



## **CAMTC Board of Directors Meeting**

### **MINUTES – OPEN SESSION**

**March 21, 2024**

**Hilton Santa Cruz/Scotts Valley  
6001 La Madrona Drive  
Santa Cruz, CA 95060**

Directors Present: *Mike Callagy, Mark Dixon, Shana Faber, Jeff Forman, Heather Forshey, Sara Frazier, Jennifer Gonzales, Michael Marylander, Bernadette Murray, Stephany Powell, Martha Soffer, Kristy Underwood*

Directors Absent: *None*

Staff Present: *Ahmos Netanel, CEO; Beverly May, Director of Governmental Affairs, Human Trafficking and IT; Rick McElroy, Director of Law and Code Enforcement Relations; Joe Bob Smith, Director of Educational Standards Division; Sharla Maxey, Legal Secretary/Paralegal*

Special Counsel: *Alison Siegel*

#### **1. Call to Order, roll call and establish quorum**

Chair Mark Dixon called the meeting to order at 9:30 a.m. and established a quorum.

#### **2. Chair's Comments**

- Welcome/Introductions
- Rules of Debate

The Chair welcomed the public and gave a brief update of some of CAMTC's activities over the past few months, including a tribute to the late Dr. Ron Bates. The Chair then welcomed the newest CAMTC Board member, Kristy Underwood, the Department of Consumer Affairs appointee to the Board. Ms. Underwood is the Executive Officer of the Board of Barbering and Cosmetology, has been in that position for 19 years, and with DCA for 30. She has dedicated her career to consumer protection and will now bring that dedication to CAMTC.

### **3. Board policy regarding public comments**

**MOTION 03212024:1 Dixon/Forman – Motion to adopt a policy, effective immediately, that CAMTC Board Members are not permitted to speak during any public comment period.**

Mr. Dixon spoke in favor of the motion stating under the open meeting law, we provide time during each agenda item for the public to comment before any vote as well as to make comments about items that are not on the agenda. He believes that the times carved out for the public to speak should be protected and preserved for the public. Board Members have opportunities to speak at every meeting and throughout every meeting. In general, Board Members should not be speaking about items not on the agenda, but they are provided with an opportunity at the end of every meeting to suggest items for future meetings which allows them to mention, without discussion, items not on the current agenda. They are encouraged to submit agenda items at any time prior to ten days before the meeting. With all those legitimate opportunities to speak, Board Members should not also be allowed to consume time reserved for the public or make statements that could lead to items not on the agenda.

Mr. Callagy spoke in opposition to the motion. This is being put in place to silence Board members from speaking out against items. The way these meetings are structured are to limit the comments of Board members so we cannot fully vet the ideas and expressions of this Board. The archaic way that we do this, the for and against for three rounds is ridiculous. It was an archaic motion made ten years ago right when the Board began that doesn't pertain to today. We should be able to speak freely and have open debate about issues. For those who do not understand, when we go for and against, if there's not another "for", then we can't hear another "against". Essentially, we could have one round and be done.

**MOTION FAILS**

**ROLL CALL VOTE: Yes 6; No 5; Abstain 1**

Mike Callagy – No

Shana Faber – Yes

Jeff Forman – Yes

Heather Forshey - No

Sara Frazier – Yes

Jennifer Gonzales - No

Michael Marylander – Abstain

Bernadette Murray – No

Stephany Powell - Yes

Martha Soffer – Yes

Kristi Underwood - No

Mark Dixon - Yes

#### **4. Procedure on how we discuss matters before the Board**

##### **MOTION 03212024:2 Callagy/Forshey – Motion to move item number 20 to number 4 on the Agenda to give every Board Member an opportunity to speak.**

Mr. Callagy spoke in favor of this motion stating it is imperative that this Board have the opportunity to discuss items openly. Mr. Callagy values every single view on this Board and the Chair and CEO should do the same. We are not able to hear these important issues from everyone because of the way debate has been structured.

Mr. Dixon spoke in opposition, though stated that it is appropriate after all these years to take a look at it and reevaluate how we want our meetings to go. If we want to go ten minutes on each item from each person, that is a hundred and twenty minutes per item. Part of the reason the original Rules of Debate were established was so meetings will be efficient and not take more of Board members' time than necessary. If the Board wishes to change that, they fully have the liberty to create new Rules of Debate.

