



WASCO COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
AUGUST 17, 2011

PRESENT: Sherry Holliday, Chair of County Commission
Scott C. Hege, County Commissioner
Rod L. Runyon, County Commissioner
Tyler Stone, Administrative Officer
Kathy McBride, Executive Assistant

At 8:57 a.m. Chair Sherry Holliday called the meeting to order.

Commissioner Hege was not in attendance at this time since he was meeting with the County's engineer on the Hunt RV Park Project.

OPEN TO DEPARTMENTS

Marty Matherly, Wasco County Roadmaster, requested that the Board of Commissioners consider calling for a Public Hearing to consider a proposed Supplemental Budget for the Wasco County Weed Department in order to allow the Department to replace the 2008 Gator.

Matherly noted the problems that the Department is having with the Gator while providing the spraying services under the Forest Service contract. A different piece of equipment, such as a Polaris, would be higher off the ground, has undercarriage protection and is safer when carrying a large amount of water.

The Board had no problem with the County scheduling a Public Hearing to consider a Supplemental Budget for the Weed Fund.

Chair Holliday asked if there were any corrections or additions to today's Agenda. There were none.

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Thalhofer stated that the Board should have the Position Approval Form with their request to increase the Health Officer from .2 FTE to .8 FTE. This issue was discussed with the North Central Public Health District Board of Health at their last meeting; they had no quorum when the issue was discussed. The Board of Health by consensus agreed to move this matter through the Wasco County process.

Thalhofer noted that the District lost their Nurse Practitioner and the position was advertised a long period of time with no interest or success. The Health Officer is interested in performing the clinical duties of the Nurse Practitioner. The District is proposing to increase the FTE to allow the clinic time.

Chair Holliday stated that she understands that there will be an increase in cost of \$6,000 under the proposal.

Thalhofer stated that it will cost more in future years to have the Health Officer perform the duties of the Nurse Practitioner than under the current set up. She is not sure where the money will come from in the future since every year they budget what they expect will come in.

Commissioner Hege arrived at 9:06 a.m.

A lengthy discussion occurred.

The following is a summary of the comments made by Thalhofer during the discussion: we are one of the only small counties to submit the national accreditation application; the District's Family Planning Clinic is in need of being reorganized; they are expecting under the reorganization to see up to 13 patients per day versus the seven that are currently being seen; at the last Board of Health Meeting they lost their quorum so when the Board discussed the Health Officer Position to arrive at the consensus there were only four Board Members present, five are required;

Some discussion occurred in regards to the functions of the Health Officer as outlined in the Job Description.

Monica Morris, Finance Manager, stated that the total cost of the full time Nurse Practitioner and the .2 FTE Health Officer is \$125,420. The request to increase the FTE of the Health Officer from .2 to .8 would cost \$136,851.

Commissioner Runyon stated that we have a person willing to provide the services now. We are creating the position for that person. Is it possible that the positions can be left as they are now and that we pay for the duties that the employee is performing?

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Thalhofer stated that the Nurse Practitioner Position will remain vacant. We have a Health Officer who is willing to fill the clinic role. The Health Officer is not willing to fill the duties of the Nurse Practitioner at the current rate of pay.

Some discussion occurred in regards to the difference in pay for Nurse Practitioners from various entities. The County's pay scale is much lower than the private sector.

Commissioner Hege asked if it was essential for the Board to make a decision today since they only got the information yesterday.

Thalhofer stated yes. The Nurse Practitioner Position became vacant last Friday when the current employee moved up her last day in order to take another position somewhere else. The position was initially to become vacant on August 31st. They are paying Dr. Willett to cover the clinic time. Thalhofer is not sure how long she is willing to stay and work that amount of time with no plan in place.

Thalhofer noted how extensively the County advertised the Nurse Practitioner Position. The District has funding to cover the position for the current fiscal year. Every budget year they reevaluate their programs based on the anticipated funding levels. Thalhofer was clear with Dr. Willett that she is not sure they can support the position in the future. The position is there as long as the funding is there. Dr. Willett is covering the shift at the Health Officer rate of pay.

Further discussion occurred.

