

Coordinating Council on Juvenile Justice and Delinquency Prevention Meeting
Wednesday, April 19, 2023
1:00-3:00 p.m.

Liz Ryan, Administrator, Office of Juvenile Justice and Delinquency Prevention, and Vice Chair, Coordinating Council on Juvenile Justice and Delinquency Prevention

Vanita Gupta, Associate Attorney General of the United States

Julie Herr, Designated Federal Official (DFO), Office of Juvenile Justice and Delinquency Prevention, Coordinating Council on Juvenile Justice and Delinquency Prevention

Miranda Lynch-Smith, Deputy Assistant Secretary of Human Services Policy, U.S. Department of Health and Human Services

David G. Rice, Special Assistant for Housing and Services, U.S. Department of Housing and Urban Development

Jennifer Kemp, Department of Labor, Division of Youth Services

Kristen Kracke, Associate Administrator for the Policy Division, OJJDP and Chair, Policy Subcommittee of the Coordinating Council

Kellie Blue, Associate Administrator for the Youth Justice System Innovation Division, OJJDP and Co-Chair, Programs and Practice Subcommittee of the Coordinating Council

Adam Tierney, Detention & Deportation Officer – National Juvenile Coordinator
U.S. Immigration and Customs Enforcement

Nick Battles, Bill Emerson National Hunger Fellow, U.S. Department of Agriculture, Food and Nutrition Service

Kenya Pennington, Program Analyst, U.S. Department of Agriculture, Food and Nutrition Service

Mary “Tib” Campise, Associate Director for Child Youth and Advocacy, Department of Defense

Sheryl Davis, Executive Director, San Francisco Human Rights Commission

Mark Patterson, Administrator, Kawaihoa Youth and Family Wellness Center

Amy Solomon, Principal Deputy Assistant Attorney General, Office of Justice Programs, Department of Justice

Michael D. Smith, Chief Executive Officer, AmeriCorps

Shannon Horrillo, Director, Division of Youth and 4-H, Institute of Youth, Family, and Community, USDA National Institute of Food and Agriculture

Beth Connolly, Assistant Director, Office of Public Health, Office of National Drug Control Policy

Rebecca Zornick, Acting Deputy Director of the National Mental Health and Substance Abuse Policy Laboratory, Substance Abuse and Mental Health Services Administration

Deborah Spitz, Group Leader, Teachers, Leaders, and Special Populations
Office of School Support and Accountability (SSA), U.S. Department of Education

Renee Rodriguez-Betancourt, Judge, 449th District Court, Hidalgo County, Texas

Andrea Coleman, Senior Policy Advisor, Office of Juvenile Justice and Delinquency Prevention

Lisa Johnson, Director, National Institute for Work and Learning

Julie Herr opened the meeting as DFO.

Vice Chair Liz Ryan introduced Vanita Gupta, Associate Attorney General of the United States, who gave welcoming remarks.

Associate Attorney General (ASG) Gupta noted she was grateful that Liz is leading OJJDP. She thanked the Department of Labor for hosting the meeting, and she welcomed all on behalf of Attorney General Merrick Garland, who serves as chair of the Council. ASG Gupta shared that she was incredibly inspired by the young people who spoke at the Coordinating Council meeting in October 2023 and pleased to hear of the work happening on behalf of young people at so many Federal partner agencies.

“The Coordinating Council is an important body to advance this work. We recognize the significance of this council and the weight of its charge to coordinate Federal programs that prevent and respond to delinquency and create opportunities that encourage young people to grow into responsible, contributing citizens in healthy and safe communities.”

The ASG continued: I am so glad to be here again today during Second Chance Month. This meeting topic is significant given the many services and resources that justice-involved young people need when they leave incarceration and launch new lives in their communities. Each of the agencies and organizations represented around this table play a key role in providing those resources and making them accessible to youth during reentry. As a prime example, the Labor Department’s Reentry Employment Opportunities program funds innovative, effective projects that help justice-involved youth improve their workforce outcomes. We all play a similarly vital role in offering real second chances to our young people transitioning back into their communities. I recall some of the insights from the youth on our October meeting panel who had been directly impacted by the system and took time to share their experiences and make recommendations. They stressed the importance of reaching young people before they become involved in the justice system. They spoke passionately about the impact of criminalization and incarceration. They noted the impact of fines and fees when leaving the system and that potential employers often aren’t interested in hiring young people with a record. DOJ will have more to say on that topic very soon, which I’m very excited about.

