

NOVEMBER SESSION
MIDLAND COUNTY BOARD OF COMMISSIONERS
EXECUTIVE COMMITTEE OF THE WHOLE
NOVEMBER 14, 2017

APPROVED

Board called to order by Chairman James Geisler at 9:00 a.m.

ROLL CALL

MEMBERS PRESENT: BONE, SNYDER, GLASER, TERWILLEGAR, GEISLER, NOESEN, DORRIEN, BRIDGETTE GRANSDEN, ADMINISTRATOR/CONTROLLER; L. WILLIAM SMITH, CIVIL COUNSEL; JESSICA GILKINS, ADMINISTRATIVE ASSISTANT; ANN MANARY, COUNTY CLERK.

MEMBERS ABSENT: NONE.

ADMINISTRATOR/CONTROLLER STAFF REPORT
BRIDGETEE GAVE HER REPORT.

Goals:

- 1) Maintain the County's financial stability
- 2) Continue to improve internal and external communications
- 3) Promote efficiency in the delivery of services
- 4) Effectively manages county projects

County Services Building- Kevin Beeson

- 1) Halon panel deployed in the Clerks vault in late October. The discharge was unfounded. Kevin is working to get replacement costs to bring Clerks, Register of Deeds, and IT computer room upgraded to the replacement for Halon, a product called FM-200. Halon is no longer produced, it is only available as reclaimed product (it's harmful to the Ozone layer). Our control panels are original equipment, nearly 30 years old.

Courthouse (4)- Kevin Beeson

- 1) New stud walls and drywall are installed. Drywall finishing is in progress.
- 2) Fire sprinklers on 300 level are complete and tested.
- 3) Circular gathering area is completed. Sidewalk & steps are next.
- 4) New entryway roof tectum is installed & weatherproofed. Clay tiles arrive December.
- 5) Stone work is complete.
- 6) Finish EIFS (stucco) is beginning.
- 7) Natural gas in installed and boilers are operational.
- 8) Connections continue tying old wall radiant heaters & new reheat coils into the new system. For the most part occupants are comfortable. We don't have a lot of control yet, but we are getting more each week.
- 9) Contractors moved a phase 3 storage room to early completion for us. We are installing rolling hi-density shelving in this area now. It will give us place to relocate files to as we move courts from one floor to the next, and then back.
- 10)Hydroseed took off enough to look green from a distance... this will help us through the busy holiday season of visitors to downtown viewing the decorated Courthouse/Santa House.

Jail Update (4)- Kevin Beeson

- 1) As of Monday, November 13, we are currently responsible for 215 inmates. Local Midland County inmate count is 128 and 87 are from the Federal Marshals.
- 2) Installed snow blower, deployed salt, spreaders, & shovels
- 3) Fire sprinkler annual inspection
- 4) Fire pump annual inspection
- 5) Backflow devices tested per city code

Juvenile Care Center (JCC)- Kevin Beeson

- 1) Travis Evans continues to stay on top of routine repair issues at the Juvenile Care Center. Nothing out of the ordinary to report.
Both Kevin and I would like to recognize that our Facilities team continues to go way beyond the call of duty working to keep our buildings in tip-top shape. And in addition to their normal routines, Gary Bush, Travis Evans, Ryan Taylor, Tom Hadley, Wade Lamblin, Paul Bass, and Tom Manary have worked tirelessly in the background to keep the Courthouse remodel project on track.
It's so much more than hiring a contractor, an architect, and even a Facilities Manager to try to shuffle all the people and departments around as this extended project takes place. They prepare temporary offices, assemble temporary desks, phones, cabling, and internet. They move departments into their temporary locations, and then tear the old work stations down for off-site storage. They take down window coverings, network racks, intercoms, video-conferencing gear, and courtroom specific tools. Then they find places to clean and store them for reuse.
Also important to note is that they clean public areas that are extra dirty from contractor traffic. Daily—and sometimes more (think elevators and bathrooms). They then plan ahead to get public and private spaces prepared for the move back in, only to repeat the process again...and again.
The Facilities team continues to rise to the occasion, helping staff and taxpayers make the most out of a huge remodel project. When you see any of these fine people, please go out of your way to thank them for their service to Midland County. They'll appreciate it.

