

COMMISSION ON VASAP QUARTERLY BOARD MEETING

Thursday, February 14, 2013

Minutes

Attendance:

Commission Members:

Delegate Salvatore R. Iaquinto, Chairman
Delegate Richard L. Morris
Delegate David J. Toscano
The Honorable James F. Almand
The Honorable George W. Harris, Jr.
The Honorable George D. Varoutsos
Sheriff Michael L. Wade
Ms. Pat Eggleston
Ms. Mellie Randall
Mr. John Saunders
Mr. Roy-Keith Lloyd
Ms. Susan E. Marchon

ASAP Directors:

Mr. Miles Bobbitt
Ms. Alicia Durrah
Ms. Brianna Foulke
Ms. Sabrina High
Ms. Victoria Kesler
Mr. Kimball Peele
Ms. Carol Powell
Ms. Cindy Sheffield
Ms. Pam Simmons

Absent:

Delegate Jackson H. Miller
Senator Thomas K. Norment
Senator Richard H. Stuart

Commission Staff:

Ms. Angela Coleman, Executive Director
Mr. Oscar Brinson, Legal Counsel
Mr. Christopher Morris
Ms. Charlene Motley
Ms. Linda Johnson
Ms. Sarah Morr

Guests:

Mr. Jason Ball
Mr. Jim Ballard
Mr. Charles Buffington, III
Ms. Debra Coffey
Mr. Felix Comeau
Ms. Denise Connerty
Mr. Chad Goodwin
Mr. John Honea
Mr. Larry Jones
Ms. Michelle Mitchell
Mr. Logan Williams

Time and Place:

The quarterly meeting of the Commission on the Virginia Alcohol Safety Action Program (VASAP) was held on February 14, 2013 at the General Assembly Building 4th Floor West Conference Room. The meeting was called to order by Delegate Salvatore Iaquinto.

Welcome:

Delegate Iaquinto welcomed and thanked everyone for attending the meeting.

Approval of Minutes:

A motion was made by Delegate Iaquinto and properly seconded by Judge Harris to approve the minutes from the meeting on Friday, December 7, 2012. All were in favor.

Executive Finance Committee Report:

The Executive Finance Committee report was presented by Ms. Susan Marchon.

Ms. Marchon began by stating that the Executive Finance Committee met on February 13, 2013. During the last VASAP Commission Quarterly Meeting the Commission suspended Smart Start's ability to accept new referrals. The suspension resulted from Smart Start having significant issues with missing data log information and their inability to install the ignition interlock devices on newer vehicles. Ms. Marchon stated that Smart Start had written two letters to Ms. Angela Coleman and Delegate Iaquinto outlining the progress they have made in resolving their issues. Ms. Marchon informed the Commission that copies of the letters were included in their binders. On January 28, 2013, new firmware was developed and tested to deal with the missing data log information. The missing data log is data that is quarantined or "missing" when an incorrect time stamp occurs. The data does exist, however it is quarantined due to the time stamp being considered "inconclusive". According to Smart Start this is caused by a clock battery expiring but there are also other software issues involved. According to Smart Start the following actions have been initiated to correct the missing data issues:

Firmware: Changes to the SmarTrac® software reduced missing data by 30%. Significant improvements in the firmware changes in the devices corrected the missing data issue at a rate of 100%. Since the introduction of the new firmware, 449 customers in Virginia have been updated. Of those, 80% have returned for routine unlock issues which allowed Smart Start to review their data. After reviewing each of these clients it was determined that "NO" missing data errors could be found. Additionally, the firmware was released to other States which allowed an additional 200 clients data logs to be reviewed. Of the 200 clients reviewed, only 1 had data issues and that error was attributed to a hardware failure. Thus out of 280 clients with new firmware only 1 had missing data. This equates to only 1/3 of 1%. According to Smart Start, the error rates

are close to zero and the issues have been resolved. Additionally, other changes are being explored which will further impact the missing data log issue and bring the rates even lower.

Ms. Marchon expressed to the Commission that Smart Start had taken many steps to correct their noted problems. Ms. Marchon stated Mr. Christopher Morris was present to answer any questions that the Commission may have concerning the reduction in error rates. Additionally, all of the representatives from Smart Start were also present to answer any questions. Delegate Iaquinto reiterated that due to significant issues with Smart Start they were currently only allowed to service existing customers due to the Commission's action of suspending their ability to obtain any new clients. Delegate Iaquinto stated that Smart Start had been working diligently and representatives from Smart Start had arrived early in the week to meet with Ms. Coleman to discuss the issues. Delegate Iaquinto stated that a lot of the issues had been resolved or are in the process of being resolved.

