last year we didn't get a copy of their budget until September, and that was not acceptable, so they will be giving us drafts as they go. Mr. Stone asked Mr. Young to convey a message from him to the school board; that for the last 2 years they budgeted their BEP growth money and this year it bit them in the butt just like we told them it would and to please don't do that this year. Mr. Young replied, "Don't worry".

A. Report from the Assessor of Property – included in packet.

REPORT OF THE COUNTY EXECUTIVE: no report

REPORT OF THE DIRECTOR OF SCHOOLS: no report

OLD BUSINESS:

- A. GIS Technology Fund – Data Agreement for final approval – Mr. Lawing stated that Mr. Isbell was asking last month for the fees to be put back into a reserve. The actual draft agreement is attached. Ms. Dennen stated this is a program where this group is going to get the GIS information on our website for purchase and it will generate fees. Mr. Isbell wants any fees received from those purchases, after appropriate sales tax is paid, to be put into a designated GIS reserve fund for future purchases of GIS hardware/software. Mr. Stone stated he would like to see a cap on how much can be accumulated in this fund and after a certain point; it would roll into county general fund. Mr. Stone made a motion to defer and have Mr. Isbell get with Mr. Lawing and Ms. Dennen and come up with a policy that would put a cap on the amount of money that can be restricted and find out the projected revenue. Seconded by Mr. Vaughn; motion passed unanimously.
- B. Other Capital Projects list (request per Mr. Hughes) – Mr. Hughes made a motion to put a hold on any future projects until Dr. Phillips comes back with a capital projects list and give a full accountability and send it to full commission. Seconded by Mr. Utle for discussion. Mr. Moser asked is this is for any new projects or projects already discussed. Mr. Hughes stated

the school board tied the Merrol Hyde batting cages and the field house all together. So those are no longer separate projects. There was a lump sum bid turned in at \$2.1M. The batting cages are part of that bid. It came to this committee but had not been through the school board, so we sent it back and they approved the drawings. But the field house was project #38 on their list and somehow it jumped quite a few projects. I know it will be discussed at the school board level, but that's come out of nowhere and I don't know where it's coming from. Especially when they've got a lot of other projects that are ahead of that on the schedule. I'm afraid we're going to spend all this money and not have any left for these other projects. Mr. Stone asked if the projects Mr. Hughes just discussed were on the list attached to the agenda. Mr. Hughes stated that sheet attached to the agenda is for county general projects. Then you've got other projects. If the school board needs something they pass it and send it to us. So you've got two areas coming to us. Mr. Stone said evidently these projects of Merrol Hyde, the one they pulled out of their hat over there, the projects at Station Camp and the one that has been through this committee and sent back; the Westmoreland project. How in the world did they come up with \$2.1M for all three projects? The projects that we were talking about were less than \$500,000. Mr. Hughes stated they've rolled them all together and are included in one bid. Mr. Stone stated that's not going to fly with me. I'm not going to vote to put all those projects in one. That means one contractor would get all those projects. Mr. Hughes stated the contractor on record is Boger. Mr. Stone stated he is not going to vote for this. Mr. Utley asked what items have we already committed to. Mr. Lawing stated we have intent to fund for \$242,000 for Merrol Hyde. There is \$36,612 in non-committed bond proceeds for education. There is \$144,566 of local bond proceeds that has been committed to education. There is also a \$1.8M bid uncommitted to local funding at this point. Mr. Utley stated that the only one we've committed to then is the soccer field, correct? Mr. Lawing replied it was intent to fund, the original \$572,000 which hasn't been appropriated but is intent to fund at Merrol Hyde. Mr. Utley wanted to clarify that we've roughly got about \$500,000 plus another \$1.8M that we could possibly spend. Mr. Lawing stated the schools have their first intent to fund and there's \$36,612 left. When you all approved Station Camp and the Rucker Stewart roof, because of cash flows, the architectural was taken out of the 2010 bond proceeds. So to offset that, there was \$144,566 local intent to fund; we just have to set that money back. Also, there was 2 boilers approved for \$48,540 that we expect \$40,000 to come back from the schools and they will request you to put back as intent to fund over here for some of these projects. The original intent to fund list had 3 projects that were not completed that were intended to be funded. One was the White House Annex for \$40,000. One was Indian Lake Elementary for \$126,000 and the other was White House for \$20,000. After talking with the school today, they said the Indian Lake Elementary project was the most pressing on that list. There's also the \$242,000 left from Merrol Hyde Magnet School that's not being used at this time. At the local funding, there's an estimated \$1,814,367 which could be a little more or less depending on how the revenues come in. I've also discussed with the schools that they have some high priority paving projects this year for \$425,000. Mr. Stone stated the Westmoreland project amount discussed was only \$180,000. If you take the \$242,000 for the Merrol Hyde and the \$180,000 for Westmoreland, that's about \$420,000; and we're talking over \$2M.....something isn't right. Mr. Moser replied that somehow the message wasn't properly conveyed. Mr. Taylor stated that from his understanding, it may not have gone through the proper channels. But the Westmoreland project came through education, came to this committee and got sent back with not full commission intent to fund, but then it got grouped with another project. Talking to the initial contractor that gave me the paperwork to bring to this committee, he got knocked out of even being able to bid. He was a local contractor, which takes the possibility of winning a local contract out of a local person's hands, which that money would be spent in this community. I've got a problem with that. That's all I've got to say. Mr. Taylor called for the question. Motion failed 1-6, with Mr. Hughes voting for the motion.

- C. Building Commissioner's Salary – Mr. Matthews stated that Mr. Hammock does an excellent job and he was under the assumption that his pay increase for FY12 would be the \$10,000 plus the 3% cost of living raise, but that was not the case. Mr. Hammock never received the 3%. Mr. Matthews stated that Mr. Lawing received a \$10,000 pay raise along with the 3%. In the past, Mr. Molton had received a \$6,500 pay increase along with his cost of living raise on top of that. Therefore, I don't understand why Mr. Hammock did not receive his. Mr.

