



**STATE OF NEW MEXICO
COMMISSION FOR DEAF AND HARD OF HEARING PERSONS**

Saturday, June 16, 2012

Albuquerque Marriott
2101 Louisiana Blvd. NE
Albuquerque, NM 87110
10:00 a.m.

I. CALL TO ORDER AND ROLL CALL

Chairman Mark Apodaca called the meeting to order at 10:10 a.m.

Present: Mark Apodaca, Chair James DeBee
 David Romine, Vice-Chair Deb Hambel
 Dr. Ronald Stern

Quorum was met.

Chair Apodaca took a moment to welcome Ellen Roth, the new Executive Director.

II. APPROVAL OF AGENDA

12-11

Commissioner Ronald Stern moved to approve agenda as presented.
Commissioner James DeBee seconded.
Motion passed unanimously.

III. APPROVAL OF MINUTES

Chair Apodaca asked if there were any revisions to the minutes.

12-12

Commissioner James DeBee made a motion to approve the minutes as presented.
Vice-Chair David Romine seconded.
Motion passed unanimously.

IV. BOARD REPORTS

Chair Apodaca stated that there were no board reports except recent happening regarding finances. Chair Apodaca was just appointed to another fiscal year as CFO of Commission for Deaf and Hard of Hearing (CDHH); approved by the Department of Finance and Administration (DFA). He received a letter from the DFA stating that there would be no increases in budgets.

Apodaca stated that he met with Senator Rodriguez on Thursday, along with Executive Director Ellen Roth and Interim Executive Director Shannon Smith. There was concern about the RFP process to get funding for Deaf/Blind issues. There was also concern regarding revenues, which are continuing to drop, and Chair Apodaca will once again meet with Tax and Revenue to discuss how to get revenue from phone companies.

Commissioner DeBee wanted to clarify that the revenue was decreasing due to not receiving revenues from cell phone companies and Chair Apodaca said yes. The plan was to go to the Financial Planning Committee in July to discuss this. Apodaca encouraged anyone who was interested to attend as well.

Chair Apodaca stated that the previous Executive Director, B. J. Wood, was working on a strategic plan, but there has been nothing from her since she moved and, therefore, the board and Executive Director Roth may have to start from scratch. It is important to focus on how CDHH and the commissioners can better serve the Deaf community of New Mexico, and it may take a meeting outside of a regular board meeting. Apodaca mentioned that Commissioner DeBee had recommended some retreats to come together and discuss the board's vision and Director Roth's vision for the deaf and hard of hearing in New Mexico.

V. AGENCY REPORTS

Executive Summary

Interim Director Smith announced that this would be her last board meeting as Interim Director, and that she was happy to hand over the reins to the new Executive Director. Ms. Smith wanted to applaud the staff of CDHH for going above and beyond, leading to the success of the last quarter.

Chair Apodaca added that the Board must thank one indispensable person, Shannon Smith herself, for stepping in as Interim Director.

Ms. Smith identified some accomplishments of the third quarter including the advertising and interviewing for the Executive Director position which ultimately led to hiring Ellen Roth. Additionally, the Training and Development Coordinator and Sign Language Interpreter contracts were awarded and CDHH maintained consistency in services, in spite of dealing with inclement weather delays and closures. The Albuquerque office was forced to close three times during the quarter due to no heat in the building, which resulted in temperatures inside the building in the low 40's. This created an unsafe environment and by state law, CDHH could not serve clients in those conditions.

Possible Relocation

A large project, which CDHH continues to work on, is the ADA violations of the Albuquerque office, attempts to break the lease, and a potential move. Lisa Dignan is the Project Manager on this, and any questions should be directed to her.

Commissioner DeBee, President of the New Mexico Association of the Deaf (NMAD), asked who made the decision to move to the west side and did CDHH survey the community about the location most easily accessible?

Lisa Dignan recognized Commissioner DeBee's question as an excellent one. The reality is that the process is an extremely difficult and complex. The state Property Control Division manages all the leases, relocations, purchases of buildings and/or building of a new property for the state of New Mexico. CDHH can only provide information regarding what the specific needs of the agency are, such as how many staff members, how many square feet each individual needs and even that is based strictly on a formula established by Property Control.