Pinecrest Update (4)- Joe Blewett & Kevin Beeson

- 1) Census: 58. 3 discharged, 2 admits in last 30 days.
 - a. YTD census >98%
- 2) Activities:
 - a. Halloween festivities were well received
 - b. Held an intergenerational event with Bullock Creek school district in late October
 - c. Midland Daily News article published on the event
 - d. Planning for end of year holidays
- 3) Midland County health inspection visit 10/27/17. There were no findings and we are now beginning to prepare for 2018 license renewal.
- 4) Pinecrest as a clinical site for SVSU and Davenport students is going smoothly.

Community Corrections- Marisa Boulton

- 1) Successfully submitted information into COMPAS case manager for Community Corrections programs including In-Jail Cognitive Groups, Education, Tri-Cap programs and Network Therapy. (1,2,3,4)
- 2) Attended Drug Court meeting and courtroom sessions. There are currently 18 active participants with six current referrals. (1,2,3,4)
- 3) Coordinated in-patient and out-patient substance abuse treatment for 64 individuals for the fiscal year. Many individuals are being referred to the Opiate Specific Program at Tri-Cap instead of traditional residential facilities. (58 coordination's in 2016). (1,2,3)
- 4) Community Service referrals remain steady. 110 referrals for the fiscal year compared to 154 last year. (1, 2, 3, 4)
- 5) Tri-Cap enrollment continues to remain steady. We have had 14 successful graduates from the Opiate Specific Program for the fiscal year and 40 successful completions of Tri-Cap. This has resulted in 4980 jail bed days saved for the County.(1,2,3,4)
- 6) Network Therapy is our Drunk Driving 3rd offense program. We have had five successful completions for the fiscal year. This program is one year long and saves hundreds of jail bed days for the County. Last fiscal year three people completed successfully. (1, 2, 3, 4)
- 7) The MiHOPE program currently has 49 participants with several others being considered for enrollment. I have been assisting with referrals and data entry. Brianna Varner started 11/8/2017! (1,2,3,4)
- 8) Coordinating new Women's Trauma Groups and Men's Domestic Violence Groups at Tri-Cap. There is a need for gender specific programming per State and local data. Met with Molly Maynard, J&A owners Angela and Jolene and Tri-Cap Director Gary Davis. Three J&A therapists will be attending a three day training next week on the Duluth Model which is the one most reputable of the Domestic Abuse Interventions Programs. It will be offered at Tri-Cap to start and also at the J&A Office. (1,2,3,4)

Emergency Management- Jenifler Boyer

- 1) The County Emergency Management Office continues to work with various groups and committee's to assist in the recovery of the community from the June flooding event.
 - Co-Presented to the Midland County Health and Human Services Committee regarding the June flood.
 - Presented to the Diocese of Saginaw on "Community Long Term Recovery" on lessons learned from the June event.
 - Worked with local, state and federal organizations in providing a Flood Insurance Workshop to residents.
- 2) Emergency Management continues to work with Schools on Emergency Plans alongside public safety. Collected and Submitted School Safety Drill Schedules as required by State Legislation. (1, 2, 3, 4)
- 3) The Emergency Management Coordinator attended the 3-Day Leadership Midland Program held at Northwood's NADA Center. (2, 3, 4)
- 4) Worked with Midland County 911 to adopt and roll out an Emergency Notification App for use of activating Emergency Operations Center Staff. (1, 2, 3, 4)

Equalization- Mary Cornell

- 1) Nearly all equalization department studies are complete and have been forwarded to local assessors. The study results are applied at the local level as market adjustment to the 2018 appraisals/valuations that establish assessed values. (2,4)
- 2) Equalization staff works with the local assessors and treasurers to complete winter tax billing. Name and address updates, special assessment imports, verification of principal residence exemption status, balancing of adjustments and changes between local and county data are currently underway in anticipation of preparation of the winter tax bills. The equalization director expects all input and balancing of the rolls to be completed by November 15th and completion of the tax rolls, warrants and balancing statements is scheduled for November 15th. All data is then forwarded to the County Treasurer's office for bill printing. (2,3,4)