Matthews requested the committee to vote to retro pay him back to July 2011. He has the funds in his budget; it would just be a matter of transferring the line items. Mr. Hughes made a motion to approve, seconded by Mr. Utley; motion failed 3-4. (Voting yes was: Hughes, Utley and Taylor. Voting no was: Vaughn, Freels, Stone and Moser). Mr. Moser stated he would like for us to look at this when we look at our budget hearings for the next fiscal year and take this into serious consideration at that point in time.

NEW BUSINESS:

A. Education

1. Budget Amendments --15 Federal Projects -- Mr. Young stated this is all pass-thru money. Motion to approve made by Mr. Hughes, seconded by Mr. Utley; motion passed unanimously.
2. Shafer Middle School --\$24,270 for boiler (subject to approval by SCBOE) -- Motion to approve from 2012 Intent to Fund for SCBOE made by Mr. Utley, seconded by Mr. Vaughn; motion passed unanimously.

B. Appropriations

1. Build out of Technology Center at Rigsby Building --\$230,648.47 from Capital Projects Fund -- Mr. Lawing stated this will serve as a server farm for the county and the schools. It is subject to school board approval. Mr. Stone wanted to make sure there would not be a problem with the county's equipment and the school board equipment being in the same building. Mr. Vaughn wants to make sure we can have access to this building. Motion to approve made by Mr. Vaughn, seconded by Mr. Utley; motion passed 6-1 with Mr. Taylor opposing.
2. Civil War Trails funding --\$1,651.37 for signs -- Motion to approve made by Mr. Vaughn, seconded by Mr. Stone; motion passed unanimously.
3. Register of Deeds--\$71,000 from Reg of Deeds data fee revenue to Data Processing Equipment -- Motion to approve made by Mr. Taylor, seconded by Mr. Hughes; motion passed unanimously.
4. Assessor of Property--\$3,800 for changes in employee operations -- Motion to approve made by Mr. Hughes, seconded by Mr. Vaughn; motion passed unanimously.
5. Sheriff -- Mr. Hughes made a motion to group and approve items a, b and c, seconded by Mr. Vaughn; motion passed unanimously.
 - a. Green Machine Grant--\$14,678 from Public Safety Reserve
 - b. Medical Services for county inmates--\$45,000 from Unassigned Fund Balance
 - c. Medical Services state inmate reimbursement--\$43,193.02
6. Juvenile Services--\$4,700 Insight/Venturing funds -- Motion to approve made by Mr. Vaughn, seconded by Mr. Taylor; motion passed 6-1 with Mr. Hughes opposing.
7. EMA--\$12,818.34 Insurance Recovery and Misc. Refunds to Vehicle Maintenance and Capital Outlay -- Motion to approve made by Mr. Stone, seconded by Mr. Freels; motion passed unanimously.
8. Westmoreland Library--\$2,000 from City of Westmoreland to Data Processing Equipment -- Motion to approve made by Mr. Stone, seconded by Mr. Taylor; motion passed unanimously.
9. Vol State Educate & Grow Scholarship Program--\$3,079.50 -- Motion to approve made by Mr. Stone, seconded by Mr. Hughes; motion passed unanimously.
10. DTF--\$22,020 Assistant Director incentive pay and to cover salary overages -- Motion to approve made by Mr. Vaughn, seconded by Mr. Taylor; motion passed unanimously.
11. Health and dental insurance adjustments -- Motion to approve made by Mr. Vaughn, seconded by Mr. Stone; motion passed unanimously.
12. Highway--\$645,685 increase in various revenue and expense lines -- Mrs. Hardin stated they got more money and that we need to budget for it. Motion to approve made by Mr. Hughes, seconded by Mr. Vaughn; motion passed unanimously.

C. Transfers

1. Inter-budgetary

- a. Highway – Motion to approve made by Mr. Hughes, seconded by Mr. Taylor; motion passed unanimously.
 - b. Greater than \$2,500 – Motion by Mr. Hughes to group and approve items b and c, seconded by Mr. Taylor; motion passed unanimously.
 - c. \$2,500 or less
- D. Tax Refunds – Motion to group and approve all items made by Mr. Stone, seconded by Mr. Hughes; motion passed unanimously.
- 1. Central Baptist Church of Hendersonville--\$648.24
 - 2. Event Montessori School--\$622.40
 - 3. News Examiner--\$786.17 (2010-\$687.47 and 2011-\$98.70)

REPORT OF THE FINANCE DIRECTOR

- A. TCRS rate for FY2013 – Mr. Lawing went over the attached report, stating it went up to 14.1 from 13.98. It's a bi-annual actuarial study so this will be the rate for 2 years. Mr. Lawing stated he just wanted to make everyone aware before he signed and sent it back.

Mr. Stone asked if anyone realized on the above budget transfers that we just approved the salary for the election commissioner. Motion to reconsider made by Mr. Hughes, seconded by Mr. Utley; motion passed 4-3. Mr. Stone stated they are using existing funds, not requesting additional funds. Mr. Lawing stated the funds are from within their budget. Mr. Moser does not understand why we are retro paying her before she had the certification. Mr. Lawing stated she has already been paid the \$741.93. If we don't approve this, then he will have to deduct \$741.93 from a future payroll. Mr. Vaughn made a motion to approve, seconded by Mr. Stone; motion passed unanimously.

- B. Revenue Analysis (passed out at meeting)
- Adequate Facilities – 114.582%
 - Sales Tax – 105.014%
 - Wheel Tax – 101.008%
 - EMS – 90.841%
 - Business Tax – 114.593%
- C. Financial Reports – February (available at meeting, if requested)

ADJOURNMENT – Motion to adjourn at 8:20 p.m. made by Mr. Hughes, seconded by Mr. Vaughn; motion passed unanimously.

