

DEPUTY SHERIFFS' EDUCATION AND TRAINING BOARD

Minutes of the September 18, 2013 Meeting

Members Present

Carmen C. DeLuca
David M. Godfrey
Linda Dale Hoffa
Mark Kellam
Todd A. Martin
Wayne E. Nothstein

Members Absent

Ronald C. Nagle
Eric Weaknecht
Margherita Patti-Worthington

Commission Staff Present

Norma Hartman
Doug Hummel
Donald Numer
Jennifer McConnell
Deborah Williams

Others Present

Pennsylvania State University
Robert Stonis
Don Zettlemyer

Pennsylvania State University – Fayette
Ted Mellors

Temple University
Anthony Luongo
Christie Willard

Alutiiq, LLC
Tom Maioli

Dickinson College
John Page

The September 18, 2013 meeting of the Deputy Sheriffs' Education and Training Board (DSETB) was called to order by Chairman Carmen DeLuca, at 9:10 a.m., at the Pennsylvania Commission on Crime and Delinquency (PCCD), 3101 North Front Street, Harrisburg, Pennsylvania 17110.

Mr. Donald Numer, PCCD, introduced Ms. Linda Dale Hoffa, Senior Executive Deputy Attorney General. Ms. Dale Hoffa was appointed to the DSETB as the representative of the Pennsylvania Attorney General.

Mr. Numer informed the DSETB that Dr. Kurt Eisele resigned his appointment to the Board. This was due to his increased work responsibilities. The DSETB currently has nine appointed members. The Governor's Office will appoint a new member to replace Dr. Eisele. Dr. Eisele was the educational representative to the DSETB.

Since it was Ms. Dale Hoffa's first meeting, Mr. Numer asked everyone in attendance to introduce them self.

Chairman DeLuca asked if everyone had the opportunity to review the minutes of the May 18, 2013 DSETB meeting. He stated that if there were no questions, then he would entertain a motion to approve the minutes.

Lieutenant David M. Godfrey made a motion to approve the DSETB minutes from the May 18, 2013 meeting. Commissioner Wayne E. Nothstein seconded the motion and it passed with the following votes:

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin and Nothstein

Voting Nay: None

Chairman DeLuca asked Ms. Norma Hartman, PCCD, to provide the DSETB fiscal report. Ms. Hartman reviewed the year end fiscal report for the state fiscal year 2012-2013, ending June 30, 2013. The balance from the previous year was \$14,124,834.70. Fee collections for the fiscal year totaled \$4,105,068.57. The total funds available as of June 30, 2013 were \$18,229,903.27. Actual expenditures for the fiscal year was \$4,098.065, which included reimbursements to counties of \$1,240,562.40. The total expenditures and commitments as of June 30, 2013 was \$17,229,146.23. The balance as of June 30, 2013 was \$1,000,757.04. The actual carry forward balance on July 1, 2013 was \$14,131,838.61. The carry forward balance includes all of the DSETB's future financial commitments.

Mr. Numer explained that the ending balance fluctuates due to the rate of reimbursement requests and that the commitments are balanced. Mr. Numer explained when a fiscal year ends and a contract expires, the non-expended funds are returned to the account. We should expect the balance to increase as non-expended funds are returned to the account.

Deputy Mark Kellam made a motion to approve the DSETB Fiscal Report. Lieutenant Godfrey seconded the motion and it passed with the following votes:

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin and Nothstein

Voting Nay: None

Mr. Numer reviewed the fee collections report on page twelve of the meeting packet. Fee collections decreased over the last two fiscal years. Mr. Numer stated that the collections were highest in fiscal years 2009-2010 and 2010-2011. Current collections are comparable to those years prior to fiscal year 2009-2010. Mr. Numer was not sure of the reason for the recent decrease, but when the fee collections were highest, the economy was weak and there may have been more mortgage foreclosures and an increase in civil process being served.

Mr. Numer reviewed the DSETB training account projection report on page thirteen of the meeting packet. The report illustrates the actual beginning balance, revenue, expenditures, and ending balance for each fiscal year beginning with fiscal year 2004-2005 and ending with fiscal year 2012-2013. Projections are provided through fiscal year 2018-2019. Mr. Numer explained that the account is projected to crest in fiscal year 2015-2016. It is projected that the account will have sufficient funds to cover actual expenses through fiscal year 2018-2019. Mr. Numer stated that the training account projection report is provided each year during the September meeting.

