



MEMORANDUM
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EDHS
Agenda Item No. 6(A)
July 9, 2008

TO: Honorable Chairwoman Audrey M. Edmonson
and Members, Economic Development &
Human Services Committee

DATE: June 11, 2008

FROM: Kay M. Sullivan
Director, Clerk of the Board Division

SUBJECT: Approval of Commission
Committee Minutes

The Clerk of the Board's office is submitting the following Clerk's Summary of Minutes for approval by the Economic Development and Human Services Committee:

March 26, 2008 (Budget Workshop)

KMS/js
Attachment



Stephen P. Clark
Government Center
111 N.W. 1st Street
Miami, FL 33128

**CLERK'S SUMMARY OF
Meeting Minutes
Economic Development and Human Services
Committee**

Audrey M. Edmonson (3) Chair; Katy Sorenson (8) Vice Chair; Commissioners
Barbara J. Jordan (1), Dennis C. Moss (9), and Javier D. Souto (10)

EDHS CMTE. SPECIAL BUDGET WORKSHOP

Wednesday, March 26, 2008

9:30 AM

COMMISSION CHAMBERS

Members Present: Audrey M. Edmonson, Barbara J. Jordan, Javier D. Souto.

Members Absent: Dennis C. Moss, Katy Sorenson.

Members Late: None.

Members Excused: None.

Members Absent County Business: None.

MINUTES PREPARED BY:

Report: *Jovel Shaw, Commission Reporter, (305) 375-1289*

1A INVOCATION

1B PLEDGE OF ALLEGIANCE

Report: *The Committee convened in a moment of silence followed by the Pledge of Allegiance.*

1C ROLL CALL

Report: *The following staff members were present: Senior Advisor to the County Manager Cynthia Curry; Assistant County Attorney Cynthia Johnson-Stacks; and Deputy Clerk Jovel Shaw.*

Chairwoman Edmonson called the meeting to order at 9:56 a.m.

**1D OPENING REMARKS FROM
CHAIRPERSON EDMONSON**

2 DISCUSSION ITEM(S)

2A

080662 Report

DEPARTMENTAL BUDGET PRESENTATION (County Manager) **Presented**

Report: *Ms. Cynthia Curry, Senior Advisor to the County Manager, informed the Committee members of the purpose of today's (3/26) proceedings to present the Departmental Budget presentation.*

The Committee received the following County Departmental Budget presentations that were under the Committee's jurisdiction:

- (1) Community Action Agency*
- (2) Office of Community and Economic Development*
- (3) Consumer Services*
- (4) Film and Entertainment*
- (5) Homeless Trust*
- (6) Housing Finance Authority*
- (7) Human Services*
- (8) International Trade Consortium*
- (9) Community Advocacy*
- (10) Small Business Development*

Ms. Jennifer Glazer-Moon, Director, Office of Strategic Business Management (OSBM), stated this year's budget cycle would be very challenging; that the County was facing significant revenue loss from Fiscal Year (FY) 2007-08 to 2008-09. She stated the County would be going through a process of making reductions and it was impossible to assume that there would be no noticeable reductions in County services. Ms. Glazer-Moon informed the Committee members that no significant reductions could occur in public safety, corrections and rehabilitation, and other critical County services; however, social services programs were more discretionary may face significant reductions. She stated members of this Committee would have to make some difficult decisions in establishing this year's budget priorities.

Chairwoman Edmonson stated her priority was social services and the intent was to avoid any budget reductions in this area.

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT

Mr. Jose Cintron, Director, Office of Community

and Economic Development (OCED), presented the proposed OCED FY 2008-09 budget.

Chairwoman Edmonson stated she would like to know OCED's needs and what the department would like from the Committee.

Mr. Cintron noted the Countywide General Fund funded a small percentage of the OCED budget. He stated this department received most of its funding from Federal and State Governments and through the Documentary Surtax Program. He noted the projected budget for fiscal year (FY) 2007-08 was approximately \$289 million, and \$230 million was projected for FY 2008-09. Mr. Cintron explained that of the \$230 million approximately \$1.1 million was General Fund revenue. Mr. Cintron proceeded to provide an overview of OCED's Financial Summary, which included the Operating Budget – Revenue and Expenditures, Non-Operating Expenditures, job positions and departmental issues.