Other Board members spoke for and against the motion and there were several comments provided by the public.

***Friendly Amendment offered by Mr. Callagy to give every Board Member up to two minutes on every agenda item without the for and against. Accepted by Ms. Forshey.***

**MOTION 03212024:2 as amended – Callagy/Forshey – Motion to move item number 20 to number 4 on the agenda and to give every Board Member an opportunity to speak for up two minutes on every agenda item without the for and against.**

**MOTION PASSES**

**ROLL CALL VOTE: Yes 7; No 5; Abstain 0**

Mike Callagy – Yes

Shana Faber – No

Jeff Forman – No

Heather Forshey - Yes

Sara Frazier – Yes

Jennifer Gonzales - Yes

Michael Marylander – Yes

Bernadette Murray – Yes

Stephany Powell - No

Martha Soffer – No

Kristi Underwood - Yes

Mark Dixon – No

**5. Closed session with CAMTC legal counsel to discuss pending litigation pursuant to California Government Code section 11126(e)**

The Chair called the meeting into closed session at 10:08 a.m. The Board returned to open session at 11:17 a.m.

**6. Dr. Ron Bates Memorial Scholarship**

Mr. Dixon announced and welcomed massage therapy student Venus Krogsrud as the winner of the Dr. Ron Bates Memorial Scholarship.

Ms. Krogsrud introduced herself by stating her last name means “at a crossroads” and here she is at a crossroads where she is starting a new career in life and is thankful for the Board and Ron Bates’ family for allowing her the opportunity for the scholarship.

*(A thoughtful video was played from the Bates’ family)*

Mr. Netanel commented the Bates’ family really wanted to be here, but due to a prior obligation, they sent the video.

Mr. Dixon then presented Venus Krogsrud with a large facsimile of the \$5,000 check (the scholarship money was actually paid directly to her school).

## **7. Updated 2024 Budget**

Mr. Netanel presented the updated budget for 2024. He thanked both Bernadette Murray and Heather Forshey for assisting with the updated budget. It is a balanced budget, and the assumptions are stated both on the revenue and expense sides. If this budget is implemented in the way we are seeing it here, we expect to end this year with approximately nine months’ cash reserves in the account.

Mr. Callagy questioned Mr. Netanel about the budget items for travel and sponsorships. Mr. Netanel responded that many of the travel expenses are related to outreach and thus are included under the outreach category. In addition, the outreach category also includes expenses related to participation in events, sponsorships, public relations, advertising, marketing, graphics, and copyrighting.

Mr. Callagy also asked who is in the category of senior management. Mr. Netanel responded this includes the CEO, Beverly May and for 2024 it also contemplates compensation for a Chief Operating Officer which we are hoping to bring mid-year and also a part-time Chief Financial Officer that we are looking to bring before mid-year.

Ms. Murray asked if there are any more trips planned to Washington, D.C. this year. Mr. Netanel responded, at this time there are no plans to return to Washington, D.C. this year. Ms. Murray would like to purpose we reduce communications and outreach for this year even more to \$200,000 in that category.

Ms. Murray then questioned why we are budgeting more for contingencies than we spent last year for that category. Mr. Netanel responded that one reason is that there is the possibility of increased litigation costs this year, and it also accounts for the possibility of needing to retain recruitment professionals to assist in the process of hiring a COO.

As a follow-up, Ms. Murray questioned if our lobbying expenses are being paid out of miscellaneous contingency. Mr. Netanel confirmed, and Ms. Murray requested we have the lobbying expenses as a separate line item in the future.

Ms. Frazier thanked Ms. Murray and Ms. Forshey for assisting with getting the notes on the line items because it is far clearer.

Ms. Forshey moved to adopt the budget dollar value to improve transparency, breakout communications and outreach further, breakout the budget for the sponsorships and breakout the lobbying expenses within this budget for the Board to view as part of ongoing budgets.

Several members of the public commented on this item.

