

COUNTY OF LINCOLN

New Mexico Special Meeting Board of County Commissioners

Dallas Draper, Chair
Lynn Willard, Vice Chair

Thomas F. Stewart, Member
Elaine Allen, Member
Preston Stone, Member

Minutes Monday May 4, 2020

Minutes of the Special Meeting of the Lincoln County Commission held at 8:30 AM on May 4, 2020 in the County Commission Chambers, Lincoln County Courthouse, in Carrizozo, New Mexico.

1. Call to Order

Chair Draper called the Special Meeting of the Board of County Commissioners to order at 8:30 AM.

2. Roll Call

Roll Call.

Present: Chair Draper (Via Zoom), Commissioner Stewart (Via Zoom), Commissioner Allen, Commissioner Willard (Via Zoom), Commissioner Stone (Via Zoom).

Others present included Nita Taylor, County Manager; Alan Morel, County Attorney; and Whitney Whittaker, County Clerk.

3. Invocation

Chair Draper asked for a moment of silence.

4. Pledge of Allegiance

- a. Pledge – USA Flag
- b. Salute – NM Flag

5. Approval of Agenda

Motion: Acceptance of the Agenda and authorized the Chair to move items as necessary,

Action: Approve, **Moved by** Commissioner Stewart, **Seconded by** Commissioner Allen.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard, Commissioner Stone.

Chair Draper recessed the Regular Meeting and convened the Public Hearing to consider the Preliminary Budget at 8:34 AM.

6. Public Hearing: Preliminary Budget Hearing, Fiscal Year 2020-2021

A. County Manager's Overview

Ms. Taylor provided a timeline for budget preparation noting the final deadline for submission of Lincoln County's budget to the Department of Finance and Administration was July 27, 2020. Ms. Taylor stated special funding challenges have existed for the past couple of years due to the County's construction of the replacement hospital. Ms. Taylor stated challenges included higher than anticipated construction costs coupled with pledged non-county funding sources not materializing.

Ms. Taylor stated the budget as presented reflected a revenue base of \$1,845,926 over the required reserve of \$2,072,919. Ms. Taylor stated by law the required reserve was equal to 3/12 of the General Fund Expenditures of \$8,291,677. Ms. Taylor stated the General Fund budgeted

expenses are slightly lower than last year's Expenditures of \$8,538,044, the beginning cash balance of \$4,750,000 is 33% lower than last year's level of \$7,150,000.

Ms. Taylor informed DFA's guidelines of expenses and transfers out of the General Fund to other funds are to be within 5% of the current year budgeted General Fund revenues. Ms. Taylor informed the formula does not take into account prior years' cash balances. Ms. Taylor stated DFA has acknowledged in light of current economic uncertainties due to the impact of COVID-19 they will adjust their budget approval guidelines.

Ms. Taylor informed this budget does not meet the "plus or minus" 5% requirement. Ms. Taylor stated the existing "what if" illustrates a ration of negative 10%.

Ms. Taylor stated projected expenses were for the most part annualized and as such they were unconstrained. Ms. Taylor informed these amounts include departmental inputs by account during the budget markup process. Ms. Taylor stated because most expense accounts have no revenue source at all, or inadequate revenue sources, it is required that transfers in the amount of \$6,781,004 be made from the general fund to cover departmental expenses.

Ms. Taylor informed property valuations increased from \$1,298,854,557 for Tax Year 2018 to \$1,331,436,563 for Tax Year 2019, and this valuation was mandated by DFA for use for the FY 2020-2021 budget. Ms. Taylor stated this reflects a 2.50% increase over last year. Ms. Taylor stated PILT was received in June 2019 in the amount of \$1,811,096, a reduction of 4% from the 2018 amount.

Ms. Taylor stated the utmost priority to the Commission and the public this year are the remaining costs tied to the completion of the new replacement hospital, the following abatement and the final demolition of the existing hospital. Ms. Taylor reminded the Board of County Commissioners is largely funded by the \$25 million General Obligation Bond supported by Lincoln County Voters.

Commissioner Stewart provided his analysis of correcting the negative DFA expense to revenue ratio through a combination of increasing revenue, reducing the general fund transfer amount by transferring excess funds back to the general fund, and by potentially holding off on additional budget expenditure requests until we get a better picture of our fiscal status in the July final budget submission.

