

# Olmstead Subcabinet- February 9, 2015

## Meeting Minutes

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### Meeting Details

**Date:** February 9, 2015

**Start/End Time:** 3:00 p.m. – 5:00 p.m.

**Location:** Department of Human Services, Elmer Andersen Building, 540 Cedar Street, St Paul, Rm 2370

**Chair:** Commissioner Mary Tingerthal

**Facilitator:**

### Subcabinet members (or designees) in attendance:

Mary Tingerthal, Chair, Commissioner, Minnesota Housing Finance Agency (Minnesota Housing); Sue Mulvihill, Deputy Commissioner, Department of Transportation (DOT); Brownell Mack, Assistant Commissioner, Department of Human Services (DHS); Steve Dibb, Deputy Commissioner, Department of Education (MDE); Ed Ehlinger, Commissioner, Department of Health (MDH); Colleen Wieck, Executive Director, Governor's Council on Developmental Disabilities; Kevin Lindsey, Commissioner, Department of Human Rights (MDHR); Tom Roy, Commissioner, Department of Corrections (DOC); Kim Peck, Department of Employment and Economic Development (DEED)

### Welcome, introductions and approval of agenda

The meeting was called to order at 3:05 p.m. by Commissioner Tingerthal (Minnesota Housing). Governor Dayton recently designated Commissioner Tingerthal as the chair of the Olmstead Subcabinet. The Governor also issued a new executive order that provided additional information about how the subcabinet will function, and the relationship to and duties of the Olmstead Implementation Office (OIO).

Commissioner Tingerthal stated the Executive Order provides clarity and a better sense of how the subcabinet will conduct business. Commissioner Tingerthal encouraged comments on the format of the meeting format, noting that it is important to make the meetings useful for everyone that attends as well as members of the subcabinet.

Subcabinet members or their designees were asked to introduce themselves. After the agenda was reviewed, Deputy Commissioner Dibb (MDE) made a motion to approve the agenda. Deputy Commissioner Mulvihill (DOT) seconded the motion. The motion to approve the agenda passed.

### Review and approval of subcabinet meeting minutes

Commissioner Ehlinger (MDH) moved to approve the minutes of the December 15, 2014 subcabinet meeting. Colleen Wieck seconded the motion. There were no comments or corrections and the motion to approve the minutes passed.

### Chair's report

Through Executive Order 15-03 and a directive from the Governor's Office, the subcabinet members take very seriously the many comments and areas of concern from the December 31, 2014 court monitor's report and the January 9, 2015 Court Order. Over the last several months some items got behind schedule. This was, in part, due to different expectations about actions that the court expected

the subcabinet to take. In some cases administrative action had been taken, but the actions were not presented to or approved by the subcabinet. The plan is to now correct those procedures. The executive order indicates that the subcabinet is to adopt a set of operating procedures, which is a later agenda item. The procedures propose to establish an executive committee which would allow the subcabinet to delegate certain items to that executive committee for action in between subcabinet meetings. The procedures also clarify that the compliance staff assigned to the *Olmstead Plan* and the Director of the Olmstead Implementation Office will report to the chair of the subcabinet.

A lot of work has already taken place to put a revised administrative structure in place, including a plan to deal with the backlog. The list of actions that need to be taken was divided between actions to take at this meeting and actions to be taken at the special meeting scheduled for March 10, 2015.

Commissioner Tingerthal expressed her excitement to be leading the group forward, and plans to meet with each of the commissioners and their designees in the next few weeks. The purpose of the meetings will be to map out a game plan for ensuring that each agency is aware of what is expected of them in the plan and that the right staff is assigned to the Olmstead work. Procedures are being developed with the OIO and the subcabinet to ensure that the subcabinet is getting what they need and make sure the time spent in the meetings is efficient and productive.

### Director's report

Olmstead Implementation Office Director Darlene Zangara reported that, over the last two months, the OIO has participated in budget proposals for the Governor's Office, meetings with legislators, Senate and House hearings, and Tuesdays at the Capitol. Many interagency meetings took place related to technology, quality assurance, and community engagement. They have also been involved in many presentations on Olmstead to audiences in several venues.

The OIO also oversaw the quality of life interviews with individuals. They are also currently tracking approximately 175 bills for positive and negative impacts for people with disabilities, including those with limiting language and needing clarification under Olmstead.

