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STATE OF NEVADA
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MINUTES

Name of Organization: Nevada Early Intervention Interagency Coordinating Council (ICC)
Date and Time of Meeting: April 18, 2013
Place of Meeting: Nevada Early Intervention Services, Southern Region
1161 South Valley View Blvd., Conference Room
Las Vegas, Nevada

I. Call to Order and Roll Call

Dr. Bingham called the meeting to order at 10:00 a.m. and quorum was established.

Members Present: Ann Bingham, Candice Coleman, Michelle Canning, Lisa Cridland, Maynard Florence, Veronica Domingues-Gephart, Sherry Halley, Joyce Larsen, Robin Kincaid, Lorraine O’Leary, Theresa Hagerty for Johnette Oman, Julie Ortiz, Karen Stephens, Caroline Taylor, Fatima Taylor, Sherry Waugh, Ellen Richardson-Adams for Mary Wherry, Jack Zenteno

Members Absent: Jenny Casselman, Kimberly Everett, Jan Fragale, Catherine Lyons, Sherry Manning, Kerriane Sorensen, Melissa West, Assemblywoman Melissa Woodbury

Public Attendees: Mark James, Therapy Management Group (TMG); Sally Cannon, Positively Kids; Naomi Davidowitz, ESN; Tina Gerber-Winn, Aging and Disability Services Division (ADSD); Diane Miller, Early Hearing Detection and Intervention (EHDI) Program; Martha Schott-Bernius, Nevada Early Intervention Services (NEIS) Northeast

Part C Staff Present: Brenda Bledsoe, Edie King, Dan Dinnell, Susie DeVere, Iandia Morgan

II. Public Comment

No public comment was given.

III. Approval of the Minutes from the January 17, 2013 Meeting

Dr. Bingham asked for corrections or comments to the minutes. The following corrections and comments were noted:

- Sherry Halley asked that on Page 4, second to last paragraph, fifth line from the bottom which starts off with “Sherry Halley stated Part B reports on the same indicator” be corrected to read “Sherry Halley indicated that Part B data on the same indicator indicate providers may not always have complete knowledge of typical child

development. They have started using the CDC document, *Milestone Moments*. This booklet can be used for child find purposes and as a reference for typical development. They have also found the Pre-K Standards and the Nevada Early Learning Guidelines (draft) helpful”

- Line 3 on Page 3 under Indicator 1 which reads in part “OSEP has asked we report” should read “OSEP has asked that we report”
- Also on Page 3, four lines from the bottom the second “of” needs to be removed
- The second line of the last paragraph on page 6 the word “at” should be “a”
- The fifth line of Page 7 should be changed to read in part “There was some concern by ICC members of giving carte blanche to a designated ICC member...” It was also noted that designated was misspelled in the original sentence.
- Also on Page 7, line 13 the word “happened” should be current tense “happens”
- Page 8, second to the last sentence should read “The subcommittee has looked at a variety of ways to identify funding sources to maximize existing funding sources for early intervention.”
- Remove “with an organization” from the last sentence of the first paragraph on page 9
- On page 9 under item D in the seventh sentence the word “inventing” should be “including”
- Within the last sentence on Page 9 under item E, the word ECTAC should be ECTACenter
- It was noted on Page 5 under Indicator 4 the sentence beginning with “Dr. Bingham stated” is a long sentence and should be reworded.
- Robin Kincaid stated the minutes do not reflect her request for a copy of the letter/position paper to be sent to ICC Members at the same time it is distributed to legislators. She asked the minutes under Agenda Item VII show this request. Ms. Kincaid also asked that in the future the process be modified so members receive the information more timely.
- The minutes should reflect Martha Schott-Bernius was in attendance as a member of the public.

Dr. Bingham asked for any further comments or changes to the minutes and upon receiving none a motion was entertained.

MOTION: To accept the January 17 minutes with the noted corrections
BY: Joyce Larsen
SECOND: Sherry Halley
VOTE: PASSED

IV. Discuss for possible approval the ICC Becoming an Organizational Member of the Early Intervention Family Alliance (EIFA)

Dr. Bingham stated this will be an organizational membership and it is her understanding that two people from the council can be named as contact individuals. She added this is a national non-profit organization that specifically supports families in any actions related to early intervention services. Ms. Halley interjected they have a strong presence at the U.S. Office of Special Education Programs (OSEP) conference in Washington D.C. every year. Daniel Dinnell explained the \$150 annual fee would be paid out of the ICC budget. Members receive federal updates from federal representatives, a bi-monthly newsletters, and access to webinars. There are free memberships only for parents who have children in early intervention services.

