

# **MINUTES OF THE APRIL 2018 MEETING OF THE ADMINISTRATIVE RULES REVIEW COMMITTEE**

Date of meeting: The regular, statutory meeting of the Administrative Rules Review Committee (ARRC) was held on Friday, April 6, 2018, in Room 116, State Capitol, Des Moines, Iowa.

Members present: Senator Mark Chelgren, Chair, and Representative Dawn Pettengill, Vice Chair; Senators Jim Carlin, Mark Costello, Wally Horn, and Pam Jochum; Representatives Megan Jones, Amy Nielsen, Rick Olson, and Guy Vander Linden were present.

Also present: Jack Ewing and Amber Shanahan-Fricke, Legal Counsel; Stephanie A. Hoff, Administrative Code Editor; Colin Smith, Administrative Rules Coordinator; fiscal staff; caucus staff; and other interested parties.

Convened Sen. Chelgren convened the meeting at 9 a.m.

**Fiscal overview** Christin Mechler presented the LSA fiscal report. Also representing the LSA fiscal services division was fiscal analyst Mike Guanci.

Regarding ARC 3684C: Rep. Pettengill stated that the major change in the IPERS contributions in dollars is the result of a reduction from 7.5 percent to 7.0 percent in the assumed rate of return on investment, which increased the liability, resulting in the prepayment of liabilities through increased contribution rates.

Regarding ARC 3687C: In response to a question from Sen. Chelgren, Mr. Guanci stated that the average cost of a single license plate is about \$3.50.

**HUMAN SERVICES DEPARTMENT** Wendy Rickman, Carol Eaton and Debbie Johnson represented the department.

ARC 3667C No action on amendments to 73.12(2) regarding revised federal standards for the resolution of appeals by members to managed care organizations.

In response to a question from Sen. Chelgren, Ms. Johnson will verify for the committee that the time frame for resolution of appeals for providers is the same as that for members.

ARC 3680C No action on an amendment to 119.1 requiring background checks on any employee with access to federal tax information used for department purposes.

ARC 3681C No action on amendments to ch 167 concerning procedures to be followed by juvenile detention facilities that seek annual cost reimbursement.

ARC 3704C No questions on a proposed amendment to 75.1(39)“b”(3) pertaining to premiums for applicants and recipients under the Medicaid for employed people with disabilities (MEPD) program.

ARC 3715C No action on amendments to 51.4(1), 51.7 and 52.1 concerning cost-of-living adjustments to state supplementary assistance.

ARC 3716C No action on amendments to 79.1(2) and 79.3(2)“d” pertaining to crisis response services.

ARC 3717C No action on amendments to ch 81 and new ch 166 regarding civil money penalties and quality improvement initiative grants.

ARC 3718C No action on amendments to 81.1 and 81.16 pertaining to training and competency evaluations for nurse aides.

ARC 3719C No action on amendments to chs 95 and 99 concerning child support.

At the request of Rep. Pettengill, Ms. Eaton agreed to provide information about waivers or deferments of child support.

ARC 3720C No action on ch 100 pertaining to the child support promoting opportunities for parents program.

**ADMINISTRATIVE SERVICES DEPARTMENT** Tami Wiencek and Kelly Green represented the department.

ARC 3676C No action on amendments to 100.1, 100.6(6) and 117.5(3) pertaining to procurement of standard modular office systems.

In response to a question from Rep. Pettengill, Ms. Wiencek stated that the reference to “manufactured or formulated in Iowa” reflects the language in the Iowa Code.

Administrative Services Department (continued)

In response to an inquiry from Sen. Chelgren, Ms. Wienczek and Mr. Green confirmed that there is no statutory definition of “made in Iowa”; Sen. Chelgren requested that the department provide the committee with a recommendation for such a definition.

**UTILITIES DIVISION** Matt Oetker and Andrew Magner represented the division.

ARC 3674C Proposed 22.19(8) pertains to charges assessed to inmates for local and intrastate telephone calls.

In response to questions from Sen. Chelgren, Mr. Oetker and Mr. Magner explained that the proposed caps on rates would apply to rates for local and long distance calls placed with alternative operator services (AOS) companies by inmates housed in prisons, jails, or other correctional facilities operated or contracted for operation by Iowa government officials.

ARC 3694C No action on amendments to 15.1 and 15.10 pertaining to cogeneration and small power production.

ARC 3695C No action on an amendment to 34.4 concerning nonutility services.

