DISCUSSION:
1. Alicia called the meeting to order at 1:04 P.M.
2. Minutes:
   - October 2, 2019: Correction: #6 should read “interpretation” and not interruption. #7 should read “ITACC” not “ITTAC”.
   - September 4, 2019: Alicia abstained from September 4, 2019 meeting minutes as she was not present for meeting.
     - Peggy made motion to approve the minutes with amendments. Paulette seconded. Committee approved.
3. Staff Updates:
   - Updated FML absence dates.
   - Vacancy update.
4. Alicia called Executive Order.
5. Meeting adjourned at 3:05.

NEXT MEETING TBD
1 P.M. until 3:00 P.M.

ACTION:
- N/A

MOTION:
- Peggy made motion to approve September and October minutes with amendments. Paulette seconded. Committee approved.

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Those in attendance: Alicia Eakins, Paulette Steinhoff, Peggy Spaulding
Those absent: Joe Morrone, Kristen Erby, Tara Entwistle
Staff Present: Joelle Brouner, Vanessa Hernandez (until executive session)