

**DEPARTMENT OF INFORMATION RESOURCES
OPEN BOARD MEETING**

Thursday, October 26, 2017, 10:00 a.m.

300 West 15th Street, Clements Building, Room 103 Austin, Texas 78701

MINUTES

PRESENT Linda Shaunessy (Board Chair)
Rigo Villarreal
Stuart Bernstein
Charles Bacarisse
Bryan Collier, *ex-officio*
George Rios, *ex-officio*
Melody Parrish, *ex-officio*

ACTION *Ms. Shaunessy* called the meeting to order at 10:05 a.m., with a quorum present.

TOPIC 2. Chair's Remarks

Consider approval of meeting minutes from the August 24, 2017, Board Meeting.

MOTION A motion was made to approve the board meeting minutes by *Mr. Villarreal* and seconded by *Mr. Bernstein*.

ACTION The minutes were unanimously approved.

TOPIC Consider Approval Executive Director's Performance Review

Mr. Bacarisse discussed the performance review of the Executive Director. Mr. Bacarisse thanked the board members that participated in the Ad Hoc Personnel Subcommittee. We discussed it and drafted the performance review for Ms. Stacey Napier. The board's unanimous opinion is Ms. Napier is doing a fantastic job and appreciate the work.

MOTION A motion was made for approval of the proposed performance review for Executive Director Stacey Napier which was completed by the Personnel Subcommittee by *Mr. Bernstein* and seconded by *Mr. Bacarisse*.

ACTION The motion was unanimously approved.

TOPIC **3. Executive Director's Report on Agency Performance**

Ms. Napier thanked the board and DIR Staff. The State Strategic Plan (SSP) is on the agenda for your approval. This is the culmination of a year's worth of efforts and is the foundational document upon which many other efforts will flow. The SSP sets the foundation for other agencies to review their own IT efforts and align their vision with our visions for state IT. Ms. Napier thanked the Technology, Planning, Policy & Governance team that has been working on the SSP.

Managed Security Services will be presented today for your approval. The security services we will be able to provide through our awardee will be critical as our customer agencies seek to secure their assets, especially those agencies that don't have the resources to maintain full time staff in this area.

Interim Charges from the legislative came out this week. A lot of the issues that we worked on during session will continue during the interim. Interim charges were contracting, cloud, disaster recovery, data sharing and cybersecurity, as the interim hearings begin we will be involved and keep the board posted.

During Harvey, once the state operation center was activated, our agency had a role and our staff were onsite 24 hours a day during the duration of the event. Our staff really rose to the occasion when called to act. Also, our DCS vendor partners, Atos, Capgemini and Xerox really stepped up for our customers during Harvey.

DIR has been also busy filling quite a few vacancies that remained unfilled due to the hiring freeze. These positions are critical for maintaining high levels of performance and staying on track with the major procurements we have on the horizon. Ms. Napier welcomed the new staff member. The next board meeting is January 11, 2018.

TOPIC

4. Finance Update

DISCUSSION

Mr. Nick Villalpando, Chief Financial Officer, discussed DIR's financial operating results through FY 17-Q4 as well as our financial forecast for the rest of the fiscal year. Mr. Villalpando discussed operating results as of August 31, 2017. The financial results will not be considered final until we issue the annual financial report to the Texas Comptroller's office on November 20, 2017. I don't participate significant changes from report being presented today.

Overall, DIR ended FY 2017 in a strong financial position. DIR generated about 35.8 million in operations revenues based on total gross revenue of \$370 million. This is generated by three overall business services lines. The Communication Technology Services (CTS) program came in right at budget, Data Center Services (DCS) came in significantly over budget and Cooperative Contracts was down about \$1.2 million for budget. Operating expenses totaled \$31 million for FY 2017, approximately \$3.3 million under budget (9.7%). We ended FY 2017 with \$6.6 million for the fund balance. As discussed in the August board meeting, we did exceed the maximum allowable fund balance for FY 2017. We did submit a request to the Legislative Budget Board (LBB) to allow us to maintain to keep the fund balances in DCS on September 27th. If approved, this will help pay for some infrastructure upgrades at the San Angelo Data Center.

Mr. Bacarisse asked: What if LBB denies the request, will it then trigger a rebate for the agencies?

Mr. Villalpando responded: Yes, that is correct.

