

MINUTES OF THE REGULAR MEETING
of the
ADMINISTRATIVE RULES REVIEW COMMITTEE

Time of Meeting: Tuesday, November 8, 1977, 9:30 a.m.

Place of Meeting: Senate Committee Room 24, Statehouse, Des Moines, Iowa.

Members Present: Senator Berl E. Priebe, Chairman; Representative W. R. Monroe, Jr., Vice Chairman, Senators E. Kevin Kelly, Minnette Doderer and Representative Laverne Schroeder.
Not Present: Representative Donald V. Doyle, having called that he would be unable to attend.
Also Present: Joseph Royce, Administrative Co-ordinator.

SOCIAL SERVICES

Representing the Social Services Department were Kevin Burns, Commissioner; Judith Welp, Methods and Procedures; Artis Reis, Hearing Officer. The following rules were before the Committee:

Fair hearings, Ch 7	N	10/19/77
ADC, Notice terminated, Ch 41		10/19/77
ADC, Notice amended, Ch 41		11/2/77
Medical assistance, third party assignment, 75.3		10/19/77
Medical assistance, participation, 77.19, 77.20		10/19/77
Scope of medical and remedial services, amendments to Ch 78		10/19/77
Providers of medical and remedial care, 79.1		10/19/77
Foster family homes, medical examination, 106.8(1)		10/19/77
Chore service, Ch 149		10/19/77
WIN program, eligibility, Ch 90	F	10/19/77
WIN program requirements, Ch 91		10/19/77
General provisions, 130.1, 130.3(1)		10/19/77
Foster care, Ch 136		10/19/77
Homemaker-home health, 144.3		10/19/77
Purchase of services, 145.1(1)		10/19/77
Transportation services, Ch 153		10/19/77
Health related services, Ch 154		10/19/77

Burns reviewed the voting procedures of the Social Services Council--the question of quorum and proxy voting. He indicated that the latter two points would be discussed further at the November Council meeting.

Burns stated that, in the past, objections of the Rules Review Committee were not always brought to the attention of the Council; however, in the future, it will be the policy of the Department to refer all objections to the Council. Burns continued that at the November Council meeting there would be discussion concerning possible change in their meetings notices.

Responding to question by Doderer, Burns stated there would be no appeal of the decision on abortions handed down by the District Court.

Schroeder raised question concerning departmental appropriations in light of the court decision allowing funding of

SOCIAL SERVICES
Cont'd

abortions and Kelly asked if the department might request supplemental appropriations and what would be the projection of such supplement. Burns responded that the projected cost is \$240,000 and that it is entirely feasible that supplemental appropriations will be required.

Kelly reasoned that if the legislature fails to approve said supplemental for any reason, the Council could interpret this as intent to veto abortions. Doderer raised question concerning reversion of Social Services appropriations in the past. Burns took the position that the Department had been able to project costs quite accurately in most instances. Responding to Kelly comments, Burns did not think the Council would interpret legislative failure to approve appropriations for abortions to be a veto of abortion since the Council prefers to pay for them.

Doderer reminded Burns that should the Council decide to "cut off abortions" they would have to follow the rulemaking process.

Priebe took exception to the Department using medical appropriations for funding abortions. He contended such a practice would go beyond the intent of the medical assistance Act.

Burns took the position the Department was entirely justified in using general medical appropriations for abortions.

In response to Doderer, Burns stated that the Department was not requesting a change in their policy and were not planning to appeal.

Discussion of proxy voting by the Council. Doderer suggested that Burns indicate to the Council that this Committee "takes a dim view of proxy voting. Burns explained that proxy voting enabled a missing member of the 5-member Council to advise the others of their position on a substantive matter.

Kelly voiced an opinion that proxies on limited questions are valid. Royce pointed out that the Council is bound by "Roberts Rules of Order" which state that if rules of a body state that proxy voting is allowable and under what circumstances, it would not be prohibited.

Discussion of Chapter 7. Schroeder questioned Welp as to the method of determining the date an appeal is filed if the mode is through U.S. mail. It was his opinion that dates should commence from the time of the postmark. Welp said this was the way such appeals were handled.

SOCIAL SERVICES
Cont'd

Monroe questioned the deletion of "regulation in 7.4(1)--Item 2. Reis answered that differentiation between contested and noncontested cases was underscored by Professor Bonfield and he felt it imperative for agencies to be permitted to create hearings rights aside from instances mandated by statute. Reis expressed a willingness to review the matter further, if necessary.

