ILLINOIS LABOR ADVISORY MEETING
MEETING MINUTES
OCTOBER 27, 2014
1:00 pm

Board Member Attendance: Kim Bobo (via phone), Brian Glynn, Ralph Graham (via phone), Tina Harbin, Bruce Holland (via phone), John Penn, Marc Poulos, Jorge Ramirez

Illinois Department of Labor (IDOL) Staff Attendance: Joe Costigan, Rosaelia Garcia, Gil Jimenez, Tammy Miner(via phone), Doris Moy, Jim Preckwinkle(via phone), Larry Thomas Jr., Ron Willis

Community Guest: Mr. Robert Bruno, UIC Professor, School of Labor and Employment

I. Call to order

The Meeting was called to order at 1:12 pm by Chairperson, Jorge Ramirez, member of the Labor Advisory Board.

II. Welcome- Introduction

Jorge Ramirez welcomed everyone to the Chicago Federation of Labor office the location of the Labor Advisory Board (LAB) Meeting and asked all in attendance to introduce themselves along with those on the phone.

III. Approval of Minutes from April 14th Meeting

A motion was made by Jorge Ramirez and seconded by Marc Poulos, member to approve the Minutes from the April 14th meeting. The motion was passed.

IV. Old Business

a) Payroll Cards

Ron Willis, Chief Legal Counsel of the Illinois Department of Labor (IDOL) stated the payroll card legislation passed this General Assembly and will be effective on January 1st, 2015.

Joe Costigan, Director of the Illinois Department of Labor (IDOL) stated that the law is one of the toughest in the country and insures people are getting paid correctly and fairly. He stated that a lot of poor working people are getting paid with a payroll check and most of these workers do not associate with a bank. If you are consumer without a bank account more than likely you will go to a currency exchange to cash your check and you will get hit with extra fees. Under the new system the worker will get every penny from the payroll card. Now with a payroll cards consumers can get paid like a paycheck.

Jorge Ramirez, Chairperson added this is a very big victory for a lot of people. People take home a pay check that they actually earn and to pass this legislation that is something we should all be proud of as board members.

b) Study University of Illinois

Jorge Ramirez, Chairperson introduced Mr. Robert Bruno, University of Illinois, Chicago (UIC), Professor, School of Labor and Employment. Professor Bruno stated that the University of Illinois, Chicago contracted with the Department of Labor to conduct a study that was responding to a need on the Illinois Preference Act. This project was to determine whether in fact there were out of state workers who were employed on publicly funded projects in the State.

The Department of Labor has chosen not to enforce the law because of a court order holding that there had to be a finding that in fact there was a certain percentage of out of state workers that were taking work from in state workers. Professor Bruno added they are very close to having final numbers and having this report completed. They looked at the years 2011 – 2012 they made a decision to take a look at school construction projects that existed in the 27 border counties of Illinois whose unemployment rate met the definition of being excessive for two consecutive calendar months that the Illinois unemployment rate exceeds five percent. With the Department of Labor's assistance a request is sent to all of the school districts to submit to us all of their certified payrolls. In fact, UIC did receive an enormous amount of collection data.

They chose school projects for a couple of reasons:

1) They would encapsulate most if not all of the different trades in which people could be put to work.
2) There would include a decent variety of trades.
3) It was likely that there was working being done.
4) It will represent all of the border counties to draw not from the interior part of the state because it was less likely and more likely that they would be working around the border.

UIC is finishing the number crunching of the project. The law states that if more than 10% of the total number of hours worked or the number of workers who are working on a publicly funded project, come from out of state in this time period where there were two consecutive months of unemployment of 5% or above, it would trigger the Act. UIC is finding that about 12% of total work is being conducted by workers who live out of state. Professor Bruno added that UIC will have final numbers hopefully this week with the total number of workers either being 11.8% or 13%. We have a total number of contractors in state and out of state which appears roughly 18% of the contractors were out of the state but this may change. He commented that there is a strong correlation between being an outside contractor and hiring, utilizing or employing out of state employees, in fact it looks like as much as four times as likely. There is a much higher rate of using out of state employees when an out of state contractor is working on the project.

John Penn, member asked if this is likely because the work is closer to the Inter-states like the states of Missouri or Indiana. Professor Bruno agreed and stated that they are looking at borders around the state.

