

**PROCEEDINGS OF THE  
BOARD OF COMMISSIONERS**

August 17, 2017

1. CALL TO ORDER/ROLL CALL

The Regular Session of the Calhoun County Board of Commissioners convened at 7:00 p.m., Thursday, August 17, 2017 in the Commissioners' Meeting Room, County Building, Marshall, MI.

Chair King called the meeting to order and requested the Deputy Clerk call the roll.

Present: Comrs. Reynolds, Smith, Frisbie, King, Potter and Tompkins

Excused: Comr. Vette

Staff Present: Administrator/Controller Kelli Scott, Human Resources Director Kim Archambault, Finance Director Michele Johnson, Corporation Counsel Jim Dyer and Deputy Clerk Chris McComb

2 and 3. INVOCATION AND PLEDGE OF ALLEGIANCE

A moment of silence was held followed by Comr. Frisbie leading the Pledge of Allegiance.

4. APPROVAL OF AGENDA

“Moved Comr. Potter, second by Comr. Reynolds to approve the agenda of the August 17, 2017 Regular Session of the Calhoun County Board of Commissioners as presented.”

On a voice vote, Motion **CARRIED**.

5. APPROVAL OF MINUTES

A. Minutes of the August 3, 2017 Regular Session

“Moved Comr. Tompkins, second by Comr. Frisbie to approve the minutes of the August 3, 2017 Regular Session as presented.”

On a voice vote, Motion **CARRIED**.

## 6. CITIZENS' TIME

Marshall Township Treasurer Jeff Albaugh stated he is the Township's liaison to the Road Department and asked that the Commissioners approve the proposed bonds presented on the agenda because they will help make a dent in the roads needing repair. He also stated the renewal of the contract with Kelli Scott was welcomed news. He stated he has worked closely with Administration on a variety of issues, has found Ms. Scott is steady at the helm in a time of turbulence and he hopes for unanimous approval.

Marc Lee, Battle Creek, shared his concerns about the Prosecutor's Office and charges being placed against his community.

Art Kale, Clarence Township, echoed Albaugh's comments about Ms. Scott, stating he wouldn't trade our Administrator with anyone in the state. He also thanked Joanne Konkle, stating her passion and commitment to other people is second to none.

## 7. ELECTED/APPOINTED COUNTY OFFICIALS' COMMENTS

Chief Judge Michael Jaconette stated he has been impressed with Administrator/Controller Kelli Scott and hopes for unanimous approval of her contract. He stated she works well with all departments and balances concerns. He stated there were necessary and uncomfortable conversations after last year's tragedy in Berrien County and thanked Administration, the Board and the Sheriff for working with them to address concerns.

Sheriff Saxton offered to sit down and talk to Mr. Lee about his concerns. He stated the Calhoun County Fair is going great. He announced two promotions: Cody Swarhout was promoted to Sargent; and Randy Hazel was promoted to Chief Deputy.

Lee Township Supervisor Art Farmer asked the Board to reopen the Road Commission Task Force to discuss the Road Department. He stated that with Christopher Bolt not being in charge and the position being open; it would be fair to the new person to have an evaluation so that they are aware of any downfalls or successes of the Road Department. He believes the right decision was to have a Road Department, but believes there should be a follow up with the Task Force.

Homer Township Supervisor Todd Wildt stated that with the Road Department Manager leaving, it is creating discussions between the Township supervisors. He believes the shared staff is being stretched too thin. He stated he would like to pass along a resume and stated that fourteen of the Township Supervisors are in support of this person.

8. SPECIAL ORDER OF BUSINESS

A. Tribute to Joanne Konkle

The tribute was read into the record by Comr. Tompkins.

Comr. Tompkins stated it was an honor to be able to read this into the record.

