



Zafer Genc
Workforce Development Board
Chairperson

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MEETING MINUTES
NOTICE OF PUBLIC MEETING OF THE
MOHAVE/LA PAZ WORKFORCE DEVELOPMENT BOARD
FEBRUARY 12, 2025 - 9AM
MOHAVE COLLEGE
1977 W ACOMA BLVD.
LAKE HAVASU CITY, AZ 86403

TEAMS MEETING ID: 227 110 174 388 5 PASSCODE: Qp9xz6di
CALL IN PHONE NUMBER: +1(623) 473-7231 CONFERENCE ID: 528 539 323#

PURSUANT TO A.R.S. §38-431.02(H), THE PUBLIC WILL HAVE PHYSICAL ACCESS TO THE MEETING PLACE FIFTEEN (15) MINUTES PRIOR TO THE MEETING.

MEMBERS OF THE WORKFORCE DEVELOPMENT BOARD WILL ATTEND EITHER IN PERSON OR BY TELEPHONE CONFERENCE CALL.

ATTENDANCE: Chairman Zafer Genc, Vice Chair Nancy Campbell, Secretary John Diemer, Adam Rodriguez, Amy West, Bennett Bratley, Brandi Rowe, Chandra Johnson, Chonna Marshall, Davy Spurlock, Jason Gee, Jean Bishop, Jerry Hardy, John Bennett, Lisa Brownfield, Michael Kelly, Mitzi Esgro, Tami Ursenbach, Tommy Taylor, Vicki De Los Reyes, Travis Lingenfelter, Tingwei Chavez, Michael Smith, Sara Ungaro, Amber Kant-Wood, Lauren McGregor, Desiree Hamodey, Tracy Biles, Jason Millin, Amanda Coronado, Lonnie Lewis, Ariana Flores

ABSENT: Matt Hall, Mike Quinn

PRESENTATION: DIRECTOR URSENBACH UPDATE ON THE GOOD JOBS GRANT

- Director Ursenbach provided an update on the North American Arizona Good Jobs Network Grant, which has been ongoing for two and a half years and is in its final six months.
- The grant includes training in medical assisting, construction, hospitality (food handlers permits, management training, small engine repairs), manufacturing (online training) and HVAC, plumbing, and electrical skills.
- Employers can receive incentives for training their employees, with \$75 per course completed, \$200 if the employee receives a pay raise, and \$1,000 if the employer commits to the training process.
- The grant covers five counties: Mohave, Yavapai, Coconino, Apache, and Navajo, with a cap of \$5,000 per employer.
- Sara Ungaro requests clarification on if the funds are allocated to all five counties and not just for specific incentives.
- Director Tami Ursenbach Clarified, via Sara Ungaro, that the overall funding pot is for all five counties, while the \$5,000 limit is per employer, and that the exact total allocable to Mohave employers will depend on demand across the region.
- Director Michael Smith inquires about the number of manufacturing businesses signed up and the total number of people trained.
- Director Tami Ursenbach reported that approximately 60–70 employers are currently involved or in the pipeline, with strongest incentive use in food service and manufacturing, and that the majority of active employers are in Mohave County, giving direct benefit to the local area.
- She stated that 80 training seats have been maxed out at times, requiring rotation of participants on and off to prevent turning people away.
- Director Tami Ursenbach outlined newly available supportive services for enrolled trainees, including

funding for childcare (during training only), food, transportation, computers and other educational tools, financial literacy, and health related supports, with a flyer listing specific contacts.

- Director Michael Smith suggests the college could add more seats to accommodate more trainees.
- Jason Gee confirmed the college already has the training software and highlighted that he has 100 seats available in Colorado City as needed, encouraging partners not to turn anyone away but instead refer overflow participants to the college to ensure continued access to training.

WORKFORCE DEVELOPMENT BOARD AGENDA (ITEMS 1-24)

1. Discussion and Possible Action Re: Approval of October 16, 2025, Workforce Development Board Meeting Minutes

- Director Michael Smith presents the October 16, 2025, Workforce Development Board Meeting minutes and asks if there are any suggested changes.
- No suggestions were made by the board.

Motion: Nancy Campbell made a motion to approve the October 16, 2025, Meeting Minutes as presented.

