

Information Technology Committee

November 15, 2012

Third Floor Jury Room

Call Meeting to Order:

Hansen called the meeting to order at 9 A.M.

Members Present: Thiede, Bizer; Poehnelt; Hansen; Ewan.

Members Absent: None.

Other Attendees: Melissa Seavers, IT; Jen Strama, IT; Marie Koerner, HR

Approve Minutes:

- Thiede moved to approve the minutes of the October 4, 2012 meeting with the addition of "budget" after 2013 in the beginning of the budget notes; Seconded by Ewan. All Ayes. Motion Carried.

Approve Agenda:

- Thiede moved to approve the agenda with 7 items; Poehnelt seconded. All Ayes. Motion Carried.

IT Policies Changes:

- Marie spoke about making the IT Policy an addendum to the Employee Handbook. Changes were made to simplify wording and duplicate statements were removed. Hansen made a motion to accept the changes made to the IT Policy; Seconded by Thiede. All Ayes. Motion Carried.

Chapter 3 Changes:

- Changes will be made to Chapter 3 of the County Code regarding the amount of hours that is specified under the Programmer/Analyst and PC Support Specialist positions. It will now state that the positions work a 35 hour work week instead of 40 hours. Hansen made a motion to send the updated job descriptions to the Personnel Committee; Seconded by Thiede. All Ayes. Motion Carried.

IT Update:

- Leon and Melissa will both be out of the office the week of November 19. Melissa will be available if needed.
- The new mailbox policy has been implemented and users have adjusted accordingly.
- We are still waiting on the installation of the new Internet line with TDS. It was reported the project is in the engineering status. The current Internet has been slow at times but has remained stable. The Internet that will be provided by TDS will be 10x faster than our current speed.

Next Committee Meeting:

- The next meeting of the Taylor County Information Technology Committee has been scheduled for Friday, February 22 at 10 A.M.

Adjournment:

- With no further business, Ewan made a motion to adjourn. Poehnelt seconded. All Ayes. The meeting was adjourned at 9:28 A.M.
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Information Technology Committee

October 4, 2012

Sheriff's Department Training Room

Call Meeting to Order:

- Chair Bizer called the meeting to order at 9 A.M.

Members Present: Thiede, Bizer; Poehnelt; Hansen; Ewan.

Members Absent: None.

Other Attendees: Melissa Seavers, IT; Jen Strama, IT;

Approve Minutes:

- Ewan moved to approve the minutes of the August 30, 2012 meeting; Seconded by Hansen. All Ayes. Motion Carried.

Approve Agenda:

- Hansen moved to approve the agenda with 7 items; Poehnelt seconded. All Ayes. Motion Carried.

2013 Budget:

- The 2013 budget was approved with paid internet included. There was internet downtime a couple of days last week. DB Wireless feels confident they have now found the issue, but are still unable to increase our bandwidth. Melissa has been in contact with TDS regarding their internet services. Charter has been able to provide a plan that will fit well with the County's network and needed bandwidth. The Internet pipe would be integrated first. Human Services will then receive a hard wired network connection. This will exhaust the amount of money Finance had approved for the paid internet project. This means COA and Highway will still remain a wireless connection. Hansen made a motion to go with TDS internet services; Seconded by Ewan. All Ayes. Motion Carried.

Communications Upgrade:

- The Spillman Server is installed and Melissa was shown the client install process. There are test databases out there and trainings begin in mid-October.

Mailbox Policies:

- Network users have until the end of October to get their Outlook mailboxes cleaned up before the new mailbox policy is implemented. There haven't been many calls regarding the policy. A reminder email will be sent to all users one week before the policy goes into effect.

IT Update:

- Jennifer is back from Family Medical Leave.

Next Committee Meeting:

- The next meeting of the Taylor County Information Technology Committee has been scheduled for Thursday, November 15 at 9 A.M.

Adjournment

- With no further business, Hansen made a motion to adjourn. Thiede seconded. All Ayes. The meeting was adjourned at 9:20 A.M.
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Information Technology Committee

August 30, 2012

Sheriff's Department Training Room

Call Meeting to Order:

- Chair Bizer called the meeting to order at 9 A.M.

Members Present: Thiede, Bizer; Poehnelt; Hansen; Ewan.

Members Absent: None.

