



**IDAHO HEALTH INSURANCE EXCHANGE
DBA YOUR HEALTH IDAHO**

**GOVERNANCE COMMITTEE MINUTES
THURSDAY, DECEMBER 2, 2021**

COMMITTEE MEMBERS PRESENT

- Ms. Margaret Henbest, Chair (via videoconference)
- Mr. Hyatt Erstad, Vice Chair (via videoconference)
- Senator David Nelson (via videoconference)
- Ms. Kathy McGill sitting in for Director Dean Cameron (via videoconference)

OTHERS PRESENT

- Mr. Pat Kelly, Your Health Idaho
- Mr. Kevin Reddish, Your Health Idaho
- Ms. Meghan McMartin, Your Health Idaho
- Ms. Alanee Thomas, Your Health Idaho
- Ms. Julie Sparks, Your Health Idaho
- Mr. Mike Stoddard, Hawley Troxell
- Ms. Tresa Ball (via videoconference)

1. CALL TO ORDER

Following proper notice in accordance with Idaho Code Section 74-204, the Governance Committee meeting of the Idaho Health Insurance Exchange (Exchange) was called to order by Ms. Henbest (Chair) at 1:01 pm, Thursday, December 2, 2021, at the offices of Your Health Idaho. In accordance with Idaho Code Section 74-203 (1), the meeting was open to the public and streamed in video conference format via GoToMeeting and the Idaho Public Television web site. Members of the public were encouraged to access the audio stream by dialing into a telephone number and view the materials by accessing a meeting link that were included in the notice of meeting posted on the Exchange Board's website, social media platforms, and at the meeting location.

2. ROLL CALL

Chair Henbest called roll and determined that Mr. Erstad, Senator Nelson, and Ms. McGill for Director Cameron were present, resulting in a quorum. Ms. Tucker was absent.

3. PRIOR MEETING MINUTES

Chair Henbest asked if there were any changes to the minutes from the prior meeting and there were none.

Motion: Mr. Erstad moved to approve the meeting minutes from the September 2, 2021, governance committee meeting as presented today. **Second:** Senator Nelson. **The motion carried.**

4. REVIEW AGENDA

Chair Henbest reviewed the agenda and no changes were made.

5. REVIEW ROADMAP

Chair Henbest reviewed the roadmap and no changes were made.

6. EMPLOYEE HANDBOOK UPDATES

Ms. Thomas said that Your Health Idaho (YHI) does a comprehensive review of the employee handbook each year. This is to make sure that policies are updated and/or added as necessary. The handbook also receives an annual legal review. Last year, there were some extensive additions due to Covid and the pandemic. This year, there were no new policies added, just updates to existing policies. The updates were minor grammatical updates such as adjusting language from his/her and he/she to they/them. This is in line with the diversity, equity, and inclusion (DEI) training that we have received over the past year. We want to make sure that we are proactive in making those adjustments moving forward. We reviewed our policies while keeping (DEI) in mind and the good news is that we did not have to make any other changes. However, in this changing landscape, we will continue to review our policies and make sure that we are including any updates as needed moving forward.

We also updated the workplace dress code to include more casual dress, which was very well received as the team returned from the remote environment post Covid. The relaxed dress code will continue as long as it is not abused.

Ms. Thomas said that the paid time off policy was adjusted, specifically around PTO cash out, to include two cash out options each year, as long as after each cash out the team member has a remaining PTO balance of 60 hours. Ms. Thomas said that most people have had vacation or travel plan cancellations over the last 18 months. This change was to make sure that team members were not missing out on their PTO accrual. She said that team members have been taking time here and there, maybe four-day weekends but not necessarily the kind of extended vacations that require travel. Ms. Thomas said that when we start to see high PTO balances, we encourage team members to take it to help maintain morale and burnout but for the times that is not a possibility, the cash out options are in place.

Ms. Thomas stated that this year, we reevaluated our holiday list and adjusted both of our floating holidays. In the past, the team members would have had to choose between having Civil Rights Day or the day after Thanksgiving off, now they will receive both days off. As you can imagine, it was difficult to decide which holidays to add or not add. We did not want to include one group versus another group. We were trying to think

about recognizing the holidays that we do not offer as paid days off and offer education around the holiday. For instance, Juneteenth is not a paid day off but as an organization, we will take the opportunity to educate the team as to why the holiday is celebrated, why it matters, and what is important about it. Again, this is an ever-changing landscape so we are committed to reviewing the holidays on a regular basis as well.