Beverly Calaway, Treasurer stated her review of the preliminary Fiscal Year 2020-2021 budget indicated a conservative representation of projected revenues and transfers and expenditures. Ms. Calaway stated the County would have \$1,845,925 over the state required reserve of \$2,072,919. Ms. Taylor stated due to the financial uncertainty due to COVID-19, it will be extremely imported to keep a conservative budget during this pandemic.

B. External Agency Requests

Ms. Taylor presented a summary of external requests including history of prior funding awarded and comparison analysis of current request. Agency requests were presented as follows:

1. Capitan Library
2. Corona Library
3. Ruidoso Library
4. Lincoln County Juvenile Justice Board
5. Southeast New Mexico Economic Develop District (SNMEDD)
6. USDA Predator Control/Wildlife
7. Noxious Weed Program (Upper Hondo Soil & Water Conservation District)
8. South Central Mountain Resource & Development Council
9. Lincoln County Humane Society
10. NM State Rural Bookmobile East
11. Boys & Girls Club of Chaves and Lincoln Counties
12. Miracle's Paws for Pets
13. White Mountain Search & Rescue
14. EcoServants
15. NMSU Extension Office
16. Lincoln County Fair Board
17. Region 9 School Based Health Center

C. Medical Related Budget: LCMC and Clinics

Nita Taylor, Manager stated Clinic and hospital budget requests are funded solely from property tax mill levy. Ms. Taylor stated 2.0 for the Lincoln County Medical Center for current and delinquent taxes; and .6 for the Clinics

Ms. Taylor stated the funding request of \$1,508,000 for the hospital for FY20-21 is less than last year's request. Ms. Taylor stated the request of \$1,053,684 for the rural clinics exceeds the mill levy yearly funding forecast of \$778,912 by \$274,772.

Todd Oberheu, Chief Executive reviewed the Lincoln County Medical Center (LCMC) budget requests for the hospital and the clinics in Capitan, Carrizozo, Corona, and Hondo.

Todd Oberheu was excited to announce the opening of the new hospital and expansion of services. Mr. Oberhue stated Presbyterian Healthcare Services had spent over \$9.7 million between 2018 and 2020 to furnish and provide additional funding to Lincoln County for the completion of the new facility. Mr. Oberheu stated this amount exceeded the contractual amount by over \$400,000.

Mr. Oberheu presented LCMC's 2019-2020 Mill Levy Budget Request for the clinics and the hospital as follows:

	Capital	Operations
Carrizozo Health Center	\$ 9,250	\$ 165,004
Carrizozo Dental Center	14,250	469,241
Corona Health Center		51,522
Capitan Medical Clinic	8,500	101,616
Hondo Medical Clinic	27,500	106,801
White Mountain Clinic		100,000
LC EMS	200,000	600,000
LCMC	8,000	1,400,000
LC Community Asst Prgm		141,000

D. Detailed Department Review

Ms. Taylor stated all departments were diligent in assessing their needs for the fiscal year 20-21 and submitted conservative budgets. Ms. Taylor stated each department's budgets were impacted by a state driven directives increasing benefits by 3% for both the employee and the county. Ms. Taylor stated the employer contribution for PERA was also increasing by .25%

E. Unfunded Optional County Departmental Requests

Ms. Taylor presented the departmental requests for additional funding for operations, equipment and personnel as follows:

Sheriff's Department

Five Fully equipped SUVs	\$481,136
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Road Department

Dodge 5500 Crew Cab	\$101,000
One-ton Chevy Extended Crew cab 4x4 .61 diesel	\$50,245
One-ton Crew Cab 4x4 6.6.1 diesel	\$46,133
Snowplow Truck one ton Dodge Single Cab	\$60,344

Lincoln County Detention Center

Transport Vehicle	\$65,000
Double Oven	\$7,590
Sorter Body Scanner	\$118,750

Manager's Department

Printer/Plotter/Scanner	\$10,644
New Phone System/ Installation	\$4,500
Solid Waste Cameras	\$25,000
Solid Waste Other	\$25,000

F. Manager's Recommendations

Ms. Taylor recommended approval of the preliminary proposed budget; consideration of additional Optional Unfunded requests of County Departments; and consideration of each of the External Agency requests.