Executive Session

It was moved that Members of the Commission convene in Closed Meeting under the *Code of Virginia*, pursuant to Section 2.2.3711(A) to discuss legal issues specifically those matters related to Smart Start Inc. The motion was seconded and unanimously passed.

Return to Open Session

Delegate Iaquinto moved to certify the roll-call vote stating that only matters pertaining to Smart Start were discussed during the Closed Meeting.

The motion was seconded and the Commission Members voted as follows:

Delegate Salvatore R. Iaquinto.....	Yes
Delegate Jackson H. Miller.....	Absent
Senator Thomas K. Norment, Jr.....	Absent
Senator Richard H. Stuart.....	Absent
Delegate Richard L. Morris	Yes
Delegate David J. Toscano.....	Yes
Honorable George D. Varoutsos.....	Yes
Honorable James F. Almand.....	Yes
Honorable George W. Harris Jr.....	Yes
Sheriff Michael L. Wade.....	Yes
Mr. John Saunders.....	Yes
Ms. Mellie Randall.....	Absent
Ms. Pat Eggleston.....	Yes
Ms. Susan E. Marchon.....	Yes
Mr. Roy Keith Lloyd.....	Yes

The following action was taken as a result of the Closed Meeting:

Delegate Iaquinto asked Mr. Meade Spotts, who is counsel to Smart Start if he had any comments. Mr. Spotts stated he would have Mr. Jim Ballard, President/CEO of Smart Start to update the Commission on Smart Starts progress in resolving their issues. Delegate Iaquinto stated that all of the vendors were present. Delegate Iaquinto stated that this was a good example of how the oversight process and procedure works. This transparency is also a good example of how the Commission responds to and provides oversight to vendors who are experiencing problems or issues.

Mr. Ballard, President/CEO of Smart Start thanked everyone for their time. Mr. Ballard gave a brief recap of all of the actions Smart Start had taken to address their issues. Mr. Ballard provided the Commission with some of the immediate changes:

- Replaced 5 staff members
- Hired a new State Director
- Hired a State Operations Manager
- Replaced some equipment in the field
- As a precaution, replaced 100% of the “curly cords” at “no” charge
- Visited all VASAP/ASAP offices
- Made some changes to reporting

Mr. Ballard also detailed the changes that have been made to address product and data issues that were the key areas of concern.

In January, Smart Start designed, launched and tested new firmware and released to the field correcting data issues. Currently 650-700 clients have been updated using the new firmware. According to Mr. Ballard, 90 of those clients have returned for some type of routine service and no missing data product issues have been reported.

Mr. Ballard stated that it may have appeared to take a long time to correct the missing data log information, however Smart Start addressed the issue in “short” order. Normally the cycle for firmware changes takes more than 90 days. Changes to firmware are critical and require time to look for the issues, make the necessary changes and test the changes, put it out in the field on test vehicles and follow-up with statistical analysis of the data to make sure everything is working correctly. Smart Start was able to compress this time frame without taking any short cuts. Mr. Ballard stated he is confident in the changes and the data is supporting the firmware changes and customer service issues are down to “zero”. Mr. Ballard stated that Smart Start “stands ready” and has plenty of inventory in their shops and they are ready to service new customers in Virginia.

Delegate Iaquinto opened the floor for questions. Sheriff Michael Wade asked, “since Smart Start is located in Texas and most of your staff is located in Texas, what are you doing from Texas to recognize problems before the Commission discovers the issues”.

Mr. Ballard stated “Everyone has been to Texas for training”. Technicians have been trained on how to properly install the ignition interlock devices on push button start vehicles. Key members of management are meeting to discuss new reporting measures that have been put in place to look at statistical analysis and to look for and monitor trends with product issues and customer complaints. Mr. Jason Ball is focused on day to day issues and he is interfacing with Mr. Christopher Morris and the VASAP offices. Checks and balances are now in place and a new Quality Assurance Manager is in the call center to monitor calls from a customer service stand point. The Quality Assurance Manager is responsible for making sure accurate information is delivered to customers in Virginia.