Thalhofer reiterated what the Department has gone through in trying to recruit someone to fill the Nurse Practitioner Position. This request is not asking for Wasco County to pay any more than what has been budgeted. If Wasco County does not want to give any more money in the future that will need to be negotiated with the other two Counties.

Commissioner Runyon felt that it was important for Thalhofer to have had a conversation with Dr. Willett to see if she is willing to continue to provide the clinic coverage which would allow the County more time to deliberate on the request.

Thalhofer stated that she would ask that the Board take into account that she has the Public Health expertise that represents Wasco County. She has spoken to her colleagues in the state. She has considered every sort of idea to fill that position. She does not know what more is possible. Every County struggles to fill their Nurse Practitioner Position.

Chair Holliday stated after hearing this discussion at the Board of Health Meeting she is comfortable with filling the position as temporary and looking at the position in a year.

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Thalhofer wondered why the position would be considered temporary. Every position in her Department is dependent upon each budget cycle. She does not think we need that distinction.

Morris stated that the Board has received her written comments. Is the request in the best interest of the taxpayers and is it sustainable? Are we accommodating the position to fit the person? When we advertised on June 14th we were advertising for a Nurse Practitioner.

Thalhofer noted that the position was posted on the County's website on June 14th and pulled off on August 10th.

Some discussion occurred in regards to licensing requirements, advertising the position more broadly, the Health Officer Job Description and the salary for the Nurse Practitioner Position.

Thalhofer noted that all job descriptions will be reevaluated as the District moves through our accreditation. The District has the funding to cover the position this fiscal year due to staff vacancies.

Thalhofer stated that the transfer from the General Fund into the Public Health Fund this year is the same. She is not asking for additional dollars to be transferred.

{{{Commissioner Hege moved to proceed to fill the Nurse Practitioner role with increasing the FTE of the Health Officer Position for the balance of the current fiscal year as requested by the North Central Public Health District. Commissioner Runyon seconded the motion.

Some discussion occurred.

Chair Holliday stated that this is definitely a Board of Health discussion. As County Commissioners of Wasco County we have the responsibility of talking to the Board of Health with our concerns.

Commissioner Hege stated that it would have been nice if the Board of Health would have had a quorum at their meeting.

Thalhofer stated that Commissioner Mike Smith had to leave. If she had known that he needed to leave early the discussion on the Health Officer Position would have been at the top of the Agenda.

Chair Holliday noted that the Board of Health's concern is with providing services.

Thalhofer stated that we only provide clinical services on a rare occasion to the other two Counties.

Commissioner Runyon stated it would have been a good idea to have that conversation with the employee and Stone prior to the Board being asked to make a decision on the request.

Chair Holliday called for the vote. The motion passed unanimously.}}}

JOHN ROBERTS, PLANNING & DEVELOPMENT DIRECTOR. Update on Work Program and anticipated Strategies to develop Strategic Plan and address process improvements.

John Roberts stated that he is here to inform the Board on the direction the Planning & Development Department is heading towards on strategic planning and their work program.

At this time Roberts summarized the items listed in his memorandum to the Board of Commissioners, (Attached as Exhibit A).

Chair Holliday stated that one thing she did not see in Roberts' memorandum in regards to the Focus Group was representation from the Ag community. She pointed out that the majority of the income in Wasco County comes from the Ag community. Chair Holliday feels that Roberts needs to reach out to other parts of the County and not just the northern part.

Some discussion occurred regarding the proposed focus group. The focus group will not require a quorum or an appointment by the Board of Commissioners.

Roberts stated that the Department has an opportunity to apply for a grant from the Department of Land Conservation and Development (DLCD). The deadline for applying is September 1st. The County would need to contribute \$5,000 in funding and a \$5,000 in-kind contribution to meet the match requirement.

*****It was the consensus of the Board of Commissioners to support the submittal of a Grant Application to the Department of Land Conservation and Development by the Planning & Development Department and if the grant is received the Board is willing to contribute \$5,000 towards the required match***.**

Roberts stated that the Planning & Development Department is thrilled to have Joey Shearer working for them as their new Associate Planner. The position is an entry level Planner that will be working on a lot of different things. The first thing he told Joey was that we would be working on Fridays.