Mental health was also an issue raised by the youth panel. This is a particularly hard time, and we don’t have the infrastructure that many people need. The youth panel touched on the topic of suicide and self-harm – issues that touch their lives far too often.

Our policies and practices need to reflect very tangibly that we care about the issues raised by these young people and I hope this group will continue to keep these insights top of mind.

Liz thanked ASG Gupta. She continued: I’d like to turn it over to Brent Parton, Acting Assistant Secretary for Employment and Training at the Department of Labor. Thank you for hosting us today. Glad to have these partnerships.

Brent: Welcome to Department of Labor. My understanding is that this is the first time we’ve gathered outside DOJ in many years. At the employment and training administration, we want to

ensure that we center this work on the young people. We have a broader workforce vision than what we are in. How do we use the workforce that we have? We are focused on how we structure cross-sector public-private partnerships. We want to take advantage of opportunities to services training and other chances and be mindful of where the future of work is going. How to get a strong foundational base. These are big priorities across all of what we do. Youth in general are at the center of all those pieces. You have to meet people where they are. We are committed to youth. How do we build with them at the center? How do we measure equity? Department of Labor initiated a youth strategy called Youth Employment Works to orient youth around those shared principles. There's no wrong door. How do we build the wiring of a system for young people at risk to be able to access services no matter which door they choose first.

Paid worked experiences is an anchoring part of that vision. Who has access to mentorship opportunities? This helps youth see what they can be. We have significant funding from formula programs through the Workforce Innovation Opportunity Act. These are decisions that are made at a local level. We can provide policy guidance to make sure local agencies get the support they need and advance those best practices and use those resources creatively. We as the Council can advise on how to make the best use of those formula resources in every community.

We have our strategic investments and growth opportunities (GO) grants. We can serve these young people before they get into the system. Money matters but what is the message. Are there shared best practices that can be the power of what we address. How do we leverage networks? How do we engage? Let's think about technical assistance. How can we leverage networks? There will never be enough money, grants, or resources, but we can work together and learn from partners on the ground.

Liz: Thank you so much, Assistant Secretary Parton. You really underscore the importance of partnership, which is what this Council is all about. We'll hear more about some of the efforts here at the Department of Labor throughout the course of today's meeting. I'd like to give a special thanks to Jennifer Kemp and her staff, who were instrumental in helping to make this meeting happen. When member agencies show a willingness to share hosting responsibilities, it truly reflects our shared commitment to young people, and we are so very appreciative.

I'd also like to extend a special welcome to our newest Council member, Lourdes Rosado, who joins us from New York where she serves as President and General Counsel of Latino Justice. She is a champion for civil rights and an advocate who uses and challenges the law to pursue justice for everyone. Her insights and passion will strengthen this Council and I'm so happy to have her join us. Finally, I'd like to welcome the young people from the National Juvenile Justice Network and the Coalition for Juvenile Justice who are listening in on today's meeting virtually. These are some of the same young people who joined us in October and are following the work of the Council. They are the reason we have a Coordinating Council and their expertise and insights matter. When young people with lived experience take the time to share their recommendations with us, it's our responsibility to listen. These insights help shape our agenda and the issues that we tackle, including our subcommittees, who will provide their reports later in this meeting.

This is Second Chance Month and we're focused on providing support to justice-involved youth, especially young people who have been incarcerated. I'm very pleased to share that OJJDP recently released a solicitation under the Second Chance Act called Youth Reentry Programs, which provides comprehensive reentry services for moderate- to high-risk youth. We also released the second solicitation for our Second Chance Act funding, which addresses the needs of incarcerated parents and their minor children. The goal of this program is to reduce recidivism among parents and support responsible parenting and foster positive development of all young people.

Our Community-Based Alternatives to Youth Incarceration initiative supports the closure and repurposing of youth detention and correctional facilities and expansion of services based in the community to both advance community safety and improve outcomes for young people. With that in mind, I'm thrilled to announce our plans to hold the Council's next meeting in September in Houston, Texas, so that we can visit an innovative new program known as The Opportunity Center. I believe this is the first time the Council will convene outside the Washington, DC, metro area for a meeting. The center is housed in what was once a juvenile detention center in Harris County, Texas. I visited the center recently with some of my colleagues and they can attest I have not stopped talking about it!