In response to a question from Sen. Chelgren, Mr. Oetker stated that Iowa Code section 476.80 requires access to and use of a public utility’s customer list and that no other statute sets forth the same requirement. Sen. Chelgren expressed concern about the security of customers’ personally identifiable information, given the disclosure of the customer list, and suggested that, going forward, the security of customers be considered.

**EDUCATIONAL EXAMINERS BOARD** Joanne Tubbs represented the board.

ARC 3710C Proposed amendments to chs 13, 18, 20 and 27 pertain to coursework for out-of-state applicants, a dance endorsement, and license renewal for an applicant with a specialist’s or doctor’s degree.

In response to questions from Reps. Jones and Nielsen, Ms. Tubbs explained deficiency requirements and the revision of requirements for an administrator’s license. Rep. Pettengill expressed opposition to the addition of a dance endorsement, and Sen. Chelgren questioned whether a school district should sponsor courses in dance.

At the request of Rep. Pettengill, Ms. Tubbs agreed to provide the committee with a list of school districts that have requested the addition of a dance endorsement.

**COLLEGE STUDENT AID COMMISSION** Todd Brown represented the commission.

ARC 3678C No action on amendments to 21.15 pertaining to criteria for participation in a commission-approved interstate reciprocity agreement.

ARC 3699C Amendments to 1.2(3) pertain to commission meetings and affirmative votes.

Sen. Chelgren stated the opinion that the six meetings currently held annually are sufficient, and Rep. Jones observed that the clarifying language added to permit eight regular meetings annually, in addition to the sentence that follows, appears instead to permit an unlimited number of meetings annually. Rep. Pettengill questioned the assumptions about “no” votes.

Seeking a recommendation from the committee, Mr. Brown assured the committee that the commission’s intention was to hold not more than eight regular meetings annually and that the stipulations about “no” votes were intended to apply only to roll call votes.

Motion to delay Rep. Jones moved a session delay, which, as was discussed, would extend the delay to the adjournment of the 2019 General Assembly.

Motion amended Rep. Jones amended the motion and instead moved a 70-day delay.

Motion carried The motion carried unanimously on a voice vote.

ARC 3711C Proposed amendments to 1.2(2) and the rescission of ch 17 pertain to membership of the commission and to the barber and cosmetology arts and sciences tuition grant program.

In response to a question from Rep. Vander Linden, Mr. Brown stated that 2017 legislation restructured the membership of the commission by adding one member from the general public.

**INSPECTIONS AND APPEALS DEPARTMENT** David Werning and Steve Squires represented the department.

ARC 3668C Proposed ch 73 pertains to the Medicaid fraud control unit (MFCU).

Mr. Werning summarized the role of the MFCU, which, as a recognized function of the department, performs criminal investigations of fraudulent activity by Medicaid providers and incidents of abuse or neglect of residents in facilities reimbursed by the Medicaid program.

Discussion overall pertained to the scope of fraudulent activity, including the workload and staffing of the MFCU, the cost of fraud investigations versus Medicaid dollars recovered, the investigatory outcomes for providers and records of investigations, and the role of managed care organizations (MCOs) in investigations.

Mr. Squires stated that the staff consists of six field investigators with a caseload of approximately 30 each, an auditor, and an assistant attorney general, all of whom together have closed hundreds of cases; explained that the MFCU is ranked the forty-seventh lowest in the cost of fraud investigations relative to Medicaid dollars recovered; that a federal process can be used to exclude providers that have committed fraud; and that MCOs assist the MFCU by providing referrals regarding potential fraud.

At the request of committee members, Mr. Squires agreed to provide records regarding excluded Medicaid providers as long as the records are available to the public and to provide statistics related to the number of closed cases and to the recovery aided by referrals from MCOs.

ARC 3669C Proposed ch 72 concerns the economic fraud control bureau.

In response to a question from Rep. Pettengill, Mr. Squires stated that Iowa is a participant in an electronic database that tracks intentional program violations.

**IOWA PUBLIC EMPLOYEES' RETIREMENT SYSTEM** Donna Mueller represented IPERS.

ARC 3684C No action on amendments to chs 1 to 5, 11 and 31 pertaining to the organization of IPERS, investment board, benefits advisory committee, protection occupations, employers, and benefits.

**ENVIRONMENTAL PROTECTION COMMISSION** Catharine Fitzsimmons represented the commission.

ARC 3679C No action on amendments to chs 20, 22, 23, 25, 30, 33 and 34 regarding air quality.

