

**Texas Forensic Science Commission
Quarterly Meeting Minutes**

The Texas Forensic Science Commission met on July 21, 2023, at the Stephen F. Austin Building at 1700 North Congress Avenue, Room 170, Austin, Texas 78701.

Members Present: Jeffrey Barnard, M.D., Presiding Officer
Patrick Buzzini, Ph.D.
Michael Coble, Ph.D.
Mark Daniel, J.D.
Nancy Downing, Ph.D.
Jasmine Drake, Ph.D.
Sarah Kerrigan, Ph.D.
Jarvis Parsons, J.D.

Members Absent: None

Staff Present: Lynn Garcia, General Counsel
Leigh Tomlin, Associate General Counsel
Veena Mohan, Assistant General Counsel
Cristabel Bodden, Executive Assistant
Steve Miller, Multimedia Producer

During this meeting, the Forensic Science Commission (“Commission”) considered and acted on the following items. The Commission took breaks as necessary.

1. Call meeting to order. Roll call for members. Excuse any absent board members.

Barnard called the meeting to order at 9:00 a.m. Commissioners were present as indicated above.

2. Review and adopt minutes from April 14, 2023 Commission quarterly meeting.

MOTION AND VOTE: *Drake moved to adopt the meeting minutes draft. Parsons seconded the motion. The Commission adopted the motion by a unanimous vote.*

3. Office administrative update (FY2023 fourth quarter budget status report; updates from conferences and trainings attended by staff; update on status of launch of database functions, including crime laboratory accreditation status and search functions as well as OSAC Registry implementation). (Garcia/Tomlin)

Garcia discussed the fourth quarter budget status report, which includes funding for the American Society of Crime Laboratory Director’s National Forensic Science Academy, a leadership academy that will be offered to up to ninety crime laboratory personnel in the State of Texas.

MOTION AND VOTE: *Parsons moved to approve the budget including the expenditure for the National Forensic Science Academy. Drake seconded the motion. The Commission unanimously adopted the motion.*

Kerrigan gave a PowerPoint presentation and update on the National Institute of Standards and Technology/Organization of Scientific Area Committees for Forensic Science and the American Academy of Forensic Sciences cooperative agreements. Kerrigan described informative fact sheets posted on NIST's website for each OSAC Registry standard and other helpful information related to standards implementation for state laboratories.

Garcia and Tomlin discussed the components of the Commission's database being released, including the accredited laboratory component, which includes information published about each of the Commission's accredited laboratory's status and history. The Commission also plans to launch its OSAC Registry database component where the Commission will highlight each OSAC Registry standard implementer in Texas in the coming weeks.

4. Discuss and consider complaints and laboratory self-disclosures pending from April 14, 2023 quarterly meeting and new complaints and laboratory self-disclosures received through June 30, 2023, as detailed below.

Self-disclosure pending from April 14, 2023:

1. No. 23.07; Fort Worth Police Department Crime Laboratory (Seized Drugs)

The Fort Worth Police Department Crime Laboratory Seized Drugs unit reported an incident in the laboratory's seized drugs section where an analyst made a mathematical input error that resulted in a much lower quantitated concentration for a botanical marijuana sample on a proficiency test than the expected result.

MOTION AND VOTE: *Daniel moved to table the self-disclosure pending the resolution of the inquiry by the laboratory's accrediting body, (ANAB), regarding the nonconformity related to the laboratory's delta-9 tetrahydrocannabinol quantitation method validation for plant material identified at the laboratory's August on-site accreditation assessment. Downing seconded the motion. The Commission unanimously adopted the motion.*

Self-disclosures received as of June 30, 2023:

2. No. 23.18; City of Austin Forensic Science Department (Firearms/Toolmarks)

The City of Austin Forensic Science Department, Firearms/Toolmarks section reported an incident where the laboratory discovered an analyst released results of a firearm trajectory PowerPoint presentation before the conclusions in the presentation underwent technical or administrative review.

The unit set up a special investigative unit to review the matter.

Daniel stated that staff do not have enough information to act on this matter and are still waiting for additional information.

Garcia stated the analyst contacted the Commission office to provide her perspective and staff will need to contact her to speak with her before the next meeting.

