

OHIO RESPIRATORY CARE BOARD

77 S. HIGH STREET, 16TH FLOOR

COLUMBUS, OHIO 43215-6108

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OFFICIAL BOARD MEETING MINUTES OF OCTOBER 26, 2016

REGULAR BUSINESS MEETING

MEMBERS IN ATTENDANCE (Exhibit A):

Kenneth Walz, J.D., R.R.T., R.C.P., President

Steven Pavlak, R.R.T., R.C.P., Secretary

Michael C. Aquillo, Public Member

Dr. Nancy Colletti, Ph.D., R.R.T., R.C.P.

Melissa Cross, HME Member

Carol Gilligan, HME Member

Marc Mays, M.S., R.R.T., R.C.P.

Dr. Madhu Sasidhar, M.D., F.C.C.P.

Andrea Yagodich, R.R.T., R.C.P.

Staff in attendance:

Corey C. Schaal, J.D. /M.P.A., Executive Director

Marcia L. Stephenson, HME Manager

Mark Kimmerle, Investigator

Traci L. McDonald, Administrative Professional I

Others in Attendance:

Steve Kochheiser, Asst. Attorney General

Sue Ciarlariello, OSRC Legislative Chair

David P. Corey, OSRC Executive Director

Kelly Milthaler, RCP

CALL REGULAR MEETING TO ORDER

President Walz called the meeting to order at 10:38 am. President Walz requested role be taken by the Board Secretary, Steven Pavlak. In attendance is as follows: Mr. Walz, Mr. Aquillo, Ms. Cross, Dr. Colletti, Ms. Gilligan, Mr. Mays, Mr. Pavlak, Dr. Sasidhar and Ms. Yagodich.

Agenda item 3.a: Adoption of Proposed Meeting Agenda (Exhibit B)

President Walz requested a motion to approve the agenda.

Motion # 1: Mr. Pavlak moved to approve the meeting agenda, Mr. Aquillo seconded the motion. The motion carried: 9-0.

Agenda item 3.b: Approval of Prior Meeting Minutes (Exhibit C)

President Walz requested a motion to approve the prior meeting minutes.

Motion # 2: Ms. Gilligan moved to adopt the meeting minutes from August 10, 2016. Mr. Pavlak seconded the motion. The motion carried: 9-0.

OFFICER AND STAFF REPORTS

Agenda item 6.a: President's Report

President Walz had the privilege of speaking at the University of Toledo at their first annual Respiratory Care Conference. President Walz spoke on Respiratory Care, Ethics and Law, it was approved by the AARC. The RCP's received this well and had a few questions. President Walz went on to say that he included some clips from YouTube: Grey's Anatomy, House MD, Terminator and The Fugitive, the hospital scene where the Doctor's orders were changed. President Walz was the final speaker and did not have any questions after his presentation.

Agenda item 6.b: Executive Director's Report (Exhibit D)

Mr. Schaal started by congratulating Missy Cross for being recognized as the 2016 Van Miller Homecare Champion. The recognition is to be presented down in Atlanta at the Medtrade Conference on November 1st. The award recognizes and honors an AAHomecare member who has made exceptional contributions to the homecare community throughout their career. Recently renamed in honor of a past recipient, the Homecare Champion embodies the spirit of service and caring that are hallmarks of successful leaders in the HME industry.

Mark Kimmerle just started with the staff of the ORCB last Monday. Director Schaal indicated that he'd like Mark to introduce himself and give a bit of his background if he hasn't had a chance to do that with all of the members present. Director Schaal did say that Mark has a variety of investigatory experiences ranging from public and private security, including the immediately prior position of investigator of a small board housed within the Ohio Department of Health. Mark Kimmerle gave a brief overview of his background and employment history. Mr. Kimmerle started this career in law enforcement with stints at the Licking County Sheriff's Office and Gahanna Police Department. He then moved to The Limited and did some executive protection work and then was Director of Security here at the Vern Riffe Center. Mr. Kimmerle most recently filled the position of investigator for the Hearing Aid Dealers and Fitters Licensing Board.