Responding to Commissioner Jordan's inquiry regarding the expected funding for Community Development and Block Grant (CDBG) Program funds, Mr. Cintron stated approximately \$18 million was anticipated in CDBG funding for FY 2008-09.

Concerning Commissioner Jordan's comments regarding the integration of housing programs into OCED operations, Mr. Cintron stated OCED added a program called Asset Management that would manage those functions transferred from Miami-Dade Housing Agency (MDHA) that were unrelated to public housing. He noted non-public housing programs consisted of approximately 1,100 housing units and the cash flow to manage those units would be sufficient to pay salaried positions to staff the Asset Management program. Mr. Cintron informed Committee members that Ms. Kris Warren, the former MDHA Director, would oversee both the OCED Asset Management and the Empowerment Zone Trust operations.

CONSUMER SERVICES

Ms. Cathy Peel, Director, Consumer Services Department (CSD), presented the CSD's proposed budget for FY 2008-09. Ms. Peel informed Committee members that 15% of the CSD budget funded from the General Fund, and the remaining balance was funding from revenue generated from

fees and fines. She provided an overview of OCED's Financial Summary, which she noted included the Operating Budget – Revenue and Expenditures, Non-Operating Expenditures, salaried positions and departmental issues. Ms. Peel informed Committee members that a portion of the Cooperative Extension Division budget, which was funded by the State of Florida through the University of Florida Institute for Food and Agricultural Sciences (IFAS), included approximately \$1.4 million that did not come directly to the County, but was funded through IFAS, which supported a lot of salaried positions and activities within that division.

Ms. Peel stated CSD staff was monitoring three different bills currently pending in the State Legislature that would preempt local moving companies' regulatory authority with a fiscal impact of \$87,000 in revenues. She also noted the enactment of new licensing requirements for locksmiths at the State level would preempt locksmith regulatory authority with a fiscal impact of \$84,000 in revenues and also preempt the County from regulating towing companies with a fiscal impact of \$459,000 in revenues.

Responding to Chairwoman Edmonson's inquiry regarding the House/Senate Bill numbers, Ms. Peel stated she would provide Chairwoman Edmonson with copies of the Florida House and Senate Bills later.

Responding to Commissioner Jordan's inquiry regarding the nine vacancies in CSD, Ms. Peel provided an overview of the job vacancies and the new job positions for FY 2008-09.

Commissioner Souto suggested that each County Department Director submit two budget proposals for their respective department reflecting a proposed minimum budget cuts and a significant budget reduction.

Commissioner Jordan questioned the expected revenue from a taxi lottery.

Ms. Peel stated the taxi lottery would generate approximately \$1.5 million in revenue. She provided an overview of the taxi lottery process, which she noted would require the County Commission's approval.

OFFICE OF COMMUNITY ADVOCACY

Dr. Larry Capp, Executive Director, Office of Community Advocacy (OCR), presented OCR's budget. He provided an overview of OCR departmental issues, administration and advocacy initiatives. Dr. Capp noted the OCA budget increased by 35% due to the transferal of three (3) County advisory boards to OCA from the Department of Human Services as follows: Equal Opportunity Board, Domestic Violence Oversight Board, and Addiction Services Board. In addition, he stated this transfer included nine (9) additional staff positions to OCA.

Responding to Chairwoman Edmonson's inquiry how much of the OCA's budget was funded from the Countywide General Fund, Dr. Capp stated approximately \$2.3 million.

A discussion ensued between Commissioner Jordan and Dr. Capp regarding the function and responsibilities of the Equal Opportunity Board (EOB).

Commissioner Jordan questioned the amount of General Fund revenue and other funding sources used to fund the EOB.

Dr. Capp noted approximately \$367,000 of Countywide General Funds supported EOB staff. In addition, he noted the EOB received \$145,000 in federal funding for employee discrimination related activities, and \$108,000 in Community Development Block Grant (CDBG) Program funding for fair housing activities.

Commissioner Jordan asked Assistant County Attorney Cynthia Johnson-Stacks to determine whether any existing legislation required the Equal Opportunity Board to be defined as a County board and if not, to consult with the Senior Advisor to the County Manager, Cynthia Curry, and the Director of the Office of Community of Advocacy Director to prepare the appropriate legislation redefining the name of this group consistent with its functions and responsibilities to the County. Commissioner Jordan also asked Chairwoman Edmonson to consider including the legislation for the EOB as a Committee budget priority.