Finance/Budget/Administration Update- Tori Meyer

- 1) General Fund expenditures, October YTD were \$27 million while YTD revenues were \$23.7 million. The General Fund reserve balance at 10/31 was \$9.3 million (1,2)
- 2) Data due on the County's Retirement Plans were completed and filed before the November 9th deadline to the U.S. Census Bureau. (2)
- 3) Telecommunications audit nearly complete and SpyGlass (vendor) discovered that the County was being charged for sales tax even though we supplied with them the tax-exemption certificate. The sales tax is not itemized on the monthly bills, so we could not readily identify it. SpyGlass will attempt to recover as much overpayment as possible. Also, discovered that the County was paying for advertising in the Yellow Pages, which we will discontinue immediately. The advertising costs were \$470 per month! (1,2)
- 4) This year's United Way Campaign was a huge success thanks to all those who participated in a variety of ways. The planning committee set a goal of \$21,000 which was a bit higher than 2016 actual. The final tally for 2017 with pledges, the raffles, the super hero event and jean days totaled \$22,673! This is an increase of 11.2% from 2016. Thanks to all the employees, committee members, and a special thank you to our co-chairs Jessica Gilkins, Marisa Boulton and Shelly Peters! Great job!

GIS- Chris Cantrell

- 1) Spent the month introducing Nathan to all current projects. We are looking at more utilization of the cloud environment. Another area Nathan is looking at is feature services. This means we make our data available for use by others including the public or other organizations. We control who can access the feature services. This looks promising as a solution when working with the Road Commission. (3, 4)
- 2) GIS Day is November 15th! (2)
- 3) We now have our drone. This resource is available to all departments. Some have already approached Chris about various utilization opportunities. (3,4)

Health Department- Mike Krecek

- 1) Diseases – Staff continue to monitor local, statewide, national and international diseases of concern.
 - Hepatitis A has become a large concern due to an outbreak in SE Michigan. While there are no current cases in Midland County we are providing community education. (2)
 - Yellow fever replacement vaccine (Stamaril) is now available for customers as we participate in a special project. (3,4)
 - One remaining flu clinic is scheduled for November 21st (1-5 pm). We have had decent turnout and may add one additional clinic in December. Vaccine appointments are also available at the clinic. (2,3)
- 2) Administration/Finance –
 - Our two open positions are now filled: one for a part time Community Health Nurse and one for a full time Registered Sanitarian. (3,4)
 - We continue to investigate EH software solutions to replace our current system known as Sword Solutions. We have been using Sword for more than 15 years and it is functionally obsolete. Our preferred vendor (Hedgerow) is offering a substantial discount as part of a “group buy” with 2-3 other health departments if we can commit by December 31, 2017. A webinar describing EH workflows was held on Thursday November 9th. (3)
- 3) Community Education/Involvement –
 - Midland Safe Communities is meeting on November 28. (2)
 - The Maternal and Child Health Needs Assessment project is completed and we are awaiting feedback from the MDHHS on our final report. Results will be presented to the Midland County Health and Human Services Council on December 13th. (1, 3)
 - A poverty summit is being planned for the spring of 2018 using concepts from a product known as “Transitions To Success”. This effort is being led by the Midland County Community Success Panel – Health and Human Services Team. Bridgette Gransden and Mike Krecek participate with this group. (2,3)
 - Others Collaborations Include: Vulnerable Adult Network (VAN), the Midland County Exploring Our Future Strategic Plan/Community Success Panel, and a Methamphetamine Task Force. The “Meth” Task Force is also looking into issues regarding opiates/heroin usage. The VAN has an upcoming meeting on November 16th. (2,3,4)
- 4) Quality Improvement (QI) –
 - Staff continue to work on quality improvement components, seeking to improve customer service. Projects include: GIS opportunities, automating certain forms, improving vaccine rates for seniors, reducing vaccine waivers for children and social media opportunities. Our launch of a Facebook page several months ago is progressing. (3,4)
- 5) Environmental Health (EH) –
 - The Michigan DEQ was here on October 26th to conduct a field review of our Type 3/Private Water Supply Program. The office review component will occur on November 17th. (3,4)
 - The Director/Health Officer is serving on a Lead/Copper Statewide Stakeholder Committee representing local public health. Initial recommendations are expected to be completed yet this year. (3,4)