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Joey Shearer, Associate Planner, stated that he is thrilled to be here. He is a fifth generation Oregonian. He is excited about being in the gorge and working in The Dalles. He has a background working for a developer for four or five years and attended Portland State for regional planning.

CONSIDERATION of items listed on the Discussion List of August 17, 2011, (Attached as Exhibit B).

Item #1

Stone stated that this item pertaining to the County's website can be removed from the Board's Discussion List until after the Association of Oregon Counties has made a determination on how they will spend their grant dollars.

Item #4

Commissioner Hege wondered why the County couldn't buy the tractor for the Wasco County Fairgrounds from a business within Wasco County. He understands that the County will be purchasing the tractor under a State of Washington Contract.

Some brief discussion occurred regarding the proposed tractor purchase.

Chair Holliday had a question of Sheriff Rick Eiesland in regards to supervising out of state parolees as required under the Intergovernmental Agreement #4560 with the Oregon Department of Corrections.

Sheriff Eiesland stated if we are going to be a member of the Interstate Compact we have to follow their rules.

Some discussion occurred in regards to the Intergovernmental Agreement with the Oregon Department of Corrections.

Stone expressed his concern with the language under #E on Page 6 which states "If COUNTY ceases to participate in County Corrections programs as described in ORS Chapter 423, DEPARTMENT may recover title and possession to property previously transferred to COUNTY or purchased by COUNTY with County Corrections Grant funds". Stone felt that the sentence was opened ended. He wondered if they could go back in time.

Sheriff Eiesland stated that he never thought of that provision in that way.

Some discussion occurred.

Sheriff Eiesland requested that Stone's question be emailed to him so that he can look into this matter.

In response to Chair Holliday's question; Sheriff Eiesland stated that there may be 15 out of state cases, at most, being supervised by Wasco County. He would have to ask Robert Martin, Community Corrections Manager, for the actual number.

Commissioner Hege stated that he has no problem with anything on today's Consent Agenda.

Commissioner Hege left for the day at 10:33 a.m.

CONSIDERATION AND APPROVAL of the Regular Session Consent Agenda of August 17, 2011, (Attached as Exhibit C).

Chair Holliday stated that Christa Rude, Commission on Children and Families Administrator, could not be here today. There are two Funding Agreements on today's Consent Agenda. Chair Holliday noted that the services under the Agreements fit in with the priorities that the Commission on Children and Families identified last year. These Agreements will allow the providers to continue to provide the services identified within the Agreement.

Chair Holliday noted that there is still a big contract outstanding with The Next Door Inc. The paper work has not been completed yet.

{{{Commissioner Runyon moved to approve the Regular Session Consent Agenda for August 17, 2011 as presented. Chair Holliday seconded the motion; it was then passed unanimously.}}}

The Board considered the approval of Resolution #11-021 in the matter of authorizing the purchase of one John Deere Tractor with Farm Loader and Pallet Forks for the Wasco County Fair during Fiscal Year 2011-2012.

Some discussion occurred in regards to the proposed purchase of a tractor for the Wasco County Fairgrounds. The Board was informed that there is no tractor available for the Fair to use and that the funding has been budgeted for expenditure in the current fiscal year.

{{{Commissioner Runyon moved to approve Resolution #11-021 in the matter of authorizing the purchase of one John Deere Tractor with Farm Loader and Pallet Forks for the Wasco County Fair during Fiscal Year 2011-2012. Chair Holliday seconded the motion; it was then passed unanimously.}}}

**CONTINUATION OF THE CONSIDERATION of items listed on the
Discussion List of August 17, 2011.**

Item #3

Commissioner Runyon stated that he spoke to Chief Deputy Sheriff Lane Magill and a farmer regarding the possible closure of the Antelope and Shaniko Post Offices. They are not really concerned about the possible closure. Kathy McBride, Executive Assistant, expressed some concern about the posting of public notices in those two facilities.

