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DUPAGE COUNTY BOARD OF HEALTH

Minutes of the Meeting

Wheaton, Illinois

November 8, 2007

Board Members Present	Scott Cross, Dr. Peter Doris, Dolores Kopp, Linda Kurzawa Edward Merkel, Pam Rion, and Dr. Robert Walz
Board Members Absent	Mr. Dennis Brennan, Mr. Gary Grasso and Mr. Charlie Thurston
Board Treasurer Present	John Novak
Leadership Staff Present	Karen Ayala, Dave Christiansen, Dr. Rashmi Chugh, David Hass, Michael Kiep, Mary Lally, Tad Koeune, Maureen McHugh, and Katy Yee
Health Department Staff Present	Maria Uribe, Catherine O'Reilly, Mary Prignano, Pat DelMastro, Pat Flaherty, Kathleen Brower, Janet Noncek, Jane Zimmerman, Kara Green, Mike Latham and Joy Rosenburg
Public Present	Danielle Gerrity, David McNally, Jeremy Soeder, Christine Bolden, Monika Christiansen, Tammy Dufhot, Sara Yurchak, Nicole Madra, david Green and Bill Stankevitz

CALL TO ORDER

President Kurzawa called the November Board of Health (BOH) meeting to order at 6:20 p.m. There were seven members present for a quorum. See list above.

PRESIDENT'S REMARKS

President Kurzawa shared an update on the County's Budget process and indicated she would discuss in further detail when we consider this agenda item. President Kurzawa complimented the board and staff on crafting a good budget and will recommend that board approves the DuPage County Health Department budget as it is and send on to the County Board.

SUBCOMMITTEE REPORTS

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Executive – (BOS)

Maureen McHugh provided the board with an update on how the new intake process has improved the flu shot process and the positive response we have been getting from clients. Access Community Health Network (ACCESS) opened last Friday in Addison and have been seeing pediatric clients. Board members were provided an update on the West Chicago group home in the memo included in the Board packet. There will be more information and further discuss under Old Business.

Community Health Services (CHS)

Karen Ayala provided the board with an update on the Tobacco Program, the tobacco team Health Educator, Kathleen Brower along with American Cancer Society-DuPage on events for the Great American smoke out on November 15th. The Team also have worked with EHS unit director and the PR team to deal with the implementation and the enforcement of the Smoke-Free Illinois Legislation. Ms. Ayala discussed CHS's participation at the October 24th Budget Finance committee and thanked the Board members on their support with the County Board on the FY08 budget proposed cuts.

Emergency Disease Control (EDC)

Mary Lally provided the board with an update on MRSA. The public health forum for schools developed and co-sponsored with the DuPage County Regional Office of Education a forum for school districts to address multiple issues around MRSA. The forum was held on October 31, 2007 at the Lombard Training site through the ROE. The forum provided an opportunity for DCHD to educate and provide technical support around both the medical and the mental health issues associated with MRSA.

Environmental Health Services (EHS)

Tad Koeune provided the board with an update on EHS in Addison, all EHS staff will be moved out of the Addison office and redistributed to the three other locations. This is in line with departmental goal of providing mobile technology to EHS staff reducing the need for physical space. Mr. Koeune also provided the board with information on a meeting held on October 23rd with the US Environmental Protection Agency to discuss Community Relations USEPA will be doing in areas around the Mallard Lake Landfill and in areas of contamination identified through the VOC well sampling program in unincorporated Wayne and Bartlett. EHS also participated in a teleconference with the NIPHC EH subcommittee on Smoke-Free Illinois Legislation.

Mental Health Services (MHS)

Dave Christiansen provided the board with an update of the WeGo Together for Kids recognition as a national example for reducing school violence, Mental Health Services participates in this partnership grant providing treatment to students. West Chicago was the focus of US Department of Education's monthly live nationally televised show Education News Parents Can Use. The show's theme was "Reducing School Violence:

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Keeping Children Safe and Ready to Learn". The show aired live on Tuesday, October 16, 2007 at 7:00pm on WDCB-TV (College of Dupage). Mr. Christiansen also provided information regarding reduction of client medication costs has now eliminated any reliance on county tax dollars. This was accomplished through medication utilization management and utilization of State funds to cover costs. On October 25, 2007, a Community Conference was held at the Abbington in Glen Ellyn, with Dr. Norcross, PHD was well received. This conference was attended by 150 caregivers throughout DuPage County.

APPROVAL OF MINUTES

Mr. Merkel moved for approval of the minutes of the October 11, 2007 meeting. Ms. Roin seconded the motion. Motion passed.

