The items on the Agenda are incorporated and considered to be a part of the minutes herein.

Treasurer John N. Kennedy called the meeting to order. Laura Lapeze called the roll.

**MEMBERS PRESENT:**
John N. Kennedy, Louisiana State Treasurer
Stafford Palmieri, Commissioner of Administration
Daryl G. Purpera, Legislative Auditor

**OTHER PERSONS PRESENT:**Representative Chris Broadwater
Tim Barfield, Secretary, Louisiana Department of Revenue
Jarrod Coniglio, Deputy Secretary, Louisiana Department of Revenue
Rick McGimsey, Assistant Attorney General
Afranie Adomako, Statewide Reporting and Accounting Policy Director
Ron Henson, First Assistant State Treasurer
Laura Lapeze, CFO, Louisiana State Treasury

The Commissioner moved for the approval of the minutes for the January 13, 2015 special meeting, seconded by the Legislative Auditor, and without objection, the minutes were approved.

The Department of Public Safety and Office of Motor Vehicles opened with a presentation to discuss penalty collections on insurance. The Department of Public Safety sends out an average of 40,000 cancellation notices a month to drivers who have acquired insurance and is no longer covered due to non-payments. Historically, the department has maintained debt due to lack of tools that would allow the department to enforce payment of penalties. Colonel Michael Edmonson, Deputy Secretary, testified that his goal from date of hire was to clear all records of violations maintained in the Office of Motor Vehicle’s database. The Department of Public Safety has paired with the Office of Debt Recovery and upon request has mailed demand letters to individuals who were listed on record for a violation. 1.1 million demand letters were mailed by the suggested deadline of October 13, 2015. This deadline ensured the future use of LATOGA, the tax offset tool, in year 2016.

After listening to the public on this matter, the Department of Public Safety extended office hours till 8:00 pm and opened 9 offices with the purpose to service the public. Any individual who has received a demand letter can respond by (1) calling the Department of Motor Vehicles, (2) walking into one of the 9 offices, (3) mailing a response to the Office of Motor Vehicles, or (4) visiting [www.expresslane.org](http://www.expresslane.org). The website listed offers an affidavit titled Vehicle Disposition Form. The form can be completed online or mailed into one of the 9 offices.

Statistically, 25% of the records are older than 2006. 172,000 records of the 1.1 million were returned due to a change in address. The Office of Motor Vehicles has cleared 32,071 records and 22,055 of those records required a fee.

Stephen Campbell, Commissioner for the Office of Motor Vehicles, commented about the misconception that 1.1 million people had violations. The number 1.1 million represents violations on record, not the amount of people who had violations. The Office of Motor Vehicles has record of individuals with 29 single violations. The total number of individuals who received letters is closer to 550,000. 65% of individuals who had a record and cleared the record actually owed a fine.

The demand letters sent out in the mail began an administrative process to determine whether or not something should become a final debt. This process gives the individual time to contact the Department of Motor Vehicles to state that the record on file is correct or it is not correct. The Vehicle Disposition Form would be the tool to use during this process.

Representative Broadwater gave an overview of the details involved in conducting any administrative procedure. Multiple agencies, at various times, have authority to impose fines or penalties for failure to do something. In those fines and penalties, an individual is legally afforded due process by giving the public opportunity to respond or have a hearing. At the conclusion of that, whoever has authority by rule or by statute can determine that the fee or fine is owed. Generally, there is some appeal time frame. Once those appeal delays have elapsed, then that fee or fine would be able to be imposed. What the state sought to do with this legislation is to address those administrative fees and fines that some agencies have pending but do not have a mechanism in place to enforce payments. Other agencies have the same situation, but it is not administrative fines or penalties, it is a contractual dispute. The agency would go through the normal litigation process in court. The intent behind Act 399 is that agencies would work through all pending fines or disputed contracts with the purpose to contact the parties involved. Once the public has an opportunity to respond and all the appeal delays have run, the statute states that the debt owed would become final. Once debt becomes final, the debt is able to be collected.