On the subject of prehearing conferences--Item 8, 7.7(4)--Monroe noted that the burden appeared to be shifted to the client. Reis said the right to a conference is strictly an appellant right so that the client is prepared for the hearing.

Pat McClintock, Legal Services, questioned the scheduling of conferences contending it should be preference of client. Reis said the rule, in effect, was addressing the forms which the caseworker makes available to the client in the hearing situation. If the client has not indicated, by checking appropriate box, whether or not a conference is desired, the worker calls them to determine if a conference is wanted.

McClintock presented three points which he thought might deny social services' clients due process: Costs attributable to the hearing; limitation of attendance at hearings; and a final point was to question the validity of the commissioner's determination if a verbatim record of the hearing was not available.

Reis indicated that hearings costs were a concern of the Department. They have no authority to pay costs for serving subpoenas, for example. The Department had requested an Attorney General opinion on the matter. Monroe thought the Department should absorb these costs.

Reis said the Department believes there is conflict between the APA and the statute regarding clients' rights to confidentiality so there was policy conflict as to whether hearings should be open or have limited attendance.

Reis continued that the Commissioner may use the verbatim record but in the interest of time uses it only for factual information when needed for making a determination.

Discussion of Chapter 149. Priebe and Schroeder questioned 149.4(5) regarding liability insurance for type of work being performed as to application in the event a minor would be injured. Welp agreed to review the provision.

SOCIAL SERVICES Discussion continued on filed rules. In response to question brought up in a previous meeting as to the WIN program's priority given to unemployed fathers, Welp said this rule was in compliance with federal regulations providing that unemployed fathers had to be so certified for 30 days.

Priebe questioned 135.4(3) concerning selection of a facility for a child with problems requiring specialized services. He wondered who made this determination and Welp said that extensive staffing was done for the child and care was determined on the basis of the most beneficial to the child.

Schroeder wondered if there were problems with transportation services for those living in border areas--Chapter 153. Welp indicated this would occur only with Chapter 78 dealing with medical assistance.

Remaining rules of Social Services were acceptable to the Committee.

HEALTH

Peter Fox, Hearing Officer, Ted Ellis, Assistant for External Affairs, and Dr. Ronald Eckoff were present for review of the following:

Intermediate Care Facilities	N	
Licensing for beds, 58.4(5) repealed, filed emergency		10/19/77
Skilled Nursing Facility		
Licensing for beds, 59.4(5) repealed, filed emergency		10/19/77
Funeral directors, continuing education, Ch 147		11/2/77
Care facilities, amendments to Chs 57-61, 63, 64, filed without Notice		11/2/77
Care facilities, rescinds item 2, Ch 60, of above filed rules, filed without Notice		11/2/77
Public health nursing, Ch 79	F	11/2/77

Review of Chapter 147 relating to funeral directors. Monroe took the position that the rules may be "stretching the intent of SF 312 in allowing carryover of credit for up to three years." He personally favored such a plan, however. He further questioned the combining of funeral directors and embalmers. Fox explained that for all practical purposes there were no differences between the two groups. Ellis indicated the Department planned to combine licensees and he concurred with Monroe that the process should be by statute.

Monroe recommended that the Department delay filing Chapter 147 until the legislative process is accomplished. Department officials concurred.

Other rules of the Health Department were acceptable as published.

ARTS COUNCIL

Jack Olds, representing the Arts Council, said that Committee recommendation for changes in assistance grants had been made.

In re a matter not formally before the Committee, Priebe led a discussion on the art object to be placed in front of the

ARTS COUNCIL
Cont'd

new Agriculture Building and the procedures for choosing same. A general discussion of individual's tastes in art followed.

MENTAL HEALTH
AUTHORITY

Betty Schutt was present to discuss filed rules published in 10/19/77 IAC Supplement, being Chapters 1 to 3. In re grants (Ch 2), Monroe pointed out that SF 312 mandated that costs be assessed back and he questioned Schutt concerning workshops which the Authority held. Schutt said these were conducted for Board members, Secretaries and Executive Directors. Monroe expressed distaste for a system that enables tax dollars to be used to educate people who can afford to educate themselves. Schroeder was concerned about subcommittee selection and Schutt said she would investigate this area.

