Chair Steinbeck called the Trial Court Budget Commission (TCBC) meeting to order at 8:00 a.m. and reminded members that the meeting was being recorded for administrative accuracy. The roll was taken with a quorum present. Chair Steinbeck invited guests to introduce themselves.

**Agenda Item I: Opening Remarks by Chair**
Chair Steinbeck acknowledged the Commission has an ambitious agenda. She stated the TCBC Executive Committee met the prior day and spent the majority of the meeting discussing the FY 2020-21 legislative budget request. Chair Steinbeck stated there is a proposal from the Executive Committee available for review that will be presented later in the meeting.
Agenda Item II: Approval of Prior Meeting Minutes

Chair Steinbeck presented the draft meeting minutes from the February 1, 2019 and April 12, 2019, TCBC meetings and asked if there were any changes necessary before approval. Judge Moreland noted she was present for the February 1, 2019 meeting. Judge Mahon moved to approve the minutes as amended, and Judge Ficarrotta seconded. The motion was approved.

Agenda Item III: FY 2018-19 Budget

A. Salary Budgets

Dorothy Willard provided an overview of the trial court salary budgets for FY 2018-19 as of May 31, 2019. She noted the projected deficit for the year has been fully covered and the salary liability for the trial courts General Revenue/State Courts Revenue Trust Fund was $2,146,879 under the salary appropriation. The liability under appropriation represents approximately 0.5% of the salary budget. The Administrative Trust Fund salary liability was under the appropriation by $9,262, and the Federal Grants Trust Fund liability was under appropriation by $87,508.

B. Positions Vacant More than 180 Days

Dorothy Willard presented the positions vacant for more than 180 days as of June 10, 2019. Ms. Willard noted in previous legislative sessions, there have been recommendations from either the Governor’s Office and/or the Legislature to reduce FTE based on positions vacant more than 180 days. Chair Steinbeck noted the majority of positions are in court interpreting and acknowledged the actions taken by the TCBC to increase the minimum salaries for court interpreting positions; however, the trial courts are continuing to experience challenges involving court interpreting services.

C. Operating Budgets

Sharon Bosley reviewed the operating budget expenditures for FY 2018-19 as of June 18, 2019. Ms. Bosley stated the expenditures do not capture those made during the certified forward process which extends until September 30, 2019. Ms. Bosley further noted the expenditures for due process services are about 88% expended, which is similar to the previous fiscal year at this time; however, the expert witness expenditures are about 10% higher than expended last year and court interpreting expenditures are about 18% lower than the same time last year.

Ms. Bosley presented the expenditures related to legislative projects and problem-solving courts. She noted the lower rate of spending for several problem-solving courts and attributed the slower pace to newly established courts. Ms. Bosley stated any unspent funds ordinarily would be reverted at the end of the fiscal year; however, the legislature through the General Appropriations Act has re-appropriated any unspent funds for FY 2019-20 on a non-recurring basis. Due to the re-appropriation of unspent funds, a traditional certification process will not be implemented for FY 2018-19. Ms. Bosley stated OSCA staff will communicate to the circuits a revised process for payment of FY 2018-19 problem-solving court related invoices. The re-appropriated funding
amount will be provided to the Problem-Solving Courts Advisory Workgroup for a recommendation to the TCBC for allocation.

Ms. Bosley provided a status of the Senior Judge Days allocations as of June 18, 2019.

D. Trust Fund Cash Balance
Dorothy Willard provided an overview of the State Courts Revenue Trust Fund (SCRTF) cash balance for FY 2018-19 as of May 31, 2019 and reported there is an approximate carry forward into FY 2019-20 of $19.7 million. She stated the cash balance at the end of FY 2019-20 is estimated to be about $14.8 million.

E. Year-End Spending Plan
Sharon Bosley reviewed the status of the FY 2018-19 year-end spending plan as of June 18, 2019 for informational purposes. Ms. Bosley noted a majority of the circuits have expended or nearly expended all year-end funds.

