

**DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY**

DRAFT MEETING MINUTES – April 7, 2022

The District of Columbia Board of Ethics and Government Accountability held a meeting on April 7, 2022, at 12:00 p.m. The meeting was held remotely via WebEx. The Board’s Chairperson Norma Hutcheson participated as well as Board Members Charles Nottingham, Felice Smith, Darren Sobin and Melissa Tucker. These draft minutes must be approved by the Board. Full meeting minutes will be posted after the next Board meeting. Questions about the meeting may be directed to bega@dc.gov.

Members of the public were welcome to attend, and a recording of the meeting will be made available on open-dc.gov and BEGA’s YouTube channel.

I. Call to Order

The meeting was called to order at 12:00 p.m.

II. Ascertainment of Quorum

A quorum was established with all Board Members present at the start of the meeting.

III. Adoption of the Agenda/Approval of Minutes

The Board voted unanimously to adopt the agenda and to approve the minutes from the March 3, 2022, meeting.

IV. Report by the Director of Open Government

Good afternoon, Chairperson Hutcheson, and Members of the Board. I am Niquelle Allen, Director of Open Government. I am pleased to present this report on the activities of the Office of Open Government (“OOG”). Since the last Board meeting, the OOG has continued to fulfill its mission of ensuring that all persons receive full and complete information regarding the affairs of the District government and the actions of those who represent them.

A. Open Meetings Act (“OMA”) and Freedom of Information Act (“FOIA”) Advice

1. Advisory Opinions

a. D.C. Council OMA Complaint Dismissal

On March 14, 2022, I dismissed OMA complaint #OOG-2022-0002-M concerning whether a committee of the Council of the District of Columbia, when comprised of less than a quorum of the Council is a public body subject to the OMA. The committee hearing that was the subject of the complaint did not comprise a quorum of the entire D.C. Council; therefore it was not a “meeting” for OMA purposes. The constituent complained that they were unable to present remote comments at a committee hearing. I did not opine on

the merits, because the gathering was not a “meeting” under the OMA.

b. Text Messaging *Sua Sponte* FOIA Advisory Opinion

On March 16, 2022, I issued Advisory Opinion #OOG 2022-001, on the applicability of D.C. FOIA to Text Messaging (including Ephemeral-Content Applications, such as WhatsApp) used to conduct government business. The advisory opinion clarifies that all texting protocols potentially generate public records that are subject to D.C. FOIA. I recommended that the Mayor issue an Order to: (1) recognize that text messages concerning government business are public records, even if they are stored on a private device; (2) ensure retention; (3) discourage employees from sending or receiving official texts with personal devices; (4) require employees, in instances where personal devices *are* used to transact public business, to separate and retain such records; (5) require employees to attest to their search efforts in response to D.C. FOIA requests; and (6) prohibit the use of *ephemeral* text messaging applications to conduct government business.

c. OMA Request for Reconsideration Denial

On March 29, 2022, I issued Advisory Opinion #OOG-2021-0007.1-M, in response to a February 9, 2022, Request for Reconsideration, Amended Complaint, and Prospective Complaint submitted to the OOG for consideration after my January 5, 2022, dismissal of OMA complaint #OOG-2021-0007-M. The advisory opinion set forth the following justification for the dismissal: (1) the Reconsideration Request and Complaints raised issues that were dismissed concerning the complainant’s August 10, 2021, complaint; (2) HPRB’s distribution of the Record of Action summaries does not violate the OMA so it is unlikely that an OMA violation will occur in the future; (3) there is no legal basis to enjoin the Record of Action summary distribution by the Office of Planning because it is unlikely that a prospective OMA violation will occur; (4) the OMA and its regulations do not authorize a complaint to be amended after its dismissal; (5) the OOG’s enabling legislation authorizes reconsiderations only when the Director of Open Government issues an advisory opinion of her initiative; and (6) the Request for Reconsideration does not concern an advisory opinion that was issued of my initiative.

Copies of the advisory opinions are in the Dropbox for your review.

2. Informal OMA/FOIA Advice

Since the last Board meeting, OOG responded informally, via e-mail or telephone, to requests for assistance as follows:

OOG responded to five (5) requests for OMA advice;
OOG responded to five (5) requests for FOIA advice; and
OOG responded to thirty-eight (38) requests for technical assistance with open-dc.gov.