The ICC parent representatives in attendance reported their children had either just aged out or would shortly be aging out of the early intervention system which meant a free membership would not be possible. It was agreed to do a one year membership and prior to renewing have a discussion regarding the benefits of a membership as an agenda item. A request to have updates at each regular ICC meeting was also made.

MOTION: To become an organizational member of the EIFA
BY: Sherry Waugh
SECOND: Candice Coleman
VOTE: PASSED

Caroline Taylor and Candice Coleman volunteered to be the ICC council EIFA representatives.

V. Status Report on the Integration of Early Intervention Services into Aging and Disability Services

Tina Gerber-Winn stated there have been several budget hearings regarding the integration. She reiterated that neither the state staff nor the community programs are changing or the people they serve. She related case load projections have been developed to ensure administration knows how many children are entering the system and the costs associated with serving those children whether it is through a community provider or state staff. She added time has been spent investigating the medical issues of children in the system so that the right diagnostics and providers are available to those children.

Ms. Gerber-Winn spoke about the work program which was done to add additional money to address the wait list. She related Susie DeVere, the Part C Office Data Manager, provides a monthly report regarding who is waiting for what services. Administration is working internally with the Part C Office and early intervention staff to determine how best to recruit quality providers, how to interpret the wait list reports to ensure coverage will be provided, the cost for those and oversight of the system. She believes the agency will continue to do well on enhancing this infrastructure. In closing, she said ADSD budgets will close on May 3, 2013 and at that time will know for sure whether or not the integration will happen.

Dr. Bingham asked what provider services are currently on the wait list. She was referred to the wait list report included in the meeting packing and Ms. Gerber-Winn replied that physical therapy (PT) and speech language therapy (ST) are always on the list due to staff vacancies, which we are currently recruiting for. She added additional funding of \$750,000 for FY2013 is being considered by the Internal Finance Committee (IFC) today which will address the wait list. Projections for FY14 are expected to be approved and to have enough funding. Dr. Bingham also asked if the funding would be sufficient to have services provided in the natural environment rather than a clinic setting and have highly qualified providers both of which are required per federal law. Ms. Gerber-Winn replied yes to both items and added discussions are taking place to clarify what equals a qualified provider so a definitive definition can be documented. It seems everyone has a different idea of what a qualified provider means. Ms. Halley stated she would like to clarify that she does not issue the licenses to Developmental Specialists (DS) for the Nevada Department of Education (NDE). She does work for the NDE but not for the licensing department. The licensure department does not determine if a licensure is needed for a DS position, they only issue a license once it is determined the requirements have been met for the license applied for. Ms. Halley stated she strongly believes there should be qualified licensed people providing services to our youngest children.

Edie King provided background information on DS licensure requirements which are a condition of their employment and how the agreement with the NDE became stalled. Ms. Halley stated she has met with Laura Valentine and further discussions were suggested to determine whether to move forward with the NDE agreement. She added she is willing to help facilitate the process if that is what is wanted. Brenda Bledsoe added that for those members interested in seeing the requirements, they are in the state policies.

VI. Update on Position Paper sent to Legislators

Dr. Bingham noted a copy of the paper was included in the meeting packet. This position paper was sent to all legislators with another copy of the NEIS 2013 calendar prior to the start of the legislative session. She apologized to Ms. Kincaid for not following up on the distribution of the letter to the ICC members and assured members that in the future ICC members would receive copies in the same time frame as that of the addressee.

Veronica Gephart-Domingues asked to have her affiliation with the Pyramid Lake Tribal Health Clinic removed from the ICC letterhead. A few other changes to the ICC letterhead were noted: add Doctor to Catherine Lyons name and Julie Ortiz's affiliation should be Advance Pediatric Therapies.

VII. Early Intervention Providers Presentation

This item was tabled until the July meeting.

VIII. Update on Transition Training

Ms. King stated she and Ms. Halley finished working on the training with the exception of adding information contained in the memorandum of understanding (MOU) between the NDE and Early Intervention (EI). The MOU has been approved by the NDE attorney and is now with the ASD attorney and administration for their approval. It is hoped the approval process can be completed by fall so trainings can begin.

