Note: These minutes are a draft and are not to be considered official until approved at the next meeting.

Iowa 911 Communications Council Meeting
Thursday, February 13th, 2020
Des Moines Parks and Rec Board Room
Des Moines, Iowa

Call to Order

The meeting was called to order by Chair Rob Rotter at 9:00 A.M. and a quorum was determined from the roll call.

Roll Call		Representative	Attendance
Iowa Association of Public Safety Communications Officers (APCO) **Secretary**		Cara Sorrells	Present
	alternate	Angie Dobyns	
Iowa Chapter of the National Emergency Number Association (NENA)		Tracey Bearden	Present
	alternate	Kirk Hundertmark	
Iowa Geographic Information Council		Lawrence Hartpence	Present
	alternate	vacant	
Iowa State Sheriffs & Deputies Association (ISSDA)		Robert Rotter	Present
	alternate	Dean Kruger	
Iowa Peace Officers Association (IPO)		George Griffith	Present
	alternate	vacant	
Iowa Professional Firefighters (IAPFF)		Mike S. Bryant	Present
	alternate	Doug Neys	
Iowa Firefighters Association (IFA)		Mark Murphy	by phone
	alternate	Tom Berger	by phone
Iowa Emergency Managers Association (IEMA)		Jeff Anderson	Present
	alternate	Mindy Benson	
Iowa Department of Public Safety (IDPS)		Robert Johannesen	by phone
	alternate	vacant	
Iowa Emergency Medical Services Association (IEMSA)		Rob Dehnert	by phone
	alternate	Paul Andorf	
Iowa Telephone Association <15,000		Jack DeAngelo	by phone
	alternate	Pat Snyder	
Iowa Telephone Association >15,000		Taylor Teepell	Absent
	alternate	Wayne Johnson	
Cellular Providers		Steve Zimmer	Absent
	alternate	Bill Tortoriello	
PCS Providers		Joe Sargent	Absent
	alternate	vacant	
Auditor of the State, Ex-Officio member		Bernardo Granwehr	Absent

Staff:
Blake DeRouchey, 911 Program Manager — Present

Guests:
Hollie Davidson, ISICSB
Doug McCasland, Warren County 911
Mike Lauer, ICN
Chris Maiers, ISICSB SWIC

Cody Brink, Zetron
Brad Button, Des Moines PD
Connie Stufflebeem, DPS
Tammy Rodriquez, ICN
Bill Burnett, Comtech
Jamey Robinson, Mahaska County EMA/911
Joel Martin, Iowa Utilities Board
Shawn Wagner, ISICSB
Brent Long, Polk County SO
Allie Bright, 911 Program Planner
Wendi Hess, Woodbury County
Greg Lathrop, Comtech

Guest present by teleconference:
Amanda Roush, Story County 911
Sarah McClure, Ames PD
Diane Sefrit, SCI
Charlene Schmitt, Winneshiek County 911
Brenda Vande Voorde, Fayette County 911
Cherese Sexe, Humboldt County 911
Kathy Herrig, Floyd County 911

Introductions

Chair Rob Rotter welcomed everyone. Board members in attendance introduced themselves.

State of Iowa Administrator Reports (Blake DeRouchey)

Program Manager Report

- Q2 Financial Reports
- Request to slightly modify and simplify future expenditure reports

