



# **North Carolina Home Inspector Licensure Board NCHILB**

**Regular Meeting**

**July 15, 2016**

**9:00 AM – NOON**

# **MEETING AGENDA**

**TAB B**

Chairman Herndon :

- Opening Remarks, Changes to Agenda

Vice-Chairman Jarrett:

**TAB C**

- Ethics Awareness & Conflict of Interest

Review and Approval of Minutes

**TAB D**

- Regular Meeting: April 8, 2016

# Board Members - 2016/2017

- Fred Herndon.....Chairman
- Tony H. Jarrett .....Vice-Chairman
- Chris Noles, PE.....Secretary
- Joseph Ramsey.....Treasurer
- D. Arthur Hall
- Marion Peeples
- Waverly M. Sawyer
- Harold 'Butch' Upton

# Staff Report: Executive Director

**TAB E**

## 1. FY 2016-2017 Priorities

- i. Board-Developed Update Course 2016-2017 [\[Education Committee\]](#)
- ii. Computer Based Testing [\[Exam Committee\]](#)
- iii. Board Rules Review (required by SL 2013-413, Due 11/2017)

## 2. Performance Management

- i. Licensee Retention / Recruitment
- ii. Action Item list
- iii. Feedback
  - a. Licensee survey [\[Stds of Practice Committee\]](#)

## 3. Budget Preparation & Execution [\[Finance Committee\]](#)

## 4. Contracts: [Audit](#); [Field Inspector](#); [Education](#)

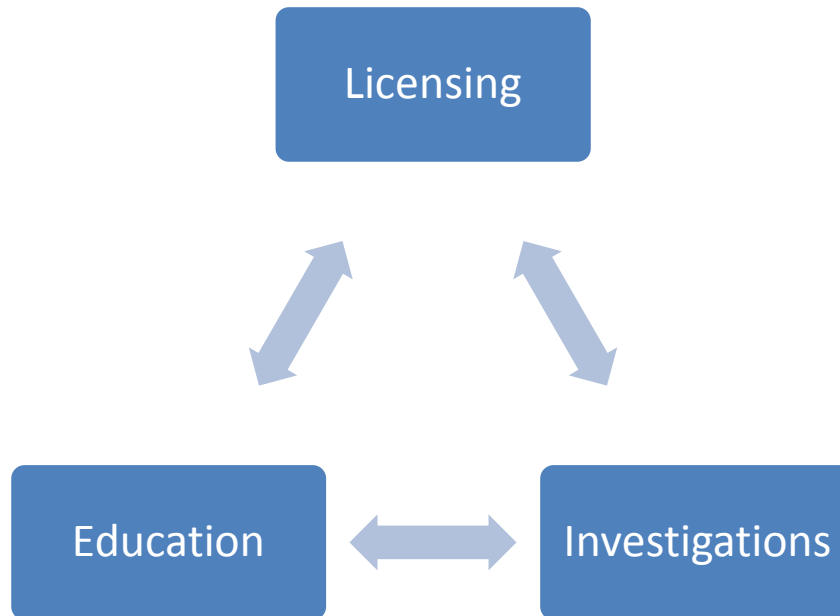


# ACTION ITEM LIST

Date Assigned Board Meeting	Issue/Activity/Task: Status	Responsible Person	Committee	Date Due	Status
11/19/09	Develop Elective C.E. Course w/ Real Estate Commission	Peeples	Education		on hold
11/19/09	Consider Board presence at Public Venues: Home Shows, NC Homebuilder, etc.	Hejduk	Board		
02/26/10	Develop appeals process for cont ed courses - rules		Standards		
01/14/11	Coordinate with NCBEES re: engineering eval	Hejduk	Standards		in process
07/13/12	Rule .1110 AFCI	Herndon	Rules		drafted
01/11/13	Rule .1008 Applicants - criminal history	Herndon	Rules		on hold
07/12/13	Coordinate with Prelicensing Sponsors, criminal records requirements for applicants.		Education		
10/11/13	Military and spouses Rule Changes?	Herndon	Standards		n/a
10/11/13	Review of Unnecessary Rules per SL 2013-413, HB 74 NCGS 150B-21.3A	Stanford	Standards	11/01/17	in process
<b>01/10/14</b>	<b>Board-developed update course 2015-2016</b>	<b>Hejduk</b>	<b>Education</b>		<b>complete</b>
03/13/15	Exam Computer Based Testing (CBT)	Hejduk	Exam	07/10/15	in process
07/10/15	Budget preparation 2016-2017	Hejduk	Finance	10/09/15	in process
07/10/15	Update Course 2017- 2018 - Code Changes	Hejduk	Education		
02/26/16	Contract New Licensee Report Reviews (IFB)	Hejduk	Education	10/08/16	in process
04/08/16	Insurance Requirements - Surety Bond	Hejduk	SOP	07/08/16	complete
04/08/16	Recording of inspections by Sellers	Herndon	SOP		in process

