1. The meeting was called to order at 4:03 pm by Tom Griggs. The minutes of the meeting were taken by Tom Griggs.

2. Board members present:


   In person: Bridget A. O’Brien Swartz and Tom Griggs.

   Bar Staff Members present in person: Penny Lewis.

3. Call to the Public. There were no members of the public in attendance. Penny Lewis informed the Board that there were no public requests or comments.

4. Minutes. The September 13, 2017 General Session Meeting Minutes were approved unanimously through the vote based on the motion of Troy Bales and the second by M. Maureen Anders. The September 13, 2017 Executive Meeting Minutes were approved unanimously through the vote based on the motion of Bridget A. O’Brien Swartz and the second by James R. Anderson. The October 11, 2017 General Session Meeting Minutes were approved unanimously through the vote based on the motion of Bridget A. O’Brien Swartz and the second of James R. Anderson.

5. New Business. The Board discussed the idea of setting up meetings with the various advisory commissions. The purpose would be to provide a window into the BLS process as the Board reviews advisory commission denials for certification or re-certification. The Board also discussed and approved a variation of that plan. Bridget A. O’Brien Swartz will review the BLS remands to advisory commissions from the last 18 months to 24 months. That review will include the advisory commission denial letters and BLS remand letters. Bridget will draft a
memorandum to be issued to Penny Lewis. Penny Lewis will issue it to the Board for discussion at the BLS meeting set for January 10, 2018. The memorandum is not rule making. Rather, it will be suggested best practices that the advisory commissions may use or not use based on their individual discretion.

6. There was no Executive Session.

7. Next meeting set for December 13, 2017 at 4pm.

8. Tom Griggs moved for adjournment and the motion was seconded by Bridget A. O’Brien Swartz. It was a unanimous vote to adjourn.

Respectfully submitted,

Thomas J. Griggs