

CITY OF LOS ANGELES
JOINT LABOR-MANAGEMENT BENEFITS COMMITTEE (JLMBC)

PROPOSED MINUTES

SPECIAL MEETING

February 7, 2019 – 9:00 A.M.

CITY HALL, 200 NORTH SPRING STREET, ROOM 1060
LOS ANGELES, CA 90012

Present:

Committee Members

Regular:

Paul Bechely – Laborers' Local 777

Steve Koffroth – AFSCME District, Council 36

Richard Llewellyn – Office of the City Administrative Officer

Wendy Macy – Personnel Department

Tony Royster – General Services Department

David Sanders – SEIU Local 721

Neil Guglielmo – Los Angeles City Employees' Retirement System

Alternates:

Marleen Fonseca – Engineers and Architects Association

Matthew Crawford – Office of the City Controller

Personnel Department Staff

Steven Montagna – Chief Personnel Analyst

Jenny Yau – Senior Management Analyst II

Isaias Cantú – Senior Management Analyst II

Paul Makowski – Senior Personnel Analyst I

Office of the City Attorney

Curtis Kidder – Assistant City Attorney

The Segal Group

Stephen Murphy

Keenan & Associates

Robin Rager

1. Call to Order

David Sanders called the meeting to order at 9:04 a.m.

2. Public Comments

None.

3. Minutes

A motion was made by Wendy Macy and seconded by Marleen Fonseca to approve the minutes of the December 6, 2018 JLMBC special meeting; the Committee unanimously adopted this motion.

4. Benefit Service Provider Presentation: WageWorks, Inc.

Edgar Brock from WageWorks, Inc. presented the annual plan review of the City's tax advantaged spending accounts services. He began by stating that WageWorks has been managing the City's tax-advantaged spending accounts consisting of the Healthcare Flexible Spending Account (HCFSA), Dependent Care Flexible Spending Account (DFSA), and parking and transit commuter accounts since 2008. He then provided a brief summary of WageWorks' client base and eligible expenses for which the HCFSA may be used to pay for.

Mr. Brock then provided highlights of the City's HCFSA program from 2013 to 2018. He stated that from 2013 to 2018, there was a 44% participation growth in the program, \$1.6 million dollars in cumulative employer Federal Insurance Contributions Act (FICA) savings, \$6.2 million in cumulative employee tax savings, and a 4.7% increase in the average election amount per participant. He noted that the top five HCFSA debit card expenses in 2018 were for dental, vision, physicians, health and medical products, and pharmacy charges.

Mr. Brock continued by providing a brief overview of the DCFSA and eligible and ineligible expenses for which the DCFSA may be used to pay. David Sanders asked which agency decides what types of expenses are eligible expenses. Mr. Brock responded that the Internal Revenue Service (IRS) regulates program eligibility and requirements.

Mr. Brock then provided highlights of the City's DCFSA program from 2013 to 2018. He stated that from 2013 to 2018, there was a 28% participation growth in the program, \$1.2 million dollars in cumulative employer FICA savings, \$4.6 million in cumulative employee tax savings, and a 3% increase in the average election amount per participant.

Next, Mr. Brock provided a brief overview of the Commuter Spending Account and eligible parking and transit expenses for which the commuter spending account may be used to pay. He provided highlights of the City's Commuter Spending Account Program

from 2013 to 2018. He stated that from 2013 to 2018, there was an 88% participation growth, \$419,000 in cumulative employer FICA savings, \$1.6 million in cumulative employee tax savings, and a 3% increase in the average pre-tax contribution per participant.

Mr. Brock then described the ease by which members could file a claim and get reimbursed quickly via the WageWorks mobile app and its online tools. He indicated that 97% of the claims filed in 2018 were filed electronically using WageWorks' online tools.

Wendy Macy asked Mr. Brock if he had any recommendations on how to improve marketing of the FSA programs to increase member participation. Mr. Brock responded that educating members about the benefits of the program including the ease of using the HCFSA debit card to pay for expenses could increase marketability of the program. He also indicated that he is available to conduct seminars and webinars for the City's members to provide more education and information on the benefits of these programs during Open Enrollment and at any special events during the year. Stephen Murphy added that assisting members to plan ahead for large expenses they may incur, understanding the savings that result from using pre-tax dollars to pay for those expenses, and the ease of using the mobile app to get reimbursed quickly could help to increase member participation in the program.