Delegate Iaquinto referenced a letter from Smart Start dated February 8, 2013, stating “we are calling all Virginia customers to come in for an early service so that we can upgrade them to the latest firmware as soon as possible rather than waiting for them to cycle through on their regular schedules. Because of the inconvenience, for those who return early, we will be discounting their regular monthly service by 50%.” Delegate Iaquinto wanted to know who was receiving the 50% discount. Mr. Ballard stated the 50% discount was given to those customers who were contacted and inconvenienced by coming in early to receive servicing and the upgraded firmware. This provided Smart Start with the opportunity to make sure the changes to the firmware were working properly. Mr. Ballard assured Delegate Iaquinto and the Commission that this offer was made to the existing 1700 customers and that no new clients were serviced during Smart Start’s suspension.

A motion was made by Judge Harris and properly seconded to remove Smart Start from suspension and place them on a probationary status until the next meeting on June 6, 2013. All were in favor.

Before the vote was taken, Delegate Iaquinto explained to the Smart Start representatives that if something significant happened during the probationary period, this could trigger Smart Start losing the entire contract by the next meeting. Delegate Iaquinto reiterated that Smart Start could start servicing new customers however they were still being monitored. If problems or issues arise, the option of the Commission could result in the termination of their contract. Mr. Ballard wanted to know if zero issues were the expectation for Smart Start. Mr. Brinson stated “substantial compliance was expected from all vendors”. Delegate Iaquinto stated that Smart Start’s performance would be measured by the performance of the other vendors. Delegate Iaquinto stated that all of the other vendors were in the room. Delegate Iaquinto stated there is a “floor and a ceiling” and we know from past experience what type of rates we experience with other vendors.

Executive Finance Committee Report:

Ms. Marchon stated the Executive Committee met with all of the Ignition Interlock vendors to review their performance. All of these vendors expressed in their view that Virginia was the toughest State to deal with due to the degree of monitoring we have and

the degree of the ASAPs monitoring of the offenders. Ms. Marchon stated that we have another vendor that has issues. This vendor is Lifesafer. The issues with Lifesafer were discussed with them at length. The recommendation is to see what happens with the issues that were addressed between now and the next Commission meeting. At that time a review of the issues will determine if they have been resolved. Delegate Iaquinto asked Ms. Marchon if representatives from Lifesafer were present. Ms. Marchon replied in the affirmative.

Ms. Marchon discussed the graph highlighting the increase in the number of referrals which have been significant. Ms. Marchon stated it is good to have all four vendors back in service and she is confident that we can handle the increase in referrals.

Budgets

The Rappahannock Area Alcohol Safety Action Program (RAASAP) is located in Fredericksburg Virginia. The RAASAP Policy Board has elected to purchase office space. Currently they are renting a building and their rent is increasing at a rate of 4% per year. Additionally, they are responsible for all maintenance on the building including maintaining the parking lot and making utility related repairs. The request to amend current FY 2013 budget is being made to increase line item 1411 mortgage payments in the amount of \$25,000 dollars. The \$25,000 dollars is earnest money required to begin renovation to the building to be purchased. This money would eventually go towards the down payment of the property. This purchase will allow them to keep their monthly expenditures at a steady rate for the remainder of the year. Delegate Iaquinto wanted to know the amount of money RAASAP would have in their reserve fund after the \$25,000 dollar expenditure. Ms. Carol Powell, Executive Director of the RAASAP stated they would have approximately \$292, 000 dollars in their reserve fund. Delegate Iaquinto wanted to know what the normal draw from the reserve fund on a monthly basis is. Ms. Powell stated that they do not draw from the reserve fund on a monthly basis. Delegate Toscano wanted to know if VASAPs around the Commonwealth owned their buildings. Ms. Marchon stated several of them do. Judge Harris asked for clarification on what the \$25,000 dollars was for. Ms. Powell explained that the \$25,000 dollars is a bonus payment that goes with the contract. This money is required to begin renovation to the building to be purchased. The property is a condo unit that is being split and renovated to the specification of the RAASAP. This money would eventually go towards the down payment of the property. Judge Harris wanted to know if the deed would accompany the \$25,000 dollar payment. Ms. Powell stated they will receive the deed when they go to final purchase, which will be after the renovations are done. Ms. Powell stated they will get the property turn key. Judge Harris wanted to know if the \$25, 000 dollars covered all of the renovations to the building. Ms. Powell stated "no". She explained that the \$25,000 dollars was earnest money. Judge Almand wanted to know how the remainder of the building was being paid for. Ms. Powell stated they will secure a mortgage and they are currently interviewing four banks. Judge Harris wanted to know the total purchase price. Ms. Powell stated the total purchase price was \$793,000 dollars. Delegate Iaquinto wanted to know if they obtained this new liability would they have to draw from the reserve fund from time to time to cover the mortgage payments. Ms.