# Staff Reports:

- |                   |                 |              |
|-------------------|-----------------|--------------|
| 1. Licensing      | (T. Tart)       | <b>TAB F</b> |
| 2. Education      | (J. Hollyfield) | <b>TAB G</b> |
| 3. Investigations | (P. Joyner)     | <b>TAB H</b> |



# Licensing

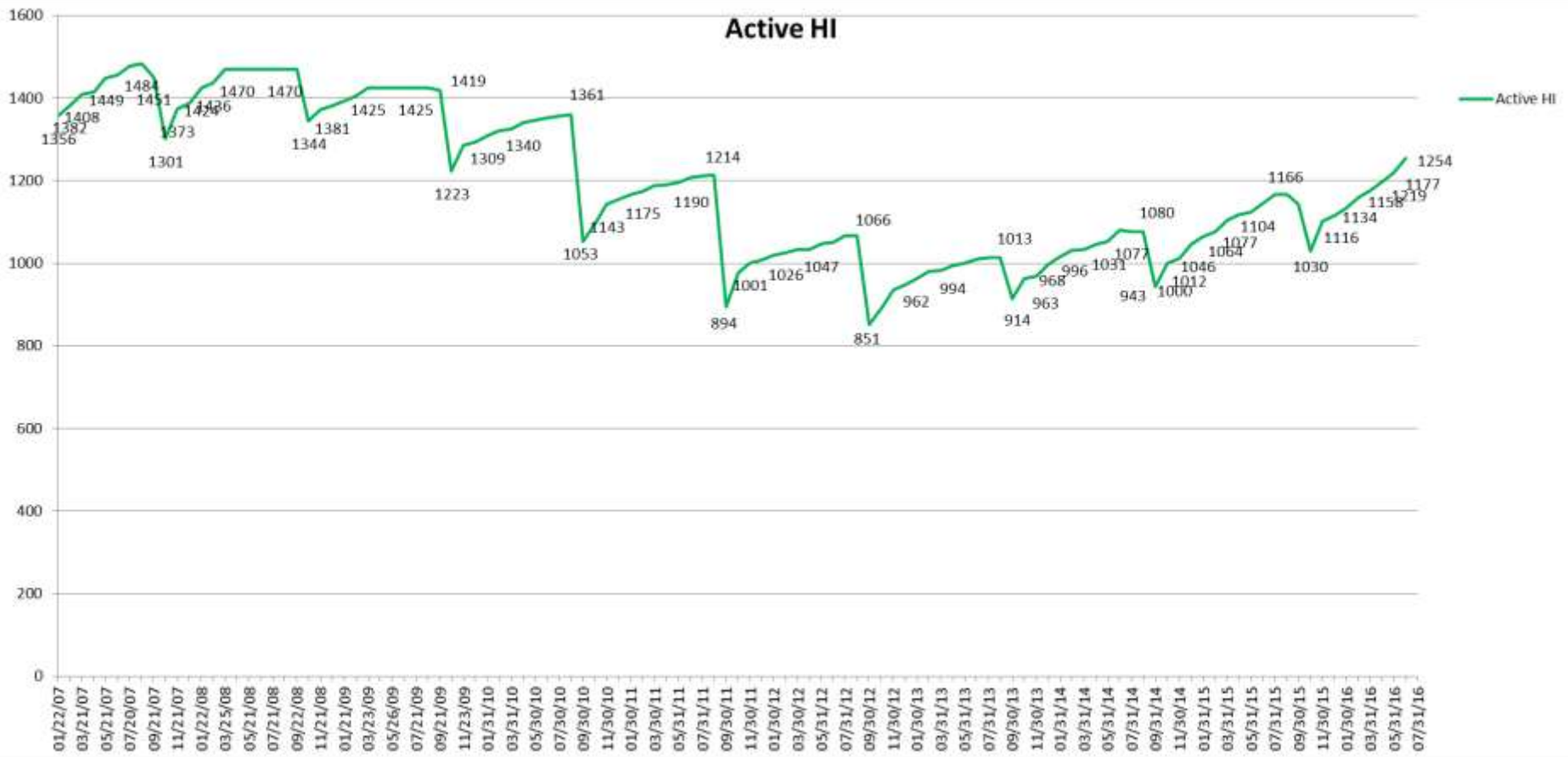
# Tab F

April 8, 2016 to July 12, 2016

Applications Approved	76
New Licenses Issued	82
Exams Administered	103
Passing	85
Failed	18