2nd: Tami Ursenbach seconded the motion.

Vote: Approved 20/0

2. Discussion and Possible Action Re: Review of Mohave/La Paz Workforce Development Board Attendance, Resignations, Requests for nominations to join the WDB, New/Renewal Appointments by the Board of Supervisors.

- a. Attendance- Issues discussed in Executive Committee**
- b. Resignations- Dru Waggoner, Erik Morey**
- c. New Appointment- None**
- d. Renewals (Due this Quarter)- Chandra Johnson 4-year Term**

- Director Michael Smith discusses attendance, noting the importance of attending in person.
- Director Michael Smith mentions board members Drew Waggoner and Erik Morey have resigned from the board and spoke on efforts on finding replacements.
- He also mentions the renewal of term for Chandra Johnson and that she will be renewing to a 4-year term.

Motion: Jean Bishop made a motion to approve the Mohave/La Paz Workforce Development Board Attendance, Resignations, Requests for nominations to join the WDB, New/Renewal Appointments by the Board of Supervisors.

2nd: Bennett Bratley seconded the motion.

Vote: Approved 20/0

Workforce Development Board Consent Agenda Items 3-10

The following items listed under CONSENT AGENDA will be considered as a group and acted upon by one motion with no separate discussion of said items unless a Board Member so requests. In that event, the item will be removed from the CONSENT AGENDA for separate discussion and action.

3. *Discussion and Possible Action Re: Review and accept WIOA Data Validation Closure Letter PY24, 4th Quarter

4. *Discussion and Possible Action Re: Review and accept the Eligibility, Monitoring, and WEX

Policy Updates

5. ***Discussion and Possible Action Re: Review and accept WIOA TIB Desk Review PY25**
6. ***Discussion and Possible Action Re: Review and accept 2026 Title IA Monitoring Updates**
7. ***Discussion and Possible Action Re: Review and accept the ETPL Monitoring**
 - **Regional Center for Border Health, Inc.**
8. ***Discussion and Possible Action Re: Review and approve projecting and forecasting the FY26 Administrative and Program Budgets**
9. ***Discussion and Possible Action Re: Review and approve WIOA Title IB Adult, Dislocated Worker and Youth Requests for Payment for September-November 2025.**
10. ***Discussion and Possible Action Re: Review and accept ETPL Update Tuition Increase for Quartzite Fire I & II**

- Chairman Zafer Genc provided an opportunity for the Board to request to pull any of the consent items #3-10 for discussion. No items were requested to be pulled for discussion.

Motion: Nancy Campbell made a motion to approve the Consent Agenda Items 3-10
2nd: Chonna Marshall seconded the motion.
Vote: Approved 20/0

Workforce Development Board Regular Agenda

11. Discussion and Possible Action Re: Review and accept ratification of transfer of funds from Dislocated Worker to Adult Program for PY24 FY25

- Director Michael Smith discusses the ratification of transferring funds from Dislocated Workers to the Adult program for program year 2024 and Fiscal Year 2025.
- Jason Gee asked if there were enough funds available if there was a surge in Dislocated Workers.
- Director Smith ensured that there are different funds available to utilize if there was a surge in Dislocated Workers.
- Amy West asked why not put the money directly into the adult fund if the transfer happens every year.
- Director Michael Smith explains that the state controls the initial allocation by the funding category, they keep the money in the dislocated worker fund to ensure it's available if needed and that future administrations may revisit how funds are allocated.

Motion: Nancy Campbell made a motion to approve the ratification of transfer of funds from Dislocated Worker to Adult Program for PY24 FY25
2nd: John Diemer seconded the motion.
Vote: Approved 20/0

12. Discussion and Possible Action Re: Review and accept Arizona Western College as Parker Site Location

- Director Michael Smith presents the proposal to review and accept Arizona Western College as the Parker site location.
- He mentions the college has agreed to provide free space, cubicles, and additional resources.
- Chairman Zafer Genc agrees and states there is not a better location to choose.

Motion: Nancy Campbell made a motion to approve Arizona Western College as Parker Site Location.
2nd: Tommy Taylor seconded the motion.
Vote: Approved 20/0

13. Discussion and Possible Action Re: Review and accept Removal of Parker Affiliate Site Designation

- Director Michael Smith explains the removal of the Parker Villa site designation to improve state affiliation and reduce requirements.
- The removal is expected to simplify operations and reduce costs.