**WHEREAS**, Joanne Konkle served on the Calhoun County Board of Commissioners from 1973 through 1976, serving on boards such as the Judiciary Committee, the Human Services Committee, the Finance Committee, the Equalization Committee, the Public Safety Committee, the Intergovernmental Relations Committee, and the Social Services Committee; and

**WHEREAS**, Joanne Konkle's work with the seniors in Calhoun County began in the early 1980s when she was a graduate student at Western Michigan University when she helped plan and write a \$600,000 grant to the Kellogg Foundation to establish a specialized geriatric educational training center which later became the Marian E. Burch Adult Day Care & Rehabilitation Center; and,

**WHEREAS**, on August 13, 1984, Joanne became the Administrator of the Calhoun County Medical Care Facility where she worked until her retirement on October 31, 2003, and that during her 19 years as Administrator, she saw the Medical Care Facility through many challenges and growth; and

**WHEREAS**, since Joanne's retirement she has been an active member of the Senior Millage Allocation Committee (SMAC) from 2006-2017 and the Marian E. Burch Adult Day Care Advisory Board from 2010-2017; and,

**WHEREAS**, Joanne has given a life-time of service to senior citizens in Calhoun County, and she is gratefully recognized for her professional commitment and volunteer contributions to working to improve the quality of life for Calhoun County citizens age 60 and over; and,

**WHEREAS**, Joanne was an avid volunteer, always baking banana bread and cookies for meetings, joyfully participating in fundraisers, being part of fund review committees, participating actively on the Board of the Forks Senior Center in Albion, and attending special events to represent the Senior Millage Allocation Committee; and,

**WHEREAS**, the Office of Senior Services and the Senior Millage Allocation Committee is creating a Joanne Konkle Service Award for Exceptional Life-Time Service to Seniors in Calhoun County which will be awarded annually after a nomination process to recognize individuals who have gone above and beyond to provide quality services and advocacy for seniors in Calhoun County; Joanne is the first recipient of this award recognizing her life-time accomplishment of serving seniors.

**NOW, THEREFORE, BE IT RESOLVED** by the Calhoun County Board of Commissioners that **Joanne Konkle** is hereby honored and thanked for her many years of dedicated service to the Calhoun County and its citizens.

Res. 165-17

“Moved Comr. Tompkins, second by Comr. Potter to approve the Tribute to Joanne Konkle as presented.”

On a voice vote, Motion **CARRIED**.

9. CONSENT AGENDA

A. Petitions, Communications, Reports

B. Resolutions

1. Senior Millage Allocation Committee (SMAC) Appointments for Senior Center Representatives

{a} Forks Senior Center Board of Directors

1. Willie Tabb – Representative
2. Commissioner Gary Tompkins – Alternate

{b} Heritage Commons Senior Enrichment Center

1. Richard Lindsey – Representative
2. Commissioner Vic Potter - Alternate

Res. 166-2017

“Moved Comr. Potter, second by Comr. Reynolds to approve the Consent Agenda of the August 17, 2017 Regular Session as presented.”

On a voice vote, Motion **CARRIED**.

10. SPECIAL COMMITTEE/ WORKSHOP/BOARD REPORTS

Comr. Tompkins stated the Senior Millage Allocation Committee (SMAC) accepted Joanne Konkle’s resignation. He appreciated her service and stated they hoped to bring a recommendation for a replacement for approval in October. He stated they discussed why senior centers matter and how to support them in the future. He stated they will be doing strategic planning sessions in September and October. He stated they also approve the recommendations for Senior Health Partners Program grant request for \$20,000 for diabetes and Parkinsons support groups and other workshops.

Comr. Tompkins attended a Trailway Alliance meeting where they discussed a proposed route along 25 ½ Mile Road through Albion and Homer Township into the Village of Homer. He stated they also discussed holding a meeting with residents along the proposed route.

## 11. UNFINISHED AND OLD BUSINESS

### A. Raymond Road Land Purchase by Emmett Township

#### Res. 167-17

“Moved Comr. Potter, second by Comr. Reynolds to remove from the table for consideration, Item AI-2223, which was considered and tabled on July 6, 2017.”

On a voice vote, Motion **CARRIED**.

#### Res. 168-17

“Moved Comr. Frisbie, second by Comr. Smith to approve the following: Resolved the Calhoun County Board of Commissioners does hereby authorize the sale for Four Thousand (\$4,000.00) Dollars to Emmett Township of an approximately .95 to 1.55 acre parcel of property currently owned by the former Calhoun County Road Commission located on the Raymond Road right of way, and the Kalamazoo River, conditioned on the deed containing a restrictive covenant requiring perpetual use as a publicly owned park, and in default of that covenant a reverter to Calhoun County, and hereby authorize the County Administrator to sign a purchase agreement, deed or other document necessary to complete this sale.”