Quarter 2, Fiscal Year 2020 Wireless Expenditure Report

Wireless Surcharge	$ 7,011,311.37			
Interest	$ 79,314.83			
Prepaid Card Revenue	$ 540,474.24			
Total Revenue	**$ 7,631,100.44**			
Total Surcharge	**$ 7,551,785.61**			
HSEMD Funding	$ -			
			Payment Amount	**Total Expended**
Wireless Service Providers				
Up to 10% of Surcharge Revenue		Sprint PCS		
		US Cellular		
				$ (204,066.68)
Network Costs (recurring)		Comtech (contract)	$ (453,387.92)	
		ICN (network)	$ (265,421.14)	
		Geo-Comm (NG 911-GIS)	$ (190,434.00)	
		Zetron	$ (87,553.54)	
		Text to 911	$ -	
		GIS Grants Paid	($348,000.00)	
				$ (1,344,776.80)
PSAP Funding 60% of Total Surcharge				$ (4,531,071.37)
Total Payments				**$ (6,079,914.65)**
Amount transferred to Operating Surplus				$ 1,551,185.79
Quarterly Operating Surplus Summary				
Previous Quarter Total Funds in Operating Surplus				$ 12,126,026.32
SFY 20 Operating Surplus Revenue from previous quarter			$ 1,618,582.46	
SFY 20 YTD Operating Surplus Revenue			$ 3,169,768.25	
SFY 20 Total Consolidation Grants Approved			$ -	
SFY 20 Total Consolidation Grants Paid				$ -
Travel/Public Ed/Training				$ (47,395.69)
Virtual Consolidation (Non-recurring)				$ (805,772.77)
Network Enhancements/PSAP Moves				$ (68,987.07)
National 911 Grant (Federal)				$ 234,635.59
National 911 Grant (Match)			$ (156,423.72)	
Total Funds in Operating Surplus (Current Quarter)				**$ 12,755,056.58**
Total Unobligated Funds in Operating Surplus (*minus catestrophic failure)				**$ 8,943,436.01**

Future/Ongoing Statewide NG 911 Projects

(Multi-year projects)		**Projected**	**Obligated/Encumbered**	**Expended**
12.5% Catestrophic Reserve*		$ 3,811,620.57	$ -	$ -
Network Enhancements PSAP Moves		$ 1,016,464.96	$ 947,477.89	$ 68,987.07
Statewide NG911 GIS Project		$ 8,275,000.00	$ 5,033,226.00	$ 3,241,774.00
GIS Grants		$ 1,320,000.00	$ -	$ 552,000.00
Text to 911		$ 1,587,012.87	$ 205,884.45	$ 1,381,128.42
Travel/Public Education		$ 100,000.00	$ 65,180.00	$ 48,334.24
Virtual Consolidation	Shared Services	$ 6,000,000.00	$ 3,753,914.52	$ 2,246,085.48
Virtual Consolidation	Network Migration	$ 5,000,000.00	$ 2,016,368.03	$ 2,983,631.97
Totals		**$ 27,110,098.40**	**$ 12,022,050.89**	**$ 10,521,941.18**

Q2 SFY 2020 Wireless Expenditure Report 1/28/2020

- Informational webinars held regarding Wireline Migration
    - Posted to our website
        - PSAPs
        - Carriers
        - Local ALI Database PSAPs
    - Tentative Schedule Announced
    - Informational forms from PSAPs and Telco's
    - **ALI Database training scheduled Thursday Feb 13 or Tuesday Feb 18**
        - **User Guides sent out**
        - **Recorded for those who can't attend**
    - **Participate. Engage. Ask Questions. Please.**

- Local 911 budget form and instructions updated and sent out
- Legislative annual report submitted and posted to website
- 2016-2017 Expenditure Report and audit
- Admin rule adding Sheriffs and police chiefs (HF516)
    - Adopted and Filed
- Reminder of Forms (see detailed next slides):
    - Expenditure collection form update
        - Received Chickasaw County 2017 Form and released funds
    - Service board membership update

Jeff Anderson asked if there were any issues with the bi-annual expenditure report. Blake advised no serious issues and we continue to improve. However sometimes what was reported doesn't match up with the supporting documentation. There is some under reporting or over reporting on some categories. There were no misspending of funds or funds that came out of the surcharge that shouldn't have. Chair Rotter also asked a question concerning the expenditure reports and the audit. He asked if there is a category that is most troublesome. The interaction between the general fund and the Sheriff's Office fund is hard to delineate Blake explained. Also, when it comes to proportionate expenditures, for example if the PSAP shares a facility how do you determine utilities to run that PSAP. Salaries if dispatchers are also jailers was another example given. Blake urged PSAPs to document how they arrive at their figures and to be consistent.

