

VOSHA REVIEW BOARD SPECIAL MEETING MINUTES
6 Baldwin Street-Rm 313, Montpelier, VT 05633

June 8, 2023

The VOSHA Review Board (VRB) Meeting began at 8:35 A.M. and was attended by Gary McQuesten (Chair), Benjamin R. O'Brien, Mark J. Gregoritsch and Carolyn Desch (VRB Clerk).

ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

APPROVAL OF MINUTES

After discussion and upon motion made by Benjamin R. O'Brien and seconded by Mark J. Gregoritsch, the Board unanimously voted to approve the June 8, 2023, Review Board Meeting Minutes – PASSED

The Board discussed if the Clerk's Report should be attached to the minutes as an addendum due to the material content being supportive of the minutes. The Board agreed that leaving it as an attachment is appropriate and that anybody can ask at any time for it.

BUDGET DISCUSSION

The Clerk reviewed the points referenced in the Clerk's report. Specifically, the budget is over budget as expected due to the Clerk position being full-time for six months. The Clerk position was not granted full time status for FY24. In addition, the signed Delegation of Authority – Addendum was presented in signed form providing guidance for purchases.

Asset inventory was also discussed. Once a year the Board is required to provide an inventory of assets. While the Board does not have any assets, there was conversation about why the State would want to know what the Board has in assets. It was surmised that it could simply be related to proper accounting.

DOCKET REVIEW

The Clerk presented the information detailed in the Clerk's Report, Docket Summary, and Case Tracking Sheet. In addition, the Clerk summarized a new case that arrived recently with violations related to fall protection and use of deteriorating equipment.

GRESHIN EMAIL MEMO TASKS

The Clerk presented the information detailed in the Clerk's Report summarizing that all the tasks listed in the memo have been completed.

MINUTES INDEX

The Clerk shared that she created a Minutes Index which she will update after each meeting but also add historical data as time allows. The purpose is for easy searching of a particular topic discussed in a meeting.

VOSHA MEETING and SUNSET COMMITTEE

In addition to what was presented in the Clerk's report, conversation centered around ensuring that there is due process for OSHA appeals. The Board was not interested in spending the Clerk's time helping the State find ways to become more efficient. However, they are interested in information that the State Archivist might come up with. The Board believes that the creating statute is appropriate for what the Board does.

FILE RETENTION AND DATA ENTRY

The Clerk reviewed the information in the Clerk's report as it relates to Vermont State Archives and Records Administration (VSARA) ReTain, Decision Index, Employer data sheet (aka Employer data) and microfiche file separation. With regards to ReTain, VSARA has been offered a pilot program in which to preserve state electronic documents and they have asked the VOSHA Review Board to be a part of this program. Documents would be preserved on a multiple server level through software called Preservica. The VRB agreed to be a part of this pilot and also had questions regarding where the servers reside and what the hardness level is of the data center. Moving forward with the pilot program is not dependent on answers to those questions. The Board was less concerned about new electronic files and more about the long-term preservation of them.

SET THE NEXT BOARD MEETING DATE:

The Board agreed to set the next meeting on September 7, 2023 at 8:30 A.M.

ADJOURN

Upon motion by Benjamin R. O'Brien and seconded by Mark J. Gregoritsch, the Review Board unanimously voted to adjourn the meeting at 10:20 A.M. - PASSED