On a roll call vote, Yes – 6, Excused – 1 (Vette). Motion **CARRIED**.

## 12. NEW BUSINESS AND COUNTY ADMINISTRATOR’S REPORT

### A. County Administrator/Controller’s Report

Administrator/Controller Kelli Scott stated she attended her first Executive Board meeting of the Michigan Municipal Services Authority, which was created to assist the Department of Licensing and Regulatory Affairs. She stated she was appointed by the Governor to serve on this committee and they create new programs for local governments, including schools, to work together and share services. She stated one of their biggest projects is the creation of new software that counties and larger cities are using. She stated this was an introductory meeting for her. She stated they are working on the budget for next year and are considering the renewal of auditors. She stated there is some revenue tax assigned as well as fees for services for various programs. She stated they are working on programs that are supposed to help with a talent pipeline to local governments, who can hire them to recruit and mentor new employees. She stated they are also working on a project that brings smart technology to municipalities water and wastewater systems. She will keep the Board posted on their activities.

B. New Business

1. Secondary Road Patrol Grant Application

Administrator/Controller Scott stated this is the annual grant application from the Sheriff's Office that allows for the partial funding of a couple deputies and is a fixed amount per county. She stated it covers about two thirds of the cost for two deputies. She noted that the grant requires us to keep the level of deputies that we had in 1978. She stated we currently have thirty-six Road Patrol Deputies, including those covered by grants and contracts, and the application indicates a 2018 budget for forty. She stated Administration supports the acceptance and it is presented to the Board in conjunction with the Board Grants Policy.

Res. 169-2017

"Moved Comr. Potter, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Secondary Road Patrol and Traffic Accident Prevention Program application as presented."

On a roll call vote, Yes – 6, Excused – 1 (Vette). Motion **CARRIED**.

2. 2017 Mid-Year Budget Adjustments

Administrator/Controller Scott stated this item is our mid-year budget adjustments that we have been talking about for a couple months. She stated that when we start the budget process we check in with our Department Heads and Elected Officials to see where they are and what this year looks like. She stated that based on that input we prepare adjustments as necessary for both the General Fund and other budgetary funds. She stated the budget adjustments total about one and a half million. She stated that based on the landfill settlement, we are adjusting for the amount of the attorney payment. She stated there has been a change in the calculation of the Health Department appropriation. She stated there has been additional revenue in various departments and they are asking to use that for expenditure increase. She stated that within the Sheriff's Office, in their supervisory unit, because of the way MERS changed the pension plan assumptions, it greatly increased the county's pension costs. She stated it is about \$135,000 just for that small group. She stated the adjustments are presented by Budget Analyst Megan Banning and she does a wonderful job with her analysis and her presentation.

Res. 170-2017

"Moved Comr. Tompkins, second by Comr. Frisbie to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the FY 2017 Mid-Year Budget Amendments for the General Fund and several Special Revenue funds as presented."

On a roll call vote, Yes – 6, Excused – 1 (Vette). Motion **CARRIED**.

### 3. Notice of Intent to Issue 2017 Pension Obligation Bonds

Administrator/Controller Kelli Scott stated this is a request for the Board to approve step one in the process to issue 2017 Pension Obligation Bonds. She stated we have presented information at previous meetings and Bond Counsel is here to attest these are legal and within our debt limit. She stated the Notice of Intent starts a forty-five day process for public comment and after that it will be brought back for approval. She stated we will go through much due diligence to get to that point. She explained that this is transferring debt and will pay off unfunded liabilities on four closed divisions. She stated the pension plans that are the most expensive for the county are the COAM and three divisions from the Road Commission. She stated the bond funds would pay off the unfunded liabilities, Municipal Employees Retirement System (MERS) would invest funds, and it would save the county about \$2.5 million. She stated bonding will not exceed \$12.5 million. She noted our Financial Advisor supports this decision as a responsible way of taking care of unfunded liability

Comr. Frisbie inquired how many county pension plans remain open.