Ms. Dignan said that CDHH can provide Property Control with a geographic preference that will be included in the RFP. That preference is based specifically on transportation needs as well as some form of central location to serve our clientele and constituents in Albuquerque, Rio Rancho and Bernalillo. The preference established, which Property Control has the right to change, is Paseo del Norte on the north, Louisiana on the east, I-40 to the south and Coors on the west. The geographic preference is not specific to the west side, but does include areas considered west side largely because of public transportation. The Rapid-Ride busses are guaranteed wheelchair accessible, most regular ride buses are and many commuter buses are not. CDHH needs to carefully take into consideration transportation since many constituents use public transportation.

Included in the request to Property Control is the inclusion of a conference room. Ms. Dignan stated that the current budget includes \$6400 a year just for Board Meetings which could be better used elsewhere. A large conference room is needed that will hold a minimum of 25 people, space for Power Point presentations and CART services, sufficient data network connections, phone line connections and all the IT infrastructure needed to have meetings, trainings and workshops.

Chair Apodaca commented on a discussion from the previous meeting regarding liability. He asked if there was a way to solve this issue so that the community would be able to use the meeting space.

Ms. Dignan responded that it was a serious issue and information received is that state agencies are not intended to be an open community space, other than possibly during work hours when staff is present and can control entrance and exit. There was also much discussion about how there could be a way to work around this issue so that the Deaf and Hard of Hearing community could hold meetings other than 8 – 5, perhaps there could be an insurance rider for the liability issue. Ms. Smith added that the rules about using state agencies for anything other than state business were very strict. Members of the board suggested that perhaps Ms. Roth and the management team could educate property control regarding the needs of the Deaf and Hard of Hearing communities and the ability of the state to better serve them.

Commissioner Deb Hambel asked Ms. Dignan where CDHH was in the process. Ms. Dignan replied that a large amount of information regarding requirements has been handed to State Property Control and they are in the process of putting it into a formal RFP, which hopefully will be released before the end of June. After that it is about a 45-day process to where a property would be selected and approved.

Ms. Dignan added that CDHH still has a lease with the current facility and breaking that lease has not been approved. The facility is almost 120 days past due since building management was put on official notice that they were in violation of the Americans with Disabilities Act (ADA), but only someone from Property Control can give CDHH the authority to break the lease. Ms. Dignan added that any place selected would most likely require some sort of remodeling to comply with information technology requirements, so it is possible it may be longer. The project began ten months ago, and Ms. Dignan was pleased with the recent progress.

Commissioner Hambel explained that as a long-time state employee, she had a sense that relocating would be a long drawn-out process. After hearing the concerns raised here, the process could possibly be longer than expected; maybe as long as two years, but she certainly hoped that would not be the case.

Procedural Changes

Interim Director Shannon Smith continued the Executive Summary, announcing procedural changes for our offices. The prior Executive Director set office hours as 8:00 – 4:00 Monday through Friday, and CDHH stayed open through lunch. At the end of April, CDHH received notification that we were out of compliance with an initiative from the Governor's Office and needed to change office hours to 8:00 to 5:00 Monday through Friday and close from 12:00 to 1:00 for lunch. CDHH was not informed last fall as we should have been, possibly because it was distributed through the cabinets and CDHH is not part of one.

Ms. Smith continued that there was also discussion from the Governor's Office possibly mandating that state business be conducted within those 8:00 to 5:00 hours. If this should be mandated, this would tie into the previous conversation regarding community use of our office and another direct impact would be requiring our Commission Board Meetings be moved to those hours.

The understanding Ms. Smith had from the introductory conversations, was that this change would be because of budget. Every state employee is on an hourly wage. Anytime meetings occur outside business hours that leads to staff members needing to be compensated at time and a half or through a work-adjust schedule. An example would be this board meeting. Ms. Smith explained that because she worked approximately five hours on Saturday, by Friday she would need to take off that time which affects her ability to provide service. By having all business conducted 8:00 to 5:00, everyone remains on a 40 hour schedule and would avoid overtime and the negative impact on budget, or the negative impact on constituents caused by work-adjust. Ms. Smith will make sure the Board is fully aware if this policy is mandated.

Commissioner DeBee expressed some concern about calling the office and it seemed like staff weren't there. He called several times when the phone just rang or he had to leave a message. There was an emergency while he was in Las Cruces, he called the office and got the answering machine. He asked how that issue was being addressed.

Ms. Smith replied that it is a good question and CDHH is one of the smallest state agencies trying to cover a large state. Between the current vacancy rate and IT infrastructure issues, CDHH is spread thin and many times there are only a couple people in the office, but that means the staff are out serving clients. Also multiple staff members have changed video relay services so point to point messaging can occur.