### Bimonthly report

The next item on the agenda was the presentation of the bimonthly report to the subcabinet. Assistant Commissioner Mack (DHS) was asked to walk through the Olmstead Plan impact on lives of individuals section of the bimonthly report, which included graphs related to the goals that show movement of individuals from segregated settings to integrated settings. A summary was provided for each item as follows:

- **SS 2C** - Regarding the movement of persons with developmental disabilities from intermediate care facilities, the goal is to have 90 people move to the community this year from those settings. The goal was met, however, due to new admissions and readmissions to these facilities; the overall population of these facilities is remaining static.
- **SS 2D** - Regarding movement of people from Anoka Metro Regional Treatment Center, the goal is to have no more than 30 percent of the patient population at Anoka Metro Regional Treatment Center not meeting hospital level of care criteria. The month-to-month trend going back to November, 2013 was slightly above the 30 percent mark. In recent months, it has been below the 30 percent mark, and there is hope that this trend will hold.

There was a sharp upward spike in July and August of 2014 that was caused in part by a new 48-hour law that calls for people who are in jail to be admitted to Anoka immediately. Because of this, in many cases, on the first day of admittance, these persons are not meeting hospital level of care criteria, so the influx of that population is probably driving the increase of people who did not meet the criteria at the facility. Another challenge is a need to build capacity of step-down facilities for people who no longer need psychiatric level care. Until that capacity is established, there will probably continue to be a certain amount of bottle necking at the Anoka Metro Regional Treatment Center.

- **SS 2F** – Regarding movement of individuals from Minnesota Security Hospital (MSH), the goal is to increase the average discharge rate to 9 individuals per month. Early on the numbers were slightly below the goal. In May and June of 2014 there were 12 discharges per month with a decrease over the summer that lasted for a couple of months into the fall. November and December reached an all-time high of 14 monthly discharges from MSH, which exceeded the goal for the year.
- **SS 4B** - Alex Bartolic (DHS) was asked to speak about the wait list for home and community based supports and services. Ms. Bartolic pointed out that a full report on the wait list is being presented to the subcabinet at the March meeting. The report will include detailed information about wait lists and includes recommendations on how to improve processes related to the wait list.

### Action items to be approved by the subcabinet

The next part of the meeting included approval of a series of action items. The items were presented and reviewed in the order in which they appear in the plan. There was a brief presentation by the agency person responsible, a motion to approve, and then a vote for approval. The actions are summarized below:

- **OV 2B** - By December 31, 2014 identify barriers to integration that are linked to federal legislation, regulation, or administrative procedures; identify options to address them.

Kristin Jorenby (OIO) reported that the deadline was met. A survey was sent to internal and external stakeholders to help identify barriers and disincentives to integration. A meeting to review survey submissions was held with disability stakeholder groups comprised of representatives from the State disability councils. Exhibit 6-2 included the report and recommendations for review and approval by the subcabinet.

A motion to approve the report was made by Colleen Wieck. Discussion included questions about how the report would be used and the next steps. The report was shared with agency legislative liaisons for consideration for possible current and future legislative changes. A concern was raised that some of the items in the report were not factual. It was explained that the results are unedited survey responses. The suggestion was made that it be made clear that the content of the survey were unedited comments from the individuals who completed the survey. Another suggestion was made to change the name of the document from "Report" to "Survey Results."

Colleen Wieck then withdrew the original motion and made a motion to approve the report pending the change of the title of the report and other changes per approval of the Chair. Commissioner Roy seconded the motion. The motion passed.

- **QA 1C** - By December 31, 2014 conduct a pilot of the (quality of life) survey.

Darlene Zangara (OIO) reported the deadline was met. A contract was initiated with The Improve Group to conduct the pilot survey. The pilot study tested the survey tool to ensure that it was effective across all disabilities, age groups and settings. Exhibit 6-3 includes the report, which identifies and addresses challenges in the survey administration process to ensure that the survey process goes as smoothly as possible in future iterations.

The report meets the first step in the quality of life survey. A fair amount of discussion regarding items such as costs and vendors is needed prior to the full-scale implementation of the survey. This is a separate agenda item for discussion later.

Colleen Wieck made a motion to approve the report. Deputy Commissioner Dibb seconded the motion. The motion for approval of the report passed.

- **QA 3C.1** – By December 31, 2014 an annual report will be issued by the subcabinet.