Other Attendees: Melissa Seavers, IT; John Fales, City of Medford; Kevin Doberstein, City of Medford;

Approve Minutes:

- Ewan moved to approve the minutes of the July 26, 2012 meeting; Seconded by Hansen. All Ayes. Motion Carried.

Approve Agenda:

- Hansen moved to approve the agenda with eight items; Thiede seconded. All Ayes. Motion Carried.

City of Medford IT:

- Seavers initiated a discussion on the possibility of connecting the City to the County via a Metro Ethernet line. The city would absorb the cost of this line. Both locations would benefit from this in terms of off-site storage. It would also allow Seavers and Strama to offer quicker support without having to physically run down to the city building for small issue. Both the city and county were in agreement with this idea. Hansen made a motion to accept connecting the two locations and the city absorbing the cost of that connection. Thiede seconded. All Ayes. Motion Carried.

Communication Upgrade:

- **Spillman** – Seavers gave a quick update that training for the new CAD system is set to begin mid-October. Hardware is expected to arrive mid-September.
- **Fingerprinting** – Along with the new CAD system, the Sheriff has made the decision to switch from the current Crossmatch system to ID Networks for fingerprinting. ID Networks integrates with Spillman and several other counties are using this very system.

- **Video Manager** – The Medford PD and TASO will share the cost of upgrading the squad video software to the new VuVault Server software provided by Digital Ally. Each department will kick in \$395 for this upgrade.

Mailbox Policies:

- The committee made a decision to implement a mailbox policy to keep the Exchange database within reasonable limits. Mirroring some of Mid Wisconsin Bank's policy, Thiede made a motion that the following be added to the IT Policy for Taylor County:

Email Retention / Mailbox Size

Given the importance of email in daily communications, storage limits are crucial. Improper management of these limits can lead to additional storage costs and slow down the overall performance of the servers and network. In an effort to effectively manage our email system at Taylor County, the following policies are set in Exchange:

- 1. Sent Items Folder: Items older than 30 days will be automatically deleted from this folder and moved to the Deleted Items Folder.**
- 2. Deleted Items Folder: Items older than 14 days will be automatically deleted from this folder.**
 - a. Once these items are permanently removed from Outlook, they will be retrievable in emergency situations for approximately 30 days.**
 - b. Any items in your Inbox or other created folders will remain intact. However, please keep in mind that all folders count toward your total storage limit.**
- 3. There will be two storage groups for total mailbox size. Level 1 users will have a maximum mailbox size of 200MB. Level 2 users will have a maximum mailbox size of 400MB. It is important to stay within your storage limits. Once you reach the maximum, you will be able to receive email in but unable to send anything until you clean up your folders.**

Email is not meant to be a long-term storage space. Items needed for a long period of time should be printed or saved to your network drive – H.

Poenelt seconded the motion to implement this into the IT Policy. All Ayes. Motion Carried.

2013 Budget:

- Hansen made a motion to accept the \$126,870 IT Operations Budget for next year. Ewan seconded. All Ayes. Carried.
- This budget will include the funds to switch the county's internet service to a provider that is able to offer more bandwidth. The needs of the county have dramatically changed over the last few years. More and more departments are relying solely on the internet to do their job. The state is implementing most of their applications online. This requires us to have more bandwidth available for our users, as well as a more solid connection.

- Currently, the PC Support position is at 28 hours. The other 12 hours is spent up at the Senior Center in Medford. The meal site has recently closed on Tuesdays freeing the Support Specialist for an additional three hours. Seavers asked the committee their thoughts on increasing the Support Specialist job to 31 hours. Ewan made a motion that the job remains at 28 hours at this point in time. Thiede seconded the motion. All Ayes. Carried.

IT Update:

- Human Services is still experiencing issues with their state sessions. Seavers has been in touch with La Crosse County. Both are still having similar issues.
- A quote of \$5,283.38 was given for an ample server room UPS. Maintenance stated all tests have been running flawlessly since the circuit board was replaced. We will monitor this for an additional period of time.

Next Committee Meeting:

- The next meeting of the Taylor County Information Technology Committee has been scheduled for Thursday, October 4 at 9 A.M.

Adjournment:

- With no further business, Ewan made a motion to adjourn. Thiede seconded. All Ayes. The meeting was adjourned at 11:15 A.M.

