



Oakland Transitional Grant Area (TGA)

COLLABORATIVE COMMUNITY PLANNING COUNCIL

“Serving Alameda and Contra Costa Counties”

CCPC MEETING MINUTES

Wednesday, August 31, 2016

9:00 am – 5:00 pm

California Endowment Center

1111 Broadway St., 7th Floor - Lake Merritt Room

Oakland, CA 94607

Liam Galbreth, Co-Chair

Monica Cross, Co-Chair

I. CALL TO ORDER

The meeting was called to order by Co-Chair Monica Cross, followed by a moment of silence and acknowledgement of the passing of Kelly Stemple - a recent presenter and OAA representative. Introductions of CCPC members and guests followed. Freddie Smith read the Mission Statement; the Group Norms and Values were read by Raymond Brickhouse.

MEETING ATTENDANCE

PLANNING COUNCIL MEMBERS:

Monica Cross, Co-Chair

Loren Jones

Karen Schlein (Contra Costa County)

Eric McCann

Betty Ubiles

Cynthia Carey-Grant

Phoenix Smith (OAA Grantee Rep)

Keisha Willard

Trina Walker

Raymond Brickhouse

Liam Galbreth, Co-Chair

Loris Mattox

Freddie Smith

Absent Member(s):

Staff:

Lois Bailey-Lindsey

Marjorie Katz (State OA)

Nydia Morales

Carla Wright

Council Support

Patricia Sweetwine

Kweli Gibson

Shirley Prothro

Liz Bates

Community/Guests:

Andrew McCarthy

Irma Donaldson

Roxanne Akins

Jacynthia Givens

Anita Schools

Octavio J. Vallejo

Marcelo Munoz

Robert Whirry

Cheryl Woodruff

II. AGENDA REVIEW AND APPROVAL

Co-Chair Liam Galbreth moved to amend the Agenda by removing the 11:30am item under New Business after learning the Facilitator is unavailable to attend the meeting. Raymond Brickhouse seconded the motion. The *Action: 1608-CCPC-01* was approved.

Cynthia Carey-Grant moved to approve the August 31, 2016 Meeting Agenda as amended. Eric McCann seconded the motion. The *Action: 1608-CCPC-02* was unanimously approved.

III. REVIEW AND APPROVAL OF THE MEETING MINUTES

Loren Jones moved to approve the July 27, 2016 CCPC Meeting Minutes. Keisha Willard seconded the motion. The *Action: 1608-CCPC-03* was approved with one abstention.

UNFINISHED BUSINESS (refer to the Appendix for Motions)

IV. GRANTEE REPORT/UPDATE

(Phoenix Smith, OAA Acting Director, presented brief highlights from her written report.)

- She gave a brief update and background on the City of Oakland's Fast Track Cities Initiative and the involvement of OAA. She cautioned that currently there is no vision coming out of Alameda County with regard to this international project.
- OAA has noted that there has been much transition among local agencies and their administrative staff. In some cases, this has created challenges in getting invoices and other report data on a timely basis.
- OAA has rolled out its new policies and procedures manual with regard to medical transportation vouchers. A recent meeting was held for providers to cover the process, expansions, and changes, and there are substantial transportation vouchers available for the community.

Is there a way to get a copy of the policies and procedures?

Yes. I will give the data to Sweetwine Consulting for distribution to the CCPC.

- There will be a Contractors Meeting in November for all Ryan White providers. It has been 2 years since we have had a meeting to update everyone on expectations and where we are now.
- During the November meeting timeframe, hopefully, there will also be several RFP's released. We are looking at Mental Health, Psychosocial Support Services, and the Administrative Support Contract for the CCPC.
- There are also 3 more RFP's planned for release by the Spring of 2017. These will include Substance Abuse, Transportation, and another one. OAA has reviewed all of our service categories and found that Mental Health and Psychosocial Support have not been RFP'd for many years. These RFP's will be written to reflect most current trends, new strategies, etc.

How much input will the CCPC have in the RFP for our Administrative Support Contract?

According to HRSA guidelines, this will be done independent of any direct input from the CCPC. This year Healthcare Services Administration will do the RFP. The timeline is around November 1st to release the new RFP. In the past, OAA has always been primarily responsible for this activity. Phoenix asked for suggestions on places to promote the information and place ads.