- The Environmental Health Code newest draft is nearly completed and should be available for review by November 15th. Changes focus primarily on water and wastewater programs but include some environmental contamination and housing related aspects. A “marked-up” version with changes highlighted will be made available to the BOC, Administrator/Controller, the County Attorney and our Contractor Committee for review. The Code was last updated in 2008. (4)
- The final draft report for the Sanford Lake sanitary survey of septic systems is expected to be completed this week. This study sought to identify homes suspected of discharging sewage to the lake. A brief summary is being made available beforehand to Commissioner Snyder for inclusion in a Sanford Lake newsletter. (4)
- The final Household Hazardous Waste (HHW) collection for 2017 occurred on October 18th. This is a partnership between the County and the City of Midland; the City provides a location and most of the funding, and the County provides scheduling and staffing services through the Health Department. (4)

Human Resources- Suzanne Ault

- 1) Vacant positions include: On-call, Resident Associates and Nursing Supervisors, Pinecrest, Deputy County Clerk, Vital Records, part-time, Pre-Trail Specialist, Part-time, Community Corrections, Friend of the Court, Clerk 1, Full-time. (3)
- 2) The County is now able to offer employees membership in the Dow Chemical Employees Credit Union! An open enrollment membership drive is happening from November 6th through November 17th. A representative from DCECU is available to speak to employees to answer questions and enroll them as a member Thursday, November 9th from 8-5 second floor conference room, and on November 13th, first floor conference room from 8-12 p.m. of the County Services Building. Employees may also go on-line and join without having to see a representative. DCECU is offering \$40.00 to each new member (cannot be an existing Member) and you must establish a \$5.00 general membership checking account to receive the welcome bonus. (3)
- 3) Those employees wishing to cash out annual leave (up to 16 hours for full-time employees) must make their request by using the “Midland County Annual Leave Request” form and returning it to the Finance Office no later than 5 p.m. on November 15th. (3)

Information Technology- Chris Cantrell

- 1) Election software was upgraded this year. Andy attended training in September and implemented it last month. Tuesday’s election reporting went well. (3,4)
- 2) BoardDocs training was November 8th. Things went smoothly and we should start implementing by the first of the year. (2,3,4)
- 3) We are in the process of porting our 50+ fax lines from AT&T to Mercury. We are testing the different faxing applications to see how they are working. We are doing this as a result of poor success rates in faxing from the technology upgrade that AT&T did in August. (2,3)

Mosquito Control- Carl Doud

- 1) Mosquito Control has a number of facility projects underway, which include an electronic gate installation, heater installation for the shop, retiling of the bathrooms, and retrofitting the utility room for washer and dryer. (3)
- 2) A grant application was submitted to the Michigan Department of Environmental Quality for support of the 2018 tire drives. (3, 4)

MSU Extension- Diane Smith

**New Position Coming to Midland MSU Extension
Social Emotional and Health Research Educator – State and Federally
Funded**

As part of MSU Extension (MSUE) and the Health and Nutrition Institute, this position will provide local as well as statewide leadership and educational programming expertise in alignment with social-emotional health across the lifespan and Extension health research. They are conducting first round interviews on November 14, 2017.

Greening Michigan Institute

Educational programs are offered through the state by Educators such as Brenda Long, Financial Education Educator, and Bethany Prykucki, Government and Public Policy Educator. During September and October, the following programs were attended by Midland County residents:

- 1) Michigan Township Association Training
 - a. Parliamentary Procedure Basics – 3 Twp Supervisors & 3 Twp Treasurers
- 2) Financial Education
 - a. Your Money Your Goals Train the Trainer – 29 Midland County Social Services direct services providers attended the training on new Consumer Financial Protection Bureau financial empowerment tools

Agriculture and Agribusiness Institute

Agriculture programs are offered by Educators throughout the state. This month, the following programs were attended by Midland County residents:

- 1) Breakfast of the Farm: 36 Midland County residents attended the event. What educational programming was provided: BOTF offers a farm-cooked breakfast and self-guided walking tour of the farm. Educational stations are set up throughout the farmstead that provided information on how farmers take care of their animals, how they protect the environment, and the steps they take to produce healthy and wholesome food.
- 2) Advanced Master Gardening Training:
 - a. 2 residents attended the Advanced Master Gardener College
 - b. 6 residents attended the Squash Bee Citizen Science webinar conducted by Dr. Zsofia Szendrei

Children and Youth Institute

4-H Program Locally – Funded by Midland County General Fund

4-H Programming is led by Dee Howe who is a 50% position funded by the County. Below are the programs and numbers reached through her position during this last month:

- 1) SPARKS program
 - a. Taught Rockets to the Rescue in Meridian and Coleman in October.
 - b. The engineering boxes will be the focus for the SPARKS programs in November, as well as the Midland library and with various clubs. Dee is scheduled for two days each for Sanford and Coleman to demonstrate the Engineering boxes.
- 2) 4-H Enrollment – Continued re-enrollments for youth and volunteers, getting new volunteers through the VSP process, interviewing new volunteers, and training new club leaders.
- 3) China Art programs – This is scheduled to begin in both Coleman and Meridian.
- 4) Bullock Creek Now elementary schools - scheduled to meet with the three schools to implement the WeDoRobotic's and China Art programs as well as determine if they wish to also use the Engineering boxes.