Conference on Hearing Loss

Commissioner Stern stated that he would like to better understand the development of the agenda for the Conference on Hearing Loss and if it was possible for entry into greater involvement in development of the agenda.

Interim Director Smith said that the recent Conference on Hearing Loss was the largest so far. She explained its beginning in 2008 with the "Hard of Hearing Training for Professionals" in which the agenda was borrowed from the Arizona Commission. It was successful, but CDHH did not want a future conference to be only about the Hard of Hearing, so in 2010 it was changed to the Conference on Hearing Loss to have it include Hard of Hearing, Deaf, Deaf-Blind, as well as professionals who work with individuals who are Deaf or Hard of Hearing. From the feedback

from the 2010 conference, the Commission sent out applications for individuals to present proposals for 2012.

Dr. Stern asked for clarification on who provided the feedback for the 2010 Conference and Ms. Smith replied that the Commission staff as a whole had a feedback session to implement changes for the 2012 Conference. Feedback was also solicited from attendees, presenters, sponsors and exhibitors.

Commissioner Stern asked if the conference title could be changed to the Conference on Deaf and Hard of Hearing. Ms. Smith responded that the name of the conference was definitely discussed with the conference planning committee within CDHH staff. The planning committee tried to find the best solution, because the vision was to have something of a one-stop shop, to bring in Deaf, Hard of Hearing, social workers, and mental health counselors. What was discovered when we asked the professional groups if they would come to the conference if the name of the conference was changed to the Conference on Deaf and Hard of Hearing, and the overwhelming response was no, because it would seem like the conference was only for Deaf and Hard of Hearing. The Deaf and Hard of Hearing population said they would come if the name was changed because it would mean it was specifically for them. Ms. Smith said it was a struggle. Also the conference committee did not want to draw attention away from the NMAD Conference. Ms. Smith added that nothing about that conference is set in stone; it is changing and evolving.

Commissioner DeBee agreed with Dr. Stern that he was not comfortable with the title, "Conference on Hearing Loss." He felt that the community would perhaps confuse it with the Hearing Loss Association of America. He also stated that politically the words, "Hearing Loss" have a negative connotation. Chair Apodaca suggested that members of the Board could give advice on the name of the 2014 conference. Ms. Smith announced that the first conference planning committee meeting would be held in July. And she would make sure that this would be an agenda item and will keep the Board informed.

Executive Director Ellen Roth added that she was not sure if one group or another would not go if it was called something different, but she was thinking about something all-inclusive for both groups. This happens in other communities, too, for example in the Black community today, there are many people that are half black, but the rules would exclude them from something that was only for the Black community. Changing the wording to People of Color would be more inclusive. She suggested a new name could encourage full participation.

DVR Concerns

Chair Apodaca moved on to concerns regarding DVR. Some Deaf people perceive DVR as not providing interpreters and Dr. Stern added that since a specific counselor left, service has gone downhill. They are saying that they have tried to get in contact with people there and have not received any response. Chair Apodaca said that CDHH invests \$466,000 in DVR annually, which is matched on the federal level at a 3:1 ratio, and that perhaps there should be a separate meeting with the Commission involved and help improve the situation. He also asked if CDHH was receiving quarterly reports from DVR.

Interim Director Smith responded that the Memorandum of Understanding (MOU) requires that DVR submit reports every six months. The report was received at the end of the second quarter and the next report is due at the end of the fourth quarter.

Commissioner Stern was curious about what the \$466,000 given to DVR was for. Ms. Smith answered that the Legislature requires us to give DVR money for growth and improvement or VR services for Deaf and Hard of Hearing individuals. During the last fiscal year the focus was on launching a wireless pilot project with CDHH. An Invitation to Bid was released for that, but the difficulty was that the project did not bring the critical mass to the wireless companies to attract

and interest them in launching a wireless pilot project. As for the FY13 MOU draft, Commissioner Deb Hambel and Ms. Smith will have Ms. Roth review it. Ms. Smith asked Commissioner Hambel if she wanted to expand on the MOU.

Commissioner Hambel continued by saying that the MOU draft was currently at the state office being reviewed by DVR Deputy Director Ralph Vigil. The focus is to launch a Video Remote Interpreting (VRI) service and Lisa Dignan has been heavily involved in helping DVR launch this service. She added that training has started, with one training completed, and units have been distributed across the state. Commissioner Hambel felt that this would increase VR services to Deaf and Hard of Hearing individuals and may address some of Dr. Stern's concerns.