Agenda Item IV: Personnel Committee Recommendations

A. Incentive Plan Retroactive Policy
Eric Maclure provided an overview of the TCBC Personnel Committee (Personnel Committee) recommendation to eliminate the prohibition on retroactive application from the law clerk, judicial assistant, and court interpreter incentive plans within the budget and pay memorandum. The Personnel Committee also recommends no time limits be placed on corrective actions once errors regarding incentive eligibility have been discovered. Judge Lauten moved approval of an amended Option 1, that the TCBC recommend to the Chief Justice the proposed revisions to the pay incentive plans and that the change in policy would apply to any errors that are discovered on or after the date of the revision. Judge Rondolino seconded the motion, and the motion was approved.

B. Acting Senior Manager Policy
Eric Maclure presented the Personnel Committee’s recommendation to amend the budget and pay administration memorandum to authorize an employee who is selected for an acting appointment to receive a pay increase necessary to move the employee’s pay to the minimum of the higher class for the period of time they are in the acting capacity and to remove the requirement for the individual to first complete two months of service in the acting capacity. Grant Slayden moved approval of the recommendation. Judge Mahon seconded the motion. The motion was approved unanimously.
Agenda Item V: FY 2019-20 Budget

A. Start-Up Salary Budget and Management
Dorothy Willard provided an overview of the FY 2019-20 trial courts start-up salary budgets. Ms. Willard noted a projected starting deficit of about $7.4 million in General Revenue/SCRTF for FY 2019-20. Chair Steinbeck asked if the projected salary budget included funding from the employee equity and retention pay plan. Ms. Willard responded the start-up budget does not include funding related to the equity and pay plan. She further explained the deficit increased for FY 2019-20 compared to FY 2018-19 due to actions such as pay and rate increases, shortages in the retirement and health insurance appropriations, and changes to social security contribution thresholds. Ms. Willard also explained anticipated changes due to lapse generated from changes in the workforce and anticipated impacts to the number of participants entering DROP. Chair Steinbeck emphasized the importance for budget management to continue to monitor the salary budget closely due to many new variables with fiscal impacts.

Ms. Willard reviewed the start-up salary budget for the Administrative Trust Fund. She indicated the trust fund has a deficit that will need to be monitored very closely. Ms. Willard further stated, if needed to cover any deficits, a budget amendment seeking additional authority can be filed. As for the Federal Grants Trust Fund, Ms. Willard also noted a projected deficit; however, she stated after revisions to the contract with the Department of Revenue and supplemental appropriations, it is anticipated the liability will be under appropriation.

B. Budget and Pay Administration Memorandum
Chair Steinbeck noted the previous decisions of the TCBC to recommend revisions to the incentive plans and acting senior manager policies in Agenda Item IV. She further noted, there is no language proposed for holding vacant positions open, as has been included in the past, but emphasized the potential need to amend the budget and pay memorandum should salary management actions be warranted.

Chair Steinbeck reviewed a proposed change to the memorandum revising the number of judicial assistants authorized to attend the Judicial Assistants Education Conference. The proposed change would allow circuits to send up to 15% of circuit and county judicial assistants to attend conferences subject to available local funds. Holly Elomina proposed a minimum of two judicial assistants be allowed to attend conferences as to not harm small circuits. Grant Slayden made a motion to allow no less than two and up to 15% of judicial assistants be authorized to attend the conference. Judge Mahon seconded the motion, and the motion passed.

Chair Steinbeck stated a request was received to include the National Association of Judicial Interpreters and Translators Annual Conference to the list of national education programs considered to be mission critical from which travel expenses may be paid for with state funds when held in-state. Eric Maclure provided an overview of the request and the proposed change to the
memorandum. Grant Slayden moved approval of the request. Holly Elomina seconded the motions, and the motion passed.

**Agenda Item VI: FY 2019-20 Allocations**

**A. Child Support Enforcement Hearing Officers and General Magistrates**

Kelsey Harper presented the proposed allocations. Ms. Harper first presented the proposed allotments for Child Support Enforcement Hearing Officers (CSEHO) using the current funding formula based on workload. She noted there is currently a vacant 1.0 FTE hearing officer position in the 18th Circuit eligible for reallocation. Using the allocation methodology and net need based on workload, the 10th Circuit is eligible to receive the additional resource. Ms. Harper stated the TCBC Funding Methodology Committee (FMC) recommended 1) the approval of the FY 2019-20 proposed allocation charts, 2) the re-allocation of the vacant 1.0 CSEHO FTE position from the 18th Circuit to the 10th Circuit, and 3) direct staff to monitor vacancies in this element throughout the year and recommend any reallocation of vacant positions to the TCBC. Judge Ficarrotta moved approval of the FMC recommendation. Judge Hilliard seconded the motion, and the motion passed unanimously.