Another small update that was made was clarifying language around failure to return to work from personal leave or FMLA. If a team member was to not return, the language has been clarified letting them know what will happen.

Last of all, one of the policies that was added last year in the presence of Covid was the infectious disease policy. After reviewing that policy this year, we identified that there was some very specific language in that policy in relation to Covid. It has been updated to be more generic in the case of another pandemic so that we can continue to use the policy going forward.

The redlines are included in the committee materials so that you can see all the updates that were made, along with the final draft that has the redlines accepted.

Senator Nelson asked why Civil Rights Day was not referred to as Martin Luther King Jr.'s birthday.

Ms. Thomas said that she believes that two or three years ago it was updated so that it includes all parties, rather than just calling out one individual.

Senator Nelson replied that he thought it was called Idaho Human Rights Day, not Civil Rights Day.

Mr. Stoddard said that he did not know what the correct name was but that he would look into the matter and make sure that we were referencing it correctly.

Motion: Senator Nelson moved that the governance committee recommend to the board the updates to the Employee Handbook as presented today. **Second:** Mr. Erstad. **The motion carried.**

7. EMPLOYEE BENEFITS UPDATE

Ms. Thomas said that the benefits packages that are offered to employees are reviewed every year with our broker. This year, we added an extra layer by surveying the team to see what they felt was important for next year's benefits. We reviewed rates from four different carriers. Due to our size, we will be in the mid-size group, which involves a level of underwriting from all carriers. This year, the overall benefit structure looks similar to last year. There are no additional policies or insurance added for this year. Our open enrollment began on November 16 and ended on November 26, so team members had about two weeks to enroll for the benefits and work with a broker to find what options and plans worked best for them. The new benefits will begin January 1, 2022. All benefits stayed with the same carriers we used last year with the exception of Myriad

Benefits Advisors, which is our FSA and dependent care which moved to American Pension Administrators (APA)The team members will not see much of a change regarding that other than more ease of use, both from an administrative and an employee standpoint. The website is more intuitive and employees will receive a different card.

Ms. Thomas went on to say that being able to stay with the same medical and dental providers was something that team members had stated in the survey as being important. When we worked with our broker to choose the carriers, staying in the same network was top of mind. With that being said, we could possibly have saved a small amount with other carriers but we chose to stick with our current carriers for the medical and dental benefits.

For 2022, we saw a significant increase of about \$100,000 for medical benefits. YHI worked hard to minimize the increased impacts to the team. We felt that it was important to do everything that we could to ensure that the increased compensation that was introduced this fall was not used up by increased benefits costs. Most employees will see no more than an increase of about \$22 per paycheck going forward. The employee-only medical option stayed at a \$0 premium, which was another thing that the survey showed was important to employees.

Delta Dental and VSP vision rates stayed flat this year while Willamette Dental saw a very slight increase.

Mr. Erstad asked if Blue Cross was the current medical insurance carrier.

Ms. Thomas replied that that was correct.

Mr. Erstad asked how big of a hit YHI took on the renewal.

Mr. Kelly said that we saw, on an annualized basis, that the medical premiums went up 35% and we had budgeted for just under half of that increase. We do have some favorability in our current financial year where we can essentially pay for the remaining increase. Based on the feedback from the team and the heightened sense of cost of living increases, YHI felt it was important to minimize any increases that go directly to the team member. We were able to do that through what we had in the budget plus some favorability year to date.

Mr. Erstad said that YHI had probably had some unfavorable experience within the group to have that type of a hit. He said that they have seen renewals all over the board this year and it was good that YHI was able to mitigate it. He said that he thinks that YHI will find that the move to APA is going to be a positive change for the cafeteria plan administration. He gave kudos to YHI for being able to mitigate the cost, as the last thing that you want to do when you are trying to hire new employees is make them have to pick up a bigger share of the cost.

Chair Henbest asked if this was the first year that YHI was in the mid-sized group because of the growth in the number of employees.

Ms. Thomas replied that last year, YHI was in the mid-sized group but had the option, because of our size, to choose whether we wanted to remain in the small group or move to mid-size. She said that for some reason, the mid-size group did not require any underwriting last year, so we were able to take advantage of some discounted rates in that space for our premiums. This year, we did not have the option to do small group.