Mr. Numer provided an update on curriculum development. We are planning for the continuing education training cycle for 2015-2017 and the on-line merit courses for 2015. The revisions for the Basic Training Program were completed with the exception of firearms. Meetings are scheduled to complete the firearms curriculum prior to the November firearms training.

Mr. Numer stated that after the meeting is adjourned, he will conduct a presentation and show a video show-casing the Basic Training Academy. The video is approximately twenty minutes long. He stated that he showed the video at the annual Pennsylvania Sheriffs' Association Conference in July 2013. He encouraged everyone to view the presentation.

Mr. Numer stated that the Waiver Training Program curriculum is being revised based on the survey that was conducted. Training delivery staff from Penn State Main Campus will meet with the curriculum development staff from Penn State Fayette Campus to coordinate the revisions. Mr. Numer stated that the DSETB will review the proposed changes prior to being asked to approve the revised curriculum.

Mr. Numer reviewed the draft DSETB Policy document handout. The DSETB Policy has been in effect since March 2009, with the exception of the three areas that are

underlined (Part V, Section H; Part VI, Section D; and Part VIII, Section A and B). The original DSETB Policy was reviewed by our solicitor and approved by the DSETB and the PCCD. Mr. Numer reviewed the proposed additions with our deputy solicitor and reported that none of the changes appeared to be problematic. The proposed changes are currently being reviewed by our solicitor. The first addition is to require training reimbursement requests to be submitted within eighteen months. This clause supports the standard practice and procedures that staff had been following. The second addition limits training waivers for those under consideration for credit for previous training and experience. The third addition addresses training requirements for deputies under consideration for re-employment. Mr. Numer stated that these changes are for DSETB review. If anyone has questions, we could have further discussion now or you could contact staff at any time. Mr. Numer stated that the additions may be ready for consideration at the December meeting.

Mr. Numer reviewed the proposed legislative changes to the Training Act. The primary changes provide training requirements for sheriffs and for the revocation of training certification. The Local Government Services Commission created the proposed changes and will submit the document for legislative consideration. In the past, the DSETB has not considered creating a revocation process because the legislation did not address the Board's ability to revoke certification. Mr. Numer stated the Municipal Police Officers' Education and Training Commission (MPOETC) revocation requirement is less severe than the proposed deputy sheriff certification revocation requirement. Mr. Numer stated that the Pennsylvania Sheriffs' Association and the County Commissioners' Association support the proposed legislation. Assuming this legislation is enacted, the DSETB will be required to automatically revoke certification for a deputy that is convicted of a felony or misdemeanor of the first degree or second degree. Because it would be codified in legislation, challenges to a revocation would be weak. The proposed legislation gives the DSETB the ability to create regulation and/or policy to address additional requirements for certification revocation. The Legislature could act on the proposed legislation as early as this fall, but it is more likely the proposal will be considered in the spring of 2014. Mr. Numer expressed his pleasure that the Local Government Services Commission included him in the process to review the language and provide input for the PCCD and DSETB.

Deputy Kellam asked who comprises the Local Government Services Commission. Mr. Numer stated that he believed the commission was similar to the PCCD, under the Governor's jurisdiction. Mr. Numer stated the Commission may also be appointed by the Legislature. Mr. Numer stated that the Pennsylvania Sheriffs' Association and the County Commissioners' Association have been involved in this process. Mr. Numer stated that the proposed legislation may be a "stepping-stone" to the authority issues of sheriffs and deputy sheriffs. Not speaking for the sheriffs, Mr. Numer stated that he believes the sheriffs recognize the need for training. It has been challenged by opponents that sheriffs are not required to be trained.

Deputy Kellam asked if the DSETB would have the ability for continued input. Mr. Numer stated that once a bill is introduced into the Legislature, the only input the PCCD

or DSETB would have is if any of the legislative committees would ask for testimony. Commissioner Nothstein stated that any representative or senator could propose amendments to the proposed legislation.