Ms. Harper also presented the proposed allocations for General Magistrates based on the current funding formula based on workload. She noted there are no new resources, resources in reserve, or vacant positions in this element available for allocation. Ms. Harper stated FMC recommended 1) approval of the FY 2019-20 proposed allocations and 2) directing OSCA staff to monitor vacancies throughout the year and recommend any reallocation of vacant positions to the TCBC. Judge Mahon moved approval of FMC recommendations. Judge Parker seconded the motion, and the motion was approved unanimously.

**B. Full-Time Equivalent and Base Operating Budgets**

Kelsey Harper presented the proposed allocations for FTE and base operating budgets and noted unless new appropriations or budget reductions are received from the legislature, these budgets are not adjusted. Ms. Harper noted for FY 2019-20, the Legislature funded four new judgeships, 4.0 FTE judicial assistant positions, and 2.0 FTE staff attorney positions. She stated the operating budget allocations are based on the FY 2018-19 beginning allocations and adjusted for the new positions, permanent budget amendments, actions approved by the TCBC, non-recurring items, and approved personnel actions. A correction was noted in the allocation charts for the county judges and judicial assistant cost center. It was noted no new expense funds were received with the new positions. Kathleen Pugh moved approval of the FY 2019-20 proposed operating category allocations with corrections. Judge Lauten seconded the motion, and the motion was approved.
C. Non-Due Process Contractual Allocations: Senior Judge Days, Civil Traffic Infraction Hearing Officers, Additional Compensation to County Judges, and Mediation

1. Senior Judge Days
Kris Slayden provided a historical overview of Legislative actions appropriating and re-appropriating funding for senior judge days. She noted the Legislature did not re-appropriate any unexpended FY 2018-19 funding but did provide $125,000 of non-recurring general revenue funding to the 14th circuit to address increases in cases related to Hurricane Michael and $25,000 in non-recurring funds to reimburse travel expenditures. She further noted proviso language stating, if the TCBC determines at the end of the third quarter of the fiscal year that a portion of these funds will not be needed to support the 14th circuit, the TCBC may reallocate that portion of funds to one or more other circuits. In addition, Ms. Slayden noted a request from the 20th Circuit for an additional 20 days to address increased circuit civil case filings as a result of Hurricane Irma. Ms. Slayden reviewed the FMC recommendation to approve proposed allocations using the current methodology plus the special appropriation for the 14th circuit and holding 51 days in reserve. The FMC recommended advising the 20th Circuit to request additional resources from other circuits or the reserve. Several concerns were expressed by commission members regarding the circuits’ management of available days and the reversion of unused senior judge days. Judge Steinbeck indicated this may be an issue the FMC can investigate for the next allocation cycle. Judge Lauten moved approval of the FMC’s recommendation. Judge Mahon seconded the motion, and the motion was approved.

2. Civil Traffic Infraction Hearing Officers
Kris Slayden provided an overview of the proposed allocations based on the historic funding formula and the FMC’s recommendation for approval of the proposed allotments. She noted an adjustment to the 7th Circuit proposed allotment. Judge Mahon moved approval of the recommendation. Judge Stargel seconded the motion, and the motion was approved.

3. Additional Compensation to County Judges
Kris Slayden presented the FMC recommendation for allotments based on the historical funding formula. Judge Lauten moved approval and Judge Stargel seconded the motion. The motion passed unanimously.

4. Mediation
Kris Slayden provided an overview of the historical funding formula for mediation services. She reported the 14th Circuit is requesting $10,000 in additional funds for increased mediation need due to Hurricane Michael. Ms. Slayden noted the FMC is recommending contractual allocations based on the historical funding methodology, applying a 2.5% cushion to each circuit as long as it did not cause the circuit to exceed its funding ceiling, and placing the remaining funds in the statewide reserve. Circuits 2, 6, and 13 were held to their funding ceiling. Judge Mahon moved
approval of the recommendation. Judge Ficarrotta seconded the motion, and the motion was approved.

D. Due Process Contractual Allocations: Court Interpreting, Expert Witnesses, Court Reporting, and Cost Recovery

Kelsey Harper provided an overview of the due process allocations, methodologies, and expenditures over the past three fiscal years.