Powell stated “no”. Delegate Iaquinto wanted to know if the payment could be made from existing incoming revenue. According to Ms. Powell the mortgage payment will be a little less than their current monthly rent payment. Judge Harris wanted to know if Ms. Powell had an attorney representing her in this matter. Ms. Powell said “yes”. Delegate Iaquinto stated he was reminded by Ms. Coleman that should the RAASAP fail to make a payment(s) for any reason; the Commission is not obligated and does not step in to fill that gap. Delegate Toscano wanted to know if an ASAP owns their building do they pay local real-estate taxes. Ms. Powell stated as part of their CAM they are already paying real-estate taxes. Ms. Marchon stated it depends on how the ASAP is structured whether or not it pays real-estate taxes. Delegate Toscano voiced his concern as a former local Government representative at his apprehension of taking a building off of the tax rolls. Delegate Morris asked Ms. Powell where the new building is located. The new location is across the Chatham bridge right outside of Old Town Fredericksburg and the building is the Falkenberg Eye Care Center.

Before the vote was taken, Delegate Toscano wanted to know if Ms. Powell had the support of the locality. Ms. Powell stated “yes”. Ms. Powell stated she has five jurisdictions. Delegate Toscano wanted to know if Fredericksburg supported her application. Ms. Powell stated the new location is actually located in Stafford County and she had their support.

A motion was made by Ms. Marchon and properly seconded to approve the budget request of \$25, 000 dollars from the RAASAP reserve fund to cover the earnest payment to begin renovations to the building that is being purchased. All were in favor.

Ms. Victoria Kesler, Director of the John Tyler ASAP is requesting a budget amendment in the amount of \$100,000 dollars from their reserve fund to pay down their mortgage, thus shortening their mortgage. Ms. Marchon stated this proposal is beneficial to the program as it will reduce their long term obligation. According to Ms. Marchon the program is financially stable with ample funds in their reserves to cover this expenditure. Delegate Iaquinto asked Ms. Kesler if she was currently taking money from her reserve fund to cover any other obligations. Ms. Kesler responded “no”. Delegate Iaquinto asked Ms. Kesler if she received the \$100,000 dollars would she be required to go into reserve fund for any other expenditure she replied “no”. Delegate Iaquinto wanted to know how much the \$100,000 dollars would reduce her debt in the long run. Ms. Kesler stated she is currently working with four banks and in the longevity of the current loan they are going to spend \$202,000 dollars in interest payments. Depending on which of the four banks is selected the estimated savings in interest payments could range from \$72,000 to \$120,000 dollars. Delegate Iaquinto asked Ms. Kesler if she was going to obtain a shorter loan. Ms. Kesler stated she was going to retain the same five year loan with a twenty year amortization. Ms. Kesler stated it is her goal to look at the budget annually, and request to bring the total principle down. Delegate Iaquinto asked Ms. Kesler how much money was currently owed on the outstanding mortgage. Ms. Kesler stated \$335,000 dollars. Delegate Iaquinto asked Ms. Kesler how much money was currently in her reserve fund. Ms. Kesler stated there is currently \$686,000 dollars in the reserve fund. Delegate Iaquinto asked Ms. Kesler why they were not paying the entire

mortgage off. Ms. Kesler stated she had to maintain four to six months worth of operating expenses. If the \$100,000 dollar expenditure is approved, it will leave them with 5 1/2 months of operating expenses or about \$622,000 dollars.

A motion was made by Ms. Marchon and properly seconded to approve the budget request of \$100, 000 dollars from the John Tyler ASAP reserve fund to allocate \$100,000 dollars from their financial reserves to refinance a loan balance of \$250,000 dollars plus closing costs. All were in favor.

Certifications

At the last Commission meeting, the Commission granted conditional certification to Court Community Corrections. Court Community Corrections services are in the Roanoke area. The Certification team conducted a follow-up certification visit of Court Community Corrections on January 15, 2013 and January 16, 2013. A written synopsis of the results of that visit were given to the Commission for their review. The written synopsis detailed the deficiencies that were resolved as well as the deficiencies that are outstanding. Ms. Marchon stated it is the recommendation of the team to continue the conditional certification with the understanding that the Executive Finance Committee will travel to Roanoke to meet with their Board to find out what their intentions are and how they intend to address the outstanding issues. Ms. Marchon stated “ if the Commission agrees, the conditional certification for Court Community Corrections will be extended until the Executive Finance Committee has an opportunity to meet with their Policy Board”.