NURSING BOARD

Lynne Illes, Executive Secretary for Nursing Board, presented the following rules:

Description of board, 1.1(8)	F	10/19/77
Clinical resources, accreditation, 2.9(5)		10/19/77
Licensure by examination, 3.1(5)		10/19/77

Illes responded to question raised previously by Monroe by saying that P.L. 8997 mandates as federal requirement for accreditation for medicare.

In re 3.1(4) which was not formally before the Committee, Schroeder contended the wording allowed preferential treatment for those who had obtained training outside of Iowa.

REVENUE

The following rules were before the Committee:

Individual income tax, military pay, Ch 40	11/2/77
Corporation income tax, Ch 54	11/2/77
Estimated tax for corporations, Ch 56	11/2/77
Financial institutions, Ch 61	11/2/77
Cigarette revenue, Ch 83	N 10/19/77

Vern Raile reviewed the department's filed rules: Military would now be required to pay Iowa income tax; corporation income tax was brought into line with the statute. Priebe and Schroeder expressed satisfaction that a border farmer would be prevented from selling grain across the state line to avoid such taxation. However, they suggested that certain classifications of "farmer" would be exempt from taxation under the Revenue rules, e.g., fish farms, worm farms, etc. Raile agreed to study the situation.

Schroeder asked if the rules on financial institutions covered areas such as the Board of Regents. Raile answered that this would be under separate rules. Chapter 83 deferred to afternoon.

Ch 83

TRANSPORTATION

Amendments to [07,F] Chapter 1 in re interstate registration and operation of vehicles were presented by Candy Bakke, DOT. Said amendments were published under Notice and Filed rules in 10/19/77 and 11/2/77 IAC Supplements, respectively.

TRANSPORTATION Schroeder asked if there were a contingency for prorating
 Cont'd if more than two power units were involved. Bakke responded that if more than three axles were involved there would be prorating. Schroeder thought the rules would create hardship for the single unit operator. Bakke assured him no more bookkeeping would be involved since operators would only need apply to Iowa for a permit whereas previously they were required to apply for permit in each state. Iowa currently has reciprocity with 22 other states. Bakke reminded the Committee SF 334 removed the option for the Department to handle the matter in other ways.

AGRICULTURE Betty Duncan, Legal Counsel, represented the Agriculture Department for the following:

Poultry, 11.1, 11.2, filed emergency	10/19/77
Aujeszkys disease, 16.150, 16.151, filed emergency	10/19/77
Aujeszkys immunization, 16.152, filed emergency	10/19/77

Duncan explained that amendments to Ch 16 were refiled with appropriate language so they would be of a permanent status under Chapter 17A of the Code. There was review of points made by former Senator Schaben at the October 19 meeting of this Committee on the subject of Aujeszkys disease. Duncan took the position the rules should stand as filed. Schroeder thought they discriminated against a specific class of swine dealer--interstate move penalized by the affidavits required. Priebe maintained that the rules were placing a hardship on sale barn operators since they would not be considered "feeder pig markets." Priebe and Schroeder felt that the permit requirements and serum distribution were discriminatory. Duncan was willing to confer with opponents of the rules in an attempt to resolve the differences.

Discussion of possible objection by Committee.

Schroeder moved that Chapter 16 be called up for review at the next meeting of this Committee. Discussion followed. Schroeder withdrew his motion. agreed to work with the Department.

EGG COUNCIL Mark Truesdale, Attorney representing the Iowa Egg Council, explained proposed rules of the Council, being Chapters 1 to 4, published under Notice IAC 11/2/77.

Doderer requested the Council to expand on their rules of procedure by including information on quorums, number of affirmative votes to pass a measure [Committee prefers a majority of members to pass substantive resolutions] and public notification of meetings. Truesdale pointed out this was outlined by statute but Doderer preferred to have the information available for public perusal.

ATTORNEY
GENERAL

Betty Nolan, Assistant Attorney General, explained proposed rules on organization of the office of Attorney General, being Chapter 1, IAC Supplement 10/19/77.

Responding to question by Monroe, Nolan said the public can contact area prosecutors via office information. Discussion centered around the advisability of being more specific and also problems created each time area prosecutor was changed.

In re ex parte communications [17A.17], Nolan pointed out the statute would not be applicable to their office. The A.G. does not decide matters judicially.

NOON RECESS Chairman Priebe recessed the meeting at 12:12 p.m.