**PUBLIC HEALTH DEPARTMENT** Susan Dixon and Sarah Riesetter represented the department.

ARC 3706C Proposed amendments to 136.1 and 136.2 pertain to clarifying updates to the trauma registry.

In response to questions from Rep. Pettengill, Ms. Dixon stated that the department will revise the hyperlink to the Iowa Trauma Patient Dictionary to make it more user-friendly and, based on 136.2(6)"c," will provide information about the number and duration of variances to ch 136 that have been granted by the director.

ARC 3708C Proposed amendments to ch 150 concern a regionalized system of perinatal health care.

In response to questions from Rep. Pettengill, Ms. Dixon explained that the advisory committee predetermines the guidelines for conducting meetings and does not require the use of Robert's Rules of Order.

Rep. Pettengill questioned the possibility that a member could serve three 3-year terms on the advisory committee unless the director waives that requirement, which could allow additional three-year terms, and suggested that the terms of service be addressed legislatively.

ARC 3709C Proposed amendments to 72.1 to 72.3 pertain to the childhood lead poisoning prevention program.

In response to committee members' questions, Ms. Dixon explained the procedure for reallocation of funds among the program's grantees because of the reduction in federal funding of the program; that for administrative purposes related to reallocation, geographic areas with populations of less than 15,000 could be combined; and that the definitions proposed to be removed may be found on the department's website and in the department's informational material.

Public Health Department (continued)

At the request of Sen. Jochum, Ms. Dixon will provide the committee with information about the levels of and reductions in federal funding and whether the funding is meeting the needs of the public.

ARC 3707C No questions on proposed amendments to ch 154 regarding the medical cannabidiol program.

**MEDICINE BOARD** Mark Bowden represented the board.

ARC 3675C Proposed 13.15 pertains to standards of practice related to medical cannabidiol. In response to questions from Sens. Carlin and Costello, Mr. Bowden addressed the purpose of the rule, which is primarily administrative, that is, to establish a process by which the board receives recommendations from the medical cannabidiol board regarding amendments to the list of debilitating medical conditions that could be treated with, and the form and quantity of, medical cannabidiol. Mr. Bowden explained that changes related to the list of medical conditions and to the form and quantity of medical cannabidiol would need to be made by the legislature. He also stated that statute allows a physician to determine if a patient's medical condition permits the patient to secure a certificate for the use of medical cannabidiol, not to determine the efficacy of medical cannabidiol.

**DENTAL BOARD** Christel Braness represented the board.

ARC 3698C No questions on the termination of proposed amendments to 11.8 and 20.18 regarding review of applications for a license, permit, registration or qualification.

ARC 3703C No questions on proposed amendments to 1.1 pertaining to overpayments. Rep. Pettengill thanked the board for implementing the committee's recommendations about policy related to overpayments.

ARC 3705C Proposed amendments to 11.4 concern licensure of graduates of foreign dental schools.

In response to questions from committee members, Ms. Braness stated that the amendments regarding foreign-trained dentists are aligned with current requirements for a waiver; that qualifications for licensure are determined at the state level, not the federal level; that one or two foreign-trained dentists apply for licensure each year; that sometimes because a candidate has specialty training but no required general practice experience, a waiver is denied; and that a clinical (practical) examination, a national written board examination and a state jurisprudence examination are required for licensure.

**PHARMACY BOARD** Sue Mears represented the board.

ARC 3701C No questions on proposed amendments to 10.39 and 10.42 pertaining to the temporary designation of controlled substances, specifically, synthetic opioids and an opioid analgesic and precursor substances.

**REGENTS BOARD** Aimee Claeys and Mark Miller represented the board.

ARC 3670C Proposed amendments to ch 4 pertain to traffic and parking at universities. In response to questions from Sens. Chelgren and Horn, Ms. Claeys and Mr. Miller explained that the proposed definition of "bicycle" still requires that the vehicle be primarily pedal-operated by the rider; confirmed that there are parking areas for assistive-type vehicles, mopeds and motorcycles; and stated that the university recommends changes to administrative rules and that the board is responsible for taking or declining to take action on the recommendations.

**TRANSPORTATION DEPARTMENT** Sara Siedsma and Kristin Haar represented the department.

ARC 3687C No action on amendments to ch 425 pertaining to motor vehicle and travel trailer dealers, manufacturers, distributors and wholesalers.

