



TEXAS FORENSIC SCIENCE COMMISSION

*1700 North Congress Ave., Suite 445
Austin, Texas 78701*

TEXAS FORENSIC SCIENCE COMMISSION **QUARTERLY MEETING MINUTES**

The Texas Forensic Science Commission (Commission) met in person and by video conference on January 31, 2025, at the Barbara Jordan State Office Building at 1601 Congress Avenue, Room 2.034, Austin, Texas 78701.

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

The following members attended the meeting via Zoom video conference: Dr. Nancy Downing, Dr. Patrick Buzzini, Dr. Jasmine Drake and Dr. Sarah Kerrigan.

Members Absent: None

Staff Present: Lynn Garcia, General Counsel
Leigh Tomlin, Associate General Counsel
Robert Smith, Senior Staff Attorney
Chelsea Estes, Commission Coordinator
Veena Mohan, Assistant General Counsel
Steve Miller, Multimedia Producer
Maggie Sowatzka, Program Specialist

During this meeting, the 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 9:02am. Commissioners were present as indicated above.

2. Review and adopt minutes from the October 25, 2024 quarterly commission meeting.

MOTION AND VOTE: *Daniel moved to approve the October 25, 2024, minutes. Parsons seconded the motion. The Commission unanimously adopted the motion.*

3. Office administrative update (FY2025 budget status report, introduction of new Commission Coordinator Chelsea Estes, and update on populating database). (General Counsel Garcia/Associate General Counsel Tomlin)

Garcia introduced the new Commission Coordinator, Chelsea Estes.

Garcia gave a status update on the Commission's FY2025 budget approved at the Commission's January 31, 2025 meeting. Garcia will continue to update commissioners on any future changes in the Commission's budget that may occur as a result of the current legislative session.

Tomlin gave an update on staff's progress on populating the Commission's online database of Commission information. Staff is currently working with the laboratories to upload relevant corrective action reports or other documents for each self-disclosure and complaint. Staff is also working with the laboratories to help them add their Organization of Scientific Area Committees for Forensic Science (OSAC) Registry of Standards implementation information to the database. The final section to populate is the Commission's quality incident portal. Laboratories are working through transfer and conversion issues to upload supporting documents.

4. Discuss and consider complaints and laboratory self-disclosures pending from the October 25, 2024 quarterly commission meeting and new complaints and laboratory self-disclosures received through January 10, 2025, as detailed below. (Commissioner Daniel)

Self-Disclosures Received as of January 10, 2025:

1. No. 24.26; Serological Research Institute (Forensic Biology/DNA)

A self-disclosure by Serological Research Institute reporting an incident where a defense expert's review of metadata provided as part of a discovery case file revealed that certain Globalfiler reinjections programmed on the laboratory's 3500 instrument were not being performed at the validated 1.2 kilovolt (kV) injection.

MOTION AND VOTE: *Daniel moved to take no further action based on the laboratory's response to the Commission's questions, and the root cause analysis, case review, and corrective actions by the laboratory. Parsons seconded the motion. The Commission unanimously adopted the motion.*

2. No. 24.32; DNA Reference Laboratory (Forensic Biology/DNA)

A self-disclosure by DNA Reference Laboratory, Inc. reporting ambiguous misconduct allegations against an analyst who recently resigned employment with the laboratory. The analyst responded to each allegation by the laboratory and described several issues that raised concerns about the laboratory's quality system.

MOTION AND VOTE: *Daniel moved to accept the self-disclosure for investigation of the quality issues identified by the analyst by a panel of commission members pursuant to Texas Administrative Code, Chapter 651.307(b). Downing seconded the motion. The Commission unanimously adopted the motion.*

MOTION AND VOTE: *Daniel moved to form a panel consisting of Commission members Coble, Ziemak, and Daniel. Parsons seconded the motion. The Commission unanimously adopted the motion.*

3. No. 24.47; NMS Labs (Seized Drugs)

A self-disclosure by NMS Labs – Willow Grove reporting an incident in its seized drugs section where analysts miscalculated drug chemistry cannabinoid quantitation measurement uncertainty leading to an underestimation of the calculated combined uncertainty.