Total number of active licensees 7/12/2016: **1,265**

# Active HI





# Exams

# Tab F

FY 2015-2016

Count of Passed	Col		
Row Labels	N	Y	Grand Total
-		1	1
6 Yrs Supervisory Experience	1	2	3
Bachelor of Science + 2 Yrs		1	1
Code Official Level I (4) Disciplines	1		1
General Contractor (licensed)	12	40	52
Other Experience - App Eval Comm.	8	16	24
Pre-Licensing	32	157	189
Professional Engineer		4	4
Reciprocity - Other States		1	1
<b>Grand Total</b>	<b>54</b>	<b>222</b>	<b>276</b>

% Passed

76%

66%

83%

80%

# Education

**TAB G**

Sponsors Active - 36

Instructors Active - 27

Elective Courses Active - 61

June 1, 2016

# Courses submitted for review - 8

# Courses approved - 5

# Courses denied - 0

# Courses scheduled - 13

# Course rosters submitted - 15

# Investigations

**TAB H**

# Staff Report: Board Matters

**TAB I**

1. Calendar: Next meeting Oct. 7, 2016, Raleigh

*2017 Quarterly Board meetings:*

Member Terms:

2. Officers / Member Training: [NCGS 93B-5](#)

- APA, Public Records, Open Meetings, Tort Claims, Ethics, Lobbying
- Statutes governing the NCHILB

3. By-Laws: Changed July 2014

**TAB X**

**PUBLIC COMMENT**

**TAB J**



# COMMITTEE REPORTS

**TAB K**

- Application Evaluation (Sawyer) **TAB L**
- Examination (Noles) **TAB M**
- Finance (Ramsey) **TAB N**
- Legislative (Jarrett) **TAB O**
- Education (Upton) **TAB P**
- Investigation Review (Peeples) **TAB R**
- Personnel (Herndon) **TAB S**
- Standards of Practice/Rules (Upton) **TAB T**
- *New Licensee Report Audit* (Herndon) **TAB Q**

# Application Evaluation

TAB L

- # applications referred:
  - Other Experience
  - Military Experience
  - Reciprocity
  - Criminal History
- Appeals

# Examination Committee

**TAB M**

- Statistics
  - Pre-licensing versus General Contractor
- Computer Based Testing (Moodle) UAT



# Exams

# Tab F

FY 2015-2016

Count of Passed	Col		
Row Labels	N	Y	Grand Total
-		1	1
6 Yrs Supervisory Experience	1	2	3
Bachelor of Science + 2 Yrs		1	1
Code Official Level I (4) Disciplines	1		1
General Contractor (licensed)	12	40	52
Other Experience - App Eval Comm.	8	16	24
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<b>Grand Total</b>	<b>54</b>	<b>222</b>	<b>276</b>

% Passed

76%

66%

83%

80%

# Exam Results

## Feb 2013 to June 2016

Count of Passed Row Labels	Col		Grand Total
	N	Y	
-	17	23	40
6 Yrs Supervisory Experience	7	10	17
Architect	1		1
Associate Inspector	5	4	9
Bachelor of Science + 2 Yrs	2	10	12
Code Official Level I (4) Disciplines	4	2	6
<b>General Contractor (licensed)</b>	<b>56</b>	<b>108</b>	<b>164</b>
Other Experience - App Eval Comm.	17	29	46
<b>Pre-Licensing</b>	<b>68</b>	<b>361</b>	<b>429</b>
Professional Engineer		9	9
Reciprocity - Other States		1	1
<b>Grand Total</b>	<b>177</b>	<b>557</b>	<b>734</b>

## “Gerald’s” QUESTION:

Are applicants qualified through Pre-licensing (P) more likely to pass than those qualified as General Contractors (GC)?

QUAL	PASS	FAIL	TOTAL	
Pre-License	361	68	429	84% PASS
<u>General Contractor</u>	<u>108</u>	<u>56</u>	<u>164</u>	65% PASS
TOTAL	469	124	593	

Since February 2013 Exam Administrations  
Is this data statistically significant?

# Chi-Squared Test Statistic

British statistician Karl Pearson 1900

$$\chi^2 = \sum \frac{(f_o - f_e)^2}{f_e}$$

Compare:  
observed frequency to  
(expected frequency)  
of occurrence

QUAL	PASS	FAIL	TOTAL
P	361 (339.29)	68 (89.71)	429
GC	108 (129.71)	56 (34.29)	164
TOTAL	469	124	593

Null Hypothesis:  $H_0$

There is no difference in passing rates

Based on qualification as either P or GC...