Information Technology Committee

July 26, 2012

Sheriff's Department Training Room

Call Meeting to Order:

- Chair Bizer called the meeting to order at 10 A.M.

Members Present: Thiede, Bizer; Poehnelt; Hansen; Ewan.

Members Absent: None.

Other Attendees: Melissa Seavers, IT;

Approve Minutes:

- Hansen moved to approve the minutes of the June 14, 2012 meeting; Seconded by Ewan. All Ayes. Motion Carried.

Approve Agenda:

- Thiede moved to approve the agenda with eight items; Poehnelt seconded. All Ayes. Motion Carried.

Communication Upgrade:

- **Managed IP** – The employee lounge phone on the Ground Floor was eliminated during the phone upgrade due to reports of very little use. Since that time, it has been asked whether a phone will possibly be put back in there. The committee felt it was not worth

the money to have a phone in that room. Ewan made a motion that the Employee Lounge not be equipped with a phone. Hansen seconded. All Ayes. Motion Carried.

- **IP Cameras** – Another part of the Communications Upgrade has been completed. The IP Cameras are installed and fully functional. There have been a few minor issues but Complete Control has been working to get those taken care of. The picture quality is far better than what the previous cameras could offer.
- **Spillman** – Seavers reported that the first onsite meeting with Spillman was recently held. IT will be trained on the hardware and Unix OS. Two members of TASO staff will be system administrators for the actual software configuration. This is the recommendation of Spillman. The tentative training schedule is set to begin in October with a projected Go-Live date of February 4, 2013.

City of Medford IT:

- Seavers reported the city was affected by the last major storm that passed through Medford. As a result, some equipment was lost as well their internet connection. Strama and Seavers put in approximately 14 hours to get things replaced. Seavers also reported finding more things that do not follow “best practices”. The city will be invited to the next meeting for further discussion and possible options.

Mailbox Policies:

- An email retention is being worked on. This will be discussed more in the near future.

HyperCache Server:

- The SNAP servers for ROD are coming due for replacement. Seavers feels now is the perfect time as one of the servers just had its fourth drive failure in the last two years. Quotes are being submitted and Marvel Lemke will make a final decision on replacements very soon.

IT Update:

- The first budget discussion for 2013 will be held July 26. Seavers has reported they will be looking for a 0% increase in operations.

Next Committee Meeting:

- The next meeting of the Taylor County Information Technology Committee has been scheduled for Thursday, August 30 at 9 A.M.

Adjournment:

- With no further business, Hansen made a motion to adjourn. Thiede seconded. All Ayes. The meeting was adjourned at 11:13 A.M.

Information Technology Committee

June 14, 2012

Sheriff's Department Training Room

Call Meeting to Order:

- Chair Bizer called the meeting to order at 10 A.M.

Members Present: Thiede, Bizer; Poehnelt; Hansen; Ewan.

Members Absent: None.

Other Attendees: Melissa Seavers, IT;

Approve Minutes:

- Thiede moved to approve the minutes of the March 22, 2012 meeting; Seconded by Ewan. All Ayes. Motion Carried.

Approve Agenda:

- Thiede moved to approve the agenda with eight items; Poehnelt seconded. All Ayes. Motion Carried.

Communication Upgrade:

- **Managed IP** – Seavers reported that the Courthouse is fully up and running on the ManagedIP phone system. There is now three digit dialing between all departments in the Courthouse and between the Courthouse and Human Services building. Seavers and Strama had only one week of working out individual department issues and are very happy with the cooperation of everyone during the implementation.
- **Courtesy Phone** – Seavers brought it to the committee's attention that there was no longer a courtesy phone on the 1st floor due to someone breaking the one that was there. She had TDS check on the usage of this phone and was not surprised to hear that it was seldom used. Maintenance was currently paying the monthly fee for this phone and Jeff Ludwig did not feel it was worth the money to replace the broken phone. Seavers asked the committee what their thoughts were. After a brief discussion, Ewan made a motion that this phone not be replaced. Poehnelt seconded this motion. All Ayes. Carried.
- **TDS Prepaid Cards** – In the previous meeting, the committee had told Seavers to think about what the (4) \$500 prepaid gift cards could be used for in the IT Department. These cards were part of the promotion for moving to the ManagedIP system. Seavers requested these be used to upgrade the RAM in both ESX servers. She felt this would benefit all network users. Thiede made a motion to accept this request and upgrade the RAM. Poehnelt seconded. All Ayes. Motion Carried.