- The Linkage Team will hold its next meeting on September 8th. San Francisco County will present on their Rapid ART program.

- As of July 1, 2016 ADAP has had some changes in their program, in that they have adjusted the poverty income levels to eliminate the co-pay requirement for clients who qualify.

V. REPORTS: STANDING COMMITTEE CO-CHAIRS AND MANDATED CATEGORY REPRESENTATIVES (*Action Items Only*)

PLWHA - Loren Jones announced the upcoming educational luncheon series topics for the months of September, October, and November. She also explained plans for more proactive recruitment strategies to increase membership.

MEMBERSHIP - Betty Ubiles acknowledged the work of both OAA and the Administrative Support Team in assisting the Committee with its recruitment goals and objectives. She also announced that a former Committee member had been approved for reinstatement.

QUALITY DATA - (*No Action Items*) Monica Cross noted however, that there was a detailed discussion about the reallocation of funds - Why so many requests?

(Phoenix Smith offered clarification about the differences between reallocation requests and carryover funds - which seemed to be the basis of some confusion.)

Loren Jones was announced as the new Committee Co-Chair.

CONTRA COSTA - Karen Schlein reported that they are near the end of the process of filling the two key management positions in her office - including the new County representative to sit on the CCPC panel. Contra Costa Health Plan has reinstated its preventive services for undocumented and uninsured individuals resulting in increases in numbers of persons being seen. EIS has been added to Ryan White funded services being provided in the County. Clients who participate in the Contra Costa Health Plan are now eligible to receive medical transportation vouchers to access other Countywide clinical providers. Contra Costa has begun to look into Rapid ART as a potential service provision at the Health Dept. level. There is no timeline yet, but the process and protocols are being explored. RFP's for Medical Case Management and Behavioral Health are planned for October or November of next year.

STATE OFFICE OF AIDS

(No Action Items - written report included in meeting packets)

VI. PUBLIC COMMENT UPDATE - (*No Public Comments*)

(Co-Chair Liam Galbreth recounted discussions and the request for feedback process following a specific request from the Home Health Care provider. There will be more information provided at the next CCPC meeting.)

VII. QUALITY DATA & SERVICE COMMITTEE REPORT ON PRIORITY-SETTING & RESOURCE ALLOCATION EVALUATION RESULTS

Co-Chair Monica Cross read the results as provided to her via an email report:

Ø There were 15 responses - indicating a very good rating.

Ø There were 13 Committee members present - with all completing the evaluation; minus 2 members who left early.

Ø There were 14 public members/visitors present - with 6 not completing the survey.

The overall consensus was that the results were positive. CCPC members were encouraged to continue the work they are doing. Co-Chair Cross will distribute the email

document. Betty Ubiles acknowledged the positive contributions/work of previous CCPC members and others.

[There was a question about the State/OA report's reference to the California HIV Surveillance, Prevention & Care Plan. Phoenix Smith provided a response for clarity.]

NEW BUSINESS (refer to the Appendix for Motion details)

VIII. CONTRA COSTA COUNTY REQUEST TO REALLOCATE FUNDS (*Roll Call VOTE*)

Karen Schlein briefly explained the reason for the request and explained the minimal amount (\$1,447.75) being requested as the total funds for reallocation. The request is to move funds from the Substance Abuse category to Mental Health.

(Public Comment/Dr. Octavio Vallejo:) I really encourage you to implement rapid response (ART) based on the funding and the technology currently available in Alameda County. This new initiative will be invaluable in securing decreases in viral loads. And also, it is important to include the voice of the public in this process.

[Phoenix Smith responded.]

[Loren Jones responded.]

After the call for the question, the motion as moved by Karen Schlein and seconded by Eric McCann was voted on by *Roll Call VOTE*. The *Action: 1608-CCPC-04* was approved. Yes = 8; Conflict = 1; Abstain = 1.

IX. CONTRA COSTA COUNTY PRIORITY SETTING & RESOURCE ALLOCATION PRESENTATION & VOTE

Karen Schlein referred CCPC members to handout materials in their packets. She explained the allocations process implemented in Contra Costa County for FY2017-2018 and recounted the results of the most recent client needs assessment and other current data collection findings leading to the final recommendations. Irma Donaldson of NHNR was introduced as a Ryan White community based services provider, who assisted the County in the process.

