

I-9 Working Group Meeting

~~Wednesday, April 5, 2023~~

Wednesday, May 3, 2023

9:00 – 10:00 a.m.

Teams Meeting

1. Welcome & Roll Call

Name		Name		Name	
Alexandra Kelly	X	Alicia Michalek		Claudia Azua	
Araceli Sandoval		Christin Spivey	X	Carmen Garcia	X
Victoria Perez	X	Elizabeth Jones	X	Christina Gomez	X
Dawn Santo	X	Lesley Simental	X	Shelby Ford	X
Jessica Chapa	X	Sofia Rangel	X	Tanisha Davis	
Rita Jones		Tia Aguon	X	Meg Scott	X
Justin Johnson	X	Julia Zimmerman	X	Pamela Gentry	X

2. Action Item Review

- a. None

3. New Items

- a. New: Introduce Julia Zimmerman
 - i. Julia will support Guardian I-9 and the I-9 Working Group beginning July
- b. Discuss request from Staffing Working Group: Add a To Do to I-9 Partner when Visa changes. This To Do would likely serve as a prompt for them to update Guardian and any other relevant places when a visa change occurs. Visa change examples: from J-1 to an H1-B; from H1-B to a TN

Discussed:

- Already during Visa (if proposed is different than current), the I-9 Processor gets notified to Approve and a To Do Complete Form I-9 Section 3 step.
 - Why does Staffing Working Group want the step to go to I-9 Partner, especially for decentralized members where I-9 work is done by I-9 Processor
 - Pamela will get clarification from Staffing Working Group on purpose
- c. Discuss E-Verify Records Disposal
 - i. Regarding Department of Homeland Security announcement about their disposing of older E-Verify records, Equifax confirms no action is needed by the members. All records are maintained through Guardian I-9 for your company to access as that information is not accessible to clients via E-Verify.
 - d. Update on RFP project
 - i. Vendor proposals due May 9; presentations expected first week of June, recommend putting holds on calendars so I-9 Working Group participates; will send email invitations once dates are set.

- ii. Contract extension with Equifax through August 2024 still in pending status
- e. Update on Location functionality
 - i. Reviewed Equifax Response; will schedule offline meeting with AgriLife Christin Spivey to review and resolve
- f. New: Discuss E-Verify contact update
 - i. Related to emails from DHS with subject line “E-Verify Cases with a Final Nonconfirmation Requiring Further Action for Web services” that are sent to the wrong person for the member. Equifax indicates their analysts no longer have access to make those changes and must be done by contacting E-Verify directly at 888-464-4218. TAMU (Carmen Garcia and Scott Bauers) will test updating via the E-Verify contact line and get back with group on the process.
- 4. Questions/Comments
 - a. When non-immigrant during Onboarding is prompted to enter Visa, there’s steps to I-9 Processor for a new employee rather than only when Visa information is changed? It seems this behavior has changed in last 6 months?
 - i. Confirmed that the current business process definition does not have a condition rule for outside of Onboarding. Add to next meeting to vote on adding rule to Visa and Passport Change business process.
- 5. Action Items
 - a. Schedule meeting with AgriLife to review Location functionality – DeAnna
 - b. Research process to update contact at E-Verify – Carmen (TAMU)
 - c. Get clarification on purpose of I-9 Partner step in Visa change – Pamela
 - d. Add voting item on Onboarding action to next meeting agenda - DeAnna

Next Meeting: June 7, 2023