Meeting moved to the Louisiana Department of Revenue and the Attorney General’s Office to discuss the implementation and status of Act 399 and the Office of Debt Recovery. Jarrod Coniglio, Deputy Secretary of the Department of Revenue, and Rick McGimsey, Assistant Attorney General, revisited the purpose of Act 399. The Act allowed for a partnership to be created between the Attorney General’s Office and the Office of Debt Recovery for the purpose to collect final debts. If the debt is non-final, the Office of Debt Recovery can explore methods to authenticate that debt and have it moved to the Attorney General’s Office to be made final. The Act also allowed for the creation and implementation of the debt registry and for the state to contract with outside debt collection agencies.

Statistically, 64 agencies have been contacted by the Office of Debt Recovery to sign an Agency Participation Agreement (APA). 48 of those agencies have an existing agreement with the Attorney General’s Office. 17 of those agencies have signed an agreement with the Office of Debt Recovery. Legislation states that if an agency has an existing agreement with the Attorney General’s Office by January 1, 2015 then that agency would remain in contract with the Attorney General. The Office of Debt Recovery met with the agencies that have existing Agency Participation Agreements to ensure their understanding of the difference between non-final and final debt. 7 of the 17 agencies who have signed Agency Participation Agreements are actively participating. The Office of Debt Recovery and the Attorney General’s Office has collected $13 million within the period of 1 year.

Commissioner Palmieri questioned how the Office of Debt Recovery defines active and non-active in terms of agencies transferring debt. An agency is considered active once the agency has completed the administrative process and has begun submitting debt to the Office of Debt Recovery. The agencies that are not actively participating do have a timeline for when they will begin placing debt with the Office of Debt Recovery and in that timeline there will be notices given to potential debtors to get them their due process and opportunity to respond. All the agencies that are signed up with the Attorney General’s Office are actively participating. An agency that has signed up with the Office of Debt Recovery may not be actively participating due to an existing contract with the Attorney General’s Office.

Treasurer Kennedy commented that each agency head is dealing with finite resources and a reduced budget. The Office of Debt Recovery was created so that debts held within each agency may be collected without the interruption of daily operations. The debt that is collected by the Office of Debt Recovery is deposited into the debt recovery fund and not returned directly to the agency giving the agency little incentive to make debt collection a priority. Treasurer Kennedy stressed the importance of having this debt collected and asked the Office of Debt Recovery to submit simple data demonstrating which agencies are taking this matter seriously and which are not.

Representative Broadwater asked that agencies state what impediments are keeping them from implementing Act 399. The agencies have had 2 years to pin point their constraints. The Cash Management Review Board began conducting meetings in 2012 in advance of the creation of Act 399. During early meetings, agencies stated that they were not structured to collect debt and the board then committed to creating an entity that would collect debt for the agencies. However, the board is now hearing that agencies do not have the resources to collect debt. Conversely, this is the reason the Office of Debt Recovery was created. Representative Broadwater did validate the issue of how debt is to be authenticated. He asked that agencies establish a process to evaluate what debt is authentic and what is not.

The state of Louisiana is currently staring down a billion dollar deficit and holds the fiduciary responsibility to manage this money. The debt owed to the state should be collected before legislation is created to raise taxes or cut services. Considering the budget being tight, Representative Broadwater suggested that any agency that does not feel that the collection of debt is important shall have their funding reduced going forward.

Legislative Auditor Purpera stated that his office will include Act 399 as a compliance issue in the next round of audits. If an agency has not complied with Act 399, the Legislative Auditor will give recommendations on how to do so.

Act 399 gave the Office of Debt Recovery permission to recommend to Boards and Commissions the opportunities to suspend licenses. The Office of Debt Recovery contacted 22 Boards and Commissions and now has agreements with 8 of them. The Office of Debt Recovery has begun to receive and match those licensees with delinquent debt and are in the process of making recommendations back to those boards to suspend those licenses.

Treasurer Kennedy inquired about the 14 other Boards and Commissions. Jarrod Coniglio explained the others are in the process of ironing out how to transfer files. Some Boards and Commissions must wait to revisit this matter in upcoming legislation. The statutes do not allow for a suspension of license for tax debt or non-tax debt. Rick McGimsey followed up stating that most Boards and Commissions’ regular licensees need a license every year. Prior to Act 399, the Attorney General’s Office was working with these boards to give names of people who had past due debt with the state in order to catch the individual when they attempted to be relicensed or to be licensed. However, Act 399 has allowed the Office of Debt Recovery to take up the matter before the individual tries to renew a license. The Office of Debt Recovery can issue a hearing and suspend a license for the duration of time that the individual owes the state debt. The Boards and Commissions are working through IT difficulties in order to implement this process.