The program uses blended funding streams and features a long list of onsite, community-based services, including education services, housing, financial literacy, mental health, food assistance, and the list goes on. This model exemplifies how young people and communities can benefit when disparate agencies come together with a focus on community-based services for young people.

We'll hear from our speakers next. Lisa Johnson, Director of National Institute for Work and Learning, will discuss the Department of Labor's Compass Rose Collaborative, which works with communities nationwide to improve education and employment outcomes for young people ages 18 to 24 who were involved in the justice system.

We're also going to hear from the U.S. Department of Agriculture, USDA, about programs that are helping to provide nutrition for low-income youth and families that receive services in their home communities. USDA's Child and Adult Care Food Program and the Summer Food Program are in addition to the National School Lunch Program, and the Supplemental Nutrition Assistance Program, which is better known as SNAP.

OJJDP is preparing to send a letter to our stakeholders with more information about USDA programs that help ensure our youth and families get the nutrition they need each day. This is especially important right now with the end of the federal COVID-19 public health emergency on May 11, which means that many Americans will lose some benefits that they have received throughout the pandemic. We want to make sure that justice-involved young people are aware of the services that USDA can provide.

I'll close by mentioning some of OJJDP's Second Chance Month activities: we are partnering with our sister agencies at the Bureau of Justice Assistance and also the National Institute of Justice and other federal agencies to highlight the significant needs of young people reentering

their communities and providing resources to help them succeed. So, along with this council meeting, we're hosting webinars, youth-led podcasts, and panel discussions. We also offer a number of resources and funding opportunities that can be found on our website at <https://ojjdp.ojp.gov/>. I hope that today's meeting will help identify even more opportunities for partnership around these important issues.

Now, we'll hear from Lisa Johnson.

Lisa Johnson
Director, National Institute for Work and Learning

Lisa: Twenty-three years ago, when then Secretary Alexis Herman announced Youth Opportunity grants, I've been addicted to doing right by youth and surrounding myself with people who care about young people. I remember when the then assistant secretary said, "If not you, who. If not now, when?" I'm honored to be here to speak on behalf of young people.

FHI 360 is a nonprofit. There are 4,000 of us around the world who care about humanity and locally led solutions. We focus on education, workforce, and health. Our staff focuses on college and career readiness. We have a Compass Rose collaborative that serves young people touched by the justice system to change their trajectory in a positive way. We're pleased that federal agencies care about youth in this care economy. Some of the foundations are incubating new ideas and they're also sustaining some of the ideas that have gone into systems.

I'd like to spend the remaining time on the re-entry model since it's Second Chance Month. I also want to focus on apprenticeships as a workforce strategy, then offer some considerations for you in policy and practice.

We started our DOL affiliation in 2017 with Compass Rose.

There are stories and there are numbers. These numbers are impactful and big. There are a lot of people returning to communities post-covid from jails/prisons. We need a safety net to support them in economic success. A new journey is beginning—reentry. Entering their former communities. Youth need support. To young people: share your voice. We are listening. The Council is here for you.

Evaluations of programs showed that increases in educational attainment, increases in labor market, and Pell grant increased when adequate resources are given to a community. When opportunities are present, good things happen and people's lives change.

We work with service providers and employers. No one can do it alone. It's a human-centered design approach. It takes an ecosystem to get there. Providers in the program provide clothes, food, bus passes, etc. The numbers speak for themselves. We see a two-percent reincarceration rate. Positive things happen, negative things diminish.

We work in four different areas. Large urban, small urban, rural, and tribal nations. We make sure everyone is served. We learn a lot from differences and similarities, and it's exciting to

know how young people take a look and connect with others. That sense of community gives to others and makes things more possible.

We ask communities what they need. We create issue briefs. There are a lot of resources out there. You provide resources that the field takes and uses. There's power in sharing. We make sure we hear from young people and from participants from different geographies. How are they reacting? What is good? What needs to change?

Our motto is nothing for us without us.

Youth development practitioner became an occupation about 20 years ago. Labor invested in staff and professional development of the 36 communities. Thousands have been trained. How do you collect the data? How do you document successes? We registered an apprenticeship. We want to make sure professionals have what they need and the tools they need to support them, for example, afterschool providers. When people are home alone, they are treated by professionals certified in these competencies.