A motion was made by Sheriff Wade and properly seconded to extend the conditional certification for Court Community Corrections until the Executive Finance Committee has an opportunity to meet with their Board. All were in favor.

Delegate Iaquinto asked if the Director of Court Community Corrections had any questions. Ms. Marchon stated no one from Court Community Corrections was present.

Judge Harris asked Ms. Marchon if the Court Community Corrections could make all of the corrections by June, 2013. Ms. Marchon stated she thought they could, however she could not guarantee that they would. Ms. Coleman stated the issues with Court Community Corrections have been in existence since 2008. Mr. Brinson stated this is the first time their Board is actively participating in the process and this may help to resolve their long standing issues.

Ms. Marchon presented the Commission with a request from Judge Gordon F. Saunders who presides over the Lexington/Rockbridge General District Court. Judge Saunders has asked to have his service area moved from Court Community Corrections service area to the Valley ASAP service area. According to Ms. Marchon the ASAP office in Lexington use to be a stand alone program, however some years ago they reached a level where they could not financially support themselves. The Commission worked with Court Community Corrections to take them “on”. It was a liability for the program, however

there was not another program available in the financial position to handle them. This is how Court Community Corrections came to be. Ms. Marchon stated if you look at their geographic location it is better for their clients to travel to Valley ASAP, which is located in Staunton, Virginia. Ms. Marchon stated that their Director Mr. Bobbitt was present. Ms. Marchon stated Valley ASAP has already begun the process, but based on what is required the Commission has to grant approval of the move. This is a very unique situation in that we have an ASAP with some certification issues and we have a Judge who is requesting the move from an area where there use to be a program that stood by itself. If Valley ASAP had been in a position to take that program back when it was originally moved, we would have probably moved it to Valley ASAP at that time. Judge Harris asked Ms. Marchon if she had received a formal request from the Judge in Alleghany County. Ms. Marchon stated "no". Delegate Iaquinto and Ms. Marchon both stated this was a very serious matter and during the eight year tenure of the Commission nothing like this had ever been done. Delegate Iaquinto stated he wanted to make sure this request was properly vetted. Delegate Iaquinto and Ms. Marchon expressed that this request was supported by the localities and Judge Saunders. Delegate Iaquinto wanted to know if Mr. Bobbitt could handle the increase in customers. Mr. Bobbitt stated he had met with the localities to discuss Judge Saunders's request as well as meeting and working with the Director in Roanoke to make sure the transition is as seamless as possible. Delegate Iaquinto asked Ms. Marchon what the impact would be to Court Community Corrections if they lost a significant portion of their customer base from the Rockbridge Branch. Ms. Marchon stated if the clients are diverted from the Rockbridge Branch, Court Community Corrections could face a reduction of approximately 200-300 clients. Mr. Bobbitt stated he intended to maintain the sub office in the locality to service the Courts, the Judge's and the citizens. Ms. Marchon stressed that before any formal decisions could be made the transition needed to be approved and a date set. Delegate Iaquinto wanted to know if approved could the transition take place before June, 2013. Mr. Bobbitt responded "yes". Delegate Iaquinto stated July 1, 2013 would be a better date. Delegate Iaquinto stated this would be a permanent move and the transition of services would allow for greater oversight of the program.

A motion was made by Judge Harris and properly seconded to relocate the Rockbridge and Lexington area services from Court Community Corrections to the Valley ASAP. Ten were in favor with one nay.

VASAPDA REPORT (ASAP Director's Association)

Mr. Peele stated he did not have a formal report; however he would answer any questions concerning local programs or the Directors. Delegate Iaquinto thanked Mr. Peele for attending the meeting.

Executive Director's Report

Ms. Coleman welcomed everyone and thanked them for coming. Ms. Coleman distributed a copy of The Commission on VASAP, 2012 Annual Executive Summary. This report is required by the Code of Virginia to be submitted annually to the Virginia General Assembly and to the Governor's Office. This report has been submitted and it is also available on line.

