

1. RE: A regular meeting of the Municipal Civil Service Commission convened on Monday, December 11, 2017, at 12:43 p.m. Grady Pettigrew and Stefanie Coe in attendance.

PLEASE NOTE: These Minutes are summarized and are not actual statements made by each presenter in the meeting.

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2. RE: Review and approval of the Minutes from the November 13, 2017 Regular Meeting.

A motion to approve the minutes was made, seconded, and approved unanimously.

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3. RE: Pre-Hearing Conference Reviews – None Submitted.

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4. RE: Rule Revisions – None Submitted.

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5. RE: Trial Board Recommendations – None Submitted.

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6. RE: Personnel Actions Columbus City Schools –None Submitted.

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7. RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Student Athletic/Activities Coordinator and increase the probationary period to 365 days (Job Code 5960).

PRESENT: Charday M. Litzy-Taylor, Personnel Analyst I

Charday M. Litzy-Taylor presented this request, on behalf of Columbus City Schools, to create the specification for the classification Student Athletic/Activities Coordinator and increase the probationary period to 365 days (Job Code 5960). Student Athletic/Activities Coordinator was last reviewed in August, 1997. The review of this classification was initiated as part of the District's efforts to review and update all classifications within the Class Plan. There are currently seventeen incumbents serving in this classification. As part of this review, Civil Service met with Vincent Clarno, Director of Student Activities (Athletics), of Columbus City Schools. Based on feedback, it is recommended that the specification be revised as proposed. Some word changes were made within the knowledge, skills, and abilities section to correct typos and provide clarification. It is proposed that the probationary period change from 360 days to 365 Days. This is consistent with the probationary periods of other noncompetitive classifications. No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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8. RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Sign Language Transliterater/Interpreter and retitle it to read Sign Language Interpreter (Job Code 6940).

PRESENT: Suzanne B. Ulry, Personnel Analyst II

Suzanne B. Ulry presented this request, on behalf of Columbus City Schools, to create the specification for the classification revise the specification for the classification Sign Language Transliterator/Interpreter and retitle it to read Sign Language Interpreter (Job Code 6940). This request is the result of a classification review initiated as part of the School District's efforts to conduct comprehensive reviews of all classifications. Sign Language transliterator/Interpreter was created in February 1995. There are currently thirteen employees serving in this classification, assigned to the Columbus Hearing Impaired Program (CHIP). Based on a review of the specification, questionnaire responses from the incumbents, and discussion with department representatives, revisions to the specification and a retitlement are proposed to more accurately describe the work. Within the definition, and throughout the specification, it is proposed that references to "hearing impaired" be replaced with "deaf and hard of hearing." It is proposed that the knowledge, skills, and abilities section be revised to include the ability to discern specific student language abilities. There are no proposed changes to the probationary period or the examination type. No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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9. RE: Request of the Civil Service Commission staff to approve the specification review for the classification Police Commander with no revisions (Job Code 3060).

PRESENT: Laura Hausman, Personnel Analyst II

Laura Hausman presented this request, on behalf of Columbus City Schools, to create the specification for the classification Police Commander with no revisions (Job Code 3060). The review of this classification is part of the Civil Service Commission's effort to review all classifications every five years. Police Commander was last reviewed in January, 2012. There was, however, an update to the classification specification in October 2013, but that was an update to the DOJ category designation, not a review of the classification specification as a whole. There are currently 17 employees serving in this classification, located in the Department of Public Safety, within the Division of Police. After review the specification and incumbent feedback it was decided that the current specification adequately describes the work as it currently exists. It is, therefore, recommended that the review of the specification for the classification Police Commander be approved with no revisions.

A motion to approve this request was made, seconded, and approved unanimously.

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10. RE: Request of the Civil Service Commission staff to revise the specification for the classification Police Deputy Chief (Job Code 3062).