COMMITTEE ON COMMITTEES
MINUTES
April 16, 2012

Present:
Jerry Stone, Chairman
Moe Taylor, V. Chairman
Jo Skidmore
Billy Geminden
Trisha LeMarbre- Absent

Merrol Hyde, Commission Chairman
Leah May Dennen, County Law Director

The meeting of the Committee on Committees was brought to order on Monday, April 16, 2012, at 6:30 p.m. in the Sumner County Administration Building in Gallatin. Chairman Stone was presiding.

Agenda. Upon motion of Comm. Skidmore, seconded by Comm. Geminden, the Committee voted to approve the agenda as amended.

Minutes. Upon motion of Comm. Skidmore, seconded by Comm. Geminden, the committee voted to approve the minutes of March 19, 2012.

Recognition of the Public. There was none.

New Business

Board of Equalization. Committee members discussed the appointments to the Board of Equalization. Currently serving, commission-appointed members are Terry Nichols, James Ramsey, and Richard Cummings. Michelle Haynes is serving from Gallatin and Don Spitters from Hendersonville.

Upon of Comm. Taylor, seconded by Comm. Skidmore, the Committee approved the re-appointment of Mr. Nichols, Mr. Ramsey and Mr. Cummings to the Board of Equalization.

Next Month . Chairman Stone noted the following appointments for next month:

Health Board (4 year terms) :

Dr. Randall Collins (Veterinarian),
Ferrell Haile (Pharmacist)
Jan Alexander (Registered Nurse)

Solid Waste Board (6 year terms)

Ragan Hall (County)
Jo Skidmore (County)
Joyce Hoyle (Gallatin)

Upon of Comm. Taylor, seconded by Comm. Skidmore, the Committee adjourned at 6:35 p.m.

Prepared by Maria Savage

**MINUTES
EDUCATION COMMITTEE
April 2, 2012**

Present:

Paul Decker, Chairman
Trisha LeMarbre, Vice-Chairman
Kirk Moser
Jerry Stone
Billy Geminden
Jim Vaughn
Joe Matthews, absent

Also Present:

Leah Dennen, Law Director
Moe Taylor, Mike Akins, commissioners
Anthony Holt, County Executive
Merrol Hyde, Commission Chairman
Frank Freels, Commissioner
Jim Young, Acting Director of Schools

Chairman Decker brought the Education Committee meeting to order with a prayer on Monday, April 2, 2012, at 6:00 p.m. in the Sumner County Administration Building in Gallatin. A quorum was present to do business.

Agenda. Without objection, Chairman Decker added the matter of Portland Middle School parking lot to the agenda and deleted Education and Grow. Upon motion of Comm. Geminden, and duly seconded by Comm. LeMarbre, the Committee members approved the agenda as amended.

Minutes. Upon motion of Comm. LeMarbre, seconded by Comm. Geminden, the Committee approved the minutes of February 6, 2012.

Recognition of the Public. There was none.

Report of Chairman. Chairman Decker reported that matters on the March Commission agenda and approved were forwarded to the Budget Committee, because the Education Committee did not meet in March.

County Executive. County Executive Anthony Holt did not have a report.

Director of Schools. Dr. Dell Phillips, Director of Schools, was not present.

Old Business. There was none.

New Business.

Budget Amendments. Acting School Finance Director Jim Young stated that the Federal Projects budget amendments were pass-through. Comm. LeMarbre moved, seconded by Comm. Geminden, to approve the budget amendments as presented. The motion carried unanimously.

Carl Perkins Budget Amendments. Acting School Finance Director Jim Young requested transfers in the federally funded Carl Perkins budget. He also stated that an amendment to the General Purpose School fund for facility improvements was needed. The funds were in part from an insurance settlement on the roof. Comm. Moser moved,
Education

seconded by Comm. Vaughn, to approve the budget amendments as presented. The motion carried unanimously.

Portland Middle School Paving. Chairman Decker recognized Mr. Young who stated that the original estimate to pave Portland Middle School and George Whitten Elementary School was \$900,000.00, but using local assistance from the Sumner County Highway Department the cost would be \$466,000.00. Commissioner Frank Freels explained that the Highway Department is ready to begin the paving projects when the financing is in place. Comm. Freels stated that the paving work would have to be on the schedule of the Highway Department. Comm. Moser stated that the Budget Committee would work with the County Finance Director David Lawing to fund the project. He moved, seconded by Comm. Geminden, to approve the project and forward it to the Budget Committee. The motion carried.

Comm. Stone questioned Mr. Young about the Board of Education's decision to not deduct the third day of a three-day furlough for employees.

The meeting was adjourned at 6:20 p.m. after a motion by Comm. LeMarbre, seconded by Comm. Vaughn.

Prepared by Maria A. Savage

**MINUTES
EMERGENCY SERVICES COMMITTEE**

April 2, 2012

Present:

Jim Vaughn, Chairman
Paige Brown Strong, Vice
Chairman
Bob Pospisil
Mike Guthrie
Ben Harris
Paul Decker
Absent:
Paul Freels

Also Present:

Anthony Holt, County Executive
Keith Douglas, EMS Director
Leah Dennen, Law Director
Curtis Williams, Volunteer Fire
Departments
Sheriff Sonny Weatherford
Ken Weidner, EMA Director
Merrol Hyde, Comm. Chairman
Brian Fields, Intermedix
Debbie Pifer, Intermedix

Chairman Vaughn called the Emergency Services Committee to order on Monday April 2, 2012 at 5:00 PM in the Sumner County Administration Building. A quorum was present.

Approval of Agenda.

Comm. Pospisil made a motion to approve the agenda, seconded by Comm. Guthrie. The agenda was unanimously approved.

Approval of Minutes of February 6, 2012 Comm. Harris made a motion, seconded by Comm. Pospisil. The minutes of February 6, 2012 were unanimously approved.