RECONVENED Meeting was reconvened in the Fiscal Director's Conference Room with 5 members being present. 1:50 p.m.

REVENUE

Joe Booth, Revenue, explained proposed Chapter 83 pertaining to sale of cigarette tax stamps and meter settings in banks. [IAC Supplement 10/19/77]. Booth said the banks would be acting as agents for the Revenue Department and the only compensation would be the 3 percent cost of the machines.

Schroeder was concerned as to accidental loss or robbery of the stamps. Booth stated there had not been a loss since the 1920's but was willing to insert language in the agreement which would cover the situation in question.

CONSERVATION

CONSERVATION COMMISSION[290]

Lands and Waters

Nursery stock, Ch 48

Fish and Game

Wild turkey hunting, Ch 111

11/2/77

11/2/77

Gene Hertel, State Forester, explained Chapter 48 merely sets out in rule form the past policy of the Department.

Schroeder questioned the order limitations in 48.2(2). Hertel said the minimum order of five hundred trees was to avoid the forestry division competing with private sector. He added that the division was strictly concerned with forestry and erosion. Priebe brought up the high incidence of death among bare root trees such as firs and suggested the minimum be reduced to 100. Kelly reasoned that more farmers would take advantage of forest preservation law if trees could be purchased in lots of 200 or 100 since the statute required only 200 trees per acre to be considered a reserve for tax advantage. Priebe considered the proposal a waste of resources. Hertel pointed out the system would allow for cultivation of the healthiest trees because in some instances, rate of survival is fairly low.

In response to Schroeder, Hertel stated that an applicant for nursery stock must specify upon what acreage the trees will be planted and when practicable, trees are sold bare root.

CONSERVATION Hertel commented that the 500 limitation had been acceptable to nursery industry for several years.
Doderer was told that it takes one half acre to plant 500 trees

Allen Farris, Wild Life Supervisor, told the Committee that wild turkey rules were basically the same as last year except this year 1,800 licenses would be available as opposed to 1,000 last year.

Doderer brought up the question of how many women are employed in Conservation work and at what pay scale. Farris did not have specific answers but indicated that some women are being hired.

There was brief discussion concerning availability and distribution of deer licenses, a matter not officially before the Committee. Priebe asked for clarification of distribution. Farris stated that by statute, licenses must be distributed by random selection and in each zone there are approximately four times more buck licenses available than "either sex licenses," depending, of course, on the zone. Ratio would also vary according to the district. In conclusion, Farris said that zones are set up independently for type of hunting, thus, deer and turkey zones would not be the same.

COMMERCE The following rules of Commerce were before the Committee:

Utility records, Chs 18-23	F	10/19/77
Power generating facilities, Ch 24		10/19/77
Power generating facilities, 24.7(7), emergency after Notice		10/19/77
Electric utility, 20.1(3), 20.9	N	11/2/77

Michael May and Patrick Cavanaugh, Legal Counsel, explained the rules. May said amendment to Chapter 20 concerning automatic fuel adjustment would enable a standardized tracking of adjustments.

In re generating facilities, Schroeder asked about the ability of the Commission to regulate municipalities utility rates in comparison with the ability to regulate REA. Cavanaugh said that approximately six water municipalities rates are covered. Also the Commission will be regulating generating plants of municipal utilities but not their transmission lines.

Schroeder asked if notification by mail to residents and owners of land would provide adequate notice of intended action (land acquisition, etc.) by the Commission. Cavanaugh stated that the owner of lessee of record is determined through county recorders offices and by this means adequate notice is given. Monroe recommended that the Commission use its own more current records.

Skip Laetner, representing the Community Action Research Group, pointed out procedural burdens to intervenor groups as to costs

COMMERCE
Cont'd

associated with the hearings and review procedures. The rules seemed to be discriminatory to these groups since costs to others requiring information for hearings would be paid by utility rate payers.

Schroeder asked for clarification on certification and questioned the timing of 24.7(7). Cavanaugh said this portion was amended so that if significant alteration was done to an existing facility, an existing certificate should be made or if the facility had not been previously certified, the rule would require certification.

Doderer requested the Commission to respond to Laetner's charges. Cavanaugh said the rules regarding costs associated with hearings and reviews are historically sound.

Monroe recommended that 24.9(6) [Item 25], second sentence, be clarified since he interpreted the existing version to impose the maximum cost of \$150 to the applicant not the intervenor.