TREASURER'S REPORT

Mr. Novak reported the beginning balance for October in Fund 70 was \$20,747,765.32. During the month of October we had receipts of \$3,872,616.16 with disbursements of \$3,351,225.02 leaving us an October ending balance in Fund 70 of \$21,369,156.46

With earnings this year of approximately \$68,551.38 in comparison to about \$71,306.30 last year. YTD we have just over \$920,384.31 compared to about \$756,393.03 a year ago.

Mr. Cross moved for the approval of the Treasurer's Report and to have it placed on file. Ms. Kopp seconded the Motion. Motion passed.

PUBLIC COMMENT

There were no public comments.

RESOLUTIONS

RECOGNITION OF THE GREAT AMERICAN SMOKE OUT - CHS

Community Health Services requested the DuPage County Board of Health and the DuPage Coalition Against Tobacco to adopt a resolution proclaiming all residents to stop smoking for their and others health on November 15, 2007.

MOTION

The DuPage County Board of Health hereby proclaims November 15, 2007 as the Great American Smoke Out as presented.

Dr. Doris moved for the approval of the motion. Ms. Rion seconded the motion. Motion passed

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Mr. Cross presented Joy Rosenburg with the resolution.
The signed resolution is included with the official copy of the minutes.

CONSENT ITEMS

HUMAN RESOURCES TRANSACTIONS – BUSINESS OPERATIONS SERVICES

All employees hired and changing status are filling vacant budgeted positions. The Changes of Status have not caused any increase in the budget.

MOTION

The DuPage County Board of Health hereby approves the hiring, changes of status, and separations as listed, falling within the dates of 10/05/07 and 10/29//07.

FUND TRANSFERS – BUSINESS OPERATIONS SERVICES

The Business Operations Services requests DuPage County Board of Health approval of the transfer of funds to the designated line items in the FY 2007 budget as set forth on the attached budget transfer form.

MOTION

The DuPage County Board of Health hereby approves the transfer of funds to the designated line items in the FY 2007 budget as set forth in the attached Schedule of Transfers.

Mr. Cross moved for the approval of the Consent Items. Mr. Merkel seconded the motion. A roll call vote was taken.

Ayes: Mr. Cross, Dr. Doris, Ms. Kopp, Mr. Merkel, Ms. Rion,
Dr. Walz, and President Kurzawa

Nays: None

Motion Passed.

OLD BUSINESS

Ms. McHugh provided the board with an update on the West Chicago Group Home. Since the October meeting, the appraisal company, Universal Restoration Services, has completed a basic appraisal of the property damage, a review with the City of West Chicago of current building codes updates and the structural integrity of the home. The final assessment of the property confirms that the building is structurally sound for

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restoration. David Green, from Green & Associates and Bill Stankevitz from Wine Sergi answered questions from the board regarding current coverage and policy coverage.

NEW BUSINESS

President asked that the FY08 Budget item # 1 be moved to # 2 after the purchasing items.

Mr. Merkel made a motion to combine Items # 10 (2) A through V. Mr. Cross seconded. Motion passed.

PURCHASING

C-BOS-11-06-087 – Approval for costs associated with Microsoft Enterprise Licensing per State of Illinois bid joint purchase in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy. This is the second year of a three-year (3) contract term. The Procurement Approval Checklist is included and staff recommends approval of the expenditure to CDW-G in an amount not to exceed \$218,610.82. Funds have been budgeted for this purchase.

C-CHS-01-06-002 – Purchase of various vaccines from Merck & Co, to be used in the Travel Clinic at public health pricing joint purchase in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included and staff recommends approval to purchase vaccines from Merck & Co. in an amount not to exceed \$42,000 in the fiscal year. Funds have been budgeted for this purchase and program fees cover the cost of vaccines.

C-CHS-01-06-014 – Purchase of various medications from Ortho Pharmaceuticals to be used in the Family Planning Clinic through the Family Planning Coop Program joint purchase in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included and staff recommends approval to purchase medications from Ortho Pharmaceuticals in an amount not to exceed \$60,000 in the fiscal year. Funds have been budgeted for this purchase and a combination of client fees, Medicaid billing, grant revenue and tax dollars cover the cost of medications.

C-CHS-01-06-013 – Purchase of various medications from R & S Northeast to be used in the Family Planning Clinic through the Family Planning Coop Program joint purchase in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included and staff recommends approval to purchase medications from R & S Northeast in an amount not to exceed \$75,000 in the fiscal year. Funds have been budgeted for this

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purchase and a combination of client fees, Medicaid billing, grant revenue and tax dollars cover the cost of medications.