Public Comments None

Report from the Chairman. No report.

Report from the County Executive No report.

Report from the EMA Director Ken Weidner advised the Committee the status of the grants. The fiscal year 2009 grant for \$32,000 has not been closed out yet. The 2010 grant for \$750,000 has been approved. The procurement process of the radio portion of the grant, (\$339,000) has been done. The balance will go toward projects that will need to go through the bid process. The fiscal year 2011 grant for \$50,000 has not been looked into yet. There are also two other grants, each in the amount of \$250,000, being considered.

The Emergency Operations Plan has to be updated every four years. The plan has been written and approved by the state.

Mr. Weidner stated the EMA budget has been submitted. There was some discussion on the types of calls EMA may respond to.

There has not been any response on the building grant. County Executive Holt stated that there may have to be an extension on the option for the site being considered.

Report from the Sheriff Sheriff Weatherford handed out the Financial and Animal Control Report. February and March have been two of the best months for adoption. There were two items the Sheriff mentioned to the Committee. Pet Supermarket in Hendersonville is willing to take 35 to 40 cats per month from Animal Control to adopt out at their location. Also Mars Pedigree Foundation has offered to donate pet food. The County Attorney is working with their attorney on a disclosure. When someone adopts an animal from Animal Control, they would receive a pet food donation.

The sheriff stated the \$60,000 cap on the Southern Health Partners medical plan for inmates has been met, which means the county would pay 100% for any doctor or specialist visits, or another facility. The sheriff said this was due to overcrowding. The County Attorney advised that this did not include Sumner Regional since there was already a plan in place for inmate visits to that facility.

The County Executive stated that the jail had become problematic and adding on or building a new facility may be something to look into. There was some discussion. Chairman Vaughn asked the sheriff for a breakdown of figures to make some changes at the jail.

Sheriff Weatherford asked for approval of unused money to replace his IT person. Comm. Decker made a motion, seconded by Comm. Harris for it to go to Budget Committee. The sheriff said he did not have a dollar amount. The job would have to be bid out, and could be around \$50,000 to \$60,000. It was unanimously approved.

Report from the Fire Department Curtis Williams handed out the March 2012 Individual Call Stats, and went over some of those figures. Mr. Williams explained the rating system of fire departments and how it affects homeowner's insurance. Comm. Chairman Hyde questioned the number of medical calls of the Oak Grove and Highland responses. Mr. Williams stated that each time an ambulance is called in Sumner County, a fire truck will respond also. Sometimes the fire department is the first responder if they are closer. This is the way the calls are dispatched. Mr. Williams also stated that it was harder to get grants due to higher income brackets in Sumner County.

Report from the Director Director Douglas handed out the March 2012 Emergency Services Committee Report, briefly explaining the 2011 EMS Agency Audit. The remaining report consisted of Responses, Transports, Net Transport Revenue, Monthly Revenue Comparisons, and Intermedix summary. Director Douglas reviewed some of the figures. He also stated the 5.1 million dollar projection is doable.

Representative from Intermedix (EMS billing consultant)

Chairman Vaughn requested a motion to suspend the rules. Comm. Pospisil made a motion to suspend the rules, seconded by Comm. Decker. Motion carried.

Brian Fields, Vice President of Client Services for the Mid West Region handed out an EMS Billing Operational Review Report. Mr. Fields went over some of the figures, which included some comparisons and revenue projections. He stated that despite the decrease, Mr. Fields anticipates the year would finish out with the \$5.1 million. There was some discussion. Director Douglas stated there are two factors for the decrease in revenue. The actual billable calls have declined, and the change of people going from private insurance to Medicare.

Old Business None.

New Business. None.

There was a motion to adjourn. The committee adjourned at 6:00pm.

Prepared by
Sheila Ashton

MINUTES
EMPLOYEE BENEFITS COMMITTEE

March 20, 2012

9:00 A.M.

Members Present:

Joe Matthews

Bob Pospisil

Dr. Del Phillips

Anthony Holt

Also:

Leah Dennen

Bob Shupe

David Lawing

Debbie Robertson

Ernie Clevenger

Kathy Courtelis

Kedree Marsh

Serpil Gilbert

Shannon Eubanks

Mr. Matthews called the SIB Employee Benefits Committee meeting to order on Tuesday, March 20, 2012 at 9:03 a.m. in Room 112, County Administration Building, Gallatin, Tennessee.

Agenda: Mr. Matthews added under New Business A) Life Insurance Renewal and B) BCBS Administration Costs. Motion was made by Mr. Pospisil to approve the agenda with these changes; seconded by Dr. Phillips; unanimous approval.

Public Recognition: None

Minutes: Motion was made by Mr. Pospisil to approve the minutes of February 28, 2012; seconded by Mr. Holt; unanimous approval. Motion was made by Mr. Holt to approve the minutes of the Special-Called Meeting on March 15, 2012; seconded by Mr. Pospisil; unanimous approval.

Report of Committee Chair: None

Report of Consultant: Mr. Shupe reported that we had a real good dental month. The balance continues to grow. He stated that we had a heavy month on medical claims this past month. He reported that Mr. Lawing gave him some numbers to plug in the medical spreadsheet since they had different ways of reporting the numbers. He made corrections to the spreadsheet starting in January. The end balance jumped quite a bit based on that. He still projects that at the end of June we will still be at almost a 5% increase over last year. So far this year through February, we have saved almost \$200,000 in premiums based on what we paid out in reinsurance. He also handed out a trend report to show us how the trend has been moving over the past few years concerning medical and RX at BCBS and CareHere. We are stabilizing costs.

CareHere: Ms. Marsh handed out a report on the utilization of the clinic and pharmacy. She reported that they are currently working on marketing on the prescription plan changes discussed at the special-called meeting on March 15th. She said they are still waiting on information on their request for the surgical equipment.