Mr. Villalpando discussed the CTS new service offering: Gigamon supports service to enable customer traffic aggregation monitoring, including Gigamon configuration and customer connection. DIR is required to bring all fees and administrative cost to the board for approval.

Ms. Shaunessy asked: Do you consider this fee to be reasonable?

Mr. Villalpando responded: Yes.

Mr. Bacarisse asked: How many agencies do you anticipate using this service?

Mr. Villalpando responded: This is primarily aimed at one agency. At this agency they have a pretty robust security operation. This one area of their traffic that they just don't have specific visibility into

that they don't have. We don't anticipate will be a big need or volume, I think it will stay pretty small.

MOTION A motion was made to approve the Gigamon monthly service charge and one - time port set up fee by *Mr. Bacarisse*, and seconded by *Mr. Bernstein*.

ACTION The motion was unanimously approved.

TOPIC **5. Internal Audit Update**

DISCUSSION Ms. Lissette Nadal, Director of Internal Audit (IA), provided the board an update on the Internal Audit Annual Plan. The Texas Internal Auditing Act (Texas Government Code 2102) requires the DIR Director of Internal Audit to prepare an annual audit plan that uses risk assessment techniques and that identifies the individual audits to be conducted during the year.

The plan describes the priorities of the Internal Audit function for fiscal year 2018, which are aligned to the agency's goals and Internal Audit 's goals. These priorities include:

Tier 1

- DCS Vendor Management and Performance (carried forward from Fiscal Year 2017)
- Network Security Operations (carried forward from Fiscal Year 2017)
- Data Center Services Compliance with the Texas Administrative Code
- TEX-AN Vendor Management and Performance

Tier 2

- Vendor Sales Reporting for Non-USAS Customers
- Hybrid Cloud Services Billing

Budgeted hours allocated to the projects included in the plan are based on the total available hours calculated for three approved full time equivalent employees (FTEs). All auditable activities identified as high-risk activities during the risk assessment process were included as projects in Tier 1 or Tier 2 of the Fiscal Year 2018 Internal Audit Annual Plan, based on the agency's risk appetite. However, due to limited resources no budgeted hours were allocated to conduct Tier 2 projects. Tier 2 projects will be conducted by DIR Internal Audit if efficiencies are gained during the annual audit process. Otherwise, the residual risk will be re-assessed during the Fiscal Year 2019 Internal Audit Risk Assessment.

The annual plan and the resources to execute the plan was reviewed by the Executive Director and pre-approved by the Finance and Audit Subcommittee during the meeting held on October 24th. By approving the plan, the DIR Board agrees that Internal Audit has adequate and sufficient resources to effectively accomplish the audit plan, as stated.

MOTION A motion was made to approve the FY 2018 Internal Audit Annual Plan by *Mr. Bacarisse*, and seconded by *Mr. Bernstein*.

ACTION The motion was unanimously approved.

The Texas Internal Auditing Act requires DIR to submit an Internal Audit Annual Report to designated state oversight entities, the DIR Board, and the DIR Executive Director by November 1st of each fiscal year. The SAO is charged with prescribing the form and content of the annual report. The report

includes the results of the Fiscal Year 2017 Internal Audit Annual Plan. We had a very successful year and completed all planned projects with the exceptions of DCS Vendor Management and Performance and Network Security Operations. These assurance audits were carried forward to the Fiscal Year 2018 Internal Audit Annual Plan. In addition, Internal Audit did not have the resources to conduct the Tier 2 assurance audits: Statewide Accessibility Coordination Program and The Technology Architecture.

TOPIC

6. Chief Procurement Office

DISCUSSION

Mr. Hershel Becker updated the board on the Chief Procurement Office (CPO). We have four action items for the board to consider. We are asking the board to consider approval for award of the contract for Managed Security Services to AT&T. The contract term is a four-year initial term with 4 one-year renewals. The scope includes Security Monitoring & Device Management, Incident Response, and Risk & Compliance.

Ms. Dana Collins, Director for Enterprise Contract Management discussed the HUB participation for this contract. The HUB participation goal for this contract was 26%, there were 18 HUB subcontracting opportunities. The vendor is proposing 5 HUB subcontracting at this time which will encompass those opportunities. The HUB usage for this contract will be 31.68%.

Ms. Shaunessy asked: If the board approves this contract, we should expect that the HUB usage to be 31.68%?

Ms. Collins responded: Yes.