Commissioner David Romine had a concern that this would be a conflict for DVR to have VRI equipment for the public. Commissioner Hambel explained that the equipment would not be for the public, but for the staff working with individuals that are served by DVR.

Commissioner DeBee expressed that he would be interested in seeing numbers and statistics of how the Deaf and Hard of Hearing are being helped by DVR, such as how many are going to college; how many are getting employed. Commissioner Hambel responded that the report does include a lot of those numbers. She explained that the report from the second quarter included, for the first time, an aggregate number of the individuals being served in secondary education. Her intent for the next report which will appear in the next board report is the numbers through the end of FY12.

Commissioner DeBee also wanted clarification of the rumors in the community about the order of selection, and that if someone is only Deaf they will be moved to the bottom of the list. He was thinking that didn't seem fair for anybody with a disability to be moved to the bottom of the list. Commissioner Hambel stated that that information was somewhat incorrect. The first factor for the order of selection is the level of disability, and how it impacts your activities of daily living. It would be incorrect to say a person would be moved to the bottom of the list just based on the fact that they were Deaf or Hard of Hearing. It is looked at from an employment perspective specifically, but everything is taken into consideration when determining where they would be on the list. Individuals with the most significant disabilities receive services as soon as they walk in the door and are not subject to a wait list.

Both Commissioners DeBee and Stern also had concerns about the clients of a VR counselor that had recently left her position. The vacancy left the Deaf and Hard of Hearing clients without a counselor who could communicate effectively with them. A number of the cases were time-sensitive. Commissioner Hambel agreed that Deaf and Hard of Hearing clients needed a counselor they could communicate with. DVR has regarded this vacancy as priority and it will be posted as soon as possible. Some individuals have been assigned to counselors in Albuquerque that have the skills to meet their needs. Ms. Hambel added that she was not aware that services have been stopped for any individual. Although communication is an issue, DVR is doing their best to address needs as timely as possible. She encouraged anyone to contact her if there is an issue regarding this, and she will get them in contact with somebody that can communicate effectively with them so their needs can be met.

Executive Director Ellen Roth brought up the unemployment statistics for the Deaf and Hard of Hearing community nationwide. With 70% of the Deaf population and 35% of the Hard of Hearing population unemployed, the results should be jobs. Having worked in VR before, Ms. Roth said she had experience regarding their definition of order of selection; that the most severe cases are looked at first, but with a 70% unemployment rate among the Deaf community, it is important to see how that money is being used.

Commissioner Hambel stated that the transfer of money from CDHH to DVR is to increase outcomes in that population. DVR works with agencies such as COPD to provide vocational services to individuals also served by DVR. Employment is the ultimate goal, but there are other

needs that need to be addressed before they can be successful in employment. Ms. Hambel also said she would be very interested in meeting with the Commission Board members around these concerns. She added that she was relatively new to the position, and did not know all the concerns from the community. But in meeting with everyone, they could further discuss the viable solutions. She also suggested taking it further up the chain of command, if necessary, to Ralph Vigil, the Acting Director of DVR.

There was much discussion of when and where a meeting would occur, and whether the community should be involved. Dr. Stern warned that if it turned into a complaint session the meeting would not be productive. He suggested a smaller meeting with the CDHH Executive Director, DVR Deputy Director Ralph Vigil and perhaps two or three others to make sure there is a clear understanding of the concerns.

Finance and Administration

Ms. Deborah Romero, CDHH's Management Analyst, reported that the audit for FY11 was complete, signed and submitted to the DFA. CDHH continues to work with GSD, Property Control on the RFP and contracts for the feasibility study.

Copies of the FY11 Audit were requested by Chair Apodaca for all board members. He also asked Ms. Romero if CDHH would continue to work with the same CPA firm and she responded that they would.

For the end of FY12, Ms. Romero estimated that about \$250,000 would remain unspent because of vacancies. For FY13, the budget would remain the same; however, CDHH will still meet with Tax & Revenue to try to increase the revenue to provide more services for the Deaf and Hard of Hearing Community.

Interim Director Smith also clarified that CDHH does receive the surcharge from both land-line and wireless, but does not receive the surcharge for voice over internet or voice phone from Vonage, Comcast and Magic Jack. Ms. Smith added that the Management Team would meet with Ellen on Monday to discuss the FY13 spending plan. Because of the flat budget, programs like the mini-grant won't be available in FY13.