Ms. Eubanks handed out a proposal with 3 options to consider for a change in pharmacy hours and including a lunch break. She recommended going with Option 2 which will add ½ a day on Saturday, close Wednesday, and add ½ hour lunchtime each day. Motion was made by Mr. Holt to adopt option 2 and implement as soon as possible; seconded by Mr. Pospisil; unanimous approval.

Ms. Eubanks asked about mailing out the meds from the pharmacy and if we still wanted them to mail them out to Hendersonville residents. There was some discussion on charging \$2 per prescription to mail out meds. Ms. Eubanks informed us the minimum for 1 bottle costs \$1.64 to mail out. She is to gather data and report back to the committee next month.

Ms. Eubanks asked for clarification on drugs that they will no longer carry effective 5/1/2012 and how long they should still order them to cover scripts coming in. Ms. Dennen said we needed to reword this to state that these drugs being discontinued will officially end as of 5/1/2012 but only if they are still available during that interim will the pharmacy continue to cover it.

Mr. Lawing reported on the cash flow and mentioned that we have stabilized at this point.

New Business: Mr. Shupe reported that we bid out the Life Insurance Renewal last year with a 3-year cycle. He recommends not to bid again this year but to negotiate the rate. Mr. Pospisil made a motion to follow Mr. Shupe's recommendation not to bid again; seconded by Dr. Phillips; unanimous approval.

Mr. Shupe handed out a letter sent to him by BCBS concerning the Administration Costs. We entered a multi-year arrangement with them effective July 1, 2011. Our medical admin fee will remain at \$41.64 per month per employee; dental will remain at \$4.25 per month per employee. Mr. Shupe recommends we continue as we are. Motion was made by Mr. Pospisil to continue this arrangement; seconded by Dr. Phillips; unanimous approval.

Old Business: Mr. Matthews stated he would like to revisit the RX co-pays that were approved at the last special-called meeting. Mr. Shupe reported he talked to Mrs. Courtelis at BCBS and they agreed that we need to re-word the motion that was approved for the RX-copays. We need to take out the wording that states "a low of" (the floor). Mr. Pospisil made a motion that we modify the motion and strike the floor and this is still effective 7/1/2012; seconded by Dr. Phillips; unanimous approval.

Mrs. Courtelis noted that mail order is still in effect and employees can get a 90-day supply for 2 months of this co-pay amount.

Mr. Lawing brought information before the Board concerning changing to a 4-tier insurance plan. Ms. Dennen said after looking at it, she is afraid it will just confuse people and we should just leave it at the current 3-tier plan. After some discussion, it was decided by the committee to leave it at the 3-tier plan.

Mr. Holt made a motion that if a spouse is eligible to be on another insurance plan, they can still be on the county plan if they wish to do so, but they will have to pay an extra surcharge of \$100 per month effective 1/1/2013; seconded by Mr. Pospisil; unanimous approval. Mr. Lawing stated that the County employees can go ahead and sign an affidavit during our May open enrollment with our Section 125.

Mr. Matthews made a motion to keep the generic drugs at CareHere at no cost; the Preferred Brand would be the same motion as for retail (25% of cost with a max of \$70) and the Non-Preferred Brand would also be under the same motion for retail (35% of cost with a max of \$120); seconded by Mr. Pospisil; unanimous approval.

There was a lot of discussion on having a Preferred and a Standard Plan and having an HRA to determine health risk factors including blood pressure, cholesterol, body mass index, glucose, and tobacco use.

Mr. Matthews called a 5 minutes recess at 10:50. Meeting was called back to order at 11:00.

Mr. Matthews made a motion to increase medical insurance premiums by 5% effective 8-1-2012; seconded by Mr. Holt; unanimous approval.

Dr. Phillips made a motion to increase dental insurance premiums by 1% effective 8-1-2012 and to also equalize the 2-Person Enhanced Dental Premium so the BOE and County General would match at \$57.02 total per month; seconded by Mr. Holt; unanimous approval.

There was no further business and the meeting was adjourned by Mr. Matthews at 11:10 a.m.

MINUTES
SUMNER COUNTY FINANCIAL MANAGEMENT COMMITTEE
March 19, 2012

Members Present:

Frank Freels - Chairman	Anthony Holt	Kirk Moser	Bob Pospisil
Steve Graves – Vice Chairman	Judy Hardin	Del Phillips	

Also:

David Lawing Leah Dennen Beth Browning

Chairman Freels called the Financial Management Committee to order in Room 112 of the Sumner Co. Administration Building, on Monday, March 19, 2012 at 5:36 p.m.

AGENDA: Motion made by Mr. Holt to approve the agenda, seconded by Mr. Pospisil, motion passed unanimously.

RECOGNITION OF PUBLIC: There was no public recognition.

APPROVAL OF THE MINUTES: Motion to approve the minutes of February 27, 2012, made by Mr. Pospisil, seconded by Mr. Graves, motion passed unanimously.

REPORT OF THE COMMITTEE CHAIRMAN: Mr. Freels had no report.

REPORT OF THE COUNTY EXECUTIVE: Mr. Holt stated he talked with the Chairman of the school board to find out how the 2012 Financial Management Act was coming along, and he hasn't heard anything. Dr. Phillips stated he has not talked with Representative Maggart, but he will check with her and see where it stands. Ms. Dennen stated she received an email from her staff this morning stating it was still in legal. Ms. Dennen also stated that every Monday morning she checks with their office.

REPORT OF THE FINANCE DIRECTOR:

- A. Monthly Revenue Analysis
- Adequate Facilities Tax – 114.582%
 - Sales Tax – 105.773%
 - Wheel Tax – 101.008%
 - EMS Transportation – 90.841%
 - Business Tax – 114.593%

- B. Capital Projects Fund report – Mr. Lawing went over the attached reports.

REPORT OF THE LAW DIRECTOR: Ms. Dennen had no report.