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

4. No. 24.48; NMS Labs (Toxicology)

A self-disclosure by NMS Labs – Grand Prairie reporting an incident in its toxicology section where the laboratory discovered variability in results between diluted and straight results for certain cases analyzed using its LCCO01 method.

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

MOTION AND VOTE: *Daniel moved to take a 15-minute recess. Ziemak seconded the motion. The Commission unanimously adopted the motion.*

The Commission reconvened at 9:32.

5. No. 24.49; Southwestern Institute of Forensic Sciences (Toxicology)

A self-disclosure by the Southwestern Institute of Forensic Sciences reporting an incident where a refrigerator containing DWI blood evidence tubes covering cases from 2019 – 2021 experienced a loss of power.

RECUSAL: Jeffrey Barnard

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

6. No. 24.50; Tarrant County Medical Examiner’s Office Crime Laboratory (Toxicology)

A self-disclosure by the Tarrant County Medical Examiner’s Office Crime Laboratory reporting an incident where the compressor for the laboratory’s secured toxicology refrigerator #3 failed, and 56 cases reached an unacceptable room temperature.

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

7. No. 24.51; Jefferson County Regional Crime Laboratory (Forensic Biology Screening)

The Jefferson County Regional Crime Laboratory reported an incident in its forensic biology section where the laboratory discovered it issued forensic biology screening reports containing qualitative blood testing results from its accredited forensic biology and non-accredited crime scene sections on the same form without distinguishing the two.

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

8. No. 24.52; Department of Public Safety Breath Alcohol Laboratory – Cleburne (Breath Alcohol)

A self-disclosure by the Department of Public Safety Breath Alcohol Laboratory reporting an incident in its Cleburne laboratory where management identified multiple systemic occurrences of an analyst not following proper breath alcohol instrument calibration procedures.

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

9. No. 24.55; Austin Forensic Science Department (Seized Drugs)

A self-disclosure by the Austin Forensic Science Department reporting an incident in its seized drugs section where a power outage occurred causing the laboratory's gas chromatograph mass spectrometer (GC/MS) #5 computer to shut down and lock, resulting in the loss of all raw data on the instrument.

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

10. No. 25.01; Harris County Institute of Forensic Sciences (Toxicology)

A self-disclosure by the Harris County Institute of Forensic Sciences reporting an incident in its toxicology section where an analyst allegedly falsified her proficiency monitoring certification form to include the seized drugs discipline *after* it was signed and distributed by the laboratory's quality manager for toxicology only and subsequently submitted the modified document to the Commission for renewal of her license in both disciplines.

RECUSALS: Jasmine Drake; Sarah Kerrigan

MOTION AND VOTE: *Daniel moved to accept the self-disclosure for investigation by staff pursuant to Texas Administrative Code, Chapter 651.307(d) allowing for investigations by staff. Parsons seconded the motion. The Commission unanimously adopted the motion.*

11. No. 25.02; Center for Human Identification (Forensic Biology/DNA)

A self-disclosure by the Center for Human Identification reporting an incident in a forensic paternity case where the laboratory discovered the last pages of the mother and alleged father's profiles were switched inadvertently.

RECUSALS: Erika Ziemak; Michael Coble

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

12. No. 25.04; NMS Labs (Toxicology)

A self-disclosure by NMS Labs reporting an incident in its toxicology section where the laboratory mistakenly added an analyst to its non-interpretive de minimis licensee spreadsheet requesting licensure for the analyst under the Commission's de minimis program.

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

13. No. 24.54; Department of Public Safety Austin (Seized Drugs)

A self-disclosure by the Department of Public Safety – Austin reporting an incident where the laboratory discovered two missing FedEx packages, one containing seized drugs and another containing a latent lift card.