PRESENT: Laura Hausman, Personnel Analyst II

Laura Hausman presented this request, on behalf of Columbus City Schools, to revise the specification for the classification Police Deputy Chief (Job Code 3062). This request is the result of a classification review initiated as part of the Commission's efforts to review all classifications every five years. Police Deputy Chief was last reviewed in January, 2012. There was, however, an update to the classification specification in October, 2013, but that was an update to the DOJ category designation, not a review of the classification specification as a whole. There are currently six

employees serving in this classification, located in the Department of Public Safety, within the Division of Police. Based on research, communication with incumbents, and departmental recommendations the following revisions are proposed. Within the examples of work section there are several proposed changes. It is recommended that the first six statements be removed. Within the knowledge, skills, and abilities section there is one update to include “peers” in the list of those who a person in this job classification should have the ability to establish and maintain effective working relationships with. No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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11. RE: Request of the Civil Service Commission staff to revise the specification for the classification Police Lieutenant (Job Code 3063).

PRESENT: Laura Hausman, Personnel Analyst II

Laura Hausman presented this request, on behalf of Columbus City Schools, to revise the specification for the classification Police Lieutenant (Job Code 3063). This request is the result of a classification review initiated as part of the Commission’s efforts to review all classifications every five years. Police Lieutenant was last reviewed in January, 2012. There was, however, an update to the classification specification in October, 2013, but that was an update to the DOJ category designation, not a review of the classification specification as a whole. There are currently 55 employees serving in this classification, located in the Department of Public Safety, within the Division of Police. Based on research, communication with the incumbents and departmental recommendations, several revisions are proposed. Within the examples of work section one statement makes reference to “action response to resistance.” This terminology is no longer used and thus it is recommended to change the language to the currently used terminology “use of force.” The following five statements are proposed additions to the examples of work section: Acts as primary investigator in cases of the discharge of firearms for the humane destruction of animals and for accidental discharges when no Critical Incident Response Team (CIRT) involvement is required; Conducts permissible reviews of video system recordings to ensure compliance; Manages assigned budgets; Creates incident action plans (IAP) for large venues requiring possible large police response and use of many Division resources; Assembles field forces and deploys ordnance for impromptu incidents of civil disturbance/riot. The addition of these statements helps to provide a more thorough listing of the types of duties that may be performed by those in the Police Lieutenant job classification. No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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12. RE: Request of the Civil Service Commission staff to revise the specification for the classification Police Chief (Job Code 3061).

PRESENT: Laura Hausman, Personnel Analyst II

Laura Hausman presented the request to approve the specification review for the classification Police Chief (Job Code 3061). This request is the result of a classification review initiated as part of the Commission’s efforts to review all classifications every five years. Police Chief was last reviewed in January, 2012. There was, however, an update to the classification specification in October, 2013, but that was an update to the DOJ category designation, not a review of the classification specification as a whole.

This is a single position classification. There is currently one employee serving in this classification, located in the Department of Public Safety, within the Division of Police. Based on research and communication with the incumbent, multiple revisions are proposed. Within the examples of work section there are proposed changes to revise, add, and reorganize statements. There are no proposed changes to the minimum qualifications and knowledge, skills, and abilities sections. There are no further revisions proposed to the specification.

A motion to approve this request was made, seconded, and approved unanimously.

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13. RE: Request of the Civil Service Commission staff to revise the specification for the classification Fire Chief (Job Code 3089).

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to approve the specification review for the classification Fire Chief (Job Code 3089). This request is the result of a study that was conducted several years back that the City is ready to act upon. The study focused specifically on the requirements and recruitment strategies utilized by other Cities in order to fill Fire Chief vacancies. This study included twelve cities with fire agencies of similar size to that of Columbus. Most significantly, the results of the survey revealed that other cities (and all that were included in our survey) allow for external candidates to be selected into the position of fire chief. Currently the City's specification requires that employees hired into this classification be selected internally from the sworn ranks of the Fire Division. This hiring restriction was not duplicated by the other cities in the survey. It is, therefore, recommended that the minimum qualifications for the Fire Chief classification be revised to allow for a broader recruitment and to be more comparable to other cities of our similar size. The proposed requirements would read: "Possession of a bachelor's degree and one (1) year of service as a permanent appointee in the class of Fire Assistant Chief OR five (5) years with any combination of service as a Fire Assistant Chief, Fire Deputy Chief, and/or Fire Battalion Chief or comparable experience elsewhere. Possession of a valid motor vehicle operator's license. Must obtain (or maintain) valid Firefighter II and Fire Safety inspector certifications issued by the State of Ohio by the completion of the probationary period." There are no other revisions proposed to the specification.