Marc Poulos, member asked if the unemployment rate in the Illinois counties had a higher unemployment rate than the bordering out of state counties. Professor Bruno stated he was not able to establish if that is absolutely true. Professor Bruno was not sure during that time frame if the adjourning county in the bordering states had a higher unemployment rate. Marc added that the court test was that the evils of our unemployment rate are caused by employment of out of state workers and that this is the base line test. He added that if we can prove that the border counties of the other states unemployment is lower because those individuals were employed as opposed to the Illinois county

which was higher and it is because those individuals working in the out of state county versus in the state county. Professor Bruno replied he can investigate further on the unemployment rates between the bordering states. He added that the project will have the breakdown of types of trades compared in state and out of state workers for example electricians, laborers or painters. Are certain kinds of trades more likely to be involved in work for out of state workers?

John Penn, member asked if the project looked at the collective bargaining rights of mobility versus immobility of the workers. Professor Bruno replied in this project they were not looking at the collective bargaining agreement because they are only looking at the employment factor. They have reason to believe that a very high percentage of the out of state workers were paying union dues. To a great extent these are likely union members.

Professor Bruno added they are not filling out the data correctly. The project found that close to 50% just from schools you cannot tell where the employee lived. This is big hole in the data and a huge problem with no addresses for the employees.

Professor Bruno commented that another reason they have not completed the project today is because they want to include the job loss dollar value and run it through a larger economic analysis to show the broader impact on the State of Illinois, for example, lost tax revenue. He added that the analysis should be done and completed this week. When it is completed UIC will send it to the Department of Labor.

John Penn, member added that they are using the study from UIC on the Prevailing Wage Act on Enterprise zones in Central Illinois and this information has been very helpful in the Peoria area. Professor Bruno is looking forward to having more work for the Unions or the Department of Labor.

Ron Willis commented that in the 1996 General Assembly the Department was in charge of enforcing "the State Construction Use of Illinois Resident Labor Act". It was part of the DECO, construction projects or capital funding development projects which included that 50% of people working on this project had to be an Illinois resident. This was a one shot deal and it was never carried over. Obviously, the Legislature has been sympathetic to this concept. Professor Bruno stated this project was just school projects and only in border counties. Jorge Ramirez, Chairperson added that the timing is good especially after the election just looking at the Capitol Bill. It is important to have an understanding of the potential loss on capital construction by allowing this to continue unenforced. It will be relevant in many ways especially to the construction industry.

c) Surveyor Classification

Ron Willis, Chief Legal Counsel stated that the Department just completed two out of three Section 9 Hearings which is the section of the Prevailing Wage Act under which Hearings are held to establish classifications. The decision will be appealed. In the meantime, the surveyor classification is not being enforced by the Department. The Hearings are closed and now the parties are briefing it. Ron Willis stated it was an enormous amount of time and will cost the Department a lot of money to establish one classification and we will be moving on to two more Hearings.

John Penn asked if the Section 9 Hearings are covered statewide because there are four parts to the state that operate differently. Each part of the state operate differently we have four operators unions, four labor unions etc. What we do in Chicago we do not do in Peoria and what we do in Peoria we do not do in Metro East. Ron Willis replied it can be decided that classification should exist in ABC counties shouldn't exist in DEF just because of the nature of the work. The last time the Department ligated a Section 9 matter was in 2005 when someone was looking for a landscape classification in every part of

the state. For example, we have traffic safety moving from 6 to 9 counties it does not cover the rest of state. There are no rules on this interpretation it is all subject to a judge and interpretation. Most recently the Department received a decision concerning a job classification for an oil/chip remover in which the court ruled it was not covered under the Prevailing Wage Act.

V. Director Comments

The Director discussed developments that have happened over the past several months since our last meeting. First, we want to discuss that we are a small Department with a big mission and how we effectively fulfill that mission. Secondly, we want to look at the history of our laws, take a look going forward, how the Department positions itself as the workplace changes and as laws have not kept up.

a) Wages Collected by Fiscal Year

The Director continued to say that the Department has been doing presentations at a number of places in recent months on the topic of "What is Wage Theft?" The Department is trying to define 'wage theft'. In the employer community more and more employers are coming forward and bringing complaints to the Department from other employers who are breaking the labor laws. This is an interesting phenomenon for our Department because employers never came forward and this has never happened in the past.