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

Complaints Received as of January 10, 2025:

14. No. 24.45; Thiessen, Mark (Department of Public Safety Houston; Toxicology)

A complaint by attorney Mark Thiessen alleging an interpretive toxicology analyst committed professional negligence and misconduct and violated the Code of Professional Responsibility in connection with his testimony in three specific criminal cases in Fort Bend and Montgomery counties between August 27 and October 21, 2024. The complaint alleges the analyst withheld information from the defense, exhibited bias against the defense and defense experts, testified beyond the scope of his expertise, relied on data despite having concerns, and testified untruthfully, leaving a false impression with the jury.

MOTION AND VOTE: *Daniel moved to accept the complaint for investigation by a panel of commission members pursuant to Texas Administrative Code, Chapter 651.307(b). Ziemak seconded the motion. The Commission unanimously adopted the motion.*

MOTION AND VOTE: *Ziemak moved to form an investigative panel consisting of Commissioners Parsons, Kerrigan, and Drake. Downing seconded the motion. The Commission unanimously adopted the motion.*

15. No. 24.46; Nilles, Patrick (Forensic Forgery Experts; Document Examination)

A complaint by Patrick Nilles alleging handwriting analyst Patricia Hale issued a report falsely implicating him in handwriting he did not produce. The complaint asserts the report (dated October 28, 2024) is plagued by methodological flaws, unsupported conclusions, and a lack of adherence to professional and ethical standards.

MOTION AND VOTE: *Daniel moved to table a decision regarding the complaint pending a response from the analyst. Parsons seconded the motion. The Commission unanimously adopted the motion.*

16. No. 24.58; Schuette, Kevin (Department of Public Safety – Tyler; Seized Drugs)

A complaint by defendant Kevin Schuette alleging the laboratory method of analyzing suspected THC through gas chromatography converted legal THCA to illegal Delta-9-THC resulting in his prosecution and conviction despite the fact he bought the legal THCA pen from a local establishment.

MOTION AND VOTE: *Parsons moved to dismiss the complaint and notify the complainant they may re-submit the complaint if re-testing demonstrates discordant results. Drake seconded the motion. The Commission unanimously adopted the motion.*

17. No. 25.03; Atkinson, Lucio (Department of Public – Austin; Seized Drugs)

A complaint by defendant Lucio Atkinson alleging the Department of Public Safety – Austin laboratory results in his case were the result of analyst dry-labbing, a fraudulent practice where the analyst claims to have performed laboratory tests that were never actually conducted. There is no factual basis stated in the complaint to support the allegation.

MOTION AND VOTE: *Daniel moved to dismiss the complaint for failure to allege a factual basis for the conclusory allegation of dry-labbing. Ziemak seconded the motion. The Commission unanimously adopted the motion.*

Staff Dismissals:

18. No. 24.43; Anonymous (Veritaco, LLC; Digital/Multimedia)

An anonymous complaint alleging Veritaco LLC in Brenham, Texas claims to be a digital forensic analyst company in Texas, but the analysts involved are not licensed by the

Commission. There is no supporting documentation or other facts attached to the bare allegation.

19. No. 24.44; Robinson, Bianca (Laboratory Not Specified; No Forensic Analysis)

A complaint by Bianca Robinson concerning “something Houston Police Fire and Ambulance is doing with certain people of the community.” The complaint details certain actions these agencies have been doing to the complainant for the last three years.

20. No. 24.53; Robertson, Rhonda (Laboratory Not Specified; No Forensic Analysis)

A complaint filed by Rhonda Robertson alleging the expert that performed her competency evaluation was not board certified as required.

MOTION AND VOTE: *Daniel moved to approve the staff recommendation to dismiss three complaints, which are outside the Commission’s jurisdiction or fail to state a violation of Commission rule. Ziemak seconded the motion. The Commission unanimously adopted the motion.*

- 5. Discuss status of crime laboratory accreditation program, including:**
- a. Summary of accreditation activities, communications, and reports received since the October 25, 2024 quarterly commission meeting; and**

Commissioners reviewed five (5) accreditation-related events this quarter, including four (4) surveillance document reviews and continuations of accreditation; and one (1) reassessment and renewal of accreditation. For two laboratories, Quality Forensic Toxicology and Forensic Analytical, staff will work with Commission members and the corresponding accreditation managers to address nonconformities discovered during audits.