Ms. Coleman briefed the Commission on the SOL Intervention Interview pilot Program. This program is designed to provide assistance to offenders who are currently incarcerated and who have been convicted of two or more charges of Driving on a Suspended Operators License. The first pilot site is Henrico County Jail East. Sheriff Wade has two ACA accredited facilities and Ms. Coleman is currently partnering with Sheriff Wade and the Henrico Sheriff's Office at Jail East to offer the Suspended Operators License Program. This Program is designed to help inmates start the process of having their driver's licenses reinstated. The Division of Motor Vehicles requires anyone who has been convicted of two charges of Driving on a Suspended Operator's License to have an intervention interview. Currently 120 inmates have signed the consent form to participate in the Program and 30 of those offenders have met the requirements to have an intervention interview. There is a \$30.00 dollar cost to conduct the interview. This fee is charged to anyone who is required by DMV to have an intervention interview. At the end of the fiscal year the Commission will distribute the proceeds collected from the fees equally to the 24 local Programs to help augment their budgets. The second pilot site is in partnership with the Department of Corrections. Ms. Coleman is also partnering with the Department of Corrections assisting with re-entry as a part of the Governor's Transition Program. The SOL intervention interviews are being offered at the Indian Creek Correctional Center. Initially, the Program is being offered to Veterans. The \$30.00 dollar fee will also be charged and the proceeds will also be distributed equally to all of the 24 local Programs at the end of the fiscal year. Delegate Toscano wanted to know the purpose of the interviews and what did DMV do with the information resulting from the interviews. Ms. Coleman stated DMV requires an intervention interview for any person who has been convicted two or more times for Driving on Suspended Operators License. VASAP conducts the interviews on behalf of DMV. Ms. Marchon stated the purpose of the intervention interview is to provide the offender the opportunity to sit down with a VASAP representative who can interpret driving records and can assist them in returning to a full license status and to help the offender understand the consequences of continuing to receive violations. Sheriff Wade stated there are 490 inmates housed at Jail East and 121 signed up to hear the presentation. Sheriff Wade stated this translates to ¼ of the inmate population at Jail East having issues with Driving on a Suspended Operators License. This Program can help them.

In 2009 the Commission office partnered with Ms. Millicent Ford, Director of DMV Driver Services, to provide training to the DMV Customer Service Managers and the ASAP Directors. This training was very well received. The training was conducted in 4 areas in the State and the training was conducted regionally. This training program will be offered again this summer. Ms. Coleman asked the Directors to be on the lookout for

the training in a location near them. This training provides a forum where the Directors and the Customer Services Managers meet with each other and resolve any issues they may have.

Delegate Iaquinto thanked Ms. Coleman for her report. Delegate Iaquinto asked if anyone had any questions or comments. Mr. Ballard, President/CEO of Smart Start thanked everyone for their vote of confidence and stated they look forward to getting back to business. Delegate Iaquinto stated he appreciated Mr. Ballard's comments however, " he takes this very seriously and he firmly believes the ignition interlock system is the best way to keep Virginia's streets safe from drunk drivers and this was a good example of how the Commission acts when something goes wrong". "It may have been Smart Start this time, but the Commission is always watching and monitoring all of the Vendors making sure everything is running correctly. "If the devices and systems are not working, no one is safe". Delegate Iaquinto further stated he wants to ensure everyone riding down the street is safe from drunk drivers. Delegate Iaquinto and Ms. Coleman both agreed that wait times were doing well but it is extremely important that clients get their devices in a timely manner so they can return to employment, seek employment and pay their fines.

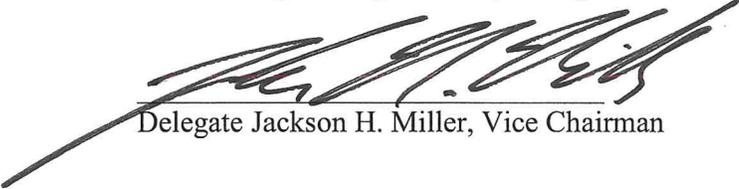
Delegate Iaquinto welcomed Ms. Mellie Randall as a new member of the Commission. Ms. Randall was appointed to the Commission by Mr. James Stewart of the Department of Behavioral Health and Developmental Services. Ms. Randall represents the department in the areas of mental health and substance abuse. Ms. Randall has worked with the Commission staff on several projects in the past. Ms. Randall apologized for her late arrival to the meeting. Ms. Randall explained she had "Bill" being heard in the 8:00 a.m. Senate Committee. Ms. Randall thanked everyone and stated she looked forward to being a member of the Commission.

Meeting Dates:

June 6, 2013	10:00 am
September 12, 2013	10:00 am
December 5, 2013	10:00 am

Adjournment:

The meeting was adjourned by Delegate Salvatore Iaquinto.



Delegate Jackson H. Miller, Vice Chairman