

**COST OF GOVERNMENT COMMISSION
MINUTES**

**Kalana O Maui Building, 9th Floor, Mayor's Conference Room, Waihe'e Side
Thursday, June 13, 2019**

PRESENT: Sharron Courter, Chair
Paula Heiskell, Vice Chair
Michelle Del Rosario, Member
Barbara Mattson, Member
Sarah Simmons, Member
Hannah Werth, Member

EXCUSED: Noemi Barbadillo, Member
Bonnie DeRose, Member
Michael Williams, Member

STAFF: Jerrie Sheppard, Deputy Corporation Counsel
Shelley Pellegrino, Technical Writer for the Commission (via teleconference)
Lance Taguchi, County Auditor

OTHER: Ed Kushi, First Deputy Corporation Counsel
Gladys Baisa, Ex-Officio Member, Office of the Mayor
Gary Murai, Deputy Corporation Counsel

DOCUMENTS RECEIVED:

1. Hawaii Revised Statutes Section 92-2.5 (Permitted interactions of members) (distributed by First Deputy Corporation Counsel Ed Kushi)
2. Draft letter from Sharron Courter, Chair, Cost of Government Commission, to Honorable Kelly T. King, Chair, and Members of the Maui County Council, regarding Cost of Government Commission — Annual Report for Commission Term 2018 – 2019 (distributed by Technical Writer Shelley Pellegrino)
3. PowerPoint presentation entitled, "Maui Visitors Bureau Grant," prepared by Commissioner Barbara Mattson

I. CALL MEETING TO ORDER

Chair Courter called the meeting to order at 10:15 a.m.

II. PUBLIC TESTIMONY

There was no public testimony.

III. REVIEW AND APPROVE MAY 9, 2019 MEETING MINUTES

Commissioner Mattson moved to approve the May 9, 2019 meeting minutes, and Commissioner Del Rosario seconded the motion. The minutes were approved unanimously.

VII. DISCUSS USE OF TEMPORARY INVESTIGATIVE GROUPS (TIGS) UNDER THE SUNSHINE LAW

(NOTE: discussion taken out of order)

Chair Courter stated that she invited First Deputy Corporation Counsel Ed Kushi to the meeting to clarify the role of Temporary Investigative Groups (TIGs) and when the Commission is required to establish them pursuant to the Sunshine Law. Chair Courter stated that previously, the Commission had been allowed to designate up to two commissioners to investigate a topic without a TIG being formed. The Commission now has a new deputy corporation counsel assigned to advise the board who has advised the Commission that TIGs should be formed for all of its investigations. Chair Courter explained that she contacted Deputy Corporation Counsel Jerrie Sheppard and requested a copy of her written job description as it pertains to advising boards and commissions, and that Ms. Sheppard responded that she did not have one. Chair Courter expressed her concern that the advice being provided by Ms. Sheppard was different from the advice that had been provided over the years by Mr. Kushi. Chair Courter added that she would like to ensure consistent advice and better understand the role of the deputy corporation counsel assigned to sit in on Commission meetings.

Mr. Kushi apologized for the confusion and distributed a copy of Hawaii Revised Statutes Section 92-2.5 to the Commission. He stated that it is his understanding that when there are two or more individuals who wish to investigate a particular issue, then a TIG should be formed. A TIG is not required when one person is conducting an investigation. Mr. Kushi added that TIGs were not used when Paul Kailiponi chaired the Commission (2017 – 2019), but that they had been used when Tina Gomes chaired the Commission (2013 – 2014).

Mr. Kushi also explained that a TIG had been formed at the last (May) Commission meeting regarding the selection of the technical writer, but that forming the TIG was incorrect because the procurement process is not board business. Chair Courter added that the discussion that took place at the May meeting regarding whether a TIG was necessary was what started the uncertainty and confusion about TIGs. Chair Courter noted that she and another commissioner had previously worked together to investigate an issue and they had not formed a TIG.

Mr. Kushi explained that when a TIG is formed, the Commission will need to define the scope and authority of the TIG, appoint members, and require the TIG to file a written report after its investigation is done. The Commission can review, but cannot act on, the report until a subsequent meeting. Vice-Chair Heiskell speculated that it might be easier for a single person to conduct an investigation.