Darlene Zangara (OIO) reported that the deadline was not met. An annual report summarizing Olmstead Plan activities from November 2013 through December 2014 was included as Exhibit 6-4.

Colleen Wieck moved to approve the report. Assistant Commissioner Mack (DHS) seconded the motion. Comments about the report included that it was a good concise summary document that depicted the work done in the last year. The motion to approve the report passed.

- **QA 3E** - By August 31, 2014 the subcabinet will issue a report on the staffing, funding and responsibilities of the Olmstead Implementation Office and on the oversight and monitoring structure described above, including timelines for completion of any outstanding action items.

Darlene Zangara (OIO) reported that the deadline was not met. The Olmstead Implementation Office report was included as Exhibit 6-5. The report covers activities that have occurred through December 31, 2014. The report covers the execution of the first and second Executive Orders and the transition process. The report also includes the overview of current status of outstanding action items, structure of the office and the utilization of DHS Compliance team.

Colleen Wieck moved to approve the report. Kim Peck (DEED) seconded the motion. The motion to approve passed.

- **EM 3C** - By September 30, 2014 Disability Employment Specialists will provide training and technical assistance to federal contractors regarding the 7% workforce participation benchmark established in the revised regulations implementing Section 503 of the Rehabilitation Act of 1973.

David Sherwood-Gabrielson (DEED) reported that the deadline was met. Training on Section 503 requirements is now a staple element of the training provided by Disability Employment Specialists. Exhibit 6-6 includes the training handouts and curriculum that is used and the training calendars for 2014 and 2015.

Commissioner Lindsey (MDHR) expressed a willingness to connect this material with trainings on compliance with the Federal standards as well.

Kim Peck (DEED) made a motion to approve the report. Deputy Commissioner Mulvihill (DOT) seconded the motion. Discussion included a suggestion that future trainings and outreach should include state contractors as well. The motion to approve the report passed.

- **EM 3J** - By December 31, 2014 publicize statistics, research results and personal stories illustrating the contributions of persons with disabilities in the workplace.

David Sherwood-Gabrielson (DEED) reported that the deadline was met. On December 1, 2014, a report to the Legislature was published on the status and evaluation of the Individual Placement and Support (IPS) approach to supported employment for people with serious mental illness. The report includes data, statistics, comments, and recommendations for expanding the program to comply with the *Olmstead Plan* and meet the needs of Minnesotans with mental illness who require employment services.

In addition, the State Rehabilitation Council (SRC) published their annual report on January 28, 2015. The report contains statistics and results of the Vocational Rehabilitation program, including personal stories about individuals who have obtained employment. The reports are available online and in print. They are distributed in electronic or print format to legislators, mental health providers, and advocacy organizations. Exhibit 6-7 includes both publications.

Kim Peck (DEED) made a motion to approve the report. Commissioner Lindsey (MDHR) seconded the motion. The motion to approve the report passed.

- **HS 1E** - By December 31, 2014 develop a process to track the number of individuals with disabilities exiting state correctional facilities and their access to appropriate services and supports.

Kate Erickson (DOC) and Deb Kerschner (DOC) reported that the deadline was met. DOC determined that there are a number of business processes that currently exist that will require information system changes to compile and identify offenders who meet the definition of having a disability and are leaving correctional facilities. Once those individuals are identified, work with state partners will determine whether they have been referred and accepted into the appropriate services and programs. Exhibit 6-8 describes the business process.

Commissioner Roy (DOC) made a motion to approve the report. Assistant Commissioner Mack (DHS) seconded the motion. The motion to approve was passed.

- **HS 4B** - By September 30, 2014 a plan to inform and educate people with disabilities, case workers, providers and advocates about HousingLink will be developed.

Joel Salzer (Minnesota Housing) reported the deadline was met. HousingLink used a combination of web-based and in-person strategies to inform and educate people with disabilities, case workers, providers and advocates about HousingLink. This included 18 feedback sessions throughout the state and 10 additional events for the specific purpose of educating and informing communities. Minnesota Housing used the ideas and concepts generated during the consultation sessions to develop a work plan, which was included in Exhibit 6-9.

The plan will: (1) Create a “test environment” website based on feedback received during the listening session; (2) Seek potential users (i.e. persons with disabilities and other relevant

individuals) to “test” the website; (3) Collect feedback and suggestions on the usability of the test site and modifying as necessary; (4) Continue informing and educating persons with disabilities, their case workers, providers, advocates, family members, etc. about HousingLink and its resources

Commissioner Ehlinger (MDH) made a motion to approve the report. Deputy Commissioner Mulvihill (DOT) seconded.