8. REVIEW ANNUAL PLAN OF OPERATIONS DOCUMENTS

Mr. Kelly started the overview of the plan of operations on slide nine. He stated that the overall plan of operations is reviewed every year and that it is comprised of two primary categories of documents and policies. First, there are what are the more static documents such as the Health Insurance Exchange act that created YHI, our bylaws, committee charters, the board conflict of interest, and our public records policy. Then there are documents that are more operational or dynamic in nature, meaning they change on a more frequent basis. This includes things like our annual budget, our committee road maps, and our decision tracker. The decision tracker records every single decision that has been made in a committee or board meeting since the inception of the exchange. When we put these two categories of documents together, those decisions from the committees and the board are the glue that holds the two different categories of documents together and tie it together and create our plan of operations.

To support the overall policy review, each of the committees review their germane policies. For example, the finance committee met this morning and reviewed the Procurement policy, the Delegation of Authority policy, our new Landlord Financial policy, which is just a year old, as well as other key policies related to the audit. The governance committee reviews everything from employee practices to privacy and security, as well as board member conflict of interest and other related policies. In addition to that, each committee reviews their committee charter during the annual effectiveness survey.

In addition to the committee reviews, we also have more operational reviews, which are completed by YHI's executive team. We want to make sure that our day-to-day operational decisions, policies, and practices align. As the business evolves, we want to ensure it evolves in line with existing policies or that we present changes to those policies. The employee handbook updates that we went through this morning are a good example of that. We also have our general counsel review all our policies and practices, not just to ensure compliance from an operational standpoint, but also to make sure that we are in alignment with all the regulations at the state and federal level. A good example of this would be that a couple of years ago we added "Action Item" to anything on the meeting agendas that may require a vote in either a committee or board meeting.

Additionally, we have external auditors: a financial auditor who does the financial and programmatic audit and a privacy and security auditor. The external auditors are independent third parties who come in and determine if YHI is adhering to the policies as expected by the board. In these cases, YHI team members exit the audit review so committee and board members are able to speak directly with the auditors.

Mr. Kelly said on slide 11 is a picture of what he just described, with both the dynamic and more static documents. On the left side are the governing processes which are the more static documents, with the health insurance exchange act being the most important document on that side as it is what created us. On the far right are the dynamic documents, the things that change all the time. For example, our budget, which we will be reviewing in February and March. In the middle are board resolutions and all the decisions that have been made over time.

Mr. Kelly stated that the high-level items that had been changed that the committee needed to be aware of were some changes to the compensation plan that were made in the last set of committee meetings in September. In today's meeting, updates made to the employee handbook were reviewed. The financial policies were reviewed in the finance committee meeting this morning and some minor changes regarding the financial institutions listed in those policies were made. Those changes reflect YHI's move from First Interstate Bank to Idaho First Bank. Privacy and security policies are updated every year to align with federal requirements. New versions of the MARS-E framework that we use, as well as our organizational structure are reviewed and updated as needed. Finally, we have the new Internal Privacy and Security Risk Management policy that was developed as discussed at the September board meeting.

Motion: Senator Nelson moved that the governance committee recommend to the board the approval of the Annual Plan of Operations as presented today. **Second:** Mr. Erstad. **The motion carried.**

9. OPERATIONAL GOALS UPDATE

Mr. Kelly moved on to slide 15, saying that the governance committee has oversight of all YHI's operational goals, which are tied to the variable pay plan. YHI is currently a little behind on all our goals. One of the biggest challenges that YHI is currently facing, as is most of the United States, is a staffing shortage. That staffing shortage is impacting all parts of the business, but more so in the customer-facing roles than anywhere else. Because of that, the Idahoans' Experience goal is lagging.

First Contact Resolution measures how many times we interact with our customers before their issue is resolved. The good news is that we are doing great at this particular part of the goal. We are at 100% threshold, which means that when we do talk with a consumer, we are able to resolve their issue quickly, efficiently and with only about 1.88% requiring three or more touches to resolve their concern. Turn Around Time and Net Promoter Score are lagging behind our goal. When we are short staffed, as we are today, our inventory grows, meaning the number of inquiries from customers grows and it takes longer for us to respond. Because we are behind, more people are calling for a status and it creates a cycle where the more inventory we have, the more people call, which creates more inventory, and so on. The cycle needs to be broken as we get through the end of open enrollment.