MOTION AND VOTE: *Daniel moved to table the self-disclosure pending additional information, contact with subject analyst in the self-disclosure, and completion of a root cause analysis and corrective action by the laboratory. Drake seconded the motion. The Commission unanimously adopted the motion.*

3. No. 23.19; University of North Texas Health Science Center – Center for Human Identification (Forensic Biology/CODIS)

The University of North Texas Health Science Center – Center for Human Identification (Forensic Biology/CODIS) (UNTHSC-CHI) reported an issue in mtDNA analysis where the CODIS population statistics software (PopStats) was not performing as expected in certain rare circumstances. Specifically, the laboratory identified an issue occurring with any sequence range ending in an insertion site of 315.

Garcia stated that UNTHSC-CHI has heard from the FBI, and they are preparing a patch on the software issue and issued a bulletin describing the issue.

MOTION AND VOTE: *Daniel moved to take no further action on the self-disclosure given the root cause analysis and corrective action taken by the laboratory. Barnard seconded the motion. The Commission unanimously adopted the motion.*

*Dr. Coble recused from discussion and vote on this agenda item.

4. No. 23.24; Houston Forensic Science Center (Seized Drugs)

The Houston Forensic Science Center Seized Drugs unit reported an incident where the laboratory discovered drug samples in 18 marihuana cases were analyzed using an incorrect sample vial and subsequently improperly reported.

Kerrigan raised a question regarding the sequence log given that it is independent of the analytical procedure itself. She asked if it is possible that the issue identified with the log could apply to other assays or is it specific to the marihuana assay.

Peter Stout addressed the Commission to discuss Kerrigan's question. Dr. Stout stated that in this case, it is specific to the marihuana assay because it is the only assay that is run in batches on an instrument designated for that purpose.

MOTION AND VOTE: *Daniel moved to take no further action on the self-disclosure given the root cause analysis and corrective actions taken by the laboratory. Drake seconded the motion. The Commission unanimously adopted the motion.*

5. No. 23.25; Department of Public Safety (CODIS)

The Department of Public Safety CODIS unit reported an incident where the laboratory discovered a stack of 12 lost database cards in the office left by the former technical leader.

MOTION AND VOTE: *Daniel moved to take no further action on the self-disclosure given the root cause analysis and corrective actions taken by the laboratory. Kerrigan seconded the motion. The Commission unanimously adopted the motion.*

6. No. 23.26; NMS Labs (Seized Drugs)

NMS Labs reported an incident where a package containing drug evidence was damaged during transit to NMS from DPS. The laboratory found two items of drug evidence missing upon arrival and inspection.

Brady Mills, Director of the Department of Public Safety Crime Laboratory System, addressed the Commission. Mills stated that DPS has made a decision to switch to a different vendor for mailing evidence based on the number of occurrences of missing evidence during shipment.

Aliece Watts, NMS Labs, also addressed the Commission. Watts stated they have seen evidence destroyed or lost during shipping a few times over the years. For this reason, NMS suggests the Pelican box as an option for shipping since items in the box can be locked and secured.

MOTION AND VOTE: *Daniel moved to take no further action on the self-disclosure given the root cause analysis and corrective actions taken by the laboratory and DPS's plan to switch carriers. Parsons seconded the motion. The Commission adopted the motion by a unanimous vote.*

7. No. 23.28; Houston Forensic Science Center (Crime Scene Investigation)

The Houston Forensic Science Center Crime Scene Investigation unit reported an incident where the laboratory discovered original handwritten case notes were misplaced in three different cases and could not locate the notes after an extensive search.

MOTION AND VOTE: *Daniel moved to take no further action on the self-disclosure given the root cause analysis and corrective actions taken by the laboratory. Parsons seconded the motion. The Commission unanimously adopted the motion.*

8. No. 23.30; Houston Forensic Science Center (Firearms/Toolmarks)

The Houston Forensic Science Center Firearms/Toolmarks unit reported the loss of an item of evidence—a test-fire related to an officer involved shooting. Subsequent investigation revealed three areas for improvement in the handling of firearms evidence by the firearms section. The evidence in question remains missing.

MOTION AND VOTE: *Daniel moved to take no further action on the self-disclosure given the root cause analysis, risk assessment and mitigation plans implemented by the laboratory. Drake seconded the motion. The Commission unanimously adopted the motion.*

9. No. 23.31; Jefferson County Sheriff's Office Regional Crime Laboratory (Toxicology)

The Jefferson County Regional Crime Laboratory reported the inadvertent shipment of blood evidence to the incorrect address resulting in the evidence remaining unrefrigerated for a period of 16 days while the evidence was retrieved and shipped to the proper laboratory.