The apprenticeship is built on youth voice. We are an ambassador. We give a voice. The model has a dual purpose. It's for the young people to have the opportunity and for the caring adult to guide them along the way. This becomes a career pathway. They don't want to see other young people taking a similar path they did. In the apprenticeship, you are learning and earning.

We want to prepare young people but also prepare employers with workshops, interns, apprentices, and meaningful experiences to young people but also ensure the preparation is effective for their business needs.

Basic needs must be met. Incarceration throws these needs off balance. We start here and we build. It is a circular system. Take a minute to hear what is happening in the life of our young people. A day in the life often means people don't eat. They don't have a home. They can't earn. They can't learn.

To the issue of housing. It is an unmet need. In our economic times, it's more prevalent. Recommendations from the field (shown on slide).

Healing practice and trauma-informed care. Receiving someone who has experienced trauma, and what does that look like. How can we make those relationships stronger?

Young adults need a range of services. They have a multitude of needs. Childcare, wellness, safe places, mental health. As you put solicitations together, think about partnerships for the continuing of services, blending and braiding, and using dollars smarter. We have ideas for the field on how to do that so there aren't gaps in services. It's an ecosystem. We can't do it on our own, but multiple agencies can help.

Thank you for your time and thank you for your commitment to Second Chances and also for first chances, so that there isn't a need for a second chance.

Questions?

Sheryl: Thanks for saying “first and second chances.” Not everyone realizes that some people don’t have a first chance. Regarding learning and earning models: is that in the sense they didn’t go to college and get paid while they do that?

Lisa: Employers are great to work with, both small and large corporations. They are ready and willing to want to learn. There are frameworks we use, what are the approaches, and encourage people to be open to learning. You have to be open to learning and listening to make connections.

Sheryl: In San Francisco, we want employers to be a letter of recommendation.

Lisa: We created a cadre of the social capital. Seventy percent of jobs are gotten because of connections and social networks. These connections boost self-esteem and confidence.

Unknown participant: What ages do you serve?

Lisa: We have to tweak the age but middle school through 30, and maybe over. Our company works in early childcare as well. We work and customize if it’s a teacher, employee, guidance counselor, or a parent. And we also consider if the environment is in person, virtual, or a hybrid.

Renee: Where have studies been done to see when an individual is released from residential facilities, does work start then or before?

Lisa: That works better if we can “go behind the wall” and there’s a soft handoff post-release. If I’m an offender I might not be able to go back to my family if they are on public assistance; I can’t live there. Don’t drop off people in the middle of a city, but drop them off somewhere with a helping hand, drop them off with some opportunity built in.

Mark: In 2018, Hawaii passed a law that established the Kawaihoa Center. It housed 200 and now we’re down to 20. 70 of those beds are correctional facility. 20 homeless shelter, 10 beds for victims of sex trafficking, 10 for residents for vocational training.

We’re at the stage now where the second chance is pulling them out of adult jails. We’ll ask the judge if they can have another chance. We’ll keep them on our campus. In the 5 years we’ve been doing this, none have run.

Housing vouchers are important. They need help, training, alignment with unions, and housing assistance. There must be an educational component. Many weren’t good students but working with hands allows them to be more successful and get a GED. Mental health becomes more prevalent after 20; there are more serious diagnoses. Partnering with vocational rehab when those rehab facilities can pay them while they are with us.

These wraparound services on campus show success.

Potential is huge for apprenticeship programs. Workforce development boards in America's job centers show an easy win to infuse system with same competencies.

In my hope, wages go up the more professionalized we get. When people see themselves as part of a larger cohort, that will allow us to expand.

USDA Food and Nutrition Services

Kenya Pennington, Program Analyst; Nick Battles, National Hunger Fellow.

Kenya: We focus on child and adult food program. Thankful to the Council to be able to speak about programs we're passionate about. We're excited to partner to enhance food security and nutrition nationwide.

Nick: We'll touch upon just how vital food is to youth.

Child and Adult Care Food Program (CACFP) is a federally funded, state-administered program. It provides aid to childcare centers, adult day care, and emergency shelters. It provides children with very important access to nutrition. Close to 4.7 million children receive meals and snacks daily through CACFP in addition to 140,000 adults. It's important to note that meals and snacks must meet USDA requirements to be reimbursable. Standards differ based on age. The benefit is the reimbursement meant to offset the cost to supply meals to children and adults.