There is some good news with Net Promoter Score that may not be reflected in the actual results. People are not excited about the long wait times but when they are able to speak with someone, they comment that we are very efficient, helpful, kind, and most importantly we resolve their issue. It is simply taking longer for people to get to that point. We have done everything that we can to put more people in a customer facing capacity, whether it be working tickets or extending our hours. We are working 7:00 am to 9:00 pm every day, 8:00 am to 5:00 pm on Saturdays, and we will be looking at seven days a week for the rest of open enrollment. We have “all hands on deck” at essentially all hours of the day to get through this. The good news is that as long as people pick a plan by our deadline, they will have coverage January 1 and we will back date any tax credits as needed. We have communicated that to our agents, brokers, and carriers.

Moving to the next goal of Retention and Enrollment, Mr. Kelly said that he checks open enrollment status every morning. Today we were just over 75,000 enrollments which is about 2,000 above the same day last year. Despite the delays and short staffing, our enrollments are in moderately good shape and trending as expected. Through the different status in our enrollment reports, we can see the number of customers that are selecting a new plan or changing their existing plan and it is very encouraging.

We also have two new carriers this year: a new dental carrier, EMI Health, and a new medical carrier, Molina. Both new carriers have seen enrollment growth throughout open enrollment, so we know systems are working, that the correct reports are being sent to the carriers and they are reflecting those enrollments.

Mr. Kelly said that Risk Management, the next goal, is an area that YHI continues to focus on. Risk Management relates to cyber risk, cyber threats and is centered around phishing campaigns. We have had two campaigns in the goal period. We are lagging a bit in the performance of both the response and reporting rates which may be tied to being understaffed and people moving too quickly and not slowing down and being thoughtful about those campaigns. We have increased our training, we have asked people to slow down, and we are reinforcing the importance of double checking before they click on things. It is not unusual to see the first couple of campaigns be lower performing. It is human nature, and we are highly focused on making sure we get these back on track and keep the focus on this as it continues to be the biggest cyber threat to us.

Low-Cost Promise is on track. Last year at this time, we were at 40% achievement through the end of October. This year, we are at 41%. We have quite a bit of operating expense pressure on our income statement with the increased costs for our direct hires as well as increased costs for our seasonal employees. The good news is that we have favorability because we have a lot of open positions and had fewer than anticipated seasonal hires. When those dynamics settle down into the second half of this year, we will be quite mindful of our operating expenses and decisions that we make but we are in good shape so far.

Mr. Kelly continued to Employee Engagement and said that the portion of this goal that is currently being measured is COMPASS card participation. This is peer-to-peer recognition around YHI's cultural values. This also tends to lag a little bit during open

enrollment because people are focused on the customer and not so much peer recognition. We are at about 71% participation. This is higher than we were at last year, which is encouraging, but we are lower than where we would like to be. This is a yearlong goal, so we have plenty of time to get this one back on track.

Last of all, the Employee Engagement Task Force recommendations are currently being worked and discussed this week. They will be deployed after open enrollment in January.

Chair Henbest said that in terms of the Idahoans' Experience goal, and understanding the struggle with employee shortages, whether YHI has any thoughts and solutions around improving the situation. She said that it is difficult to decipher the causes for employment shortages, and at this point, YHI is likely just focused on getting through open enrollment. Chair Henbest said that her concern is that we do not quite know what is collectively driving the employment situation across the country. She said that she is sure that YHI is considering that we might have to confront this in years to come and wondered what some solutions might be if we encounter the same employment challenge next year. She asked Mr. Kelly if he had any thoughts to share regarding this.

Mr. Kelly replied that yes, it is constantly on our minds. He said that he thinks that there are a couple of different approaches to the Idahoans' Experience goal specifically as it relates to open enrollment. We are at the point in open enrollment where we cannot effectively onboard any new people, even if we could find them, and have them trained and able to serve Idahoans for the balance of open enrollment. For the next month or so, we are heads down, just executing on the work itself. We are also very mindful of ensuring that our team remains engaged. As we talked about in the September meetings, we did a cost of living increase for our team that was effective in October. It was tiered with the focus primarily on the lower compensated roles, but there was a change for every person at YHI. We have also recognized that open enrollment this year is incredibly challenging with relation to workload, stress, and long hours, so we have implemented retention bonuses that will be paid out just before the holidays in the December 23 paycheck. That is nice timing for the team and also recognition for what has been a very challenging open enrollment.