Mr. Kushi stated that Ms. Sheppard drafted a job description that he approved. Mr. Kushi added that the Department is obligated under the Charter to assist the Commission. Chair Courter responded that she welcomes the presence and advice, but wants to be clear on the role the Department representative plays at Commission meetings.

County Auditor Lance Taguchi asked for clarification regarding whether a single board member investigating a topic would be permitted to provide regular updates to the Commission on his or her investigation, or whether he or she would be required to prepare a report. Mr. Kushi responded that no formal report is required when a single person investigates an issue.

Mr. Taguchi also reminded commissioners that they should disseminate information through the Commission staff so as not to violate the Sunshine Law. He also asked whether information that is disseminated must be listed on the agenda. Mr. Kushi responded that documents that are received prior to posting should be listed on the agenda.

Chair Courter asked for clarification about documents that she received directly from Commissioner Michael Williams. She stated that the documents related to the affordable housing issue that Commissioner Williams had been interested in investigating. Deputy Corporation Counsel Sheppard stated that it would be permissible for a commissioner to communicate with the Chair to request that a topic be placed on the agenda.

Chair Courter asked whether the Commission should decide during its meetings what items to put on its subsequent meeting agenda. Mr. Kushi responded that ideally the Commission should make its decisions at the meeting, but that the Chair controls the agenda.

The Commission thanked Mr. Kushi for his advice.

Ms. Sheppard returned to the discussion regarding her advice at the last meeting to create a TIG to select the technical writer. She stated that when she heard "selection committee," she immediately thought about Sunshine Law requirements and recommended the TIG. Since then, she has reviewed the issue and learned that the procurement process is not board business, but that of the County Auditor who was asking for assistance from the Commission. Consequently, Ms. Sheppard stated that the Commission chair and vice chair can be a "working group" and meet with the County Auditor, and there is no requirement that they report back to the Commission, though they are welcome to do so.

Commissioner Simmons moved to undo the TIG that was created at the May meeting, and Commissioner Mattson seconded the motion. The motion was approved unanimously.

IV. REVIEW AND DISCUSS CORRESPONDENCE RECEIVED

- A. May 20, 2019 letter from Kay S. Fukumoto, Director, Office of Economic Development (OED), transmitting responses to Commissioner Barbara Mattson's questions regarding OED's grant to the Maui Visitors Bureau.
- B. June 3, 2019 proposal prepared by Commissioner Williams entitled, "Proposal for Authorized Investigation Topic: Enforcement of Short-Term Rental Laws"
- C. January 7, 2019 transmittal from Michele McLean, Acting Planning Director, to Honorable Kelly T. King, Chair, and Members of the Maui County Council, regarding "Grace Period for Permits in Renewal Process"
- D. January 18, 2019 transmittal from Michele McLean, Acting Planning Director, to Honorable Kelly T. King, Chair, and Members of the Maui County Council, regarding "Transient Vacation Rental Enforcement (PC-11)"
- E. The Maui News article entitled, "Draft form of bill to penalize illegal short-term rentals under discussion" (November 19, 2018)
- F. Document by LODGINGRevs, entitled, "Review and Update of Contract #C6479 (PC-11)," received at the Planning Commission meeting on September 6, 2018

With respect Item IV.A. above, Commissioner Mattson explained that she was confused as to why Director Fukumoto transmitted her response to all the commissioners rather than just to Commissioner Mattson who had initiated the request. Mr. Taguchi opined that perhaps Ms. Fukumoto misunderstood the process. He added that anyone can send information to the Commission.

Chair Courter stated that the documents listed in IV.B.–F. were transmitted by Commissioner Michael Williams, who was excused from the June meeting. As such, she preferred to defer discussion until the next meeting.

V. COUNTY AUDITOR'S UPDATE

County Auditor Lance Taguchi stated his office is moving to another floor in the same building, and he is not sure whether his office will have phone service during the transition. He also stated that the office received funding in the Fiscal Year 2020 budget for a half-time position. The recruitment process would take some time.

VI. DISCUSS 2018 – 2019 ANNUAL REPORT

Technical Writer Shelley Pellegrino stated that the Commission issued its last annual report, as well as a separate stand-alone report, in November 2018. Because of anticipated turnover with the new Commission term, the Commission did not initiate any reviews of new topics, so there was little to report through March 31, 2019 (the end of the term). Consequently, after discussion with Deputy Corporation Counsel Sheppard, Ms. Pellegrino drafted a letter to County Council Chair Kelly King summarizing the Commission's work for its 2018 – 2019 term and referencing the reports previously transmitted. She would draft similar letters to the Mayor and County Auditor.