Ms. Macy inquired if WageWorks' customer service representatives (CSRs) are equipped to assist members with questions or issues related to reimbursement requests. Mr. Brock responded that all CSRs are trained to assist members with questions related to the status of their reimbursement claim. He also stated that notes can be created within a client's account if there is a need to communicate any special circumstances regarding the reimbursement of claims that the CSRs can refer to at any time.

Marleen Fonseca asked how members pay for expenses or are reimbursed. Mr. Brock replied that there are three ways to access funds: 1) using the HCFSA debit card; 2) submitting a claim to be reimbursed with pre-tax funds; or 3) submitting a provider invoice to pay the provider directly with pre-tax funds. Mr. Murphy explained that funds become available January of the calendar year and employees are deducted the appropriate funds from their paycheck on a bi-weekly basis. Paul Bechely stated that members may be hesitant to enroll because they are worried about losing any unspent funds and inquired how often this happens. Mr. Brock responded that this happens infrequently and that planning for big expenses is critical for ensuring all funds are used. Mr. Brock explained that WageWorks sends out reminder emails and communications regarding unused funds that need to be spent by the end of year.

Mr. Sanders asked how the City's participation rate compares against other public sector agencies. Mr. Brock responded that the City's participant rate is comparable with other public agencies, although participation can always increase.

Richard Llewellyn asked what the participation rate is in the private sector and if there were any lessons the City could learn from the private sector. Mr. Brock responded that the participation rate in the private sector is comparable but that the private sector often provides these types of programs as part of a full suite of benefits when employees start work on the first day.

Neil Guglielmo asked what the limits are for different spending accounts. Mr. Brock responded that the limits are set by the IRS for each type of spending account. He stated that the limit for the HCFSA is \$2,700 per employee and the limit for the DCFSA is \$5,000 per household. Mr. Guglielmo asked what the maximum limit is for commuter benefits. Mr. Brock answered that the maximum limit is \$265 per month. Mr. Brock concluded his presentation and thanked the Committee for their time.

Ms. Fonseca recommended that the FSA programs be advertised at new employee orientations.

5. Committee Report 19-01: Benefit Service Provider Procurement Schedule and Health, Dental, and Vision Provider Contract Extensions

Steven Montagna presented this report. He began by stating that in 2015, upon the recommendation of staff, the JLMBC established an Ad-Hoc Subcommittee for the purpose of developing a long-term strategy and schedule for issuing benefit service provider procurements. He explained that the Subcommittee developed several recommendations to help both the Committee and staff manage the significant administrative responsibilities that relate to issuing procurements. He continued that the first recommendation was to create a procurement schedule that spaced out the searches over a five-year cycle to allow for longer periods of time to create and administer a Request for Proposal (RFP). He further explained that the second recommendation was that the Personnel Department be provided authority to enter into contracts with LAwell Program benefit service providers for a period of up to five years without requiring Council approval. He stated that the reason for this was to help promote greater participation in the City's procurements, minimize disruption to members, efficiently manage staff resources, and reduce consulting costs. He stated that the Committee submitted this recommendation to the City Council, which was approved in 2015 and that the Administrative Code now provides the Personnel Department with authority to enter into five year contracts with LAwell Program benefit service providers without requiring Council approval.

Mr. Montagna continued with his presentation by stating that the cycle of procurements that was established in 2015 has now been completed and that the next cycle of procurements is scheduled to begin this year and carry through the year 2023. He stated that staff has created a proposed procurement schedule reflected in Attachment A. He explained that this schedule spaces out procurements over multiple years, coincides with assumed contract termination dates for the incumbent providers, and also includes 18 months of development time to create and execute the procurement.

Mr. Montagna added that staff is recommending that the Committee direct staff to engage with the incumbent health, dental, and vision providers on proposed terms of two-year contract extensions and report back to the Committee with recommendations. He explained that work for these procurements will start in less than a year's time and that staff will most likely start earlier for the health plan RFP, if survey work will be incorporated as part of that process.

Mr. Llewellyn asked for clarification if staff is recommending five years contracts or three year contracts with extensions. Mr. Montagna responded that staff is recommending a three year contract, with an option to extend for up to two additional years. Mr. Bechely asked when the health, dental, and vision RFP would next be completed. Mr. Montagna replied that if the procurement schedule is adopted by the Committee, the RFP process would start January of 2020 and the contract award would be July of 2021 with a service effective date of January 1, 2022.