Scott stated we still have six open and making changes to the open plans requires discussions with the bargaining units.

#### Res. 171-2017

“Moved Comr. Frisbie, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the attached Notice of Intent Resolution to Issue up to \$12,485,000 in General Obligation Limited Tax Bonds to pay the costs of the unfunded pension liability for certain defined benefit retirement programs, as presented.”

On a roll call vote, Yes – 6, Excused – 1 (Vette). Motion **CARRIED**.

### 4. Resolution Stating Intent to Reimburse Expenditures for Road Improvements from Proceeds of 2017 Act 51 Tax Exempt Bonds

Administrator/Controller Scott stated this is the request for approval for proposed bonds for the Road Department. She stated we are trying to apply a strategy similar to what the county is doing with our capital improvement plan, to look at capital expenditures as long term investments and finance them with low interest rates in a way we can use the bond financing to invest in our capital road improvements such as paver patching, the local Township match program, the primary road program, Federal aid funding, and the bridge grant program. She stated we are trying to take all of the planned capital improvements for this year and next year and instead of taking the funding from current revenues, we will use up to \$18 million in Act 51 bonds in order to finance those improvements. She stated we then receive a return on investment of less pothole patching and the value of our infrastructure increases. She noted the local road program PASER ratings are up to eight for Bedford and Pennfield Townships and we have reduced routine maintenance in those Townships as well. She stated a list of tentative projects has been provided and the list will be refined. She stated the county has not issued Act 51 bonds since she’s been here but it is what our Bond Counsel and Financial Advisors are recommending. Scott stated the Act 51 bonds don’t require a Notice of Intent, just Board approval to issue. She stated that we can reimburse ourselves for work done after approval if we choose and we

can recover capital project funding we've already begun. She stated this will free up operating funds and we can save what we don't use to go into Fund Balance reserves for this year. She stated she was comfortable even though it's a big number because every line item has been scrutinized. She stated this is a good way to leverage funding, provide necessary financing to get through next year, have a better reserve at the Road Department and benefit roads in most of the Townships.

Comr. Potter stated he believes we need to move ahead but he is concerned that money we get goes to where it's allocated.

Scott stated it took longer than we hoped to get this work before you. She stated the cash flow doesn't allow us to grow at the trajectory we plan without this financing. She stated this resolution is important because it allows us to be reimbursed for work done.

Res. 172-2017

"Moved Comr. Frisbie, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Resolution Stating Intent to Reimburse Expenditures for Road Improvements from Proceeds of 2017 Act 51 Tax Exempt Bonds, not to exceed \$18,000,000, as presented."

On a roll call vote, Yes – 6, Excused – 1 (Vette). Motion **CARRIED**.

5. MDOT Contract 17-5319

Administrator/Controller Scott stated this contract is for resurfacing work at the Wattles and Verona intersection, including drainage work. She stated this is a special congestion mitigation and air quality grant and requires a twenty percent local match. She stated that due to the change in leadership at the Road Department, Managing Director duties are being split between Engineering Director Angie Kline and Director of Operations Doug Steffen. She stated that Angie manages these contracts and is our representative on the BCATS Board. She stated the grant match is about \$30,000 and because of the allocation process we know about these in advance so this is in the budget. She stated we need a larger cash balance going forward for the level of work we are doing.

Res. 173-2017

"Moved Comr. Potter, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve MDOT contract 17-5319 as presented and authorizes the Board Chair and the Administrator/Controller to sign on behalf of the county."

On a roll call vote, Yes – 6, Excused – 1 (Vette). Motion **CARRIED**.



6. MDOT Contract 17-5307

Administrator/Controller Scott stated this contract is for the shouldering, signing and pavement marking work on B Drive South. She stated this contract is part of the Surface Transportation Program which also requires a twenty percent match that was budgeted.

Res. 174-2017

“Moved Comr. Potter, second by Comr. Tompkins to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve MDOT Contract 17-5307 as presented and authorizes the Board Chair and the Administrator/Controller to sign on behalf of the county.”