Commissioner Runyon suggested that the Board of Commissioners could write a letter in regards to the possible closure of these Post Offices if the governing bodies of Antelope and Shaniko requested them to do so.

Sheriff Eiesland stated that he received a letter from the United States Postal Service requesting information if the Sheriff's Office had received any calls for service or criminal mischief in these two Post Offices. He filled out the form and sent it back stating that there were no calls or incidents.

Chair Holliday noted that there will be some loss in jobs if the Post Offices are closed.


The Board signed:

- Order #11-102 in the matter of the Wasco County Board of Commissioners approving a Special Assessment of Open Space in the F-F(10) EPD-8, Forest-Farm/Sensitive Wildlife Overlay Zone (Low Elevation); also A-2(20), Small Scale Agriculture Zone in the General Management Area of the Columbia River Gorge National Scenic Area.
- Intergovernmental Agreement #4560 between the Oregon Department of Corrections and Wasco County.
- Resolution #11-022 in the matter of approving a Special Exemption under the Wasco County Public Contract Review Board Rules.
- Resolution #11-023 in the matter of adopting a Community Corrections Plan; Designation of Representative to Administer the Community Corrections Plan and to apply for Department of Corrections Funding.
- Funding Agreement between Wasco County and HAVEN.
- Funding Agreement between Wasco County and CASA.
- Regular Session Minutes of February 9, 2011.
- Resolution #11-021 in the matter of authorizing the purchase of one John Deere Tractor with Farm Loader and Pallet Forks for the Wasco County Fair during Fiscal Year 2011-2012.

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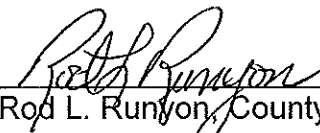
The Board adjourned at 10:47 a.m.

WASCO COUNTY BOARD
OF COMMISSIONERS



Sherry Holliday, Chair of Commission

Scott C. Hege, County Commissioner



Rod L. Runyon, County Commissioner



Wasco County Planning Department

"Service, Sustainability & Solutions"

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MEMORANDUM

To: Wasco County Board of Commissioners ("Board")

From: John Roberts, Planning Director

Date: August 17th, 2011 Public Meeting

Re: Update on Planning Department Work Program and Anticipated Strategies to Develop Strategic Plan and Address "Process Improvements"

Purpose: The purpose of the August 17th meeting is to briefly present and overview the following with the Board:

- The status of the Planning Department and its work program.
- The core functions and responsibilities of the Planning Department.
- The conceptual strategy proposed to develop the Planning Department's "Strategic Plan", particularly in regards to creating more accountability for streamlining or improving departmental processes.
- Request to help identify individuals to participate in a focus group (targeted for late September).
- Grant available with the Department of Land Conservation and Development and possible approval of contingency funds.
- Introduce the newly hired Associate Planner, Joey Shearer.

Staff recognizes the limited amount of time available to thoroughly present and discuss these items at the August 17th meeting. In light of the scope of the issues and if necessary, staff would encourage the Board to meet individually with staff to provide additional feedback or clarify issues or concerns.

Status of Planning Department, Staffing Levels and Work Program: As the Board is aware the Planning Department has experienced a significant change in staffing resources since January. This has left the Department with fewer staff to cover the front counter and review and process building permits, development applications and land use approvals.

Currently the Planning Department Code Enforcement Officer is processing 45 violations and 4 planners are processing approximately 23 applications between them. The varying complexity of the applications, the amount of walk-in/counter traffic and new applications continually submitted makes processing these applications in a timely or consistent manner challenging. As was already brought to the Board's attention, to address this issue the Department has 1) contracted with an individual land use consultant (Devaney Consulting), 2) has enabled or initiated the ability of an Associate Planner to work overtime and 3) has hired a new Associate Planner. As a result the Department is confident it is positioned to make

significant progress in processing applications in a more expedited manner and meet all state mandated deadlines.