Chair Draper recessed the Public Hearing and reconvened the Regular Meeting at 10:05 AM

7. 10:00 AM - Discussion of the COVID-19 Pandemic Impact on Lincoln County

Chair Draper reminded the Commission voted against the resolution and instructed to work on with developing a task force. Chair Draper stated he would like to thank all who participated.

a) General discussion of "A Plan to Safely Engage Our Economy"

Motion: Approve County of Lincoln guidelines with all recommended ongoing changes, **Action:** Approve, **Moved by** Commissioner Stone, **Seconded by** Commissioner Stewart.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard, Commissioner Stone.

b) Consideration of the Republican Party of Lincoln County's Request for Approval of Resolution 2019-41 Requesting the Governor to Reopen Businesses Closed by Executive and Public Health Orders

Cynthia Black, Resident expressed support for Resolution 2019-41. Ms. Black stated Lincoln County has survived fires and floods. Ms. Black stated the Resolution is a symbol of support for the citizens of this county.

Commissioner Allen expressed her support for the Resolution 2019-41. Commissioner Allen stated some citizens are not able to make a living and we just do not have the right to deprive people. Commissioner Allen stated if we go back in history to when our four fathers were establishing our rights as citizens, we cannot take those liberties away. Commissioner Allen informed some small business are fearful because their way of living has changed to support themselves.

Motion: Adopt Resolution 2019-41 with removal of last paragraph, **Action:** Approve, **Moved by** Commissioner Allen, **Seconded by** Commissioner Stewart.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard, Commissioner Stone.

G. Board of County Commissioner's Preliminary Budget Guidance

Chair Draper recessed the Regular Meeting at 10:28 AM reconvened at 10:38 AM.

Unfunded Optional County Department Requests.

Motion: Approve 1 transport and 2 patrol vehicles, **Action:** Approve, **Moved by** Commissioner Stewart, **Seconded by** Commissioner Stone.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard, Commissioner Stone.

Motion: Approve Network Server, **Action:** Approve, **Moved by** Commissioner Stewart, **Seconded by** Commissioner Allen.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard, Commissioner Stone.

Road Department

Motion: Approve Dodge 5500 crew cab **Action:** Approve, **Moved by** Commissioner Stone, **Seconded by** Commissioner Willard.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard, Commissioner Stone.

Motion: Approve snowplow truck one-ton Dodge single cab 4x4, **Action:** Approve, **Moved by** Commissioner Stewart, **Seconded by** Commissioner Stone.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard, Commissioner Stone.

Lincoln County Detention Center

Motion: Approve transport vehicle, double oven and Sorter body scanner, **Action:** Approve, **Moved by** Commissioner Stewart, **Seconded by** Commissioner Willard.

Commissioner Stone expressed his concern of the purchase of the body scanner.

Vote: Motion failed (**summary:** Yes = 2, No = 3, Abstain = 0).

Yes: Commissioner Stewart, Commissioner Willard.

No: Chair Draper, Commissioner Allen, Commissioner Stone.

Motion: Approve Transport Vehicle, **Action:** Approve, **Moved by** Commissioner Stewart, **Seconded by** Commissioner Allen.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard, Commissioner Stone.

Motion: Approve double oven, **Action:** Approve, **Moved by** Commissioner Stewart, **Seconded by** Commissioner Allen.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard, Commissioner Stone.

Manager

Motion: Approve Printer/Plotter/Scanner, **Action:** Approve, **Moved by** Commissioner Stewart, **Seconded by** Commissioner Allen.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard, Commissioner Stone.

Motion: Approve New Phone System/Installation, **Action:** Approve, **Moved by** Commissioner Stewart, **Seconded by** Commissioner Allen.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard, Commissioner Stone.

Motion: Approve Solid Waste Cameras, **Action:** Approve, **Moved by** Commissioner Stewart, **Seconded by** Chair Draper.

Vote: Motion passed (**summary:** Yes = 3, No = 2, Abstain = 0).

Yes: Chair Draper, Commissioner Stewart, Commissioner Stone.

No: Commissioner Allen, Commissioner Willard.

Additional Budget Considerations

Motion: Approve New Position Reappraisal Clerk grade 22, **Action:** Approve, **Moved by** Commissioner Stewart, **Seconded by** Commissioner Allen.

Commissioner Stone questioned which budget the certificates would come out of.

Walter Hill, Assessor stated the certificates, once obtained, will generate out of the reappraisal fund.

Commissioner Stewart Withdrew his Motion and Commissioner Allen withdrew her second

Motion: Approve New Positions Reappraisal Clerk Grade 22 in the amount of \$6,500 from the General fund, **Action:** Approve, **Moved by** Commissioner Stewart, **Seconded by** Commissioner Allen.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard, Commissioner Stone.