The Director referred to the Wages Collected by Fiscal Year handout. On the handout, the mission of the Illinois Department of Labor is to promote and protect the rights, wages, welfare, working conditions, safety and health of Illinois workers through enforcement of state labor laws, to safeguard the public through regulation of amusement rides and to ensure compliance with all other labor standards. The Department has steadily improved on this but knows that there is more work to do. The Fair labor Standards Division is in line with the Agency's mission and has reported collections in Fiscal year 2014 in the excess of $7.37MM. The Department is moving in the right direction and has done a lot of work to move forward with the Department's limited resources.

VI. IDOL Developments

a. Employee Classification Act (ECA)

The Director added from the Wages Collected handout, the Department also collected nearly $66K in Civil Penalties in FY14 as a result of complaints against contractors in the construction industry misclassifying employees as independent contractors. The Department just hired its first inspector for the ECA from funds collected from the ECA.

The Director stated that on the Department's website there is a notice regarding the ECA. The new amendment to the law goes into effect in January 2015 and will require contractors who hire workers who are not employees to report to the Department the name of the company, their business identification and the names of people who are working for them as independent contractors. This is a new requirement that comes into effect in January 2015. There will be fines and penalties if companies are not in compliance.

Marc Poulos, member asked if this was an amendment to ECA. Ron Willis replied yes this is an amendment to the ECA. An example is if a contractor completes work on a residential sub-division and the contractor sub-contracts out the electrical to an individual. The contractor will have to report to the

Illinois Department of Labor the name of the company and who they have sub-contracted the work to as an independent contractor.

Ron Willis replied the way the Act was amended said the individual or sole-proprietorship has to report. On the IDOL Website the same position that we take on misclassification which means even if a person is a corporation, but it is not a legitimate corporation as defined under our regulation you must report that corporation. For example, if I am a general contractor and I subcontract the work out to a corporation. In turn the corporation hires employees to do the work I do not have to report that I have hired a corporation. But if the sub-contractor hires a partnership, sole proprietorship or individual they must report. In addition, if you are not a legitimate corporation defined by our rules you must report.

Marc Poulos added the next step is if you were doing an investigation is whether that somebody incorporated on December 15, 2014 for the next year. This individual tells the subcontractor to become a corporation to avoid reporting the reporting obligation because of the new law. Then in March 2015, I filed a complaint against this particular contractor. Then IDOL investigates with evidence finds that it is not a legitimate corporation, then it would be an ECA violation. It is a violation of the reporting requirement but it also becomes an ECA violation.

Ron Willis commented the Department will see two separate violations; first they have misclassified a worker and failed to report which is a second violation. Therefore, they would be subject to the penalties for each violation. The $66,000 in civil penalties is a result of complaints against contractors in the construction industry representing a lot more companies. The Department has taken a position and makes the companies sign a settlement agreement so they agree to pay portions for each ECA violation. The Department has a settlement agreement with the contractors that is now enforceable.

The Director added with this new amendment also adds a personal liability for the employers and employers cannot dissolve and start a new company. Ron Willis stated the only exception is if you are a responsible bidder. For example, Sherman Williams a paint store has a whole business installing flooring with a list of sub-contractors. This is the wave of the future.

John Penn, member asked how the Department is going to enforce this law without additional resources or staff. The Director answered that the Department just hired more staff on the Prevailing Wage side and one employee dedicated to ECA cases. John Penn commented that the foundations need to know more so they can put a good case in front of the Department because this is separate than Prevailing Wage it will affect any contractor. Ron Willis added the Department has gone out to the unions to train on Prevailing Wage Cases and now the Department needs to go out to inform the unions on ECA cases. One important part is that we have one year to prepare any ECA case versus 6 months this will make a difference in the type of cases. He stated the training or outreach should be able to show a good ECA case. The Department needs to look at the priorities of the future and how we spend the dollars, the argument should be made the Department should spend it where it generates revenue. Eventually, it allows the Department to fund the cases through its own source of revenue.

The Director suggested he had a couple more items on the topic of ECA. First, the Illinois Supreme Court upheld the laws we talked about previously in Illinois and its constitutionality was challenged. The US Supreme court did not want to hear an appeal, so the law is solid here in Illinois and we can move forward with this decision by the Illinois Supreme Court. Secondly, the Director added that the Department is getting more and more cases from employers who are directly competing using these models, which is an interesting phenomenon in which the Department did not have in the past. Lastly, the Department continues to do joint investigations to share information with the US Department of

Labor, IDES, Worker's Compensation and we are working on going forward with the Illinois Department of Revenue.