The Commission reviewed the draft letter. Vice-Chair Heiskell stated that the letter was well written and encapsulated the Commission's work. Vice-Chair Heiskell moved that the draft letter be approved, and Commissioner Mattson seconded the motion. The motion was approved unanimously. Chair Courter directed Ms. Pellegrino to complete the letters and transmit them to the County Council, Mayor, and County Auditor.

(For Section VII taken out of order, please see pp. 2–3 above)

VIII. REPORT FROM SELECTION OF TECHNICAL WRITER COMMITTEE (TIG REPORT)

County Auditor Lance Taguchi stated that his office had received one application to date and that the deadline to apply for the position was June 14, 2019.

IX. DISCUSSION OF OFFICE OF ECONOMIC DEVELOPMENT — MAUI VISITORS BUREAU GRANT (TIG REPORT BY COMMISSIONER MATTSON)

Commissioner Mattson distributed a copy of her PowerPoint presentation on the Office of Economic Development's grant to the Maui Visitors Bureau (MVB).

Commissioner Mattson explained that the line-item grant was initiated in the early 1990s during an economic recessionary period. MVB is a 501(c)(6) non-profit corporation, is a chapter of the Hawaii Visitors and Convention Bureau (HVCB), and does business as the Maui County Visitor Association and Maui Visitors Bureau and Convention. She stated that she was not sure why

MVB does business as those two entities. The purpose of MVB is to promote the special things of the islands of Maui, Molokai and Lanai to travelers throughout North America. In contrast, the HVCB is tasked with promoting tourism to international visitors.

Commissioner Mattson summarized funding for the MVB, stating that in 2017, it received \$4 million from the County of Maui through funds from the Transient Accommodations Tax (TAT), \$3.3 million from the Hawaii Tourism Authority (HTA), \$46,000 from the HTA VASH fund, and an unknown amount from MVB membership dues. Total funding for MVB from known sources was \$7.4 million.

Commissioner Mattson then provided a brief overview of the purpose and distribution of TAT funds. She stated that in 2017, \$424 million in TAT revenue was collected by the State, of which \$213 million was retained by the State. The HTA received \$82 million, the Hawaii Convention Center Special Fund \$26.5 million, and the four island counties \$103 million. Of that, the City and County of Honolulu received \$45 million, Maui County \$23.4 million, Hawaii County \$19.2 million, and Kauai County \$14.9 million. Each County then distributed some of its TAT revenue to its respective island visitor bureau as follows: Maui County -- \$4 million, Hawaii County -- \$325,000, Kauai County -- \$215,000, and City and County of Honolulu -- \$0.

Commissioner Mattson next discussed where MVB money is spent. She first looked at Zeta Interactive, which is a global company that assists clients with building customer databases, and acts as a resource for fulfillment and distribution of collateral (print material) to customers via its Arizona warehouse. Commissioner Mattson added that when a person does an online search for Hawaii or Maui (or another island), he or she is directed to the website gohawaii.com, which is maintained and managed by the State HTA (not MVB). If the person orders information from the website, the print material is sent by Zeta Interactive in Arizona. Zeta Interactive charges MVB \$110,000 annually for storing and shipping collateral on customer requests. It also charges \$25,000 annually for a call center for its existing customer base, as well as \$62,000 for a management fee and platform hosting.

Commissioner Mattson also stated that MVB, in conjunction with HVCB, has been re-branding Maui to a newer target audience (ages 25-34) via online advertising, and MVB spent \$483,000 on a digital media plan for online advertising in this regard. Commissioner Mattson stated that it was difficult to find Maui-specific advertising online, and that much of the promotion she observed was through HTA.

Commissioner Mattson also highlighted \$515,000 that was spent on a firm-wide media plan for selective, prominent print magazine advertising in joint venture with HVCB. She wondered why MVB grouped three magazines – Cooking Light, Food and Wine, and Travel and Leisure – under a single expenditure, as opposed to parsing out how much was spent per magazine. She then explained that she reviewed Cooking Light, which featured a recipe for making sheet pan Hawaiian shrimp. This full-page, four-color piece cost \$250,000. Commissioner Mattson expressed her concern about whether a sufficient number of people read these magazines, and noted that the recipe in Cooking Light was not specific to Maui. Commissioner Mattson also stated that there was a 1/3-page, four-color ad in the Wall Street Journal featuring Lanai at a cost of \$21,000. Commissioner Del Rosario noted that Lanai is a private entity.