- b. Summary of reported non-consensus proficiency testing results from accredited crime laboratories.**

Commissioners reviewed twenty-three (23) reported non-consensus proficiency test results this quarter. Most of these cases did not require any follow-up. Two forensic biology related cases were reviewed by Ziemak and Coble. Kerrigan reviewed a report from NMS, carried over from the last meeting. Kerrigan had several questions for the laboratory that she considered sufficiently answered.

6. Discuss updates from licensing advisory committee, including:
a. Report on licenses issued and renewed;

Tomlin updated members and staff on the current total number of licenses issued as of January 13, 2025 (1,315 total). All of the fall and winter renewals were completed successfully. These renewals followed the birthday expiration rule. Going forward, for new applicants and everyone who has renewed in their most recent license cycle, the two-year license expiration date will apply.

b. Report and discussion of items from January 30, 2025 Licensing Advisory Committee meeting;

Tomlin gave an update on the acquisition of licensing application software, ALiS. The Commission currently utilizes a learning management system called TopClass customized to be an application portal for forensic licensing, while the Judicial Branch Certification Commission (JBCC) uses an application system called ALiS to process applications for interpreters, court reporters, process servers, and guardians, all of whom must apply for some form of certification from JBCC. Staff is working with ALiS developers to fully customize a licensing platform and landing pages for the Commission's forensic analyst and technician licensing programs and will eventually transition all FSC applicants to the ALiS platform. Staff expects to have the transition completed by summer.

The Committee addressed developing a licensing program for rapid DNA operators in the State. The Committee recommended that the Commission direct staff to develop a working group to propose rules for this licensing program.

The Committee also discussed adopting recently revised Federal Bureau of Investigation Quality Assurance Standards' (FBI-QAS) education and coursework requirements for forensic biology/DNA analyst licensing. Under the current rules, the 2011 version of the FBI-QAS education and coursework requirements apply to forensic biology/DNA analysts. The new requirements are effective July 1, 2025. The Committee directed staff to incorporate current FBI QAS education and coursework requirements into the Commission's rules in the form of a rule proposal for the Committee and Commission's next meetings.

Committee member Paulson updated members on the working group developing guidance documents for a model intra/inter-agency proficiency monitoring program and model standard operating procedures. Celestina Rossi, Crime Scene Analyst from Montgomery County Sheriff's Office, agreed to teach a course at the Texas Division of the International Association for Identification (TDIAI) June 2025 annual conference that will include topics such as the Commission's role, requirements for voluntary licensing, and fulfillment of forensic service provider quality requirements. After the course, Rossi plans to facilitate breakout sessions for each voluntary licensing discipline. The group will address key

components of a sufficient proficiency monitoring program and basic standard operating procedures focused on smaller laboratories that do not have these policies.

Commission staff researched available resources for smaller laboratories and individual firearms experts to achieve accreditation in firearms. Garcia explained there are resources available but are typically focused on qualifying publicly funded entities. Smaller, private laboratories and practitioners are not eligible for federal grant funding. Garcia explained she plans to discuss the possibility of firearms experts partnering with defense organizations that receive funding through the Texas Indigent Defense Commission (TIDC). TIDC is the agency that oversees programs for assigned or court-appointed counsel for defendants in the State. Garcia will discuss the issue with TIDC's Executive Director to consider possible solutions for firearms practitioners in achieving accreditation through partnerships with defense organizations.

c. Review and possibly adopt any coursework recommendations from Licensing Advisory Committee; and

MOTION AND VOTE: *Drake moved to approve the Licensing Advisory Committee's recommendations regarding coursework evaluations. Parsons seconded the motion. The Commission unanimously adopted the motion.*

d. Discuss and vote on recommended rule changes including, but not limited to, amendments to § 651.222, Voluntary Licensure Forensic Analyst and Forensic Technician Licensing Requirements, to qualify versions of the required Texas Commission on Law Enforcement (TCOLE) Course 2106 Intermediate Crime Scene Search that were revised or established prior to 2019.