Sponsoring organizations/sponsors can take on administrative and financial responsibilities. For example, at-risk after-school care centers are a safe place to be after school but are only available during a school year. They can serve reimbursable meals on holidays and weekends. Tend to be located at schools, community centers, libraries. Program is for children in low-income areas. If 50 percent or more qualify for free or reduced meals, that defines a low-income area. Centers must provide education and enrichment activities, such as life skills, organized fitness classes, homework assistance, or arts and crafts.

Summer Food Service Program (SFSP). What is it? It's a federally funded, state-administered program to ensure kids have access to nutritious meals and snacks during summer or when schools are closed for an emergency, such as a snowstorm. Free for children 18 and under. Must be in low-income area, defined by the 50-percent criteria noted previously. Household applications can be used in lieu of an eligible area. It is a congregant setting. Participants eat together.

Three major players outside of the federal government: state agencies, sponsors, and sites.

State agencies are responsible for ensuring the federal administrative requirements of the program are being met. They act as the go-to contact for our sponsors. Our sponsors are responsible for a wide range of functions, including supporting the administration of sites and reporting to the state agency. Sponsors serve as a vital link between the federal government and the state government.

Meal service sites maintain the responsibility of serving the meals to children in a safe environment that's ideally located in a place that's easily accessible to children like a park or a library. Operating sites are in locations where there's both a capacity and a need, which holds true for both urban and rural areas.

One of our more innovative methods of providing meal service is mobile feeding. Brings meals to an area using a route that makes stops at approved sites in communities. These can be in rural areas where kids live far from schools. But in cities, violence and traffic might be prohibitive, so that's why there are approved sites in both urban and rural settings.

We at USDA can't accomplish the mission alone. It is essential to coordinate across federal agencies. For example, USDA staff participate in federal workgroups. Partnerships focus on children under 5. HUD coordinates and participates in annual webinars for community health and housing. Program participants enrolled in benefits like SNAP will have an easier path to enrollment if they are enrolled in Head Start.

Want to get involved? Learn more about us when promoting grant programs. Assist with food costs. Raise awareness on issues impacting our communities through the use of webinars, conferences, presentations, and work groups with staff from other agencies.

We've realized that federal programs tend to serve similar or overlapping populations and so it's important to find the opportunities of overlap and policy as well. With some federal programs, you realize they can work in tandem. We can work in tandem to realize that we play on the same team.

Resources: SFSP webpage. CAF webpage.

Updates: There are updates to child and nutrition programs due to new rulemaking and legislation. SNAP housed in USDA. SNAP used to be known as the food stamp program. Now, benefits are provided on an EBT card.

Changes: Baseline benefits increased. Adjusted every year in October. The change in 2021 was more significant, 40 cents more per meal. By March 2023, all SNAP benefits returned to pre-COVID benefits. The nationwide public health emergency ends in May, and that will bring an end to several other waivers and provisions that made it easier to access SNAP and Medicaid.

USDA new rules: allowing non-congregant meal services in rural areas, for example, where congregant meal service might not be available. This benefits hard-to-reach areas. Summer EBT allows greater access when kids aren't in school.

Revisions to meal plans – enhances nutrition in meals. We've received 67,000 comments. We want to expand the community eligibility provision, making it easier for more kids in schools to receive free meals.

Lourdes: Are any of the programs available to residents of Puerto Rico and the territories?

Kenya: Yes.

Lourdes: Good. They have NAP, not SNAP, which isn't the same. Has USDA done research into the disparity that contributes to food scarcity and insecurity?

Kenya: Will get back to you on that.

Brent. How will the end of the Covid emergency change demand?

Kenya: During pandemic, our participation nearly doubled. 2.7 million meals during summer 2019, and fiscal years 2020–2022, it went to 5 million during the pandemic. Our series of waivers helped make programs easier to access.

Sheryl Davis: The ability to pick up meals and leave had a huge impact on communities. Rules around when you need to stop serving or how long food can stay out or the ability to leave with food. Some sites are so strict that if apples are left out and can't be eaten onsite, they are tossed; some kids will take those apples that would otherwise be wasted.