Mr. Sanders asked what the outcome would be if the City extended its contract with an incumbent vendor for an additional two years. Mr. Montagna replied that staff with work with its consultant, Segal, to request rate caps for the extended periods. Mr. Llewellyn advised that rate caps be instituted to control the City's costs. Mr. Montagna stated that the Committee has the ability to conduct an earlier procurement process as opposed to a few years ago, when decisions were made in a very short period of time. Matthew Crawford stated that the City will not have any leverage if it decides to extend a contract because the RFP process has not started and the provider is aware of this information. Mr. Crawford added this needs to be taken into account when setting terms for extensions. Mr. Montagna stated that the Administrative Code provides the Personnel Department the ability to enter into five year contracts with LAwell Program service providers.

Mr. Guglielmo acknowledged that receiving member feedback is important and should be taken into account when issuing an RFP. Mr. Sanders stated that he is concerned about not having any control on rate caps as this is a bargaining contingency for labor unions. Mr. Llewellyn reiterated that staff will make its recommendation to the Committee on the number of years a contract should be awarded and the premium rates will be taken into account. Mr. Crawford added that the City may be asked to pay for higher premium rates if a rate cap is requested and that this data should be analyzed. Steve Koffroth requested clarification on the purpose of the procurement schedule and how it will operate. Mr. Montagna explained that the schedule serves as a roadmap for issuing all future procurements but the City and the Committee are able to modify that roadmap when they determine that to be in the best interests of the City. Ms. Macy stated that there are many other items that are not taken into account in the procurement schedule, such as member surveys and other regular reporting that can be used to assess how providers have performed and assist the Committee in making decisions regarding contract extensions.

Following this discussion, a motion was made by Richard Llewellyn and seconded by Neil Guglielmo to (a) approve the proposed procurement schedule for 2019-

2023 and (b) direct staff to engage Kaiser, Anthem, Delta Dental, and EyeMed on proposed terms of two-year contract extensions and report back with recommendations; the Committee unanimously adopted this motion.

6. Committee Report 19-02: LAwell Program Benefit Service Provider Goals, Metrics, and Data Development

Mr. Montagna presented this report. He began by stating that the report provides a summary of the work that was completed in 2018 to establish a structured and outcomes-driven approach to working with the LAwell Program's service providers. He added that staff and Keenan have been actively working with all of the LAwell Program's service providers to develop strategies for establishing goals and metrics and that these updates have been shared with the JLMBC throughout the year. He further explained that staff is now finalizing the process for establishing a reporting structure to provide regular reporting on this effort and that staff is proposing that in addition to the updates the Committee has been receiving, supplemental quarterly updates with summary data reports will also be provided. Mr. Montagna explained that the quarterly updates will be led by Keenan. He further explained that these metrics will serve as a baseline for measuring member outcomes.

Mr. Montagna then introduced Robin Rager from Keenan & Associates to discuss the first quarterly update scheduled for April's meeting. Mr. Rager began by stating that Attachment A of the report provides a summary of the proposed metrics, reporting source, and proposed frequency of reporting that were identified in individual meetings with each of the service providers. Mr. Rager explained that the metrics categories that will be used to measure tracking and measurement across the service providers are member participation and engagement, preventive care, chronic conditions, condition management, health risk, and health behaviors. He stated that these metrics will be used as the basis for determining appropriate goals and strategies that will be tracked and evaluated to measure the progress and success of the City's wellness and health management initiatives. He noted that the carriers are very cooperative in providing information.

Mr. Llewelyn asked whether one chronic indicator will be identified since every carrier has their own indicators. Mr. Rager replied that each carrier utilizes different metrics and indicators and a reporting summary will be provided for each carrier to provide data updates to the Committee. He further explained that trends can be identified from the information that is provided. Mr. Guglielmo asked if benchmarks will be identified. Mr. Rager responded that benchmarks will be developed from the carrier's book of business and other public agencies. Mr. Montagna stated that the challenge is to establish meaningful metrics for success. Mr. Montagna further commented that the ultimate goal is to influence member choices and behaviors and this can only be done through effective engagement and communication with the members.

