

I-9 Working Group Meeting

Tuesday, June 6, 2023
 10:00 – 11:00 a.m.

Teams Meeting

1. Welcome & Roll Call

Name		Name		Name	
Alexandra Kelly	X	Alicia Michalek		Claudia Azua	X
Araceli Sandoval	X	Christin Spivey	X	Carmen Garcia (by Sara Pedroza)	X
Victoria Perez	X	Elizabeth Jones		Christina Gomez	
Dawn Santo	X	Lesley Simental (by Robin Elliott)	X	Warren Pitt	
Jessica Chapa		Sofia Rangel		Tanesha Davis	X
Rita Jones		Tia Aguon	X	Meg Scott	X
Julia Zimmerman	X	Pamela Gentry	X		

Guest: Karisa Casares

2. Action Item Review

- a. Schedule meeting with AgriLife to review Location functionality – DeAnna. DONE
- b. Research process to update contact at E-Verify – Carmen (TAMU). DONE
- c. Get clarification on purpose of I-9 Partner step in Visa change – Pamela. DONE
- d. Add voting item on Onboarding action to next meeting agenda – DeAnna. DONE

3. Items

- a. Discussion: Clarification from Staffing Working Group on additional To Do step
 - i. Reviewed with Staffing group, so no action is needed
- b. Update, withdrawing this vote item. Vote: Add a To Do to I-9 Partner when Visa changes
 - i. Withdrawn voting item
- c. Vote: Add rule to Visa and Passport Change business process to only route if not submitted during Onboarding
 - i. Yes – 11; No – 0
 - ii. Will submit to the Staffing team to submit for governance approval
- d. Update on RFP project
 - i. Three external vendors selected, and Workday, for vendor presentations this week
 - ii. Encourage member Guardian I-9 users to attend and respond to feedback survey
 - iii. Last week, Guardian I-9 users were sent email from Ashley Scott on presentations
- e. Update on Equifax contract extension
 - i. Contract received with no change in fees; member HROs to vote by June 19 to extend to August 2024
- f. Update on Location functionality
 - i. Documentation “Location Manager Settings to Access Multiple Locations”
 - ii. Send document to I-9 Working Group with minutes
- g. Update on E-Verify contact for members
 - i. Documentation named “Change Point of Contact for E-Verify”
 - ii. Send document to I-9 Working Group with minutes

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- iii. Send comprehensive list of contacts from several years back to refresh memory; members must keep the point of contact information updated themselves (can no longer be centrally done).
 - h. Help website being improved
 - i. [Guardian I-9 help website](#) for members
 - ii. Add link from Workday Help
 - i. Working Group leadership and meetings going forward
 - i. Pamela Gentry to lead group with assistance from Julia Zimmerman, and set future meetings
 - ii. Will depend on expertise from working group members on compliance and regulations
 - iii. Meeting cadence (Wednesdays, 9:00 am) still good; new meetings will be emailed
- 4. Questions/Comments
 - i. None
- 5. Action Items
 - a. Send documents on Location Functionality and E-Verify Contact to group – DeAnna
 - b. Send previous contact list to group – DeAnna
 - c. Send meeting invite for July forward – Pamela
 - d. Submit CR for governance approval on vote item c – Pamela
 - e. Submit request to add Guardian I-9 help to Workday Help website - DeAnna

Next Meeting: TBD