Motion: Approve Reclassify Addressing Tech to Grade 21, **Action:** Approve, **Moved by** Commissioner Stewart, **Seconded by** Commissioner Willard.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard, Commissioner Stone.

Motion: Approve Reclassify of Inventory Assets Clerk to Grade 26, **Action:** Approve, **Moved by** Commissioner Stewart, **Seconded by** Chair Draper

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard, Commissioner Stone.

Motion: Approve 3% salary increase for all classified positions, **Action:** Approve, **Moved by** Chair Draper, **Seconded by** Commissioner Stone.

Vote: Motion failed (**summary:** Yes = 2, No = 3, Abstain = 0).

Yes: Chair Draper, Commissioner Stone.

No: Commissioner Stewart, Commissioner Allen, Commissioner Willard.

External Agencies

1. Capitan Library

Motion: Award Capitan Library \$2,500, **Action:** Approve, **Moved by** Commissioner Stewart, **Seconded by** Commissioner Allen.

Vote: Motion passed (**summary:** Yes = 4, No = 1, Abstain = 0).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard.

No: Commissioner Stone.

2. Corona Library

Motion: Award Corona Library \$1,500, **Action:** Approve, **Moved by** Commissioner Stewart, **Seconded by** Commissioner Allen.

Vote: Motion passed (**summary:** Yes = 3, No = 2, Abstain = 0).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen.

No: Commissioner Willard, Commissioner Stone.

4. Lincoln County Juvenile Justice Board

Motion: Award JCJB \$5,250, **Action:** Approve, **Moved by** Commissioner Stewart, **None seconded.**

Motion died due to lack of second.

Motion: Award JCJB \$10,500, **Action:** Approve, **Moved by** Commissioner Willard, **Seconded by** Commissioner Allen.

Vote: Motion passed (**summary:** Yes = 4, No = 1, Abstain = 0).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard.

No: Commissioner Stone.

3. Ruidoso Library

Motion: Award Ruidoso Library \$7,500, **Action:** Approve, **Moved by** Commissioner Stewart, **Seconded by** Commissioner Allen.

Vote: Motion failed (**summary:** Yes = 2, No = 3, Abstain = 0).

Yes: Commissioner Stewart, Commissioner Allen.

No: Chair Draper, Commissioner Willard, Commissioner Stone.

Motion: Award Ruidoso Library \$10,000, **Action:** Approve, **Moved by** Chair Draper, **Seconded by** Commissioner Willard.

Vote: Motion passed (**summary:** Yes = 3, No = 2, Abstain = 0).

Yes: Chair Draper, Commissioner Stewart, Commissioner Willard.

No: Commissioner Allen, Commissioner Stone.

5. Southeast New Mexico Economic Develop District (SNMEDD)

Motion: Award SNMEDD \$7,000, **Action:** Approve, **Moved by** Commissioner Stewart, **Seconded by** Commissioner Willard.

Vote: Motion passed (**summary:** Yes = 4, No = 1, Abstain = 0).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard.

No: Commissioner Stone.

6. **USDA Predator Control/Wildlife**

Motion: Award USDA \$34,660, **Action:** Approve, **Moved by** Commissioner Willard, **Seconded by** Commissioner Stewart.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard, Commissioner Stone.

7. **Noxious Weed Program (Upper Hondo Soil & Water Conservation District)**

Motion: Award Upper Hondo SWCD \$20,000, **Action:** Approve, **Moved by** Commissioner Willard, **Seconded by** Commissioner Stewart.

Vote: Motion passed (**summary:** Yes = 4, No = 1, Abstain = 0).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard.

No: Commissioner Stone.

8. **South Central Mountain Resource and Development Council**

Motion: Award South Central Mountain Resource and Development Council \$20,000, **Action:** Approve, **Moved by** Commissioner Stewart, **Seconded by** Commissioner Allen.

Vote: Motion passed (**summary:** Yes = 4, No = 1, Abstain = 0).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard.

No: Commissioner Stone.

9. **Lincoln County Humane Society**

Motion: Award Lincoln County Humane Society \$27,000, **Action:** Approve, **Moved by** Commissioner Willard, **Seconded by** Commissioner Stewart.

Vote: Motion passed (**summary:** Yes = 3, No = 2, Abstain = 0).