MOTION AND VOTE: *Daniel moved to take no further action on the self-disclosure given the root cause analysis and corrective action taken by the laboratory. Buzzini seconded the motion. The Commission unanimously adopted the motion.*

10. No. 23.33; Bexar County Crime Laboratory (Forensic Biology/DNA)

A self-disclosure by the Bexar County Criminal Investigative Laboratory Forensic Biology/DNA unit reporting the failure to document a quality control check on reagents used in semen detection. The laboratory discovered the issue during testimony monitoring of an ongoing case. The laboratory reported the issue to the prosecutor and offered additional testing.

Daniel stated that the laboratory has since reviewed all serology cases from the date the lab released the analyst for independent casework until the date it was discovered which was from February-May 2023.

The supervisor concluded it was likely the analyst prepared and quality checked for the new reagents in March 2023, but forgot to document this in the Forensic Advantage worksheet.

Daniel stated that it appeared to be an isolated mistake on the part of the biology screener.

MOTION AND VOTE: *Daniel moved to take no further action on the self-disclosure given the root cause analysis and corrective action taken by the laboratory. Kerrigan seconded the motion. The Commission adopted the motion by a unanimous vote.*

11. No. 23.34; Jefferson County Regional Crime Laboratory (Seized Drugs)

A self-disclosure by the Jefferson County Regional Crime Laboratory Seized Drugs unit reported an incident where the laboratory discovered analysts were using an expired secondary amine color test reagent.

The first sample expired on April 24, 2023, and the second should have been quality-tested on April 24, 2023. The lab discovered the lapse date and the analysts tested both reagents; both still passed the quality check.

The laboratory stated that 50 cases were reviewed using the secondary main lot as part of the analysis. In all 50 cases, the analysts performed the second color test along with the gas chromatograph testing for confirmation. Secondary mean color test results in the cases that used the expired lot were consistent with the expected results.

The laboratory believes analysts missed the expiration for the secondary amine reagents because they failed to record this task on the calendar which was used to track the required test dates. In addition, the scientists did not check the expiration retest date on the reagent bottles before using them.

The laboratory is now updating their procedure manual to require a second scientist to initial when a new reagent is utilized in all logs and calendars. Reagent labels have been properly updated. The laboratory has notified all the affected cases to the stakeholders involved and copied the changes to the operating procedures.

MOTION AND VOTE: *Daniel moved to take no further action on the self-disclosure given the root cause analysis and corrective action taken by the laboratory. Parsons seconded the motion. The Commission adopted the motion by a unanimous vote.*

12. No. 23.37; Department of Public Safety – Austin (Seized Drugs; Gunshot Residue)

The Department of Public Safety (Austin) reported several instances of lost or missing evidence in the process of returning the evidence to the customer via Federal Express shipment.

MOTION AND VOTE: *Daniel moved to take no further action on the self-disclosure based on the laboratory's investigation and stated intent to transition to a different shipping vendor. Coble seconded the motion. The Commission unanimously adopted the motion.*

13. No. 23.39; Department of Public Safety – Houston (Seized Drugs)

The Department of Public Safety (Houston) reported an incident where the laboratory discovered its evidence team mislabeled syringe evidence for destruction. The laboratory later received a request for testing of the evidence from the prosecutor's office, but the laboratory had already destroyed the evidence.

MOTION AND VOTE: *Daniel moved to take no further action based on the root cause analysis and corrective actions taken by the laboratory. Drake seconded the motion. The Commission unanimously adopted the motion.*

Complaint pending from April 14, 2023:

14. No. 23.20; Dues, Miranda (ExperTox; Hair Analysis)

A complaint filed by an attorney for a North Carolina defendant convicted of sexual assault and kidnapping, alleging the results of a hair analysis conducted by ExperTox in 2017, conflicted with blood and urine tests results by another laboratory results. The complaint alleges Dr. Lykissa gave unscientific expert testimony regarding the synergistic effects of the drug rendering the victim incapacitated.

MOTION AND VOTE: *Daniel moved to dismiss the complaint and refer complainant to the Commission's published ExperTox report addressing issues like those raised in the complaint. Parsons seconded the motion. The Commission unanimously adopted the motion.*

Staff Dismissals

Daniel provided a brief synopsis of complaints dismissed by Commission staff.