B. Training/ Outreach

1. Office of Attorney General (“OAG”) Ethical and Effective Advocacy in Mediation Training

On March 8, 2022, Attorney DeBerry attended the Ethical and Effective Advocacy Mediation Training presented by the OAG. The discussion focused on the importance of mediation advocacy skills and the benefits of mediation. The training was facilitated by the Honorable Eric T. Washington and the Honorable Jeri Somers.

2. D.C. FOIA 101 Basic Training

On March 10, 2022, Attorney Weil, presented the “D.C. FOIA 101 Basic Training” to the staff of the Executive Office of the Mayor. The training was well-received. Chief Counsel Barton and Attorney DeBerry attended the training.

3. D.C. Open Government Coalition (“DCOGC”) Sunshine Week Summit

On March 16, 2022, I, along with Chief Counsel Barton and Attorney DeBerry, attended the 2022 D.C. Open Government Coalition, Open Government Summit- “MPD Transparency and Accountability.” The event focused on transparency and accountability issues related to the District of Columbia Metropolitan Police Department (“MPD”). DCOGC President Thomas Susman asked MPD Chief Robert Contee III questions regarding access to MPD information through FOIA and concerning making public officer disciplinary records. I presented closing remarks that highlighted the OOG’s efforts this year to ensure transparency under both FOIA and the OMA.

4. Washington Council of Lawyers, Litigating Skills Series

On March 16, 2022, Attorney DeBerry and Attorney Orji remotely attended the Washington Council of Lawyers, Litigation Skills Series training entitled, “Drafting Client Declarations – Who, What, When, Where, and Why.” The presenters gave tips on drafting effective declarations and provided and guidance on how and when to use a declaration.

5. Alcoholic Beverage Regulation Administration’s (“ABRA”) Yearly OMA Training

On March 24, 2022, Attorney DeBerry conducted remote OMA training for members of ABRA’s Alcohol Control Board (“Board”). The training was well attended. Chief Counsel Barton attended the training.

6. District of Columbia Bar and the OAG Joint Ethics Training

On March 29, 2022, Chief Counsel Barton, Attorney DeBerry, and Attorney Weil attended the “March Madness Legal Ethics Training” presented by the D.C. Bar

and the OAG. The facilitators conducted a review of ethics issues regularly confronted by government attorneys. Throughout the training, attendees were able to submit responses to fact patterns that were discussed.

7. Leading a Resilient Team and Organizational Development Webinars

On March 29, 2022, Chief Counsel Barton attended "Leading a Resilient Team" and "Organizational Development" webinars through the District's Office of Human Resources. The goal of these trainings was to inspire District managers to be stronger as an individual, strategic as a team leader, and successful at building a team of dedicated public servants.

8. Department of Consumer and Regulatory Affairs ("DCRA") Occupational and Professional Licensing Administration ("OPLA") OMA Training

On March 31, 2022, Attorney DeBerry presented a remote OMA training to the DCRA OPLA's administrative points of contact. Attorney DeBerry responded to questions on best practices for informing the public of meetings, preservation of records, and the proper protocol for conducting meetings. The training was well-received. Chief Counsel Barton attended the training.

C. Litigation and Legislative Update

1. Litigation

a. DuBose FOIA lawsuit re: Board of Dentistry resumes, experts, complaints, and decisions

On January 20, 2018, Tormell DuBose, D.D.S. sued the District under D.C. FOIA, seeking certain records from the Board of Dentistry and challenging the assessment of fees.

This matter remains in the Court of Appeals (Case No. 19-CV-1239). The court heard an oral argument on November 30, 2021, and disposition is pending.

b. Tax Analysts & Davis FOIA lawsuit re: "other statute" (Exemption (6)) applicability to D.C. Official Code § 47-4406, private letter tax rulings

On March 23, 2020, the company Tax Analysts and individual Aaron Davis ("Requesters") sued the District concerning their request for, *inter alia*, private letter rulings, which provide guidance on District tax-law, but arguably turn on the *personal* facts of particular taxpayers.

Requesters lost in Superior Court but appealed to the D.C. Court of Appeals (Case No. 21-CV-0031). The case was argued on March 8, 2022, and disposition is pending.

c. TPM lawsuit re: preliminary budget requests

On July 13, 2020, Terris, Pravlik & Millian, LLP sued the District under D.C. FOIA, alleging that the District failed to produce and post online various budget-related documents related to the Office of the State Superintendent of Education and District of Columbia Public Schools.