**MOTION 03212024:3 Forshey/Frazier - Motion to adopt the budget as presented in the Board Packet.**

***Friendly Amendment offered by Mr. Callagy to breakout the travel expenses and sponsorships. Accepted by Ms. Forshey and restated.***

**MOTION 03212024:3 as amended and restated - Forshey/Frazier - Motion to adopt the budget dollar value, and to improve transparency, break out communications and outreach further, break out the budget for sponsorships, and break out the lobbying expenses for the Board to view as part of ongoing budgets. The budget with these requested changes will be returned to the Board at the next meeting.**

**MOTION PASSES**

**ROLL CALL VOTE: Yes 11; No 0; Abstain 1**

Mike Callagy – Yes

Shana Faber – Abstain

Jeff Forman – Yes

Heather Forshey - Yes

Sara Frazier – Yes

Jennifer Gonzales - Yes

Michael Marylander – Yes

Bernadette Murray – Yes

Stephany Powell - Yes

Martha Soffer – Yes

Kristi Underwood - Yes

Mark Dixon - Yes

## **8. Proposed Addition to Certification Statuses Displayed on CAMTC's Website**

Mr. Netanel stated that CAMTC has a culture of transparency. We send out full Board Packets of information for upcoming Board meetings in advance to anyone who requests it. CAMTC is not required to do this, but we do for the sake of transparency. We post each Board Packet, approved minutes, the audio recordings of the meetings, and many CAMTC policies and procedures on the website, even though we are not required to do that. In line with that commitment to transparency, he asks for the Board to revisit the issue of what we post on our website when it comes to the status of individuals who apply for certification. This is an issue the Board visited many years ago and the Board made the decision to post certain things and to hold off on posting other information. He believes it is time for the Board to reconsider what we post in light of our stated priority of protecting the public. More information helps consumers make decisions as to which massage therapist they will see. He referred the Board to the Memo in the Board Packet.

Ms. Siegel commented that currently on the website it posts certificate status. It will say either "active", "suspended" or "revoked". It does not show any status for individuals who applied for certification and were denied. From 2010 until around 2018, the majority of the individuals who were denied were denied based on inadequate education. When the Board first considered posting applicant status years ago, the Board did not want there to be negative connotation for those who were denied based just on their education.

However, when you look at denials since 2018, the vast majority are no longer based on education, but rather on background issues, including criminal issues.

Mr. Netanel confirmed that this change, if adopted, would be for new applications.

Ms. Murray stated that sometimes the information on the website is not accurate, and that adding another piece of data to the site that might be incorrect is very concerning.

Ms. Frazier stated she would feel more comfortable deciding this issue if she could review some sort of list of why we are denying applicants at this point and then making a decision based on that.

Ms. Siegel clarified the website would not say "denied" unless they submitted an application that had been denied. It would not say "denied" for anyone who is still going through our process. The list of the bases for denial is in CAMTC's law.

Mr. Forman questioned how this will impact future lawsuits. Ms. Siegel responded the more information posted, the more likely you are to have someone may sue over it. As always, we

do our very best to make sure the information is accurate and truthful because truth is a complete defense.

Ms. Forshey moved to accept the CEO's recommendation in its entirety, and that the pros and cons were fully articulated in the Board packet memo. She is a proponent of transparency and protecting the public. CAMTC provides due process, and nothing will be posted until due process is followed.

Several members of the public commented on this item.

**MOTION 03212024:4 Dixon/Forshey - Motion to allow a member of the public an additional one minute for public comment.**

**MOTION PASSES**

**ROLL CALL VOTE: Yes 11; No 0; Abstain 1**

Mike Callagy – Yes

Shana Faber – Abstain

Jeff Forman – Yes

Heather Forshey - Yes

Sara Frazier – Yes

Jennifer Gonzales - Yes

Michael Marylander – Yes

Bernadette Murray – Yes

Stephany Powell - Yes

Martha Soffer – Yes

Kristi Underwood - Yes

Mark Dixon – Yes



**MOTION 03212024:5 Forshey/Forman - Motion to add “denied” as a status on the “Verify Certification” website, to be implemented in a time and manner to be determined by the CEO.**

*Friendly amendment made by Ms. Gonzales to have staff report back the status at the next meeting and at the second meeting to be implemented. Accepted by Ms. Forshey.*

**MOTION 02312024:5 as amended - Forshey/Forman – Motion to add “denied” as a status on the “Verify Certification” portion of the website and to have staff report back on the status of implementation at the next meeting and to complete implementation by the second meeting.**