*What does the evidence tell us?*

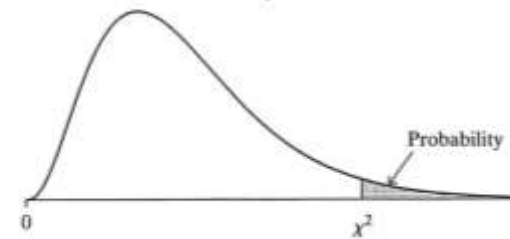
The larger the value of Chi-Squared, the stronger the evidence against the Null Hypothesis:  $H_0$

In our case Chi-Squared is large, equal to 24.013,

This is strong evidence to contradict our  $H_0$  that there is no difference.

Statistically significant: P or GC

TABLE C: Chi-Squared Distribution Values for Various Right-Tail Probabilities



degrees of freedom

$$df = (\#rows - 1)(\#columns - 1)$$

$$= (2-1)(2-1)$$

$$= 1 \times 1$$

$$df = 1$$

### Chi-Square Calculator

Success! The contingency table below provides the following information: the observed cell totals, (the expected cell totals) and [the chi-square statistic for each cell].

The chi-square statistic,  $p$ -value and statement of significance appear beneath the table. Blue means you're dealing with dependent variables; red, independent.

	Pass	Fail	Marginal Row Totals
Prelicense	361 (339.29) [1.39]	68 (89.71) [5.25]	429
General Contractor	108 (129.71) [3.63]	56 (34.29) [13.74]	164
Marginal Column Totals	469	124	593 (Grand Total)



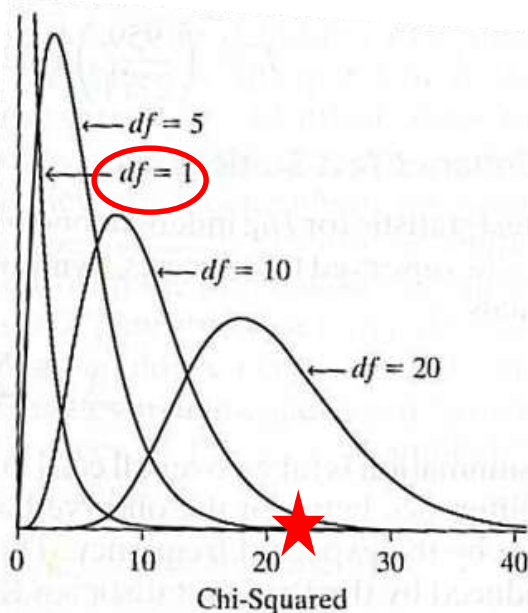
If you've found this tool useful, please consider sharing it!

The chi-square statistic is 24.0133. The  $p$ -value is .000001. This result is significant at  $p < .01$ .

[Back Home](#)

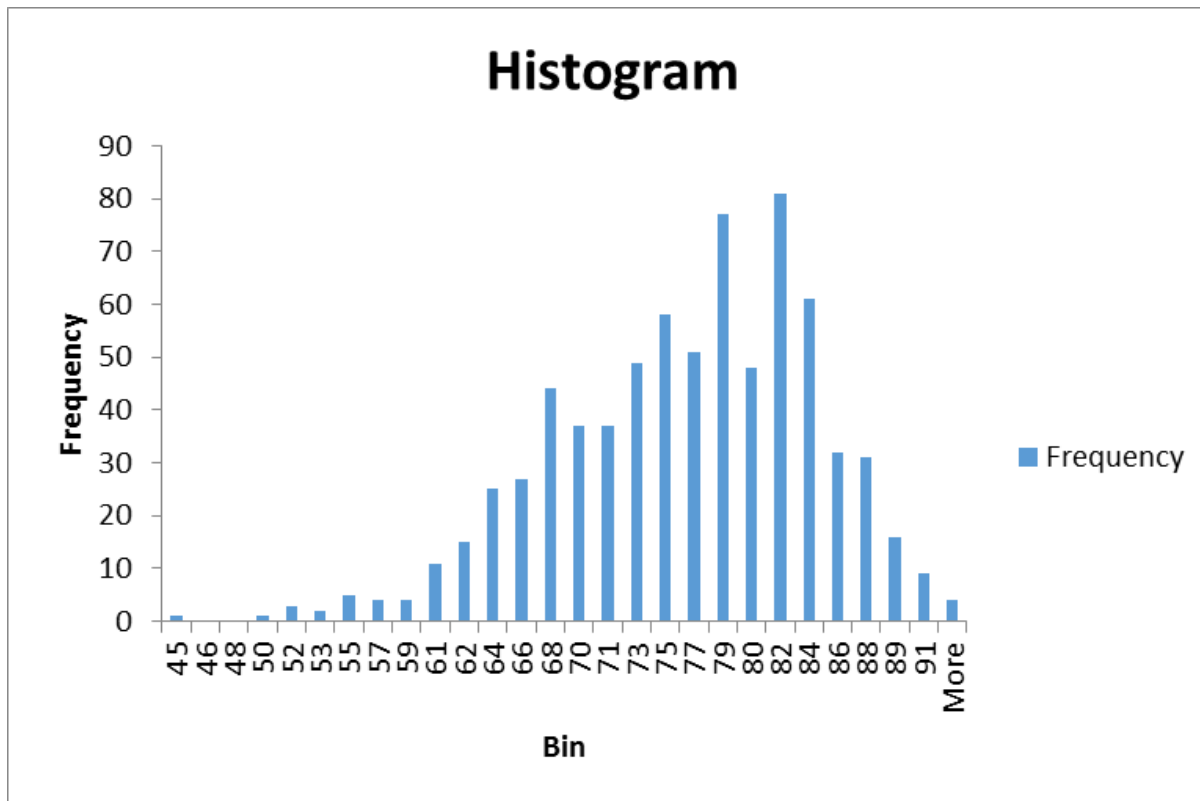
[Back to Calculators](#)