C-CHS-01-06-008 – Purchase of various medications from Sanofi Pasteur, to be used in the Travel Clinic at public health pricing joint purchase in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included and staff recommends approval to purchase medications from Sanofi Pasteur in an amount not to exceed \$70,000 in the fiscal year. Funds have been budgeted for this purchase and program fees cover the cost of medications.

S-BOS-04-06-048 – Purchase of natural gas supply from NICOR for department facilities not connected to the County's Power Plant, sole source in accordance with Article 4, Part A, Section 4-105 of the DuPage County Health Department Procurement Policy. The Procurement approval Checklist and Sole Source Justification Form are included and staff recommends approval to purchase natural gas from NICOR for FY08 in an amount not to exceed \$77,000. Funds have been budgeted for this purchase.

S-BOS-04-06-049 – Purchase of electrical service from ComEd for department facilities, sole source in accordance with Article 4, Part A, Section 4-105 of the DuPage County Health Department Procurement Policy. The Procurement approval Checklist and Sole Source Justification Form are included and staff recommends approval to purchase electrical service from ComEd for FY08 in an amount not to exceed \$150,000. Funds have been budgeted for this purchase.

L-MHS-04-06-050 – Lease agreements issued to National Alliance for Mentally Ill to allow the department to lease group homes to provide 24-hour supervised care to 16 DuPage County clients. Contract term through January 31, 2009. The Procurement Approval Checklist and Decision Memo are included and staff recommends approval of the expenditure for FY08 in the amount of \$57,344. Funds have been budgeted for the lease agreements and a combination of client fees, grant revenue and tax dollars cover the cost.

P-BOS-01-07-092 - Change Order for PHN Architects in accordance with Article 4, Part D, section 4-405 of the Dupage County Health Department Procurement Policy. Request for Change Order included and staff recommends approval of the Request for Change Order in an amount not to exceed \$30,745. Funds are available in the budget.

S-BOS-04-06-051 – Contract with SBC for fifteen DS1 Circuits for department facilities per DuPage County's Request for Proposal in accordance with Article 4, Part A, Section 4-104 of the DuPage County Health Department Procurement Policy. Contract term through September 30, 2009. The Procurement Approval Checklist is included and

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staff recommends approval of the expenditure to SBC in FY08 in the amount of \$58,730.28. Funds have been budgeted for this purchase.

P-BOS-11-090 – Second year of four year renewal of contract award to Wolf & Company for Professional Auditing Services per Request for Proposal in accordance with Article 4, Part A, Section 4-104 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included and staff recommends approval of the expenditure to Wolf & Company for preparation of the FY 2007 annual financial audit in an amount not to exceed \$48,000. Funds have been budgeted for this contract.

P-MHS-03-06-039 – Professional Services issued to April Nowak to provide services to maintain appropriate relationship between Health Department billing system and State of Illinois data system and provide staff education. Contract term December 1, 2007 through November 31, 2008. The Procurement Approval Checklist and Decision Memo are included and staff recommends approval of the contract for FY08 not to exceed \$40,000. Funds have been budgeted for this contract.

C-CHS-2-06-030 – Purchase of various medications from R & S Northeast, to be used in the Travel Clinic through the 340 B Prime Vendor Program joint purchase in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included and staff recommends approval to purchase medications from R & S Northeast in an amount not to exceed \$30,000 in the fiscal year. Funds have been budgeted for this purchase and program fees cover the cost of medications.

P-MHS-02-06-038 – Professional Services for contracts issued to various university residency programs to provide psychiatric treatment for clients during fiscal year 2008. The Procurement Approval Checklist and Decision Memo are included and staff recommends approval of the expenditure in an amount not to exceed \$108,505.00. Funds have been budgeted for this contract.

P-MHS-02-06-037 – Professional Services for various apartment leases to provide housing for mentally ill clients during fiscal year 2008. The Procurement Approval Checklist and Decision Memo are included and staff recommends approval of the expenditure in an amount not to exceed \$635,000.00. Funds have been budgeted for the apartment leases and a combination of client fees, grant revenue and tax dollars cover the cost.

P-CHS-02-06-036 – Professional Services for contracts issued to various community providers to perform services to clients in the Breast and Cervical Cancer Program and Wisewoman Program during fiscal year 2008. The Procurement Approval Checklist and Decision Memo are included and staff recommends approval of the

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expenditure in an amount not to exceed \$345,482.00. Funds have been budgeted for these contracts and a combination of grant revenue and donations cover the cost.

C-BOS-06-06-060 – Purchase of various office supplies from Office Depot per US Communities joint purchase in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included and staff recommends approval of the expenditure in an amount not to exceed \$95,000. Funds have been budgeted for these purchases.