**MOTION FAILS**

**ROLL CALL VOTE: Yes 6; No 4; Abstain 2**

Mike Callagy – Abstain

Shana Faber – Yes

Jeff Forman – Yes

Heather Forshey - Yes

Sara Frazier – Yes

Jennifer Gonzales - No

Michael Marylander – No

Bernadette Murray – Abstain

Stephany Powell - Yes

Martha Soffer – Yes

Kristi Underwood - No

Mark Dixon – No

## **9. Meeting Location Discussion**

Mr. Callagy stated he appreciates the opportunity to discuss this issue. Santa Cruz is a beautiful place, but inconvenient. He is trying to understand the philosophy of how we select these locations. They have been all over the map from Palm Springs, to Napa, to here, which are all great places, but are not near an airport which makes it difficult for people who must catch flights. He asked the Chair to explain why this location and what is the policy moving forward as to where we are going to have these meetings.

Mr. Dixon responded that he is guided by whether it is cost effective for travel, lodging and food. He also factors in trying to obtain the maximum attendance of directors as it is important to have every member present whenever possible. He is also moved by the safety and security of our directors and guests. He also takes accommodation of directors with special needs into account. Mr. Dixon further commented that we received a rate for this hotel of \$119.00 a night which is a considerable savings from other locations. Mr. Callagy requested the Chair and CEO be more cognizant of Board members' time in selecting these locations. Somewhere near a major airport is always desirable. Mr. Dixon stands by the criteria he stated for selecting a meeting location.

**MOTION 03212024:6 Forshey/Underwood – Motion to open up the meeting location discussion for feedback from the Board.**

**MOTION PASSES**

**ROLL CALL VOTE: Yes 10; No 0; Abstain 1**

Mike Callagy – Yes

Shana Faber – Yes

Jeff Forman – No present

Heather Forshey - Yes

Sara Frazier – Yes

Jennifer Gonzales - Yes

Michael Marylander – Yes

Bernadette Murray – Yes

Stephany Powell - Yes

Martha Soffer – Abstain

Kristi Underwood - Yes

Mark Dixon – Yes

Several Board members made more comments on this issue, including asking if two-day meetings might be considered when it's a long agenda, and requesting lots of notice for meetings so that schedules and travel can be taken into account. No action was taken.

Several members of the public also commented on this item.

## **10. CBIZ Report**

Mr. Callagy stated would like to report on the 2023 CBiz report but is not sure which one to report on because his understanding is after he received a draft report from CBiz, the Chair went back and asked them to redo it. Mr. Dixon responded this is not correct. He asked them to observe the original criteria because the directive by the Board was not to redo an entire CBIZ report.

Mr. Callagy outlined the reasons why he believes the 2019 CBiz report was flawed, and made comments about the CEO's salary.

Ms. Siegel reminded the Board that the CBIZ report is what's on the agenda and that's all the Board can discuss at this meeting – it cannot get into discussions about the CEO's employment contract. She requested that comments be limited to the CBIZ compensation study.

Mr. Callagy and Ms. Forshey took issue with the parameters used to determine compensation guidance in Mr. Dixon's version of the 2023 report as well as the report's conclusion about maximum compensation. Ms. Gonzalez requested clarification about how many employees CAMTC currently has, and Mr. Netanel responded that the number is currently 21.

Mr. Dixon commented that CAMTC hired an expert with a company that is recognized for their integrity and ability to make assessments regarding executive compensation. No one in CAMTC influenced the experts on how to conduct their study. The main CBiz representative testified before the California Legislature regarding how the 2019 study was performed and how they reached their conclusions. The study was given to every Board member. The study has been on the website for four years.

Several members of the public commented on this item.

**MOTION 03212024:7 Callagy/Murray – Motion to bring back the appropriate CBIZ documents for this Board to review at the next meeting.**

*Friendly amendment offered by Ms. Forshey to bring back both draft versions referenced by Mr. Callagy and Mr. Dixon. Accepted by Mr. Callagy.*

**MOTION 03212024:7 as amended and restated – Callagy/Murray – Motion to bring both versions of the 2023 CBiz report referenced by Mr. Callagy and Mr. Dixon as well as the 2019 CBIZ compensation study for this Board to review at the next meeting.**

**MOTION PASSES**

**ROLL CALL VOTE: Yes 11; No 0; Abstain 1**

Mike Callagy – Yes

Shana Faber – Abstain

Jeff Forman – Yes

Heather Forshey - Yes

Sara Frazier – Yes

Jennifer Gonzales - Yes

Michael Marylander – Yes

Bernadette Murray – Yes

Stephany Powell - Yes

Martha Soffer – Yes

Kristi Underwood - Yes

Mark Dixon – Yes

## **11. Audit Committee**

Mr. Callagy described his frustration at trying to call a meeting of the Audit Committee, beginning in January. Mr. Dixon disagreed with Mr. Callagy’s narrative, and explained that the delay he requested was related to his need to obtain legal advice from an outside law firm. Once legal advice was obtained, Mr. Callagy was notified immediately that he could call an Audit Committee meeting at any time.