The Commissioner of Higher Education, Joseph C. Rallo, gave testimony on behalf of Higher Education’s compliance with Act 399. The staff of Higher Education meets regularly with the system representatives with the purpose to implement the debt collection practices. All the systems have an agreement with the Office of Debt Recovery or the Attorney General’s Office. The staff of Higher Education and the system representatives agree that the debt captured on the OSRAP report does not accurately indicate what occurs at the institutional level due to the changing nature of students.

Exclusively for this meeting, the OSRAP report was modified to illustrate debts that have been moved to long-term receivables and debts that have been moved to the Attorney General’s Office and the Office of Debt Recovery. The first two institutions listed on the OSRAP report are Baton Rouge Community College and Bossier Community College who both moved 7.7 million dollars to long-term receivables in the time period of one quarter. Both institutions transferred more debt to long-term receivables than the biggest institution in Louisiana, LSU. Central Louisiana Technical College moved 0 dollars to long-term receivables. Considering logistics, the issue does not lie with the size of the institution, but the processes practiced to manage money.

Representative Broadwater commented about the lack of effort institutions have been producing in relation to transferring debt to the Attorney General or the Office of Debt Recovery. Many legislators have fought to make Higher Education a priority and it has been asked that Higher Education do the same for the state. Moving massive amounts of debt to long-term receivables is not acceptable considering that fees and tuition continue to be increased and there is a continuation of cuts on the other side.

Commissioner Rallo added that he wants to safeguard that the students are not the ones who carry the burdens of some of these issues.

The Legislative Auditor asked about any forthcoming systematic problems in implementing Act 399. Barbara Goodson, the Deputy Commissioner for Finance and Administration for the Board of Regents, informed of meetings that had taken place with the system heads. Some schools testified that they had entered into payment plans with the student population who may not have the resources to pay all the tuition that is due at the time that school begins. The OSRAP report shows this as a debt, but the school considers this money to be an accounts receivable. In addition, the schools wish to recover the debt themselves and to not have the debt deposited into the debt recovery fund.

The board clarified that the money ultimately comes back to the state general fund for which the legislature has the responsibility and the power of the purse to appropriate. If monies are not available for appropriation due to schools not complying with Act 399 then more cuts will have to be made. It is incumbent upon the schools to analyze their accounts receivable, sanction a process to authenticate the debt, be proactive moving through that process, and if the schools cannot sufficiently act within 60 days, then they need to follow the law and transfer the debt to the Attorney General’s Office or to the Office of Debt Recovery. The law states that all agency debt that is delinquent over 60 days shall be transferred either to the Attorney General to be made final or the Office of Debt Recovery.

Representative Broadwater is willing to prepare an amendment for the legislature in May of 2016 that will state that the amount of money that was available for collection that an agency failed to collect shall be reduced from that agency’s appropriation for the year.

Edwin Litolff from the Louisiana University System stated one of the biggest impediments to consider and the largest portion on the accounts receivable is students who are receiving financial aid. Students who receive financial aid and then withdraw from the school have to return that money. This is debt that the institution has to collect. Representative Broadwater insisted that Higher Education contact LOSFA to clear the federal financial aid and praised LOSFA for their success of collecting debts. Representative Broadwater asked for a breakdown of the debts and processes that Higher Education has in place to clear the debt.

Treasurer Kennedy asked Commissioner Rallo to gather the college presidents at the next Board of Regents meeting and have them understand that implementing Act 399 is a priority.

Moving forward, the questions that the Cash Management Review Board would like answered from agencies giving testimony are listed as follows:

* What is the source of debt?
* What amount is pending?
* What processes are in place to authenticate the debt and move it to final debt?
* What amount has been transferred and if not, is there an agreement in place?
* What are the impediments and the plan to fix the impediments?
* What is the estimated timeline to be finished?