- Recommend all flat funding - keeping the same percentages as FY2015-2016
- Medical Case Management at 78%
- Mental Health & Substance Abuse at 1%
- Medical Nutrition Therapy at 3%
- EIS at 2%
- Medical Transportation at 4%
- Food Services (no home delivery) at same funding level as last year
- Legal Services at 2%
- Health Education/Risk Reduction at 2%
- MAI funds to continue at 100% devoted to Ambulatory Care
- HOPWA funds to continue at 100% dedicated to Housing

We will be looking into a one-page document to be used during the 6-month recertification process. Consumers are being encouraged to participate in the monthly Quality Improvement calls with providers who work at the County level.

The clients that were not eligible for ACA - who were those clients?

Generally, they are the undocumented.

What is the average wait time?

I don't know - exactly - with regard to a number for Contra Costa Health Services.

Generally, appointments are scheduled within a month. However, in the case of new positives, all providers (except one) will see clients within one week.

Based on the problems noted with Case Managers - what was stated?

Based on the survey results of 66 individuals, 40 something responded that "Their Case Manager didn't call them back quickly." Or, "Their Case manager didn't help them with a specific service need." This is something that requires more research and it's on our radar.

Its noted that 52% were MSM, of the remaining people, how many were women?

I will need to get back with you on an exact figure.

Do you have numbers for the Transgender population?

Yes...that's 2% of the clients we serve - not the County overall. (See page 34 for gender breakdown)

What process does Contra Costa use to evaluate contingency planning?

I'm not sure I can answer that.

Next time, can the slide breakout the Transgender population between MTF and FTM?

Sure.

Loren Jones seconded the motion on the floor to approve the Contra Costa County Priority Setting for Ryan White Part A CORE Services. The *Action: 1608-CCPC-05* was approved with two abstentions.

Loren Jones seconded the motion on the floor to approve the Contra Costa County Priority Setting for Ryan White Part A Support Services. The *Action: 1608-CCPC-06* was approved with two abstentions.

Freddie Smith seconded the motion on the floor to approve the Contra Costa County Allocations request for FY2017-2018 Ryan White Part A CORE Services. There was no discussion or Public Comments in the matter. The *Action: 1608-CCPC-07* was approved by Roll Call VOTE.

Freddie Smith seconded the motion on the floor to approve the Contra Costa County Allocations request for FY2017-2018 Ryan White Part A Support Services. There was no discussion or Public Comments in the matter. The *Action: 1608-CCPC-08* was approved by Roll Call VOTE; unanimously.

Freddie Smith seconded the motion on the floor to approve the Contra Costa County MAI Allocations request for FY2017-2018 Ryan White funding. There was no discussion or Public Comments in the matter. The *Action: 1608-CCPC-09* was approved by Roll Call VOTE; unanimously.

X. CONTENT ANALYSIS OF PUBLIC COMMENTS - JANUARY-JULY 2016

Patricia Sweetwine, Administrative Support CEO, covered the written report data in member packets. She indicated that there is \$1500 in the CCPC budget that could

(potentially) be used to assist with council outreach activities; to increase community participation and council membership.

[There was a general discussion about concerns and suggestions regarding the low turnout and minimal community participation at CCPC meetings.]

[The meeting adjourned for Lunch.]

XI. HOPWA REPORT

Trina Walker began her presentation with an explanation of the (condensed version) Annual CAPER Report - the annual performance and evaluation of the HOPWA program. She explained various components included in the report, covering the 3-year HOPWA grant award period.

How does this report compare to previous years'?

I can't really speak to that, because this is my first year. However, we had lots of TA from HOPWA to help get us on track. This report is the trend-setting report model.

It seems that there is more homelessness than what the data represents in this report.

Although I would agree, the HOPWA program only has stewardship of over 197 units. When we receive our award, we take about two-thirds and allocate that to HOPWA for development and one-third for services. We tend to put more into development to assure that we are creating more HOPWA units. Unfortunately, construction projects can take multiple years to complete.

Can you break these numbers down by demographic information?

I do have demographic information...I can provide the whole HOPWA report which has the detailed breakdowns. I will forward the information to Ms. Sweetwine.

From your expertise in working to compile this report, do you have recommendations for us about how we can best leverage Ryan White dollars for a more positive impact (on housing)?

If you will note Page 20 of the report, it indicates that every person that went into EOC received case management. For me, I would like to see more collaboration among case management and utilize their expertise more.