After spending 32 years with the O.E. Meyer Company, Mr. Hal Freehling, Jr. former Vice-President for Support Services, is becoming our newest HME Inspector bringing fresh blood to our group of independent contractors. He

has an initial contract for \$1,500 and will concentrate on the Northwest/Northcentral part of the state. He will shadow Mark Kemerer on an initial HME inspection. As of now, the Board now has 4 HME Inspectors on contract.

Mr. Schaal discussed being invited and recently attending the 25th Annual State Licensure Liaison Group Meeting in Olathe, Kansas by the National Board of Respiratory Care and the American Association for Respiratory Care. The meeting was held over the weekend of August 26th & 27th. While the highlight was meeting his counterparts from across the country and interacting with NBRC, AARC, & CoARC staff who he has just spoken with by phone, there also were some interesting takeaways:

- Roughly a third of the Respiratory licensing entities are independent Boards with another third being either in a State Department or part of a larger general healthcare Board.
- Arizona is following the lead of Ohio and California and will become a RRT for licensure state on January 1, 2017 with more restricted grandfathering of those with just the CRT credential.
- NBRC sold their building and their testing service to another entity. NBRC will increase their support staff and will relocate closer to Kansas City in Overland Park, Kansas.
- Test results will no longer be emailed to our Board. A reporting system will be operated via a website. Initially planned to be built on a Salesforce platform, similar to our new eLicense system, the new NBRC system will be designed independently by in-house IT. It is unknown now how, if at all possible, the system could connect to our new system. In addition, we will still not be able to directly receive test results for initial applicants with out of state mailing addresses at the time of testing. Currently, we directly receive results for those who initially test and reside in Ohio.
- Met the new Executive Director for the Kentucky Respiratory Care Board, who is the Board's former president.
- The Supreme Court's *North Carolina Dental Board* decision has had a mixed impact upon other states' Boards. A few states have made some changes, but the Boards in North Carolina, including the Respiratory Care Board, successfully fought off a proposed change that would have altered their organizational structure.

Since the last Board meeting, the Board has acquired anticipated new equipment. After a delay due to a new model being rolled out in place of what was originally chosen, our new Toshiba copier was delivered in mid-August. Staff believe the machine to be an improvement over our prior unit. While the capabilities are roughly the same, operating costs are lower and it seems to be more efficient as would be expected with a new machine. In the interim, between Investigators, the Board received a new Dell small-form desktop computer (not to be confused by the standard old size, or the very small micro size). It seems to be functioning well with the new Office 365 and new domain provided to the Board. The need for the new computer was to update our machines to be capable of a statewide upgrade to using the ID domain over the prior EM domain. This change should allow for more security of the various state systems. One of the new benefits is that the Board can start to utilize shorter email address conventions: rcb.ohio.gov as opposed to rcb.state.oh.us. Both will still work with staffs first and last names separated by a period before the at symbol: @. New email address can also be made available to the Board members, if they so choose to have them.

Aside from recording our Board meetings, Traci will be using the office laptop to take preliminary meeting minute notes. While the Board does have access to speech to text function with our software, the staff do not believe that it is at a level which could actually be used for the meeting minutes at this time.

However, security and IT issues are still a growing concern. Last week, iSynergy, the Board's document management system went down and was inaccessible for four days. A problem existed between our server which we share with another Board and that is housed offsite by a state-preferred vendor. So the overwhelming majority of our old documents related to licensees were unavailable. Present-day and pending documents were not impacted by this issue. A neighboring Board which apparently has not made the recent upgrade was subject to a hacking threat and their documents were held for ransom. This was not the recent issue faced by several staff members in recent days. Access to our personal and shared drives was unavailable for several days last week through late Monday. Something had altered the IP addresses associated with several of staff members and the machines that they use, a firewall at DAS had thus blocked a couple of staff at the Board from accessing working documents in both personal and office shared drives.