Dr. Bingham asked if the transition training will address the transitions for those children not eligible for Part B services but under the law are required to have a place to continue to grow and develop. Ms. King explained this is part of the training and they referenced many documents distributed by NECTAC and OSEP regarding appropriate transitions and the need to transition every child out of early intervention services. They incorporated not only compliance but best practices in the training.

Jack Zenteno requested clarification of the MOU. Ms. King replied the NDE and EI work collaboratively on many projects such as transition and conditional licensing. The two agencies are federally required to develop this MOU and there is a checklist of items that must be included to ensure there are family supports in place to cover their needs. Dr. Bingham added national research shows this is a tumultuous time for families even under the best of circumstances. The families are leaving a plan focusing on individualized family services and moving to a school based purely educational focused plan which can leave families feeling left out. Ms. Halley agreed with Dr. Bingham stating that is why the transition training will not only highlight the "letter of the law" but what research says is best practice for supporting families during this process. Sherry Waugh remarked in Washoe County there is renewed emphasis on parent and family engagement and they are developing evaluations based on family friendliness of their policies and activities. Dr. Bingham added that two years ago legislature approved the

creation of a family engagement coordinator within NDE and since that time there has been a statewide committee working on that focus.

The committee asked for an update at their October meeting from Ms. King and Ms. Halley after the conclusion of the first transition trainings.

IX. Presentation of Early Hearing Detection and Intervention (EHDI) Audiology Guidelines to Obtain ICC Endorsement/Support

Dr. Diane Miller was introduced by Dr. Bingham. She stated she is an audiologist and serves as the infant data and follow up coordinator for the Nevada State Health Division (NSHD) Early Hearing Detection and Intervention (EHDI) Program. She reported the EHDI program developed statewide guidelines for hearing assessments of infants and toddlers based on a request made by the Centers for Disease Control (CDC). The draft guidelines were presented to the ICC last summer. Dr. Miller stated the main purpose of the guidelines is to ensure infants in need of diagnostic testing are linked to appropriate services. The largest challenge for infants, particularly those who did not pass the Newborn Hearing Screen, is an appropriate referral to an audiologist. There are currently 102 licensed audiologists in Nevada. Of those, there are only nine who have access to the specific equipment that best practice guidelines recommend for testing infants under the age of six months which is a tone specific ABR hearing test. The data from 2012 shows there were approximately 34,000 births and 98% of those babies were born in hospitals providing screenings. At this time, EHDI is unable to track whether or not babies born at home were screened. Of the 98% born in hospitals, 331 did not pass their hearing screening. 139 of those 331 received audiological evaluations. The majority of these babies were retested at a NEIS program for their diagnostic assessment to confirm whether there was normal hearing or a loss of hearing. 46 of those tested were confirmed to be deaf or hard of hearing. Also according to the 2012 data 192 babies were considered lost for follow up, which means there is no documentation of a hearing assessment being completed. This could be because they did not receive follow up or they were not referred to an audiologist familiar with infant hearing testing. Those audiologists not familiar and do a lot of infant testing tend not to be aware of best practice guidelines, the existence or need to share data/test results with the EHDI program, and the IDEA requirement to refer any children confirmed with hearing loss to an EI program.

The EDHI program has introduced several follow up activities which is quickly shrinking the number of lost follow ups. Each quarter of the 2012 data shows a drop in the percentage of children lost at follow up. It is believed that these numbers will continue to improve by linking those infants needing follow up testing directly to an appropriate audiologist. One way of doing this is by providing these official guidelines. These guidelines are being disseminated to all audiologists, physicians, and EI programs in conjunction with the release of a national directory of pediatric audiologists being sponsored by the American Speech and Hearing Association, the CDC, the American Academy of Pediatrics and several national organizations involved with infant hearing. Dr. Miller spoke regarding a national web based directory where audiologists can develop an online profile of their facility which a parent, EI program or primary care physician (PCP) can use. This directory is designed with smart algorithms based on best practices so when a search for specific services is done it will display those facilities with equipment meeting best practice guidelines for that child. The State EDHI program is interested in meeting with the individual Nevada audiologists who have created a profile to ensure the equipment they have is being used following best practice guidelines.