XII. INTEGRATED HIV CARE & PREVENTION PLAN - 2017-2021 & VOTE

Cynthia Carey-Grant and Loris Mattox co-facilitated the presentation with Robert Whirry by explaining updates on the progress of the objectives and strategies during Working Group meetings and activities. CCPC members were provided with written material to support the findings.

Was there any discussion around integrating technology (like an app) into the process?

We did discuss it. And we could easily expand the strategy to include it.

The objective #1.3 was discussed briefly, in terms of increasing the total number of persons on PrEP to 100% - which is doubling the 25% listed.

Under objective #1.4 wording will be changed to reflect adapting advanced testing approaches in community settings.

Robert, we previously discussed the need for a Vision Statement (prior to your arrival). Can this be included as a strategy?

We looked at the various statements and we liked the National HIV Strategy better - for its simplicity. So, we can do something like that...we just didn't want to impose it here.

Who was at the table when this was developed? Was there input from other agencies on what they were doing?

The roster of the work group included at least 7 CCPC members. There was a lot of input from other groups, consumers, and agencies - we did 10 input groups (8 in Alameda and 2 in Contra Costa) to gather information.

Robert noted that (per Dr. Sophy Wong) there are plans underway to begin implementation of a Rapid Model in Alameda County - in HIV access clinic sites. Under objective #2.2.6 the wording will be changed to reflect "...to improve HIV retention..." (as opposed to "care linkage").

Objective #2.3 will be changed to reflect "an increase in the number of clients stably housed to at least 90%."

Robert asked Phoenix to give a brief background explanation about how the objectives were identified around Goal #3.

There was a discussion about the inclusion of safer sexual practices/activities among persons who are age 50 and over.

Freddie Smith motioned to approve the revised plan, covering the goals and objectives for the Oakland TGA 2017-2021 Integrated HIV Prevention & Care Plan. Loren Jones seconded the motion. The *Action: 1608-CCPC-10* was approved.

XIII. CORE & SUPPORT & MAI PRIORITY-SETTING RANKING & VOTE

Dr. Akilah Cadet led the CCPC members through the discussion and voting process.

Patricia Sweetwine provided a brief overview of the documents to be used. It was noted that there was some confusion between the numbers attributed to ranking and percentages.

Cynthia Carey-Grant motioned to approve the (Individual) Priority-Setting Rankings for Part A CORE Services. Raymond Brickhouse seconded the motion. The *Action: 1608-CCPC-11* was approved; with 2 = No and 3 = Abstentions.

There was a suggestion that, moving forward, there is some TA/refresher training support scheduled for the CCPC members just prior to the ranking process. Hopefully, this will eliminate some of the ongoing confusion around the current annual process.

Freddie Smith motioned to approve the recommended (Individual) Priority-Setting Rankings for Part A Support Services. Monica Cross seconded the motion. The *Action: 1608-CCPC-12* was approved; with 2 = No and 1 = Abstention.

XIV. DISCUSSION & VOTE ON ALLOCATION PERCENTAGES TO APPROVE CORE, SUPPORT & MAI SERVICES

There was discussion around concerns and comments expressed about the documentation (need to list all or only appropriate service categories), this being the final year for MAI services, etc.

Cynthia Carey-Grant motioned to approve the (Individual) Priority-Setting Rankings for MAI CORE Services. Freddie Smith seconded the motion. The *Action: 1608-CCPC-13* was approved; with 3 = No.

Raymond Brickhouse motioned to approve the (Individual) Priority-Setting Rankings for MAI Support Services. Freddie Smith seconded the motion. The *Action: 1608-CCPC-14* was approved; with 2 = No.

Phoenix Smith facilitated the presentation on the FY2017 Part A Allocations - per recommendations by the Grantee/OAA. She explained the background of the Waiver request in 2015 and the subsequent HRSA approval.

How long is the Waiver effective?

I believe it's for a year. But I will check to confirm that and if we have to renew it.

Are there changes that you would make to the recommendations here?