A motion to approve this request was made, seconded, and approved unanimously.

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14. RE: Request of Civil Service Commission staff to create the specification for the classification Design and Construction Division Assistant Administrator, assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly.

PRESENT: Tammy Rollins, Personnel Administrative Manager

Tammy Rollins presented the request to create the specification for the classification Design and Construction Division Assistant Administrator, assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly. In an electronic memorandum dated November 17, 2017, the Department of Public Service requested the creation of a division assistant administrator classification to serve within their Design and Construction Division. This division is responsible for administering construction projects within City-designated rights-of way, including projects for other departments. This division is also responsible for the management of the Capital Improvement Projects (CIP) and 3P

consultant design contracts that produce constructible design and plan development ready for public sale to construction contractors. This division is authorized to employ 132 full-time employees. Per the table of organization, the three major sections that employ the largest number of employees are: capital improvement, design, and construction. Each of these major sections are managed by an Engineer IV, who reports directly to the division administrator. The proposed classification would provide an additional layer of management that is not part of a bargaining unit. Currently the division administrator is the only full-time position in the division that is non-union. It is, therefore, recommended that a Design and Construction Division Assistant Administrator classification be created as proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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15. RE: Request of the Civil Service Commission staff to create the specification for the classification Public Health Assistant Commissioner (External Affairs), assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly.

PRESENT: Charday Litzy-Taylor, Personnel Analyst I

Charday Litzy-Taylor presented the request to create the specification for the classification Public Health Assistant Commissioner (External Affairs), assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly. The proposed classification was requested by Columbus Public Health in response to some of the organizational changes intended by the new Health Commissioner in order to best address the public health needs of the City. One such proposed change is the creation of a high-level classification that would allow the department to have a more visible, active, and prominent role in external affairs. The proposed classification would be written as an assistant commissioner. The proposed organizational structure within Columbus Public Health would continue to have three assistant commissioners, with each one responsible for one of the following areas: nursing/clinical, administration, or external affairs (proposed). In addition to providing guidance regarding external affairs matters on a department-wide basis, the proposed Public Health Assistant Commissioner (External Affairs) would also provide direct/indirect line supervision to approximately 40 to 50 employees assigned to the following sections/offices: Population Health, Communications, Planning and Quality Improvement, and Policy. The proposed classification would report to the Health Commissioner.

A motion to approve this request was made, seconded, and approved unanimously.

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16. RE: Request of the Civil Service Commission staff to revise the specification for the classification Citizen Member Board of Review of Electrical Contractors (U) and retitle it to read Citizen Member Skilled Trades Review Board (U) (Job Code 0022).

PRESENT: Charday Litzy-Taylor, Personnel Analyst I

Charday Litzy-Taylor presented the request to create the specification for the classification Citizen Member Board of Review of Electrical Contractors (U) and retitle it to read Citizen Member Skilled Trades Review Board (U) (Job Code 0022). Due to the decrease in review work load for the existing boards and state licensure changes, Columbus Building Code has been amended to consolidate several related contractor Boards of Review into a single Skilled Trades Review Board.