As mentioned at the prior meeting, the Executive Directors of the various Boards are monitoring to see what if anything comes up legislatively related to either a response to the *North Carolina Dental Board* decision, or the recommendation of the state's sunset review panel which reportedly recommended merging or closing some other Boards. While the Ohio Respiratory Care Board was not reviewed by the legislature, the staff will still monitor the situation.

Director Schaal gauged the Board's interest in having members participate in a group online ethics training as part of the December meeting during the lunch break. The question was raised about doing lunch or having food ordered in for the Board.

Director Schaal gave an update on the **RCCE Audits** – 374 RCP licensees who renewed their licenses and 1 L.2 limited permit holder have been selected for audit. It had been hoped that the audits would start while Bobby Robbins was under contract with the Board, but Mr. Robbins has been focused on new applicant issues and drafting consent agreements for reinstating licensees with late RCCE. As such, Director Schaal will be working with Mark Kimmerle to have audit letters issued in November. Previously, the former Director printed all letters himself. Board staff will be utilizing a batch process to print the letters and everyone will participate in preparing the mailing as had been done on previous audits.

Several weeks ago, Sue Ciarlariello and Director Schaal attended a meeting hosted by the Ohio Hospital Association to discuss the use of protocols in Ohio. As mentioned in a prior email, it unfortunately does not seem likely that this group has traction to make systemic changes related to Ohio's protocol law, or specifically for a change connected to respiratory therapists. A further discussion will take place during the Ohio Society for Respiratory Care (OSRC) Update on the agenda.

Biennial Budget, Annual Report Recommendations & eLicense 3.0 – Just FYI - these three items are subject to individual updates during Old Business on the agenda.

BUDGET OVERVIEW

The vacancy in the position of the Investigator resulted in a first quarter savings of \$18,564.29 in the personnel line. \$11,376.19 was moved to line 510 (purchased personnel services) and \$7,188.10 was moved to line 520 (maintenance). The amount encumbered for the contract for Bobby Robbins Investigations was \$7,200.00. Total Budget: \$590,032.00. Total Expenses: \$160,508.00. Total Encumbrances: \$26,421.64 – primarily for HME Inspectors. Budget Balance: \$403,102.07.

REVENUE OVERVIEW (Attachment 1)

As of October 14, 2016 – with Deposit ID 17044, the Board had received total revenues of \$46,211.19 for the 2017 fiscal year. This amount is split fairly equally between RCP (\$23,821.19) and HME (\$23,390.00). This reflects an increase of \$22,112.86 reported at the prior Board Meeting.

CREDENTIAL REPORT (Attachment 2)

EXPENDITURE REPORT (Attachment 3)

Agenda item 6.c: HME Manager's Report (Exhibit E)

Marcia Stephenson, HME Manager, shared with the board that since the last meeting the staff has approved 4 HMEL applications and 6 HMER application. There are 10 Applications pending.

The Board has a new inspector for the Northwest portion of Ohio. The new inspector contracts have been sent out for October, November and December. Currently we are waiting for the date confirmations. There are approximately 30 outstanding inspections for FY'17.

As of October 14, 2016, the HME Licensing division has collected \$22,390.00 aggregate revenue for Fiscal Year 2017.

HME Inquiry – Posture Works: Is licensure required for this organization? Does equipment that is being sold fit into any category under the Board's law?

Motion #3: President Walz entertained a motion to approve the President's Report, Executive Director's Report and HME Manager's Report. Ms. Cross moved and Mr. Pavlak seconded the motion. Motion carried: 9 – 0.

FOR THE GOOD OF THE BOARD

Due to being ahead of schedule, President Walz asked the Board if anyone has anything they would like to cover.

Mr. Pavlak opened the discussion by presenting a few questions to the Board. After the recent protocol meeting with the Ohio Hospital Association, Dr. Vanek of the Mercy Health System had a few questions and he requested input on these from the Board:

- 1) The use of evaluate and treat – Are there any limitation, is an RCP allowed to do everything or somethings?
- 2) In regards to O2 usage – Going from Low Flow usage to High Flow usage? Any restrictions or limitations for RCP?