Planning Department Core Functions and Responsibilities: Although the purpose of the August 17th meeting is not to discuss the day-to-day operations of the Planning Department, staff feels that it is important for the Board to be aware of the wide-range of responsibilities the Department performs. The ten principle functions the Department performs and ongoing responsibilities are listed as follows:

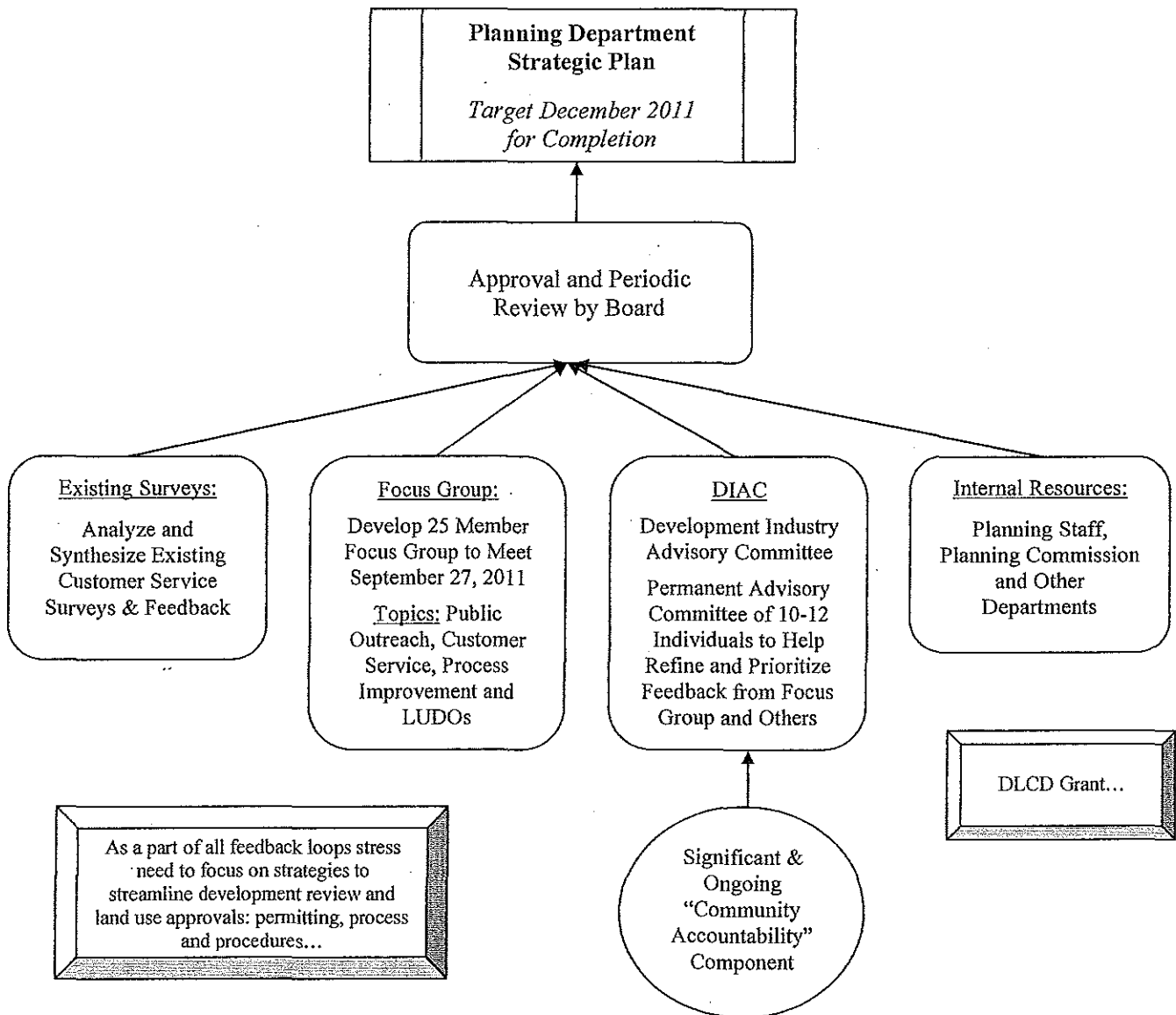
- Development Review - Reviewing and processing building permits, development applications and land use approvals.
- Planning Case Site Inspections and Follow-Up - Conducting site inspections which accompany nearly every type of land use review or approval, either based on a previous condition of approval or in conjunction with an active planning case or building permit review.
- Administration of County Land Use and Development Ordinances ("LUDO") and Wasco County Code Compliance and Nuisance Abatement Ordinance - Administering or enforcing: zoning, land divisions, code compliance, addressing, citizen involvement program and maintenance. This includes land governed by both the Columbia River Gorge National Scenic Area and Wasco County.
- Long Range Planning - Preparing comprehensive plan updates and maintenance, special studies, inventories, statewide planning involvement, relations with Land Conservation and Development Commission, coordination with special districts and cities.
- Staff Support to Governing Bodies - Providing staff support to governing bodies (Board, Planning Commission, committees for citizen involvement), including research, development of proposals, arranging public hearings, and serving as technical advisors on development and land use matters to fulfill state and local laws.
- Compliance With Federal and State Regulations - Managing and complying with a wide range of Federal or State agency land use authorizations to certify county's activities comply with state and local planning as required by state and local laws.
- Public Assistance - Disseminating public information on land use and development regulations, counter responses, pre-application conferences, public presentation, problem solving on land use applications and procedures required to comply with state and local laws. This usually involves varying degrees of research utilizing the County's LUDOs, applicable master plans and historic files on the topic or property.
- Public Outreach and Extension/External Communication - Developing and sustaining contacts and participation with community civic organizations and ongoing external communications such as Department newsletter, interested parties lists, social media, press releases and public awareness campaigns.
- Special Project Support and Economic Development - Providing special project support to economic development entities, Board or county in general, in areas associated with economic development, planning or the related expertise of the Department staff in organizational issues, citizen involvement and development of legislation or policy.
- Miscellaneous Technical Functions - Preparing required compatibility statements and reports, computer data base, notices, findings, procedural and review requirements, and other technical activities related to the County's planning programs.