Commissioner DeBee commented that he would like to establish a financial committee to have more understanding of how to use the money if we can't rely on TRS and find other sources that were credible. However Ms. Smith explained that it is a state statute informing the Commission how it gets funding; that comes from the DFA. In the past, former Executive Director BJ Wood worked with Tom Dillon from Tax and Revenue to try to increase the revenue from TRS. However, each time CDHH has approached the legislature for appropriations, it has been denied. Even if CDHH had a financial committee, the legislature's answer would be the same.

Communication Access and Development

Shannon Smith introduced Lisa Dignan to answer questions regarding Communication Access and Development. Commissioner DeBee was concerned about the lack of interpreters and VRI in Southern New Mexico. The constituents from Southern New Mexico don't like VRI because it isn't realistic. It was also his understanding that it was difficult to establish because there is not the appropriate technology available.

Ms. Dignan agreed that the situation in Southern New Mexico has been and continues to be a challenge. There is a new state-wide price agreement established through the state purchasing department for both on-site and VRI services. There are some VRI services out there, but she agreed it isn't the solution for everything. COPD plans to add VRI services, but they are in an old

building and there are difficulties with the infrastructure. They are working on it. Ms. Dignan also reported that the company Communication Service for the Deaf (CSD) is included in the statewide price agreement, and that is the company working with DVR, and the testing indicates they are successful. Furthermore, Ms. Dignan was happy to report that the previous day was the very first use of the emergency pager service set up in Southern New Mexico by WIN. The situation required an on-site interpreter rather than VRI, and therefore the pager service was utilized. It was a huge success. Ms. Dignan emphasized that they were working hard on mentoring, increasing the skills of interpreters and focusing getting rural interpreters certified and getting a community or educational license.

Commissioner DeBee also asked about the RFP mentioned on page 22 of Ms. Dignan's report. Ms. Dignan clarified that RFP's are actually handled through State Purchasing, but they are not the contact expert for the types of contracts we use. CDHH and WIN currently have a contract for interpreter professional development, and the pager services in Albuquerque, Santa Fe, and Las Cruces, and a couple other things. CDHH is only able to renew contracts three times, and then they must go back to RFP for those services. Ms. Dignan explained that the contractors have been put on notice that CDHH needs to focus dollars as much as possible on interpreter professional development, to address the concern brought up by Mr. DeBee, and make sure we use all the funds available in her department to ensure we have qualified interpreters across the state of New Mexico. The Commission would continue to support services identified as necessary, but will need to ask agencies across the state to be more self-sufficient and less dependent on money from the Commission.

Commissioner DeBee stated he would like to see some numbers from the interpreting agencies that have statewide price agreements to see how they are being used. He also had concerns about a few of the interpreter referral and VRI agencies being from out of state, and felt it was important to encourage local agencies to use interpreters from New Mexico and keep New Mexico money from going out of state.

Ms. Dignan explained that the numbers reported are from the entities with which CDHH has a contract. CDHH uses COPD and WIN for interpreters when the staff interpreters are unavailable. The Commission does not have contracts with any of the other agencies on the statewide price agreement, so she only has the authority to require reporting from those we do business with. Ms. Dignan also clarified that a statewide price agreement is not a contract, does not guarantee revenue, but is simply a procurement tool. State agencies may purchase services on an agreement without having to go out each time and go through a three-quote process. She also stated that she agrees with Mr. DeBee that it is important to try to do all business with in-state companies. It is more cost effective and supports the tax base and economy here in New Mexico. However, the Commission has not control who decides to put in a bid when State Purchasing does an invitation to bid.

As for VRI, WIN is the only company within New Mexico providing those services. Also each company providing VRI utilizes a different platform. If DVR wanted to go to a hardware-based platform rather than a software-based platform due to internet security, they don't have the option because the platforms are not compatible.

Commissioner DeBee stated he understood, but in terms of interpreters it was important to focus on New Mexico. There is a lot of anger associated with doing business out of state. Although COPD is based in Arizona, the local New Mexico office hires deaf employees and local people. Chair Apodaca suggested that maybe policies could be changed to focus using companies in New Mexico. However companies on the list need to be checked first to avoid the bidding process.

Public Policy and Advocacy

There were no questions for the Public Policy and Advocacy Department, however Shannon Smith took a moment to recognize the fact that Nathan Gomme had stepped up as the Interim Director for that department while maintaining a full case load of clients as service coordinator and transition expert. He was given no increase in pay, no additional benefits, and Mr. Gomme has gone above and beyond. Without his willingness to do this, Public Policy and Advocacy would not continue at the level it has.