Ms. Shaunessy asked: How long is the contract, it is 8 years. Do you think this is a good length?

Mr. Becker responded: Yes.

Mr. Becker informed for the board that there is a high demand for these types of services. Especially given the critical nature of the services, all the bad actors trying get into our systems to interrupt state services. This is a critical service and a contract we are looking forward to awarding.

Mr. Bernstein asked: How many contracts does DIR have with ATT?

Ms. Collins responded: I would need to look at the exact number because there is always a staggered term on when it ends. I believe there are 5, but I will need to validate it.

Mr. Villarreal asked: Compare to the last contract that we approved with ATT, how much did their HUB goals increase?

Ms. Collins responded: For the year 2017, 1 million in HUB subcontracting dollars with ATT contracts. There has been a significant increase in dollars.

Ms. Shaunessy asked: Stacey do you approve of this contract?

Ms. Napier responded: Yes, I would like to point out that part of this will be with our Networks Security Operations System that currently is outsourced to AT&T, will now fall under this contract. We certainly support it, and DIR will be the first customer under this contract to procure some of the new services available.

MOTION

A motion was made to approve award for Managed Security Services to AT&T and that we delegate authority to Ms. Napier or her designee to execute the contract by *Mr. Villarreal* and seconded by *Mr. Bernstein*.

Mr. Bacarisse abstained from voting on the Managed Security Services to AT&T due to his role at the Development Director at Houston Baptist University, I have solicited with AT&T in the past and currently soliciting with AT&T.

ACTION

The motion was unanimously approved

DISCUSSION

Mr. Becker presented the next contract to the board to consider approval for award of contract Capitol Complex Telephone Systems (CCTS) PBX Maintenance. The contract term is a two-year initial term with 3 optional one-year renewals. The scope includes service for the PBX system until all customers are migrated to the VoIP platform.

Ms. Collins discussed the HUB participation for this contract. They are not currently a HUB, they are self-performing. This contract is a specialized area, at this time there are no concerns from the HUB coordinator.

Ms. Shaunessy asked: Does the cost stay the same over the length for the contract?

Ms. Collins responded: The cost will change, it will decrease as the system is migrating. The cost will be lower per year over the five years.

Mr. Bacarisse asked: What percentage of Capitol Complex is on the PBX system?

Mr. Wayne Egeler, Director of Communication Technology Program responded: 18,000 customers that we will be migrating, and we have 4900 that have been migrated today.

Ms. Shaunessy asked: Since PBX is self-performing, will we revisit PBX before renewing to see if they have an opportunity for HUB to participate on the contract?

Ms. Collins responded: Yes.

MOTION

A motion was made to approve award for Capitol Complex Telephone System (CCTS) for PBX Maintenance and that we delegate authority to Ms. Napier or her designee to execute the contract by *Mr. Bacarisse* and seconded by *Mr. Villarreal*.

ACTION

The motion was unanimously approved

DISCUSSION

Mr. Becker presented the next item to the board to consider approval for VoIP migration Statement of Work (SOW) for contract holder, Insight Public Sector. The initial term through August 2018, with one optional one-year renewals. The scope includes Migration to VoIP, including customer system set up and administration.

Ms. Collins discussed the solicitation for this SOW. We sent the solicitation out to six vendors and we received responses from two vendors. One of the responses were not in scope and we ended up with one bidder. This particular bidder is not currently a HUB vendor, it is the one we are bringing to you today for consideration. During the solicitation we did identify there are four subcontracting opportunities throughout the course of the SOW, we would be working with Insight that there might be opportunities as we go through the contract.

Ms. Shaunessy asked: Is this why the term is shorter here, so you can work with the vendor on HUB opportunities?

Ms. Collins responded: This is not specifically related to HUB, it is about the timing of the migrations. Making sure in term of the program needs, we were syncing up on where we thought the migration would end or the need may change.

MOTION A motion was made to approve VoIP Migration SOW to Insight Public Sector and that we delegate authority to Ms. Napier or her designee to execute the contract by Mr. Villareal and seconded by *Mr. Bernstein*.

ACTION The motion was unanimously approved

DISCUSSION Mr. Becker presented the FY 18 Annual Procurement Plan to the board to consider approval. This plan includes anticipated Cooperative, Enterprise and DIR procurements. Approximately two-thirds of the procurements are carry-over from FY 2017. We will provide the board regular updates to this schedule will be provided throughout the year.