Dr. Miller concluded by saying the guidelines are to ensure children are being identified quickly, appropriate follow up management and interventions are provided, information is shared with the EDHI program for data tracking purposes, audiologists are aware of the need to refer and are referring to EI programs when a hearing loss is diagnosed. It is the hope of the EDHI program that the ICC would make a formal show of support of the guidelines at this time.

Mr. Zenteno, in reviewing the handout provided, asked what happened to get more audiologist involved in the system. Dr. Miller explained initially it was educating audiologists of the needs within the state and in doing that we found several audiologists had the equipment but were either not getting referrals or just not marketing it. In other cases, we were able to convince facilities of the need to purchase the equipment. Dr. Bingham commended and acknowledged the efforts the EDHI program has made in improving the services these babies and their families received. She then asked Dr. Miller about the specific types of hearing loss being described when talking about hard of hearing. Dr. Miller stated it could be a unilateral hearing loss where hearing is normal in one ear and the other ear has any degree of hearing loss, or bilateral hearing loss of any degree.

Dr. Bingham stated this is an action item on the agenda and a draft letter was included in the meeting packet to help facilitate the endorsement of the guidelines if the Council chooses to do so. The draft letter was read and a request for comments or changes was made. Ms. Ortiz noted the letterhead needed to be updated. Ms. Bledsoe requested that any changes to the letterhead could be emailed to Ms. Knight in the IDEA Part C Office. No further comments were made.

MOTION: To provide support to the EDHI program through the letter presented with noted corrections.
BY: Caroline Taylor
SECOND: Lisa Cridland
VOTE: PASSED

Ms. Bledsoe stated she wanted to personally thank Dr. Miller and Mary Pennington for their support in allowing her to accompany them to the EDHI conference. It was an excellent conference which provided great presentations from the most up-to-date research particularly on the acquisition of language and working with children and families and bimodal communication. There was also a panel of deaf and hard of hearing college students who shared their experience on how their family handled their hearing loss and their experience in the education system. She added the two main things she brought away in relation to EI is the requirement under IDEA for the State to have a coordinated and comprehensive child find system and to have qualified personnel as part of a comprehensive system of personnel development. Ms. Bledsoe remarked the Part C Office and the EDHI project in conjunction with Hands and Voices will be providing additional SKI HI Training for EI personnel in the near future. She believes a great and successful working relationship has developed in partnering with the EDHI program.

- X. Update on Nevada Department of Education (NDE) Memorandum of Understanding (MOU)**
Dr. Bingham stated the update on the MOU was included in Agenda Item VIII Transition Training because the two are closely related. She asked if anyone wanted any further discussion or comments relating to this item. Upon receiving none, moved to the next agenda item.

XI. Legislative Updates

Dr. Bingham stated in Sherry Manning's absence she has asked Ms. Kincaid to provide the update from the perspective of Nevada PEP on the issues they are following that might be of interest to the Council. Ms. Kincaid referred to the bill list provided by Ms. Manning indicating that a majority of the bills on the list have been removed and information is changing on an hourly basis. She related there are two bills the ICC should be aware of. One of these is AB210, which is also called the parent bill of rights. This bill has been talked about in the advocate circles and there has been opposition from school districts. It does not extend to EI but possibly could in the future. It deals with the mode of communication established between what a child and family does compared to what the school district wants the child and family to do. This bill is in support of allowing for a stronger consideration for the mode the family has selected. The next bill is SB338 and is patterned after a federal law. In the previous legislative session, there was a bill passed called Rosa's Bill which had issues being implemented. This bill asked to remove the term "mental retardation" and replace it with "intellectual disability" in all documents. While trying to switch the terms, the term mental was removed from all contexts creating the problem. This current bill is directed towards correcting this and once the correction is made it will be seen more in individualized education programs, statutes and laws.

Ms. Halley related the NDE's website does have the correct wording and updated education plan can be found under the Special Education Resource tabs. For those districts using web based IEP forms it may take longer for them to be updated due to the availability of funding to pay for the reprogramming of those web forms. Joyce Larsen stated it is her understanding that the new American Psychiatric Association's (APA) Diagnostic and Statistical Manual of Mental Disorders (DSM5) will be released in May and will reflect the language change.