Mr. Callagy went on to raise concerns about CAMTC's expenditures for sponsorships, various expense reimbursements, and how the annual audit has been handled in the past. Mr. Dixon responded to these concerns, including noting that sponsorships like the one with the California Police Chiefs Association supports CAMTC's mission to protect the public by creating an essential, collaborative relationship with law enforcement and other organizations related to the issue of massage.

The Board members then engaged in a lengthy discussion and debate about those issues.

Eventually, Mr. Callagy suggested an additional audit relative to expenses going back 5 years. After discussion about the possible cost of such an audit, Ms. Murray suggested a cap of \$30,000.

Several members of the public commented on this item.

**MOTION 03212024:8 Callagy/Forshey – Motion to do a full 5 year audit of the expenses of this organization with a cap of up to \$30,000.**

**MOTION PASSES**

**ROLL CALL VOTE: Yes 11; No 0; Abstain 1**

Mike Callagy – Yes

Shana Faber – Yes

Jeff Forman – Abstain

Heather Forshey - Yes

Sara Frazier – Yes

Jennifer Gonzales - Yes

Michael Marylander – Yes

Bernadette Murray – Yes

Stephany Powell – Yes

Martha Soffer – Yes

Kristi Underwood - Yes

**12. Policies and Procedures for Evaluation of Out-of-Country Education and Presentations by: Royal Thai Consulate-General; Santa Barbara Body Therapy Institute; Massage Envy California Franchise Association; and Burke Williams**

Mr. Netanel took a moment to orient the Board about what will be discussed. This item relates to accepting education from countries outside of the United States. This is something which is very important to the Legislature. During the last Sunset review, the Legislature made a change in our state law to allow CAMTC to accept education from outside the country. This Board has adopted a policy last year to start rolling out this program in smaller stages and the initial step was to accept education from other countries in North America. After the Board adopted specific policies in what we can accept, we did a pilot program. After reviewing the results of the first stage of this process, staff feels we are now ready to expand it beyond North America. The policy included in the Board Packet is extending it through three more countries: Thailand, Brazil and United Kingdom.

The Consulate-General of Thailand, as well as representatives from the Santa Barbara Body Therapy Institute, California Massage Envy Franchise Association, and Burke Williams spoke to the Board.

Royal Thai Consulate-General of Los Angeles did a slide show presentation which included the following:

- Unesco Intangible cultural heritage
- Thai Traditional Medicine
- Thai Traditional Medical Professional Act (2013)

*(A demonstration was performed on the training structure)*

- Thai/Applied Thai Traditional Medicine License (800 or 1,300 hours)
- Compatibility of Thai and CAMTC Syllabus
- Core Courses and Practices

Katie Mickey, Director of the Santa Barbara Body Therapy Institute, the President of the Massage Envy California Franchise Association, and Bill Armor, owner of Burke Williams, spoke in favor of the program.

Questions and comments were exchanged among staff, Board Members and presenters.

Mr. Netanel commented as part of this policy, staff is requesting implementation will also be by subject to CEO's discretion.

Several members of the public commented on this item.

**MOTION 03212024:9 Frazier/Marylander - Motion to approve the Proposed Amendments to Policies and Procedures for Evaluation of Out-of-Country Education.**

***Friendly Amended offer by Ms. Forshey – with the language that is captured in the Board packet with the addition of the “in a time and manner determined by the CEO”. Accepted by Ms. Frazier.***

**MOTION 03212024:9 as amended - Frazier/Marylander - Motion to approve the Proposed Amendments to Policies and Procedures for Evaluation of Out-of-Country Education, in a time and manner determined by the CEO.**

**MOTION PASSES**

**ROLL CALL VOTE: Yes 9; No 0; Abstain 0**

Mike Callagy – Yes

Shana Faber – not present

Jeff Forman – not present

Heather Forshey - Yes

Sara Frazier – Yes

Jennifer Gonzales - Yes

Michael Marylander – Yes

Bernadette Murray – Yes

Stephany Powell – not present

Martha Soffer – Yes

Kristi Underwood - Yes

Mark Dixon – Yes

Mr. Dixon thanked all the presenters for joining us today. It was a long day and we appreciate you bearing with us.