Expenditure Collection Form

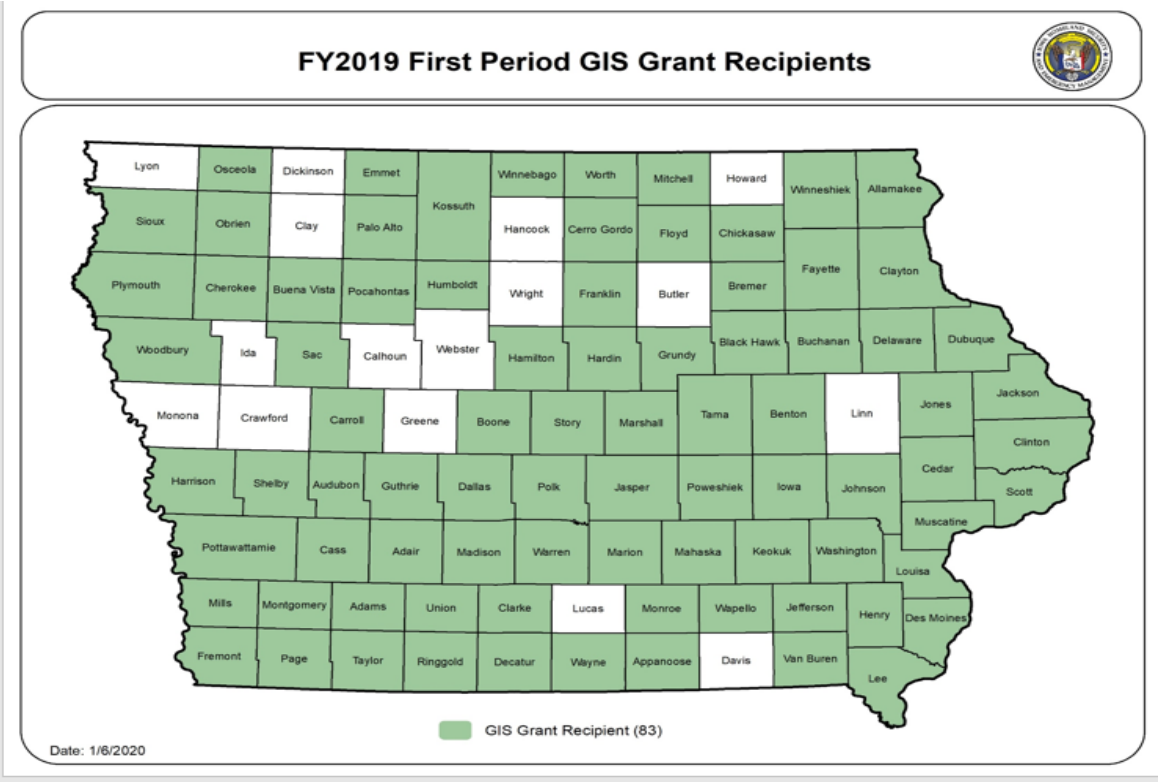
- Buchanan
- Clinton
- Dallas Co SO
- Fremont
- Henry
- Howard
- Ida
- Page
- Ringgold
- Warren

Service Board Membership Form

- Butler
- Clinton
- Decatur
- Fremont

- Henry
- Howard
- Ida
- Lee
- Ringgold
- Van Buren
- Warren

2020 GIS Information



- December:
  - 29 Counties
  - $192,000
- Total FY20:
  - 83 Counties
  - $552,000
  - FY19
    - 86 Counties
    - $570,000

Period 2: January-June

All counties remain eligible for $6,000 from Jan-Jun submissions

Benchmarks:

Upload within the period (Jul-Dec)

98% GIS

95% ALI to Road Center Line

- January:
  - 24 Counties
  - $168,000
- Total FY20:
  - $720,000

Current Travel/Public Ed/Training Fund

- **$100,000 Annually *(FY2020)***
- Expended: $51,584.24
- Approved: $37,294.50
- Still to Consider
  - NENA Spring: $5,000
  - APCO Spring: $4,500
- Remaining: $1,621.26
- Application closed for FY2020