Yes...I would move up Ambulatory/Outpatient Care to either 2 or 3. So, under CORE services, I would perhaps do Medical Case Management, Outpatient/Ambulatory Care, Early Intervention Services, Mental Health Services, Home/Community-based Health Services, Oral Health Care, and Substance Abuse. The numbers are wrong here, but under Support Services I would suggest Food Bank, Psychosocial, Legal, Medical Transportation and Housing (which were tie at #4). [She went on to explain her justifications for these category rankings.] It is left up to the Council, at this point, to decide whether they want to follow the 71/29% formula that has been approved, or you can do something else.

[Various CCPC members shared comments, opinions, and questions about the topic.]

If we wanted to expand and fund Non-Medical Case Management, would it require an entire RFP process?

I would say that I'm not exactly sure. I need to look into this and get back with an appropriate response.

Can there just be a contract amendment, rather than a new RFP?

I'm not sure. I need to check for clarification on this also.

Dr. Cadet called for a time check and returned to the Allocations recommendations discussion.

Phoenix restated the OAA recommendations, including that, the MAI should be extended for another year, allowing for more input. The OAA recommendations for MAI service categories are:

CORE

1. EIS @ 17%
2. Medical Case Management @ 14.93%
3. Mental Health @ 12.75%
Substance Abuse @ 12.75%
4. Outpatient/Ambulatory Care @ 17.57%

Support

1. Non-Medical Case Management
2. Psychosocial Support
3. Treatment Adherence Counseling
4. Legal Services
5. Medical Transportation
6. Housing
7. Substance Abuse

Freddie Smith moved to approve the OAA recommendations for MAI percentages for Support Services for FY2017. Monica Cross seconded the motion. The *Action: 1608-CCPC-15* was approved by Roll Call VOTE.

Cynthia Carey-Grant moved to approve the OAA recommendations for MAI percentages for CORE Services for FY2017. Betty Ubiles seconded the motion. The *Action: 1608-CCPC-16* was approved by Roll Call VOTE.

Freddie Smith moved to change the percentage split to 70/30 based on the recent approval of the Waiver - taking 5% from CORE and moving it to Support Services. Monica Cross seconded the motion. The *Action: 1608-CCPC-17* was unanimously approved.

[Co-Chair Galbreth opened the discussion for clarity, CCPC members to make comments and offer additional suggestions, etc.]

Cynthia Carey-Grant motioned to authorize the Executive Committee (per approval of the CCPC membership) to review and approve the final OAA recommendations for percentages, regarding FY2017-2018. The final decision shall be consistent with percentages and data presented at the August 31, 2016 CCPC meeting. Freddie Smith seconded the motion. The *Action: 1608-CCPC-18* was approved unanimously.

XV. PUBLIC/COMMUNITY COMMENTS

(No Comments)

XVI. ADJOURN

Raymond Brickhouse moved to adjourn the meeting. The motion was seconded by Betty Ubiles. The *Action: 1608-CCPC-19* was approved.

MOTION APPENDIX

- **1608-CCPC-01: Motion Adopted**
Co-Chair Liam Galbreth moved to amend the August 31, 2016 meeting Agenda. The Patient Satisfaction Report at 11:30am was removed (after learning the facilitator would not be able to attend the meeting). Raymond Brickhouse seconded the motion.
- **1608-CCPC-02: Motion Adopted**

Cynthia Carey-Grant moved to approve the amended August 13, 2016 Meeting Agenda. Eric McCann seconded the motion.

- **1608-CCPC-03: Motion Adopted**

Loren Jones moved to approve the July 27, 2016 CCPC Meeting Minutes. Keisha Willard seconded the motion.

- **1608-CCPC-04: Motion Adopted (Roll Call VOTE)**

Karen Schlein motioned to approve Contra Costa County's request to move and reallocate a total of \$1,447.75 in funds from Substance Abuse to Mental Health.

Cynthia Carey-Grant - Yes	Phoenix Smith, Grantee - Yes
Eric McCann - Yes	Liam Galbreth, Co-Chair - Conflict
Loris Mattox - Yes	Raymond Brickhouse - Abstain
Loren Jones - Yes	Keisha Willard - Yes
Freddie Smith - Yes	

- **1608-CCPC-05: Motion Adopted**

Karen Schlein motioned to approve Contra Costa County's Priority-Setting for Ryan White Part A CORE Services. Loren Jones seconded the motion. 2=Abstentions.

- **1608-CCPC-06: Motion Adopted**

Karen Schlein motioned to approve Contra Costa County's Priority-Setting for Ryan White Part A Support Services. Loren Jones seconded the motion. 2=Abstentions.