Mr. Numer informed the DSETB that staff is working with the Pennsylvania Sheriffs' Association to host an "open-house" event at the Deputy Sheriff's Training Academy. Our goal is to continue to educate the sheriffs about the programs we operate. The event will be held in conjunction with the Pennsylvania Sheriffs' Association Winter/Spring meeting in State College, PA. This is an election year for half of the sheriffs in the Commonwealth and any newly elected sheriffs would be able to meet our staff and tour the academy. Mr. Numer asked if the DSETB would agree to host their first meeting of 2014 in State College. This would give the DSETB members an opportunity to tour the academy and for the sheriffs to attend our meeting. Sheriff Todd A. Martin stated it was a good idea. No members objected to scheduling the meeting in State College, PA.

Mr. Doug Hummel, PCCD, reviewed the time waiver request submitted by Sheriff Joseph McGinn, Delaware County. Sheriff McGinn requested a time waiver for Deputy Patrick Toner. Due to scheduling conflicts and training location, the request was for Deputy Toner to attend Continuing Education Training from January 15, 2014 to January 17, 2014. This Time Waiver Request complied with the DSETB Policy.

Mr. Hummel reviewed the time waiver request submitted by Sheriff McGinn, Delaware County. Sheriff McGinn requested a time waiver for Deputy Jacob Crowding. Due to scheduling conflicts and training location, the request was for Deputy Crowding to attend Continuing Education Training from November 6, 2013 to November 8, 2013. This Time Waiver Request complied with the DSETB Policy.

Lieutenant Godfrey made a motion to approve the time waiver requests for Deputy Patrick Toner and Deputy Jacob Crowding. Deputy Kellam seconded the motion and it passed with the following votes:

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin and Nothstein

Voting Nay: None

Mr. Hummel reviewed the time waiver request from Sheriff Ronald Rossi, Lehigh County. Sheriff Rossi requested a time waiver for Lt. Mouner Younes. The sheriff wanted to have Lt. Younes attend the Advanced Supervisors Training and the first time it was being offered in their region was September 22, 2014 to September 24, 2014. This Time Waiver Request did not comply with the DSETB Policy.

Mr. Hummel reviewed the time waiver request from Sheriff Rossi, Lehigh County. Sheriff Rossi requested a time waiver for Chief Deputy Kenneth Coia. The sheriff wanted to have Chief Deputy Coia attend the Advanced Supervisors Training and the

first time it was being offered in their region was September 22, 2014 to September 24, 2014. This Time Waiver Request did not comply with the DSETB Policy.

Mr. Hummel reviewed the time waiver request from Sheriff Rossi, Lehigh County. Sheriff Rossi requested a time waiver for Sgt. Elwood Buchman. The sheriff wanted to have Sgt. Buchman attend the Advanced Supervisors Training and the first time it was being offered in their region was September 22, 2014 to September 24, 2014. This Time Waiver Request did not comply with the DSETB Policy

Mr. Hummel reviewed the time waiver request from Sheriff Rossi, Lehigh County. Sheriff Rossi requested a time waiver for Lt. Karen Kovacs. The sheriff wanted to have Lt. Kovacs attend the Advanced Supervisors Training and the first time it was being offered in their region was September 22, 2014 to September 24, 2014. This Time Waiver Request did not comply with the DSETB Policy.

Mr. Hummel reviewed the time waiver request from Sheriff Rossi, Lehigh County. Sheriff Rossi requested a time waiver for Sgt. Mark Moyer. The sheriff wanted to have Sgt. Moyer attend the Advanced Supervisors Training and the first time it was being offered in their region was September 22, 2014 to September 24, 2014. This Time Waiver Request did not comply with the DSETB Policy.

Mr. Hummel reviewed the time waiver request from Sheriff Rossi, Lehigh County. Sheriff Rossi requested a time waiver for Chief Deputy Wesley Haverkamp. The sheriff wanted to have Chief Deputy Haverkamp attend the Advanced Supervisors Training and the first time it was being offered in their region was September 22, 2014 to September 24, 2014. This Time Waiver Request complied with the DSETB Policy.

Mr. Hummel reviewed the time waiver request from Sheriff Rossi, Lehigh County. Sheriff Rossi requested a time waiver for Sgt. John Doyne. The sheriff wanted to have Sgt. Doyne attend the Basic Supervisors Training and the first time it was being offered in their region was March 10, 2014 to March 12, 2014. This Time Waiver Request complied with the DSETB Policy.