1. **No. 23.27; Roy, Tiffany (Houston Forensic Science Center; Forensic Biology/DNA)**
2. **No. 23.32; Hearne, Timothy (Houston Forensic Science Center; Latent Prints)**
3. **No. 23.35; Smith, Rodney (Southwestern Institute of Forensic Sciences; Autopsy)**
4. **No. 23.36; Yarbrough, Curtis C. (Harris County Institute of Forensic Sciences; DNA, Serology)**

MOTION AND VOTE: *Daniel moved to accept staff's complaint dismissal recommendations as presented. Kerrigan seconded the motion. The Commission unanimously adopted the motion.*

5. **Discuss status of crime laboratory accreditation program, including:**
 - a. **Accreditation activities, communications and reports received since April 14, 2023 quarterly meeting;**
 - b. **Incorporation of Commission assessment checklist in ANSI National Accreditation Board (ANAB) and American Association for Laboratory Accreditation (A2LA) accreditation process effective for all accreditation activities occurring after September 1, 2023.**
 - c. **Automatic copying of all accreditation communications to designated email boxes effective June 1, 2023, by accrediting bodies and accredited crime laboratories; and**
 - d. **Summary of reported nonconsensus proficiency testing results from accredited crime laboratories. (Garcia/Tomlin)**

Garcia stated that staff created two separate email inboxes for laboratories, one for ANAB (anab@fsc.texas.gov) and one for A2LA (A2LA@fsc.texas.gov) correspondence to assist laboratories in copying the Commission on accreditation correspondence. Commission-accredited laboratories are required to copy the Commission on all accreditation-related communications using the new email addresses.

Tomlin gave an update on the laboratory accreditation program, describing the items outlined in the Commission's accreditation memorandum. Tomlin stated that this quarter there were five accreditation related events: three laboratories had successful surveillance assessments by ANAB, and one had a full on-site reassessment for accreditation and re-accreditation by ANAB. The Commission also received a finalized quality incident report as a follow-up from the Department of Public Safety's (DPS) 2022 surveillance assessment related to a forensic biology non-conformity that the Commission requested follow-up on and found satisfactory.

Tomlin explained that the report in the Colone matter included three policy recommendations regarding testimony preparation that crime laboratories accredited by the commission must implement in advance of their next assessment activity beginning September 1, 2023. Notice letters were sent to all accredited laboratories explaining how laboratories should demonstrate compliance with either ANAB or A2LA accordingly and stating that ANAB or A2LA will be assessing compliance with those three policy items using either document review or staff interviews as applicable under either ISO IEC provision 170252017 OR ISO EIC 1702020127.1.1. The letters included a policy implementation guidance document from the Texas Association of Forensic Quality Assurance and a reference and link to a training on the policy recommendation in the Colone report by Lynn Garcia.

Tomlin described the items outlined in the Commission's proficiency monitoring report. Tomlin stated that staff received 14 reported proficiency monitoring communications and they were divided into specific categories. The categories are: 1) method not used in laboratory's casework; 2) answer outside accepted or validated reporting limits; 3) test provider or manufacturing error; 4) clerical mistake by the analyst or the test participant with no impact on competency necessarily; 5) non-consensus results that may impact the competency in the situation; and 6) DNA mixture interpretation. No action was required on this agenda item.

6. Discuss licensing advisory committee update, including:
a. Licenses issued and renewed;

Tomlin stated that there are currently 1,240 licensees. The voluntary licensing program for latent print and digital voluntary licensed analysts is expected to launch in the next couple of weeks and the Licensing Advisory Committee (Committee) has finalized a voluntary standards chart which is the final piece that the Committee had outstanding.

Tomlin stated that the chart included in the Commission materials is a chart that includes references to certain OSAC Registry and AR-3125 standards which are required of employing laboratories of voluntary licensees.

Tomlin stated that one of the key items from the LAC meeting yesterday was that the group decided to direct staff to work with the Texas Division of the International Association for

Identification (TDIAI) to develop a model training program for friction ridge analysts. Staff will ask TDIAI for assistance in developing a new program.