OFFICE OF FILM AND ENTERTAINMENT

Mr. Jeff Peel, Director, Office of Film and Entertainment (OFE), presented the proposed OFE budget. He proceeded to provide an

overview of the OFE Operating Budget – Revenues and Expenditures. He informed the Committee members that the Cities of Miami and Miami Beach intended to offer its clients free film permits for filming within those city limits. In addition, he informed the Committee members the Beacon Council marketing reimbursement to OFE was \$75,000 according to a 1992 Memorandum of Understanding (MOU) Agreement, and that the agreement did not include any built-in provisions for adjustments for inflation. Therefore, the marketing efforts for this office were diminished. He pointed out if OFE had adjusted this MOU agreement by the Consumer Price Index (CPI) over the last 15 years, the reimbursement contribution may have been \$110,000. Mr. Peel noted in this year (Fiscal Year 2007-2008), OFE would revisit the MOU agreement with the Beacon Council to determine the feasibility of the providing support on the marketing efforts and if successful, OFE would be able to offset some of the General Fund dollars. He provided an overview of some of the functions entail in marketing for OFE.

Responding to Commissioner Souto's inquiry whether other similar departments throughout the State of Florida were experiencing an increase or decrease of companies filming in their jurisdictions, Mr. Peel provided an overview of the trend in the filming industry and the factors that may impact the industry such as writers or actors on strike. He informed the Committee members that a similar OFE was in the Florida Governor's office and the State of Florida had some challenges in the past, and now recognized the value of the filming industry to the State. Mr. Peel pointed out the Governor's budget for FY 2008-09 raised the amount of incentive funding by \$50 million for filming production. He stated the current \$25 million OFE incentive was comparable to incentives offered in other states. He indicated without the incentive support from the State of Florida the County OFE would not be doing as well.

Responding to Commissioner Souto's comments regarding whether the film festival had a positive or negative impact on Miami-Dade County, Mr. Peel stated the Miami Film Festival was good for Miami-Dade County in terms of showcasing Miami in the film industry.

HOMELESS TRUST

Mr. David Raymond, Executive Director, Office of Homeless Trust (OHT), presented and provided a brief overview of the OHT's budget; including departmental wide, support services, permanent and emergency housing, and administration.

Commissioner Jordan asked Ms. Cynthia Curry, Senior Advisor to the County Manager, to provide Committee members with an expedited report summarizing all proposed State and Federal legislation with funding level impacts to the County.

Mr. Hugo Salazar, Deputy Director, Office of Strategic Business Management, indicated staff was currently compiling the information requested by Commissioner Jordan.

HOUSING FINANCE AUTHORITY

Ms. Adela Garcia, Trust Account Manager, Housing Finance Authority (HFA), presented the HFA's budget. She informed Committee members of the transfer of MDHA homeownership programs to HFA during the FY 2007-08. Even though, the MDHA Documentary Stamp Surtax and State Housing Incentive Program revenue was not transferred to HFA to carry-out this function, HFA still administered the MDHA homeownership programs. Ms. Garcia stated, subsequently, the MDHA homeownership programs were transferred to the OCED for FY 2008-09. Therefore, the projected HFA budget for its Operating Expenditures was just for HFA operations.

Responding to Commissioner Jordan's comments regarding the transfer of MDHA homeownership programs to HFA, Assistant County Attorney Johnson-Stacks stated administrative decisions as to what department would handle particular functions was under the County Mayor's purview. She advised it may have been appropriate for staff to advise members of the Board that the MDHA homeownership programs were transferred from HFA to OCED since the Board initially approved the housing functions be transferred to HFA.

Ms. Curry noted a follow-up report was prepared which listed the OCED as an agency to implement and administer the Surtax and SHIP program, and a memorandum was sent to each commissioner explaining the explaining the OCED table of organization changes.

Ms. Garcia proceeded to present the proposed FY 2008-09 HFA budget.