Following this discussion, **a motion was made by Marleen Fonseca and seconded by Neil Guglielmo to (a) receive and file report regarding LAwell Program benefit service provider goals, metrics, and data development; and (b) approve staff and**

Keenan's proposal for providing quarterly activity updates and supplementary data reports to the JLMBC; the Committee unanimously adopted this motion.

7. Committee Report 19-03: Benefits Third-Party Administrator (TPA) Transition Update

Jenny Yau presented this report. Ms. Yau began by stating that the project is still on target to meet the anticipated go-live date of April 1. She explained that the project is now transitioning to the fourth stage of the implementation plan, systems and acceptance testing and that the initial testing of both the administrative and member portals have been completed. She stated that the last round of portal testing will continue through the end of February.

Ms. Yau next explained that user acceptance testing of the member portal will begin the week of February 18. She explained that staff is working with human resources liaisons from all City departments to assist in gathering a diverse group of volunteers from different City departments, job classifications, and years of service to engage in testing of the member portal. She noted that Morneau will use the feedback that members provide from the testing to further refine and enhance the member portal prior to its launch on April 1.

Next, Ms. Yau provided an overview of the different types of member communications that are planned when the new benefits administration goes live on April 1. She noted that staff made several enhancements to the variety of benefits communications members receive including new hire eligibility offers, confirmation statements, and event reminders and notifications. She explained that due to the limits of the current system, customization and automatic generation of communications is not feasible. She stated that Morneau's system provides this functionality and as a result, staff made several types of improvements to member communications including simplifying and customizing the language in the confirmation statements to be specific to the event type to better assist members in understanding the complex rules and requirements of the benefits program and included tables in the confirmation statements highlighting outstanding actions that are required by the employee. She further indicated that staff worked with Morneau to create a variety of new notifications and event reminders to further improve member education such as a reminder notification for new hires to enroll into benefits before they are defaulted into coverage; Medicare eligibility notification and information on Medicare and LAwell coverage; and reminder notifications for members to submit supporting documentation (e.g. birth and marriage certificates) before coverage is canceled.

Next, Ms. Yau stated that staff has developed a transition communications timeline for communicating the benefits TPA change to the membership which includes several elements including an announcement postcard and letter, an instructional flyer and video, and enrollment reminders for those employees who have events that overlap TPA service providers. She explained that since members do not typically have a need to engage with the benefits platform outside of Open Enrollment, this informational

content will also be repeated in this year's upcoming Open Enrollment materials for Plan Year 2020.

Lastly, Ms. Yau noted that staff has been working with Morneau to begin documenting the requirements for the Call Center. She added that as part of this process, staff plans to schedule a "Culture Training Day" with Morneau which provides an opportunity for Morneau's telephone customer service representatives to interact directly with City staff to learn first-hand about the unique aspects of the City's LAwell Program. Ms. Yau added that following the conversion, staff plans to regularly review Call Center feedback and monitor performance to ensure that communications and workflow processes can be refined in the period between conversion and the upcoming 2019 Open Enrollment period.

Ms. Yau next introduced Terri Arceneaux, Implementation Manager and Kevin Kanoon, Vice President of US Administration Solutions with Morneau Shepell. Ms. Arceneaux provided a brief overview of the progress of the conversion data and transition timeline. She explained that Morneau has been working with Mercer, the City's current benefits TPA to finalize the dates for the final conversion data to be provided from Mercer to Morneau. She stated that City staff, Mercer, and Morneau were able to finalize processes for providing this data to avoid any downtime or "blackout" period. She explained that this is being accomplished by having Mercer provide a daily report of coverage changes since the initial conversion data is loaded. She added that the Mercer call center will end services on Friday, March 29 and that the only downtime members will experience is website availability over the weekend on Saturday, March 30 and Sunday, March 31.

Mr. Sanders asked if the call center phone number will remain the same. Ms. Arceneaux stated that the call center phone number will change and that the new phone number will be communicated to members in subsequent mailings. Mr. Kanoon added that a variety of communication tools can be utilized on the member portal to support different types of messages.

Mr. Guglielmo asked if the data conversion timeline provides sufficient time for Morneau to load the data. Ms. Arceneaux replied that Morneau has already performed multiple rounds of testing on the initial data Mercer provided and anticipates that data conversion should go smoothly. She added that there is a two week buffer in the timeline to account for any unexpected circumstances.