Mr. Hummel reviewed the time waiver request from Sheriff Rossi, Lehigh County. Sheriff Rossi requested a time waiver for Sgt. Robert Mesko. The sheriff wanted to have Sgt. Mesko attend the Basic Supervisors Training and the first time it was being offered in their region was March 10, 2014 to March 12, 2014. This Time Waiver Request complied with the DSETB Policy.

Mr. Hummel reviewed the time waiver request from Sheriff Rossi, Lehigh County. Sheriff Rossi requested a time waiver for Sgt. Troy Evans. The sheriff wanted to have Sgt. Evans attend the Basic Supervisors Training and the first time it was being offered in their region was March 10, 2014 to March 12, 2014. This Time Waiver Request complied with the DSETB Policy.

Lieutenant Godfrey stated that he was inclined to deny the time waivers for those requests that were not in compliance with DSETB Policy. He stated they should attend the line officer training to remain in compliance and then be permitted to attend the supervisor training. Deputy Kellam agreed.

Lieutenant Godfrey made a motion to approve the time waiver requests for Chief Deputy Wesley Haverkamp, Sergeant John Doyne, Sergeant Robert Mesko, and Sergeant Troy Evans. The motion included the denial of the time waiver requests for Lieutenant Mouneer Younes, Chief Deputy Kenneth Coia, Sergeant Elwood Buchman, Lieutenant Karen Kovacs, and Sergeant Mark Moyer. Commissioner Nothstein seconded the motion and it passed with the following votes:

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin and Nothstein

Voting Nay: None

Mr. Hummel reviewed the time waiver request submitted by Sheriff Bryan Brady, Sullivan County. Sheriff Brady requested a time waiver for Deputy Trent Wright. Deputy Wright was an Act 120 graduate. Due to conflicts with his full time employment, Deputy Wright was unable to obtain two weeks leave to attend the waiver training program. The sheriff planned to send Deputy Wright to the waiver training program from January 13, 2014 to January 24, 2014. This Time Waiver Request did not comply with the DSETB Policy.

Lieutenant Godfrey made a motion to deny the time waiver request for Deputy Trent Wright. Deputy Kellam seconded the motion and the motion passed with the following votes:

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin and Nothstein

Voting Nay: None

Mr. Hummel reviewed the list of Time Waivers approved by the Training Supervisor. A time extension was approved for Deputy Ryan Corcoran, Chester County. The extension was due to a military obligation. This was for informational purposes and did not require DSETB action.

Mr. Hummel reviewed the instructor applications submitted by the Penn State University for Mr. Jason J. Bautista, Firearms; Mr. Harry Burke, Security, Officer Safety, Firearms, Defensive Tactics, Emergency Vehicle Operations, and Investigations; Ms. Ashley M. Elias, Criminal Law, Motor Vehicle Law, Civil Law, and Crisis Intervention; Mr. Scott E. Merrill, Firearms, Officer Safety, and Defensive Tactics; Mr. Devon M. Moran, Emergency Medical Services; Mr. Giampietro L. Vairo, Emergency Medical Services and Physical Conditioning; and Mr. Charles E. Vaughn Jr., Firearms.

Mr. Hummel reviewed the instructor application submitted by Temple University for Mr. Robert L. Gano Sr., Continuing Education Program to include Criminal Law, Officer Safety, Security, Crisis Intervention, and Professional Development.

Commissioner Nothstein made a motion to approve the instructor applications. Deputy Kellam seconded the motion and it passed with the following votes:

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin and Nothstein

Voting Nay: None

Mr. Hummel reviewed the list of Partial Training Waiver Applications approved by the Training Supervisor. This was for informational purposes and did not require DSETB action. Mr. Hummel explained that these waivers are in accordance with the Training Policy.

Chairman DeLuca asked for the report on the Basic Training Delivery Contract. Mr. Robert Stonis, Penn State University, reported the graduation ceremony for class forty-one was held September 6, 2013. Class forty-two is in week six of training and will graduate on December 20, 2013. A waiver training class will finish on September 20, 2013. We also completed another Train the Trainer, Firearms Instructor Course last Friday, September 13, 2013. Those that successfully complete this program are certified by the DSETB to conduct firearms programs within sheriff's offices in the Commonwealth. The course received excellent evaluations from the attendees.