DEPARTMENT OF HUMAN SERVICES

Ms. Phyllis Tynes-Saunders, Director, Department of Human Services (DHS), presented the DHS' budget. She noted this year's proposed DHS budget reflected a 2% increase due to the maintenance-of-effort. She proceeded to provide an overview of the job positions, the vacancies, and the performance information for each division within DHS. She noted potential State and Federal funding cuts would impact DHS and the services it provided this community. Ms. Tynes-Saunders informed Committee members of the department's efforts to minimize operational costs. She noted staff's intent to enter into a Memorandum of Understanding with the Miami-Dade Corrections and Rehabilitation Department to provide food services at DHS facilities for substance abuse and the adult daycare center.

Responding to Chairwoman Edmonson's inquiry regarding approximately 25 to 30 vacancies in the DHS, Ms. Tynes-Saunders provided an explanation of the current vacancies and the efforts to fill those job vacancies, which primarily existed in the child development services area.

A discussion ensued between Commissioner Jordan and Ms. Tynes-Saunders regarding the competitive process for child development services, for Family Central and regarding the Early Learning Coalition review of the County's process used as a model program statewide.

Commissioner Jordan asked Ms. Irene Taylor-Wooten, Special Assistant to the County Manager for Social Services, to provide each member of the Board of County Commissioners with a copy of the letter from the Chair of the Early Learning Coalition (ELC) commending the County for its excellent review from the Agency for Workforce Innovation in the Florida Department of Labor (AWI) in its partnership with ELC.

Responding to Commissioner Jordan's inquiry regarding Helen Sawyer Plaza Assisted Living Facility and this year (FY 2007-08) being the last year the County would operate this facility, Ms. Tynes-Saunders stated DHS involvement in the Helen Sawyer facility resulted from an emergency situation with Miami-Dade Housing Agency. She proceeded to provide the Committee members with

a status report on this facility.

Commissioner Jordan asked Ms. Cynthia Curry, Senior Advisor to the County Manager, to provide a status report of DHS fleet management, including the cost for maintenance and replacement of buses.

A discussion ensued between Chairwoman Edmonson, Ms. Tynes-Saunders, Ms. Taylor-Wooten and Commissioner Souto regarding the DHS fleet maintenance.

Concerning Commissioner Jordan's comments regarding any impact to the DHS New Direction Residential Treatment Center, Ms. Tynes-Saunders stated staff was considering the same level of services as provided last year for substance abuse residential treatment services. She noted discussions occurred among DHS Division Directors on how to consolidate units within the department without negatively impacting the services for cost savings purposes.

Responding to Commissioner Jordan's comments regarding the psychological services provided by DHS, Ms. Tynes-Saunders informed the Committee members last year with the involvement of the Miami-Dade County Public School Board for these services and the award of a grant ranging from \$400,000 to \$500,000 every year the County was subsidizing these services. Therefore, last year DHS could not longer provide those psychological services to families and students in public schools. In turn, DHS has provided this service to Early Head Start Program children through a Memorandum of Understanding with Community Action Agency (CAA) to interface with the Head Start Program clients to provide psychological services. In addition, she noted DHS staff conduct site visit to provide these services to the severely emotionally disturbed children.

OFFICE OF COMMUNITY ACTION AGENCY

Ms. Julie Edwards, Executive Director, Office of Community Action Agency (CAA), presented the CAA's budget. She noted a slight increase to the proposed FY 2008-09 budget from the FY 2007-08 budget. Ms. Edwards informed the Committee members of the proposed reduction in staff for CAA from 642 to 629 staff persons. She indicated staff was reviewing ways throughout the agency to reduce its cost while maintaining the same level of services. She proceeded to provide an overview of

the divisions within CAA.

Responding to Commissioner Jordan's comments regarding the impact on the reduction of the CAA fleet in transporting the children on field trips and/or other various activities, Ms. Edwards informed the Committee members the reduction in fleet had not impacted CAA services at all. She noted the CAA Early Head Start Program continued to provide the same number of field trips.

A discussion ensued between Commissioner Jordan and Ms. Edwards regarding the scheduled field trips and requests from delegate agencies for usage of the CAA fleet.

Responding to Commissioner Jordan's concern with the number of vacancies in the Early Head Start Program for teachers and teacher assistants, Ms. Edwards informed the Committee members CAA had approximately 36 vacancies overall, and the Head Start Program had approximately 30 vacancies. She indicated the Head Start Program vacancies would be filled within the next few weeks. Ms. Edwards explained the Head Start program experienced a constant turnover in teachers and teacher assistants and some vacancies resulted from attrition.