The Director commented on an issue with the Secretary of State the Department is working with the Secretary of State in Corporate Filings. The Department wants to see the Secretary of State require the employer to give the workers compensation number and their unemployment insurance compensation number that they have applied for. The Department has an information sharing agreement with IDES for the Department to go directly to the Secretary of State website for this corporate filing information. The information sharing goes along way for helping us in finding information in prosecuting these issues very effectively.

Marc Poulos commented there is a problem because an employer needs their corporation file number before they receive their IDES number if they are filing as a corporation. Jorge Ramirez, chairperson added once they assign a number they can provide this information. Marc Poulos stated it would mean this information needs to be shared between IDES and Secretary of State. He stated the Department would envision the IDES number will become part of the record so you can see it on the corporate filing. The Director stated they will continue to work with the Secretary of State to get this information.

b. ECA Case vs. Overtime

Ron Willis commented about a Federal Court decision in which the department participated in the final decision. A private practitioner bought an overtime case and an ECA case. The court found that the person was an independent contractor and not an employee under both state or federal overtime laws. However, the court then found the person was an employee under the ECA, in which the standard is different and tougher. The court needed to decide what the appropriate damages were because under the Department's rule administering the ECA, the Department granted misclassified employees all the rights and privileges allowed to employees under every other wage and labor law administered by the Department. The court sat on the decision for about four months, at which time the Department sent a letter of opinion advising the court of the Department's regulation. The court relied upon this regulation and awarded the overtime along with all the rights and privileges under the ECA.

c. New Laws

The Director discussed the legislation called Ban the Box which is to provide job opportunities for qualified applicants. This legislation states you cannot ask job applicants to disclose their criminal record prior to job interview. The Department is in charge of putting together rules and enforcing the fines and penalties attached to this new law. This new law goes into effective in January.

There are a number of new rules for Wage Payment Collection Act (WPCA), formal Hearings rules under the Employee Classification Act, Minimum Wage rules and OSHA rules.

Ron Willis discussed the US-DOL companionship law. The US DOL postponed the enforcement of this law. Under US DOL people who are domestics are covered under the WPA but people who provide companionship were not covered because they are not considered domestic. The US DOL said if you work more than 10% of your time providing cleaning and cooking under domestic service that person is considered domestic and covered under US DOL. Only if they provided companionship services such as playing games, talking to this person then you are considered to be a companion. In Illinois, we have always covered companions and we will have to change our definition to make sure we do not cover

domestics. The US DOL new rules are considered to be domestics and therefore beyond our coverage because they would be excluded. Illinois needs to redefine our definition of companionship. US DOL is going to hold states that fund these people as joint employers which means they need to be paid overtime. It is a real economic burden to a lot of states for overtime which means millions of dollars to cover a lot of services for states.

d) Information Technology

Gil Jimenez, Chief Information Officer discussed some of the developments, the biggest change on the Illinois Department of Labor website is the posting of the Hearings dates for people who have Wage Claims. The hearings are listed to eliminate phone calls to the Department's receptionist on hearing dates and times. The handout is a copy of the Hearings which list the wage claim number, the date and time along with the last name of the Judge. The Hearing dates are updated on a rolling basis if they are re-scheduled or settled. The website includes Frequently Asked Questions and made the language more accessible to eliminate phone calls to the Department. During the last LAB meeting we discussed new systems for the Department's compliance section in getting a new system in place to be able to do things out in the field. The compliance officers currently have Air cards so they can remotely go to an employer if they need to audit and the notes will immediately go back their manager. He added the Department currently has two divisions that are using I-phones to be used in the field which replaces their previous phone. The IPhone is for camera use and the price was less than what they would have paid for a digital camera. The Amusement Ride Division and Safety division will use these devices to incorporate a database. Finally, the ECA submissions will be online and the Department is accepting more things electronically along with the data sharing agreements with IDES for example. This will reduce the amount of paper as well.