Consolidation Updates

- Zetron/Shared Services – Cody Brink, Zetron
- Wireline – Bill Burnett, Comtech

The Power to Respond

Program Updates

- Henry Co now fully live with new CAMA/ALI circuits.
- Maquoketa live Jan 15.
- Pella Co scheduled for March 4 with new CAMA/ALI circuits.
- DESCOM (Iowa Co) signed up and scheduled.
- Cass Co signed up and scheduled.
- Hancock Co, Winnebago Co, Pella PD, Iowa Co EMD deployments completed. Shelby Co and Jones Co EMD deployments underway.
- Shelby Co and DESCOM (Iowa Co) CAD deployments underway

Deployment Timelines

Count	Location	Services	Circuit turn up	Go Live
13	Pella PD	MAX CT, EMD (PP)	2/26/2020	3/4/2020
14	Jones CO	MAX-CT, EMD (PP), MIS	3/18/2020	3/25/2020
15	Van Buren CO	MAX CT	4/1/2020	4/8/2020
16	Shelby CO	MAX CT, CAD, Mobile CAD, MIS	4/15/2020	4/22/2020
17	Cass Co	MAX CT, MIS	4/29/2020	5/6/2020
18	DESCOM	MAX CT, CAD, Mobile CAD, EMD	5/13/2020	5/20/2020
19	Humboldt CO	MAX CT	5/27/2020	6/3/2020
20	Iowa Co	MAX CT (No Map), EMD (PP), MIS	6/10/2020	6/17/2020
21	Marion CO	MAX CT, EMD (PP)	TBD	TBD

Services Key

Max CT	MAX Call Taker. Includes Logger and Map Viewer
CAD	Computer Aided Dispatch
MIS	Management Information System
EMD	Emergency Medical Dispatch
PP	PowerPhone

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Comtech ALI/Wireline Project Training and Outreach

- Approximately 1/3 of PSAP's still have not completed the one-page form requested by Comtech
  - We will not schedule your PSAP for training until your form is completed.
  - If we do not have your info, we may push you to the bottom of the cut list.
- CSP and PSAP Group Training is in progress now.
- Individual PSAP on boarding
  - PSAP Kickoff – 30-45 days prior to cut date (Timothy Shaffer)
    - Tuesday and Thursday
  - MSAG MOP Review – 3 weeks later
  - PSAP Checklist Review and Cut Over
  - Post Cut Over Follow up – 2 weeks after
- No issues expected, however, PSAP's should contact 3rd party vendors. (CPE, CAD, recording..)

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May Cut Groups

PSAP Name	Cut Group Order	PSAP Cut Order
MARSHALLTOWN PD	1	1
IOWA FALLS PD	2	2
HAMILTON CNTY SHERIFF (WEBSTER CITY PD)	3	3
DICKINSON CNTY SHERIFF	4	4
HUMBOLDT CNTY LAW ENF	5	5

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Early June Cut Groups

PSAP Name	Cut Group Order	PSAP Cut Order
IOWA CNTY SHERIFF	6	6
HARDIN CNTY SHERIFF	7	7
WRIGHT CNTY COMM CTR	7	8
FRANKLIN CNTY COMM FORMALLY HAMPTON PD	7	9
JASPER CNTY SHERIFF	8	10
MAHASKA CNTY E911 CENTER	8	11
STORY CNTY SHERIFF	8	12
BOONE CNTY SHERIFF	9	13
POWESHIEK CNTY SHERIFF	10	14
TAMA CNTY COMM CTR	11	15
FAYETTE CNTY SHERIFF	12	16
GRUNDY CNTY SHERIFF	12	17
ALLAMAKEE CNTY SHERIFF	12	18
BREMER CNTY	12	19
BUCHANAN CNTY SHERIFF	12	20