Additional diverse assignments are also performed by the Planning Department. However, the Department's major mission and functions are contained within this listing and are largely required to

comply with Oregon's planning laws. The top ten functions listed characterize the most common work responsibilities. In summary, it is felt the Planning Department serves as a resource for a lot of different projects and programs.

Strategic Planning: The Planning Director's top priority is currently to develop a sound Strategic Plan by the end of the year. A well-thought out Strategic Plan for the Department should serve as a realistic road-map for directing all future planning efforts and programs in relation to clearly identified goals, objectives, strategies and measurable outcome. Three important components the Planning Director would like to weave into development and ultimate implementation of the Department's Strategic Plan is: 1) public involvement, 2) a focus on strategies to streamline development review and land use approvals, and 3) accountability to the community.

The following diagram identifies or outlines how this could be accomplished:



Brief Description of Strategic Plan Feedback Components

Board Review and Approval (Ongoing) – Ultimately, it is envisioned the Strategic Plan would be approved by the Board and amended accordingly. Additionally, changes to the Strategic Plan would be reviewed by the Board on a periodic basis (whether quarterly, annually or bi-annually).

Existing Surveys (Ongoing) – The Planning Department has an online survey and some of these have been completed and returned. These surveys will be used as a foundation to identify potential issues to be more thoroughly addressed.

Focus Group (Temporary) – It is targeted to conduct a Focus Group on September 27, 2011. The Focus Group would ideally have approximately 25 participants, who are somewhat familiar with the county's Planning Department and land use approval processes. The Focus Group would address four key areas/topics: **public outreach, customer service, process and LUDOs.**

Ideally staff would like to draw 4-5 participants from each of the following local organizations to participate in the Focus Group: Government Affairs Committee, Rotary, Lions, Chamber of Commerce, Kiwanis and real estate community. **Staff currently needs help accessing or networking with the Rotary, Lions and Kiwanis clubs. Thus, Staff needs feedback from the Board if they are aware of resources or individuals that could be used to contact these respective organizations.** Moreover, there could be other organizations the Board would suggest requesting help and participation from (e.g., Partners for Economic Progress).