Discussion included a question about the concern raised in the January 9, 2015 court order about people without computer access being able to access the information. Mr. Salzer reported that access to computers has not been an identified barrier for persons with disabilities; however, access to quality internet had been. HousingLink is responding to this concern by creating a mobile friendly HousingLink app which requires less bandwidth resulting in a stronger interface quality. In addition Disability Linkage Line and Senior Linkage Line staff are trained in the use of HousingLink and will be able to help those who call in.

The motion to approve the report passed.

- **TR 1A** - By September 30, 2014 the Department of Human Services, the Department of Transportation and the Metropolitan Council will establish a baseline of services and transit spending across public programs they administer.

Kristie Billiar (DOT) reported that the deadline was not met, but the baseline information had now been established. The Center for Transportation Studies (CTS) has been working with DOT and DHS to obtain data on transportation expenditures of both agencies. A schematic of funding and a detailed table of funding sources were developed. The final report was attached in Exhibit 6-10. The deadline was missed due to difficulties in obtaining the data and in developing a methodology to report the variety of data sets received.

Deputy Commissioner Mulvihill (DOT) made a motion to approve the report. Commissioner Lindsey (MDHR) seconded the motion. The motion to approve the report passed.

- **TR 3A** - By August 31, 2014, complete the Minnesota Department of Transportation ADA Transition Plan.

Kristie Billiar (DOT) reported that the deadline was not met, but the plan was now complete. The transition plan was open for public comment until August 26, 2014. Comments were taken into consideration and changes were made accordingly. The final plan is available online and was included as Exhibit 6-11.

The deadline was missed because of the very low response from the community in terms of the transition plan. The decision was made by the agency to extend that comment period and there were additional comments received as a result of that decision.

Deputy Commissioner Mulvihill made a motion to approve the plan. Commissioner Lindsey (MDHR) seconded. Discussion included a suggestion to look at how the plan can be more broadly disseminated. With that suggestion noted the motion to approve the plan was passed.

- **TR 4B** - By June 30, 2014 report to the Olmstead Subcabinet on Minnesota Council on Transportation Access (MCOTA's) alignment with the Olmstead Plan actions and timelines, and include recommendations for any necessary changes.

Kristie Billiar (DOT) reported that the deadline was not met. DOT submitted a verbal report to the subcabinet on August 11, 2014. Because MCOTA's role is advisory in nature; MCOTA is not in the position to implement the action items. A follow up written report was attached as Exhibit 6-12. The deadline was missed due to changes in the meeting schedule.

Based on the findings in the report, DOT is requesting a modification of the *Olmstead Plan* to replace MCOTA as the designee to implement the action items. After approval of the modification by the subcabinet, the modification will be submitted to the Court Monitor.

Deputy Commissioner Mulvihill (DOT) made a motion to approve the report and the modification of the Plan. Commissioner Ehlinger (MDH) seconded the motion. The votes were taken separately. The motion to approve the report passed. The motion to approve modification of the Plan also passed.

- **SS 2G** - By September 30, 2014, DHS will identify a list of other segregated settings, how many people are served in those settings, and how many people can be supported in more integrated settings.
- **HS 1A** – By September 30, 2014 data gathering and detailed analysis of the demographic data on people with disabilities who use public funding will be completed.

Items SS 2G and HS 1A were presented together by Alex Bartolic (DHS), who reported that the deadline for these two items was met. These two items were completed in a report that was submitted to the subcabinet on December 15, 2014 and was included as Exhibit 6-13. The report details the demographic analysis, and sets counts, targets and timelines. Baselines and measurable goals relating to this report were approved by the subcabinet on November 3, 2014, and were submitted to the Court Monitor for consideration on November 10, 2014.

Assistant Commissioner Mack (DHS) made a motion to approve the report. Deputy Commissioner Mulvihill (DOT) seconded the motion. The motion to approve the report passed.