Mr. Guglielmo asked if there are established service standards to improve member experience of the call center. Mr. Kanoon replied that the contract includes performance metrics to track various operations of the call center including an end of call survey to measure member satisfaction, average speed to answer a call, call wait time, and call abandonment rate. Mr. Kanoon added that this information will be reported to the City on a quarterly basis and more frequently during Open Enrollment. Ms. Yau further added that the City's population relies heavily on utilization of the call center and that was an important factor the City considered when making its selection during the RFP process. She also noted that as members begin to use the new enhanced website,

utilization of the call center should gradually decrease and staff will work with Morneau to rebalance performance metrics.

Mr. Sanders asked about the progress of member communications. Ms. Yau stated that the City is working with Morneau and Segal to develop the design and content of the announcement postcard.

Ms. Macy asked why call center services will be provided from Pittsburgh. Mr. Kanoon replied that Pittsburgh was selected to provide services to the City because the customer service representatives in Pittsburgh are very experienced and call center services for other large public agencies such as the City of Chicago are also provided out of Pittsburgh. Mr. Kanoon concluded that Pittsburgh would be the ideal location for the call center as the City is a large public sector client.

A motion was made by Paul Bechely and seconded by Neil Guglielmo to receive and file the LAwell Program benefits TPA transition update for December 2018 to January 2019; the Committee unanimously adopted this motion.

8. Committee Report 19-04: Employee and Family Assistance Program (EEAP) Transition Update

Paul Makowski presented this report. He began by stating that the report before the Committee is the final transition update report as the transition has now successfully been completed.

He next provided a brief update on the status of the each element of the transition plan. For the first three elements, he indicated that (1) program branding for the EFAP to Support Plus has been successfully communicated to members via a Citywide postcard, pamphlet, and updates to the keepingLAwell.com website; (2) the EFAP call center phone number has successfully been ported over to Optum; and (3) processes to ensure transition of care from the EFAP to a member's medical insurance have been established and continuity of care cases will be monitored throughout the term of the contract.

Mr. Makowski next provided an update on the EFAP communications plan. He stated that various types of communications have been provided to members to introduce Optum's services including a Citywide postcard, brochures distributed to City departmental human resources personnel, updates to the keepingLAwell.com website, and educational webinars/seminars. He added that additional webinars/seminars will be provided throughout the year based on program utilization.

Mr. Makowski concluded with an update on critical incident response and group education services, noting that staff developed a website for departmental human resources liaisons to submit training requests and where additional information regarding services is available for reference. Mr. Makowski also stated that staff will gauge training utilization and focus on departments that have low usage and encourage utilization from these departments.

Ms. Fonseca inquired regarding the attendance of the webinar/seminars. Mr. Makowski responded that attendance was low and additional types of advertisement are required to improve attendance. He also noted that staff is working to identify ways to advertise the program to dependents of employees as the EFAP is a program that covers the entire household.

A motion was made by Marleen Fonseca and seconded by Paul Bechely to receive and file the final EFAP transition update for December 2018 to January 2019; the Committee unanimously adopted this motion.

9. Committee Report 19-05: LIVEwell Program Update

Joan Centanno presented this report. Ms. Centanno started by explaining that the Wellness Program focused on the theme of prevention for the last three months and that clinics, webinars, and, classes were held to support that theme.

Ms. Centanno next provided an update on clinics that were held in October and November including flu shot clinics, health screen clinics, and an additional vision pop-up clinic. She briefly summarized attendance at these clinics by location, noting that there was an increase in the number of participants over the previous year in some locations.

Next, Ms. Centanno provided an update on the webinars that were held in October and November. She stated that the highest attended webinar was called Relaxation Techniques for Managing Stress and the second highest attended webinar was the Back Care webinar.

Ms. Centanno continued with an update on engagement results. She stated that engagements are tracking ahead of the fiscal year goal. She then provided a brief update of the key metrics used to track engagements, noting that awareness of the Wellness Program increased from 61% to 80% of employee survey respondents, achieving the goal for this year. Ms. Centanno further highlighted that related to specific behaviors, employees who do not exercise regularly decreased from 32% to 30%, vision exam utilization increased to 35%, and dental preventative cleanings increased from 54% to 57%.

