



## Tri-Valley Regional Occupational Center/Program

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### Minutes of the Regular Meeting of the TVROCP JOINT POWERS GOVERNING BOARD

June 16, 2011 –5:00 p.m.

TVROCP District Office

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#### 1.0 CALL TO ORDER/ROLL CALL

Board Chairperson Stu Gary called to order the regular meeting of the Tri-Valley Regional Occupation Center/Program Joint Powers Governing Board on June 16, 2011, 5:05 p.m., in the TVROCP District Office Board Room.

##### Board Members Present

Stewart Gary, Chairperson  
Amy Miller, Vice Chairperson  
Jamie Hintzke, Member  
Neil Davies, Member  
Diane Centoni, Secretary

##### TVROCP Staff

Noreen Bastian, DO  
Jorja Ivie, DO  
Leah Cleveland, DO  
Ginny McGaha, DO  
Dawn Scanlon, GHS/LHS

##### Coordinating Council Representatives

Bryce Custodio, Dublin USD

##### Others Present

Melinda Hall, LVJUSD

#### 2.0 PUBLIC COMMENT on posted closed session items—*None*

#### 3.0 ADJOURN TO CLOSED SESSION

The Board met in closed session 5:05-7:16 p.m. on the following items pursuant to Government Code §54957 and 54957.6:

##### 3.1 Public Employee Performance Evaluation / Goals

Title: Superintendent

##### 3.2 Conference with Labor Negotiators

Agency designated representative: Diane Centoni

Unrepresented employees:

Certificated and Certificated Management

Classified and Senior Management in the Classified Service

##### 3.3 Conference with Labor Negotiators

Agency designated representative: Stewart Gary, Board Chairperson

Unrepresented employee: Superintendent

##### 3.4 Public Employee Discipline/Dismissal/Release

#### 4. RECONVENE IN OPEN SESSION

The Board reconvened in open session at 7:17 p.m.

##### 4.1 Pledge of Allegiance

##### 4.2 Approval of the Agenda

By the following vote, the Board **approved** the agenda as presented.

Moved

Davies

Seconded

Miller

Ayes

4

Noes

0

**4.3 Announcement of Any Reportable Actions Taken in Closed Session**

Stu Gary announced that no reportable actions had been taken in closed session, and that the Board did not complete its closed session agenda items and would be returning to closed session directly following tonight's open session.

**5. PUBLIC COMMENT** on matters *not* on the agenda—*None*

**6. CONSENT CALENDAR**

By the following vote, the Board **approved** the Consent Calendar, as presented.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>
Miller	Davies	4	0

**6.1 Administration**

6.1.1 Approval of the Minutes of the Special Meetings of April 7 and 13, 2011  
**Approved** the minutes, as presented.

**6.2 Business**

6.2.1 **Acceptance of Bill and Salary Warrants— July 1, 2010 – May 30, 2011**  
**Accepted** bill and salary warrants, as presented.

6.2.2 **Acceptance of Purchase Order Summary— July 1, 2010 – June 30, 2011**  
**Accepted** purchase order summary, as presented.

6.2.3 **Ratify Surplus Equipment – Auto Collision Compressor**  
**Ratified** surplus equipment, as presented.

Background: The compressor for the Auto Collision facility was being replaced as part of the Prop 1-D project at Livermore High School. TVROCP offered to donate the old compressor to Livermore High for the Industrial Arts program, but the cost to install it was prohibitive. Therefore, the compressor was removed for recycling as part of the construction project at no additional cost. As this equipment was over 20 years old, it had been fully depreciated and, therefore, no longer appears on our inventory list.

6.2.4 **Approval of Contract with FCMAT to Conduct an In-Depth Review of TVROCP's Business Structures and to Recommend a Cost-Effective Central Office Organization Structure**  
**Approved** the contract with the Fiscal Crisis & Management Assistance Team (FCMAT) to conduct an in-depth review of TVROCP's business structures and to recommend a cost-effective central office organization structure.