**13. Approval of Minutes from October 11, 2023 and December 14, 2023**

**MOTION 03212024:10 Murray /Frazier - Motion to approve the Minutes from the October 11, 2023 Board meeting.**

**MOTION FAILS**

**ROLL CALL VOTE: Yes 6; No 0; Abstain 3**

Mike Callagy – Yes

Shana Faber – not present

Jeff Forman – Abstain

Heather Forshey - Abstain

Sara Frazier – Yes

Jennifer Gonzales – Yes

Michael Marylander – not present

Bernadette Murray – Yes

Stephany Powell – not present

Martha Soffer – Yes

Kristi Underwood - Abstain

Mark Dixon - Abstain

**MOTION 12142023:11 Dixon/Murray - Motion to approve the Minutes from the December 14, 2023 Board meeting.**

**MOTION FAILS**

**ROLL CALL VOTE: Yes 6; No 0; Abstain 2**

Mike Callagy – Yes



Shana Faber – not present

Jeff Forman – not present

Heather Forshey - Yes

Sara Frazier – Yes

Jennifer Gonzales - Yes

Michael Marylander – not present

Bernadette Murray – Yes

Stephany Powell – not present

Martha Soffer – Abstain

Kristi Underwood - Abstain

Mark Dixon - Yes

#### **14. Proposed Amendments to Policies and Procedures for Approval of Schools**

Mr. Smith referred to the proposed amendments in the Board Packet.

After a lengthy discussion about various amendments proposed in the procedures document, Ms. Murray moved to approve the revised Policies and Procedures, with an amendment that the time period be one year, rather than two years, before a school whose application has been purged twice, can resubmit.

Mr. Callagy seconded and commented he is not going to vote for this because he doesn't think we should be increasing the fees for these schools.

Ms. Murray clarified that the fees have already been approved. They were approved at the last meeting. Ms. Murray moved to amend her own motion and took into account what Mike Callagy said as a friendly amendment and will support him in saying that she moves to accept amendments to the Policies and Procedures, with the change from two years to one year, and also excluding the portion that talks about aligning the school fees with the current fee structure.

Mr. Smith expressed concern that since the new fee schedule has already been approved and communicated to the schools, failure to align the procedures will result in mixed messages to the schools.

Ms. Murray asked when the new school fees go into effect. Mr. Smith responded they have already gone into effect. The proposed amendments to the policies and procedures are not creating a new policy or changing a policy, this was just meant to memorialize what the Board already approved.

Ms. Murray withdrew her motion until the next Board meeting.

After much discussion, and without counsel present, this item was tabled to the next meeting.

## **15. Proposed Schedule of Meetings for 2024**

Mr. Netanel referred to the proposed meeting schedule included in the Board Packet. There is one change, the June 6<sup>th</sup> meeting should be June 5<sup>th</sup>, a day earlier. The rest of the dates are what staff are proposing to the Board.

## **16. Public Comments Regarding Issues Not on this Agenda**

Several members of the public commented on this item.

## **17. Items/suggestions from Board Members for future Meeting Agendas**

Mr. Callagy suggested a fee review for massage practitioners, certificate holders and schools.

Ms. Murray would like to have a report to the Board regarding the career opportunity mailing program. The last time it was reported to the Board regarding how many massage businesses have taken advantage of it and what the status of the program is since we report it in the Sunset review as part of workforce development, to see if we need to look at how effective that program is currently, and if we need to look at something else.

Ms. Gonzalez suggested, from a Board development perspective, some sort of training on the Bagley-Keene Act and Robert's Rules.

Ms. Soffer commented that the meeting felt very aggressive and controlling, and it would be great to have more community and more feeling that we are all working together for the same thing. She also suggested that the public come in the afternoon after closed sessions as they will not have to stay for the entire day.

**18. Adjourn**

The Chair adjourned the meeting at 5:09 p.m.

Minutes Approved: October 9, 2024

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Signature of Board Secretary

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Type or Print Name of Board Secretary