Motion: Jerry Hardy made a motion to approve Removal of Parker Affiliate Site Designation

2nd: Tommy Taylor seconded the motion.

Vote: Approved 20/0

14. Discussion and Possible Action Re: Review and accept Local Plan 2-Year Modification Review

- Director Michael Smith discusses the need to update the local plan to reflect changes in economic conditions and state requirements.
- Jason Gee suggests including mining as a sector, noting its growing importance in the state.
- Director Michael Smith and Sara Ungaro agree to update the plan to include mining and other relevant sectors.

No Action Taken

15. Discussion and Possible Action Re: Review and accept MOU-IFA Updates.

- Director Michael Smith explains they meet quarterly with partners to review the MOU-IFA (Memorandum of Understanding- Infrastructure Funding Agreement).
- The MOU-IFA must be updated by June 30, 2026, and Director Michael Smith explains that this local area (Mohave/La Paz) is one of only two areas in Arizona already using the new state-provided MOU-IFA template.
- He mentions a kick-off working session on February 26, 2026, at 1:00 p.m.
- Director Michael Smith and Sara Ungaro emphasize the Board's role in steering both the MOU-IFA and Local Plan modifications.

No Action Taken

16. Discussion and Possible Action Re: Review and discuss Committee Formation to Evaluate the Local Area Needs as it relates to the Local Plan and MOU-IFA Updates.

- Director Michael Smith requested formation of a board work group to jointly review and update the Local Plan two-year modification and the MOU/IFA, in preparation for required state and federal deadlines (MOU/IFA due by June 30).
- The committee will:
 - ◊ Review the new state MOU/IFA template and current local plan language,
 - ◊ Recommend updates to priority sectors (e.g., adding mining) and service strategies,
 - ◊ Provide board direction on cost sharing, infrastructure funding, and partner roles reflected in the MOU/IFA and Local Plan.
- The goal is to have the committee consist of 7–8 board members plus the core partners (Titles I–IV) and other required partners as invited.
- Staff will draft and compile revisions; the committee will meet approximately 2–4 times (starting with a kickoff on February 26) to review, refine, and bring final recommendations back to the full board for approval.
- Director Michael Smith asked for Volunteers and the following board members volunteered:
 - ◊ Chandra Johnson
 - ◊ Jason Gee
 - ◊ Bennett Bratley

- ◇ Jerry Hardy
- ◇ Amy West
- ◇ Zafer Genc

Michael Kelly was directly asked if his organization could provide a representative for representation for La Paz County.

He responded that he could not commit himself immediately but would work internally to identify someone and will get back to Chairman Zafer Genc and Director Smith in a few days.

Motion: Jason Gee made a motion to approve the formation of a committee to address the MOU-IFA and the Local Plan, with membership consisting of the volunteers and partners as stated on the record.

2nd: Nancy Campbell seconded the motion.

Vote: Approved 20/0

17. Discussion and Possible Action Re: Review and accept Workforce Development Board Bylaws

- Director Michael Smith explained that the board bylaws are brought yearly for review and that there were no changes proposed this year.

Motion: John Diemer made a motion to approve the Workforce Development Board Bylaws

2nd: Amy West seconded the motion.

Vote: Approved 20/0

18. Discussion and Possible Action Re: Review and accept Proposed Program Suggestions from Performance Review Committee

- **Improved Business Services Collaboration**
- **Alternate Meeting Locations between Kingman and Lake Havasu City for both Performance Review Committee and Executive Committee Meetings**
- John Diemer presents the performance review committee's proposal to increase collaboration and outreach to employers.
- Jason Millin demonstrates the new features of Atlas, including the forum for event announcements and the ability for collaboration in the comment section.
- John Diemer explains the need to change meeting locations for the Performance Review Committee and Executive Committee and to have them alternate between Kingman and Lake Havasu City to better accommodate members.

Motion: Tami Ursenbach made a motion to approve the Proposed Program Suggestions from Performance Review Committee

2nd: Jean Bishop seconded the motion.