1. OpenCourt – Digital Court Reporting
   Roosevelt Sawyer presented a request for additional funding to support the Cross Jurisdictional Unit in fully managing the development and deployment of OpenCourt for all circuits. Mr. Sawyer noted the request included $156,000 in additional recurring contractual funding, converting the current non-recurring contractual funding of $90,000 to recurring contractual funding, and $18,000 new recurring expense funding for administrative overhead and other technology related hardware and software. The FMC recommended the approval of the funding request in addition to the current recurring funding allotted to OpenCourt. Judge Stargel moved approval of the recommendation, and Judge Ficarrotta seconded the motion. The motion was approved.

2. Statewide Call Manager – Remote Interpreting
   Kelsey Harper provided a historical overview of the commission’s prior approval of $108,100 in recurring funding to support virtual remote interpreting services. The amount is included in the proposed FY 2019-20 due process allocations. This item was presented to the commission for informational purposes only.

3. Element Allocations
   Chair Steinbeck welcomed Kris Stolarczyk to the TCBC. Mr. Stolarczyk provided an overview of the FY 2018-19 estimated due process expenditures using operating reports as of April 31, 2019. Based on the estimated expenditures, Kelsey Harper noted the FMC recommendation to approve due process element allocations using the estimated FY 2018-19 expenditure percentage totals. The recommendation takes into account the 4th Circuit’s service delivery model change. Judge Mahon moved approval of the recommendation and Judge Soto seconded the motion. The motion was approved.

4. Circuit Allocations
   Kelsey Harper presented the proposed circuit allocations, as recommended by the Funding Methodology Committee, using the official funding methodologies utilizing the three-year average expenditures for court interpreting and court reporting. The expert witness element is proportioned among the circuits based on annualized FY 2018-19 expenditures. Judge Mahon
moved the approval of the FMC recommendation. Judge Soto seconded the motion ad the motion was passed.

Mr. Walt Smith asked what is attributing to the increases in expert witness expenditures. Kelsey Harper replied the Due Process Workgroup will do an invoice review, specifically looking at payments in extraordinary circumstances.

5. **Cost Recovery**

Dorothy Willard presented two options for allocation of due process cost recovery authority. The first option is to allocate authority based on each circuit’s three-year average revenue collection. The second option allocates authority based on each circuit’s average of three years expenditures. Both options allocate the remaining authority to the statewide reserve. Ms. Willard noted the FMC recommendation is to approve the second option and allocate authority based on three-year average expenditures. Holly Elomina asked what the Committee’s basis was for recommending Option 2 opposed to Option 1. Ms. Willard respond the decision was based on past spending. Judge Mahon moved the approval of the recommendation and Grant Slayden seconded the motion. The motion passed with Ms. Elomina opposed.

### E. Statewide Allocations

1. **Online Dispute Resolution Pilot Project**

   Eric Maclure presented a request for funding to support the development of an online dispute resolution pilot project as proposed by the Online Dispute Resolution Workgroup (Workgroup). The Workgroup is seeking funding to cover the portion of the pilot project that will not be covered by local funds. Judge Soto moved approving allocating funding for the pilot project based on $124,680 of non-recurring funds and to consider seeking continuing funding as part of the FY 2019-20 allocation of $390,600. Judge Hilliard seconded the motion, and the motion passed.

2. **Integrated Case Management System**

   Roosevelt Sawyer presented a request for additional funding to support the Integrated Case Management System (ICMS), adding to the current $230,000 in recurring funding previously allocated. The request includes $145,600 additional recurring contractual funding for a senior level developer contractor and $15,000 new recurring expense funding for administrative costs for technology-related hardware and software for a total FY 2019-20 allocation of $390,600. Mr. Sawyer stated the Cross Jurisdictional Support Unit within OSCA will provide management and developer support for ICMS and will begin managing all ICMS consultant contracts beginning July 1, 2019.

   Judge Steinbeck noted the Executive Committee reviewed and discussed the request, and on a divided vote recommended approval of Option 1. Judge Stargel moved to approve the new funding on a recurring basis and Judge Brasington seconded the motion. Walt Smith inquired
about the availability of funds in the statewide reserves to support multiple requests. Dorothy Willard responded to the question and provided a review of the available funds in the statewide reserves. Mark Weinberg inquired as to when an anticipated endpoint to the funding will be realized. Mr. Sawyer responded by stating the need for funding will depend on the rate of deployment of ICMS throughout the circuits.