Ms. Shaunessy asked: Do you intend to do a solicitation for everything listed on the annual procurement plan?

Ms. Colleen Berkley, Director of Procurement Services responded: That is our intent.

MOTION A motion was made to approve FY 2018 Procurement Plan by *Mr. Bacarisse* and seconded by *Mr. Bernstein*.

ACTION The motion was unanimously approved.

Chief Procurement Office continues to support Shared Services procurements including Managed Security Services (MSS), Multi-Sourcing Services Integrator (MSI), Texas.gov and Procurement Assistance. We recently announced a Bulk Purchase for GOV QA, which a public records management system. We supported the recovery efforts associated with Hurricane Harvey, including participating on Governor's Office procurement/legal workgroup. Mr. Becker discussed the FY17 cooperative contract sales and HUB purchases. Mr. Becker recognized *Mr. Villarreal* for participating in the CPA Procurement Connection Seminar & Expo.

TOPIC **7. Office of General Counsel**

DISCUSSION Mr. Martin Zelinsky, General Counsel presented rule making actions for publishing notice of adoption for considerations. Mr. Zelinsky presented a recommendation for a proposed rule to 1 TAC Chapter 201 related to General Administration to better clarify the definition you see in this rule for significant statewide impact, which is our direction on what kind of contracts we are required to bring to the board for approval. We posted the proposed rule and received no comments.

1 TAC Chapter 203, related to the Management of Electronics Transactions and Signed Records, this proposed rule clarifies the processes and policies of current practices and further define digital and electronic signatures. The proposed rule was submitted to the Information Technology Council for Higher Education (ITCHE) and external state agency stakeholders for review and comment.

1 TAC 212, concerning Purchases of Commodity Items, this reflects the implementation of Senate Bill 533, increases the cap for purchases via DIR's cooperative contract program from \$1 million to \$5 million.

1 TAC 216, concerning Project Management Practices, the new rules are necessary as result of the passage of House Bill 3275 (85R). The proposed rules were submitted to the Information Technology Council for Higher Education (ITCHE) for review.

Mr. Bernstein asked: What is considered a commodity?

Mr. Zelinsky responded: Commodity is a defined term in Chapter 2157 Government Code, it does reflect hardware, software and services in information technology.

MOTION A motion was made to issue the attached order to adopt the new amendments to the rules 1 TAC 201, 203, 212, 216 and authorize publication of the new sections in the Texas Register by *Mr. Villarreal* and seconded by *Mr. Bernstein*.

ACTION The motion was unanimously approved.

TOPIC **8. Chief Technology Office Update**

DISCUSSION Mr. John Hoffman, Chief Technology Officer, provided a brief update on the Chief Technology Office (CTO). The CTO team's effort is to provide consistent direction towards modern, adaptive, enterprise IT solutions. The Enterprise Services effort, we continue to provide direction and support in the core services procurements under review today and those still underway. We are focusing on defining the next generation of our data center services, leveraging external research resources, our internal teams as well as our customers. As the data center effort makes progress toward procurement, CTO is initiating efforts on new enterprise services which will enable state agencies to consistently, efficiently and effectively leverage technology.

The Modernization Services team will have a huge FY18 as the Application Portfolio Manager (APM) tool continues to get developed. In addition to the State Strategic Plan the Policy and Planning Team is well into design, research and writing on numerous reports. DIR will have approximately 30 reports to provide this year.

Ms. Endi Silva, Director of Planning, Policy and Governance presented the State Strategic Plan. The State Strategic Plan (SSP) for Information Resources is one of DIR's legislatively required reports and is published November of every odd year.

The plan sets forth the strategic direction and technology goals for statewide IT. IT is a five-year plan updated every odd year. Agencies use this plan for their own IT strategic plans and general IT planning. In 2015, we redesigned the plan to center around 5 strategic goals. This year we started with that plan and update content, as authorized by statute.

The final draft of the 2018-2022 State Strategic Plan was sent to you early this month, and it is included in your board books. Ms. Silva briefly discussed the process of updating the SSP and the level of stakeholder involvement. We started with 2015 SSP and kept the 5 goals set forth in that plan. The board approved our advisory committee in February. We convened that committee for an in-person meeting in April and conducted virtual meetings throughout the summer.