Vote: Approved 20/0

19. Discussion and Possible Action Re: Review and accept Funds applied based on Sector Strategies for OID

- Sara Ungaro presents the allocation of funds based on sector strategies for fiscal year 2024-2025.
- Construction has received significant funding due to the AMTC and other initiatives.
- Manufacturing has faced challenges, but efforts are being made to secure additional funding.
- Transportation and health and social services have also received significant funding.

Motion: Nancy Campbell made a motion to approve the Funds applied based on Sector Strategies for OID

2nd: John Diemer seconded the motion.

Vote: Approved 20/0

20. Discussion and Possible Action Re: Review and accept Local Workforce Groups Reports

- **Construction Workgroup- Nancy Campbell**

- ◇ Nancy Campbell reported on a new high-school construction apprenticeship pilot in Lake Havasu, structured in 6-week rotations across grouped trades (e.g., cabinets/countertops; mining/heavy equipment/concrete batch plant; framing/drywall/construction management) to provide hands-on and cross-training opportunities.
 - ◇ She mentions multiple long-time local contractors and the school district are engaged; MOUs and task sheets are being developed, with a goal to launch the first 18-week semester next school year and later replicate the model in other parts of Mohave and La Paz counties.
 - ◇ Nancy Campbell also described the new “Real Sandbox” youth event at the rodeo grounds, organized with Douglas Main Jr. and ARIZONA@WORK, where kids operated/heard about heavy equipment, welding, and trades; over 750 kids registered on the day (500 preregistered).
 - ◇ Contractors and students were highly enthusiastic; organizers plan to grow the event (e.g., add a band, food trucks) and continue it annually as a family-oriented trades and careers exposure day.
 - ◇ Amy West publicly thanked Nancy for her leadership, and Director Michael Smith highlighted Nancy’s contributions and noted that state “Arizona Build It” apprenticeship funds had been successfully leveraged by local employers (e.g., Air Control, KRMC), underscoring the board’s role in creating apprenticeship opportunities.
- **Healthcare Workgroup- Zafer Genc**
 - ◇ Zafer Genc discusses the \$57 million allocated for Arizona under the Rural Health Transformation Program.
 - ◇ The focus is on regionalizing programs to allocate funds more effectively and to show unity.
 - ◇ Director Michael Smith mentions ongoing discussions with the Director of OEO (Office of Economic Opportunity) and the involvement of the college in healthcare work.
 - ◇ He mentions that the governor's office has requested to visit local healthcare initiatives, and the board is preparing for these visits.
 - **Manufacturing Workgroup- Tami Ursenbach**
 - ◇ Tami Ursenbach talks about the challenges of getting manufacturers to attend meetings and the plan to have a unified meeting.
 - ◇ Facilitators from the steel industry and staffing are involved to generate more excitement and participation.
 - ◇ Terry Curtis will speak about the I-40 corridor and its impact on businesses.
 - ◇ Tami Ursenbach emphasizes the importance of having meaningful speakers and the progress made in meeting with manufacturers.
 - ◇ Director Michael Smith mentions the American Manufacturing Apprenticeship Fund and its benefits for manufacturers.
 - ◇ The fund can save over \$10,000 per person for apprenticeships, and the information was shared at a Kamma mixer.

No Action Taken

21. Discussion and Possible Action Re: Review and accept Draft Annual Report updates

- Director Michael Smith said the draft annual report has not yet been completed; progress was delayed partly due to funding/budget constraints and needing to identify how to pay for the work.
- As part of the Community Services Department budget, he has now allocated specific line items to support producing the annual report.
- Staff will compile and draft the report in-house, then bring a drafted version back to the board at a future meeting for review and direction (e.g., whether the board wants more detail, a different format, or outside design help).

No Action Taken

22. Discussion and Possible Action Re: Review and accept Internal Programmatic Audit Updates.

- Sara Ungaro explains the internal audit process and invites board members to participate.
- The audit is ongoing, and updates will be provided at the next board meeting.
- The board is encouraged to take part in the audit to understand the process better.