- **1608-CCPC-07: Motion Adopted (Roll Call VOTE)**

Karen Schlein motioned to approve Contra Costa County's allocation request for FY2017-2018 Ryan White Part A CORE Services. Freddie Smith seconded the motion.

Cynthia Carey-Grant - Yes	Freddie Smith - Yes
Eric McCann - Yes	Loren Jones - Yes
Phoenix Smith, Grantee - Yes	Monica Cross, Co-Chair - Yes
Loris Mattox - Yes	Betty Ubiles - Yes
Keisha Willard - Yes	Raymond Brickhouse - Abstain

- **1608-CCPC-08: Motion Adopted (Roll Call VOTE)**

Karen Schlein motioned to approve Contra Costa County's allocation request for FY2017- 2018 Ryan White Part A Support Services. Freddie Smith seconded the motion.

Cynthia Carey-Grant - Yes	Eric McCann - Yes
Loren Jones - Yes	Freddie Smith - Yes
Phoenix Smith, Grantee - Yes	Monica Cross, Co-Chair - Yes
Betty Ubiles - Yes	Loris Mattox - Yes
Keisha Willard - Yes	Raymond Brickhouse - Yes

- **1608-CCPC-09: Motion Adopted**

Karen Schlein motioned to approve Contra Costa County's MAI allocations request for FY2017-2018 Ryan White funding. Freddie Smith seconded the motion.

- **1608-CCPC-10: Motion Adopted**

Freddie Smith motioned to approve the revised plan, covering the goals and objectives for the Oakland TGA 2017-2021 Integrated HIV Prevention & Care Plan. Loren Jones seconded the motion.

- **1608-CCPC-11: Motion Adopted**

Cynthia Carey-Grant motioned to approve the (Individual) Priority-Setting Rankings for Part A CORE Services. Raymond Brickhouse seconded the motion. 2=No; 3=Abstentions.

- **1608-CCPC-12: Motion Adopted**

Freddie Smith motioned to approve the recommended (Individual) Priority-Setting Rankings for Part A Support Services. Co-Chair Monica Cross seconded the motion. 2=No and 1=Abstention.

- **1608-CCPC-13: Motion Adopted**

Cynthia Carey-Grant motioned to approve the (Individual) Priority-Setting Rankings for MAI CORE Services. Freddie Smith seconded the motion. 3=No.

- **1608-CCPC-14: Motion Adopted**

Raymond Brickhouse motioned to approve the (Individual) Priority-Setting Rankings for MAI Support Services. Freddie Smith seconded the motion. 2=No.

- **1608-CCPC-15: Motion Adopted (Roll Call VOTE)**

Freddie Smith moved to approve the OAA recommendations for MAI percentages for Support Services for FY2017. Co-Chair Monica Cross seconded the motion.

Cynthia Carey-Grant - Yes

Eric McCann - Yes

Loren Jones - Yes

Freddie Smith - Yes

Phoenix Smith, Grantee - Yes

Monica Cross, Co-Chair - Yes

Betty Ubiles - Yes

Raymond Brickhouse - Yes

- **1608-CCPC-16: Motion Adopted (Roll Call VOTE)**

Cynthia Carey-Grant moved to approve the OAA recommendations for MAI percentages for CORE Services for FY2017. Betty Ubiles seconded the motion.

Cynthia Carey-Grant - Yes

Eric McCann - Yes

Loren Jones - Yes

Freddie Smith - Yes

Phoenix Smith, Grantee - Yes

Monica Cross, Co-Chair - Yes

Betty Ubiles - Yes

Raymond Brickhouse - Conflict

- **1608-CCPC-17: Motion Adopted**

Freddie Smith moved to change the (HRSA) percentage split to 70/30 based on the recent approval of the Waiver - taking 5% from CORE and moving it to Support Services. Monica Cross seconded the motion.

- **1608-CCPC-18: Motion Adopted**

Cynthia Carey-Grant motioned to authorize the Executive Committee to review and approve the final OAA recommendations for percentages regarding FY2017-2018. The final decision shall be consistent with percentages and data presented at the August 31, 2016 CCPC meeting. Freddie Smith seconded the motion.

- **1608-CCPC-19: Motion Adopted**

Raymond Brickhouse moved to adjourn the meeting. Betty Ubiles seconded the motion.