Commissioner Mattson then turned to digital media. She stated that a google search of the term “Maui” will first direct a person to gohawaii.com, followed by Wikipedia, and then Trip Advisor, which is free.

Commissioner Mattson also stated that circulation numbers provided by MVB were inconsistent. For example, in one instance, MVB stated that circulation for Travel and Leisure was 1.9 million and in another place 925,000. She also noted that the last Cooking Light print magazine was published in December 2018; it is now offered in digital format only.

Commissioner Mattson pointed out that MVB lists funding for international markets, which should be the responsibility of the HTA. When she inquired about why MVB was spending this money, she was told that former Mayor Arakawa asked that MVB spend money to attract international visitors. Commissioner Del Rosario noted that Mayor Victorino just returned from Japan and South Korea.

Commissioner Mattson stated that HTA sponsors the same local annual events funded by MVB, such as the Maui Invitational, Xterra, and Kapalua Wine and Food Festival.

Commissioner Mattson stated that she did some online searches of businesses that received money from MVB, and there were a number of them where she was unable to locate Maui information on their site. These businesses included Social Flutterby (Maui blogging -- \$32,223), Silversword (Maui blogging -- \$80,855), Onebird LLC (online advertising -- \$2,534), travelinformation.com and travelguidesfree.com (\$7,200), Varsity Communications (WA State -- \$2,000), and Karee Carlucci (Maui Insider writing service -- \$8,375). Chair Courter asked whether Commissioner Mattson inquired with the DCCA as to whether these businesses are licensed or who the owners are. Commissioner Mattson stated that she could find the businesses online, but that she could not find Maui-specific information on their sites. Commissioner Del Rosario offered to research these businesses prior to the next meeting.

Commissioner Mattson then turned to MVB spending on trade shows. She stated that reviewing trade show information was difficult because of the way it was presented in MVB reports. Though she recognized the import of trade shows, she pointed out that there is duplication of effort with HTA.

Commissioner Mattson stated that she does not know what \$28,000 expended for the Activity Owners Association is for and that she would need to look into it further.

Commissioner Mattson stated that MVB's grant report listed various figures for video production, but there was no specific information provided about the videos. Commissioner Del Rosario stated that the videos were made at the behest of the County Council, but distribution has been limited because the airlines will only show them for a fee.

Commissioner Mattson stated that \$10,500 was expended for a safety message on Maui pocket maps. She handed out two of the pocket maps and noted the message in small print on each of the maps.

Commissioner Mattson looked at the Anthology Marketing Group (\$151,000), which assists with media campaigns, public relations writing, and newsletters. She stated that the newsletters appeared to be state-centric, with very little information that was specific to Maui.

Commissioner Mattson also explained that there is a 10% grant administration fee to HVCB to support MVB salaries, benefits, operating costs, and joint advertising.

Commissioner Del Rosario asked Chair Courter whether the Commission would be forwarding the information presented by Commissioner Mattson to the County Council. She stated that the County Council reduced OED's grant to MVB in the Fiscal Year 2020 budget from \$4 million to \$3 million and that it is her understanding that further reductions might take place in the future.

Commissioner Del Rosario thought the information would be helpful as the County administers the current budget and when it considers future budget appropriations.

Chair Courter responded that there were some issues that needed to be followed-up on and that perhaps Commissioner Mattson's research could be presented in a separate report. Ms. Pellegrino stated that the Commission would need to decide whether it wanted to send the information and in what form, but recommended that the Commission not send the information piecemeal. Commissioner Mattson responded that she would prefer to send the information as it was currently written and let the County Council decide what it wants to do with it.

Chair Courter stated that she thought the Commission should review the information and decide at its next meeting how to transmit it. She also stated that a cover letter would need to be drafted to accompany Commissioner Mattson's research and findings. Commissioner Mattson inquired as to whether there is any rule that states that the Commission cannot transmit the information to the County Council.

Commissioner Del Rosario moved that a letter be drafted stating that the information was gathered over the course of a year and is for the County Council's use, and should the Council need additional information, Commissioner Mattson would be willing to appear at a Committee meeting to provide an overview of her research. Vice-Chair Heiskell seconded the motion.