The Undersecretary for the Department of Corrections, Thomas Bickham, gave testimony on behalf of the department’s progress of implementing Act 399. The source of the debt stems from supervision fees for parolees and probation officers. The total amount owed is 53 million dollars. The debt is authenticated due to the information coming from the court system. The Department of Corrections’ accounts receivable has 147,000 separate accounts that the agency is manually authenticating. Due to their system not being set up to be an accounting system, the agency is burdened with severe system limitations. Department of Corrections sent out the first batch of letters on July 1, 2015 and it represented 1.2 million dollars in receivables. The department received $12,000 in payments and plans to send the unpaid amount to the Office of Debt Recovery on November 2, 2015. Prior to Act 399 the Department of Corrections did not have a collections system in place, but they are a long-term user of the tax offset tool LATOGA. This accounts for close to 11% of the department’s collections. An average of 2.2 million dollars is collected each year through LATOGA. The debts being processed date back from January 1, 2014. Debts dated before January 1, 2014 have had LATOGA already applied. Once the new debt has cleared, the Department of Corrections plans to clear the older debt.

The Secretary for the Department of Environmental Quality, Peggy M. Hatch, gave testimony on behalf of the department’s progress of implementing Act 399. The Department of Environmental Quality has a process in place with the Office of Debt Recovery and has signed an Agency Participation Agreement. The source of the debt is from permit fees and waste tire generator fees. The generator fees themselves accounted for $309,000 of the total that was sent to the Office of Debt Recovery on October 14, 2015. The age of the debts that are pending range from 2005 to 2011 and these debts have been brought to judgement and authenticated. The Department of Environmental Quality has housed their own efficient collection process prior to Act 399 and has piggybacked the Office of Debt Recovery into this process. As a vendor fails to submit fees owed to Environmental Quality, the department’s legal team will send a demand letter to the vendor and a concurrence letter to the Attorney General simultaneously. Once delays have run and the vendor has had opportunity to respond, the department then request a judgement debtor examination. Instead of requesting for the examination, the department sends the debt to the Office of Debt Recovery. No impediments were discussed to complete this process.

The Secretary for the Department of Wildlife and Fisheries, Robert Barham, gave testimony on behalf of the department’s progress of implementing Act 399. The amount of debt that the agency has pending is approximately $250,000. The suspension of hunting and fishing licenses for failure to pay a debt may create problems for the department by putting federal money at risk. Robert Barham requested for new legislation to permit the department to require a reinstatement fee due to the department not having the authority to implement such a fee. The fee would elude the risk of federal money. Representative Broadwater showed desire to work with the Department of Wildlife and Fisheries on this matter and advocated to finish the discussion at another time.

The Secretary for the Department of Health and Hospitals, Kathy Kliebert, gave testimony on behalf of the department’s progress of implementing Act 399. The department is an actively participating agency with the Office of Debt Recovery and the source of their debt stems vastly from the Medicaid Program. Secretary Kliebert explained the five categories of Medicaid debt to the board.

1. The first type of debt results from an overpayment to a provider and the process to identify such a debt is lengthy. The Department of Health and Hospitals discusses with the provider at the time of the overpayment about the amount of the debt and authentication of the debt. However, only a portion of this debt is state dollars. The department is responsible for returning the money to the federal government within one year of the debt being finalized.

1. The second type of debt is similar to the first. Rather than the debt being delinquent, the provider has already re-entered into a payment plan. The debt is being reported as delinquent on the OSRAP report as an accounts receivable, but the department is being paid by the provider. A number of the department’s payment plans extend several years. The OSRAP report does not allow for a distinction between accounts receivable and delinquent debt.
2. The third type of debt is a third party liability debt. This is determined when someone has a trauma as a result of an auto accident or other occurrence. This debt is recovered quickly and does not become delinquent.
3. The fourth type of debt stems from another liable insurance payer. The department tags the debt as looking for another insurer.
4. The fifth type of debt is in the collective amount of pharmacy rebates. The amount pending is a large number; however, the money is not considered a delinquent debt. The pharmacy rebates are accrued by Medicaid monthly and the pharmaceutical companies pay the total amount accrued at the end of the reporting period each quarter. This shows on the OSRAP report due the department reporting monthly and the pharmaceutical companies paying quarterly.

In addition to Medicaid debt, the department houses smaller types of debts such as fines and believes these debts can be authenticated and sent to the Office of Debt Recovery quickly.

The Department of Health and Hospitals desires to (1) ensure that the debt has been authenticated, (2) identify a trigger point for what they consider the debt to be recoverable, (3) and work with the Office of Debt Recovery to determine at what point the debt is considered final. The department’s goal is to have all the debt authenticated and sent to the Office of Debt Recovery by January 2016.