City Code 4114.303 dictates the composition and duties assigned to these citizen member boards and the qualifications of members, who are appointed to these boards. The definition and guidelines for class use sections have been revised to reflect the new title and code language. One statement within the examples of work section has been revised to better reflect specific duties. There are no other revisions proposed to the specification. It is, therefore, recommended that the classification be approved as proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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17. RE: Request of the Civil Service Commission staff to revise the specification for the classification Alcohol and Drug Abuse Prevention Coordinator (Job Code 1561).

PRESENT: Charday Litzy-Taylor, Personnel Analyst I

Charday Litzy-Taylor presented the request to create the specification for the classification Alcohol and Drug Abuse Prevention Coordinator (Job Code 1561). Alcohol and Drug Abuse Prevention Coordinator was last reviewed in September, 2015. Recently, the Ohio Chemical Dependency Professionals Board changed the name of the Ohio Certified Prevention Specialist I and Ohio Certified Prevention Specialist II certifications to Ohio Certified Prevention Specialist (OCPS) and Ohio Certified Prevention Consultant (OCPC). It is recommended that the minimum qualifications section is revised to reflect the updated name of these two certifications. It is also recommended that the Ohio Chemical Dependency Professionals Board: Ohio Certified Prevention Specialist Assistant (OCPSA) certification is added as a qualifying certification. The scope of practice in prevention services is identical to the scope of practice for the Ohio Certified Prevention Specialist (OCPS) and Ohio Certified Prevention Consultant (OCPC). Department representatives have confirmed that employees with the OCPSA certification will work under the supervision of a licensed social worker or licensed independent social worker, which is consistent with the requirements outlined in the Ohio Revised Code.

There are no other changes proposed to the classification at this time.

A motion to approve this request was made, seconded, and approved unanimously.

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18. RE: Request of the Civil Service Commission staff to revise the specification for the classification Electronic Systems Coordinator (Job Code 3671).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to create the specification for the classification Electronic Systems Coordinator (Job Code 3671). Electronic Systems Coordinator was last reviewed in April, 2012. This classification has four incumbents and is used by the Department of Public Service, the Department of Technology, and the Department of Public Utilities, Sewerage and Drainage and Water Divisions. After review of incumbent questionnaires, with supervisory review, and communication with department representatives, revisions are proposed to the class specification. Within the minimum qualifications, a qualifier for experience stating "increasing levels of responsibility" is proposed to be removed. The description of relevant experience that includes the "development, analysis, and implementation of electronic communication or control systems" is sufficient. Within the knowledge, skills, and abilities section, one addition is proposed. The addition is for "general knowledge of data management principles and techniques." Most control systems are retaining data that needs to be managed and this knowledge addresses that aspect of the work. No further

recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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19. RE: Request of the Civil Service Commission staff to revise the specification for the classification Communication Systems Manager (Job Code 3676).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to create the specification for the classification Communication Systems Manager (Job Code 3676). In a conference call received from the departments of Human Resources, Public Safety, and Finance and Management, a proposed change to the guidelines for class use was requested. Specifically, as a result of a potential position transfer from Public Safety, to Finance and Management, department representatives would like to allow for the use of the Communication Systems Manager classification within both departments. Therefore, it is recommended that the guidelines for class use be revised to read, "This classification is designated specifically for the departments of Public Safety and Finance and Management. This classification is limited to one (1) position per technical group." There are no other proposed revisions to this specification.

A motion to approve this request was made, seconded, and approved unanimously.

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20. RE: Request of the Civil Service Commission staff to revise the specification for the classification Procurement Specialist (Job Code 0789).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to create the specification for the classification Procurement Specialist (Job Code 0789). This request is the result of a classification review initiated as part of the Commission's efforts to review all classifications every five years. Procurement Specialist was last reviewed in November, 2012. There are currently four employees serving in this classification, located in the Department of Finance and Management, within the Finance and Management Division's Purchasing Office. Based upon information received via questionnaire responses from incumbents, with supervisory review, and input from department representatives, some minor revisions are proposed. As currently stated within the definition, Procurement Specialist, working under general supervision, is responsible for performing skilled procurement work to purchase goods and services within the Purchasing Office for specialized commodities on a Citywide and individual agency basis through an electronic system. There are no proposed changes to the Definition. In January, 2016 activities in the Purchasing Office underwent a major shift with the implementation of a new electronic catalog system. This change resulted in Procurement Specialist being more involved in the day-to-day activities associated with contract management. It is proposed that the examples of work section be revised with the addition of one statement noting responsibility for participating in the establishment and management of contracts for universal term contracts (UTC) goods.