MOTION AND VOTE: *Daniel moved to approve the chart of standards required to be implemented by employing laboratories of voluntary license applicants and direct staff to work with Texas Division of the International Association for Identification on the development of model training program for friction ridge analysts to satisfy the published requirements. Kerrigan seconded the motion. The Commission unanimously adopted the motion.*

b. Consider nominations and make appointments to available Licensing Advisory Committee seats; and

Tomlin stated that five Licensing Advisory Committee members served their last meeting yesterday. There were 14 stellar candidates that were nominated for the open seats on the Committee by the Texas Association of Crime Laboratory Directors. The candidates covered seven different disciplines and represented city, county, and private laboratories.

Commission members reviewed and voted to approve the nominations.

MOTION AND VOTE: *Kerrigan moved to approve the nominations and appointments of new licensing advisory committee members Carina Haynes, Katherine Sanchez, Ed Wallace, Andrew Greenwood, and Michelle Boubel Paulson. Daniel seconded the motion. The Commission unanimously adopted the motion.*

c. Update on voluntary licensure requirements, including specific standards required to be implemented by employing laboratories of voluntary license applicants. (Garcia/Tomlin)

Tomlin discussed a proposed rulemaking changing licenses to expiring at the end of an analyst or technician's birth month instead of a majority of licenses expiring each Fall in even-numbered years. The LAC evaluated data gathered by staff that demonstrated an even spread of birth dates across the 12 months that will ease the burden on staff and licensees in administrative processing of their license renewals. Currently, licenses expire in even-numbered years in the fall since a most licensees became licensed at the inception of the licensing program on January 1, 2019.

Tomlin stated that the proposal prorates continuing forensic education by requiring only the mandatory legal and professional responsibility course for anyone applying for the first-time up front. When they renew for the first time after a two-year period, they will need to take all the CFE a regular licensee would.

For current licensees that lose any time or have less than two years to complete any CFE, their CFE requirements will be prorated on a monthly basis, based on how much time they lose, or gain based on their birth month. The fees are also prorated monthly.

Of importance is that the Commission will incur no loss in revenue fees under the proposal.

MOTION AND VOTE: *Daniel moved to approve the proposed amendments to Texas Administrative Code Chapter 651.207 and 651.208 regarding changing license expiration dates to the licensee's birth month, subject to suggested non-substantive revisions from the Office of the Governor, Texas Register and staff. Parsons seconded the motion. The Commission unanimously adopted the motion.*

7. Update regarding complaint #21.27 University of Colorado, National Innocence Project on behalf of Nanon Williams (Houston PD/Houston Forensic Science Center) (Firearms/Toolmarks).

Garcia stated that this was a complaint from the National Innocence Project and other attorneys regarding the Nanon Williams case and the firearms issue in the case. Staff has delayed this until the release of the National Institute Standards and Technology's (NIST) Scientific Foundation Review. The review may not be released by the Commission's next quarterly meeting in October 2023.

Staff requested guidance from the Commission on whether to proceed without the NIST report. Barnard stated that it would be good to have NIST's data and report, but there needs to be a resolution in the matter, and the Commission can always discuss NIST's opinions later.

No motion was required on this agenda item.

8. Review and possible adoption of final investigative report regarding complaint #22.16 Harris County Public Defender's Office on behalf of Webster, Joseph (Ron Smith & Associates; Friction Ridge).

Barnard stated that this agenda item will be moved to the meeting in October 2023.

Staff (with Dr. Buzzini's assistance) is continuing work on a 60-page draft with Ron Smith and Associates, the Harris County Public Defender's Office, the Harris County District Attorney's Office, and the Houston Forensic Science Center.

No motion was required on this agenda item.

9. Review and possible adoption of amendments to final investigative report for self-disclosure #21.72 Brazoria County Crime Laboratory (Toxicology); discuss supplemental self-disclosure related toxicology/blood casework review by laboratory.

Garcia explained that staff updated and amended the previously adopted Brazoria County report.

The Commission edited the report concerning ANAB's historical activities. ANAB has reviewed the report and feels that it accurately reflects what they observed and evaluated during their assessment in 2015.

MOTION AND VOTE: *Drake moved to accept the draft amended final investigative report. Kerrigan seconded the motion. The Commission unanimously adopted the motion.*

10. Discuss current forensic development training and education projects, including:

- a. **August 18, 2023 Zoom meeting with DNA laboratories to discuss difficult suitability determinations for DNA mixture profile interpretation;**
- b. **November 1-3, 2023 DNA training for lawyers and judges with the Court of Criminal Appeals;**
- c. **Sponsorship of laboratory manager certification (Levels 1 and 2) by National Forensic Leadership Academy;**
- d. **Hosting of first meeting of National Association of State Forensic Boards: November 16 and 17, 2023; and**
- e. **December 7-8, 2023 meeting with DNA laboratories to discuss suitability determinations for DNA mixture profile interpretation.**

Garon Foster from Bexar County Criminal Investigation Laboratory graciously volunteered to lead an August 18, 2023, Zoom meeting for DNA laboratories to discuss difficult suitability determinations for DNA mixture interpretations.