<http://www.socscistatistics.com/tests/chisquare/Default2.aspx>



*What about the question whether Pre-Licensing are more likely to pass than General Contractors? [593/734]*

## Descriptive Statistics



Median	76.5
Mode	78.5
Standard Deviation	8.17943
Sample Variance	66.90307
Kurtosis	0.102283
Skewness	-0.56425
Range	48.5
Minimum	44.5
Maximum	93
Sum	55329
Count	734
Confidence Level(95.0%)	0.592708

# Compare 2 samples: Statistical Inference

## General Contractor vs Pre-Licensing

z-score: number of standard deviations that an observation falls from the mean. (For standard bell shaped curve)

t-score: number of standard deviations that an observation falls from the mean. (For skewed distribution curve)

z-Test: Two Sample for Means		
	55	44.5
Mean	73.8190184	76.99182243
Known Variance	57	63
Observations	163	428
Hypothesized Mean Difference	0	
z	-4.501044765	
P(Z<=z) one-tail	0.000003	
z Critical one-tail	2.326347874	
P(Z<=z) two-tail	0.000007	
z Critical two-tail	2.575829304	

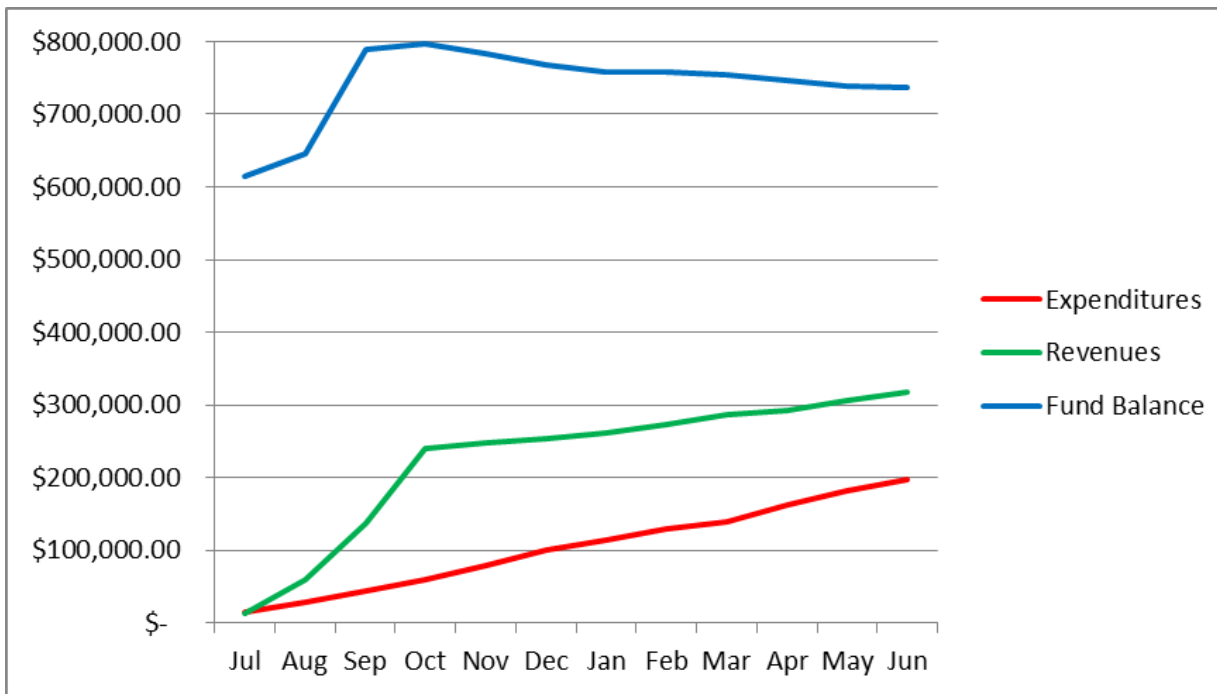
t-Test: Two-Sample Assuming Unequal Variances		
	55	44.5
Mean	73.8190184	76.99182243
Variance	55.78648792	60.76632641
Observations	163	428
Hypothesized Mean Difference	0	
df	304	
t Stat	-4.559521726	
P(T<=t) one-tail	0.000004	
t Critical one-tail	2.338676697	
P(T<=t) two-tail	0.000007	
t Critical two-tail	2.592098189	