Background: TVROCP desires to contract with the Fiscal Crisis & Management Assistance Team (FCMAT) to conduct an in-depth review of TVROCP's business structures, to include, but not limited to, financial controls, personnel practices, and use of outsource consultants, and to recommend a definitive, cost-effective central office organization structure. The mission of FCMAT is to help California's local educational agencies fulfill their financial and management responsibilities by providing fiscal advice, management assistance, training and other related school business services. It is anticipated that FCMAT can begin its review process with an orientation on September 19, 2011, and will conclude its final report within approximately six weeks with a presentation to the Governing Board. The contract also includes follow-up support with staff (if needed) six months after completion of the study; therefore, it was requested that the contract period be for the 2011-2012 school year. Fiscal Impact: \$500.00 per day for each FCMAT Team Member, plus expenses, for a total cost not to exceed \$10,000.

**6.2.5 Approval of Contract with Dublin Beauty College for 2011-12**

**Approved** the contract between the TVROCP and the Arnold Beauty College, Inc. (DBA Dublin Beauty College) for the 2011-12 school year, as presented.

**Background:** The TVROCP contract with the Dublin Beauty College to provide Cosmetology and Manicuring training leading to State Board Certification is up for renewal. The 2010-11 contract was developed to provide Career Technical Training to concurrently enrolled high school students based on the projected enrollment and hours of attendance for the 2010-11 school year. At this time, given sufficient funds remain under the current year contract, TVROCP has agreed to fund the training of continuing high school graduates through June 30, 2011, under that contract.

Under the 2011-12 contract, we propose serving both concurrently enrolled high school students and those graduated seniors who will continue toward the completion of their 1600 hours of training through June 30, 2012, based on the projected enrollment and hours of attendance for the 2011-12 school year. High school graduates continuing in the Cosmetology program will be required to maintain a 90% attendance rate in the program and have no extended break in attendance. The contract provides an option for TVROCP to increase the contract should there be a need during the year to increase the ADA and dollar cap if funding is available.

**Fiscal Impact:** No change from 2010-11. The cost is \$2.18 per student hour for cosmetology and \$2.45 per student hour for Manicurist, not to exceed \$108,000 as budgeted for 2011-12.

**6.2.6 Approval of Change Orders #1-4 for the Prop 1-D Auto Collision Repair and Refinishing Project (Spray Booth and Canopy – Livermore High School)**

**Approved** Change Orders #1-4 for the Prop 1-D Auto Collision Repair and Refinishing Project (Spray Booth and Canopy – Livermore High School), as presented.

- 1) Excavation at canopy column to determine any electrical/plumbing (\$902)  
*Safety item requested by Architect*
- 2) Additional electrical to spray booth and fire suppressant system (\$3,502)  
*Safety item requested by Architect*
- 3) Disposal of paint and solvents used with prior spray booth (\$3,529)  
*Requested by TVROCP*
- 4) Additional receptacle power to canopy (end near spray booth) (\$1,320)  
*Requested by TVROCP*

**6.3 Personnel**

**6.3.1 Approval of Salary Schedules for All TVROCP Employee Groups: Certificated, Classified, Classified Confidential, and Management**

**Approved** 2011-12 salary schedules for the following employee groups, as presented.

**NOTE:** While taking action to adopt the 2011-12 budget during agenda item 8.2.1 later on this agenda, the Board amended the proposed 2011-12 reductions to reduce the voluntary management furlough days from five days to three days, and noted that the change will be reflected on the management salary schedule (e) previously approved under this consent item.

- (a) Certificated "A" - ROCP-funded employees
- (b) Certificated "B" - Adults in Correctional Facilities (AICF)-funded employees
- (c) Classified

- (d) Classified Confidential
- (e) Management (Certificated and Classified)

Fiscal Impact\*:

For (a)-(d), no change from 2010-11 Salary Schedules. No fiscal impact.

For (e), two changes due to voluntary management furloughs in 2011-12:

- ♦ Business & Personnel Services Manager: ~~Five~~ three days of furlough for a savings of ~~\$2,492~~ \$1,495.
- ♦ Director of Instructional and Student Support Services: ~~Five~~ three days of furlough for a savings of ~~\$3,058~~ \$1,835.

*\*Reflects changes made during agenda item 8.2.1.*

**6.3.2 Approval of Personnel Document #06-11**

**Approved** Personnel Document #06-11, as presented.

Background: The Board must act on all issues regarding employees of the TVROCP. The Personnel Document specifies each area, to include new hires, resignations, retirements and vacancies. Superintendent Centoni will enter into contracts with certificated staff in July and August for the 2011-2012 school year. Fiscal Impact: Personnel expenses are included in the proposed 2011-12 budget except for the hourly GED/ASE Adults in Correctional Facilities position where we are awaiting approval of the Alameda County Sherriff's Office Inmate Services budget.

