

**MINUTES**  
**Governor McDonnell's Task Force for**  
**Local Government Mandate Review**  
**10:00 a.m., Friday, December 9, 2011**  
**Richmond City Hall**  
**Planning Commission Room, 5<sup>th</sup> Floor**  
**900 E. Broad Street**  
**Richmond, Virginia 23219**

**Members Present**

The Honorable Pat Herrity, Chair  
The Honorable Joan E. Wodiska, Vice-Chair  
The Honorable Bobby Dyer [not present at beginning of meeting]  
Kimball Payne

**Members Absent**

The Honorable Shaun Kenney

**Government Reform Commission**

**Liaisons to the Task Force Present**

The Honorable Suzy Kelly  
The Honorable Alicia Hughes [not present at beginning of meeting]

**Government Reform Commission**

**Liaisons to the Task Force Absent**

**Staff Present**

Susan Williams, Local Government Policy Manager  
Barbara Johnson, Administrative Assistant  
Ed Lanza, Senior Public Finance Analyst  
Zack Robbins, Senior Policy Analyst

**I. Call to Order**

Mr. Herrity called the meeting to order at 10:10 a.m. on December 9, 2011 in Richmond City Hall, Richmond, Virginia.

**II. Approval of Minutes of Task Force Meeting on November 19, 2011**

Mr. Payne made a motion to approve the draft minutes of the Task Force's November 19, 2011 meeting, as presented. Such motion was seconded by Ms. Wodiska, and was unanimously approved.

**III. Approval of Draft Agenda**

Mr. Herrity reviewed the draft agenda, and advised those present that there would be a three minute time limit on all comments presented during Item V and VI of the agenda.

Ms. Wodiska made a motion to approve the draft agenda. Such motion was seconded by Mr. Payne, and was unanimously approved.

**IV. Status Reports from Subcommittee Chairs**

**a. Education**

Ms. Wodiska presented the report of the education subcommittee.

The report encouraged:

- Returning more decisions to local school leaders
- Allowing local school divisions to determine the school year start date
- Reducing state reporting requirements
- Immediately suspending the Master Schedule data collection process
- Addressing barriers to recruiting and retaining high-quality staff
- Further Task Force study of testing requirements
- Further Task Force study of special education requirements

[Mr. Dyer arrived at 10:18 a.m., during Ms. Wodiska's presentation.]

Mr. Herrity thanked the City of Richmond for providing space and technology support for the meeting, especially City of Richmond staff members Suzette Denslow, Jennifer Wicker, and Mark Flanary.

**b. Moratorium [on Mandates]**

Mr. Dyer stressed that a moratorium and better processes were needed for legislative review of proposed state mandates, and that many new mandates are adopted swiftly, complicating the local budgeting process.

**i. Potential Legislative Approaches**

Ms. Williams presented several potential approaches for establishing a moratorium on new mandates, or improving the legislative process for mandates:

- Amending the Constitution of Virginia.
- Establishing a process whereby unfunded and underfunded mandates are identified by localities, reviewed by the Commission on Local Government upon petition of 35% of localities or school divisions (by number or population), and reviewed by the Governor after they are approved by the legislature.
- Establishing a process whereby mandates are funded by the legislature, modeled after the "Woodrum Amendment," which is found in §30-19.1:4 of the Code of Virginia.
- Reinstating the first day introduction requirement for bills with local fiscal impact.
- Adding a new Code section to provide that if a mandate is unfunded or underfunded, a locality is not required to comply with such, unless the local governing body accepts the unfunded mandate.
- Establishing a "sunset clause" on new mandates.
- Amending the Administrative Process Act to comprehensively address the impact of proposed regulations on localities.
- Asking the Governor to consider executive action that would more comprehensively address the impact of proposed regulations on local governments.
- Asking the Governor to consider executive action to delay the implementation of new or expanded regulations that impose a mandate on local governments.

Mr. Dyer acknowledged that a simple blanket unfunded mandate moratorium would not be possible, and that incremental improvements should be implemented.

Mr. Payne suggested immediately reinstating the first day bill introduction requirement, and amending the definition of mandate so that it will include net reductions in state aid (to address cost shifts from the state to local governments). He asked if Ms. Williams had considered a re-enactment clause whereby mandates would not take effect until re-enactment at the following General Assembly session to allow localities one full year to study the potential cost of a mandate. Ms. Williams stated that she had not identified a way to compel the General Assembly to include such a re-enactment clause on bills that impose a mandate. Mr. Payne suggested that it might involve a constitutional amendment.