Monroe suggested that Laetner petition the Commission for the desired changes under section 17A.7 of the Code.

John Lewis, President, Iowa Utilities Association spoke briefly in support of the rules. He recognized some problem areas which will need amendment eventually, however.

ENVIRONMENTAL QUALITY Filed amendments 50.3, 50.4 of the Environmental Quality Department were acceptable as published in 10/19/77 IAC.

LABOR BUREAU Walter Johnson, Deputy, reviewed briefly Rule 10.21 relating to cancer-producing chemical substance DCP. The rule which was filed emergency and published in IAC Supplement 11/2/77 was acceptable to the Committee.

PROFESSIONAL TEACHING PRACTICES Don Bennett represented the Professional Teaching Practices Commission for review of proposed 3.2 and Chapter 4, published IAC Supp. 11/2/77.

Discussion of revocation of teacher's certification.

Schroeder called for definition of "moral turpitude" used in 3.2(1)"b". Bennett said the definition is found in judicial usage and as such is a term of art. Schroeder also raised question concerning 3.2(1)"c" and phraseology "sexual conduct 'toward' a minor.

Monroe cautioned Bennett that if the filed rules contain the vague terms "moral turpitude" and sexual conduct "toward" a minor, the board should be prepared for an objection by this Committee. Priebe suggested that Bennett contact Monroe for further discussion on the subject in an attempt to clarify the rules.

HISTORICAL DEPARTMENT Jack Musgrove, Historical Museum and Archives Director, explained their filed rules [Chapter 2] concerning the historical board. Doderer and Schroeder requested that the rules also include procedural operations, quorums, number of affirmative votes to pass a measure (committee prefers a majority of members to pass substantive matter) and public notification of meetings. No formal action taken.

GENERAL SERVICES Stanley McCausland, General Services Director, Vernon Lundquist, Printing Superintendent and Jerry Gamble, Financial Officer, represented the General Services Department for review of proposed 5.4(5), 10/19/77 IAC Supp., and special review of the Department's Chapter 1 on bidding procedures. Lundquist told the Committee that 5.4(5) had been revised to include recommendations offered for revision.

IAC Supplement There was a general discussion of the proposed change in publication of rules under notice and supplements to the Iowa Administrative Code and Lundquist presented some tentative cost figures. It was noted that Doderer had requested an opinion of the Attorney General on the matter.

As requested by the Committee, McCausland reviewed their "Agency Information Manual" to determine if it should be adopted as administrative rules under chapter 17A. Correspondence between McCausland and Senator Palmer was to have been discussed at this time. However, a conflict with another meeting prevented Palmer from being present.

Mr. McCausland stated that the bidding and purchasing methods and interdepartmental procedures for doing same have withstood the test of time. Rep. Monroe said that the goal of the department was to increase the efficiency in purchasing and that centralized purchasing division should make recommendations to achieve this goal. Senator Doderer said that the department should be shopping around continuously so that the department would not be purchasing at the whim of the agencies with which they deal. Mr. McCausland said that with their limited staff they do not have expertise in certain areas so they must fill orders as they are requested.

Rep. Monroe said that in the area of communications the department has absolute control and a high degree of expertise and yet there are countless complaints of malfunctioning equipment. Mr. McCausland replied that this was a matter of opinion and he felt that communications was an area which proved that the department could handle problems with adequate and expert staff. In this area bidding specifications are used and bids are awarded to low bidders although brand names can be mentioned in the specifications if such mentioning is not restrictive, i.e. the department would like such-and-such an item to be like brand x.

GENERAL SERVICES
Cont'd

Senator Priebe inquired as to how these bid specifications are broadcasted. Mr. McCausland replied by major central, east and west newspapers and that the department keeps a list of vendors which is constantly updated to include those who are newly interested.

Senator Priebe inquired about the furniture which is made available for state offices. Mr. McCausland replied that there is a program to make the materials available and let the inmates of prison workshops assemble the furniture and at the present time there is a program being formulated which eventually might allow for full manufacture of such furniture in prison workshops, however, he cautioned that this program was still in the formulative stages.

Senator Kelly asked by what authority did General Services accounting have auditing the generators. Mr. McCausland replied that this was done at the request of Senator Dick Clark and that this audit was done in compliance with federal regulations concerning matters of civil defense.