No Action Taken

23. Discussion and Possible Action Re: Equal Opportunity (EO) on-site monitoring review closure letters PY24

- **Bullhead City**
- **Kingman**
- **Lake Havasu City**
- **Parker**
- Director Michael Smith explained that the EO on-site monitoring is conducted to ensure physical accessibility and compliance at service locations (e.g., ADA-related issues) and Equal Opportunity and nondiscrimination requirements are being met for participants.
- This is part of the routine, required monitoring for ARIZONA@WORK/Mohave-La Paz sites.
- Director Michael Smith reported that there had been one note/finding from the EO on site review at the Kingman office but has since been addressed and corrected.

Motion: Tommy Taylor made a motion to approve the Equal Opportunity (EO) on-site monitoring review closure letters PY24

2nd: Nancy Campbell seconded the motion.

Vote: Approved 20/0

24. Discussion and Possible Action Re: Mohave/La Paz ARIZONA@WORK Training Program Performance Summary- 2026 Update

- Director Michael Smith highlights the success of the Mohave/La Paz ARIZONA@WORK training programs.
- The board is encouraged to review the performance summary and the high impact training outcomes.
- High impact trainings produced significantly higher post-exit wages than non-high-impact trainings, with an average earnings increase of over \$2,000 for participants who completed them.
- The local area's training performance is very strong; recent DOL/state reviews showed 97–98% success/completion rates, and Mohave–La Paz has met or exceeded all performance outcomes for the past three years.
- The board's focus on sector-based training and tighter control of the Eligible Training Provider List (ETPL) pushing back on programs that don't match priority sectors, was credited for driving these high-impact results and better use of training funds.

No Action Taken

REPORTS

• Chair's Report- Zafer Genc

- No Report was given at this time.

• Director's Report- Director Michael Smith

- Director Michael Smith reported that he attended multiple Chamber of Commerce meetings (Parker, Lake Havasu, Bullhead, etc.) to strengthen relationships, coordinate messaging to employers, and better align business outreach with ARIZONA@WORK and board priorities.
- He shared that he was recognized by the National Association of Workforce Development Professionals (one of 135 nationally) and is up for an additional

award, emphasizing that the recognition reflects the board's work and strong partner collaboration in Mohave/La Paz.

- Director Michael Smith Continues active participation in statewide WIOA/WAC and other state meetings, often asked to present on Mohave/La Paz initiatives (sector strategies, funding models, Atlas use), which are being viewed as best practices by the state.
 - Director Michael Smith highlighted expanded use of Atlas for:
 - Tracking referrals (e.g., to Voc. Rehab.) and performance,
 - Sending interactive text notifications to thousands of participants for hiring events/opportunities,
 - Supporting quality improvement work with partners (e.g., Title IV).
 - As Executive Director of the Housing Authority, he is also coordinating with partners (e.g., Brandi/VR) to connect housing participants especially those facing new time limits and work requirements to workforce, training, and support services, using shared tools like Atlas.
 - Director Michael Smith noted that upcoming priorities include the February 20 Atlas meeting (with interest from HUD, DOL, and NAWDP), pursuing and aligning new funding opportunities with local sector strategies, and continuing to position Mohave/La Paz as a statewide leader in collaboration, data use, and performance outcomes.
- **Performance Committee Reports- John Diemer**
 - John Diemer reported that Title I met all performance measures (including ~40% youth program growth despite reduced funding), Title IV referrals increased by about 67% with more successful closures, and Title III achieved roughly a 32% placement rate for staff-assisted job seekers while converting about three-quarters of UI-only visitors into active job-seeking clients.
 - **Youth Services Standing Committee Report- Amy West**
 - Amy West mentions the Focus this year is on middle school outreach, especially 8th-grade showcases and tours (Kingman Unified, Lake Havasu) so students can see CTE programs (welding, fire, law/public safety, health, etc.) before choosing high-school electives.
 - She reports on WAVE dual enrollment/college programs: 279 students in fall with 1,888 credits (slight decrease they're analyzing—likely due to students taking other early-college options such as nursing pre-reqs).
 - Amy West discusses strong results from CNA cohorts with KRMC (near 100% skills pass; ~90% written pass, with retakes bringing all to certification), and many students hired at the hospital as part of the pipeline.
 - Lake Havasu High School is transitioning its cabinetmaking program into a Construction Technology program to better match local workforce needs; they're exploring similar shifts in Kingman despite enrollment and staffing constraints.
 - She highlighted statewide attention on rural CTE: the Arizona CTE association leadership visited local programs (fire academy, AMTC, public safety, culinary, AV), and students did an excellent job presenting and demonstrating their skills.
 - **Economic Development Update**
 - **Bennett Bratley-City of Kingman**
 - Bennett Bratley reported major infrastructure projects in Kingman, including ongoing construction of the Flying Fortress Parkway / I-40 interchange (due mid-2026), which will open large new areas for retail, commercial, and industrial development.
 - He Described progress on the FAA land release of about 790 acres by the airport (in final federal steps, with a 45-day Federal Register notice pending), which will allow the city to market and develop that land once infrastructure