Commissioner Palmieri stated that the OSRAP report is structured to meet the requirements of the law. The additional information coming from the Office of Debt Recovery may require the law to be amended so that the report can distinguish between accounts receivable and delinquent debts.

Auditor Purpera inquired about the purpose of Act 399 in regard to agencies moving debt due past 60 days to the Office of Debt Recovery in lieu of maintaining a long-term receivables process. Should agencies not have a long-term receivables?

The expectation of Act 399 was that the state would eventually get away from agencies having long-term debt. As agencies identify amounts that are potentially owed, they would process the debt and notify parties involved. Once the individual or company is notified, if the amount was not closed out within 60 days or some action taken, then the agency would move the debt to the Attorney General to be finalized or move it to the Office of Debt Recovery to be collected.

Secretary Barfield clarified this matter. The principle of Act 399 is to give accountability to delinquent debts. If an agency has debt on the books, the state wishes to know what the agency is doing with the debt and if the agency has a collection process in place. All that the Office of Debt Recovery handles is delinquent debts. These are debts that are owed to the state and there is some breech of the protocol by the debtor. The debt is considered final by ordinance and the ability to contest the debt has already been exhausted. OSRAP’s purpose is not to report what debts are delinquent and what debts are final. The state is producing a product that will aid in that practice called the Debt Registry. The use of both the OSRAP report and the Debt Registry will clarify which debts should be sent to the Office of Debt Recovery, which should be sent to the Attorney General’s Office, and which can be appropriately left with the agency.

The Executive Director for the Louisiana Student Financial Assistance Commission (LOSFA), Sujuan Boutte, appeared before the board. The board complimented LOSFA’s success on implementing Act 399. LOSFA was ranked in the 20’s for performance and now is ranked second in terms of what they are collecting and returning. They have a process in place and the debt being handled is federal dollars.

The Undersecretary from the Department of Transportation and Development (DOTD), Nita Chambers, gave testimony on behalf of the department’s success of implementing Act 399. The main source of debt within the department is from damage claims. The amount of debt pending was $1.46 million and $1.08 million of that was transferred to the Attorney General’s Office last quarter.

The Department of Transportation and Development does have an existing internal collection system that collects between 80 and 90 percent of their debt. Districts report damages to DOTD and upon receipt of such reports the department will seek coverages from insurance companies or individuals. The investigating agency and state police are efficient in reporting damages directly to DOTD. DOTD is responsible for inspecting roadways and connecting damages to accidents by the use of accident reports. The department does have an agreement with the Attorney General’s Office and in times of collection being unsuccessful, the department will transfer the debt to the Attorney General’s Office to be made final.

Some of the debt is contractual debt and the department sets up payment plans for such cases. Brandon Brown, General Counsel, explained the department is successful in clearing contractual debt and it would be appropriate to leave this debt within the agency. This debt comes from accidents such as a barge company hitting a fender system on a bridge. An average of $4 million a year is collected. There were no impediments discussed in this matter.

The Undersecretary for the Office of Juvenile Justice, Gearry Williams, gave testimony on behalf of the office’s success of implementing Act 399. The source of debt is from supervision fees and “cost of care” fees. The amount of debt pending is 2.5 million dollars. 1.9 million has been authenticated. No debt has been transferred to these agencies as of now, but the agency will be submitting a file to the Office of Debt Recovery on December 1, 2015. In dealing with court and with youth, the proper guardian and financial responsible party may not always be present. The agency is a user of the tax offset tool, LATOGA. Statistically, they collected $357,000 in the fiscal year June 2015 and $302,000 that was collected was from garnishment. In the fiscal year June 2014, the office collected $140,000 and $68,000 that was collected was from garnishment. The Office of Juvenile Justice has an agreement in place with the Attorney General’s Office and is currently working with the Office of Debt Recovery to establish an agreement.

The Administrator for the Louisiana Board of Ethics, Kathleen Allen, gave testimony on behalf of the board’s success of implementing Act 399. The source of the debt is from ethics fines. The pending amount of debt was $234,000 and the amount transferred from that was $165,000. The board does have an agreement with the Attorney General’s Office.

Treasurer Kennedy emphasized his intolerance towards candidates who run for office owing outstanding ethics fines or taxes. The Board of Ethics has provisions in place that require a candidate to disclose that they do not owe any outstanding late fees, fines, or penalties assessed pursuant to the campaign finance disclosure act or the code of governmental ethics. Legislation was passed last session granting the Board of Ethics rights to the last four of a candidate’s social security number only upon the candidate providing the information.