Mr. Stonis stated that the original simulation house was reconfigured into a courthouse, with a courtroom and two offices. The rooms are complete with padded flooring and furniture made from material similar to that of a wrestling mat. The courtroom has a judge's bench and prosecution and defense tables. The second simulation house resembles an apartment, with a living area, kitchen, and bathroom. Mr. Stonis encouraged everyone to visit the academy. We have outside agencies wanting to use our facility. Pennsylvania Probation and Parole used the facility yesterday. The facilities are equipped with audio and video recording equipment. In addition, audio can be played to create an added distraction. Mr. Numer stated that staff has been working with the academy to consider adding Laser Shot technology to the facilities. Mr. Numer stated that the representative from Laser Shot was impressed with the quality facilities we have. He stated that our facilities are as good as some of the military training facilities. Mr. Numer acknowledged that this person was a salesman and may have been embellishing to make a sale. Mr. Numer stated that the upgrades to the simulation houses have been a combined effort. Penn State University secured \$90,000 dollars of university funds to assist in completing the renovations. Mr. Numer stated that the facility will be used to host Active Shooter Courses through our Merit Course Program, with Temple University. In the future, the facility would be available for sheriff's offices to utilize.

Deputy Kellam asked what the availability would be. Mr. Numer stated that nothing has been officially published. He stated that we are in the beginning stages of creating a usage policy.

Mr. Stonis introduced Dr. Jonathan Page, Dickinson College. He is an assistant professor of psychology and neuro-science. His interest is in cognitive neuro-science. This is the study of how the brain acts under stress and how you can overcome the stress and how to think rationally. Mr. Stonis stated that Dr. Page is proposing a research project with the Basic Training Academy.

Dr. Page stated that law enforcement officers involved in critical incidents often experience tunnel vision, audio disclusion, and gaps in memory. He has been doing research on how the brain responds under stress. We know how the brain responds normally; such as memory, attention, and visualization. Under stress, everything changes. When the heart rate is at an elevated level, people react rather than making conscious decisions. He stated it is disturbing to see officers in stressful situations doing things they should not be doing, instead of performing how they were trained. They lose cognitive control of their decision making process. Dr. Page stated that he is looking at how to train cognitive control. Aside from all the specific training modules taught at the academy, there is the idea that there may be a way to train cognitive control. He stated he has conducted several research studies and pilot studies that suggest that cognitive control can be a taught. Research in the field of sports psychology and cognitive behavior theory supports the belief that automatic thinking guides behaviors. The training involves the use of trigger words to the point of automaticity that will guide automatic thinking and tactical behaviors. This does not change the curriculum that is taught. Dr. Page stated that he has a three chapter manual/curriculum developed to teach a person how to maintain cognitive control so they can use the specific skills they were taught. An example would be controlled breathing to keep heart rate low. The proposed research would be voluntary. The academy staff/instructors would cover the material with the deputies in the morning for approximately ten minutes on most days. Dr. Page would train the instructors to administer the program. At the completion of the study, Dr. Page would conduct a scenario with the class to test multi-tasking, memory and perception. The scenario will be conducted with a group that received the curriculum and a group that did not complete the curriculum.

Mr. Numer stated that he read the proposed study and that he is comfortable with allowing it to be conducted. He stated that the study is no cost to the DSETB. The study will not replace any of the existing training and take no extra time to participate. The study is voluntary and the deputies are not able to request addition pay for participating. Mr. Numer recommends that we participate in the study.

Ms. Dale Hoffa asked what is new about the approach of the study. Dr. Page explained that the approach is to train to maintain cognitive control, to keep heart rate down and to minimize perceptual distortions. The goal is to train to keep the stress levels lower to enable better decision making. Ms. Dale Hoffa asked, "What is automatic thinking." Dr. Page stated that research shows that thoughts guide our behavior. For example, in the

situation of an officer that is conducting a traffic stop and watches the offender load his weapon but he continues to yell for the offender to put his gun down without doing anything else. His thought was “I don’t want to get shot.” This thought guided his behavior to continue to yell for the offender to put his gun down. The goal is to train specific words that will guide cognitive control and behavior. It is like building a habit. Dr. Page stated that he conducted a similar study in London, England with favorable results. Mr. Numer stated that no harm will be done should the study not support the desired results.