- **SS 3C** - By July 1, 2014 the state will create an inventory and analysis of policies and best practices across state agencies related to positive practices and use of restraint, seclusion or other practices which may cause physical, emotional, or psychological pain or distress.
- **SS 3D** - By July 1, 2014 a report outlining recommendations for a statewide plan to increase positive practices and eliminate use of restraint or seclusion will be delivered to the Olmstead Subcabinet or their designee by an assigned team of representatives from Olmstead Subcabinet agencies.
- **SS 3E** - By August 1, 2014 the state will develop, across state agencies, a common definition of incidents, including emergency use of manual restraint, that are to be reported, and create common data collection and incident reporting processes.

Assistant Commissioner Mack (DHS) reported that the action items SS 3C, SS 3D, and SS 3E were all covered in the same report. The deadlines were not met. A facilitated conversation between DHS and MDE took place to identify policies and best practices related to positive practices and use of restraint, seclusion and other practices which may cause physical, emotional, or psychological pain or distress. Exhibit 6-14 includes "Minnesota's Statewide Plan" which was submitted to the subcabinet on October 22, 2014. The report identifies areas where gaps exist and includes plans and timelines to address those gaps. The plan anticipates routine reporting to the subcabinet on the status of implementation of the plan.

Assistant Commissioner Mack (DHS) made a motion to approve the report, subject to a requirement that an implementation progress report be provided to the subcabinet by August 1, 2015. Commissioner Lindsey (MDHR) seconded the motion. The motion to approve the report passed.

- **SS 4D** - By September 30, 2014, Department of Corrections (DOC) and Department of Human Services (DHS) will analyze the need for a Forensics Assertive Community Treatment (FACT) and/or Assertive Community Treatment (ACT) team with high fidelity and a forensics component and establish measurable goals for actual services to benefit individuals.

Kate Erickson and Jolene Robertus (DOC) reported that the deadline was not met. A needs analysis report identified 110 individuals who would be eligible for FACT services. The FACT model is an adaptation of the evidence-based model of Assertive Community Treatment. It is a program that provides treatment, rehabilitation, and support services to individuals who have schizophrenia, schizoaffective disorder, bipolar disorder and who have significant and persistent functional impairments (homelessness, repeated hospitalizations, unemployment) coupled with significant involvement in the corrections system. Exhibit 6-15 provides information on the needs analysis and the FACT model.

The Governor's budget proposal includes funding for this item. An update will be provided after the legislative session is over and the actual funding level is known. This item was submitted to the Court Monitor for consideration on November 10, 2014.

Commissioner Roy (DOC) made a motion to approve the report. Colleen Wieck seconded the motion. The motion to approve the report passed.

- **HC 2D** - By September 30, 2014 identify data sources; establish data sharing agreements between state agencies, local agencies and service organizations, and the academic community; identify any necessary legislative changes.

The deadline was not met because there was difficulty in identifying the data sources necessary to complete the work. The relevant data sources to be analyzed have been identified and an analysis plan report was completed and was included as Exhibit 6-16. The workgroup determined that no data sharing agreements are currently necessary, but such agreements will be developed in the future if needed.

Commissioner Ehlinger (MDH) moved to approve the report. Commissioner Lindsey seconded the motion. The motion to approve the report passed.



### Action items to be reviewed at March meeting

Staff recommended that several action items be moved to the March 10, 2015 meeting for review by the subcabinet. The following items were listed for review in March:

Item #	Due Date	Item Name
OV 1A	12/31/14	Individual planning service
OV 3A	12/31/14	Leadership opportunities
QA 2A	6/30/14	Dispute resolution process
QA 4A	9/30/14	Quality Improvement Plan
EM 3A	8/31/14	Person centered planning employment first
EM 3D	9/30/14	Motivational interviewing training
HS 2A	12/31/14	Affordable housing baselines/targets
TR 1B	9/30/14	Review of administrative practices
SS 3I	8/1/14	Crisis triage and hand-off process
SS 3J	12/1/14	Technical assistance on positive practices
SS 4B	9/30/14	Improvements to the waiting list
SS 4C	12/31/14	Expand use of assistive technology
ED 1D	11/30/14	Stakeholder input on prohibition of prone restraint in schools
HC 1C	12/31/14	Framework for behavior health home
HC 2G	12/31/14	Baseline data for current care
HC 2I	9/30/14	Barriers in healthcare transitions for youth
HC 2J.1	12/31/14	50% of youth transition to adult health care
CE 1A	12/31/14	Increase opportunities in policy making
CE 1B	12/31/14	Peer support and self-advocacy programs
CE 2A	12/31/14	Involvement in public planning processes

Commissioner Ehlinger (MDH) made a motion to move the items listed to the March meeting. Commissioner Lindsey (MDHR) seconded the motion. The motion to move the items to the March subcabinet meeting passed.