Commissioner Jordan stated she wanted to ensure that the funding for the vacant positions in the Head Start Program would remain within the agency.

Responding to Commissioner Jordan's inquiry regarding CAA receiving funding from the Children's Trust, Ms. Edwards stated CAA received funding from the Children's Trust funding that was used for the Head Start Program and within the agency overall. She informed the Committee members that the Children's Trust recently informed CAA of a grant called "Out of School Children Grant." She noted the CAA intended to submit an application under the CAA Self-Help Program to apply for the grant to operate an expanded out of school program. She noted the funding for the grant in the proposed FY 2008-09 CAA budget was approximately \$500,000, but it was not reflected because it was not guaranteed funding to CAA.

Concerning Commissioner Jordan's question as to whether the CAA applied for Children's Trust grant for expanded days that consist of extended-

days which meant offering 11 or more hours of service per day or extended-year which meant offering 245 full days or more of service per year, Ms. Edwards stated she was unaware that CAA had applied for expanded-days for its Head Start/Early Head Start Program.

Commissioner Jordan noted she had previously requested CAA apply for expanded and other types of grants because the Children's Trust provided for funding gaps.

Ms. Edwards noted discussions with the Children's Trust regarding a number of initiatives and a preliminary discussion held regarding additional funding for exactly what Commissioner Jordan requested. She stated CAA had a very good relationship with the Children's Trust and noted the Trust would assist the CAA in any way it could.

Ms. Jane McQueen, Head Start Director, Office of Head Start for CAA, noted CAA had not applied for expanded-days and put in a request last fiscal year with Children's Trust. She stated last year the CAA Early Head Start Program obtained from the Children's Trust in the amount of \$1 million for the implementation of an expanded Early Head Start program for 76 additional children beginning with the 2007-08 school year rather than expanded/extended-days, which they choose to provide to CAA.

Commissioner Jordan recommended the Community Action Agency (CAA) Director seek funding for the CAA's Head Start/Early Head Start Program expanded-days.

Responding to Commissioner Jordan's inquiry regarding the cost for expanded/extended- days, Ms. McQueen stated for five days of extended daily hours of operation the cost was approximately \$1.2 million for both grantees and delegate agencies who provided Head Start/Early Head Start Programs.

JAY MALINA INTERNATIONAL TRADE CONSORTIUM

Mr. Dimitrios "Jimmy" Nares, Assistant Director, Jay Malina International Trade Consortium (ITC), presented the ITC's budget. He provided an overview of the department-wide issues. Mr. Nares stated if the department considered any budget cuts the following items could be impacted as follows: eliminating a part-time position that was

currently vacant, reducing the travel budget that would impact ITC's ability to promote the agency and Miami-Dade County abroad, and reducing a program with Florida International University at \$100,000, which made-up a quarter of the ITC operating budget.

Responding to Chairwoman Edmonson's inquiry regarding the elimination of one part-time position, Mr. Nares noted ITC currently had no vacancies in full-time positions. He pointed out one part-time position was currently vacant, and the department would consider eliminating that position in the future. Mr. Nares proceeded to explain other budget reductions that may be made within the department.

METRO-MIAMI ACTION PLAN

Mr. John Dixon, Interim Executive Director, Metro-Miami Action Plan (MMAP), presented MMAP's budget to the Committee. He noted MMAP had three dedicated sources of funding for housing, Teen court, and the Martin Luther King Leadership Academy (MLK Academy). He provided an overview of the current job vacancies in MMAP. Mr. Dixon informed the Committee members of the vacancies in Teen Court needed to be filled due to the creation of a partnership with Miami-Dade County Public Schools (MDCPS) through the school-based Serve to Justice Program. He noted the efforts by MMAP staff undertaken to facilitate Teen Court. Mr. Dixon informed the Committee members of MMAP's challenge with the MLK Academy and the current deficit. He indicated the problem had been recruiting students; in the past MMAP was able to recruit students. Mr. Dixon stated the MDCPS system had changed its scheduled full-time equivalent (FTE) count for alternative schools to be done simultaneously with regular public schools. He informed the Committee members no funding was provided by MDCPS because the FTE count had already occurred.

