

**VOSHA REVIEW BOARD SPECIAL MEETING MINUTES**  
**13 Baldwin Street, Montpelier, VT 05633**

**June 2, 2021**

The Review Board Meeting began at 8:35 A.M. and was attended remotely via instantaneous transmission of video through Microsoft Teams by Leigh Keyser Phillips (Chair), Mark J. Gregoritsch (Board Member) who left the meeting at 9:45 A.M., Benjamin R. O'Brien (Member), and Carolyn Desch (Clerk). Also in attendance through Microsoft Teams was Brenda Berry, Deputy Chief Financial Officer of the Vermont Agency of Administration Financial Services Division.

ADDITIONS OR DELETIONS TO THE AGENDA

VRB1020 Intermountain Construction discussion of Department of Labor Motion for Case Caption Correction was added to the Docket Review portion of this agenda.

APPROVAL OF MINUTES

RESOLUTION PASSED: After discussion and upon motion made by Benjamin O'Brien and seconded by Mark J. Gregoritsch, the Board unanimously voted to approve the March 11, 2021 VRB meeting minutes as amended. - PASSED

BUDGET

Brenda Berry attended the meeting to discuss the status of the Review Board's budget as it relates to the actuals. See attached financials. They show that the expenses are over budget by about \$8,000.00, but there is enough carry forward to offset those expenditures. The higher expenses reflect the higher case activity.

DOCKET REVIEW

The Review Board reviewed the attached Tracking Sheet, Docket Summary and Clerk's Report.

Upon a motion made by Benjamin O'Brien and seconded by Mark J. Gregoritsch, the Board unanimously voted to enter into an executive session at 9:02 A.M. to review and discuss the VRB Hearing Officer's decision and order for VRB1028 Commissioner of Labor V. US Stucco, LLC. and the Department of Labor's motion for case caption correction for VRB1020 Intermountain Construction.

The Board came out of executive session at 9:27 A.M. No action was taken by the Board as a result of the discussions in the executive session.

RULES OF PROCEDURE REVISION

Carolyn Desch referred the Review Board to the following documents: Clerk's Report, Summary of Changes, Comments and Responses, clean copy of the Proposed Rules of Procedure and the tracked changes version for the same. Carolyn will make the final edits of the Proposed Rules of Procedures documents after further discussion with Leigh Keyser Phillips in preparation for filing the Proposed Final Rules of Procedure with the Legislative Committee on Administrative Rules by June 15, 2021. The Board agreed to meet again on June 9, 2021, at 8:30 A.M. or June 10, 2021 at 8:30 A.M. to review and approve this final version, if Mark Gregoritsch is able to make that meeting.

RECORD RETENTION REVISION

After review and discussion of the VRB Records Retention Policy, and upon motion made by Mark J. Gregoritsch and seconded by Benjamin O'Brien, the Board unanimously voted to approve the VRB Records Retention Policy as amended.

### BOARD MEMBER STATUS

In addition to the information on the Clerk's Report Leigh reported that her retire date will be September 1, 2021. Ben offered that he is waiting for his reappointment letter and will not be retiring per the Clerk's Report.

### SALE OF 13 BALDWIN STREET

No additional information has been received to add to what was reported in the Clerk's Report.

### SET UPCOMING MEETINGS

The next Board meeting is scheduled for June 9, 2021, at 8:30 A.M. assuming that Mark Gregoritsch can make this meeting. Carolyn will be in touch with him.

### ADJOURN

This meeting of the VOSHA Review Board was adjourned at 10:40 A.M.