Mr. Kelly continued and said looking beyond the here and now, there are a couple of things that we want to think about. We do have open positions that we need to fill so we are working on relationships in the valley. For example, a relationship with the Department of Labor means that when someone goes into that office looking for employment, the very first thing they think of is Your Health Idaho. Just like we want to be the very first thing they think of when it comes to health insurance, we want them to think of us for employment. For some of our other roles, as we start to staff up for our eligibility system, we are looking at how we can do that more efficiently. For instance, Mr. Reddish has an open position slated to be filled in December and a similar position to be filled in February. Instead of recruiting twice for the same role, we are recruiting for both positions now. That will allow not only efficiency in recruiting but efficiency in onboarding and it will allow them to both be well positioned for success as we bring on that new eligibility system. Those are our plans with near-term and mid-term focus. Longer term focus would be around the budget. When we start to have discussions

around our strategic staffing plan and our compensation plan, we are likely going to be looking at a much larger pool of annual adjustments. Merit, because it is tied to performance, is likely to be proposed at historical levels. Market and other items may be more significant than they have been in the past. One of the challenges with determining market is that the compensation data has not moved or matured as quickly as the market is moving. In other words, we do not have a robust set of data to go on that would support what recruiting is experiencing on the ground in real time. We have been discussing with Ms. Ball if we need to do a full compensation survey and whether the data have caught up enough to make that a meaningful process, or if we need to look at specific roles like we have done in other years. We will continue to watch that and be prepared for either option in January. We are hiring for some roles right now, which continues to help inform on what the market is requiring to hire people.

Chair Henbest remarked that YHI may get its best feedback from the hiring process in terms of responsiveness to posted positions. She said that what people think they should be compensated in those positions may give some good, timely feedback.

She added that she had a couple of questions regarding the Risk Management and Employee Engagement goals, stating that both are vulnerable to fatigue. She said that since we have had these goals for quite a few years, she wonders whether there may be some boredom around these strategies and if something new might energize employees looking forward to FY23.

Mr. Kelly responded that he thought that Chair Henbest's observations were accurate and added that any time you have the same thing over a long period of time, there is the risk of people becoming complacent or tired. He said that he thinks that the challenge that YHI has had in years past is evaluating what is the right metric, particularly in the risk management space. While we are always looking to make things engaging and exciting, it is still the right goal, as phishing remains the single biggest threat to an organization. When we start talking about goals for the coming financial year in January and February, we will certainly think about how to make this more exciting so that people do not get tired of the goal itself.

Mr. Reddish added that he feels like we struggle with this one every year and said that he thinks that all of Mr. Kelly's team has come to the same consensus as they discuss this goal each year. He said that, as Mr. Kelly stated, phishing is the single greatest threat vector that we have. He said that changing it up a bit has been where we have struggled. We talk to team members after each campaign to get a sense of why they fell victim. We mainly talk to those who have not fallen victim in the past to try to understand what happened. Mr. Reddish said that in a lot of the conversations that he had this round, people said that they were multi-tasking and did not give it a second thought before clicking. He said that we try to take advantage of having campaigns during times when people will realistically fall victim to phishing. One upside, he said, is that we have systems in place that help prevent a lot of these risks from getting through. YHI's phishing campaigns require our systems to be bypassed so that the emails can go through. Real threats are mitigated at a higher rate but we are trying to educate the team that they still need to slow down and take a second look even though it is busy. There is a button

integrated into each person's inbox that they can click that will send any email to Mr. Fuhrman or Mr. Reddish to review. We have told the team when in doubt, click the button. It will be reviewed and the employee will be notified if it was a valid threat or part of a phishing campaign.

Mr. Reddish said that he is not surprised by the reporting and response rates of the phishing campaigns, adding that this is our busiest time of year and we typically do more phishing campaigns during open enrollment. The goal for this period is a little bit higher than it has been historically as we have been doing better with it, but we also are experiencing high call volume like we have never seen before.

Chair Henbest replied that they would check in again in January and February after we had had the opportunity to give the goals some more thought. She stated that she understood the difficulty in creating something meaningful for all the employees around something that bears significant risk.