ARC 3688C No action on an amendment to 540.4(3)"a" regarding insurance carriers for transportation network companies.

ARC 3689C No action on amendments to ch 607 regarding the period of validity for a commercial learner's permit.

ARC 3690C No action on amendments to ch 910 regarding coordination of public transit services.

ARC 3691C No action on amendments to ch 911 concerning school transportation services provided by regional transit systems.

ARC 3692C No action on amendments to ch 922 pertaining to federal transit assistance.

Transportation Department (continued)

- ARC 3693C No action on amendments to ch 923 concerning the capital match revolving loan fund.
- ARC 3697C No questions on the termination of proposed amendments to ch 615 pertaining to sanctions.
- ARC 3700C No questions on proposed amendments to 520.1, 529.1, 529.2 and 607.10(1)“c” regarding the adoption by reference of federal motor carrier safety and hazardous materials regulations.

**WORKFORCE DEVELOPMENT DEPARTMENT** David Steen and Nick Olivencia represented the department. Other interested parties included Jessica Hyland on behalf of the Iowa Association of Business and Industry (ABI).

- ARC 3666C No questions on proposed amendments to 24.2(1), 24.9(1) and 25.7(6) regarding claims, payments and overpayments related to benefits.

- ARC 3672C Proposed amendments to chs 24 and 25 are related to claims for benefits, reemployment services, eligibility assessments, the investigation and recovery unit, administrative penalties and wage verification.

In response to questions from Reps. Jones and Pettengill, Mr. Steen explained that to protect personal data and to reduce fraud, the department proposes to require and to use only internally personally identifiable information, including the social security number, of an individual who is identified as a dependent to verify the identity of the individual before the individual is added to the claim as a dependent.

- ARC 3712C Proposed amendments to 24.1(21), 24.2, 24.13 and 24.37(1)“d” pertain to claims and benefits.

Ms. Hyland expressed opposition to Items 5 and 6 related to severance pay, specifically, the department’s opinion based on case law that severance pay must be based solely on years of service. She stated that severance pay is compensation without conditions attached and asserted that the definition should be clarified to focus on the reason for which severance pay is being granted, not on how it is computed. To clarify the definition, Ms. Hyland suggested that the reference to years of service be removed from the proposed definition.

Reps. Vander Linden and Olson inquired about the department’s response to public comment, whether the proposed amendments are consistent with statute, and the difference between dismissal pay and severance pay.

Mr. Olivencia stated that the proposed amendments comport with statute and case law and reflect the department’s current process for the evaluation of benefits. He explained how the department determines employee benefits and stated that the type of payment is defined specifically by its application against an employee’s benefits. Mr. Olivencia further explained that dismissal pay and a separation allowance, for example, are payments that would be deductible from an employee’s benefits but that severance pay is a payment typically based on years of service without any attached conditions and is not deductible from the employee’s benefits. Mr. Olivencia pointed out that ABI’s proposed revision of the department’s definition of “severance pay” is already reflected in 23.13(4)“o.”

Mr. Steen stated that the department is open to continuing discussion with ABI to ensure consistency between the rules and practice.

In response to a comment from Rep. Jones, Mr. Steen agreed to revise the purpose and summary section of the preamble before the amendments are adopted.

**LABOR SERVICES DIVISION** Kathleen Uehling represented the division.

- ARC 3685C No action on amendments to ch 61 regarding amusement rides and devices, specifically, operator requirements and inspections and payments.

- ARC 3686C No action on amendments to 150.2 and 150.4(11)“a” pertaining to contractor registration.

- ARC 3702C No questions on proposed amendments to 3.11(1) regarding an increase in civil penalties for occupational safety and health violations to match federal penalties.

- ARC 3721C No action on amendments to 10.20 and 26.2 pertaining to adoption by reference of federal occupational safety and health standards.

**VETERINARY MEDICINE BOARD** Margaret Thomson and David Schmidt represented the board.

ARC 3696C No action on amendments to 8.2 and 8.3 pertaining to the frequency of and fees for the veterinary technician examination.

In response to questions from Rep. Pettengill and Sen. Chelgren, Mr. Schmidt stated that the amendments increase the upper limit for the application fee to \$45 because of rising administrative costs but that the board has not discussed changing the current \$25 application fee, which has been in place at least since 2006.