Can you do SNAP for programs so they can buy and cook the food themselves? That might be culturally helpful. Nutritious doesn't always mean it's edible. Rules and regulations apply, but if you're hungry, take the apple even if it's not eaten here.

USDA Representative: It's a matter of knowledge and getting word out on our programs. We have a series of waivers available and the non-congregant meal option for rural areas.

For extreme heat, unanticipated closures, emergencies, crime. Not being able to take food offsite part of the statute, mandated by Congress. Value of non-congregant feeding because it provides a safe space but it's not always doable.

Renee: Detention centers get meals. Those are for children in detention. For those not in detention but come to courts and programs, to prevent them from detention, how can we work to get funding for that or have money for facilities that are doing it for those who are detained?

Kenya: Contact state agencies. They could be sponsors. They could be reimbursed. We require some sponsors to promote their services. Knowing who in your area provides those meals and knowing who to talk to; that's why we're here. There's also a summer site finder. There's a map so you can see what's available, and the map is updated every week in the summer beginning May 4.

Next on the agenda: two reports from our subcommittees.

Subcommittee Reports

First up, Kellie Blue, who is Associate Administrator over the Youth Justice and System Innovation Division at OJJDP. She is also co-chair of the Council's Subcommittee on Programs and Practice.

Kellie: This committee has a total of 19 members representing 11 federal offices as well as practitioners from the field. We've had the opportunity to meet twice. Our first meeting focused on the recommendations of October's youth justice leaders panel. We discussed mental health

and substance abuse and increasing and improving supportive services for youth returning to their communities from confinement. We also discussed fines and fees and addressing financial hardship as barrier for youths. We discussed preventing the school-to-prison pipeline, and also equity issues.

The subcommittee agreed that it is important for us to identify opportunities to create new partnerships and be innovative, but also to leverage existing partnerships.

Our second meeting took place in April. We focused on partnerships that the subcommittee might leverage to help us move towards implementing some of the recommendations from the youth panel. Representatives from HHS-ASPE provided info on the establishment of a new children's interagency coordinating council that will focus on child poverty and improving child wellbeing. ASPE provided an overview of the Interagency Working Group on Youth Programs, including youth.gov and the MapMyCommunity feature, which provides information on more than 10,000 federally funded programs from more than 100 federal agencies.

We discussed ways that we might complement the efforts of these other coordinating bodies, rather than duplicating them.

In addition, the subcommittee has developed a recommendation for the full council. We recommend that the Council serve as a cosponsor of the OJJDP national conference in Washington, DC, in November 2024. As co-sponsor of this event, the Council might host a session featuring a panel of multiple agency representatives to provide info about available funding resources and/or programs of interest at their respective agencies. In addition, the Council could consider sponsoring a series of workshops, focused specifically on recommendations from the October youth panel. The Council served as sponsor of a similar conference in 2006, which was very successful. As co-chair, I'd like to formally offer this recommendation to the Council for consideration. Vote: The ayes have it.

Kristen Kracke is Associate Administrator over OJJDP's Policy Coordination Division at OJJDP. She is also chair of the Council's Subcommittee on Policy.

The Policy Subcommittee met for the first time on April 5, including eight members, representing five federal agencies as well as practitioners. We want to identify and explore policy opportunities that would benefit from interagency coordination to serve our youth more effectively. "Policy" for the purposes of this committee includes legislative and regulatory actions, but also federal policy found in program instructions and guidance that impact practice.

We identified policies and actions planned for the year and shared about some of those activities. We also reviewed and focused on recommendations from the October meeting's youth panel. Two important examples include mental health access and Medicaid as a barrier to access. We may need to expand membership of the subcommittee to bring in additional federal partners who work in these areas, but there needs to be further discussion of more concrete strategies before making any final decisions about expanding.

We also explored:

- Considering large-scale interagency demonstrations that test both practice and policy strategies to address barriers.
- Developing a compilation of federal authorizing legislation (where relevant to youth) across partner agencies to better inform the committee's coordination and awareness at the federal level.
- Developing common language that addresses cross-agency differences in the definition of terms. Examples include, "congregant care" and "youth out-of-home placement." We use these words differently across federal agencies.

The committee will meet monthly moving forward.

Liz: Are notes approved from subcommittee meetings? Yes. Notes are approved.

Julie closed the meeting at 2:50 p.m.