Discussion: Ms. Gilligan commented that in the Home Care Field, our Respiratory Therapists cannot change without an order from a prescriptive authority.

Dr. Sasidhar - the way the Cleveland Clinic has approached it is that changing the O2 is a Dose change within a protocol

Mr. Pavlak – Dr. Vanek has designed parameters that the team has come up with, basically stating, “If it falls within a parameter of 4% you can up regulate or down regulate.”

Mr. Pavlak has requested the Board to help draft some type of response for Dr. Vanek.

MISCELLANIOUS MOTIONS

After conferring with the AAG, Steven Kochheiser, President Walz requested a motion to amend the Agenda to move up the committee reports to 11:30 a. m.

Motion # 4: Ms. Cross moved to approve, Ms. Gilligan seconded the motion. Discussion: none. Motion carried: 9-0

COMMITTEE REPORTS

Agenda item 9.a: Scope of Practice Committee

Ms. Yagodich gave the Board an update on today Scope of Practice Committee meeting. Everyone was present for the discussion. They will have to review the questions from Dr. Vanek and discuss at the December 2016 Board meeting.

Agenda item 9.b: HME Committee Report

Ms. Gilligan gave a brief update on the HME Committee Meeting. All were present during the meeting. It was raised with Director Schaal that efforts should be made to see if other state agencies may have records that could be utilized to identify HME companies which may be operating in Ohio without the proper HME license. Ms. Cross suggested that checking with the agency who handles vendor licenses may be a good way to approach this. Director Schaal indicated that he would reach out to the Ohio Department of Commerce for help with this endeavor.

In response to the earlier discussion regarding Posture Works, Director Schaal will gathering additional information on the company for the next HME Committee meeting.

Motion # 5: President Walz entertained a motion to approve the Scope of Practice Committee and the HME Committee Reports. Ms. Cross moved and Mr. Aquillo seconded the motion. Motion carried: 9 – 0.

MISCELLANIOUS MOTIONS

President Walz requested a motion to move New Business to 11:44 a.m.

Motion # 6: Mr. Pavlak made the motion, Mr. Gilligan seconded the motion. Discussion: None. Motion carried: 9-0

NEW BUSINESS

Agenda item 11.a: Acknowledgement of RCP Licenses and Limited Permits issued since the last meeting (Exhibit F)

Motion # 7: Mr. Aquillo moved to ratify respiratory care professional licenses and limited permits issued on the following dates:

Respiratory Care Professional Licenses and Limited Permits issued between 08/01/2016-10/14/2016.

Ms. Cross seconded the motion. Discussion: None. Motion carried 8 - 0. Mr. Mays was out of the room during motion.

Agenda item 11.b: Acknowledgement of Home Medical Equipment Licenses and Certificates of Registration (Exhibit G)

Motion # 8: Ms. Yagodich moved to ratify HME licenses and certificates of registration issued on the following dates:

Home Medical Equipment Licenses and Certificates of Registration issued between 07/29/2016-10/14/2016.

Ms. Cross seconded the motion. Discussion: None. Motion carried: 8 - 0. Mr. Mays was out of the room during motion.

Agenda item 11.c: Board Meetings Dates for Calendar Year 2017

After discussion, the Board selected by consensus the following dates in 2017 for Board meetings: February 8, April 19, June 14, August 9, October 18 & December 6.

OSRC UPDATE

David Corey is working on House Bill 266 with Representative Schuring, the lead sponsor. Rep. Schuring is trying to get portions of the Bill or the entire Bill amended into a piece of legislation that has already passed the Senate. Right now they are just looking for a vehicle, there is only a total of 5 session days remaining. Rep. Schuring is committed to reintroducing the Bill next year and help the process along a bit more when it comes to the Protocols. Lame Duck session runs from November, right after election, through December 31, 2016.