CWW:

- Seavers reported that the lag times between web pages for the CWW application continues, but she wasn't sure to what extent. IT hasn't been receiving as many calls but feels it's because the workers are extremely busy due to the retirement of a couple workers and training new employees. The state is mainly working with LaCrosse County trying to find the right solution as many counties continue to deal with the same issues as Taylor.

Power Outage:

- There was a power outage at the Courthouse that caused some major complications for IT. The email server was corrupt from the sudden power loss. Many extra hours were put in to rebuild a new email server and get users back in business. Seavers mentioned that it might be a good idea to look into a power supply with redundant battery

backups. The committee also discussed the possibility of having a UPS in the server room with software on the servers that will initiate a proper shutdown if power is cut off for more than a few minutes. Seavers will explore the options and this will be discussed in the near future.

Mailbox Policies:

- Seavers brought up the possibility of implementing some mailbox policies on Exchange. Through the rebuild of the new server, she realized that users are relying on Exchange to be their data storage server as well as email. The power outage proved that if power is cut to Exchange at the very right time, it is very difficult to recover the database without any corruption. Most of the corruption seen was in emails with large attachments. Seavers also reported that there are mailboxes with thousands of items in the Inbox, Sent Items and Deleted Items. This is not best practice for Exchange. The committee agreed that there should be some policies applied that will keep the size of the Exchange database within reasonable limits. This will be discussed in the near future as well.

IT Update:

- One employee will be on leave for a couple months and the others have some scheduled vacations coming up so the IT department will be running short-handed for a while.

Next Committee Meeting:

- The next meeting of the Taylor County Information Technology Committee has been scheduled for Thursday, July 26 at 10 A.M.

Adjournment:

- With no further business, Ewan made a motion to adjourn. Hansen seconded. All Ayes. The meeting was adjourned at 11:06 A.M.

Information Technology Committee

March 22, 2012

Sheriff's Department Training Room

Call Meeting to Order:

- Chair Bizer called the meeting to order at 9 A.M.

Members Present: Thiede, Bizer; Poehnelt; Hansen; Ewan.

Members Absent: None.

Other Attendees: Melissa Seavers, IT; Jen Strama, IT; Sue Hady, Human Services; Peggy Kellnhofer, Human Services; Diane Niggemann, COA

Approve Minutes:

- Thiede moved to approve the minutes of the January 27, 2012 meeting; Seconded by Poehnelt. All Ayes. Motion Carried.

Approve Agenda:

- Ewan moved to approve the agenda with 8 items; Thiede seconded. Bizer asked to start with #5 due to HS employees being there. All Ayes. Motion Carried.

Cares Worker Web:

- The EA workers at Human Services (HS) are experiencing lag times while working in CWW. It was reported that Patti Smith and Patty Krug also experience lag times on their state websites. Seavers sent an email to GIPAW and there are other counties experiencing the same issues. Counties who are experiencing this lag time do not have a Badgernet connection. LaCrosse County has asked that we call the Help Desk every time there is an issue with CWW and demand a ticket number so these issues become logged. The state told Seavers they give precedence to people on Badgernet and make sure things work correctly for them. EA workers said the speed is phenomenal at NTC and they have a Badgernet connection. Kellnhofer wants all the complaints to stop and doesn't want Taylor County to be the anchor in their consortium. Seavers had DB Wireless increase our bandwidth to see if it made a difference and it did not. Kellnhofer said she is not going to have her workers be taking time out of their work day to call the Help Desk and get a ticket number. She asked if IT could make those phone calls. Bizer suggested IT go to HS on a day when the speeds are slow and watch how the process of how a ticket is logged at the Help Desk so IT could do it in the future.

Seavers told Kellnhofer and Hady that IT is doing everything they can and it is believed to be an issue on the State's end. Thiede asked for Kellnhofer to convey this to her workers. Seavers is willing to come in on a Saturday or Sunday to watch the EA workers perform some tests during that time to see if the speeds are any better. Seavers will check into how much Badgernet will cost and what equipment we'd need to purchase on our end.