REPORT OF THE BUDGET COMMITTEE: Mr. Moser stated there are a couple of items on tonight's agenda that he wanted to call their attention to. There is \$230,000 for a technology center over at the old Fleetwood building, which is now the Rigsby building. That's going to be a facility to put all the servers and it will be climate controlled. That's going to come out of the capital projects fund. There is some pass thru money for Mrs. Whitaker's office. There is \$45,000 of medical expenses that's going to have to come out of the reserve fund for the jail inmates. There is also \$43,000 of pass thru money that we have to appropriate that has come in from the state. Then there's a \$95,000 adjustment for health and dental insurance premiums. All of these items passed through the Budget Committee with no problems, and when they come up tonight I'd like to ask the county commissioners to support those.

OLD BUSINESS: None

NEW BUSINESS: None

ADJOURNMENT: Being that there was no more business; Dr. Phillips made a motion to adjourn the meeting at 5:45 p.m., seconded by Mr. Graves; motion passed unanimously.

**MINUTES
GENERAL OPERATIONS COMMITTEE
JO SKIDMORE, CHAIRMAN
APRIL 9, 2012**

Present:

Jo Skidmore, Chairman
Steve Graves
Ben Harris
Mike Guthrie
Moe Taylor
Joe Matthews

Absent:

Shawn Utley, Vice-Chairman

Also Present:

David Pigna, Communications Director
Leah Dennen, County Law Director
David Lawing, County Finance Director
Kimberly Ark, Grant Writer
Bill Kemp, County Clerk

The regular meeting of the General Operations Committee was brought to order on Monday, April 9, 2012, at 5:00 p.m. in the Sumner County Administration Building. Chairman Skidmore declared a quorum present to conduct business.

Agenda. Upon motion of Comm. Graves, seconded by Comm. Guthrie, the committee approved the agenda as amended.

Minutes. Upon motion of Comm. Harris, seconded by Comm. Matthews, the committee approved the minutes of March 12, 2012. Comm. Matthews abstained from the vote.

Recognition of the Public. There was none.

Report of Chairman. Chairman Skidmore spoke with the County Executive Anthony Holt who updated her about this past month's suggestions concerning the Sumner County Jail. She reported that he and the Sheriff had everything under control.

County Executive's Report. County Executive was not present for the beginning of the meeting.

Surplus Property. Chairman Skidmore recognized David Pigna, Director of Communications and Purchasing, who noted the following surplus property:

- 1) A refrigerator from the Register of Deeds Office
- 2) Printers, keyboards and computers from the Hendersonville Library

Upon motion of Comm. Matthews, seconded by Comm. Harris, the Committee voted to declare the items as surplus.

Clean Tennessee Energy Grant. Chairman Skidmore recognized Kimberly Ark, Grant Writer, who stated that she and Mr. Pigna had applied for a Clean Tennessee Energy Grant program for the criminal justice system. The Grant request would be for \$68,177 with a 20 percent match in the amount of \$13,795.40. The grant money would supply efficient lighting for the jail in the form of 1100 LED lighting and light-emitting plasma bulbs. The awards will be given in May. Ms. Ark said the estimated saving would be \$49,000 per year.

Criminal Justice Center. Mr. Pigna discussed the needs at the Criminal Justice Center as follows:

- Plumbing repair (\$640,000 estimated) Mr. Pigna stated that a disparate type of metal that was used the plumbing is starting to corrode. He said that Nashville Machine took a look and estimated a \$640,000.00 retrofit. It was poor workmanship and factory defects that were causing the problem. Sheriff's Deputy Brad Pennick said that he is working daily to manage the leaks.
- Roof Repair (\$19,645.00 estimated) Mr. Pigna said there was an area of the roof is leaking.
- Parking Lot Resurface on S. Water (\$10,000.00 estimated)
- Sealing/Stripping Parking Lot (\$18,000.00 estimated)
- Replace/strip part of the BAS control system runs all the heating and air conditioner (\$55,112.00 estimated)

Sheriff's Archive Storage. Mr. Pigna stated that the Sheriff's Office was requesting storage space at Sumner County Archives in the amount of 400 square feet. The cost of box wire and wood was estimated to be less than \$1,000.00. The storage is for jail records, which have to be kept for 99 years. Committee members discussed adding an extra 400 square feet to the request. Upon motion of Comm. Guthrie, seconded by Comm. Taylor, the Committee voted to grant 800 square feet to the Sheriff's Office.

Old Business

HVAC Work. Mr. Pigna reported on the remaining HVAC work at the Criminal Justice System was estimated at \$6,850.00. He said there were additional items that needed attention.

County Executive's Report.

County Executive Holt stated that The Gallatin United Methodist Church had contacted him about a parking lot that may need to be sealed and striped again. Mr. Holt stated that the arrangement was an affordable way to provide parking for the General Sessions Courtroom and the jail.

Chairman Skidmore recognized Comm. Matthews who stated that the jail is a money pit because of the way it was constructed. He thought the Committee should take a serious look at it and consider building a new facility. Mr. Holt stated that the Committee should invite Sheriff Weatherford next month to discuss what the needs are for housing inmates.

The meeting adjourned at 5:40 p.m. after a motion by Comm. Matthew, seconded by Comm. Taylor.

SUMNER COUNTY HIGHWAY COMMISSION**April 3, 2012****MINUTES****MEMBERS PRESENT:**

Paul Decker, Commissioner
Billy Geminden, Vice Chairman
Paul Goode, Commissioner
Steve Graves, Chairman
Judy Hardin, Road Superintendent
Anthony Holt, County Executive
Tom Neal, Citizen Member

MEMBERS ABSENT:

Frank Freels, Commissioner

OTHERS PRESENT:

Leah Dennen, Law Director
Sandra Lee Hesson, Assessor of Property Adm. Assistant

CALL TO ORDER

Chairman Graves called the regular monthly meeting of the Sumner County Highway Commission to order, Tuesday, April 3, 2012 at 4:00 P.M. in Conference Room #112 at the Sumner County Administration building.