Ms. Wodiska stressed the importance of having valuable fiscal impact data, and stated that population, not number of localities, should be the determining criteria for mandates to be reviewed by the Commission on Local Government. She also expressed concern about the time constraints for localities to petition the Commission, and how this proposed process addresses the mandate at the end of the legislative process, rather than the beginning, placing localities in a defensive posture.

Ms. Williams stated that local governing bodies could delegate the authority to petition a mandate to the highest administrative officer of a locality or the superintendent of a school division. Mr. Herrity suggested permitting localities to petition the Commission requesting review of the bills before they have passed both houses.

Ms. Carrie Cantrell, Deputy Secretary for Commerce and Trade, clarified that the Governor has seven days to act on a bill if it passes both houses when there are more than seven days remaining in the General Assembly session, and he has a 30-day window to act on bills passed in the final seven days of session, which could cause a problem with the proposed local government petition process.

Mr. Payne made a motion that the Task Force proceed with recommending to the Governor: (1) the reinstatement of the first day introduction requirement for bills with local fiscal impact, and (2) establishment of a process whereby localities or school divisions representing 35% of the population of the Commonwealth could petition the Commission on Local Government to review bills or budget amendments that would impose unfunded or underfunded mandates on local governments or school divisions. The motion also clarified that the petition process could be initiated by localities and school divisions prior to its approval by both houses of the legislature, and that local governing bodies and school boards could delegate petitioning authority to the chief administrative officer or school superintendent. Mr. Dyer seconded the motion, which was unanimously approved.

**c. Suggestions for Potential 2012 Mandate Elimination Legislation**

Mr. Payne stated that comments received from the public and state agencies regarding the mandates proposed for elimination have been compiled into a single document, which will be used during the Task Force's review of the individual mandates later in the meeting.

**V. Comments by State Agencies and Other Organizations**

Mr. Herrity opened the floor to receive comments from state agencies and other organizations. The Task Force received comments from the following agency staff members:

Ray Hopkins, Commissioner of the Department for the Blind and Vision Impaired  
David Johnson, Director of the Department of Conservation and Recreation  
Paul Gilding, Director of Community Contracting, Department of Behavioral Health and Developmental Services  
Walt Kucharski, Auditor of Public Accounts

[Ms. Hughes arrived at 11:15 a.m., during Mr. Kucharski's remarks]

Sandra Treadway, Librarian of Virginia  
Dr. Dan Kovich, Program Manager, Office of Animal Care and Health Policy, Department of Agriculture and Consumer Services

**VI. Public Comment**

Mr. Herrity opened the floor to receive comments from the public. The Task Force received comments from the following persons:

Patti Rosner, a Goochland County resident (who also read remarks from Board of Supervisors member Ned Creasy)  
Pat Hendy, a Goochland County resident  
Mike Toalson, CEO, Home Builders Association of Virginia  
Jacob Powell, Policy and Campaign Manager, Virginia Conservation Network  
Donald Sipher, President, American Council of Engineering Companies of Virginia  
Rob Comet, Virginia Society of the American Institute of Architects  
Craig Merritt, Virginia Press Association  
Adrienne Kotula, Policy Specialist, James River Association  
Peggy Sanner, Virginia Senior Attorney, Chesapeake Bay Foundation  
Patrick Cushing, Virginia Society of American Institute of Architects and Virginia Society of the American Society of Civil Engineers  
Lilla Wise, Legislative Liaison for the Cities of Alexandria, Arlington, and Falls Church School Boards  
Pat Lacy, Special Counsel and Chief Lobbyist, Virginia School Boards Association  
Kevin Hazzard, Goochland County School Board Member-Elect  
Tom Smith, Virginia Association of School Superintendents  
Stewart Schwartz, Executive Director, Coalition for Smarter Growth (who was also representing the Virginia Conservation Network)  
Courtney Hyers, Chair of the Goochland County Planning Commission  
Bob Minnick, Goochland County Board of Supervisor-Elect

In addition, Debbie Puzzo, City of Richmond, had signed up to speak, but she was not present when called upon.

There being no additional persons to come before the Task Force, Mr. Herrity closed the public comment period.

At approximately 12:40 p.m., the Task Force recessed for lunch.

Mr. Herrity called the meeting back to order at approximately 1:12 p.m.