On a roll call vote, Yes – 6, Excused – 1 (Vette). Motion **CARRIED**.

7. Approval of the 2017-2020 Employment Contract for the Administrator/Controller

Administrator/Controller Scott thanked the review committee for their work.

Corporation Counsel Jim Dyer stated there are few changes from existing contract she’s working under. He stated there is a salary change and the automobile allowance will now include mileage reimbursement for out of county travel. He stated there is also a change to her review that she and the Board will meet within sixty days of the September 1 approval date to have a discussion, and that this provision should address comments made in the evaluation process. He stated the full Board evaluation determined that she exceeds expectations for quality of performance. He stated there is a 6.32% increase in base salary, based on a salary comparison market study of similar sized counties, none of which had Road Departments. He stated the 6.32% will be phased in over two years on September 1. He stated all other increases in pay are at the same annual rate on January 1 at the same rate as all other county non-union employees, which is done as part of the county’s normal budgeting process.

Comr. Potter thanked the Committee and Kelli Scott for adding the discussion on performance goals piece in response to their concerns.

Comr. King echoed Art Kale’s comments. He stated he agrees that Kelli Scott is the best and we hope we can keep her.

Comr. Tompkins echoed Comr. Potter’s comments.

Scott thanked everyone for their support and stated we have a great board. She stated she appreciated the comments from Chief Judge Jaconette and Circuit/Probate Court Administrator Jeff Albaugh and being able to work with the Courts and the Elected Officials. She stated we have a wonderful Executive Team. She stated she enjoys the variety of work and the problem solving. She stated the Road Department has been one of biggest difficulties because of the complexities. She stated she looks forward to working with the Board to make changes and move forward. She stated we will continue to evaluate the leadership structure and the relationship with Jackson County.

Res. 175-2017

“Moved Comr. Reynolds, second by Comr. Potter to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the 2017-2020 contract of the Administrator/Controller, as presented, and authorizes the County Board Chair to sign the contract.”

On a roll call vote, Yes – 6, Excused – 1 (Vette). Motion **CARRIED**.

8. 2018 MAPPO Retiree Health Care Plan Renewal

Administrator/Controller Scott stated these are the annual renewals of the retiree health plans.

Human Resources Director Kim Archambault stated this is a fully insured retirement plan. She stated we are renewing early because of CMS requirements for post sixty-five groups. She stated this renewal will go into effect on January 1. She stated there is a zero percent increase this year because the County’s premium amount is capped.

Res. 176-2017

“Moved Comr. Tompkins, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Medicare Advantage Group Benefit and Rate Renewal for 2018 and shall provide signature to the Schedule A and Attestation Agreement as presented.”

On a roll call vote, Yes – 6, Excused – 1 (Vette). Motion **CARRIED**.

9. 2018 Blue Care Network Advantage Renewal

Human Resources Director Kim Archambault stated this is a HMO plan for post sixty-five retirees and is also fully insured. She stated this is an early renewal with five percent, or \$14 per month, increase over 2016.

Res. 177-2017

“Moved Comr. Frisbie, second by Comr. Smith to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Blue Care Network Advantage plan rates for 2018 and shall sign the Schedule A agreements as presented.”

On a roll call vote, Yes – 6, Excused – 1 (Vette). Motion **CARRIED**.

#### 10. IT Authorized Staffing Allocation

Administrator/Controller Scott stated Human Resources assists our departments in the development of positions. She stated this allocation relates to the Road Department and offers us an opportunity to streamline processes. She stated one position was a hybrid of Purchasing and IT and with the elimination of the Purchasing portion, it allows the Road Department to be assigned a full time IT person. She stated this gives us room to improve our IT staffing and better plan for the future. She stated the position will leverage with other county uses and we would like to fill it as soon as possible.

##### Res. 176-2017

“Moved Comr. Smith, second by Comr. Frisbie to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve changes to the Authorized Staffing Allocation Report to include the addition of an Applications Specialist position for the IT Department and to eliminate the IT and Purchasing Assistant position from the Road Department.”

On a roll call vote, Yes – 6, Excused – 1 (Vette). Motion **CARRIED**.