**6.3.3 Renewal of Employment Contracts for 2011-12 for Management Positions of Director of Instructional and Student Support Services, Business & Personnel Services Manager, Principal of Correctional Education/Adult Programs, and Coordinator of Program Services**

**Approved** the 2011-12 Employment Contracts for the following management positions, as presented.\*

- (a) Director of Instructional and Student Support Services  
(Includes ~~Five~~ three voluntary furlough days for a ~~210-~~ 212-day work year)  
– Savings of ~~\$3,058~~ \$1,835
- (b) Business & Personnel Services Manager  
(Includes ~~Five~~ three voluntary furlough days for a 216- 212-day work year)  
– Savings of ~~\$2,492~~ \$1,495.
- (c) Principal of Correctional Education/Adult Programs  
(210-day work year) – No fiscal impact
- (d) Coordinator, Program Services  
(215-day work year. Increase from 0.20 FTE to 0.25 FTE.)  
– Increase of \$5,588

*\*Reflects changes made during agenda item 8.2.1.*

**6.4 Educational Services**

**6.4.1 Acceptance of 2011-12 Adults in Correctional Facilities "Adult Education" Course List**

**Accepted** the 2011-12 TVROCP Adults in Correctional Facilities "Adult Education" course list which has been submitted to the Pleasanton USD Governing Board for approval, as presented.

Background: TVROCP is adding four new classes at our Adults in Correctional Facilities for the coming 2011-12 year: Teaching and Loving Kids (TALK) teaches positive parenting through self-esteem, basic child development, and child bonding.

This course has been offered at Santa Rita for 20 years through Las Positas College. This is no longer the case, and Inmate Services has requested that TVROCP continue the program. Additionally, we are adding a series of CTE classes to be funded up to three years by the Carl Perkins Grant and to serve primarily the State Inmates: Introduction to Custodial Services, Introduction to Construction, and Introduction to Agriscience/Ornamental Horticulture. These classes have been requested by the Sheriff's Office.

**6.4.2 Approval of Nursing Careers Course Outline**  
**Approved** the Nursing Careers course outline, as presented.

Background: If an ROP course has a content change of more than 50%, it needs to be recertified by the California Department of Education. This course doesn't have that significant of a change, but the main focus of content for students is different. It no longer includes long-term care components, such as resident care skills, resident care procedures, long term care residents, and Title XXII community health regulations. Overall hours have been increased from 307.5 to 360. Rather than a focus on certification as a Certified Nursing Assistant (CNA), this course is intended for students interested in higher level training and continued education upon completion of this course. Students will leave the program with significant skills to apply for entry-level positions in the healthcare industry.

**7. DEFERRED CONSENT ITEMS—None**

**8. ACTION ITEMS**

**8.1 Administration—None**

**8.2 Business**

**8.2.1 Public Hearing and Adoption of 2011-12 Proposed Budget to Include 2010-11 Estimated Actuals**

The state requires that boards hold a public hearing and adopt a budget before June 30 of each year. The TVROCP Joint Powers Governing Board held a special board workshop on June 6, 2011, for the purpose of reviewing the Proposed 2011-12 Budget in detail and for providing opportunity for public comment prior to tonight's public hearing and adoption of the budget.

**(A) Presentation**

This evening, Board President Stu Gary requested that the Board receive any additional or updated information since the June 6 budget workshop. Noreen Bastian, Business & Personnel Services Manager, provided the following update:

At conclusion of the June 6 meeting,

- the additional section of Sports Medicine was added back in to the budget;
- the budget was increased by an additional 0.50 FTE Career Education Specialist which then shows as an additional 0.50 FTE bill-back to LVJUSD on the revenue side;
- with regard to the anticipated local (excess property) tax, she made an adjustment of \$200K for this year, then took a 20% drop each year and extended it out over three years, for a projection of \$160K revenue in 2011-12, \$128K in 2012-13, and \$102K in 2013-14.

