## INTEROFFICE MEMORANDUM

**TO:** LIZ ROLANDO, CHIEF CLERK

**FROM:** JANEL HARETOUN

**SUBJECT:** AMENDMENTS TO 11/01/18 REGULAR OPEN MEETING MINUTES

**DATE:** 11/21/18

**CC:** C&C ASSISTANTS

Please make the following amendments to the November 1, 2018 Regular Open Meeting Minutes:

Page 3, line 10: Replace "see" with "See"

Page 3, line 14: Replace "Mr. Vern C:" with "Mr. Vern See:"