# Finance Committee

# TAB N

- REVENUES: Jul. 1, 2015 through Jun. 30, 2016
  - License Fees                    \$252,610        \$241,600
  - Education Fees                \$ 65,715        \$ 75,775
  - Misc                                \$        70        \$        60
  - Total                                \$318,395        \$317,435
  
- EXPENDITURES:                \$197,170
  
- FUND BALANCE:                \$736,804





Fee	Unit	Collections	Total
Application for Home Inspector License	\$ 35.00	300	\$ 10,500.00
Home Inspector Exam Fee	\$ 80.00	275	\$ 22,000.00
License Fee Home Inspector	\$ 160.00	185	\$ 29,600.00
Renewal Fee Home Inspector	\$ 160.00	1110	\$ 177,600.00
Late Renewal Fee Home Inspector	\$ 30.00	63	\$ 1,890.00
Application for Course Approval	\$ 150.00	23	\$ 3,450.00
Renewal of Course Approval	\$ 75.00	25	\$ 1,875.00
Course Fee (per credit hr, per licensee)	\$ 5.00	14,090	\$ 70,450.00
Miscellaneous	\$ 5.00	2	\$ 10.00
<b>TOTAL</b>			<b>\$ 317,375.00</b>

# FY 2016/2017 ESTIMATED REVENUES

ACCOUNT	DESCRIPTION	143-151.57(a) Rule Change Eff 10/1/10	Estimated Collections	Actual Revenues FY 11-12	Actual Revenues FY 12-13	Actual Revenues FY 13-14	Actual Revenues FY 14-15	Actual Revenues FY 15-16	Estimated Revenues FY 16-17
435300	<b>CERTIFICATION FEES</b>	NCAC .1011							
	Application for Home Inspector License	\$35.00	150				\$ 8,575.00	\$ 10,500.00	\$ 5,250.00
	Home Inspector Exam Fee	\$80.00	150				\$ 17,920.00	\$ 22,000.00	\$ 12,000.00
	License Fee Home Inspector	\$160.00	100				\$ 24,480.00	\$ 29,600.00	\$ 16,000.00
	Renewal Fee Home Inspector	\$160.00	1150				\$ 166,400.00	\$ 177,600.00	\$ 184,000.00
	Late Renewal Fee Home Inspector	\$30.00	50				\$ 2,430.00	\$ 1,890.00	\$ 1,500.00
	<b>SubTotal</b>			\$ 189,426	\$ 189,670.00	\$ 202,825.00	\$ 219,805.00	\$ 241,590.00	\$ 218,750.00
435300006	<b>CONTINUING EDUCATION FEE</b>	NCAC .1300							
	Application for Course Approval	\$150.00	20				\$ 6,150.00	\$ 3,450.00	\$ 3,000.00
	Renewal of Course Approval	\$75.00	20				\$ 3,450.00	\$ 1,875.00	\$ 1,500.00
	Course Fee (per credit hr, per licensee)	\$5.00	13,800				\$ 85,830.00	\$ 70,450.00	\$ 66,000.00
	<b>SubTotal</b>			\$ 71,171	\$ 85,210.00	\$ 88,410.00	\$ 95,430.00	\$ 75,775.00	\$ 70,500.00
437990	OTHER MISC REV - PROGRAM								
	<u>Copies of Board Rules or Licensure Standards</u>						\$ 110.00		
	<b>SubTotal</b>			\$ 125	\$ 25.00	\$ 125.00	\$ 110.00	\$ 10.00	\$ 100.00
	<b>TOTAL REVENUES</b>			\$ 260,722.00	\$ 274,905.00	\$ 291,360.00	\$ 315,345.00	\$ 318,395.00	\$ 289,350.00
	<b>TOTAL EXPENDITURES</b>						\$ 215,389.59	\$ 197,170.00	
	<b>DIFFERENCE</b>						\$ 99,955.41	\$ 121,225.00	
		Licenseses	1,050	1,150					
		CE hours	16	12	Oct. 1, 2014				
		Total CE hrs	16,800	13,800	(3,000)				
		fee/hr	\$ 5.00	\$5.00					
		Total fees	\$ 84,000	\$ 69,000	\$ (15,000.00)				
		Rate	#Licensees	hours	Total				
	License Renewals	\$160.00	1000		\$ 160,000				
	Continuing Education	\$5.00	1000	12	\$ 60,000				
				Total	\$ 220,000				
		\$160.00	100		\$ 16,000				
		\$5.00	100	12	\$ 6,000				
				Total	\$ 22,000				