Development Industry Advisory Committee (Permanent) – It is envisioned the Development Industry Advisory Committee would be formed to initially help distill feedback from the Focus Group. However, the DIAC would be smaller than the Focus Group (10-12 individuals) and be composed on individuals more experienced or knowledgeable of the Planning Department's functions, processes and Oregon land use laws (e.g., local engineer, architect, attorney or realtor).

It is envisioned DIAC would meet on a more permanent basis (maybe once a month; maybe once a quarter). In addition to helping the Planning Department synthesize feedback from the Focus Group, DIAC would help the Department finalize its Strategic Plan and prioritize work program priorities. Most importantly, serve as a resource and sounding board in helping the Department explore ways to improve development review and land use approvals (i.e., permitting, processes and procedures). DIAC would be analogous to a task force and also serve as good resource to relay information throughout the community or respective organizations regarding Planning Department functions and work program.

Internal Resources (Ongoing): There are number of internal resources the Planning Department can use in developing its Strategic Plan. The Planning Commission as well as other departments could provide valuable feedback.

Department of Land Conservation and Development (DLCD): The DLCD is currently accepting grant applications for various planning programs and projects (deadline is September 1). In consideration of the above proposal to develop and implement a thorough and more community based strategic plan staff would like to submit for a \$15,000 or \$20,000 Technical Assistance Grant from DLCD. The Project Title would likely be: Streamlining Development Review & Land Use Approvals: Processes, Permitting and Procedures. Basically the grant money would be used to have a third-party conduct a detailed audit of the Planning Department's functions as they relate to land use approvals and make recommendations for improvements. The objective results would be invaluable in developing our Department's Strategic Plan and prioritizing work program priorities over the next 5-years.

As with most grants there is a cost-sharing and local contribution opportunity. Although not required, it is recommended a local jurisdiction provide some level of matching funds. Staff would thus request a possible \$5,000 in contingency funds if the grant was awarded. It is anticipated there would be another \$5,000 in in-kind contribution from staff through utilization of staffing resources. Therefore, the county would be contributing a total of \$10,000 or 1/3 of the \$30,000 envisioned for such a grant project.

New Associate Planner: The newly hired Associate Planner, Joey Shearer, starts work on August 16th. He is a 4th generation Oregonian and will be in attendance at the meeting.

cc: Tyler Stone
Planning Department

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**WASCO COUNTY BOARD OF COMMISSIONERS
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DISCUSSION LIST

ACTION AND DISCUSSION ITEMS:

1. Discussion on Scope of Work and Proposed Budget for Updates and Maintenance to Wasco County Website.
2. Discussion on establishing a date for a Special Session of the Board of Commissioners.
3. Discussion on the potential closure of rural Post Offices in Wasco County.
4. Discussion on request from Wasco County Fair Board for Local Contract Review Board to approve Resolution authorizing the purchase of one John Deere Tractor with Farm Loader and Pallet Forks.

ON HOLD:

1. Discussion on the emails received from David Williams, Wildlife Services Director, dated July 6, 2011 and July 7, 2011. (Waiting for response from Budget Committee Member Mel Omeg.)
2. Consideration of the funding request from Mid-Columbia Council of Governments and the Community Renewal Energy Association (CREA).

**WASCO COUNTY BOARD OF COMMISSIONERS
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CONSENT AGENDA

1. Order #11-102 in the matter of the Wasco County Board of Commissioners approving a Special Assessment of Open Space in the F-F(10) EPD-8, Forest-Farm/Sensitive Wildlife Overlay Zone (Low Elevation); also A-2(20), Small Scale Agriculture Zone in the General Management Area of the Columbia River Gorge National Scenic Area.
2. Intergovernmental Agreement #4560 between the Oregon Department of Corrections and Wasco County.
3. Resolution #11-022 in the matter of approving a Special Exemption under the Wasco County Public Contract Review Board Rules.
4. Resolution #11-023 in the matter of adopting a Community Corrections Plan; Designation of Representative to Administer the Community Corrections Plan and to apply for Department of Corrections Funding.
5. Funding Agreement between Wasco County and HAVEN.
6. Funding Agreement between Wasco County and CASA.
7. Regular Session Minutes of February 9, 2011.