Mr. Kelly said that he wanted to circle back and make sure that he addressed her question regarding COMPASS card participation. He said that he thinks that this is something that has been a goal for several years and whether it is the right thing to continue to do and how to make it more exciting will be evaluated. Mr. Kelly said that COMPASS values are part of what Your Health Idaho is, so he doesn't think that changing or removing them is something to revisit but shining a light on them is something that we want to do in the most efficacious way possible.

10. IT PROJECT AND VENDOR SERVICES RFP

Mr. Reddish stated that FlexTechs has been YHI's services vendor since 2014. They helped establish the original network and have been with the exchange since. FlexTechs is coming up on the seven-year procurement maximum, which means that YHI is required to go out to bid for services. FlexTechs was originally brought in to help augment IT staff since YHI did not have an IT team at the time. Currently, FlexTechs is providing weekly services by coming on site and helping with a task list. Mr. Reddish said that he is looking to eliminate that in the future since YHI now has a team that can support those needs. He said that he is asking for a Request for Proposal (RFP) for a couple of different items, mainly around purchasing. This would include software subscriptions like email with Microsoft Office 365 and hardware purchasing such as additional servers and infrastructure to support the anticipated growth of YHI's team. Managed service vendors can help with those things, but they can help with costs as well. They have established partnerships with main IT vendors such as Cisco and Microsoft so they get reduced rates that they can pass along to their clients. Mr. Reddish said that he is looking to extend that and continue that relationship with a managed services provider for things such as software subscriptions and hardware purchasing. He said that it is more of a cost savings to the exchange, but it is also in their wheelhouse as each of them has people that have that expertise. For example, if YHI was to purchase a server, they could help with getting the system in and YHI's IT team would not have to be taken away from supporting the team during open enrollment. Mr. Reddish said that the biggest change that he is requesting with the RFP is to eliminate the need for weekly IT services.

Chair Henbest asked if the contractual support that the RFP was requesting would not be as extensive as we have right now, but would it be more tailored to what the team currently needs than what it needed seven years ago.

Mr. Reddish replied that that is correct and said that we do have a current “Not to Exceed” for IT services with FlexTechs and we will not add that to this RFP.

Mr. Stoddard stated that as he understood it, the board has the option to not require YHI to go out for bid due to the seven-year procurement maximum, but that Mr. Reddish seemed to think that it made sense and asked if that was correct.

Mr. Reddish responded that yes, he feels like it makes sense to look at what else is available. He said that there are several other organizations in the Boise area that provide similar services and that he feels like it is within YHI’s best interest to go out to bid. FlexTechs has recently been purchased by another IT organization and their leadership has expressed the desire to bid on this as well.

Motion: Mr. Erstad moved that the governance committee recommend to the board that the board authorize the governance committee to 1) conduct an RFP for IT Project and Support services, 2) establish a Proposal Evaluation Team (PET) to evaluate the responses to the RFP, and 3) accept the recommendations of the PET; and that upon such acceptance the Executive Director and the Chair of the governance committee may negotiate and execute the contract with an amount consistent with the approved budget for the current year and it is anticipated that the board will include such funds in each subsequent year’s budget. **Second:** Senator Nelson. **The motion carried.**

11. FINALIZE BOARD TRAINING CONTENT DISCUSSION

Chair Henbest stated that per our bylaws, we are required to do an annual board training. We look forward to Brian Kane and Mike Stoddard doing that training during the December board meeting. We will go over public meeting laws, the conflict of interest requirements, and media reminders including social media expectations. We will review the committee structure and roles and responsibilities and what the expectations are for board members, including how the board interacts with YHI team members. There will be a reminder about COVID-19 which will be in alignment with our infectious disease policy. It may just be an ongoing issue in terms of the care and due diligence we need to exercise around face-to-face interactions. We will look at the National Association of Corporate Directors governance topics, which are a reminder of what are our duties as board members. We will review the care, loyalty, and attention that is expected of us as board members. The new piece this year will be some additional training around privacy and security. That is something that was suggested by the auditors.

12. NEXT MEETING

Chair Henbest said that the next meeting will be in the first quarter. Mr. Kelly added that due to the budget cycle it would likely be in late February or the first part of March.

Chair Henbest replied that Ms. Sparks would be reaching out to coordinate dates for the next meeting.

13. ADJOURN

There being no further business before the committee, the Chair adjourned the meeting at 2:03 pm.

Signed and respectfully submitted,



Margaret Henbest, Committee Chair