

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

**October 2, 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 different portions of the meeting were Holly Anderson, Chief Financial Officer of the VT Agency of Administration Financial Services Division, who joined the meeting at 8:35 and Curtis Carpenter, VRB Hearing Officer, who joined the meeting at around 9:15 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 May 21, 2019 VRB meeting minutes with one change regarding hearing officer and transcriptionist contracts. - PASSED

FINANCIAL/BUDGET

Holly Anderson joined the meeting to introduce herself as the new VT Agency of Administration Financial Services Division (FSD). She shared a new Actuals to Budget spreadsheet format (attached). Also see Clerk's report. She reported that we will change our billing process to reflect the way the FSD operates with other departments. With regards to the budget, she reported that all departments are expected to level fund their budget for FY21. This budget expectation means that when salaries and other fixed expenses go up, any other variable expenses will have to be reduced so that the final total expenditures amount for FY21 remains the same as it was in FY20. With regards to the budget book, Carolyn reported that all of the budget book materials, including the performance measures, had been submitted to Holly recently.

CLOSED CASELOAD REVIEW

The Board reviewed the Case Tracking Sheets for both fiscal year 19 and 20 (attached), noting that case numbers almost doubled from FY18 to FY19. (See Clerk's report)

OPEN CASELOAD REVIEW

The Board reviewed the Docket Summary (attached) and discussed closing some of the cases that remain open and appear to be settling. The Board encouraged Carolyn to reach out again and remind the parties in these cases that a hearing officer will be assigned if settlement agreements are not received by the VRB within the next month or two. (See Clerk's report)

Upon a motion made by Benjamin O'Brien, and seconded by Mark J. Gregoritsch, the Board unanimously voted to enter into executive session at 9:19 AM to deliberate over the VRB1001 Eustis Cable Enterprises review decision. Hearing Officer Curtis Carpenter was invited to join and was present during the executive session, as he was providing assistance with the drafting of the decision. The Board came out of executive session at 9:49 a.m., and no action was taken as a result of the discussions in said session.

E-SIGNATURE AND FILING

See the Clerk's report. The Board clarified that the Clerk did not need to obtain Board approval

of unbudgeted expenses, which were not significant in amount and which were for items necessary for the operation of the VRB, if said expense could be easily be covered from funds allocated to another variable expense in the budget. Therefore, no action was needed or taken for the approval of the VRB's purchase of Adobe Acrobat Pro, which supports e-signature and e-filing.

#### RULES OF PROCEDURE UPDATE

See Clerk's Report. Carolyn will work to get a rough draft to the Board within a month for them to review prior to the next VRB meeting.

#### HEARING OFFICER AND TRANSCRIPTIONIST CONTRACTS

See Clerk's report. After discussion, the Board determined that it was not necessary to add a third hearing officer at this time, or therefore, to send out another RFP for hearing officer services.

#### BOARD REAPPOINTMENTS

Leigh said that she would likely retire in April, but no later than July. She also said that she would send a letter to the Governor's Office at the beginning of 2020 to let them know.

#### SCHEDULING OF BOARD MEETINGS

The next Board meetings are scheduled for December 11, 2019 at 8:30 a.m. at the VRB office and 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