ADDITION TO AGENDA - None**APPROVAL OF MINUTES**

Motion by Road Superintendent Hardin to approve the March 2012 minutes.
Seconded by Citizen Member Neal. **Motion passed** with Goode abstaining.

PUBLIC RECOGNITION - None**REPORT OF CHAIRMAN: OLD BUSINESS** - None**REPORT OF CHAIRMAN: NEW BUSINESS** - None

SUMNER COUNTY HIGHWAY COMMISSION**04/03/12****PAGE 2****REPORT OF ROAD SUPERINTENDENT: OLD BUSINESS****A. Budget Amendments and Appropriations**

Road Superintendent Hardin requested approval for budget amendments and appropriations (see attached). There was discussion. County Executive Holt **motioned** to approve the above mentioned budget amendments and appropriations (see attached). **Seconded** by Commissioner Goode. **Motion passed** unanimously.

REPORT OF ROAD SUPERINTENDENT: NEW BUSINESS**A. 2012-13 Proposed Budget**

Road Superintendent Hardin requested approval for the 2012-13 Proposed budget (see attached). There was discussion. Commissioner Goode **motioned** to approve the 2012-13 proposed budget (see attached). **Seconded** by Commissioner Decker. **Motion passed** with Geminden opposing.

REPORT OF COUNTY EXECUTIVE**A. First Methodist Church Parking Lot**

County Executive Holt received a call from a gentleman regarding the parking lot at First Methodist Church that the Court system and Jail uses. We did have a contract for two years in which we agreed to pave it. It is not that bad, but may need to be patched, striped, and sealed.

COMMISSION BUSINESS -None**REPORT OF LAW DIRECTOR - None**

MOTION TO ADJOURN: Commissioner Goode
SECONDED BY: Citizen Member Neal
ADJOURNMENT: 4:25P.M.

MINUTES
SUMNER COUNTY INVESTMENT COMMITTEE
March 19, 2012

Members Present:

Frank Freels - Chairman	Kirk Moser	Anthony Holt	Del Phillips
Steve Graves - Vice Chairman	Bob Pospisil	Judy Hardin	

Also:

David Lawing Leah Dennen Beth Browning Marty Nelson

Chairman Freels called the Investment Committee to order in Room 112 of the Sumner Co. Administration Building, on Monday, March 19, 2012 at 5:30 p.m.

AGENDA: Motion made by Mr. Pospisil to approve the agenda, seconded by Mr. Graves; motion passed unanimously.

RECOGNITION OF PUBLIC: There was no public recognition.

APPROVAL OF THE MINUTES: Motion to approve the minutes of February 27, 2012, made by Mr. Pospisil, seconded by Mr. Graves; motion passed 6-0-1 with Mrs. Hardin abstaining. (Dr. Phillips arrived at 5:32)

REPORT OF THE COMMITTEE CHAIR: Chairman Freels had no report.

REPORT OF THE COUNTY EXECUTIVE: There was no report.

REPORT OF THE TRUSTEE: Mrs. Nelson stated the percentage of taxes collected for 2010 is 98.296% and the percentage collected for 2011 is at 94.168%.

REPORT OF THE FINANCE DIRECTOR: No report.

REPORT OF THE LAW DIRECTOR: Ms. Dennen had no report.

OLD BUSINESS: There was no old business to discuss.

NEW BUSINESS: There was no new business.

ADJOURNMENT: Being that there was no more business; Mr. Pospisil made a motion to adjourn at 5:34 pm, seconded by Mr. Graves; motion passed unanimously.

**MINUTES
LEGISLATIVE COMMITTEE**

April 9, 2012

Present:

Bob Pospisil, Chairman
Paul Decker, Vice-Chairman
Jo Skidmore
Shawn Utley
Jerry Stone
Steve Graves
Jim Vaughn
Kirk Moser

Absent: Merrol Hyde, Commission Chair

Also Present:

Joe Matthews, Commissioner
Leah Dennen, County Law Director
David Lawing, Finance Director
Bill Kemp, Clerk
Frank E. Freels
Moe Taylor

Chairman Pospisil called the Legislative Committee to order on Monday, April 9, 2012, at 6:00 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. Comm. Hyde made a motion to approve, seconded by Comm. Graves. The agenda was unanimously approved.

Approval of Minutes of March 12, 2012. Comm. Hyde made a motion, seconded by Comm. Vaughn. The minutes of February 13, 2012, were unanimously approved.

Report of County Executive. County Executive Anthony Holt was not present.

Public Comments. Several representatives of the Sumner County Fair Board spoke requesting the Committee to waive the penalty and interest on the delinquent taxes owned by the fair. They said it was critical to the continuation of the support of so many nonprofits organizations in the County. The Fair Board is a for profit company. The speakers were as follows:

- Jimmy Moore, member of the Fair Board
- Alan Parks
- Clint Parker, Director of the Agricultural Extension Service
- David Satterfield, Commissioner
- Ben Harris, Commissioner

Certificate of Recognition Chairman Pospisil introduced the following certificates of recognition:

- Christian Kissinger –student at Merrol Hyde Magnet School – postponed until May, 2012
- Hendersonville Christian Academy Basketball Team Champs
- Hendersonville Christian Academy's Basketball Most Valuable Player, Ethan Fields
- Correctional Officer Brenda Savage
- Beech High School Girls Softball Team Championship
- Beech High School Mock Trail Team

Comm. Skidmore moved, seconded by Comm. Vaughn, to group and approve the certificates of recognition. The motion carried.

Old Business.

Judicial Magistrates. Upon motion of Comm. Graves, seconded by Comm. Skidmore, the Committee voted to approve the annual judicial magistrate report.

New Business

Veteran Services monthly report was included in the packet of committee members.