Deputy Kellam made a motion to authorize the study. Sheriff Martin seconded the motion and the motion passed with the following votes:

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin and Nothstein

Voting Nay: None

Chairman DeLuca asked for the report on the Continuing Education Delivery Contract. Mr. Anthony Luongo informed the DSETB that the 2013-2015 training cycle will begin in October 2013, in Bethlehem, PA. Fifty-seven classes are scheduled for the two year cycle. The training modules consist of Deputy Safety, Enforcement of Money Judgements and Serving Levies, Legal Updates, Management of Aggressive Behavior, and Use of Force Report Writing. Basic and Advanced supervisors training will also be offered.

Mr. Luongo stated that several Train the Trainer Instructor Development classes will be held. In addition, content specific instructor courses will be offered in Court Facility Security. Nine Active Shooter Courses will be held regionally during the next two years. The on-line merit courses have become more popular. Four courses will be offered in 2014. Mr. Luongo thanked a member of his staff, Ms. Christie Willard, for her hard work and dedication to coordinating the continuing education program.

Mr. Luongo introduced, Mr. Thomas Maioli, Alutiiq LLC, to provide an overview of the Active Shooter Course that will be offered as a merit course. Mr. Maioli stated that Alutiiq has partnered with Temple University to develop the Active Shooter Course. Mr. Maioli stated that the Active Shooter Course will be a three day training consisting of one day of classroom instruction and two days of scenario-based training. The scenario-based training will include exercises in clearing buildings and entering rooms. Temple will be partnering with the Northeast Counter-Drug Training Center (NCTC), who will provide a Meggitt’s mobile Firearms Training Simulator System. This firearms simulator is the system used at the training facility at Fort Indian Town Gap. NCTC will also provide an instructor to operate the simulator.

Chairman DeLuca asked for the report on the Curriculum Development Contract. Mr. Mellors stated that his curriculum team is preparing to develop the training for the 2015-2017 Continuing Education Training Cycle. The on-line merit courses for 2014 are in the

final review process through PCCD. Two new courses will be offered in “Off Duty Carry” and “Outlaw Motorcycle Gangs.”

Mr. Mellors provided an update to the electronic notebook/tablet project for the potential use in the Basic Training Academy. Mr. Mellors reported that tablets and notebooks are not fast enough and do not have enough memory to meet the needs of the training. Mr. Mellors is in the process of reviewing the Dell Ultra-Book, which combines many of the features offered in a notebook/tablet and a lap-top computer. It has sufficient memory capability, a touch screen, and a key-board. This system costs approximately \$800.00 and with an extended warranty it would cost \$1,200.00. With an expected life span of four years, the system would cost approximately \$300.00 per year which would allow for considerable savings in printing costs. Mr. Mellors passed around a Dell model 15Z Ultra-Book for everyone to examine. Mr. Numer stated that the printing cost per student for course materials is approximately \$400.00. The use of technology would save approximately \$600.00 per year, per unit. We currently require the deputies to complete four on-line training courses for Basic Training. Our curriculum has many videos and numerous teaching aides that would be readily available to the deputies. Mr. Numer explained that Penn State Fayette has budgeted for forty units. The units will be reused with each class. Mr. Numer stated that he would like the DSETB’s support to proceed with this technology project.

Lieutenant Godfrey made a motion to approve staff to continue with the process of implementing the use of computer technology to replace the Basic Training Student Course Materials. Commissioner Nothstein seconded the motion and it passed with the following votes:

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin and Nothstein

Voting Nay: None

Chairman DeLuca announced that the next meeting of the DSETB was scheduled for Tuesday, December 17, 2013, at 9:00 a.m., at the PCCD. Chairman DeLuca asked for a motion to adjourn the meeting.

Deputy Kellam made a motion to adjourn the meeting. Sheriff Martin seconded the motion and the meeting was adjourned at 10:55 a.m.

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin and Nothstein

Voting Nay: None