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**INTEROFFICE MEMORANDUM**

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**TO:** LIZ ROLANDO, CHIEF CLERK  
**FROM:** RITTA MERZA  
**SUBJECT:** AMENDMENTS TO 12/19/18 REGULAR OPEN MEETING MINUTES  
**DATE:** 1/18/19  
**CC:** C&C ASSISTANTS

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Please make the following amendments to the December 19, 2018 Regular Open Meeting Minutes:

Page 2, line 19: add “,” after “Mr. Chairman”

Page 3, line 12: delete “(sic)”

Page 6, line 11: replace “Efficiently” with “Efficiency”