Yes: Commissioner Stewart, Commissioner Allen, Commissioner Willard.

No: Chair Draper, Commissioner Stone.

10. **NM State Rural Bookmobile East**

Motion: Award NM State Rural Bookmobile East \$1,260, **Action:** Approve, **Moved by** Commissioner Willard, **Seconded by** Commissioner Stewart.

Vote: Motion passed (**summary:** Yes = 4, No = 1, Abstain = 0).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard.

No: Commissioner Stone.

11. **Boys and Girls Club of Chaves and Lincoln Counties**

Motion: Award Boys and Girls Club of Chaves and Lincoln Counties \$5,000, **Action:** Approve, **Moved by** Commissioner Stewart, **None seconded.**

Motion died due to lack of a second.

Motion: Award Boys and Girls Club of Chaves and Lincoln Counties \$10,000, **Action:** Approve, **Moved by** Commissioner Willard, **Seconded by** Commissioner Allen.

Vote: Motion passed (**summary:** Yes = 3, No = 2, Abstain = 0).

Yes: Chair Draper, Commissioner Allen, Commissioner Willard.

No: Commissioner Stewart, Commissioner Stone.

12. **Miracle's Paws for Pets**

Motion: Award Miracle's Paw for Pets \$500, **Action:** Approve, **Moved by** Commissioner Willard, **Seconded by** Commissioner Allen.

Vote: Motion passed (**summary:** Yes = 3, No = 2, Abstain = 0).

Yes: Chair Draper, Commissioner Allen, Commissioner Willard.

No: Commissioner Stewart, Commissioner Stone.

13. White Mountain Search and Rescue

Motion: Award White Mountain Search and Rescue \$500, **Action:** Approve, **Moved by** Commissioner Willard, **Seconded by** Commissioner Stewart.

Vote: Motion passed (**summary:** Yes = 4, No = 1, Abstain = 0).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard.

No: Commissioner Stone.

14. EcoServants

Motion: Award EcoServants \$10,000, **Action:** Approve, **Moved by** Commissioner Stewart, **Seconded by** Commissioner Allen.

Vote: Motion passed (**summary:** Yes = 4, No = 1, Abstain = 0).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard.

No: Commissioner Stone.

15. NMSU Extension Office

Motion: Award NMSU Extension Office \$72,246, **Action:** Approve, **Moved by** Commissioner Stone, **Seconded by** Commissioner Willard.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard, Commissioner Stone.

16. Lincoln County Fair Board

Motion: Award Lincoln County Fair Board \$37,500, **Action:** Approve, **Moved by** Chair Draper, **Seconded by** Commissioner Stewart.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard, Commissioner Stone.

17. Region 9 School Based Health Center

Motion: Award Region 9 School Based Health Center \$2,500, **Action:** Approve, **Moved by** Commissioner Allen, **Seconded by** Chair Draper.

Vote: Motion failed (**summary:** Yes = 2, No = 3, Abstain = 0).

Yes: Chair Draper, Commissioner Allen.

No: Commissioner Stewart, Commissioner Willard, Commissioner Stone.

C. Medical Related Budget: LCMC and Clinics

Motion: Approve \$3,502,684 to be paid from mil levy funds and the sole community provider amount, **Action:** Approve, **Moved by** Commissioner Stewart, **Seconded by** Commissioner Stone.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Chair Draper, Commissioner Stewart, Commissioner Allen, Commissioner Willard, Commissioner Stone.

8. Next Meetings:

- a. Tuesday, May 19, 2020 Regular Commission Meeting & Public Hearing
(Adoption of Preliminary Budget FY 20/21)
- b. Tuesday, June 9, 2020- Special Commission Meeting
(Canvassing of Primary Election Votes)
- c. Tuesday, June 16, 2020 Regular Commission Meeting

9. Adjournment

There being no further business to come before the Board of County Commissioners, Chair Draper adjourned the meeting at 11:48 AM.

County of Lincoln
Board of Commissioners

Approved Telephonically
Dallas Draper, Chair

Approved Telephonically
F Lynn Willard, Vice Chair

Elaine Allen
Elaine Allen, Member

Thomas F. Stewart
Thomas F Stewart, Member

Approved Telephonically
Preston Stone, Member

ATTEST:

Whitney Whittaker
Whitney Whittaker, County Clerk

June 16, 2020
Date Approved