### Approve February bimonthly report

Colleen Wieck made a motion to approve the February bimonthly report. Deputy Commissioner Dibb (MDE) seconded the motion. The motion to approve the February bimonthly report passed.

### Subcabinet procedures

Commissioner Tingerthal moved on to the next item on the agenda which involved a brief discussion of the draft Olmstead subcabinet procedures as called for in the Executive Order. A draft document was provided for review. Commissioner Tingerthal invited the subcabinet to submit their comments on the draft procedures. A revised draft will be presented at the March subcabinet meeting for adoption.

Several items were pointed out in the membership section. Commissioner Tingerthal reported that there was significant conversation with the Governor's office about potential additional subcabinet members during the drafting of the executive order. The final decision was to not add any agencies at this time, but to establish liaisons from several agencies. There will be more information at the March meeting on this topic. Another item in the membership section includes the clarification that the ex-officio members are voting members.

The proposed creation of an executive committee was also discussed. The proposed committee would include the commissioners of Minnesota Housing, the Department of Human Services and one additional member of the subcabinet. DEED expressed to the Chair its willingness to have their subcabinet member serve on the executive committee. No other agency expressed an interest in serving on the executive committee at this time. The draft procedures propose that the executive committee meet at least monthly, set the agenda for subcabinet meetings, and take action on behalf of the subcabinet as needed.

The procedures include a section on subcabinet duties and Olmstead Implementation Office (OIO) duties. Another section includes compliance duties and states that the OIO director and lead compliance staff would report to the chair of the subcabinet.

The section of the draft procedures regarding workgroups encourages the subcabinet to think about where it will be appropriate to establish a workgroups consisting of people with disabilities, their families, advocacy organizations, and service providers.

The revised version of the subcabinet procedures will be on the March subcabinet meeting agenda for adoption.

### **Quality of life workgroup**

OIO Director Zangara requested that a small workgroup be established to identify to analyze the recommendations of the Quality of Life report and determine the cost of the survey and the appropriate vendors. The workgroup will present recommendations to the subcabinet for next steps on the implementation of the quality of life survey.

Commissioner Tingerthal asked for volunteers to be on the workgroup. Colleen Wieck volunteered to be on the workgroup. Commissioner Ehlinger (MDH) and Deputy Commissioner Dibb (MDE) stated that a representative from each of their agencies would participate on the workgroup.

A report will be made at the March meeting on the membership and the charter of the workgroup. Commissioner Ehlinger made a motion to approve formation of the quality of life workgroup. Commissioner Lindsey seconded the motion. The motion to approve the workgroup passed.

### **Prevention of abuse and/or neglect**

Darlene Zangara was asked to present the next item on the agenda. Olmstead plan action item QA 4B.1 states "By September 30, 2015, and annually thereafter the designee will prepare a report on statewide levels and trends of abuse, neglect, exploitation, injuries and death. The report will include trends in the amount of time to investigate allegations of abuse, neglect, and quality of investigations from complaint to disposition, recommendations and follow up."

Ms. Zangara recommended that the subcabinet designees for this item be from the Department of Human Services (DHS) and the Department of Health (MDH). Deputy Commissioner Dibb moved that DHS and MDH be the designees of the subcabinet for this item. Assistant Commissioner Mulvihill seconded the motion. Ms. Wieck suggested that Roberta Opheim also be included in the workgroup. The motion to reassign action item QA 4B.1 was approved.

### **Chair's report addendum**

Commissioner Tingerthal pointed out that there was an item that was missed in her earlier verbal report. The January 9, 2015 court order raised several questions and areas of concern and requires a response by March 20, 2015. This will require work at the agency levels to prepare a response. It was proposed that the leads meet on February 11, 2015 to assign the work. The agency leads were advised to raise to the commissioner level any items they feel will warrant significant discussion and activity.

### **Other business**

There will be a special meeting of the subcabinet on March 10, 2015 from 2 p.m. to 4 p.m. The next regular subcabinet meetings are scheduled on April 13, 2015 and June 8, 2015 from 3 p.m. to 5 p.m.

### **Adjourn**

The meeting was adjourned at 5:03 p.m.