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Late June

PSAP Name	Cut Group Order	PSAP Cut Order
BLACK HAWK CONSOLIDATED COMM CTR	13	21
DECORAH PD	13	22
ALGONA PD	13	23
OELWEIN PD	13	24
WINNEBAGO CNTY SHERIFF	13	25
CLAYTON CNTY SHERIFF	13	26
BUTLER CNTY SHERIFF	14	27
HOWARD CNTY SHERIFF	14	28
CHICKASAW CNTY LAW ENF CTR	14	29
CLEAR LAKE PD	14	30
HANCOCK CNTY SHERIFF	14	31
MITCHELL CNTY COMM CTR OSAGE PD	14	32

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Early July Groups

PSAP Name	Cut Group Order	PSAP Cut Order
MARION PD	15	33
DELAWARE CNTY COMM CENTER	15	34
CASS CNTY SHERIFF	16	35
FREMONT CNTY SHERIFF	16	36
HARRISON CNTY SHERIFF	16	37
MILLS CNTY COMM CTR	16	38
CARROLL CNTY SHERIFF	17	39
POTTAWATTAMIE CNTY LAW ENF CTR	17	40
MONTGOMERY CNTY SHERIFF	17	41
PAGE CNTY (AKA CLARINDA PD)	17	42
SHELBY CNTY EMA-911	17	43
BENTON CNTY SHERIFF	18	44
CEDAR RAPIDS JOINT COM AGENCY PD	18	45
JONES CNTY SHERIFF	18	46
MUSCATINE CNTY JOINT COMM	18	47
KEOKUK CNTY SHERIFF	18	48
WASHINGTON CNTY SHERIFF	18	49

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Late July Groups

PSAP Name	Cut Group Order	PSAP Cut Order
JOHNSON CNTY JOINT EMERGENCY COMM CTR-JECC	19	50
LINN CNTY SHERIFF	19	51
CLINTON CNTY SHERIFF	20	52
DESCOM - DES MOINES CNTY COMMUNICATIONS	20	53
DUBUQUE CNTY LAW ENF CTR	20	54
LOUISA CNTY SHERIFF	20	55
HENRY CNTY SHERIFF	21	56
LEE COMM	21	57
MAQUOKETA PD	21	58
SCOTT CNTY ECC (SECC)	21	59
DECATUR CNTY SHERIFF	22	60
DES MOINES PD	22	61
MONROE CNTY	22	62
OTTUMWA PD	22	63
WARREN CNTY	22	64
VAN BUREN CNTY SHERIFF	22	65
LUCAS CNTY SHERIFF	22	66

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Early August Groups

PSAP Name	Cut Group Order	PSAP Cut Order
DAVIS CNTY	23	67
GUTHRIE CNTY SHERIFF	23	68
WAYNE CNTY SHERIFF	23	69
POLK CNTY SHERIFF	23	70
WAPELLO CNTY SHERIFF	23	71
WESTCOM WEST DES MOINES PD	23	72
JEFFERSON CNTY LAW ENF CTR	23	73
MARION CNTY SHERIFF	23	74
CLARKE CNTY SHERIFF	24	75
DALLAS CNTY SHERIFF	24	76
ADAIR CNTY SHERIFF	24	77
APPANOOSE CNTY SHERIFF	24	78
ADAMS CNTY SHERIFF	24	79
RINGGOLD CNTY SHERIFF	24	80
WEBSTER CNTY LAW ENFORCEMENT CTR	24	81
CLAY CNTY SHERIFF	25	82
IDA CNTY SHERIFF	25	83
LYON CNTY SHERIFF	25	84
PLYMOUTH CNTY SHERIFF PCSO	25	85
BUENA VISTA CNTY COMM CTR	25	86
O'BRIEN CNTY OBCO SHERIFF	26	87
OSCEOLA CNTY OSCO SHERIFF	26	88
POCAHONTAS CNTY LAW ENF CTR	26	89
WOODBURY CNTY COMM	26	90
CRAWFORD CNTY SHERIFF	26	91