Judge Ficarrotta, Judge Rondolino, and Judge Soto expressed concerns with providing statewide funding to support a case management system that is not deployed or communicating on a statewide basis. Judge Stargel, Judge Mahon, and Judge Brasington noted the benefits of continuing to fund ICMS including having an alternative to vendor supported systems and maintenance fees and being able to provide a minimum level of case management to all courts, particularly to those circuits without available county funding.

A hand vote was conducted, and the motion passed with 14 members approving and 5 members opposed.

F. Problem-Solving Courts Appropriation/Advisory Group Update
Eric Maclure provided an update from the Problem-Solving Courts Advisory Group (Advisory Group) and the development of FY 2019-20 budget allocations for problem-solving courts. Mr. Maclure noted the additional funding the Legislature provided as part of the special-category appropriation for problem-solving courts, $1.9 million in recurring funds, and $452,313 in non-recurring funds. He also highlighted proviso language accompanying the appropriation. Mr. Maclure stated, based on prior decisions of the TCBC, that approximately $377,230 of the new recurring funding for FY 2019-20 is allocated to meet annualized funding costs for problem-solving courts that received nine months of funding in the FY 2018-19. He also noted an application packet was distributed to chief judges and trial court administrators for new problem-solving court funding and that the Advisory Group will review the applications for recommendations to the TCBC. Mr. Maclure stated this agenda item is provided for informational purposes only and it is anticipated the TCBC will be presented with further FY 2019-20 allocations decisions in August.

G. Allocations for Other Special Appropriations
Dorothy Willard noted items presented in this agenda item were for informational purposes only and provided an overview of the special appropriations.

1. Domestic Violence Active Global Positioning Satellite (GPS) Technology
The Legislature once again appropriated funds to support the Domestic Violence Offender Monitoring program and the funds appropriated for FY 2019-20 are the same amount as received in FY 2018-19.
2. Vivitrol/Naltrexone to Treat Alcohol or Opioid- Addicted Offenders
$5.0 million was appropriated to the trial courts for continued support of the use of Vivitrol/Naltrexone to treat alcohol- or opioid-addicted offenders. Additionally, $6,000,000 in recurring general revenue funding is appropriated to OSCA for medication-assisted treatment of substance abuse disorders. Ms. Willard noted, both funding sources are in the Contracted Services category.

Agenda Item VII: Recruitment and Retention Pay Issue for State Courts System Employees
Blan Teagle provided an update on the recruitment and retention pay issue for the state courts system employees. He noted this agenda item is provided for informational purposes only. Mr. Teagle stressed the recruitment and pay issue is not an across the board increase but is intended to address issues with recruiting and retaining employees and provide equity adjustments to equalize salaries between the judicial branch and other public and private sector employers. Mr. Teagle further stated the state courts system contracted with Evergreen Solutions, Inc. to conduct a comprehensive classification and compensation study and provided an overview of the study’s three-phase approach and schedule. The goal of the study is to provide a new classification and compensation system for the courts and to provide evidence-based research for the implementation of the $10.3 million appropriated. Information from the study will be provided to the TCBC in August to develop its pay issue recommendations for the Chief Justice’s consideration.

Agenda Item VIII: FY 2020-21 Legislative Budget Request (LBR)
A. LBR Timeline
Chair Steinbeck presented a summary of the LBR timeline and highlighted the shortened timeframe in which budget requests must be submitted to the circuits as part of the appeal process. She then noted the LBR is due to the Supreme Court by August 4, 2019 for approval at its August 15, 2019, court conference. Chair Steinbeck stated all budget requests are due to the Legislature by September 16, 2019.