- (notably a ~\$15M sewer line) is built.
- Bennett Bratley Noted a study with ASU on how the new I-40/US 93 West interchange and bypass may impact downtown Kingman, including land use, multimodal access, gateways, and billboards.
- He stated the city is preparing for the ICSC Las Vegas retail/development show, likely with a booth, to actively market interchange-area properties in partnership with private landowners.

o **Tami Ursenbach- Mohave County**

- Tami Ursenbach Reported multiple large projects in the pipeline, including:
 - A long-standing project now moving forward with an estimated 1,500 construction jobs,
 - Several veteran-owned facilities in White Hills and Golden Valley that will employ veterans and non-veterans,
 - An AI-driven movie studio complex (about 10 stages) in White Hills plus a Las Vegas-linked prop warehouse,
 - An addiction recovery program for veterans in White Hills.
- She Described active interest in energy and data-center projects, including:
 - One data center company wanted to come in needing about 1,500 employees. She declined/turned them away, explaining it would not be fair to the community or the business because the area does not have enough housing to support that many workers, and the local labor market cannot realistically supply 1500 employees for a single project.
 - Work with small modular reactors (SMRs)—three companies interested—using a new, faster federal permitting pathway, and a university funded research effort to compare thorium vs. uranium fuel at a local test site.
- Tami Ursenbach Highlighted growing activity in Griffith, Yucca, and White Hills, with about eight companies looking at Yucca and multiple prospects for the Griffith industrial park and I-40 “inland port” concept (container staging tied to rail/airport and EV truck charging along the corridor).
- She noted Local Workforce Development-related efforts, including the Kids on the Colorado River/Desert programs, where students gain applied science and environmental experience, and some are now using that background in higher education and local jobs.
- Nancy Campbell reported that the DL Ranch subdivision near Lake Havasu (Havasu Heights area) is finally moving forward after 5 years.
- She noted that sewer infrastructure and high-speed internet are in place; Century Homes has purchased a lot, and construction is expected to start soon.
- The Long-term goal is up to 1,000 homes, with a focus on units under \$300,000 and on discouraging large-scale short-term rentals.
- Tami Ursenbach commented that, despite local concerns, housing costs here are relatively better than many rural areas nationwide (examples given of small homes renting for \$2,500–\$3,000/month elsewhere).
- She added emphasis that this comparative advantage should be highlighted in marketing the region.
- Nancy Campbell described national conversations about the very low share of public dollars spent on planning and advocated for Mohave County to use GIS “layered” mapping (zoning, flood plains, aquifers, infrastructure, etc.) to proactively identify biggest and best use of land (housing, agriculture, mining, industrial).
- She suggested this kind of mapping would help cities, the county, and developers shorten project timelines, better target infrastructure investments, and avoid mis-siting projects, with Congressman Gosar expressing interest in Mohave County as a planning/GIS pilot.
- In response, it was noted that the county already has GIS layers for

elevations, wash/flood areas, and buildable lands, and that some utility and zoning information is available, implying a foundation is in place that could be expanded for the broader planning vision Nancy Campbell described.

WORKFORCE DEVELOPMENT BOARD ANNOUNCEMENTS

At this time any Workforce Development Board Member who wishes to share information can come forward with their announcements.

There were no further announcements at this time.

CALL TO THE PUBLIC

Pursuant to ARS 38-431.01(H) a public body may make an open call to the public during a public meeting, subject to reasonable time, place, and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

There were no public comments made at this time.

ADJOURNMENT

With no other topics needing to be discussed, The Chair will adjourn the meeting.

Chairman Zafer Genc adjourned the meeting at 11:34 a.m.