Jorge Ramirez asked if the idea to take pictures is so the Department will be able to send this information to the Department as evidence. Gil Jimenez replied that the inspectors had cameras and went to the rides and took photographs and printed them out, but now they can send them directly to the manager to make decisions. Gil added that the Public Safety Division is moving to IPhones and will remove the Air Cards with no additional cost. The Director added this allows us to activate in real time. Gil states this is a pivotal point especially with funds we never had. The Director complimented Gil for his great expertise and he has been an integral part of the Information Technology with this whole process. This is a very big development.

e) Wage Claim Department

Doris Moy, Wage Claims Manager discussed news developments in the Fair Labor Standards (FLS) Division. Doris Moy stated the FLS department is the first responders when it comes to the Wage Payment Collection Act. Due to recent changes to the rules and the law the FLS department had to change some of its processes. There have been three major changes with the new laws in FLS Division.

The first new change is concerning 'Defaults'. The rule states "if the employer fails to answer the claim as required in certain sections of our rules or fails to answer all material allegations contain in the claim any unanswered allegations shall be deem to be admitted to be true as of the 21st day following the notice of claim". Therefore, a default is truly a default. Employers should take these notices seriously because if they don't there is a certain admission you are making as an employer. The key to successful enforcement of this rule and the law is to make sure that the Department does closer monitoring on response times. The department is working on a timely delivery of the cases to the Hearing section so

they can hold these Default Hearings quicker. The Department will ensure that both parties are properly served and they receive notice.

The second new change is the 'Three Tier Penalty'. There are three different types of penalties that will be accessed when an order is issued by an Administration Law Judge. The order will state that wages are due to an employee plus and an additional 1% or 2% accrued penalty. Additionally a new administrative fee is awarded. If the wages owed are $3000 or less, the administrative fee is $250, if the wages owed is between $3,000-$10,000, then the administrative fee is $500 and if the amount owed is $10,000 or more the administrative fee is $1,000.

The third new change is on the subject of 'Retaliation'. This means retaliation employees may face for exercising their rights under the Wage Payment and Collection Act. This is a huge change to our law as well as the rules. We have guidelines for investigating these retaliatory complaints. Our specialist will be trained on how to process these cases and again get them to Hearings in a timely manner.

Marc Poulos, member asked how long it takes the FLS department to complete a Wage Payment and Collection case. How many people are just paying versus going through the whole process? Are there more employers just paying on the first notice? Marc Poulos stated that on the Prevailing Wage side they send out the first notice and employers will throw the notice in the garbage. A second notice is sent and the case might go to a Hearing. The Wage Claim process might be partly a model for other Acts or an effective tool that the Department of Labor will be able to enforce to resolve these small disputes. A lot of the Prevailing Wage disputes are thousands of dollars because the employers do not respond quickly until they receive the 2nd notice. Typically these are lower waged cases for approximately $200 which is a lot for the employees and not for the employers.

The Director added that there a lot more employers who are settling cases. The Department is losing the $250 in administrative fees but the cases are being settled before they go into Hearing. For example, we had a case for $60 plus the $250 administrative fee, but most employers settle the case. Larry Thomas, Executive Assistant is calling on these cases to get settled. Doris Moy commented that when the Department converted to Formal Administrative Hearings more employers began settling before the case goes to Hearing to not be charged the $250 administrative fee and penalties.

VII. Factors for Future Direction-Discussion

a. Dated Laws

The Director stated that the Department is charged with enforcing 24 laws that protect the rights, wages, welfare, working conditions and health and safety of Illinois workers. For example, the Child Labor Law was established in 1945 but has not been amended to deal with modern day work place realities. The Minimum Wage Law also we are dealing with workers in sheltered workshops. The Department enforces laws such as the One Day Rest in Seven Act, the Wages of Women and Minors Act, the School Visitation Rights Act, the Equal Pay Act, the Nurse Agency Licensing Act, the Wages of Women and Minors Acts, the Private Employment Agencies Act and The Victim's Economic Security and Safety Act (VESSA). The Department also enforces the Child Care Act of 1969, Environmental Protection Act and the Workers Compensation Act from 2011.

b. Laws without Rules and True Enforcement Mechanisms

The Director continued that under the Prevailing Wage Act we have laws without rules and other laws with no true enforcement mechanisms. The Department cannot criminally prosecute these laws. Another example is the Personal Records Review Act and there is no enforcement or penalties for this law.