The case remains pending in the D.C. Court of Appeals. (Case No. 21-CV-0543.)

d. Judicial Watch FOIA lawsuits re: records arising out of Capitol insurrection

On March 19, 2021 (Case No. 2021 CA 000875 B) and May 24, 2021 (Case No. 2021 CA 001710 B), Judicial Watch, Inc., filed complaints in Superior Court seeking specific performance on D.C. FOIA requests from the Office of the Chief Medical Examiner and the MPD. Judicial Watch sought certain records relating to the Capitol insurrection.

On March 23, 2022, the parties agreed to dismiss the matter in response to a “March 4...supplemental production of records responsive to [Judicial Watch]’s request[s].” A copy of the stipulation of dismissal is in the Dropbox.

e. Washington Post FOIA lawsuit re: records arising out of Capitol insurrection

On June 23, 2021, *The Washington Post*’s legal entity WP Company LLC (“*The Post*”) sued the District in Superior Court for declaratory and injunctive relief under D.C. FOIA. (Case No. 2021 CA 002114 B.) *The Post* seeks certain records relating to the Capitol insurrection. The Superior Court dismissed, in part, *The Post*’s Claim 1 (concerning the Mayor’s e-mail messages), but the balance of Claim 1 (concerning the Mayor’s WhatsApp messages) and the other claims remain contested.

Judge Williams has placed the case into a mediation track at the request of the parties, and there is a mediation session on August 18, 2022.

The mediation notices are in the Dropbox.

f. Phillips “Section 1983” lawsuit alleging MPD watchlist

On February 2, 2022, criminal-defense lawyer Amy Phillips sued the District in federal court (Case No. 1:22-cv-00277), alleging MPD maintains a “watchlist” targeting certain D.C. FOIA requesters.

On March 11, the District moved to dismiss. The District argued: (1) lack of standing (her alleged injuries are based on future, hypothetical FOIA requests); (2) lack of constitutional error (e.g., FOIA claims aren’t properly brought under the 1st amendment; and even if they were, this alleged watchlist would be content-neutral and minimally inhibitive); and

(3) she did not allege that a “municipal policy or practice” caused a constitutional tort, *cf. Hurd v. District*, 997 F.3d 332 (D.C. Cir. 2001).

On March 23, Ms. Phillips filed her opposition to the District’s motion to dismiss. She argues: (1) She has standing to sue because she still has outstanding requests awaiting a future response and, in any case, a completed violation of a legal right warrants at least nominal damages. While the pending requests/future responses were not specifically pled in her complaint, she can amend her complaint, or the court can take judicial notice of her pending requests’ existence. (2) (a) The underlying FOIA basis for her complaint remains a viable ground for a constitutional claim, notwithstanding that there is no exact constitutional protection of a right to receive a public record, (b) the District misarticulates the standard, and (c) such an MPD “watchlist” does not satisfy strict scrutiny. (3) Regarding the showing of a “municipal policy” as being responsible for the abridgment of rights, she adequately pled that the MPD has effectively adopted a *custom* whereby it never treats a controversial FOIA request fairly, and the watchlist is a current and ongoing policy (citing *Baker v. District*, 326 F.3d 1302, 1306 (D.C. Cir. 2003)).

The District’s motion to dismiss, the District’s memorandum in support, and Ms. Phillips’s opposition are in the Dropbox. The District’s reply was due on April 6, 2022.

OOG staff will continue to monitor these cases.

2. Legislation

a. Bill 24, 0706, the Board of Ethics and Government Accountability Delinquent Debt Recovery Amendment Act of 2022

On March 9, 2022, Councilmember Nadeau, Chairperson of the Human Service Committee introduced Bill 24-0706, the “Board of Ethics and Government Accountability Delinquent Debt Recovery Amendment Act of 2022.” Bill 24-0706 authorizes BEGA, at its discretion, to transfer and refer delinquent debts associated with settlements and judgments for ethics and open meetings violations to the [Central Collection Unit (CCU)] for collection and for the funds collected to be deposited into the Ethics Fund and Open Government Fund instead of the General Fund. The bill is necessary because presently the Delinquent Debt Recovery Act requires all District agencies to transfer and refer delinquent debts to the Central Collection Unit within 60 days after a financial obligation becomes a delinquent debt. The measure was referred sequentially to the Committee on Human Services and the Committee of the Whole with comments from the Committee on Business and Economic Development. As you know, on April 6, 2022, the Committee on Human Services held a public hearing on the measure. Director Cooks and I testified in support of the bill. The record will close for any further written testimony on April 13, 2022.

