

## VOSHA REVIEW BOARD SPECIAL MEETING MINUTES

13 Baldwin Street, Montpelier, VT 05633

December 17, 2019

The Board (VRB) Meeting began at 8:30 a.m. and was attended by Leigh Keyser Phillips (Chair), Benjamin R. O'Brien (Member), Mark J. Gregoritsch (Board Member) and Carolyn Desch (Clerk). Also in attendance during the meeting was Brenda Berry, Deputy Chief Financial Officer of the VT Agency of Administration Financial Services Division, who joined the meeting at 8:35 a.m.

### ADDITIONS OR DELETIONS TO THE AGENDA

None

### 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 October 2, 2019 VRB meeting minutes with minor changes. - PASSED

### FINANCIAL/BUDGET

Brenda Berry joined the meeting to share a few spreadsheets: Budget to Actuals, Fund Comparison and Account Detail (attached). It was noted that Life Insurance and Dental are much higher than expected for this time of year. Brenda suggested this could be from various pricing changes that were not able to be accounted for during the budget process.

Brenda also shared information about her work around e-procurement and how vendors will eventually be submitting bills through this system.

### CLOSED CASELOAD REVIEW

The Board reviewed the Case Tracking Sheet for fiscal year 20 (attached).

### OPEN CASELOAD REVIEW

The Board reviewed the Docket Summary (attached) and discussed again moving more quickly on cases which will encourage the parties to settle. The Board also discussed the details of VRB1020 Innermountain Construction going to hearing and various aspects of the case. Mark Gregoritsch is the Board Member who sat in on the hearing.

### RULES OF PROCEDURE UPDATE

Discussion was around discovery, Day is a Day rule, and overall revision and purpose. The Board asked Carolyn to check on whether the revision submittal to carry over to the next fiscal year.

### SCHEDULING OF BOARD MEETINGS

The next Board meetings are scheduled for February 12, 2020 at 8:30 by phone, unless anybody can make it to the office.

### ADJOURN

Upon motion duly made by Benjamin O'Brien and seconded by Mark J. Gregoritsch, the meeting of the VOSHA Review Board was adjourned at 10:25 A.M. - PASSED