Sue Ciarlariello spoke on the Budget Bill. They testified, last summer against the training of assistant personnel working in group homes in a variety of very specific respiratory care procedures. We had concerns because of nursing delegation authority without nursing present. We met with the Ohio Department of Developmental Disabilities (DODD) and they showed us that they had an exemption for their staff. They essentially provide personal care in these group homes. Ohio has a large group of citizens with medical disabilities, about 50,000, providing 24 hours a day in these group homes.

We requested to be added to the Budget Bill and make a statement that the Respiratory Care Board and the Ohio Society for Respiratory Care be allowed to help develop a curriculum of competencies for those therapies. Sue is

meeting today with Jan Winterstein of DODD today at 2:00 p.m. and they will start down that path of writing rules. Members of the Board or members of the Society are being asked to help with writing the curriculum. Nursing at this point has been the instructor of all these therapies and some of the paperwork and competencies are old and need to be updated. There are seven different therapies that need updating.

PROBABLE REVIEW COMMITTEE (PRC) REPORT (Exhibits H & I)

Agenda item 8.a: Enforcement Report

Motion #9: Mr. Mays moved to enter Executive Session for the purpose of considering the investigation of charges or complaints against licensees under R.C. 121.22(G)(1) and which involves matters that are required to be kept confidential under R.C. 149.43(A)(2) and R.C. 4761.03(E) and 4752.08 (B). Mr. Aquillo seconded the motion. Discussion: None. Roll Call vote:

Kenneth Walz -	Yes	Michael Aquillo -	Yes
Dr. Nancy Colletti -	Yes	Marc Mays -	Yes
Melissa Cross -	Yes	Carol Gilligan -	Abstain
Andrea Yagodich -	Abstain	Steven Pavlak -	Yes
Dr. Madhu Sasidhar -	Yes		

Motion carried: 7 – 0

The Board entered executive session at 1:24 p.m. and returned to regular, public session at 1:45 p.m. As a member of the Probable Review Committee, Ms. Yagodich excused herself from participating in this portion of the meeting. Aside from the remaining Board members, also present during executive session were Director Schaal, Mr. Kimmerle, Ms. McDonald and Mr. Kochheiser.

**Names and identifying information were redacted from discussion and from proposed consent agreements during the course of executive session deliberation and the public meeting. Matters were referred to only by case number in documentation and referenced by case number verbally. Identifying information based upon the correlating case number was added during the writing of the minutes after approval of the proposed consent agreements through a motion on the record during public session.*

In public session, the Board took the following actions:

Agenda item 8.b: Approval of Consent Agreements (Exhibit J)

Motion # 10: Mr. Mays made a motion to approve the following Consent agreements, Ms. Cross seconded the motion. Discussion: None. Motion carried: 7 – 0. Ms. Yagodich, Ms. Gilligan abstained.

Agenda item 8.c: Approval of Notices of Opportunity for Hearing (Exhibit K)

Motion # 11: Mr. Mays made a motion to approve the following Notices of Opportunity for Hearing, Dr. Colletti seconded the motion. Discussion: None. Motion carried: 7 – 0. Ms. Yagodich, Ms. Gilligan abstained.

2014-ORCB-51

Agenda item 8.d: Closed Investigations

Motion # 12: Mr. Mays made a motion, Mr. Pavlak seconded the motion. Discussion: Mr. Schaal mentioned that the start of the new fiscal year, the number will be sequential. Motion carried: 7-0. Ms. Yagodich, Ms. Gilligan abstained.

2016-HME-10002

Agenda item 8.e: Probation Compliance Report

Motion # 13: Mr. Mays moved to approve the Probation Compliance Report. Mr. Aquillo seconded the motion. Discussion: None. Motion carried: 7– 0. Ms. Yagodich, Ms. Gilligan abstained.