Commissioner Del Rosario stated that she thinks the information is comprehensive and that Commissioner Mattson appears ready to move on. Commissioner Mattson agreed with the motion.

Deputy Corporation Counsel Sheppard interjected that Maui County Charter Section 3-9.3 states that the Commission shall be advisory to the County Auditor, so she recommended that a letter be sent to the County Auditor and copied to the County Council. She opined that if the Commission wishes to transmit information that is not its annual report — which would be transmitted to the Council, Mayor, and Auditor pursuant to the Charter — then that information should be transmitted to the Auditor.

Commissioner Del Rosario withdrew her motion and made a new motion to transmit the letter to the County Auditor, with copies to the County Council and the Mayor, and offering to appear before a Council committee on request. Vice-Chair Heiskell seconded the motion.

County Auditor Lance Taguchi cautioned the Commission. He first asked whether the numbers had been run by MVB. Commissioner Mattson responded that the numbers had been provided by MVB. Mr. Taguchi then stated that before his office issues a report, he provides it to the auditee for comments. He added that the Commission should be confident about its product so that it can defend against any criticism of the report. Commissioner Mattson responded that sources are available, but that they are not cited in the presentation. She added that there are a number of questions marks in the document which reflect information she did not have.

Mr. Taguchi also stated that each commissioner must be comfortable with what is presented and that there is a reason why his office does not provide information in a piecemeal fashion. Commissioner Mattson responded that Mr. Taguchi's standards differ from hers because he is a CPA and she is a volunteer, but that she was careful to ensure that she used figures that were supported. Chair Courter stated that she wanted to make sure the commissioners were comfortable with the numbers presented.

Commissioner Simmons asked whether the Commission would typically transmit information in this form because her review of the Commission's website suggested that previous investigations appeared to be quite extensive and were transmitted in the form of an annual report or stand-alone reports. Ms. Pellegrino responded that the Commission has traditionally produced only annual reports and that more recently, the Commission decided to try to produce stand-alone reports. The risk management report that was produced last year was the only stand-alone report the Commission has produced to date. Ms. Pellegrino added that from her perspective as the technical writer and editor, she has in the past been a stickler about reviewing and producing supporting documents. She would not be comfortable with transmitting a document with question marks and without source citations. That said, she explained that the decision to transmit the information as presented is the Commission's.

Commissioner Mattson stated that she does have the supporting documents and that the question marks reflect her questions about why the grant reports have four to five headings with no explanation. Ms. Sheppard asked whether Commissioner Mattson would be comfortable writing an executive summary. Commissioner Mattson responded that she would not and explained that her research took more than two years and she reviewed a large volume of information, so she would not be comfortable reducing it to a few pages.

Ms. Baisa stated the discomfort expressed by Mr. Taguchi appears to stem from the lack of resources cited in the PowerPoint presentation. Commissioner Mattson stated that she does have the documents available with footnotes. Ms. Baisa noted that the presentation is public information now that it has been discussed with the Commission, but she agreed with Mr. Taguchi that sources should be verified. Chair Courter agreed and added that the presentation should be cleaned up a little.

Commissioner Del Rosario withdrew her motion and requested that Commissioner Mattson take the next 30 days to revise and footnote the document and resubmit it for consideration to be transmitted at a future date.

Commissioner Mattson stated that she would remove the question marks and provide the sources, but that the remainder of her report would remain as is.

Mr. Taguchi asked for clarification regarding what he should do with the report when it is transmitted to his office. Commissioner Del Rosario responded that the letter would be transmitted to the County Auditor and copied to the County Council and Mayor.

Ms. Pellegrino stated that the Commission has traditionally transmitted information to the Council and Mayor directly when necessary, and asked Ms. Sheppard to comment about whether the Commission would now be precluded from doing so. Ms. Sheppard responded that the Charter states that the Commission is advisory to the County Auditor, and that she was unsure whether the Commission's goal is to recommend an audit of the MVB grant. She stated that the Commission has data, but it is unclear what the Commission is asking the Auditor or the Council to do with that data. Mr. Taguchi clarified that the Commission should explain in its transmittal letter the reason for sending the information. Moreover, if the Commission would like the Council to consider it for budget purposes, then the Commission should send the letter directly to the Council and copy his office. Doing otherwise would be a convoluted process.