C-BOS-11-06-089 – Purchase of computer supplies from Tech Depot per US Communities joint purchase in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included and staff recommends approval of the expenditure in an amount not to exceed \$120,000. Funds have been budgeted for these purchases.

S-BOS-10-05-082 – Annual support renewal for Netsmart computer system from Netsmart, sole source in accordance with Article 4, Part A, Section 4-105 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Justification for Sole Source form is included and staff recommends approval of the support contract with Netsmart in an amount not to exceed \$74,547.00. Funds have been budgeted for the support renewal.

P-EDC-04-07-099 - Professional Services contract to Integrated Solutions Consulting to develop, implement and maintain an automated web based system for all departmental emergency plans, assist in development of second phase of departmental emergency plans, assist in drills, tests and provide mock audits for the Office of Risk and Emergency Management in accordance with Article 4, Part A, Section 4-108, b), Other Professional Services, of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Decision Memo are included and staff recommends approval of the contract with Integrated Solutions Consulting in an amount not to exceed \$80,000. Funds are budgeted for the contract and grant revenue covers the cost.

P-BOS-020-6033 – Professional Services issued to John Wyma & Associates for lobbyist services in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Decision Memo are included and staff recommends approval of the contract in an amount not to exceed \$48,000. Funds have been budgeted for these services.

P-BOS-110-8124 – Professional Services issued to DuPage Federation on Human Services for training in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist

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and Decision Memo are included and staff recommends approval of the contract in an amount not to exceed \$40,640.00. Funds have been budgeted for these services.

MOTION

The DuPage County Board of Health hereby
approves the Purchasing Items # 10 (2), A through V
as presented.

The motion to approve the Combined New Business Items #10 (2) A through V was made by Mr. Merkel seconded by Mr. Cross. A roll call vote was taken.

Ayes: Mr. Merkel, Ms. Rion, Dr. Walz, President Kurzawa, Mr. Cross, Dr. Doris and Ms. Kopp

Nays: None

Motion passed.

FY 2008 BUDGET – BUSINESS OPERATIONS SERVICES

Business Operations Services has finalized the FY 2008 Budget proposal for your consideration. This proposal, prepared and approved by Service Unit Leadership, includes parameters discussed at the October 11, 2007 Board of Health meeting and balances projected revenues with expenditures for the General Fund (70), Social Security Fund (71) and IMRF Fund (72) and includes balanced revenue and expenditures for Grant Applications. Grant Applications lines allow for acceptance of additional or unforeseen grant funding during the fiscal year. In addition, this Budget proposal includes the use of the Contingency Fund (73) for anticipated reconstruction costs associated to the September 11, 2007 West Chicago Group Home fire.

Business Operations Services is requesting that the DuPage County Board of Health adopt the FY 2008 Budget contingent upon DuPage County Board approval.

Discussion was held

President Kurzawa informed the board that there seems to be little support for the Chairmans Budget as presented. She recommends that the Health Department has a good budget and to be proud of that budget and pass it over the way it is. The Chairman's budget will likely be amended and we have no control of what will happen over the next three weeks, including possible further cuts to our Budget.

Dr. Doris commented on the legal right and we may have to get an outside attorney in the event we have an executive board session. Is there a legal right for the County Board to play with the citizens who have said that an x amount of dollars from their property tax

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go to the Board for Health. For the County Board to say we are going to take half of that to use for any other offices. Dr. Doris recommends the board review the statues again.

Mr. Cross moved for the approval of the FY 2008 Budget. Mr. Merkel seconded the motion. A roll call vote was taken.

Ayes: Mr. Cross, Dr. Doris, Ms. Kopp, Mr. Merkel, Ms. Rion,
Dr. Walz, and President Kurzawa

Nays: None

Motion Passed.

2007 YEAR-END ENCUMBRANCES – BUSINESS OPERATIONS SERVICES

A copy of the 2007 fiscal year encumbrances that will be added to the 2008 fiscal year budge is presented herewith. These items represent approved purchase orders and expenditures that have been incurred by November 30, 2007 and will be paid on claim forms, but will probably not be invoiced until FY08. This procedure will allocate funds for these approved expenditures and incorporate them into the FY08 budget. This is a normal accounting procedure that occurs at the end of each fiscal year.

MOTION

The DuPage county Board of Health hereby approves the allocation of funds to designated lines representing approved expenditures in the FY07 budget and incorporating these items into the FY08 budget as set in the year-end encumbrance listing, as presented.