Early Childhood Development – State and Federally Funded

Kylie Rymanowicz, Statewide Educators for Early Childhood Development, provided Rest Time Refresher and Evening Energizer: Making Food Fun for the Picky Eater for childcare providers.

Health and Nutrition Institute

Health and Nutrition Programming: State and Federally Funded

Lisa Treiber, who is housed in Midland, conducts food preservation and food safety education. Below is more information on Lisa's programs and awards:

1. Safe Food – Work continues on pilot project for Day Care Providers
Safe Food = Health Kids
2. Awards Accepted Recently:
 - 3rd place Central Region Food Safety Award On-Line Food Preservation Course
 - 1st place Central Region Florence Hall Award – for team work on Flint Water Crisis co-wrote this with Cathy Newkirk
 - 2nd place National Winner Florence Hall Award – for team work on Flint Water Crisis co-wrote this with Cathy Newkirk
 - National Award NEAFCS Distinguished Service – Dynamic Leadership and Creative Implementation of Extension Programs and for Personal and Professional Growth
 - ESP Award Distinguished Team Award for work on Michigan Fresh
 - ESP Diversity/Multi-Cultural Team Award for work on Flint Water Crisis
 - ESP Mid-Career Service Award

Parks and Recreation- John Schmude

- 1) Participation results for recent events: the Frank Race Management run on October 29th had 98 runners (1,3)
- 2) Pinecrest was gracious enough to donate their old golf cart to County Parks (1,3)
- 3) Friends of Pere Marquette Rail Trail will be on the front cover of the 2018 Michigan Trails Magazine which will come out in April (1)

- 4) No additional cracking has developed on the three (3) 100' "test bed" projects on the two mile stretch of rail trail from Barden Road to Alamando Road (1,3,4)
- 5) Aside from ongoing parks maintenance, Parks staff aerated all parks and downtown grounds, spread fall fertilizer application to all parks and county grounds. (1,2,3,4)

Public Guardian Services- Steve Wixson

- 1) Made several 90 day client visits in and out of county. (1) (3) (4)
- 2) Filled out DHS annual redetermination paperwork (1) (3) (4)
- 3) Went over client budgets and adjusted county fees as necessary (1) (3)
- 4) Was appointed to be Guardian and Conservator for a new client (1) (4)
- 5) Completed annual accountings and reports of guardian for probate (1) (4)
- 6) Went to the fall Guardianship conference. (4)

Trial Court Administrator- Lance Dexter

- 1) New MI Hope Coordinator started November 8, 2017.
- 2) The Indigent Defense Counsel Contract for 2018 was approved by the BOC.
- 3) With the retirement of Ms. Mary Chetkovich, Court Reporter, we will not be filling the position and will be moving to an Audio/Video recording system. Installation of the equipment is scheduled for January 16, 2018.
- 4) The Michigan Indigent Defense Commission Plan and Application are completed. The County must submit the Plan and Application electronically to the Department Licensing and Regulatory Affairs by November 20, 2017.

Veteran's Services- Ross Ahlich

- 1) Continue work on core services. (1,2,3,4)
- 2) Continue coordination with VFW Commander for Veterans Day (2,3)
- 3) Provided assistance for the Marine Corp Birthday Celebration November 10, 2017. (2,3)
- 4) Attended Saginaw VA Medical Center monthly meeting (2)

Information Only

Meetings attended:

<i>October 10th</i>	<i>Officer of the Year Celebration</i>
<i>October 12th</i>	<i>Countywide Managers meeting</i>
<i>October 13th</i>	<i>Courthouse Construction Committee meeting</i>
<i>October 19th</i>	<i>MME Board meeting</i>
	<i>Leadership Midland Program presentation</i>
<i>October 20-25th</i>	<i>ICMA National Conference</i>
<i>October 30th</i>	<i>Community Success Panel team meeting</i>
<i>November 8th</i>	<i>BoardDocs training</i>
	<i>Senior Services Annual Meeting</i>
<i>November 9th</i>	<i>Courthouse Construction Committee Meeting</i>
<i>November 11th</i>	<i>Veterans' Day Ceremony</i>