Communications Upgrade:

- **Managed IP** – Seavers stated to Hady she has no control over other county employees viewing all county employees' three-digit or direct dial numbers through the TDS toolbar. Hady's concern was an officer calling to report possible suicide and leaving a message in Anthony's voicemail or calling and interrupting a current counseling session he may be in with. Seavers stated anyone who doesn't want to be disturbed with phone calls can put their phone on Do Not Disturb. Hady explained workers don't know how to do this or do want to learn how to do it. Bizer suggested Seavers again send the HS employees links to the TDS training videos/tutorials. Hady asked Seavers to state in a county wide memo that workers do not give out the direct dial numbers to the public.

ADRC:

- Niggemann reported a tentative opening date of April 30th to begin consortium with Oneida, Vilas and Forest Counties. Greg Warner with Frontier has asked that Taylor County provide a VLAN to separate internet traffic for the ADRC. Seavers doesn't feel this is a good idea to segregate our network traffic. As a second option Niggemann will be having TDS install a DSL line for their internet. Niggemann asked the IT Committee if the IT Dept. could support their PC's once the ADRC begins. Bizer explained small fixes would be okay but large projects would need to be billed out. The IT Dept. will be

installing the new PC's for the ADRC workers. The ADRC is required to do a "warm-transfer" of their phone calls and be able to three digit dial other counties so they will need to be part of Frontier's phone system.

2011 Year End Transfer:

- The carry over amount changed to \$110,486.13. Seavers asked for approval to bring all phone line items into the IT budget. It was discussed in the past to charge per phone to provide the departments with a monthly bill. Smaller departments will end up paying more than they currently are where larger departments would be saving money. Seavers felt bringing all phone line items into one central line item would be best for the County. Thiede made a motion to bring all phone line items into one budget. Hansen seconded. A roll call vote was taken: Thiede – Aye; Ewan – Aye; Hansen – Aye; Poehnelt – Aye; Bizer – Aye;

Communications Upgrade:

- **Recording Software** - Eventide has been here working installing and testing the phone recording system for the Sheriff's Dept. Once it is confirmed that this is working correctly, TDS will approve a final cut over date and the Courthouse will move to the new phone system.
- **Managed IP** – For purchasing the new phone system the IT Department was issued four American Express gift cards. Thiede suggested Seavers make a list of items that need to be purchased or training to attend and use them for those purposes.
- **RMS Software** – Seavers reported the purchase order with Spillman has been signed and had nothing further to add at the moment.
- **911** – TDS has decided to upgrade their equipment to provide 911 services to Taylor County. 911 terminals in Dispatch will also be upgraded during this time.

IT Update:

- Human Services is having an issue printing claims from GIT/Visual WISSIS. Since the most recent update of WISSIS, what used to take five minute now takes up to an hour at times. A conference call with GIT, Seavers and HS proved it is an issue within the WISSIS program and GIT needs to make some changes.

Next Committee Meeting:

- The next meeting of the Taylor County Information Technology Committee has been scheduled for Thursday, April 26 at 9:30 A.M.

Adjournment:

- With no further business, Hansen made a motion to adjourn. Poehnelt seconded. All Ayes. The meeting was adjourned at 11:00 A.M.

****Note****

- Due to network issues, the IT Committee for April was cancelled. The next planned meeting date is June 14, 2012.
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Information Technology Committee

January 27, 2012

Sheriff's Department Training Room

Call Meeting to Order:

- Chair Bizer called the meeting to order at 9 A.M.

Members Present: Thiede, Bizer; Poehnel; Hansen; Ewan.

Members Absent: None.

Other Attendees: Melissa Seavers, IT; Jen Strama, IT; John Fales, City of Medford; Ken Coyer, MPD; Karyn Eckert, The Star News;

Approve Minutes:

- Thiede moved to approve the minutes of the December 15, 2011 meeting; Seconded by Ewan. All Ayes. Motion Carried.

Approve Agenda:

- Hansen moved to approve the agenda with 7 items; Thiede seconded. All Ayes. Motion Carried.