FEMA Flood Maps. Upon much discussion, Comm. Stone moved, seconded by Comm. Skidmore, to approve the 2012 FEMA Flood Insurance rate maps and Floodplain resolutions.

Sumner County Fairgrounds. Committee members discussed the \$26,000.00 property tax assessment dating from 2009 for the Sumner County Fair Board. The business, which is not established as a nonprofit, had never been on the tax rolls prior to 2009. The business came before the committee to request tax relief. County Law Director Leah Dennen stated that the under special circumstances the penalty and interest could be waived but not the taxes. The interest is \$5,000.00. Sumner County Tax Assessor stated that the payments cannot be broken down in this circumstance.

County Executive Anthony Holt requested that the Committee consider helping this business within the letter of the law.

Comm. Moser stated that the Fair Board has been before the Budget Committee. Ms. Dennen stated that the State looked into it and denied tax exempt status.

Comm. Graves moved, seconded by Comm. Skidmore, to waive what is legally possible for the business.

Comm. Hyde moved to amend, seconded by Comm. Vaughn, to allow the Sumner County Fair Board to go before the Budget Committee. He further stated that next month the Fair Board would be charged with going forward with a

plan for resolving the tax issues. Comm. Moser moved to amend the amendments to request Ms. Dennen to research state law and the Budget Committee take a look at what state law will allow the County to do and work that in with what the law requires. Comm. Hyde agreed to incorporate the amendment into the amendment.

The motion and amendment were approved. Comm. Graves voted against the motion as amended.

TDOT Road. Upon motion of Comm. Moser, seconded by Comm. Vaughn, the Committee approved a mile of federal highway 31W to the Kentucky state line. The road will connect to the new 109 interchange and be paid for by the State of Kentucky.

Zoning. There was none.

Adjournment- Comm. Vaughn made a motion to adjourn, seconded by Comm. Graves. The Committee adjourned at 6:50 p.m.

Prepared by
Maria Savage

MINUTES
SUMNER COUNTY PURCHASING COMMITTEE
March 19, 2012

Members Present:

Frank Freels - Chairman	Kirk Moser	Anthony Holt	Bob Pospisil
Steve Graves - Vice Chairman	Del Phillips	Judy Hardin	

Also:

David Lawing Leah Dennen Beth Browning

Chairman Freels called the Purchasing Committee to order in Room 112 of the Sumner Co. Administration Building, on Monday, March 19, 2012 at 5:34 p.m.

AGENDA: Motion made by Mr. Pospisil to approve the agenda, seconded by Mr. Graves, motion passed unanimously.

RECOGNITION OF PUBLIC: There was no public recognition.

APPROVAL OF THE MINUTES: Motion to approve the minutes of February 27, 2012, made by Mr. Moser, seconded by Dr. Phillips, motion passed 6-1-0 with Mrs. Hardin abstaining.

REPORT OF THE COMMITTEE CHAIRMAN: Mr. Freels had no report.

REPORT OF THE COUNTY EXECUTIVE: Mr. Holt had no report.

REPORT OF THE FINANCE DIRECTOR: No report.

REPORT OF THE LAW DIRECTOR: Ms. Dennen had no report.

OLD BUSINESS: There is no old business to discuss.

NEW BUSINESS: There is no new business to discuss.

ADJOURNMENT: Being that there was no more business; Mr. Pospisil made a motion to adjourn the meeting at 5:36 pm, seconded by Dr. Phillips; motion passed unanimously.

**MINUTES
PUBLIC SERVICES COMMITTEE
SHAWN UTLEY, CHAIRMAN
APRIL 3, 2011**

Present:
Shawn Utley, Chairman
Jo Skidmore, Vice-Chairman
Mike Akins
Paige Brown Strong
Anthony Holt, County Executive
Judy Hardin, Highway Superintendent
Absent: Frank Freels

Also Present:
Leah Dennen, County Law Director
Bill Kemp, County Clerk
Moe Taylor, Commissioner
Anthony Holt, County Executive

The regular meeting of the Public Services Committee was called to order with a quorum present on Tuesday, April 3, 2012, at 5:00 p.m. in the Sumner County Administration Building in Gallatin. Chairman Utley was presiding.

Agenda. Comm. Skidmore moved, seconded by Comm. Brown Strong, to approve the agenda. The motion carried.

Minutes. Upon motion of Comm. Akins, seconded by Comm. Skidmore, the Committee voted to approve the minutes of December 6, 2011.

Public Recognition. Jim Eagan of 226 Bluegrass Drive of Hendersonville conveyed information about an alleged assault at the airport. County Law Director stated that a warrant had been taken out against David Hunter, the acting Chairman of the Sumner County Regional Airport Authority. She said the police were called to the scene.

Chairman's Report. There was no report.

County Executive. County Executive Holt had no report.

Waterline Grants. County Executive Anthony Holt stated that everything was in order. Ms. Dennen reminded the committee members that the County is handling the grant only and has no part in the construction phase of the water project.

Airport Authority Status. Ms. Dennen reported that the briefs are being filed by both sides in the Airport Authority lawsuit.

Upon motion of Comm. Akins, seconded by Comm. Skidmore, the Committee voted to approve a suspension of the rules to allow a guest to speak.

Chris Nickens of 216 Wildcat Run in Gallatin stated that his plane occupies a privately owned hanger at the Airport. He stated that Mr. Hunter pushed him down after a discussion regarding the inspection of the hanger. He was there with his mechanic who was conducting a final flight inspection. Mr. Nickens said he subsequently filed a warrant against Mr. Hunter. He is pursuing federal charges and in contact with the Federal Aviation Administration and the Department of Transportation.

Ms. Dennen explained that the membership appointments of the Airport Authority are being challenged in the courts.

Comm. Skidmore moved, and was seconded by Comm. Akins, to adjourn the Public Services Committee meeting at 5:20 p.m.

Prepared by Maria Savage