XII. Status of New Federal Regulation Policies

Ms. Bledsoe stated as part of the submission of our application for funds to OSEP our State policies and procedures need to be redone to be compliant with the regulatory changes made in September of 2011. The policies have not been finished so an extension, until June 30, 2014, has been given by OSEP. A format change is currently taking place so that the policies will mirror the federal regulations. Once the policies are complete, procedures will be written as to how these will be implemented. She noted the application will be submitted on April 19, but can still be found online.

The IDEA Part C Office has received a few requests asking to be involved in the policy development process. Ms. Bledsoe shared that Part C personnel will work on involving interested parties in the writing process but everyone will be able to review the draft policies prior to submission to OSEP during the public review and comment period.

Ms. Bledsoe related that the Annual Performance Plan (APR) had been submitted a few days early this year. If OSEP requests any additional information or clarification, the IDEA Part C Office will be notified in writing and will be given a seven day window in which to reply. OSEP will then do their final review and issue their determination for the State of Nevada. Dr. Bingham noted in the packet there is an informational page showing the federal allocations for Nevada and what the State will lose in terms of sequestration. The sequestration amount is 5% or approximately \$190,000.

XIII. Discuss Upcoming Office of Special Education Program (OSEP) 2013 Leadership Conference

a. Determine which ICC Parent Representative is able to attend

Dr. Bingham stated the OSEP Leadership Conference will be held from July 29 through July 31 in Washington D.C. She related the conference is an incredible opportunity for an ICC parent to learn about the whole program and meet other members of the early intervention community. Every year the Part C Office through the ICC budget pays for an ICC parent to attend. It was noted Lori O’Leary had attended this conference last year as the parent representative. Mr. Dinnell reported on July 28 there is a meeting for all state ICC members. Dr. Bingham invited those parent representatives who are interested in attending contact the Part C Office for further information.

XIV. ICC Committees – Reports on Activities

a. Family Support Resource Subcommittee (FSRS)

Lisa Cridland stated the subcommittee received an update from Mr. Dinnell on the Nevada Disabilities Conference (NDC). They discussed feedback that was received for the conference and asked Mr. Dinnell to add to the newsletter comments from parents and providers to provide different perspectives of what each learned or took away from the conference. A letter campaign was talked about and getting together brochures or packets to distribute at program open houses to get the word out about the work that ICC and its subcommittees does.

b. Nevada Disabilities Conference Update

Mr. Dinnell related there were 388 registrations. There could have been more but due to the constraints of the reserved space at the hotel registrations had to be cut off two week prior to the event. Originally the plan was for only 250. In the end, there were 38 registered vendors, 70 registered individuals with disabilities, 36 registered as parents and non-presenters, 18 registered presenters, and 226 registered as professional. There were 94 full scholarships given out which were provided through Family Ties and its various sponsorships. 91% of the evaluations said they would attend a future conference.

Members who attended related their experiences and observations.

c. Finance Subcommittee Update

Theresa Hagerty reported for Johnette Oman that no report is available at this time. Research data is available but the legislature outcome for the merge will determine how they move forward.

XV. Part C Information Reports

a. Complaint Matrix Review

Ms. King reported in the current matrix most of the complaints have been closed with the exception of those with systemic issues. Many of the complaints relating to timely initiation of services were rescinded by the parents prior to it becoming a complaint. Landia Morgan added that all programs are in the process of doing their annual Self Assessment and any findings issued through this process will become part of their Self Assessment Corrective Action Plan.

b. Update on Administrative Complaint

Ms. Morgan stated she is aware of Laura Valentine meeting with Nevada’s Disability Advocacy and Law Center (NDALC). Caroline Taylor remarked that they have met to finalize some items and the complaint will close at some point. Ms. Morgan reported nine of the 108 records are still open. Verifications were just completed on three of those nine and these will be closed shortly. Ms. Bledsoe reported the other seven data has been received but verification needs to

be done on those. She added that the child records would be closed but not the systemic side of the complaint. She referred to the last column of the matrix noting the new terminology used to reflect child correction verified but the systemic issue is still open.

c. Expanding Opportunities for Inclusion Project

Ms. Halley reported she and Ms. Kincaid were co-presenters at the recent Early Childhood Conference in Reno where they spoke about the importance of relationships among providers and families as well as talking about imbedded instruction. Ms. Kincaid discussed the Bungie Cord activity they did which demonstrates to professionals how they can recognize when parents are not just unresponsive but overwhelmed. Ms. Halley spoke to the bookmark she provided to conference attendees regarding online inclusion resource websites. They related the main focus continues to be heightening the awareness of inclusion in natural environments.