Communications Upgrade:

- **Managed IP** – Seavers reported Human Services is up and running with the new phone system. For a short time old and new phone systems were running parallel and employees continued to use old phones. Sue Hady put a stop to it because of long distance charges. The old phones are now gone. Two complaints from HS - first being no multiple line appearances on new phones and second, after you dial the phone number to you have to press the send button. There is no set date for courthouse install. The Sheriff's Department is checking into the recorded lines. There has to be a guarantee that all lines are recorded in jail and dispatch. We are currently working with Highergound and waiting to hear if they can interface with TDS.
- **RMS Software** – Seavers went with other county employees to Vilas County to look at their Spillman system and talked with the Vilas County IT Dept. Spillman is a Unix-based system. IT will have some learning to do but they are okay with it as long as the front-end users are happy.
- **911** - These services are all over the board. TDS is currently working with Cassidian to see if they can offer certain enhanced 911 services that are needed. Nothing is set, but Next Gen 911 isn't required at this point.
- **Temporary Dispatch Center** – Seavers reported the idea of setting up a temporary dispatch center will most likely not be happening. Maintenance feels there would be risk in disconnecting all the systems for a one-week project. Their thought is to put a wall between both dispatch desks and work on upgrading one side while the other side stays functional.
- **Jail Cameras** – Jeff Ludwig was approached by Complete Control about the possibility of upgrading cameras in the jail. The current multiplexor rack would be gone and everything would be on the network. The current cameras are analog and the new system would be digital. Complete Control's cheapest camera is 10x better than the best camera currently installed.

City of Medford IT:

- The City of Medford feels \$100/hour is too much. Fales would like to sub contract with the county as the current employees have went through the background check process and are held to government standards. The City developed their Computer Use Policy from Taylor County's. Chief Coyer called other police departments similar in size to Medford. Antigo PD is under a shared rental agreement paid annually. Plover PD pays 17% of item cost and their building is offsite from the county IT Dept. The Merrill PD pays an hourly rate plus benefits of the IT employee providing work. Tomahawk and Marshfield PD have in-house IT staff. John Fales said the city will pay all equipment costs in full. Bizer feels the county needs more than the hourly wage and benefits to help cover any overhead costs. Fales felt overhead costs are already being taken care of by the current rental agreement for MPD employees. Fales also stated Taylor County has well-trained IT staff and hopes they could train his staff to help out. Bizer reminded the city that county work will come first and Fales agreed. Chief Coyer stated the city received an outside source cost of \$65/hour. Fales would like to pay the hourly wage plus benefits and not add extra costs for the taxpayers. Thiede stated for the bank to bring in an outside source for IT work cost \$175/hour. Thiede would like to see a \$75 hourly rate and a special project rate. Fales doesn't feel the county should profit from this agreement. Bizer suggested \$75 hourly rate, \$125 project rate. In addition, any equipment purchased through the county would include a 2% administration fee. Fales suggested \$65 hourly, \$100 hourly project rate and a 2% admin cost to any equipment purchased through the county. Ewan stated he'd like to see the county and city work together.
- Hansen made a motion for intergovernmental purposes a six-month trial period:
 - Day-to-Day Functions \$65 / hour
 - Special Projects \$100/hour
 - 2% admin fee for equipment purchased through the county.
 - Taylor County is not held liable unless any gross negligence would occur.
 - Agreement effective February 1, 2012.
- Ewan seconded the motion. Roll call vote: Thiede – Aye; Poehnelt – Aye; Hansen – Aye; Ewan - Aye; Bizer – Nay.
- Fales felt a contact was premature and Hansen agreed. The agreement will stand through the minutes.

Unitrends Backup:

- The device is installed at the Courthouse. Hard drives are taken offsite daily. The Human Services install will most likely take place in February after the phone upgrade is complete. Chad Dorton will need to work on ROD images to be sure there are no overwrites.

IT Update:

- Some departments have had issues when reaching state websites. They will get booted off the website or have slow speeds. All other internet sites are working correctly. EA workers at HS, ROD, County Clerk's Office and the Health Dept. have all reported issues with their state websites the week of 1/23. Seavers had a discussion with the State and they feel it's our issue. Seavers doesn't want to blame DB Wireless as other sites are working great. Sue Hady spoke with Vilas County and they were having the same issues. Seavers will continue to work through these issues.
- Maintenance ran some extra network drops to POD and Booking areas to allow for expansions during the Communications upgrade.

Next Committee Meeting:

- The next meeting of the Taylor County Information Technology Committee has been scheduled for Thursday, March 22 at 9 A.M.

Adjournment:

- With no further business, Hansen made a motion to adjourn. Poehnelt seconded. All Ayes. The meeting was adjourned at 10:14 A.M.
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