Commissioner Mattson asked to continue her presentation. She turned to a county-by-county comparison of revenue per grant dollar. She prefaced her analysis by stating that she decided to look only at grant money provided by each County (and not other sources). For Maui County, she explained that MVB received \$4 million in grant funds and took in 2.7 million visitors who

spend \$4.76 billion. She then calculated the revenue per grant dollar and arrived at \$1,190. The revenue per grant dollar for Kauai is \$8,512 and the Big Island is \$7,385. Oahu does not provide any money to its tourism bureau, so its revenue per grant dollar is \$0.

Commissioner Mattson then stated that OED grant dollars are not the only marketing dollars spent to attract visitors, which would further reduce the revenue per grant dollar figure. Other entities that market Maui around the world include 71 hotels and condominiums, 13 cruise lines, 19 airlines, VRBO and Airbnb, lodging associations, travel agencies, special event operators, golf courses, major restaurants, tourist activity businesses, retail shops, realtors, and national parks. She recognized that their marketing dollars are specific to their particular business or activity, but they are still marketing Maui. Commissioner Mattson added that HTA also markets Maui, as well maintains all Hawaii visitor websites, sponsors the same major events, provides an online order site for visitor guides, maps, and travel planners, offers online training websites for travel agents to promote each island, and provides annual grant funds to each island visitor bureau (\$3.3 million to MVB). Commissioner Mattson said she cannot state how much is spent by these other entities because that information is proprietary.

Commissioner Mattson then turned to the State Department of Business, Economic Development, and Tourism (DBEDT), which tracks visitor information such as number of visitors, origin country, length of stay, spending per day, purpose of trip. Notably, however, it does not track the sources visitors use to obtain destination information. There is also no clear information regarding what type of marketing (e.g., data mining, magazine advertising, print media, travel agents, social media, websites) produces the best results. Commissioner Mattson stated that much of the marketing dollars spent island-wide and via HTA are vying for the same visitors. According to HTA data, 1/3 of visitors are unique to the islands and 2/3 are repeat visitors (and on the upswing). Unique visitors are considered to be generally younger, seeking a unique adventure, and more costly to attract.

Commissioner Mattson then turned to the question of who benefits the most from tourism, and pointed out that increased visitors do not necessarily result in increased jobs or income for residents, but do put an increased strain on County resources. Commissioner Del Rosario added that Maui County generates the most TAT revenue statewide.

Commissioner Mattson then presented some of her findings. First, she stated that the Commission reviewed the Maui County grant process a few years prior and determined that it was "adequate." Based on her research, Commissioner Mattson stated that better accounting and detailed explanations of grant money expenses are needed. Second, she stated that MVB measures and reports its success based upon figures drawn from DBEDT and HTA. Third, MVB spends the majority of grant money sponsoring events that are already heavily marketed by HTA and major stakeholders, as opposed to smaller local or cultural events that are unique to Maui.

Commissioner Mattson stated that recent tourism reports point to a continued rise in visitor numbers, but that those visitors are spending less. She speculated as to whether there are too many visitors on island such that residents feel more cramped, resulting in a loss of the aloha spirit.

Commissioner Courter recommended that Commissioner Courter eliminate the final page entitled, "a final word." Commissioner Del Rosario asked whether the second paragraph on that page could be included. Chair Courter responded that the second sentence regarding taxpayers and Councilmembers not having the time, energy, or desire to pour through lengthy reports should be removed. Commissioner Mattson explained that MVB produces quarterly reports and a final report, but that they are not tied together and that the format of the reports lends itself to "smoke and mirrors."

X. DISCUSSION OF TOPICS TO REVIEW AND FORMATION OF TIGS

- a. Review of Department of Water Supply Appropriations and Expenditures for Capital Improvement Projects
- b. Enforcement of Short-Term Rental Laws
- c. Cost of Managing Homeless Situation in Maui County
- d. Information Technology
- e. Other Potential Topics

Discussion of these items was deferred to the next Commission meeting. Vice-Chair Heiskell asked commissioners to review and bring to the next meeting their copies of the documents transmitted by Commissioner Williams.

XI. DETERMINE NEXT MEETING DATE AND AGENDA

The next meeting is scheduled for Thursday, July 11, 2019, at 10:15 a.m.

XII. ADJOURNMENT

The meeting adjourned at 12:25 p.m.