b. Bill 24-0692, Fidelity in Access to Government Communications Clarification Emergency Amendment Act of 2022

As reported last month, Bill 24-0692, was enacted by the Council to clarify “that communications created or received electronically in the course of official business are subject to existing record retention obligations.” The measure became law on March 28, 2022 (D.C. Act 24-355) without the Mayor’s signature and will be effective through June 25, 2022.

At the March 1, 2022, Legislative Meeting, the Council passed on first reading a substantively identical temporary measure as a non-germane amendment to Bill 24-691. At its April 5, 2022, Legislative Meeting, the Council passed on consent the temporary measure containing the amendment.

A copy of the legislation is in the Dropbox.

OOG staff will continue to monitor this legislative activity.

D. Administrative Matters

1. Paralegal Specialist Position

The OOG Paralegal Specialist that was advertised on dchr.dc.gov closes at midnight today, April 7, 2022.

2. BEGA Office Reopening

BEGA’s offices reopened to regular operations on Monday, February 28, 2022. BEGA’s employees returned to the office at the Barry Building working in the office two days per week and teleworking for three days.

3. FY 2023 Budget Performance Oversight Hearing

On April 6, 2022, I along with Chairperson Hutchinson and Director Cooks presented testimony on behalf of BEGA. My recommendations included requests that the Council provides funding for an OOG legal fellow and fund record digitization.

4. BEGA Office Relocation

We are finalizing plans with the Department of General Services for the relocation of BEGA’s offices to a leased-facility on 15th Street, NW. Director Cooks and I met with DGS on March 17, 2022, to review the design plans for the new facility. BEGA’s administrative staff also met with Director Cooks and I on March 31, 2022, to plan for the telecommunications in the new facility.

5. BEGA Server Relocation and Website Redesign

On March 24, 2022, Director Cooks, IT Specialist Kevon Bridges, and I met with the Office of the Chief Technology Officer's (OCTO) Web team to discuss redesigning bega.dc.gov to make the website more user friendly. We also discussed migrating OOG's advisory opinions that reside on open-dc.gov to OCTO's servers to free up space on that website and to make it more secure. Our next steps are to secure an MOU with OCTO for the redesign.

This concludes the Office of Open Government's April 7, 2022, report.

V. **Report by the Director of Government Ethics**

Good afternoon Chairperson Hutcheson and Members of the Board. I am Ashley Cooks, the Director of Government Ethics. I am pleased to present this report on the activities of the Office of Government Ethics (OGE).

A. **Update on Status of OGE Operations**

The information reported today regarding OGE's cases will not reflect any status changes that may occur as a result of actions taken by the Board during today's meeting.

OPEN INVESTIGATIONS BY STATUS	
Open	56
Open - Negotiations	1
Open - Show Cause Hearing	0
Grand Total	57

OPEN "UNDOCKETED MATTERS"	
Grand Total	7

PENDING/STAYED INVESTIGATIONS BY STATUS	
Closed - Pending Collection	29
Stayed - Pending DC Superior Court Case	4
Stayed - OAG False Claims Act Case	5
Stayed - OIG Investigation	7
Stayed - US District Court Case	1
Grand Total	46

REGULATORY MATTERS BY STATUS	
Closed - Pending Collection	33
Open	9
Grand Total	42

	Current	Last month	February
Investigations Currently	57	50	50
Investigations Stayed	17	18	15

The number of open preliminary and formal investigations includes 14 new matters opened since the Board last met. The investigative team resolved 7 investigations since the Board last met.

B. Trainings/Outreach

1. Professional Development Trainings Attended by staff

OGE staff took advantage of the following professional development trainings. Senior Attorney Advisor Tran and Attorney Advisor Echols both attended the Office of the Attorney General’s DC Bar Legal Ethics Training. Attorney Advisor Echols also completed Ethical and Effective Advocacy in Mediation.