Chair Steinbeck reiterated that during the Executive Committee meeting, most of the time was focused on the development of the LBR. She provided an overview of the four statewide initiatives previously identified for possible inclusion in the LBR and the average priority rankings as reported by the circuits. Chair Steinbeck then stated that during the Executive Committee meeting an opportunity was provided to each of the members to express their highest priority and provide support for inclusion in the trial courts’ recommended LBR. She noted during discussions the focus of the LBR evolved into the timely resolution of cases and the resources needed to resolve litigation in a timely and fair manner. Each of the four beginning initiatives included components that supported the timely resolution of cases and were consolidated into one all-encompassing LBR. Chair Steinbeck stated the Executive Committee developed a proposal for the full Commission’s consideration.
B. Issues for Consideration

Kris Slayden presented the proposed LBR issues as developed by the Executive Committee including requests focusing on Timely Resolution of Cases, Court Interpreting Services, and Furnishings and Equipment. Each proposed request incorporates components from the statewide initiatives, circuit specific needs as requested by circuits, and formula-based calculations of need. She noted all recurring funding will be requested as new general revenue funding and all non-recurring expenditures will be requested as additional State Courts Revenue Trust Fund (SCRTF) authority.

Chair Steinbeck emphasized the Executive Committee’s belief that this proposed LBR is the appropriate approach to advocate for additional resources at this time based on information received from the Legislature. She noted legislative members have expressed interest in the courts developing abilities to resolve cases more efficiently. Chair Steinbeck further stated the trial courts have an obligation to provide interpreting services and to continue expanding the case types in which services are being provided.

Chair Steinbeck asked Commission members if they had any questions or wished to express concerns about the proposed LBR. Discussion from the members included requests for general magistrates, compensation for county judges, and performance metrics.

Judge Mahon motioned for approval of the proposed LBR requests. Judge Ficarrotta seconded the motion, and the motion was approved.

Chair Steinbeck stated authority needs to be given to the Executive Committee to review and approve the narrative supporting the requests. Judge Mahon moved approval, and Judge Parker seconded the motion. The motion passed without objection.

C. Priority Ranking of LBR Issues

Chair Steinbeck asked if there was any opposition to the priority ranking of the requests. No opposition was expressed.

Agenda Item IX: 2020 Judicial Branch Statutory Agenda

Chair Steinbeck reviewed the timeline for the 2020 Judicial Branch Statutory Agenda. She noted this is for informational purposes for developing the judicial branch’s substantive legislative agenda.

Agenda Item X: County Court Jurisdiction Status Report

Eric Maclure provided a status report on county court jurisdiction changes. Mr. Maclure reviewed House Bill 337 which was approved by the Governor on May 24, 2019. He noted the bill is designed to be fiscally neutral to the court system. Mr. Maclure also stated that chief judges and trial court
administrators met in mid-June to discuss implementation issues related to the bill. Also, the court system is working with the clerks of court on data reporting requirements. Judge Ficarrotta stated he and Judge Cowden served on the Judicial Management Workgroup regarding appellate issues related to implementation of the bill. He stated the recommendation of the Workgroup is that all appeal of cases go to the District Court of Appeals and not the circuit courts.

**Agenda Item XI: Due Process Workgroup Update**
Judge Stargel and Kelsey Harper provided an update from the Due Process Workgroup (Workgroup).

Ms. Harper reviewed requests submitted by the 7th Circuit and 5th Circuit to utilize 1.0 FTE each from the statewide reserve. Ms. Harper reviewed three options for the Commission’s consideration and noted the Funding Methodology Committee recommended approval of the allocation of the 2.0 FTE (Option 2). She further noted the Due Process Workgroup’s recommendation to approve Option 1 in which 1.0 FTE would be transferred to the 7th Circuit and to table the decision on the 5th Circuit’s request.

Judge Mahon moved approval of the Workgroup’s recommendation of Option 1. Judge Stargel seconded the motion. The motion passed with Jon Lin opposed.

**Agenda Item XII: Report from Chief Justice Designee to Florida Clerks of Court Operations Corporation Executive Council**
Judge Ficarrotta reported he attended the meeting of the Clerk of Court Operations Corporation (CCOC) Executive Council on June 24, 2019. He noted both the courts and clerks desire to continue to work together, specifically in support of legislative projects. Judge Ficarrotta stated Mr. JD Peacock from Okaloosa County will serve as the Chair of the CCOC Executive Committee.

**Agenda Item XIII: Other Business**
Judge Smiley and Chair Steinbeck recognized Chief Judge Lauten and expressed appreciation for his service to the TCBC.

Kris Slayden reminded members to please continue to submit travel reimbursement forms to Erica Bradley at OSCA. She requested the forms be submitted as soon as possible to ensure reimbursement from current year funds.

**Adjournment**
With no other business before the commission, the meeting adjourned at 11:53 p.m.