**PUBLIC EMPLOYMENT RELATIONS BOARD** Diana Machir and Amber DeSmet represented the board. Other interested parties included Danny Homan on behalf of AFSCME Council 61; Ken Sagar on behalf of the Iowa Federation of Labor, AFL-CIO; and Melissa Peterson on behalf of the Iowa State Education Association (ISEA).

ARC 3671C Proposed amendments to chs 2, 4 to 7 and 13 pertain to collective bargaining.

Prior to discussion, Sen. Jochum distributed a flow chart to committee members to show how the current voting process works for retention and recertification elections.

Ms. Machir summarized the substantive amendments to ch 5 regarding registration, election fees, voter eligibility lists, postelection challenges, voting machines as a future option, and procedures for state contracts when there is a new governor.

Discussion pertained to a proposed amendment to require registration by employees before they are eligible to vote in retention and recertification elections and to related issues, including the requirement for registration and the process associated with it, such as methods for providing voters with unique registration numbers; the selection and requirements of vendors; the costs to employee organizations; the plausibility of incorrect voter contact information; and the timing of the change order in relationship to that of finalized rules.

Ms. DeSmet explained that the basis for the proposed registration is a concern expressed by various groups and the vendor Everyone Counts, that the authentication by voters of their identities with the last four digits of their social security numbers and their dates of birth as was done in 2017 is inadequate and that instead, a unique registration number, the industry standard for authenticating the identities of voters, be required. Ms. DeSmet explained that the vendor will not work with PERB without the use of unique identification numbers.

Ms. DeSmet added that voters' addresses provided by employers are not always correct or up to date and explained that, through registration, correct information will be obtained directly from the voter and that only the voter will know the unique registration number assigned to the voter. Ms. DeSmet stated that unique registration numbers will maintain the integrity of the electoral system and the current one-dollar-per-voter cost of an election. She explained that the details about the registration process still need to be determined and that PERB will have a change order for the contract with the vendor. Ms. DeSmet added that, as in 2017, PERB will provide education about elections for different employee groups statewide.

Ms. DeSmet explained that two other vendors, Ballot Point and Election America, were considered during the request for proposal (RFP) process in 2017, but the decision to choose Everyone Counts was based on the cost per voter, which is passed on to the employee organization pursuant to statute, and based on other services offered, including adequate help desk assistance. She stated that PERB has discussed whether to choose a different vendor but that, with the help desk assistance and the already-paid initial fee that can be carried forward, PERB plans to remain with Everyone Counts for the foreseeable future. Ms. DeSmet also explained that a method for providing voters with unique registration numbers, whether directly to each voter or through a registration site, has not yet been determined but that PERB does not have the personnel or other resources to provide unique registration numbers directly to 80,000 voters who will vote in October without raising the cost of the election above one dollar per voter. Ms. DeSmet stated that PERB would pay the registration fee to the vendor and not pass it on to the employee organization and that PERB was not aware that registration could be an issue until after the RFP process took place in 2017. She also addressed the methods by which voters will be notified about when to vote and about onsite voting in the future.

## Public Employment Relations Board (continued)

Mr. Homan expressed opposition to PERB's proposal to implement a registration process that requires employees to register before they are eligible to vote in recertification elections and questioned why the vendor is driving this change. Mr. Sagar expressed opposition to the proposed amendments, including those related to voter registration, the time frame for requesting an extension of time to submit the fee, retention of fees when an election is not held, postelection challenges, voter eligibility, and the timing of election periods. Ms. Peterson thanked Ms. Machir and Ms. DeSmet for taking ISEA's comments into consideration at the public hearing but expressed opposition to several proposed amendments, in particular, the proposed registration process. She explained that ISEA believes the board lacks the statutory authority to impose a registration process as a condition for participating in a recertification and retention vote and that Iowa Code chapter 20 as amended by 2017 Iowa Acts, House File 291, neither authorizes a preliminary registration process nor implies that such a condition be met by the bargaining unit member in order to vote. Sen. Chelgren requested that the public commenters provide copies of their remarks to the committee.

**EDUCATION DEPARTMENT** Thomas Mayes and Max Christensen represented the department. Other interested parties included Sam Harding on behalf of the Greene County Community School District and Emily Piper on behalf of the Iowa Association of School Boards.