Attorney Advisor Jones completed the Campaign Legal Center’s “STOCK ACT Training” and the Executive Office of the Mayor's annual Donations Training.

General Counsel Raj attended Breaking Through: Government Communications in the Age of Clutter and Misinformation hosted by the National Association of Government Communicators.

Investigator Bradley completed the Role of the Ethics and Compliance Programs and What if...? A Reporting Unethical Behavior Vignette.

Investigator Corrales attended Remote Interviews conducted by Wicklander-Zulawski and Associates.

Auditor Tujuba completed: (1) Five Rules for Clear Business Writing. (2) Readability In Business Writing. (3) Keeping Business Calls Professional, and (4) Developing a Personal Accountability Framework.

2. Conducted by staff

Since the last Board meeting, OGE attorneys conducted 9 ethics trainings, which included the monthly training. The other trainings included a Monthly Hatch Act training, Donations Act Training along with Serve DC, Board and Commissions training for the Alcoholic Beverage Control Board and Events DC, general ethics trainings for Events DC and the Department of Consumer and Regulatory Affairs, and outside employment training for the Alcoholic Beverage Regulation Administration. Attorney Advisor Echols and Program Specialist Kosick gave a DC Code and LRR E-file system training to 19 attendees.

Last week on Monday, March 28th, we hosted our monthly Ethics Counselor virtual brown bag session, and the topic was Outside Employment. Supervisory Attorney Stewart-Mitchell provided a thorough presentation of the 10 prohibitions under Section 1807 of the District Personnel Manual before taking questions. The

event was well attended.

172 employees completed our online ethics training via PeopleSoft.

3. Learning Management System

Beta Testing commenced this month on OGE's new online Learning Management System (LMS). The LMS will assist OGE in its mission to provide ethics training for the District government's 34,000 employees and public officials. The LMS will serve as the central location for on-demand ethics trainings and training materials. Employees will have access to trainings that address ethics subjects such as: Becoming an Ethical Leader, Receiving Gifts, Developing an Ethical Culture, Ethical Decision Making, as well as ethics rules such as outside and post employment, conflicts of interest, and nepotism. A group of Ethics Counselors and OGE employees are participating in beta testing of the system, and they're provided meaningful feedback we can use to make final adjustments before the LMS is available to District employees. We anticipate rollout by the middle of this month.

4. Outreach

Director Allen, IT Specialist Kevon Bridges and I met with the Office of the Chief Technology Officer's ("OCTO") website development staff to discuss improvements to the BEGA website. As noted at a prior Board meeting, Senior Attorney Tran and I met with the staff of the Campaign Legal Center to obtain recommendations for implementing transparency upgrades to the BEGA website. We are awaiting OCTO cost estimate before moving forward.

C. Advisory Opinions/Advice

1. Informal Advice

OGE's legal staff provided advice for approximately 42 ethics inquires, which is 13 more than the 29 reported at the March meeting. This number does not include responses we have provided to questions regarding the Lobbyist and FDS e-filing systems. OGE has not drafted any Advisory Opinions since the last Board meeting.

D. Legislation Updates

Yesterday, Director Allen and I testified in the public hearing for BILL 24-706, The Board of Ethics and Government Accountability Delinquent Debt Recovery Amendment Act of 2022. The Delinquent Debt Recovery Act of 2012 ("Debt Recovery Act") requires government agencies to forward any uncollected debt over 90 days old to the Central Collection Unit ("CCU"); and the funds collect are deposited into the District's general fund. OGE recommended amending the Debt Recovery Act to allow BEGA, at its discretion, to transfer and refer delinquent debts associated with settlements and judgements for ethics violations to the CCU for collection; and that the funds collected on BEGA's behalf be deposited into the Ethics

Fund instead of the General Fund. I testified in support of our amendment. A copy of the draft amendment and my supporting testimony were placed in the Dropbox for your review.

E. OGE Administrative Matters

1. OGE Staffing

BEGA's Human Resources Specialist vacancy closed 2 weeks ago, and the applications are under review by DCHR and Administrative Officer Dow. We are actively working to fill other vacancies, such as our new Chief of Staff position. The Chief of Staff position was posted last week and will remain open for 60 days. It is posted on Careers DC as well as Indeed.com.