## **VII. Task Force Discussion on Mandates Recommendations**

### **a. General**

Mr. Payne read through the list of mandates under consideration, with the recommendations of the General Mandates subcommittee. Mr. Herrity suggested that staff advise localities as to the reasons why some of the items they requested were dropped from consideration. Task Force members discussed some of the items individually, and agreed by consensus that their recommendations regarding the general mandates would be as follows:

#### **Mandates to be immediately advanced for further consideration**

- 05 Jail revenues and expenditures reporting--current code mandates that all local and regional jails that receive funds from the Compensation Board provide information to the Board on revenues and expenditures.
- 07 Community Services Boards--there currently exists an annual contract requirement with the Department of Behavioral Health and Developmental Services
- 09 Fire and Police Overtime Pay--current code requires that LEO and fire overtime be paid for annual and sick leave that would normally be counted to work.  
(Mr. Herrity requested that this item be reworded to have a positive connotation, such as: "Modify [statute] to allow local governments to calculate overtime for public safety employees in accordance with federal law.")
- 10 Blood Borne Pathogen training--current code requires training on hazmat courses every year.  
(There was discussion as to whether the annual training requirement exceeds Federal law. Mr. Herrity stated that it does exceed Federal law.)
- 12 Erosion & Sediment control programs--currently, construction sites are inspected for E & S performance by the state.
- 14 Stormwater fee remittance--current code requires that 28% of all stormwater fees collected at the local level be remitted to the state.
- 15 Annual Recycling Survey Report--local governments must prepare and provide an annual Recycling Survey Report
- 19 Wastewater testing--the state has established additional wastewater testing requirements that include new parameters to test and increase the frequency of others.
- 20 Fees for Solid Waste Management Facility Permits--current requirements mandate that localities pay this fee on a sliding scale based on tonnage.
- 21 Solids Waste Management Plans--mandates that local governments develop a solid waste management plan and submit to the state.
- 22 Solid Waste Management Deputy--current code requires an annual report on the amount of solid waste disposed of by a locality and a differentiation between in and out of state tonnage.

- 23 VPPA--currently required to report public notice of request for proposals in newspapers of general circulation.
- 25 Minimum number of bidders--requires that for procurements that exceed \$30,000 a minimum of 4 informal bidders are received as well as a posting of a public notice. The act also allows localities to adopt their own written purchasing procedures where goods and non-professional services do not exceed \$100,000.
- 26 Procurement thresholds--the formal procurement threshold for professional services is \$50,000, yet for all other procurements it is \$100,000.
- 27 Auction of surplus property--current code mandates that surplus property must first be offered for sale to other local governments and volunteer fire departments.
- 28 UDA Reporting--current code requires that UDAs be reported to the state.
- 29 International Code Council Codes adoption--current state law requires the purchase of the 2012 edition of the International Code Council Code Book.
- 30 Airport Property Lease--current code requires that any lease on airport property be approved by the state Department of Aviation.
- 31 Department of Corrections jail inspections--current code mandates that local and regional jails be inspected annually by the DOC.  
(Mr. Herrity requested staff to contact DOC to determine the frequency and severity of problems identified during inspections.)
- 33 Sale of School Property--current code mandates that all proceeds from the sale of school property go into capital improvement.
- 34 School year to begin after Labor Day--current code mandates that public schools not granted a waiver by the Board of Education start school after Labor Day.
- 36 Notification to parents on financial status--current code mandates that the superintendent annually reports to parents and guardians the cost per pupil across the entire system.  
(The Task Force noted that the Code appears to be contradictory and that clarification is necessary regarding the perceived requirement that a hard copy must be sent home with each student.)
- 38 Waste Management Facilities Operators License--code requires a license to operate a waste management facility.
- 39 Vending services by the blind--if a vending stand is relocated or removed in a public building the Department of Rehabilitation Services shall have the right to place another stand in its place to be operated by the blind.
- 41 Medicaid Applicants Duplication--current code requires that new Medicaid applicants be entered into the Virginia MMIS system. This system cannot track the status of the pending applications so a second system, Medpend, was created that the same applicant information must also be entered into.
- 47 VFOIA Response Times--current code requires that governments respond within 5 business days or request an extension.
- 50 Library Internet Use Policy--current code mandates that all libraries that receive state funds submit an internet use policy to the Librarian of Virginia.
- 54 Road and Transportation Improvement Maps--cost estimates must be provided on planned road improvements.