CIVIL COUNSEL REPORT

BILL SUBMITTED HIS REPORT

ADMINISTRATOR/CONTROLLER'S OFFICE:

- Correspondence with Bridgette Gransden re: miscellaneous matters

BOARD OF COMMISSIONERS:

- Attend meetings
- Prepare Executive Committee Activity Summary
- Attend Executive Committee meeting
- Opinion - 340B Drug Discount Program - Midland Health Department
- Opinion - Curfew Monitor Program Agreement
- Opinion - Mural Loan renewal
- Opinion - BS&A Software Licensing Maintenance Agreement
- Opinion - Purchase of Service Contract Jail Facility - Education Consultant
- Opinion - Agreement for Services between County of Midland, Community Corrections Advisory Board and SMB Probation Center, Tri-County Community Adjudication Program
- Opinion - Agreement for Purchase of Community Corrections Services between the County of Midland and J&A Counseling & Evaluations, Inc.
- Opinion - Indigent Counsel Agreement - Circuit and District Courts
- Opinion - MGT Cyber Security Agreement
- Opinion - Nutritional Services Agreement for Maternal Infant Health Program
- Opinion - Provision of Services by Pinecrest Farms to Region VII Area Agency on Aging-Updated contract
- E-Mail correspondence to Denise Mason re: Community Corrections Grants questions and answers
- Telephone call with Denise Mason re: revise Maternal Infant Health Program agreement
- Review AT&T contracts: correspondence with Denise Mason
- Telephone call with Bridgette Gransden re: AT&T

BUILDING COMMITTEE:

- Building Committee Courthouse Renovations project - Attend Building Committee; Courthouse Construction Committee Meeting; Prepare Minutes
- Prepare for and attend Courthouse Construction Meeting
- Various telephone calls with Bridgette Gransden
- Various telephone calls with Kevin Beeson
- Various telephone calls with Judge Beale
- Various telephone calls with Judge Carras
- Draft correspondence to ArchiVerde
- Correspondence with Ben Hammond
- Telephone call with Jim Branson

CLERKFAIR BOARD:FINANCE:

- Ongori v Golden, et al

FREEDOM OF INFORMATION ACT:

- 26 FOIA requests/responses 1 Subpoena request/response (e-mail communications to/from Administrator/Controller/Sheriff's dept./PAO)
- Telephone call with Tammy Ewing from Lutheran Adoption Services re: FOIA

HEALTH DEPARTMENT:HUMAN RESOURCES:PARKS AND RECREATION:

PINECREST:

- Various correspondence with Joe Blewett

PUBLIC TRANSPORTATION:

SHERIFF:

JAIL FACILITY

- Marden v Midland County;
- Tyrone Price v Midland County Sheriff's Dept.
- Duane Berry v Midland County
 - Various telephone calls with Jim Duffy/MMRMA
 - Telephone conference with Star Kincaid and Jim Duffy
 - Telephone calls with Star Kincaid

TREASURER:

- Albert & Deborah Sian

COMMISSIONERS MEETINGS

COMMISSIONER COMMENTS

TERWILLEGAR - NO COMMENT.

DORRIEN - NO COMMENT.

NOESEN - NO COMMENT.

SNYDER - SPOKE REGARDING THE ROAD COMMISSION AND ALL OF THE WORK THEY HAVE DONE THIS YEAR.

BONE - NO COMMENT.

GLASER - NO COMMENT.

GEISLER - NO COMMENT.

ANY OTHER BUSINESS TO COME BEFORE THE COMMITTEE: NONE.

MOTION BY COMMISSIONER BONE SUPPORTED BY COMMISSIONER TERWILLEGAR TO ADJOURN
Motion carried by voice.

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MEETING IS ADJOURNED UNTIL TUESDAY, NOVEMBER 21, 2017 AT 10:00 A.M., TO MEET IN A REGULAR SESSION OF THE BOARD OF COMMISSIONERS AND FOR THE COMMITTEES TO RESUME THEIR DUTIES.