Noreen noted that the P-2 certification came in yesterday with the local tax coming in at \$203K, which was what Assistant Superintendent Damon Smith (Alameda COE) had projected. That adjustment will be made when we close the books for unaudited actuals.

When the Board approved the 2010-11 2nd Interim during its March 9 meeting, it also approved 2011-12 Phase I budget reductions totaling \$227,810 "in concept," stating that the Board may choose to take some of the items off the table. In response to Board direction, TVROCP staff worked with member district superintendents and TVROCP Coordinating Council to develop prioritized recommendations for 2011-12, which were presented to the Board for review and discussion during its special Budget Workshop on June 6, 2011. Those recommendations, including the 5 day voluntary superintendent and management reductions, were incorporated into the proposed 2011-12 budget presented for Board adoption this evening. By adopting the budget as presented, the Board will accept the TVROCP and member district superintendents' recommendations in place of the Phase I reductions the Board approved March 9.

**(B) Public Hearing on Proposed 2011-12 Budget**

In accordance with Education Code §42103, the Board held a public hearing on its proposed budget to allow opportunity for any resident of the district to provide input on the budget. The hearing was opened and closed by Board Chairperson Stu Gary with no comment heard.

The Board requested one change to the recommended Phase I non-classroom reductions, reducing the number of voluntary management furlough days ("Reduction of five days from Superintendent, Director of Instructional & Student Support Services, and Manager of Business & Personnel Services contracts") from five days to three days. The 2011-12 budget and the management salary schedule (adopted under the Consent Calendar this evening) will reflect that change.

By the following vote, the Board **adopted** the 2011-12 Budget including 2010-11 Estimated Actuals, as amended, reducing the number of management furlough days from five days to three days.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>
Davies	Gary	4	0

Board Chairperson Stu Gary relayed appreciation for all the extra work done by staff and the Coordinating Council to come to consensus on recommended Phase 1, 2, and 3 reductions. He said that the Board is having ongoing conversations with Superintendent Centoni regarding consideration of salary and benefit adjustments. While the Board is not ready to make any changes at this time, it acknowledges the need to address class and compensation for its employees, as is done at the school districts. He said that the Board will consider this issue in September.

Jamie Hintzke requested that Noreen Bastian work with the member district CBOs to do a comparison analysis of revenue and programming by district to show the equity (or non-equity) among TVROCP member districts. Stu added that the Board first tried lateral flexing and now unilateral flexing, and it is his belief that if there is any flexing by the districts as we go forward, the Board

needs to know how to compare services per district by input per district. He said there needs to be a framework of understanding that inputs will follow resources. If the inputs from each of the member districts start to greatly differ, we don't currently have an understanding of the repercussions since we are homogeneous. Noreen said she will get with her CBO colleagues to prepare the requested analysis prior to the September Board meeting.

Stu said that the Board's annual planning meeting with member district superintendents and CBOs is typically in August, although in the past two years there was still no adopted state budget by August. Instead, the Board and Superintendent have discussed starting the new school year, letting the dust settle at the state, and then holding the planning workshop in November.

### 8.3 Personnel

#### 8.3.1 Adoption of Resolutions 2011-12 through 2011-14 in Recognition of Dedicated Service by Retirees Leora Feeney, Tony Martinelli, and DeElla Nelson

TVROCP teachers Leora Feeney, Tony Martinelli, and DeElla Nelson have retired, or will retire, from the district during this 2010-11 school year. A special recognition for these three employees was held during the all-staff inservice held May 25, 2011. At this time, it is recommended that the Board adopt three resolutions to recognize the exceptional service and contributions of Leora Feeney, Tony Martinelli, and DeElla Nelson.

By a roll call vote, the Board unanimously **adopted** Resolutions 2011-12 through 2011-14 in Recognition of Dedicated Service by Retirees Leora Feeney, Tony Martinelli, and DeElla Nelson, as presented.

Miller: Aye

Hintzke: Aye

Davies: Aye

Gary: Aye

### 8.4 Educational Services—None

## 9. INFORMATION ITEMS

### 9.1 Administration—None

### 9.2 Business

#### 9.2.1 Follow-Up Report on 2009-10 Audit Findings and Corrective Actions

The Board received the 2009-10 Audit Report for acceptance during its meeting of March 9, 2011. The Board requested that staff return to the Board with a follow-up report on corrective actions taken and whether any findings were related to software or resource issues. Tonight, Noreen Bastian presented that information to the Board in chart format.