Telecommunications and Technical Assistance

There was a comment from Commissioner DeBee that the Telecommunications Equipment Distribution Program (TEDP) needs to be improved. Some of the equipment is somewhat antiquated. Shannon Smith, speaking as Director of Telecommunications and Technical Assistance, stated that they were looking into what they offer through TEDP and the reliability and durability of the equipment. She added that 2012 was a development year for new technology and the phone manufacturing company, Clarity, in partnership with Purple, will be introducing their own captioned telephone, and CDHH will receive a model. Ms. Smith is also working with the vendor, Teltex, to research different options. At the TEDP National Conference, there will be a two to three hour workshop on how to improve services to the Deaf, Deaf-Blind and Speech-Impaired clientele. The TEDP serves the Hard of Hearing community very well, but not the Deaf community.

Ms. Smith also expressed concerns about distributing something like the iPad. If the iPad is dropped on the floor and shatters it is worthless, and that is about \$800 worth of equipment. So she is hoping to find tablets that are more durable. CDHH also must control costs during the current budget crisis. A state with the same budget crisis that launched an iPad program was under harsh criticism from investigative reporters.

Commissioner DeBee also felt it was the responsibility of CDHH to provide education on how to use different technologies. He suggested the Commission should provide workshops on the weekends, working with companies like Sorenson, Purple, and ZVRS, which would provide information on how to set it up.

Ms. Smith mentioned that although TEDP distribution levels were dismal in the past, for FY12 CDHH exceeded goals. The goal was 800 and 1300 were distributed. The first step was getting the TEDPA Specialist, Jason Siergey, trained and the numbers up. For FY13 the goal is to get Mr. Siergey out into the community training on current technologies, newer technologies, creating partnerships with other entities to get high tech information out to the communities, especially rural areas. Furthermore, Nathan Gomme just attended an emergency planning meeting. They plan to have weather alerts and other emergency information sent via text message. They also hope to utilize Facebook, Twitter, and post videos in ASL that are fully captioned to get the message out to the community.

Related to captioning, Commissioner DeBee said that CDHH needs to educate locally and in the government about captioning the websites. The government website isn't captioned. Ms. Smith stated she recently had a meeting with the company, Granicus, which hosts live webcasting and has a price agreement with the state. However with a minimum starting bill of \$1000, they made closed-captioning so cost-prohibitive that she could understand why some agency were averse to captioning. However, the Commission has created a plan on how to approach agencies to get online captioning without using that company for services. Furthermore, the Commission is working closely with the cabinet department for technology, to get information out to other state agencies on the importance of having everything on the website captioned. Fortunately, CDHH has a great ally in IT Secretary Darryl Ackley who is very supportive of getting websites captioned.

Ten Minute Break

CART temporarily lost the connection. Chair Apodaca announced a ten minute break at 12:04 p.m. The meeting resumed at 12:14 p.m.

Las Cruces Office

Commissioner DeBee visited the Las Cruces area in March and was amazed that the Las Cruces office is covering that area with their small staff. Although he was aware of limited funding, he saw a need for more staff there. They do a lot of traveling and are often not in the office.

VI. PUBLIC COMMENTS

Nancy Bearce introduced herself as the Chief Operating Officer of New Mexico Abilities. She thanked Commissioner DeBee for inviting her to the meeting. She particularly enjoyed the discussion on employment and was happy to meet everyone.

VII. UNFINISHED BUSINESS

There was no unfinished business.

VIII. NEW BUSINESS

Chair Apodaca made clarifications regarding new business. When the commissioners are interested in proposing new business, there is a motion, after the motion it is open for a vote. For the agenda, the commissioners need to be a little more willing to expand on what the new business to be discussed is. That needs to be done ten days before the board meeting occurs so that the community is able to see it and know if they are interested in attending. It is important that the new business does not conflict with state policy and follows the Open Meetings Act.

IX. EXECUTIVE SESSION

There were no items to be discussed in Executive Session.

Chair Apodaca called for a motion to adjourn.

12-13

Commissioner DeBee made a motion to adjourn.
Commissioner Hambel seconded.
Motion passed unanimously.

Meeting adjourned at 12:19 p.m.
Respectfully Submitted,


Lori G. Neubauer, Administrative Assistant


Mark Apodaca, Board Chair