The Board of Ethics is working through an authentication problem in the collection process. Without the full social security number, the board has difficulties ensuring that the candidate running for office is the actual individual who owes the fine. Efforts to authenticate a debt begins with the assessment of the late fee. The board mails notices of these late fees to the liaison and the appeal processes will begin 20 days from receipt. Upon receipt, the assessment and late fee notice gives the opportunity to ask for a waiver or ask for an appeal. Once that time elapses, the board transfers the debt to the Attorney General’s Office. A demand letter is mailed certified to inform that the debt is being transferred to the Attorney General’s Office. In the times that the individual or candidate does not accept the mail, the Board of Ethics will have them served.

Treasurer Kennedy recommended contacting the Secretary of State to discuss the possibilities of requiring social security numbers for future candidates. Secretary Barfield informed the Cash Management Review Board of current efforts for future legislation requiring all candidates to acquire a tax clearance as part of the application process. Last year the Board of Ethics filed 15 objections to candidacy and disqualified 11. The prior year before that had similar statistics.

The Director for the Office of State Uniform Payroll, Andrea Hubbard, presented testimony on behalf of the office’s efforts to implement Act 399. The debt being discussed is from payroll debt that is outstanding on the books. This encompasses separated employees who were overpaid while they were employed with the state and have now left with an outstanding balance. The pending balance is $1 million for 2,200 employees. The debt does not belong to the Division of Administration or the Office of Uniform State Payroll, but to every agency who has those employees with outstanding debt.

Since 2003 the Office of State Uniform Payroll has been sending lists to agencies on a quarterly basis to inform them of outstanding payroll debt. The office also informs the Undersecretaries of each agency of the debt on an annual basis. The Office of State Uniform Payroll has seen little activity on reducing this number and deemed it appropriate to report this on behalf of the affiliated agencies. The Cash Management Review Board acquired copies of this information from the office upon request during the meeting.

The Office of State Uniform Payroll will be sending out memos to the affiliated agencies. The office has prepared sample letters that the agencies can mail to the separated employees. The letters give the separated employees 60 days to act. After 60 days, the agencies will report the information back to State Uniform Payroll. The office will give the first file to the Office of Debt Recovery by the end of March 2016.

The lead analyst on this project, Jessamye Charette, has been working with the agencies over the past year. Agencies have been asked to report information dealing with this debt such as verifying the amount to be correct and is the agency attempting to collect it. Agencies with outstanding debt were listed; (1) Louisiana Workforce Commission, (2) Recovery School District, and (3) no longer existing Department of Health and Hospitals agencies that were consolidated into the larger Department of Health and Hospitals (DHH). The claims with DHH are the oldest claims and since agencies have merged, it has become difficult to gain information.

The Recovery School District owns 38% of total payroll debt. Uniform State Payroll has received responses from the Recovery School District (RSD). RSD has reported that they have transferred the debt to the Attorney General’s Office, but comparisons in calculations show discrepancies and reconciliation issues. Upon reconciliation, Uniform State Payroll will know which debts to send to the Office of Debt Recovery and which debts are being collected by the Attorney General's Office.

Representative Broadwater asked Uniform State Payroll to mail a letter to the Recovery School District requesting a meeting with the purpose to discuss reconciliation of debt and to copy Superintendent White, Treasurer Kennedy, and himself. Uniform State Payroll will report back to the Cash management Review Board on the status of this matter 30 days after the meeting.

Secretary Barfield closed the meeting with his take and appreciation of all efforts to implement Act 399. “There has been a tremendous amount of time and effort put forth by agencies to pull data together and put it in a form that we need.” The Cash Management Review Board meetings provide transparency and accountability in the business matters relating to Act 399. He commented on issues of debt being final or non-final and the flux on this matter being significant. Louisiana had studied Wisconsin’s and Kentucky’s implementation of similar practices and sought to mimic such. The two states are 4 years into their practices and are not collecting what Louisiana is collecting.

Secretary Barfield, Representative Broadwater, and Treasurer Kennedy showed high gratitude towards all agencies involved in implementing Act 399.

Having no further business to discuss, Treasurer Kennedy adjourned the meeting.