Following Mr. Dixon's presentation, Chairwoman Edmonson stated in general there will be potential cuts for all County departments.

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

Ms. Penelope "Penny" Townsley, Director, Department of Small Business Development (SBD), noted this department has been

streamlining its reorganization over the past nine months. Ms. Townsley noted the SBD refocused its mission to support the growth and development of small business leading to industry successes and sustainability. She proceeded to provide an overview of SBD's accomplishments over the past six months for the Committee members and presented the proposed SBD budget. Ms. Townsley noted the departmental issues during the FY 2007-08 budget process for this department as the Small Business Affairs division of the Department of Procurement Management,.. She noted \$500,000 werewas reserved subject to final review and recommendation for this department; subsequently, Ms. Townsley stated she had completed the organizational review and recommended six enhancements to support the new organizational structure for efficient delivery of services to small businesses. She noted the department had been charged with aligning core small disadvantaged business enterprise (DBE) functions to include the implementation and centralization of the Miami-Dade Transit (MDT) and the Miami-Dade Aviation Department (MDAD) DBE functions. She indicated she had taken a deliberate approach to initiate the implementation and centralization of MDT and MDAD DBE functions along with working with both departments to develop data interfacing with the transfer of staff knowledge. Ms. Townsley stated two technology initiatives were critical to increase productivity; they were as follows: (1) to provide on-line firm services that allowed on-line certification and allowed the firms to submit their monthly reporting on-line; and (2) to provide a mobile field unit to be a technology center, currently used by Miami-Dade Water and Sewer Department, that would allow immediate identification during on-site visits of under payment of wages. She noted the estimated cost of these two initiatives was approximately \$800,000; however, as part of the proposed enhancement for SBD the department was able to offset these costs by hiring an Assistant Program Analyst at a cost of \$101,000.

A discussion ensued between Commissioner Jordan and Ms. Townsley regarding the transfer of DBE functions from MDT and MDAD to SBD, and the review process for the staffing component for the transfer of these functions to SBD.

Commissioner Jordan asked the Small Business Development (SBD) Director to meet with her during her review of the Review Committee

process.

Commissioner Jordan noted SBD had gone through a revolving process and needed to be adequately staffed to carry out its functions. She indicated the County Manager's Office had not reviewed a fee structure for this department to carry out the services it provided. She asked Chairwoman Edmonson to include a fee structure as the Committee budget priority for this department.

Commissioner Souto noted he would submit his proposed budget priorities for this Committee.

2B

080805 Report
COMMITTEE BUDGET PRIORITIES

Report received as amended
Mover: Souto
Seconder: Jordan
Vote: 3-0
Absent: Moss, Sorenson

Report: *Chairwoman Edmonson provided an overview of her memorandum dated March 25, 2008, entitled, "Proposed Budget Priorities EDHS Committee." In addition, she read, into the record, Commissioner Sorenson's memorandum dated March 25, 2008, entitled, "EDHSC Budget Priorities for FY2008-09."*

Commissioner Jordan asked Chairwoman Edmonson to consider including as a budget priority, redefining the role of the Equal Opportunity Board, managing and maintaining the Department of Human Services' fleet and all County social services agencies. She also asked that the County Manager explore the feasibility of developing a fee structure for services provided by the Department of Small Business Development, particularly if a budget recommendation was submitted to reduce the staffing level in that department, and maintaining the funding level for MMAP and its existence as a quasi-agency or Trust.

Commissioner Souto asked Chairwoman Edmonson to incorporate the agriculture function to meet society's changing needs, so that food safety, preservation of the environment, value for money and agriculture as a source of crops to convert to fuel since it has steadily grown importance as a Committee priority.

Following a discussion among the Committee members and Ms. Curry pertaining to the Committee budget priorities, the Committee amended its budget priorities to indicate that the first priority would be to maintain the current level of services for the Department of Human Services, Community Action Agency, and Community-Based Organizations as suggested by Commissioner Jordan; and to incorporate other budget priorities offered by Commissioners Jordan, Sorenson and Souto.

8 ADJOURNMENT

Report: *There being no further business to come before the Committee, the meeting adjourned at 12:44 p.m.*