Dr. Bingham noted the pre-conference day to the Early Childhood Conference was sponsored by the Division for Early Childhood of the Council for Exceptional Children (DEC), Nevada subdivision. As part of this day, a special presentation of the inaugural Wendy Whipple Scholarship for Excellence in Professional Practice was made. A teacher in Washoe County School District, Wayne Maloney, was the winner of this award. Dr. Bingham related Mr. Maloney is a strategies teacher who insisted he have an inclusive classroom at the school where he teaches. She related her observations while visiting his classroom. She then remarked she is going out as a past president of DEC and this was a great opportunity for us to honor Wendy, and the opportunity through the scholarship will continue as part of the organization.

d. Performance Data

1. Fiscal Year 2012 4th Quarter Data
2. Fiscal Year 2013 1st and 2nd Quarter Data
3. Number of Children Waiting for Services

Ms. DeVere stated the most current statewide quarterly data is provided and explained the red lines reflect parent exceptions which are not counted against the programs. She related the third quarter ended on March 30 and that data should be available at the next meeting. She also indicated the waiting list report referred to earlier in the meeting by Ms. Gerber-Winn was included. When asked whether the waiting list report was statewide and if it could be broken down by program, Ms. DeVere confirmed that the report does reflect statewide data but she could report it by program. Ms. Kincaid requested a report by program be presented at the next meeting.

The members discussed the wait list for audiology and how each region currently handles each situation explaining the main issues would be TRAC input errors, parent exceptions and the availability of audiologists.

XVI. Consider Agenda Items for the Next Meeting

The following items were requested to be on the next agenda:

- Licensure Requirements
- Early Intervention Provider Presentation
- Early Intervention Family Alliance Membership Update
- Transition Training and Update for the October Agenda
- Compliance Data
- TASCSEI and Expanding Opportunities Update
- Legislative Update

- SKI HI Training Update
- New Member Biographies

XVII. Schedule Future Meetings

Dr. Bingham stated July 18, 2013, October 10, 2013 and January 14, 2014 are the next regular scheduled meetings. The next face-to-face meeting would be held in Reno and was set for April 14, 2014.

XVIII. Public Comment

Dr. Bingham mentioned the National DEC Conference will be held on October 16 through 18 in San Francisco. This is the closest it has ever been to Nevada and she encourages everyone to attend. Parent scholarships are available. More information is available at DEC-SPED.org. She added it is an opportunity for staff to get fabulous trainings or learn about anything you ever wanted to know about disability services for young children and their families. Martha Schott-Bernius added the group from UTAH that has been working on virtual visiting will be presenting along with someone from Nevada.

Ms. Kincaid encouraged everyone to visit the TACSEI website where there are wonderful social stories and to friend their Facebook page whether as a parent or a professional to receive really valuable and helpful information. Dr. Bingham added the technical assistance (TA) the State has been receiving statewide is coming to an end. Nevada has been involved for three years with the TACSEI project and it continues to be very strong thanks to the hard work of Diane Branson and Janet Lee. They have provided excellent leadership in this state. Ms. Halley related it is based on the pyramid model so it is for all children in the environment. It is not targeted at just children with challenging behavior but setting the foundation first in the classroom and the relationship among one another and targeting intervention for small groups.

Ms. Halley commented the Mega Conference is a conference hosted by the NDE. It is a general education conference not a special education conference but it is coming up from April 26 through April 28 in Las Vegas. If anyone is interested in attending, please contact her and she will forward the information to you. She added Janice Lee and a national TA provider out of the Western Regional Resource Center (WRRC) from Oregon, Megan Vinn, will be co-presenting at this conference. Their presentation is on aligning early childhood initiatives and framework.

Ms. King related in May another SKI HI Training will be taking place in Reno. DS teams from every EI program will be participating in this intensive and comprehensive program to enhance their skills in providing appropriate services to children with hearing impairments. The training is provided in conjuncture with Dr. Miller and Hands and Voices. An update on the training will be provided at the next meeting

XIX. Adjournment

Lorraine O'Leary moved to adjourn the meeting at 2:10 p.m. and Candice Coleman seconded the motion. The motion was passed unanimously.