- 55 Circuit Court Fee Collection--current law requires that circuit court clerks assess and collect a \$10 fee per transaction that is then remitted to the Supreme Court. The circuit clerk must also purchase equipment and supplies from the Supreme Court.
- 56 Courthouse Construction--current code mandates that localities construct and maintain court facilities. Additionally, the circuit court can arbitrarily order the construction of a new court with no regard for local finances or CIP plans.
- 57 Depositing Requirements for State Funds & Estimated Tax Payments--current code requires the reporting and submitting of funds daily.  
(While the Task Force did not dispute the requirement for daily deposits, it noted that the main problem is that multiple departments need to be reported separately, and that each locality is limited to making one single daily deposit.)
- 58 Real Property Tax Exemption for Disabled Veterans--current code mandates that all service disabled veterans be 100% exempt from paying local real property taxes.  
(It was acknowledged that this mandate was recently memorialized as a constitutional amendment.)
- 61 Unclaimed Property--current code requires that localities identify, collect, and return property that has been held for specified dormancy periods to rightful owners. Property held more than 1 year must be reported and remitted.
- 62 Unclaimed Property Due Diligence--current code requires due diligence be exercised for property \$100 or more. Reports are also required to be submitted.
- 67 Local Use of Transportation Funds--current mandates require oversight from VDOT on certain local road projects.
- 69 Coordination of State and Local Transportation--local governments must submit plans, plan amendments, and rezoning proposals that affect transportation on a state highway to VDOT.
- 70 Bus Shelter Permitting--current code mandates that bus shelter permitting go through DGS procedures, which takes 8 weeks.
- 72 Secondary road projects through Richmond--current code requires that all secondary road projects, once approved by a regional VDOT director, must go to Richmond for further approval.
- 73 Red Light Cameras--VDOT currently requires cities to submit for approval the intersections at which a locality wishes to place a red light camera.
- 75 Mandated Land Use Requirements--state code requires the inclusion of several elements in a local land use plan such as cluster zoning, urban development area designations, and by-right temporary family healthcare structures.
- 77 Employees at Multiple Work Sites Report--current code requires that localities report to the state cases in which employees work at multiple sites.
- 78 New Hire Reporting--local governments are required to provide a list of new hires on a monthly basis to the state.
- 79 VRS contribution--local governments are not allowed the option to require employees hired before July 1, 2010 to contribute the 5% employee share of VRS.  
(The Task Force agreed to reword the description to: Localities should be able to require the employee to contribute 5% to VRS.)
- 81 Reductions in State Aid to Libraries, if a locality does not maintain funding effort.
- 82 Licensing Local Government Loan Originators.

Mandate for elimination as well as further additional study:

- 11 Increased dam regulations--The regulations adopted in 2008 raised dam safety standards and required many dams and watersheds across Virginia be brought up to compliance.  
(The Task Force agreed to recommend amending the regulations to seek greater balance between risk, economics and public safety. This mandate was placed in both categories because the Task Force wants to support current legislative efforts to relax the existing requirements and study the issue further to determine whether the regulations should be relaxed more.)

Mandates to consider for elimination in the future, after additional study:

- 02 Non Essential Reporting Requirements--the Comparative Report of Local Government Revenues and Expenditures require multiple forms of reporting.
- 04 APA Requirements--the APA mandates an annual comprehensive report be submitted by every locality.
- 06 Contracts for Community Services Board Directors  
(The Task Force suggested that this matter be clarified that multiple year contracts with annual review and renewal are allowed.)
- 08 CSA State Executive Council
- 13 TMDL & Stormwater Compliance--new developments, redevelopments, and existing developments are required in some cases to comply with numerous TMDL and stormwater regulations.
- 16 Landfill Surface and Groundwater Testing--current mandate requires a monthly report on ground and surface water quality due to landfill offsite migration concerns.
- 18 Local Landfill Closures--there are currently ongoing reporting and monitoring requirements for all closed local landfills.
- 37 Contractor's License required for building permit--this requires that proof of a contractor's license be shown before a building permit is issued.
- 40 Annual Report of Guardians--state code outlines specific procedures for the filing and reporting of the annual report of guardians
- 42 Family Partnership Meetings--meetings are now required by the state for foster children at certain times in their lives. An expansion of the requirements is foreseen.
- 45 Record keeping and retention requirements.
- 46 Newspaper Ads--current code mandates that newspapers be utilized for public meeting notices for a local government.
- 49 Certified Public Librarian--code requires that the head of a public library in a jurisdiction with more than 13,000 people must have a state certification.
- 64 Comprehensive Animal Care Laws--state code outlines extensive administrative requirements for animal care, licensing, fees, etc.
- 66 VITA Health Department--current code requires that health departments paid by the cooperative budget utilize IT services provided by VITA.
- 68 Six Year Secondary Improvement Plan--current code requires that local governments publish a 6 year plan that outlines secondary road improvements.