Garcia stated that staff is working with Judge Barbara Hervey of the Court of Criminal Appeals on the DNA Training for Lawyers and Judges which will be held at the Capital Auditorium. Garcia expects the training to be recorded for future viewing.

Garcia stated there is a new National Association of State Forensic Boards, which will meet in Austin and discuss what level of authority and funding these boards and commissions have, share resources, and consider what good governance looks like. The effort is being facilitated by John Morgan and Marna McClendon.

No action was required on this agenda item.

11. Update regarding 88th Legislative Session, including SB 991 on development of crime laboratory portal and Sb 991/HB 3474 impacting appeals process for accredited laboratories.

Garcia stated that the laboratory portal initiative bill passed and invited Brady Mills from DPS to relay where DPS is on this item. The legislation requires the creation of statewide laboratory records portal. Mills addressed the Commission and stated that Senate Bill 991 requires DPS to establish a statewide crime laboratory records portal to facilitate the transfer of laboratory records to both members of the courts, prosecutors, and defense. The target start date is September 1, 2023, and DPS is preparing for this launch date.

DPS has requested initial information from vendors and will view demos by the vendors to assess existing options in the coming months. DPS is also in the process of establishing a stakeholder group consisting of representatives from professional organizations in Texas. They have asked the Texas District and County Attorney's Association, The Texas Criminal Defense Lawyer's Association, the Office of Court Administration, the Texas Association of Crime Laboratory Directors, the Texas Association of Forensic Quality Managers, the Court of Criminal Appeals, and the Commission for volunteer representatives.

Garcia stated that SB 991 also changed how disciplinary action appeals are processed by the Commission. All appeals by licensees and crime laboratories of any disciplinary action by the Commission are now appealed to the Judicial Branch Certification Commission.

No action was required on this agenda item.

12. Discuss and propose rulemaking responsive to bills from 88th Legislative session, including SB 991 and HB 3474 impacting appeals process for accredited laboratories.

Garcia explained the bill (SB 991) harmonizes that appellate process for licensees and crime laboratories appealing any disciplinary action by the Commission. Staff proposed a rulemaking responsive to SB 991 and HB 3474.

MOTION AND VOTE: *Kerrigan moved to accept the proposed amendments to Texas Administrative Code Chapter 651 responsive to legislative changes to the Commission's appeals process subject to suggested non-substantive revisions from the Office of the Governor, Texas Register and staff. Coble seconded the motion. The Commission unanimously adopted the motion.*

13. Update from the Texas Association of Crime Laboratory Directors.

Peter Stout, President of the Texas Association of Crime Lab Directors (TACLD), addressed the Commission.

Stout stated that the TACLD met yesterday and stated they now have 60 members with 20 voting members and have become quite large. The group elected a Treasurer, Emily Esquivel, for the first time and now collects dues.

Stout relayed that TACLD discussed legislative updates with implications for labs; the biggest ones are HB 6 which changed the fentanyl poisoning language and HB 3506 which prohibits laboratories from retaining elimination samples beyond 90 days.

Stout stated that SB 402 may also have some implications for labs as it will require the prioritization of homicide cases.

No action was required on this agenda item.

14. Consider proposed agenda items for next quarterly meeting.

Staff will include all discussed items on the next quarterly meeting agenda and circulate the proposed agenda for additions.

No action was required on this agenda item.

15. Schedule and location of future panel and quarterly meetings, including October 20, 2023, and January 2024 quarterly meetings.

The next Commission meeting will be held on October 20, 2023. The date for the January meeting has been set for January 26, 2024.

No action was required on this agenda item.

16. Hear public comment.

Staff noted no public comment other than that noted throughout the agenda.

No action was required on this agenda item.

17. Adjourn.

MOTION AND VOTE: *Parsons moved to adjourn the meeting at 10:57 a.m. Downing seconded the motion. The Commission unanimously voted to adjourn the meeting.*

Date Commission approved the minutes as submitted:

October 20, 2023