1,150 Licensees – conservative - \$289,350

From Center	From Account No.	Account Name	AUTHORIZED BUDGET FY 15-16	PROPOSED BUDGET FY 16-17	ADJUSTMENT	notes
2552		<b>EXPENDITURES</b>				
	531212	SPA-REG SALARIES-RECPT	113,642	113,642	-	current staffing
	531462	EPA&SPA-LONGVTY PAY-REC	1,358	1,358	-	
	531472	BONUS - INCENTIVE PAY-RECP	1,500	1,500	-	
	531512	SOCIAL SEC CONTRIB-RECPT	8,666	8,666	-	
	531522	REG RETIRE CONTRIB-RECPT	16,486	16,486	-	
	531562	MED INS CONTRIB-RECPTS	8,207	8,207	-	
	531576	FLEXIBLE SPENDING SAVING	170	170	-	
	531XXX	Personal Services subtotal	150,029	150,029	-	
	532110	LEGAL SERVICES	500		(500)	
	532120	FINANCIAL/AUDIT SERVICES	13,665	10,000	(3,665)	\$8k per year audit?
	532140	OTH INFO TECH SVC	-		-	
	532170	ADMIN SERVICES	-		-	
	532199	MISC CONTRACTUAL SVC	19,500	20,000	500	inspector, update course, exam?
	532310	REPAIRS-BLDG	-		-	
	532333	REPAIRS-OTHER EQUIPMENT	-		-	
	532430	MAINT AGREEMENT-EQUIP	1,800	1,500	(300)	
	532449	MAINT AGREE- SERVER SOFTW	150	150	-	
	532512	RENT/LEASE-BLDGS/OFFICE	34,580	25,000	(9,580)	current lease rate
	532513	RENT/LEASE-OTH FACILITIES	-		-	
	532712	TRANSP AIR-OUT STATE, IN US	-		-	
	532714	TRANSP GRND-IN STATE	24	200	176	
	532715	TRANSP GRN-OUT ST, IN US	-		-	
	532721	LODGING-IN STATE	200	200	-	
	532722	LODGING-OUT STATE, IN US	-		-	
	532724	MEALS-IN STATE	100	100	-	
	532731	BD/NON-EMPLOYEE TRANSPORTATION	1,989	2,500	511	
	532732	BD/NON-EMPLOYEE SUBSISTENCE	3,081	4,000	919	
	532811	TELEPHONE SERVICE	300	500	200	
	532812	TELECOMMUNICATION DATA CHRGR	600	600	-	
	532814	CELLULAR PHONE SERVICES	25	25	-	
	532815	EMAIL AND CALENDARING	600	600	-	
	532821	COMPUTER/DATA PROCESS SV	126		-	
	532840	POSTAGE, FREIGHT & DELIVERY	-		-	
	532840003	POST, FR&DEL-POSTAL METER	1,080	1,000	(80)	
	532850	PRINT, BIND, DUPLICATE	-	500	500	
	532930	REGISTRATION FEES	350	350	-	
	532942	OTHER EMP EDUCATIONAL EXP	325	350	25	
	532XXX	Purchased Services subtotal	78,995	67,575	(11,294)	
	533110	GENERAL OFFICE SUPPLIES	100	200	100	
	533120	DATA PROCESSING SUPPLIES	225	300	75	
	533190	OTHER ADMIN SUPPLIES	50	50	-	
	533XXX	Supplies subtotal	375	550	175	
	534521	OFFICE EQUIPMENT	-		-	
	534528	EQUIP-VOICE COMMUNICATION	-		-	
	534534	PC/PRINTER EQUIPMENT	-		-	
	534535	SERVER EQUIPMENT	-	500	500	
	534539001	OTH EQUIP-AUDIO/VISUAL	-		-	
	534713	PC SOFTWARE	-		-	
	534714	SERVER SOFTWARE	-	50	50	
	534XXX	Property, Plant, & Equip subtotal	-	550	550	
	535830	MEMBERSHIP DUES & SUBSCRIPTIONS	87	50	(37)	
	535840	SERVICE & OTHER AWARDS	38	75	37	
	535890	OTHER ADMIN EXPENSE	69,662	50	(69,612)	
	535960	ELECTRONIC PAYMENT PROC FEE	6,418	3,000	(3,418)	
	535XXX	Other Expenses & Adjust subtotal	76,205	3,175	(73,030)	
		Total Expenditures	305,604	221,879	(83,599)	
		<b>REVENUES</b>				
	435300	CERTIFICATION FEES	209,648	210,750	1,102	
	435300006	CONTINUING EDUCATION FEE	85,000	70,500	(14,500)	
	437990	OTHER MISC REV - PROGRAM		100	100	
		Total Revenues	294,648	281,350	(13,298)	excess credit to fund balance
		FUND BALANCE CHANGE	\$ (10,956.00)	\$ 59,471.00		