- 71 Watch for Children Signs--current code does not allow for local governments to install these signs.
- 74 Bike and pedestrian trails storm water regulations--current code requires that bike or pedestrian trails which are constructed on a roadway that was previously exempted from storm water runoff regulations contain implementation for storm water runoff regulations for the entire existing roadway.  
(There remains confusion about this mandate, as DCR and VDOT are unaware of any such requirement.)

Mandates to be dropped from further consideration:

- 01 GASB Reporting Standards--Virginia law requires local governments report financial information following GASB standards.
- 03 Auditor of Public Accounts--current code requires a third iteration of year end financials be submitted to the APA.
- 17 Cobalt remediation standards--the threshold for cobalt remediation was recently lowered by DEQ.  
(Mr. Herrity asked that the locality that submitted this item be provided information explaining that DEQ allows the natural site background to serve as the baseline.)
- 24 Procurement of professional services--procedures for acquiring professional services is done in a different manner than for non-professional services and goods.
- 32 School Construction and Renovation Standards--current code mandates that schools to be constructed or renovated meet standards adopted by the State Board of Education, the Uniform Statewide Building Code, and the Superintendent of Public Instruction.  
(The Task Force asked for clarification that the Code does not require compliance with three different standards.)
- 35 Virginia Public School Construction Grants--current code outlines procedures for local governments to obtain grants from the Board of Education for school construction.
- 43 Investigation of child abuse claims--current code requires that local governments investigate claims of child abuse at a juvenile detention center.
- 44 Wireless Telecommunications Antenna Sites--current code requires that all applications for antennas be decided within 150 days for a new tower or 90 days for a co-located antenna. It also prohibits denying the application based on already existent wireless service.  
(Federal requirement.)
- 48 Notification for zoning changes--current code mandates that localities notify all property owners individually by mail any time a change in the zoning ordinance affects 25+ parcels.
- 51 Cash Proffers Collection and Temporary Restriction--This mandate requires localities to collect cash proffers after final inspection and prior to issuance of a certificate of occupancy.
- 52 Consolidation of School and County Administrative Services--current code does not allow for local governments to compel consolidation of administrative services between the schools and the county government.  
(The Task Force agreed that this was a Dillon Rule issue and that it did not want to be recommending additional mandates.)

- 53 Extension of approvals to address housing crisis--current code allows developers to, in some cases, have until July 2014 to complete and obtain specified zoning improvements and approvals.
- 59 Annual Assessment Sales Ratio Study--current code mandates that local tax departments make available data to the Tax Commissioner for the assessment of sales ratios.
- 60 Board of Equalization Appeals--current code mandates that the burden of proof in a BOE case rests with the local government.  
(It was pointed out that this is a misunderstanding of the current code and that presently the burden of proof rests with the property owner.)
- 63 VCCS Reporting--VCCS requires a monthly report on the accruals under the Workforce Investment Act.  
(Federal requirement.)
- 65 Disaster Pet Planning/Animal Protection--current code mandates that localities coordinate with VDEM in developing emergency response plans to address the needs of individuals with household pets and service animals in the event of a disaster.  
(Federal requirement.)
- 76 Reporting of Salary Data--Current code requires that quarterly salary data be reported to the VEC for the Occupational Employment Statistics Survey.  
(Federal requirement.)
- 80 VSP Sex Offender Registry--current code does not allow for electronic submission of fingerprints.  
(The VSP advised that the electronic submission of fingerprints is not prohibited but there are currently logistical challenges that are being addressed.)

During the discussion on the individual items noted above, Ms. Wodiska requested that staff separately identify mandates on the list that are the result of a federal requirement. She asked that this be submitted to the Governor, for his use in Federal advocacy efforts.