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Late August Groups

PSAP Name	Cut Group Order	PSAP Cut Order
CHEROKEE CNTY SHERIFF	27	92
MONONA CNTY SHERIFF	27	93
PALO ALTO CNTY SHERIFF	27	94
SIOUX CNTY SHERIFF	27	95
SAC CNTY SHERIFF	27	96
CEDAR FALLS COMM CTR	28	97
CEDAR RAPIDS COMM CTR	28	98
JOHNSTON COMM CTR-STARC ARMORY	28	99
STORM LAKE COMM CTR	28	100
AMES PD	29	101
AUDUBON CTY 911 COMM	30	102
CALHOUN CTY SHERIFF	31	103
CEDAR CNTY SHERIFF	32	104
CERRO GORDO CNTY SHERIFF	33	105
EMMET CNTY 911	34	106
FLOYD CNTY (AKA CHARLES CITY PD)	35	107
GREENE CNTY SHERIFF	36	108
MADISON CNTY SHERIFF	37	109
PELLA PD	38	110
PERRY PD	39	111
TAYLOR CNTY SHERIFF	40	112
UNION CNTY SHERIFF	41	113
WORTH CNTY SHERIFF	42	114

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Cody Brink presented slides on Zetron's shared services program updates and deployment timelines. Bill Burnett with Comtech presented slides on their ALI/wireline project and the list of PSAP cut priorities. Amanda Roush with Story County on the phone had a question about their cut over in conjunction with Ames PD. Burnett had advised they did not want to cut alternates at the same time. Roush explained that they operate essentially on the same network and asked if they shouldn't be grouped together for a cut over. Burnett advised from Ames PD on

down the list they hadn't really established what cut group they should be in. Basically there is a question there that they don't have answered yet. So they will be reaching out to them or they should feel free to contact them directly. Then they will turn them into a cut group after that. Blake elaborated that some of those are host remote type situations or or have a parent host PSAP and they are working on determining where those wireless calls come from.

Wendi Hess from Woodbury County then asked about bordering county/agency transfers and how will they know if the wireless star codes will work if the neighboring agency has been transitioned over and they are unaware. How will they know the impact? Will there be any notification? Bill Burnett advised he would get back to the group and answer that question.

Burnett advised that more precise cut dates and more information will follow. Blake advised that Jessica Frye from GeoComm will also be here next month in reference to the ESN conversation related to this project.

Robby Johannesen advised that he was on the phone and had been for about a half an hour in reference to having a quorum. He asked for a motion to delay the Baseline Knowledge for 911 Communications Professionals update. He would like to be present for that discussion. Chair Rotter advised it was his intention to wait until next month to act upon it since they had all just been handed the information. They will just introduce the document today.

Approve the Agenda

Chair Rob Rotter asked for a motion to approve the agenda as presented. Motion by Tracey Bearden to approve the agenda. Seconded by Jeff Anderson. All ayes. Passed.

Approve the Minutes

Chair Rob Rotter asked for a motion to approve the previous meeting minutes. Motion by Jeff Anderson. Seconded by Tracey Bearden to approve the minutes of December 12th, 2019. All ayes. Passed.

Training Funds Request

None.

Technical Advisory

None.

SWIC Chris Maiers gave the following update

- RIC 4 training is Feb 27th in Council Bluffs
- RIC 3 Ida Grove on Mar 24th
- April 7th is Additional RIC 2 training in Charles City
- Working on RIC 1 likely in May
- Still offering one-on-one PSAP training.

- ISICS applications approved over the last couple of months:

    - Adams County (update) – Level 3
    - Cass County (update) – Level 2
    - Iowa Department of Corrections-Clarinda – Level 2
    - Iowa Department of Corrections-Ft. Madison – Level 4
    - City of Osceola – Level 1
    - Van Buren County 911 – Level 2
    - Monona County (update) – Level 3 (add school radios)
    - Webster County EMA – Level 4
    - Keokuk County Sheriff's Office – Level 1
    - Clay County – Level 2
    - Carroll County – Level 4 (update)
- ISICS application up for approval today:
    - Mapleton PD
- Status Board is in a test development environment. Still on pace for end of March pilot testing and full release shortly after.
- New COMT with Tom Reis… New INTD with Rick Mortenson
- New ISICSB Member with Blake DeRouchey. He's taking John Benson's spot
- Working on our TA requests that were approved by CISA/ECD.