Noreen stated that the auditors will return to the district the second week in August instead of splitting their visit between May and October. That provides ample time to have the audit completed by December 15 this year, so an extension will not be required. Board members were pleased with the follow-up information, stating that they were impressed with the corrective actions taken and in a timely manner. Stu said that the Board had requested that staff work with ACOE to review our budget and expense reporting and tracking system, and this has provided the Board with a greater degree of certainty that is very much appreciated. Noreen said she also looks forward

to bringing in FCMAT to conduct a study to determine if there can be increased efficiency. She added that her colleagues have told her that they have had a remarkable learning experience as a result of a FCMAT study, so she's looking forward to it.

**9.2.2 Tri-Valley ROCP Budget and Cash Flow Report**

The Budget Summary and Cash Flow Reports showing activity through May 2011 were presented, as is done at every regular Board meeting. The Budget Report shows the revenue and expenditures as of the most recent monthly period. The Cash Flow Report shows the cash receipts and disbursements for the same period. Cash Flow Report also shows predicted June activity and Receivables/Payables for year end. Noreen presented an update, as summarized below:

Budget Summary:

Shows where we are landing as far as estimated actuals are concerned. There may be additional items—some encumbrances that need to be cleared—which will help the cash flow

Cash Flow:

With the announcement of the certification yesterday, we recognize we will have almost \$800K of ROP revenue that we will book as receivable at year-end. Because that creates a cash problem for us, the Board approved MOUs for loans from our member districts on June 6. The Dublin USD board approved their MOU on June 14. The MOU will go to the Pleasanton USD board on June 28; CBO Luz Cazares has assured Noreen that they are committed to helping TVROCP, and details are being worked out. Both recognize that the total loan amount of \$500K is probably above what we will need. We will know more next week. PUSD has their own cash flow situation, so we will help them if we can.

Noreen added that we paid back the final interest charge for the \$400K we borrowed from the Alameda County Treasurer, which was \$1,400.

**9.2.3 P-2 Attendance Report**

The Board received a comparison of 2010-11 and 2011-12 ADA at P-2 to identify trends.

Noreen Bastian reported that ADA is down this year, including Adults in Correctional Facilities (AICF), which is the one area where we are funded on ADA. The P-2 ADA was down 29.09 from the same period last year. If we were funded at P-2 ADA, this would result in a loss of funding of \$58,790. We are funded by Annual ADA and will continue to monitor ADA and develop strategies to meet our ADA cap of 392, which is up 19 ADA from the 2009-10 cap of 373.

Noreen explained that AICF has been impacted by the early release of inmates, recent lock-downs, and power load sheds at Santa Rita Jail. County staffing issues have caused classes to be cancelled and/or interrupted, thus impacting attendance. She said that it doesn't seem like a huge drop, but when multiplied by \$2,100 per ADA, we took a hit of \$37K this year and project about another \$30K next year because we will be funded next year on this year's ADA. She said we are working closely with the jail to avoid some of the issues that occurred this year, and to increase programming and delivery. We are also mindful of the ROP ADA because of not knowing when we'll come out of Tier III and be funded on our ADA.

Superintendent Diane Centoni referred to the ADA cap at the bottom of the report, stating that it's interesting that with AICF, the cap increased. We plan programs based on the expected cap. We are thrilled about the new programs that are being added this next school year which should boost ADA.

Noreen said that the most significant change from 2009-10 to this year is in adults. We used to serve adults in the Cosmetology program, and we aren't serving as many this year. For the most part, Dublin ADA has grown (15%). We'll see the annual ADA in September.