MOTION AND VOTE: *Daniel moved to propose changes to the rules, subject to suggested non-substantive revisions from the Office of the Governor, Texas Register, and Commission staff. Ziemak seconded the motion. The Commission unanimously adopted the motion.*

7. Discuss and vote on rule changes to define “inactive” license status including, but not limited to, changes to § 651.8, Full Commission Accreditation; § 651.202, Definitions; and §651.207, Forensic Analyst and Forensic Technician Licensing Requirements, Including Initial License Term and Fee, Minimum Education and Coursework, General Forensic Examination, Proficiency Monitoring, and Mandatory Legal and Professional Responsibility Training.

Tomlin explained that the “inactive” license status is not a disciplinary status. The “inactive” status indicates that the individual is not currently employed at a laboratory or not otherwise meeting the eligibility requirements for licensure. The adopted rule clarifies the definition of the “inactive” license status.

MOTION AND VOTE: *Parsons moved to adopt changes to the rules as discussed, subject to suggested non-substantive revisions from the Office of the Governor, Texas Register, and Commission staff. Ziemak seconded the motion. The Commission unanimously adopted the motion.*

8. Review and discuss Austin Forensic Science Department’s external review of firearms casework and training documentation extending from self-disclosure No. 23.18; Austin Forensic Science Department (Firearms/Toolmarks).

The director of the Austin Forensic Science Department, Dr. Dana Kadavy, presented a summary of the laboratory’s firearms unit audit by forensic science consultant and firearms expert, James Carroll. Kadavy described the process the laboratory went through for an independent review of their training documentation and case records. The audit included an extensive review of training documents for three firearms examiners and thirty-four (34) detailed case records. The review ultimately confirmed that the firearms examiners are well trained. The laboratory reworked many of its training documents for clarity and consolidated them into one program. The laboratory has concluded its incorporation of all recommendations from Mr. Carroll.

9. Review and possible adoption of final investigation report, including disciplinary action, for self-disclosure No. 24.29; Department of Public Safety – Weslaco (Seized Drugs) investigation.

Smith gave a summary of the final investigation report. In this reported self-disclosure, the analyst lost a random number generation (RNG) form and fabricated a replacement for technical review. The technical reviewer caught the error. The reviewer instructed him to regenerate the form and test the newly selected items. The analyst then presented a form they claimed was the original form. The final investigative report finds the analyst committed professional misconduct by fabricating a misplaced document. Smith explained the analyst had also violated several provisions in the Code of Professional Responsibility. The Commission suspended the analyst’s license until the expiration of his license term and issued an additional two-year bar on renewal or reactivation of the license.

MOTION AND VOTE: *Daniel moved to adopt the draft investigative report subject to non-substantive revisions by staff. Ziemak seconded the motion. The Commission unanimously adopted the motion.*

10. Update and discuss the Commission’s December 9, 2024 Firearm/Toolmark Working Group meeting.

Staff gathered the statewide Firearm/Toolmark Working Group for its meeting on December 9, 2024. At the meeting, members discussed the recommendations from the

Commission's report on a complaint filed by Nanon Williams. The group also discussed laboratories implementing blind verification programs and blind quality control programs. One accreditation requirement state that laboratories must have policies implemented regarding the documentation of consultations, but there was previously no established definition for "consultation." The working group developed a universal definition to provide clarity on the term.

MOTION AND VOTE: *Daniel moved to approve definition of "consultation" developed by working group and direct staff to provide definition to the accrediting bodies, ANSI National Accreditation Board (ANAB) and the American Association of Laboratory Accreditation (A2LA). Buzzini seconded the motion. The Commission unanimously adopted the motion.*

11. Discuss FBI rule change announced during January 13, 2025 National Rapid DNA Webinar, including Texas impact, and possibly vote on recommendation to create state working group for the purpose of recommending criteria for Rapid DNA Licensing Program.