Jim Lundsted Update

None.

34A Update

Tracey Bearden reported that she met with Blake to go over the Peer Assessment. Bearden divided it by the different standards (not met, minimum, etc....) There are a lot of references of 911 program at the state level not having the resources they need to have a strategic plan. The strategic plan is needed to meet the deliverables requested and required. Bearden proposed to the Council that they take the priorities and start with the minimum and not met criteria and look at how to align these with the strategic plan. Then the PSAPs across the state can have a guideline and a benchmark. Chair Rotter accepted that as a motion. Seconded by Jeff Anderson. All ayes. Passed.

Baseline Knowledge for 911 Communications

Jamey Robinson presented the Baseline Knowledge study document they have drafted. He advised he did not intend to go through it today but rather have them take it back and go through it. There is a lot of reference material with it. The Peer Assessment was included towards the end of the document. That came out after they had started this process. This is a recommendation and the consensus of the group. It is also not unanimous. It is for the Council to decide if they want to take the recommendations and move forward with more detail. Blake asked for an electronic copy. He also asked if anything in the study speaks to standardized training for new county 911 coordinators. Robinson advised it did not. They did talk about some

regionalized training. That did come up in the survey. They were very pleased that they received approximately 140 responses back to the survey. They tried to keep it at the baseline level.

Unfinished Business

On the agenda was further discussion and possible action on policy changes pertaining to training funds requests. The 25%/75% approach was mentioned first with the understanding that there would be no hard rules on how the 25% was raised. Robby Johannesen mentioned on the phone having a cap per student. He asked if the goal was to get more students? Or more geographical opportunities or both? Bearden agreed concerning the cap. She also supports getting these trainings statewide and not just in the bigger jurisdictions. Brenda Vande Voorde from Fayette County on the phone related that they have been hosting a regional training yearly for free by using local resources and she encouraged others to do so as well.

Bearden mentioned that after speaking with Iowa NENA President Brandon Miller-Guss there was a question if this percentage applied to APCO/NENA or ILEA. Chair Rotter expressed that it was his opinion to leave those conferences and ILEA funded in whole. Attendance is the issue and it hasn't been an issue in those venues. Rotter also expressed as far as regionalization of these training funds that thus far has been out of their hands and may be for another discussion. So far it has been reliant on who has taken the initiative and the time to apply for training funds.

Chair Rotter asked for ideas put in writing so that this could be enacted upon possibly in the next meeting or so. The Council's responsibility is to give guidance to the Program Manager. Blake asked for something easy and understandable that doesn't become an algebraic equation. Wendi Hess from Woodbury County also stated that not all training is communicated and that would help with attendance if there was method to do that. Blake said there is a calendar on the HSEMD website that could be utilized.

Lawrence Hartpence also mentioned he had done some figures based on an email the Council had received that could come down to $5 per student hour or $40 a day. Chair Rotter asked him to put that in writing and send that out to the Council.

Legislative Issues

Blake mentioned SF2243 that includes language making telecommunicators first responders. Robby Johannesen asked if this was for all telecommunicators or just new ones. Chair Rotter said he didn't think it was restricted based on the language he had seen.

New Business

None.

Travel Requests

None.

Business from the Floor / 911 Issues at the PSAPs

None.

Business from the Phone

Sarah McClure from Ames PD asked that the State 911 Program send out something about Kari's Law going into effect on the 16th. There is grandfather language. Blake advised they would.

Next meeting date will be March 12th, 2020 at 9:00 AM at the Des Moines Parks and Recreation Board Room 1551 East Martin Luther King, Jr. Parkway Des Moines.

Jeff Anderson made a motion to adjourn. Seconded by Tracey Bearden. Motion carried.

Meeting adjourned at 10:12 A.M.

Cara Sorrells, Secretary