2. Budget Hearing

Yesterday, Chairperson Norma Hutcheson, Director Allen, and I testified in BEGA's Budget Oversight Hearing before the Council. OGE requested budget enhancement increases to hire a Supervisory Investigator, Public Information Officer, and a Legal Fellow. The Mayor proposed to increase BEGA's operating budget by \$67,016 in local funds, and \$9,573 in special purpose revenue funds for fiscal year 23. These adjustments reflect projected salary, step, and fringe benefit costs. A copy of my testimony was placed in the Dropbox for your review.

F. Financial Disclosure Statement (FDS)

The 2022 FDS Filing Season is now underway. All agencies provided their filers lists to the FDS Team. The team compiled and sorted the lists and drafted a Notice Letter. The mailing list and letter were sent to Total Office Products (TOP) for printing and envelop stuffing. TOP indicated April 6 as the anticipated delivery date for the 3,923 mailers to be sent out. This will give FDS Team time to deliver the notices to the DGS Mailing Facility in the Barry Building. Financial Disclosure reporting is scheduled to begin on April 14.

Regarding the FDS e-filing system, phase 3 upgrades have been completed. The latest updates are designed to assist filers, enhance the authenticity of the filing, and provide OGE staff with better administrative controls and reporting for enforcement. To assist filers, specifically Advisory Neighborhood Commissioners (ANC), we have provided a checkbox that allows the ANCs to bypass the full questionnaire taking them directly to the certifications. To enhance the authenticity of the filings for ANCs and other filers, we have added an e-signature so that filers can certify and submit. Staff will now have the ability to add and remove filers and correct information in the system. For reporting, OGE will now have the ability to determine filers and non-filers with a report rather than through a comparison of spreadsheets and can run reports querying those who answered specific questions in a particular manner. Lastly, the upgrades allow us to modify the questionnaire as necessary to meet the needs of the agency and for enforcement endeavors. The upgrades are ready to be moved to production for the 2022 Financial Disclosure season. The FDS Team are working with OCTO to deploy the updates without delay, which may involve a waiver or an MOU.

General Counsel Raj is working with OCTO's General Counsel to resolve any concerns.

As part of the 2021 Enforcement, OPRS recently garnished the filers who were late or did not file at all. The FDS Team has been responding to waiver requests and other issues arising from the recent garnishments. For the 2021 Enforcement year, OPRS confirmed that FDS fines for 193 employees totaled \$57,900.

Lastly, the FDS Team is in the final stages of editing the Financial Disclosure Standard Operating Procedures Manual.

G. Lobbying Registration and Reporting (LRR)

Lobbyists' first quarter 2022 activity reports are due on April 18, 2022. On March 30th, the LRR Team sent notices to 450 lobbyists reminding them of this deadline. As of April 1, 2022, lobbyists have filed 12 reports. The LRR team identified 6 lobbying entities that filed renewals during March, well after the January 18th due date. The team is currently drafting and processing fine letters.

As previously mentioned, Attorney Advisor Echols and Program Specialist Kosick gave a DC Code and LRR E-file system training. Attorney Advisor Echols presented on rules about who must register and file as a lobbyist and when the filings are required. Program Specialist Kosick presented how to file renewals, terminations, and activity reports.

Thank you. This concludes the Office of Government Ethics' April 7, 2022 report.

VI. Public Comment – if received

The Board did not receive any public comments.

VII. Executive Session (nonpublic)

The Board voted unanimously to enter into Executive Session to discuss ongoing, confidential investigations pursuant to D.C. Official Code § 2-575(b)(14), to consult with an attorney to obtain legal advice and to preserve the attorney-client privilege between an attorney and a public body pursuant to D.C. Official Code § 2-575(b)(4)(A), to discuss personnel matters including the appointment, employment, assignment, promotion, performance evaluation, compensation, discipline, demotion, removal, or resignation of government appointees, employees, or officials pursuant to D.C. Official Code § 2-575(b)(10), and to deliberate on a decision in which the Ethics Board will exercise quasi-judicial functions pursuant to D.C. Official Code § 2-575(b)(13).

VIII. Resumption of Public Meeting

The Board resumed the public meeting at 1:07 p.m.

The Board approved a negotiated disposition in **21-0046-P In Re: C. Witt**

IX. Adjournment

The Board will meet again on May 5, 2022, at 12:00 p.m.