## Special Review

Rep. Pettengill requested a special review of 43.1(3), regarding transportation routes, which sets forth the maximum riding times from the designated stop to the attendance center at 75 minutes for high school pupils and 60 minutes for elementary pupils. Rep. Pettengill explained that a bill relating to school bus route ride time limitations passed in the Senate this session, the impetus of which is cost savings for school districts. Rep. Pettengill stated that the bill stalled in the House, however, because there is a rule without a statutory foundation and asked that the department discuss the justification for the rule.

Mr. Mayes provided the history of 43.1(3), promulgated in 1952, in which the riding times were 75 minutes for high school pupils and 50 minutes for elementary pupils; in 1974, the riding time for elementary pupils was increased to 60 minutes. He summarized a review of the rule, including the age-appropriateness of riding times for elementary students, which was conducted by the department under Governor Vilsack's Executive Order 8 in 1999.

Rep. Pettengill explained the effort by the legislature to grant school boards the authority and responsibility for local decision making and suggested as solutions a request for waiver by school districts and a departmental review of the rule.

Mr. Mayes pointed out that because the rule is not specifically required by statute, the requirements of the rule may be waived by the director pursuant to Iowa Code section 17A.9A and also under the rules for waivers in ch 4 of the department's rules and that the director of the department could also consider engaging in the rule-making process. Mr. Mayes reported that the department has not received any waiver requests pertaining to this rule. Mr. Christensen stated that the department is willing to review the rule.

Sen. Chelgren stated that school districts need flexibility to address a variety of geographic changes in school districts since the rule was first promulgated and suggested that if a waiver is sought under Iowa Code section 17A.9A, the department should consider the meaning of undue hardship as set forth in that statute. Rep. Vander Linden stated that a waiver that is not only for parents, as is stated in the rule, but also for school districts, should be considered. Rep. Jones concurred with Rep. Vander Linden.

Mr. Harding, a 25-year veteran of the school board in his district, explained the complexity of configuring bus routes and the transportation costs involved to meet the requirements of the rule and stated that the decision about riding time should be made at the local level. He was encouraged by the committee to seek a waiver of the rule.

Ms. Piper stated that based on a review of the waiver process in rule and in statute, the association has determined that decision making regarding the rule should be focused on making riding times a local decision.

**REVENUE DEPARTMENT** Tim Reilly represented the department. Other interested parties included Merlin Bartz on behalf of the Worth County Board of Supervisors.

**Special Review** Sen. Chelgren granted a request by Mr. Bartz for a special review of the valuation of wind energy conversion property, specifically, rules 80.13 and 80.49.

Mr. Reilly stated that the rules are applicable in their limited circumstances but that legislative changes could address concerns.

Sen. Chelgren explained that the review is related to the property tax backfill, a term referring to funding provided to local governments by the state in lieu of funding reduced by the commercial and industrial tax reform Act of 2013 (the Act), which reduced the property tax valuation of commercial and industrial property.

Mr. Bartz stated that the focus of the review is the wind energy conversion property tax as set forth in Iowa Code section 427B.6 and how that tax has a connection to the Act. He stated that if a wind turbine is qualified by a county or city ordinance regarding a 70 percent property tax valuation reduction, the turbine should not have been able to qualify for the additional 10 percent rollback on the property tax valuation of commercial property from the Act.

Mr. Bartz stated that from the perspective of fairness, the reductions are a double-dip, perhaps either unintended by the legislature or promulgated by the department through rule making. He expressed his understanding of the department's contention, which is that the department was required by statute to apply the rollback to the wind conversion property tax assessment. He explained that if the backfill is no longer funded by the General Assembly going forward, then the application of both reductions will have a negative fiscal impact on Worth County.

Mr. Bartz briefly described six possible solutions to this issue, including two that would require new legislation and four that could be accomplished by rule making, whether initiated by the department or through a petition for rule making. He noted that the committee has the authority to sponsor legislation pertaining to rules.

**Committee business** The minutes of the March 9, 2018, meeting were approved.

The next meeting was scheduled for Tuesday, May 8, 2018, at 9 a.m.

Ms. Hoff announced her June retirement.

Mr. Ewing stated that at the direction of the director of LSA, he will become the Administrative Code Editor and the secretary of the committee and remain lead counsel and that, when he is on paternity leave beginning with the July meeting, Ms. Shanahan-Fricke will be legal counsel to the committee.

**Adjourned** The meeting was adjourned at 2 p.m.

Respectfully submitted,

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Stephanie A. Hoff

APPROVED:

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Chair Mark Chelgren

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Vice Chair Dawn Pettengill