Mr. Gugielmo asked if any exercise challenges have been conducted. Ms. Centanno replied that various kinds of challenges have been conducted to promote exercise such as the walking challenge that was conducted last year and the current Feel Like A Million Team Challenge. She explained that the Feel Like A Million Team Challenge is currently underway and encompasses various aspects of wellness. She noted that 2019 wellness topics continue to evolve to keep members engaged and that staff is planning new events such as a Maternity Wellness and Aging Well workshops. She further stated that more departments are reaching out to staff requesting workshops and seminars.

Mr. Sanders asked what metrics or indicators will be used to identify a healthier City employee. Ms. Centanno responded that certain indicators need to be selected to

identify what a healthier City employee is. She provided an example such as using vision and dental exam indicators. Mr. Montagna added that one of the goals of the carrier summits is to collaborate with all of the carriers to identify uniform and meaningful indicators and that these indicators will continue to evolve over time. Mr. Guglielmo stated that the Los Angeles City Employees' Retirement System (LACERS) measures awareness and program utilization as an indicator of retiree wellness. He added that this area to develop indicators and metrics is improving and much work is still needed. Mr. Koffroth stated that sharing information, trends, and data among the carriers will assist to narrow down what indicators should be used to measure successful outcomes.

A motion was made by Steve Koffroth and seconded by Neil Guglielmo to receive and file LIVEwell Program developments, updates, and activities; the Committee unanimously adopted this motion.

10. Committee Report 19-06: Wellness Services Administrator (Limeade) Implementation Update

Mr. Montagna presented this report. He began by providing a brief update on the status of the elements of the implementation work. He stated that since the last update provided to the Committee, the specifications of the eligibility file have been finalized and that testing of the file is expected to begin in March.

Mr. Montagna next explained that staff has held extensive meetings with Limeade on a number of administrative implementation issues, including an all-day in-person meeting last week where staff and Limeade discussed the design of the Limeade platform. He stated that Limeade's platform provides members the opportunity to engage directly with service provider resources through a user-friendly and convenient dashboard to access all service providers. He further stated that staff is focusing on Limeade's engagement resources to help leverage engagement with all of the service providers. Mr. Montagna highlighted that greater engagement means greater awareness and utilization of resources, all of which supports better health outcomes.

A motion was made by Steve Koffroth and seconded by Neil Guglielmo to receive and file the Wellness Services Administrator implementation update for December 2018 to January 2019; the Committee unanimously adopted this motion.

11. Committee Report 19-07: Projects & Activities Report

Mr. Makowski presented this report. He began by providing an update on the most recent provider negotiations in the Anthem network. He reported that Anthem is still continuing its negotiations with Presbyterian Intercommunity Hospital (PIH) – Whittier and that the agreement has been extended to March 1. He stated that Anthem will continue to provide staff and the JLMBC with updates related to these negotiations.

Mr. Makowski continued with an update on Blue Shield member refunds. He explained that Blue Shield was previously a LAwell Program health plan provider and that they recently conducted an internal claims audit in which Blue Shield identified errors in the way they had calculated network out-of-pocket maximum accumulation for several of the City's employees enrolled in a Blue Shield plan for the calendar year 2016. Mr. Makowski indicated that as a result of the errors, Blue Shield issued refunds to impacted members in November 2018.

Next, Mr. Makowski provided an update on the recently completed 2019 Open Enrollment period. He stated that 2019 Open Enrollment successfully closed on October 31, 2018, and that all the administrative activities required to finalize employee elections and payroll deductions have been completed. He also stated that the results of 2019 Open Enrollment period will be provided to the Committee at its April meeting.

Mr. Makowski provided an update on the Employee Benefits Trust Funds refunds. He stated that staff continues to research the addresses for those employees who could not be issued a refund and that this work is labor intensive and will be ongoing throughout the year. Lastly, Mr. Makowski provided an update on Affordable Care Act tax reporting, noting that staff continues to work with vendor, Ernst & Young to finalize the issuance of the ACA related tax forms by the reporting deadline of March 4.

A motion was made by Marleen Fonseca and seconded by Neil Gugielmo to receive and file the projects and activities report regarding informational items, project updates, staffing summary, and completed projects/meeting calendar for December 2018 to January 2019; the Committee unanimously adopted this motion.

12. REQUEST FOR FUTURE AGENDA ITEMS

None.

13. NEXT MEETING DATE

A meeting was noted for March 7, 2019 at 9:00 a.m.

14. ADJOURNMENT

The meeting was adjourned at 10:50 a.m.

Minutes prepared by staff member Gabriela Cortes.