Mr. Cross moved for the approval of the 2007 Year-End Encumbrances. Ms. Kopp seconded the motion. A roll call vote was taken.

Ayes: Mr. Cross, Dr. Doris, Ms. Kopp, Mr. Merkel, Ms. Rion,
Dr. Walz, and President Kurzawa

Nays: None

Motion Passed.

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DUPAGE COUNTY BOARD OF HEALTH 2008 MEETING SCHEDULE – BOARD OF HEALTH

In order to inform the general public and others of the 2008 calendar year scheduled Board of Health meetings, the attached schedule has been prepared for review. Please note that the regular meeting dates are the second Thursday of each month. Additionally, the annual schedule includes a listing of Alternate Dates for meetings, which may be cancelled if not needed in the normal conduct of business. Upon approval, the schedule will be distributed and posted.

MOTION

The DuPage county Board of Health hereby approves the 2008 calendar year Board of Health meeting schedule, as presented.

Mr. Cross moved for the approval of the 2008 Board of Health Meeting Schedule. Mr. Merkel seconded the motion. A roll call vote was taken.

Ayes: Mr. Cross, Dr. Doris, Ms. Kopp, Mr. Merkel, Ms. Rion, Dr. Walz, and President Kurzawa

Nays: None

Motion Passed.

BOARD OF HEALTH RETREAT – BOARD OF HEALTH

The Board of Health has for the past several years held a daylong retreat at a local establishment. In some years, the retreat has been combined with the February Board of Health meeting. In order to secure a location for holding a February Retreat, staff should contact establishments now. If a retreat will be held, authorization to confirm a location to hold the Retreat is being requested.

MOTION

The DuPage county Board of Health hereby authorizes the Health Department staff to secure a location for the Board of Health Retreat to be held in February 2008, as presented. It further approves the February Board of Health meeting to be combined with the Retreat.

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Mr. Cross moved for the approval of the 2008 Board of Health Retreat. Dr. Doris seconded the motion. A roll call vote was taken.

Ayes: Mr. Cross, Dr. Doris, Ms. Kopp, Mr. Merkel, Ms. Rion,
Dr. Walz, and President Kurzawa

Nays: None

Motion Passed.

GRANT ACCEPTANCE

LOCAL HEALTH PROTECTION GRANT – COMMUNITY HEALTH, ENVIRONMENTAL HEALTH & MENTAL HEALTH SERVICES

Community Health, Environmental Health & Mental Health Services, wishes to accept an additional grant from the Illinois Department of Public Health for Local Health Protection services in the amount of \$52,632 for the period October 1, 2007 through June 30, 2008. This amendment represents Dupage County Health Department's share of an additional State of Illinois appropriation of \$5 million for this program in the State. This grant is to be used to assure the provision of health protection program services such as infectious diseases, food protection and private sewage disposal. A total of \$780,669 will be received for this grant from July 1, 2007 through June 30, 2008.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the additional grant from the Illinois Department of Public Health for the Local Health Protection Grant in the amount of \$52,632 as presented.

Mr. Merkel moved for the approval of the Local Health Protection Grant. Mr. Cross seconded the motion. A roll call vote was taken.

Ayes: Mr. Merkel, Ms. Rion, Dr. Walz, President Kurzawa, Mr. Cross,
Dr. Doris, and Ms. Kopp

Nays: None

Motion Passed.

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ELECTION OF OFFICERS – BOARD OF HEALTH

Chapter 55, Illinois Revised Statutes, which provides for County Health Departments, requires that the election of officers for the upcoming fiscal year (FY08) “shall be conducted prior to the end of the individual department’s current fiscal year.” The current fiscal year for this Department ends November 30, 2007. Since the November Board of Health meeting is the last scheduled meeting in this fiscal year, the election of officers must be conducted at the November meeting.

The statute requires the election of “one of its number” as President, Secretary, and such other officers as it may deem necessary, and further requires election of a Treasurer “either from one of its number or otherwise”. Current officers include:

President
Vice President
Secretary
Treasurer

Mr. Merkel moved for the same officers to remain in their same offices. Ms. Kopp seconded the motion. Motion passed. Hearing no other nominations of officers for the FY08 was closed.

A roll call vote was taken

Ayes: Mr. Merkel, Ms. Rion, Dr. Walz, President Kurzawa, Mr. Cross,
Dr. Doris, and Ms. Kopp

Nays: None

Motion Passed.

NEXT MEETING – December 13, 2007

Reminder: BOH meetings are held on the second Thursday of each month.

ADJOURNMENT

Ms. Rion made the motion to adjourn. Mr. Merkel seconded it. The meeting adjourned at 8:55 p.m.