Stu Gary asked Fred Rutledge, Principal of Correctional Education/Adult Programs, for an update regarding the anticipated transfer of state prisoners and the potential for growth of our programs commensurate with the prison growth. Fred said that Glenn Dyer closed two floors and moved the inmates to Santa Rita Jail so they'd have the staff to cover them, which resulted in a reduction in the amount of programs offered at Glenn Dyer. It is rumored that if the state is going to send the jail 1,000 inmates, there's no point in sending the expected 100 inmates ahead of time and paying a higher price to house them. When the 1,000 inmates come, more floors will re-open at Glenn Dyer, and Sheriff Ahern has stated that more training facilities will be added, including additions to the Sandy Turner Building. Fred said there are plans to use Carl Perkins money to do training, and to also do Second Chance grants. He added that the new inmates may not arrive until January. In the mean time, TVROCP is adding the Teaching and Loving Kids (TALK) program previously provided by Las Positas College, and anticipate approximately 150 people enrolling in that program in July.

**9.3 Personnel—None**

**9.4 Educational Services—None**

**10. CORRESPONDENCE**

- 10.1** Letter from Alameda COE regarding 2010-11 Second Interim Report—Concurrence with TVROCP's Positive Certification

**11. SUPERINTENDENT'S REPORT**

Superintendent Centoni provided her regular report of recent meetings and activities:

- a) Diane shared the sad news that former TVROCP employee, MaryAnn Leal, passed away on Sunday. Funeral services were held this morning in Livermore. Diane also offered condolences to Neil Davies for the passing of his father, Stanley Gordon Davies, on May 18. There will be another memorial service held for him tomorrow in Sunol.
- (b) The Prop 1-D project is nearly complete. They will fire up the new spray booth on Friday, and will likely test the fire system at the same time. Training will be provided once we hire the new teacher. The punch-walk was delayed from Wednesday and is now tentatively scheduled for June 23. After writing the grant four years ago, we finally have the new spray booth and canopy. We can't wait for the students to use it.
- (c) She reported on the closing of the Small Engines class at Dublin and the status of the equipment.
- (d) On Monday, the Polycom video-conferencing system will be installed at the District Office. As part of the CTE Teach grant, this equipment will allow us to do training in this room and to telecast to anyone with the system.
- (e) Congratulations to all of our nearly 1,000 ROP graduates. In total, we trained approximately 4,000 ROP students this year. Congratulations, also, to our member districts for their graduates.
- (f) Tomorrow, we will hold an all-day workshop with District Office staff and jail administration to conduct educational planning, so the District Office will be closed. This is not something that is often done, but we are looking forward to having the time together to plan.

**12. BOARD MEMBER REPORTS**

Board members presented the following reports:

- (a) Amy Miller: (1) She attended many graduations and promotions last week. She attended the Horizon graduation at Pleasanton USD (along with Jamie Hintzke) and felt it had the biggest impact on her because she could really see the impact of the program on the students. (2) She said she loves being able to spread the word about ROP. She said that many people don't know about ROP, but they are excited when she tells them about it.
- (b) Jamie Hintzke: As part of her employment with the School Health Services Coalition, she presented a vendor booth at the Career Expo held at the Santa Rita Jail [May 18]. She staffed a table visited by 600 inmates in various shifts.
- (c) Stu Gary: He recently made a strong connection with Valley mayors and the top three executives of Safeway who told him they need people in sales and marketing, both at the corporate level and to support the stores. If we can get the four mayors in the Tri-Valley to each bring their city's top corporate executives together for a summit, we can brainstorm ways to put our kids to work to apprentice for them, not just in a store but in a plant or distribution center. He said it was an intriguing conversation. Two mayors said we should be more involved, so Stu is going to reach out and make some connections.

(Neil Davies had no report.)

**13. ANNOUNCEMENTS**

**13.1 Upcoming Board Meetings: September 26, 2011, 7:00 p.m. (6:00 p.m. closed session) –** Regular meeting in the TVROCP District Office Board Room, 2600 Kitty Hawk Road #117, Livermore.

**13.2 Upcoming Events: July 20, 2011, 12:00 noon -** Graduation for Adults in Correctional Facilities, Santa Rita Jail (gymnasium)

**RETURN TO CLOSED SESSION:**

At 7:56 p.m., the Board reconvened in closed session to continue discussion on the posted closed session items under agenda item 3.0. At approximately 8:33 p.m., Board President Stu Gary reconvened the Board in open session and announced that no reportable actions had been taken in closed session.

**14. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:33 p.m.

Sincerely,

Diane Centoni  
Secretary to the Board

Original Signed

*Approved and entered into the proceedings  
of the Board this 26th day of September, 2011.*

Stewart Gary  
Board Chairperson