A motion to approve this request was made, seconded, and approved unanimously.

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21. RE: Request of the Civil Service Commission staff to abolish the specification for the classification Disease Intervention Specialist III and amend Rule XI accordingly (Job

Code 1824).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to create the specification for the classification Disease Intervention Specialist III and amend Rule XI accordingly (Job Code 1824). This request is the result of a classification review initiated as part of the Civil Service Commission's effort to review all classifications every five years. Disease Intervention Specialist III was last reviewed in January, 2013. There are currently no employees serving in this classification. Historically, the classification was used within Columbus Public Health for the supervision of staff involved with infectious disease programming. In recent years, classifications in the Public Health Program Manager series have been deemed more suitable for use. Noting that there is no intention to utilize the classification in the future, the department is in agreement with the abolishment of the classification. It is, therefore, recommended that the specification for the classification Disease Intervention Specialist III be abolished as proposed, and Rule XI be amended accordingly.

A motion to approve this request was made, seconded, and approved unanimously.

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22. RE: Request of the Civil Service Commission staff to revise the specification for the classification Disease Intervention Specialist II (Job Code 1825).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to create the specification for the classification Disease Intervention Specialist II (Job Code 1825). This request is the result of a classification review initiated as part of the Commission's efforts to review all classifications every five years. Disease Intervention Specialist II was last reviewed in January, 2013. There are currently nine positions allocated to this classification, located in Columbus Public Health. Based upon information received via questionnaire responses from incumbents, with supervisory review, and discussion with department representatives, some revisions are proposed. Employees working in the Disease Intervention Specialist II classification coordinate infectious disease subprogram activities such as partner services in sexual health and within the tuberculosis programming. Other positions allocated to Disease Intervention Specialist II coordinate and implement the Ryan White Part "A" funded ARTAS programing providing linkage to care interventions for individuals diagnosed as HIV positive who are not currently in treatment, as well as linkage to care interventions for individuals diagnosed with Hepatitis C. The linkage to care interventions are of a limited time duration and are focused on ensuring access to and retention of the client in medical care and other support services. No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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23. RE: Request of the Civil Service Commission staff to revise the specification for the classification Disease Intervention Specialist I (Job Code 1826).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to revise the specification for the classification Disease Intervention Specialist I (Job Code 1826). Disease Intervention Specialist I was last reviewed in January, 2013. There are currently twenty-four employees serving in this classification, located in Columbus Public Health. Based upon

information received via questionnaire responses from incumbents, with supervisory review, and discussion with department representatives, some minor revisions are proposed. As currently stated within the definition, the Disease Intervention Specialist I, working under general supervision, is responsible for interviewing, screening, and counseling patients with infectious diseases to ensure proper treatment and prevention of the diseases. There are no proposed changes to the Definition.