Garcia gave a summary of an FBI rule change announced during a national Rapid DNA webinar. There has been a rise in the use of Rapid DNA instruments across the nation. The instruments are primarily used to analyze samples from known arrestees at police stations. Samples are added to a DNA database maintained by the FBI known as CODIS. The FBI announced that actual *crime scene samples* may now be run through Rapid DNA instruments and eventually be uploaded and searchable in CODIS, *if the law enforcement agencies hosting the Rapid DNA instrument partners with an accredited laboratory.* The FBI rule takes effect on July 1, 2025. The FBI recommends that every state develop its own working group to decide which approach is best for each state.

Commission staff previously discussed a possible Rapid DNA operator license similar to the Commission's other licensing programs. Garcia gave a list of potential participants for the establishment of a Rapid DNA working group for the State to include representatives from the Sheriff's Association of Texas, the Texas Police Chiefs Association, the Texas Rangers, Texas Criminal Defense Lawyers Association, Texas District and County Attorneys Association, Texas Association of Crime Laboratory Directors, Texas Association of Forensic Quality Assurance Managers, ANAB, A2LA, and a representative from the Commission's Licensing Advisory Committee.

Peter Stout addressed the Commission and stated this working group is essential for discussing the implications of the new rules and for addressing any problems that may arise for law enforcement and crime laboratories. Commission members agree that forming the group is critical. Ziemak requested that updates from the working group be given at each future Commission meeting. Kerrigan recommended that several members of the Commission (Coble, Ziemak, Kerrigan, Downing) should join the working group.

MOTION AND VOTE: *Parsons moved to direct staff to establish a statewide working group for the purpose of recommending criteria for a Rapid DNA licensing program. Ziemak seconded the motion. The Commission unanimously adopted the motion.*

12. Discuss recent and upcoming forensic development training and education projects.

Garcia gave an update on forensic development training and education projects. The National Association of Forensic Science Boards held a conference in November 2024 to receive updates on the development of forensic science organizations across the country. Garcia, Tomlin and Kerrigan presented at the conference. Garcia was invited to the ANAB Assessor Development course where she presented to the lead assessors on the Commission's role for crime laboratories in the State.

The Commission and staff also held a meeting at the Center for Human Identification in Fort Worth with DNA expert Jarrah Kennedy to discuss upcoming DNA trainings. Commission staff is organizing upcoming trainings for DNA technical leaders in the State to discuss activity level DNA interpretation, among other topics.

13. Update from the Texas Association of Crime Laboratory Directors (TACLD).

Stout gave a summary of the TACLD meeting that took place on the previous day. TACLD now has 80 members, which includes 25 voting members. The group is organizing a training with the National Institute of Science and Technology (NIST) to highlight different OSAC Registry implementation resources available to laboratories.

Stout says there are about a dozen Texas legislative bills TACLD is currently tracking and gave more specifics about several bills. One bill that has not been filed yet is expected to ban THC. HB 1422 will create a mechanism for sexual assault kits to be processed even where the victim does not want to press charges. The TACLD is actively engaged in the legislative process and will continue monitoring bills that may impact the forensic community.

14. Consider possible agenda items for next quarterly meeting.

Garcia will provide updates on the progress of the Rapid DNA working group at future meetings. Garcia requested an official portal update from DPS for the next meeting.

15. Schedule and location of future panel and quarterly commission meetings including, but not limited, to the April 11, 2025; July 25, 2025; October 24, 2025; and January 30, 2026 quarterly commission meetings.

MOTION AND VOTE: *Daniel moved to instruct staff to schedule these meetings. Ziemak seconded the motion. The Commission unanimously adopted the motion.*

16. Public comment.

There were no public comments other than that listed above.

17. Adjourn.

MOTION AND VOTE: *Daniel moved to adjourn the meeting. Buzzini seconded the motion. The Commission unanimously adjourned the meeting at 11:38 a.m.*