# BUDGET DEVELOPMENT FY 2016-2017

# Legislative Committee

**TAB O**

- HB1007

# Education Committee

**TAB P**

- Board-developed update course 2015-2016
- Board-developed update course 2016-2017
  - Invitation for Bid (IFB)



Adobe Acrobat  
Document

# **Standards of Practice/Rules**

**TAB Q**

- Rules Review by Nov. 2017

# Investigation Review Committee TAB R

- Recommended Board Action(s):
  - Dismiss
  - Dismiss with Letter of Caution
  - Proposed Consent Agreement
  - Proposed Hearing

# Personnel Committee

**TAB S**

- No meeting held



# ***Advisory Committee New Licensee Report Audit***

**TAB T**

**IFB?**

## **1.1 METHOD OF AWARD**

All qualified bids will be evaluated and award or awards will be based on *whether an award provides best value and is most advantageous to the State, as determined by a consideration of:*

1. *Number of years' experience as an NC Licensed Home Inspector*
2. *Number of home inspections performed*
3. *Variety of home ages, sizes, locations*
4. *Mix of clients (buyers, sellers, others)*
5. *Number of years' experience as an NCHILB approved Educational Sponsor or Instructor*
6. *Scoring of three (3) sample reports*
7. *Client references*
8. *Estimated review/assessment time (summary, report, contract)*
9. *Hourly fee charged*
10. *Total bid price (100 reviews/assessments)*
11. *Number of NCHILB complaints*
12. *History of Board Disciplinary Action*

***(list items being evaluated in order of importance or by allocated point values)". DO NOT include criteria that will not or may not actually be used in the evaluation process.***

Specifications	Product/Service Offered Meets Specification
<p>Following contract award, meet with Board staff (Director, License Administrator, Education Coordinator and Investigator) to establish procedures to:</p> <ul style="list-style-type: none"> <li>• identify new licensees and others (out-of-state) needing reports reviewed</li> <li>• request reports for review (i.e. email, USPS)</li> <li>• detail summary, report and contract evaluation criteria</li> <li>• track reports submitted, reviewed, rated</li> <li>• report results to the board and committees</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Meet with the Board and listed NCHILB Committees to discuss licensee learning outcomes and expectations for reviews:</p> <ul style="list-style-type: none"> <li>• New Licensee Advisory Committee</li> <li>• Standards of Practice</li> <li>• Education</li> <li>• Investigation Review</li> <li>• Application Evaluation</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Provide sample cover / transmittal letter in printed and electronic format to be emailed to licensee. Letter must be capable of being produced by mail merge using .csv file downloaded from database.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Provide <b>report</b> review / assessment forms in printed and/or electronic formats. Reviews must be timely (&lt; 2 weeks of assignment) and include assessment of compliance with Board Rule 11 NCAC 08.1103 "DDID" requirements per scaled scoring criteria:</p> <ul style="list-style-type: none"> <li>• D – Description of system or components required to be inspected.</li> <li>• D – Identification of Defect or apparent Defect observed</li> <li>• I – Statement of Implication(s) of observed Defect</li> <li>• D – Direction to client for repair or further evaluation</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Provide <b>summary</b> review / assessment forms in printed and/or electronic formats. Reviews must be timely (&lt; 2 weeks of assignment) and include assessment of compliance with N.C. Gen. Stat. § 143-151.58(a1).</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Provide <b>contract</b> review / assessment forms in printed and/or electronic formats. Reviews must be timely (&lt; 2 weeks of assignment) and include assessment of compliance with N.C. Gen. Stat. § 143-151.58(a) and Board Rule 11 NCAC 08.1103(b).</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Provide sample SOP compliance checklist / worksheet consistent with current NCHILB regulations.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Develop and present quarterly Microsoft Powerpoint® slide presentations for quarterly board and advisory committee meetings that accurately report:</p> <ul style="list-style-type: none"> <li>• Quantity of reports, summaries, contracts reviewed</li> <li>• Quality of reports, summaries, contracts reviewed</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO

# **UNFINISHED BUSINESS**

**TAB U**

- a. FY 2016 Annual Update Course
- b. Exam Computer Based Testing (CBT)

# **NEW BUSINESS**

# **TAB V**

- a. Election of Officers

**CLOSED SESSION (TBD)**

**TAB W**

**ADJOURNMENT**