It is proposed that statements within the examples of work section be revised to better describe typical work duties. Employees working in the Disease Intervention Specialist I classification conduct partner services activities in accordance with established guidelines for individuals who are infected with a sexually transmitted disease and their sexual and/or needle sharing partners. They encourage testing for persons who may have been exposed to an infectious disease. Employees working in the classification prepare client interaction summaries and complete required documentation. One statement regarding conducting epidemiologic analysis is clarified to more accurately describe the role of the Disease Intervention Specialist I in gathering epidemiologic data to assist in the determination of probable source and spread relationships. Several statements were revised to accurately reference "HIV, Hepatitis C, and other sexually transmitted infectious diseases." And finally, it is noted that employees in the classification make client referrals to physicians and other community-based organizations for testing and treatment services. As currently stated, the minimum qualifications include possession of a high school diploma. It is proposed that this language be revised to reflect "completion of the twelfth school grade," which is consistent with language included on other classification specifications. No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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24. RE: Request of the Civil Service Commission staff to revise the specification for the classification 911 Emergency Dispatcher (Job Code 3004).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to revise the specification for the classification 911 Emergency Dispatcher (Job Code 3004). This request is the result of communications with representatives of the Public Safety Department. Currently the minimum qualifications for 911 Emergency Dispatcher include possession of valid Emergency Medical Dispatch (EMD) certification prior to the completion of the probationary period. The 911 Emergency Dispatcher is the middle classification in series with 911 Emergency Call Dispatcher and 911 Emergency Communications Specialist. When the classification series was created in October, 2015, the department intended to transition fire and medical emergency call taking and dispatching duties being performed by Firefighters to the civilian classifications. The planned transition has not yet been implemented and, therefore, the EMD certification has not been obtained by employees working in the 911 Emergency Dispatcher classification. It is proposed that the Minimum Qualifications be revised to note that "some positions may require possession of valid Emergency Medical Dispatch (EMD) certification prior to the completion of the probationary period." When the transition of dispatching for fire and medical emergencies is implemented, the requirement for possession of the EMD certification will be utilized as applicable. There are no other revisions proposed to the specification.

A motion to approve this request was made, seconded, and approved unanimously.

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25. RE: Request of the Civil Service Commission staff to revise the specification for the

classification 911 Emergency Communications Specialist (Job Code 3005).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented the request to revise the specification for the classification 911 Emergency Communications Specialist (Job Code 3005).

Suzy Ulry presented the request to revise the classification 911 Emergency Communications Specialist (Job Code 3005). The Public Safety Department expressed concerns about difficulty filling positions in the 911 Emergency Communications Specialist classification due to the requirement of Emergency Medical Dispatch certification. Currently the minimum qualifications require three (3) years of experience as a 911 Emergency Dispatcher with the City of Columbus and possession of valid Emergency Medical Dispatch (EMD) certification. The 911 Emergency Communications Specialist is the highest classification in series with 911 Emergency Call Dispatcher and 911 Emergency Call Taker. When the classification series was created in October, 2015, the department intended to transition fire and medical emergency call taking and dispatching duties being performed by Firefighters to the civilian classifications. The planned transition has not yet been implemented and, therefore, the EMD certification has not been obtained by employees working in the 911 Emergency Dispatcher classification. The proposed revision will alleviate the immediate operational need to fill positions without the EMD certification. When the transition of dispatching for fire and medical emergencies is implemented, the requirement for possession of the EMD certification will be utilized as applicable. There are no other revisions proposed to the specification.

A motion to approve this request was made, seconded, and approved unanimously.

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- 26. RE: Personnel Actions for City of Columbus – None Submitted.
- 27. RE: Residency Hearing Reviews- None Submitted.
- 28. RE: Background Removals.

Applicants Removed Post-Exam

	Name of Applicant	Position Applied For
1.	Douglas Barber II	Police Officer

After reviewing the file of Douglas Barber II, the Commissioners decided his name would be reinstated to the Police Officer testing process.

- 29. RE: Other Administrative/Jurisdictional Reviews.

Other Administrative/Jurisdictional Reviews

1.	Jason R. Smith #17-CA-0012	Review of the appeal of <u>Jason R. Smith</u> , regarding the denied Request for Review for Management Analyst II.
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After reviewing the files for Jason R. Smith, the Commissioners decided to dismiss the appeal.

1:30 P.M.

- 30. RE: No Disciplinary Hearing or Trial Board.

Regular Meeting

*December 11, 2017
12:30 p.m.*

The Commissioners adjourned their regular meeting at 1:15 p.m.

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Grady L. Pettigrew, Jr., President

Date