Ron Willis added for example, the One Day Rest in Seven Act (ODRISA) states that Sunday is a day off for everyone. This law is very outdated. There are so many exceptions to this law because it states an employer can get an exception for 7 weeks in a calendar year. All employers are subject to collective bargaining, union rights and employee contracts with employees working seven days a week. We get ODRISA complaints on employees complaining they are working on Saturdays and Sundays. Ron commented we need to review the laws and figure out what the Department is going to enforce.

c. Legislative Matters affecting the Department proposed by other Organizations

Ron Willis discussed a new law in which has the Department as part of the enforcement mechanism which is the Bill of Rights for Domestic employees. This particular law will take all our resources to investigate domestic rights but the Department does not have enough money in the budget to enforce this particular law. Another law, 'Ban the Box' in which nobody discussed this law with the Department as to how to enforce the law. The Day and Temporary Labor Services Act states employers should maintain records of all applicants. The Department has to enforce this law in which case every time an employee states I did not get a job. The Department will have an administrative investigation and a hearing; spend all resources to review if the employee record shows whether this person applied or did not. This cost the department resources and money but at the same time we have to enforce these laws.

The Director states the reality is the Department is confronted with laws we do not have the resources to enforce. He stated the Department needs to look at what is our real mission and how does the Department resource ourselves for the reality of the workplace. The Director is asking the Labor Advisory Board for advice and discussion how to handle these types of issues. To find out what is the mission of the Department going forward.

VIII. Future Funding to Meet Department's Mission

Ron Willis suggested maybe we should be in the licensing business where we get no revenue but not really enforcing. He added the Labor Advisory Board should be the enforcement on taking on any new laws. Another example is the Equal Pay Act, mostly the investigations, was handed over to the Department of Human Rights to be more effective and use those resources elsewhere.

Marc Poulos suggested to the Department to get a list of laws and having categories with labels under labor regulations, construction, domestic or licensing. The statistics for each law for example on how many times in one year does the Department get a complaint for that particular law. If a particular law only comes up 3 times or complaints that do not have merit after one year, get this drafted to get this law off the books. The big picture is do we want to get rid of labor laws and it is not a good thing because it will have a bad perception for the Department. Currently, the department has 24 laws and at the end of the day it is a lot of money for each law. The Department of Labor has a huge population including the city of Chicago which spends billions of dollars on Public Works construction which is covered under ECA and Prevailing Wage. The department is under-funded just with the Prevailing Wage Act and the Wage Payment Collection Act. In the last ten years the Department of Labor has not had a

sizable increase to its budget. The Department should receive a percentage of every Public Work Construction projects in the State of Illinois because they are going to enforce every single labor regulation on that contract.

Marc's big idea is to create a fancy 'Labor' license plates and all the funding go to the Department of labor. The Department would get a percentage of this labor plate and the funding would go directly to the Department of labor. Marc continued that between the CFL and AFL the state of Illinois can collect a good amount of funding. If the Department collects $10 for every 500,000 vehicle plates throughout the state of Illinois they have collected $5 million dollars. People who care about labor will contribute to the labor funding of these labor license plates.

Jorge Ramirez added it is a very easy idea on creating license plates but you have to have a controlling department to hold the license plates. The license plate idea will have employers who care about labor and can contribute to the Department of Labor.

Marc Poulos added another idea is the next Capital bill should state for every contract that is let, the Department of Labor will get a certain percentage. The contract will state "in order to effectively enforce the labor laws, the billions of dollars on the Public Works Construction, it needs to be adequately be funded".

Jorge Ramirez states the Department can take each law but send each legislator a bill for the enforcement.

Director stated our general revenue Budget is approximately $7 million and has not changed in the last ten years but now we have about 24 laws to enforce.

Ron Willis added the Prevailing Wage process should change to an administrative process. Also, the Wage Payment Collection hearing department still has only three judges which also includes Section 9 hearings and ECA hearings in the future. In most cases the Minimum Wage complaints are settled but we have new laws coming under the Minimum Wage law. He stated in the Fair Labor Standards division it took them 6 months to input the case but now the Department is much faster. Our hearing process has gone from 1 and a half years to at a minimum of six months. Jorge Ramirez stated a list of laws by the Department should be shared with the Labor Advisory Board with the violation amounts with labeled categories.

IX. Future Meetings and Adjournment

The Department will send out an email for any future meetings. The meeting was adjourned at 2:35 pm by Jorge Ramirez, Chairperson.