We conducted a survey of agency business and IT leaders which gave us an indication of their technology priorities. The survey also gave us valuable data points that you see in the SSP. We worked with DIR subject matter experts to come to the final updated SSP. We don't anticipate any

substantive changes to the draft you received. Pending board approval, we will publish before the November 1st deadline.

The 5 goals that are set forth within the 2018-2022 SSP, each with 3 focus areas related to that goal. Keeping with the theme of balancing tradition with innovation, we organized the content to go from more foundational to the more forward-looking. In the plan we provide challenges agencies face when implementing these technologies, some actions they may take to best implement and then highlight some possible outcomes and benefits. We also spotlight agencies who have success stories in these areas and dedicate a page to the services and programs DIR offers to help agencies in their technology endeavors.

Ms. Silva thanked everyone involved in the development of the SSP, particularly SSP team, DIR subject matter experts, our executive leadership, and Mr. Ean Meacham, who spearheaded the effort this year.

Mr. Bacarisse asked: What type of feedback or interest did you receive for this process from the Legislative members and staff? How engaged were they in this conversation?

Ms. Silva responded: We did not reach out to Legislative staff, our focus for this effort was on agency IRMs and agency Executive Directors. We do provide copies to every member of the Legislature.

Mr. Bacarisse commented: I'm hopeful that all the good work that this agency does in working with our customers, partners and Legislature. DIR is doing a good job on keeping them informed on these things. I hope they stay on the same page with us.

Ms. Napier responded: Yes, we stay in contact with the Governor's Policy Advisors and keep them advised as we move forward on these.

Ms. Parrish commented: From an agency perspective, we take the SSP and overlay that with our Commissioner's priorities at TEA and then we take this and pass it to our school districts as key successes and what they are supposed to do to move forward with Technology. We also use it to help prioritize our work. We can't always complete all the work because we don't have enough resources. We look at the Commissioner's priorities, agency priorities as well as the strategic priorities, this is how we decide which objects will have the most impact.

Mr. Bacarisse asked: Do you feel like we listened to you and the Commissioner in this process.

Ms. Parrish responded: Yes.

Mr. Rios responded: I was part of the team and we do utilize as a roadmap and determine on how we are going to meet our agency needs and customer needs. We try to define our exceptional items through the LAR process to fit in some of these categories, so they are aware. To your point maybe not on the frontend but how do we get the Legislature to understand on the backend before we go there why we are going there with these requests.

MOTION

A motion was made to approve 2018 - 2022 State Strategic Plan by Mr. Bacarisse and seconded by Mr. Bernstein.

ACTION

The motion was unanimously approved.

TOPIC **9. Chief Information Security Office Update**

DISCUSSION Ms. Nancy Rainosek Chief Information Security Officer, provided a brief update on the Chief Information Security Office (CISO). Ms. Rainosek thanked the board for approving the Managed Security Services contract. This contract will assist the agencies in protecting the data of citizens across the state. Governor Greg Abbott formally declared October as Cybersecurity Awareness Month through proclamation.

DIR hosted three cybersecurity events during the month including:

- A very successful Game of Threats. This event was two days, the first being held for agency Staff and the second day was at the Capitol auditorium for Legislative staffers. It was an interactive game, where one team would be the hackers and one team would be the agency.
- 2017 Data Breach Investigation Trends Webinar
- Security around Application Development Seminar

In July we began working on a State Cybersecurity Strategic Plan with agency Information Security officers and other state leaders. We plan to present the plan to you at our next board meeting. As of the end of the fiscal year we have completed 49 penetration tests. Our participation rate was at 92 agencies or 63% for the fourth quarter. We also completed 4 security assessments, putting us at 15 completed at the end of the fourth quarter, which meets our LBB performance measure.

TOPIC **10. Chief Operations Office Update**

DISCUSSION Mr. Dale Richardson, Chief Operations Officer, updated the board on the Chief Operations Office (COO). Q4 was a very busy quarter for COO. The Data Center had a lackluster performance in Service Delivery for Q3. We work immediately to improve those areas. We have some results for Q4 that will reflect more positivity.

Half of our Shared Services teams work on procurements along with the Chief Procurement Office as subject matter experts. We fully implemented Managed Application Services as a new Managed Shared Service into the program. This service is now available to DCS customers only and is fully integrated with our MSI's tools and processes. Demand continues to grow as agencies learn how to utilize these optional services as an additional tool to modernize their applications

Mr. Richardson provided a major shout out to our vendor partner's Atos and Xerox for helping a few agencies provide additional compute and print/mail to cover the major increase in claims filed from citizens as a result of Hurricane Harvey.