#### 11. 2017 Financial Report

Finance Director Michele Johnson stated the County is on track with budget and slightly ahead of last year. She stated the summer months begin our tax collection, and that will pick up in the fall. She stated there were no new comments to the statements.

##### Res. 177-2017

“Moved Comr. Potter, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby accept the July 2017 Financial Report for informational purposes as presented.”

On a voice vote, Motion **CARRIED**.

#### 12. Road Department Second Quarter 2017 Financials

Administrator/Controller Scott stated it is an ongoing challenge to work with the Road Department financial system because it is separate from the county's and is proprietary to Road Commissions. She stated we have a new staff accountant and have realigned staff to report to Finance Director Michele Johnson. She stated we are letting people at the Road Department focus on the roads and we have more oversight.

Finance Director Michele Johnson stated revenue and expenses are at fifty percent as is budget. She stated we received \$514,000 more than last year in state funding. She stated we have receipts through March and have accrued through June. She stated the local funding is lower than last year and last year a lot of the activity with bonds was through Pennfield and Bedford. She stated expenditures are on pace with expectations. She stated the activity in primary road constructions is \$2 million less than last year to date. She stated Act 51 notes will allow us to do an Intent to Reimburse to recover expenses for work to date. She stated Finance would propose a Road Department budget adjustment going into the first of the year like they do for the county.

Comr. Smith asked if we are accounting for the changes that have been proposed in state funding.

Johnson stated they are budgeting only increases in fuel tax in case the State General Funding doesn't come through.

Res. 178-2017

"Moved Comr. Potter, second by Comr. Tompkins to approve the following: Resolved the Calhoun County Board of Commissioners does hereby accept the Road Department Second Quarter 2017 Financial Report for informational purposes as presented."

On a voice vote, Motion **CARRIED**.

13. CITIZEN'S TIME

Sheriff Saxton thanked the Board for supporting the Secondary Road Patrol Grant. He stated the grant is lower than in past years and the Sheriff's Association is working with the state on it. He stated funding for this grant comes from ticket revenue.

14. COMMISSIONERS TIME

Comr. Frisbie stated that he and Comr. Tompkins took a trip to Washington D.C. after an invitation to the White House. He stated they made the trip at their own expense. He stated they didn't know what to expect, as there was no agenda, but he was pleasantly surprised. He stated the meeting was put on by the Office of InterGovernmental Relations and they were looking for local input to eliminate stupid stuff in government. He stated they have proposed bi-monthly phone conversations and he invited Administrator/Controller Scott and any local official to join the conversation. He stated they are trying to learn how can we work together to utilize this conduit to positively make change. He stated he learned more about the Federal Government and it was a refreshing take on it to see that they want to get more input back.

Comr. Tompkins echoed Comr. Frisbie's comments, stating it was the White House engaging us instead of us engaging them. He stated that no one in attendance could recall this type of meeting ever happening. He stated giving us a direct link to Federal agencies is a benefit for us.

15. CLAIMS PAYABLE

A. County Claims Payable for July 28 – August 10, 2017 in the amount of \$3,064,561.60

Res. 180-2017

“Moved Comr. Frisbie, second by Comr. Potter to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Calhoun County Claims Payable for July 28 – August 10, 2017 in the amount of \$3,064,561.60 as presented.”

On a roll call vote, Yes – 6, Excused – 1 (Vette). Motion **CARRIED**.

16. ANNOUNCEMENTS

Comr. Reynolds stated the “Stuff the Bus Campaign” co-chair Abby Boyer of Life in Christ Ministries in Battle Creek passed along that they are giving away backpacks filled with school supplies. She stated the last day is August 25 at 70 Calhoun Street and donations are welcome.

Comr. Reynolds stated there was an anti-hate rally today at Sojourner Truth Park. She stated there is no place for hate in our communities and we need to work together.

Comr. Potter stated there are two more days left of the fair, with the mud runs and demolition derby for the evening show in the grandstands. He invited everyone to come on out.

17. ADJOURNMENT

The meeting was adjourned at 8:24 p.m. at the call of the Chair.

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Chairman

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Clerk to the Board