OLD BUSINESS

Agenda item 10.a: FY18-FY19 Biennial Budget (Exhibit L)

Update on FY18-19 Biennial Budget- The budget was requested before the Board next met. Mr. Schaal followed the guidelines of what they had and provided them with information they needed at the time. There will be hearings on this after it gets introduced by the Governor. Mr. Schaal is not sure what the Governor will propose for us, the last time the Governor did not propose exactly what we had ask for. Two different numbers needed to be provide to the Governor’s Office. In total, the Board requested \$590, 032.00 in FY 2018 (0.0% increase over FY 2017 funding) \$635,371.00 in FY 2019 (7.7% increase over FY 2017 funding) via the extended budget request. The extended program budget is being requested for both RCP & HME and would cover anticipated pass-through costs from the Department of Administrative Services (DAS), primarily costs associated with the new eLicense System. In FY, 2019 DAS anticipates increasing the Board’s eLicense operating cost by 515%.

The Board is a single program agency that regulates two distinctly separate practices in the State of Ohio: the practice of Respiratory Care, a clinical health profession, and home medical equipment (HME) licensing/registration, a facility based licensure program. A joint board consisting of nine (9) members regulates both of these programs. The Board currently meets all of its mandatory objectives required under Chapter 4761. And 4752. of the Ohio Revised Code.

Agenda item 10.b: 2016 Annual Report (Exhibit M)

Director Schaal provided the Board with the list of recommendations to the General Assembly which was included in the 2015 Annual Report. Director Schaal indicated that the first two of three recommendations remained salient, but wanted the Board’s opinion on the third recommendation which is to permit the Ohio Respiratory Care Board with authority to independently investigate certificate of registration holders, rather than relying upon a private accreditation process. Ms. Cross indicated that it would be prudent to seek the input of the Board of the Ohio Association of Medical

Services (OAMES) as to whether this recommendation should be changed. Director Schaal indicated that he would speak with Kam Yuricich of OAMES to solicit that body's input on the recommendation. Director Schaal expressed that the 2016 Annual Report would be provided to the Board at their December meeting for their review and approval.

Agenda item 10.c: eLicense 3.0 Update (Exhibit N)

Director Schaal provided the Board with the timeline for the roll-out and testing of the new eLicense system. eLicense 3.0 will go live for the Board around the second week of July, 2017. Director Schaal indicated that the Board staff will be involved with several hours' worth of meetings with DAS-OIT (Office of Information Technology) to prepare a playbook for the design of the system for the use by the Board's staff. Subsequently, staff from DAS-OIT will be spending considerable hours on-site at the Board's office beta testing the system. Eventually, the staff will be required to commit 40 hours of time a week in the spring in sprint tests of the system before it will go live. Director Schaal anticipates that each of the five staff members will focus eight hours of time each week to accomplish this task with minimal disruption to the operation of the office.

FOR THE GOOD OF THE BOARD (continued)

Director Schaal wanted to address the Motion Sheets with the Board. Just as an FYI – Motion 8C-2, was not be used today upon advice of our AAG, Mr. Steve Kochheiser. There was a difference of opinion between Mr. Kochheiser and a prior AAG on whether a previously approved Notice of Opportunity for Hearing needed to be rescinded or could just not be acted upon. As such, there was no need to handle this motion.

Steve Kochheiser's last meeting will likely be today. He will be moving to the Pharmacy Board, they will be paying directly to the AAG for his salary. Steve will be flexible and be around to work with the new replacement. He is looking forward to training and helping to get the new AAG on the right path with the Respiratory Care Board. The Board thanked Steve for his time and dedication. Steve has been the Assistant Attorney General for the Respiratory Care Board for 3 ½ years.

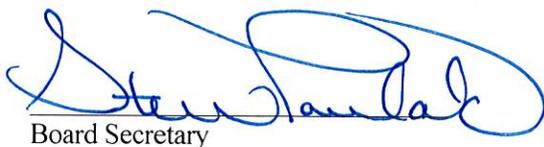
President Walz asked if anyone had any other matters for the good of the Board. There was no further discussion.

ADJOURNMENT

President Walz asked if there was any other business to bring before the Board.

Hearing none, President Walz adjourned the meeting at 2:36 p.m.

Board Secretary's Certification: These are a true account of the proceedings in accordance with Section 121.11 of the Ohio Revised Code, approved by a majority of a quorum of the membership of the Board on December 14, 2016.


Board Secretary


Witness