TOPIC **11. Data Center Services Update**

DISCUSSION Mr. Dale Richardson provided an update on Data Center Services (DCS). Two Service Level agreements missed the minimum service level between June and August 2017, this was due to daily mailing completion timeliness and critical mail output quality. Overall satisfaction average 88% between June and August 2017. Beginning August 2017, three new monthly scorecard categories have been added: MAS Rate Card, MAS Application Development and MAS Application Maintenance. DCS is currently at 84% on consolidated server virtualization.

TOPIC **12. Texas.gov Update**

DISCUSSION Ms. Jennifer Buaas, Director of Engineering, provided an update on Texas.gov. In FY 17-Q4, there were 13.5 million transactions. Total revenue and state share slightly decreased due to differences in types of convenience fees received. The application reliability performance for the FY 17-Q4, the target ranged from 99.8% to 99.95%. The percentage of Texas.gov applications that met their SLA target for reliability is compared against the percentage of applications that missed the SLA target. June was met at 100% while July and August were met at 97%. In response to Hurricane Harvey, Texas.gov activated the Disaster Preparedness Portal and had a banner was placed on the Texas.gov website. We appreciate our private partner, Texas NICUSA, for the quick response.

TOPIC **13. Communications Technology Services Update**

DISCUSSION Mr. Wayne Egeler, Director, provided a brief update on Communications Technology Services (CTS). We are currently in the planning phase of upgrading the 100 Gig Core Routers. This IOS upgrade provides additional monitoring capabilities and keeps us at patch compliance on these routers. These upgrades are slated to begin Mid-November. We are also working on SONET Decommission, this is the process of migrating customers off the legacy sonnet network equipment onto a more advance network. There are 19 legacy nodes that will be decommissioned with a targeted completion date of August 2018.

The Sam Houston Building facility is the next upgrade. We are working with Texas Facility Commission on upgrading the facility power as well as upgrading our Air condition units in the equipment room. The engineering study has been completed and The Texas Facilities commission is set to send the project out to bid October 30th. We continue to transition from our legacy PBX phone system to our Voice over IP system. We have roughly 4900 phones/soft clients transitioned. This is an additional 569 phones since our last meeting. Our customer base has decreased 3% from FY 17-Q3, and purchases have increased 1% from Q4 of FY-16.

Mr. Rios asked: When do you anticipate the infrastructure equipment at San Angelo, the fund balance that you are asking LBB to see if they will approve and if it not approved when does that equipment become critical.

Mr. Richardson responded: It is critical now. We are waiting on state leadership approval, once we get the approval the team is ready to act immediately.

Mr. Rios asked: If they don't get the approval, how long will it take? Or start taking a look on how else we would try to fund it?

Ms. Napier responded: We can look at what our fund balance is. As of September 1st, we will have some fund balance just not at that higher level. Or maybe looking at it in more of a piece mill way over a period of time. We are very hopeful that they will approve the increase in the fund balance.

TOPIC **14. Statewide Data Coordinator Update**

DISCUSSION Mr. Ed Kelly, Statewide Data Coordinator, provided a brief update on the Statewide Date Program (SDP) highlights for the FY17-Q4. The draft has been completed on The Texas Statewide Data Exchange Compact (TSDEC). The Open Data Portal (ODP) Playbook V1.0 has been published. SDP has completed Data Management Training Vignettes. The vignettes are 2 - 7 minutes long and focus on

the core principles of the program. First Texas Government Data Forum and ½ day workshop in June 2017 with 250 participants, 19 speakers and 30 vendor partners. We have started planning the next 2018 Data Forum. Mr. Kelly discussed the briefings conducted in Q4, which were Statewide Data Program Overview Open Data briefings to Texas Pension Review Board, Texas Department of Housing and Community Affairs and Texas State Agency Business Administrators Association.

TOPIC **16. Public Testimony**

No public testimony

MOTION A motion was made to adjourn the meeting by *Mr. Gatzke* and *Mr. Villarreal* seconded the motion.

ACTION The meeting adjourned at 11:56 am.

Approved by the Board Chair:

Ben Gatzke, Chair

Date