Senator Priebe inquired into the possibility that educational programs in data processing might be introduced into the prisons which in addition to shifting this load off the state agencies would be a viable educational program for these penal institutions. Mr. McCausland said that his department supports the idea of rehabilitating with data processing training through general services.

Rep. Monroe questioned the usage of the catalog method of ordering supplies and wished to know what control the department had over prices when such items were made available by a percentage discount to the state, but the vendor was not bound by any set price. Mr. McCausland stated that the problem was the department tried to operate out of a revolving fund. Rep. Monroe suggested that the department try to achieve economy by advancing bids three to six months to overcome any initial reluctance on the part of the participating vendors. Mr. McCausland stated that the department does update and validate catalogs of the participating vendors and he stated that the present system was the most efficient as the department was guaged to be run on a cost over-ride basis of a certain percent. There followed general discussion of catalog usage.

Senator Priebe opened the discussion to state car inspection and Rep. Monroe suggested that a savings might occur if there was cooperation between the state dispatcher and the DOT and

GENERAL SERVICES
Cont'd

the cooperation would involve the use of DOT garages throughout the state. Mr. McCausland said that on the surface this appeared to be a good suggestion and that the department would investigate.

Senator Priebe discussed the location of cars up for state auction and fleet storage, suggesting that the state fairgrounds could be used. However, Mr. McCausland cited its inconvenience.

A discussion of parking during the session followed.

Rep. Monroe stated that he would go over the department's "agency information manual" go over the correspondence between Senator Palmer and Mr. McCausland and that the committee would be getting back with Mr. McCausland on this matter.

HEALTH DEPARTMENT

The following filed rules of the Health Department were acceptable as published:

Intermediate Care Facilities

Licensing for beds, 58.4(5) repealed, filed emergency

10/19/77

Skilled Nursing Facility

Licensing for beds, 59.4(5) repealed, filed emergency

10/19/77

HEALTH DEPARTMENT[470] F

Care facilities, amendments to Chs. 57-61, 63, 64, filed without Notice

11/2/77

Care facilities, rescinds item 2, Ch 60, of above filed rules, filed without Notice

11/2/77

Senator Doderer did ask Joe Royce to speak with Ms. Welp of the Social Services Department about some questions the committee had about Chore services, chapter 149.13 (3), in the area of preparing meals unless a special diet exists. Senator Doderer said that there should be notable exceptions such as diabetic diets which are not difficult to prepare. Rep. Monroe suggested that this portion be rephrased.

Senator Doderer and Rep. Schroeder said that the wording "hostile and demanding" is unclear in the Chore service rules because if the intent is to prevent physical abuse of the volunteer or person servicing then provision for physical safeguards should be made. Mr. Royce said that he would speak to Ms. Welp.

The committee had a discussion of the possibility of publishing a sort of Redbook for the administrative agencies. The committee felt that the supplement to the IAC in pamphlet form should be dealt with as first priority, however.

MOTION

Rep. Schroeder moved that former Representative Doderer be paid for one additional day for committee work, the motion carried unanimously.

TREASURER,
PUBLIC SAFETY
REGENTS BOARD
EMPLOYMENT SECURITY

The following rules were acceptable to the Committee
as published:

TREASURER[830]	11/2/77
Procedures and organization, Chs 1, 2	
PUBLIC SAFETY[680]	10/19/77
Breath testing, 3.13(1)	10/19/77
Urine tests, 3.13(3)	
REGENTS[720]	10/19/77
Pay for overtime, rescind, 3.39(10)	
EMPLOYMENT SECURITY[370]	10/19/77
Employers records and reports, Ch 2	10/19/77
Employers contribution and charges, Ch 3	10/19/77
Claims and benefits, Ch 4	10/19/77
Appeals procedure, 6.4(1), 6.4(3)	10/19/77
Discontinued forms, 10.4	10/19/77

Priebe indicated he would not be present for the
December 13 meeting and asked Monroe to Chair the meeting

ADJOURNMENT

Chairman Priebe adjourned the meeting at 4:40 p.m.
there being no further business.

Next regular meeting to be held Tuesday, December 13,
1977 at 9:30 a.m., Room 24.

Respectfully submitted,

Phyllis Barry

(Mrs.) Phyllis Barry, Secretary
Assistance of Mary Applegate

APPROVED

Chairman

DATE _____