**b. Education**

Ms. Wodiska summarized the education subcommittee's recommendations as follows:

Mandates to be immediately advanced for further consideration:

- Requirements for physical health, adult education, and career and technical education advisory committees
- Requirement for the school year to begin after Labor Day
- Mandated membership
- Immediately suspend Master Calendar data collection
- SOL Report Card
- Requirements for reporting K-3 English and Mathematics Achievement Records
- Requirement for school staff to go to court to authenticate records
- State reports on remediation programs based on State criteria
- Restrictions on cooperative procurement
- Stanford 9 testing

- Career planning requirements
- Personal finance and economics course requirement

Mandates to consider for elimination in the future, after additional study:

- Credentials required for career and technical educators, interpretive services, and civics teachers
- Testing requirements
- Special education mandates

Mandate to be discussed further at the Task Force's next meeting:

- Online SOL testing

Ms. Wodiska requested that the Department of Education (DOE) recommend how to eliminate 18 (15%) of the reports required at present. While the DOE previously indicated that none of the reports can be eliminated, Ms. Wodiska believes that this goal is attainable with additional study. She also asked that DOE consider consolidating reports, the use of publicly available data, permitting electronic submission, and the use of existing reports that divisions already file with the Federal government.

#### **VIII. Task Force Comments on Draft Report**

Mr. Herrity asked for member's comments regarding the draft report. He stated that he, the members and staff would add and revise content based upon today's discussion. He stated that the interim report would include the following appendices: (1) General Mandates to be recommended for elimination; (2) Education Mandates to be recommended for elimination; (3) General Mandates to be recommended for further study; (4) Education Mandates to be recommended for further study; and (5) Mandates that were under consideration that are the result of Federal requirements.

Mr. Payne suggested that the report note that all of the comments and survey results are available online. Mr. Herrity also requested that the agency comments and summary of the Task Force's recommendations be posted online.

#### **IX. Comments by Task Force Members**

Mr. Herrity stated that he would like for localities to provide estimates of the fiscal impact of eliminating the mandates recommended for immediate advancement. Ms. Hughes stressed that she believes that it is important to quantify the full fiscal impact of the mandates. The Task Force members by consensus agreed that collecting such data would be extremely difficult to accomplish. Mr. Herrity encouraged Mr. Neal Menkes, representing the Virginia Municipal League, and Dean Lynch, representing the Virginia Association of Counties, to review the list of mandates proposed for elimination for items that would be easily quantifiable.

Ms. Hughes suggested that the report should also include some of the items recommended by local governments that have a financial impact on the state. Mr. Payne made a motion that the report include an acknowledgement of the State's current fiscal condition, and but also a request that the annual \$60-million reduction in State Aid to Localities be repealed; the requirement that localities pay for expenses related to the Line of Duty Act be rescinded; and the cost of the health benefits for retired teaches be picked up by the state.

Ms. Hughes suggested collecting data and reporting on the funding shortfalls all of the State's localities as a whole. Upon Mr. Herrity's suggestion, Mr. Menkes and Mr. Lynch said that they would try to collect this information for the Task Force.

Mr. Dyer seconded Mr. Payne's motion, which was unanimously approved.

Ms. Wodiska stated that the report should emphasize that these items all are costs that were shifted from the State to localities.

#### **X. Scheduling of Future Meetings**

Mr. Herrity stated that the next meeting of the Task Force will be held in the Northern Virginia area, with teleconferencing capability. Ms. Williams reminded the Task Force of the requirement, under FOIA, for a physical quorum at the main meeting site and notice of the location of that site as well as any teleconferencing sites, which must also be open to the public.

Mr. Herrity indicated that the next meeting will be held for the purpose of reviewing the draft report as well as making any necessary revisions to the draft list of mandates proposed for elimination. The Task Force, by consensus, agreed for this meeting to occur on Wednesday, January 4, 2012. Mr. Herrity then proposed an additional meeting on Martin Luther King Day, on January 16, 2012, at 9:30 a.m. for the purpose of approving the final interim report to the Governor.

Mr. Herrity said that revisions to draft subcommittee reports should be completed in one week to allow time for him to resubmit a consolidated draft to the members for review.

Ms. Wodiska stated that she did not anticipate any new material in her report, but she would add further information regarding reporting and make edits to incorporate changes discussed earlier in the meeting. Mr. Herrity requested that Ms. Wodiska also provide information on the individual mandates for inclusion in the appendices.

#### **XI. Adjournment**

There being no further business, the meeting was adjourned at 3:12 p.m.