

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

May 27, 2020

The Board (VRB) 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), and Carolyn Desch (Clerk). Benjamin R. O'Brien (Member) was unable to attend. Also present were Alan Rome (VRB Hearing Officer) and Curtis Carpenter (VRB Hearing Officer).

ADDITIONS OR DELETIONS TO THE AGENDA

Set upcoming meetings

APPROVAL OF MINUTES

RESOLUTION PASSED: After discussion and upon motion made by Mark J. Gregoritsch, and seconded by Leigh Keyser Phillips, the Board unanimously voted to approve the May 13, 2020 VRB meeting minutes. - PASSED

RULES OF PROCEDURE REVIEW

The Board spent the majority of the meeting reviewing and discussing various sections of the proposed revised VRB Rules of Procedure found in the attached Comments document, as well additional sections as brought up during the course of the discussion.

Carolyn Desch then gave an overview of the process, through which the proposed revisions to the rules will need to go before being adopted. There will first be an informal review, after which there will be a formal review. Informal review involves sending the proposed rules to the Review Board stakeholders. Stakeholders include the Review Board Hearing Officers, who have already been closely involved in the drafting of the proposed revised rules, as well as the Vermont Department of Labor, and respondents in any Review Board cases over the last 2-3 years. Dan Whipple, VOSHA Program Director at the Department of Labor, also has a list of individuals and organizations, which will be sent the proposed revised rules for the informal review. Formal review involves the Vermont Secretary of State publication of the revision, review by the Interagency Committee on Administrative Rules and then review by the Legislative Committee on Administrative Rules, which will hopefully then adopt the proposed revised rules. During the formal review, any stakeholders will have another opportunity to comment and a hearing will be held.

In preparation for creating a rough draft of the revised rules, Carolyn Desch shared information about the Knowledge Wave training she received which relates to formatting of the final document. Leigh Keyser Phillips suggested that Carolyn pursue further training if needed.

Carolyn will spend the next week modifying/creating the final documents that will be shared with the Review Board stakeholders. Those two documents (one with track changes, and one without) will be shared with the Review Board and the Hearing Officers for one last look before sending out for the informal review. The informal review will take 30 days and then the Review Board will have a chance to look over any comments that are received.

SET UPCOMING MEETINGS

The next meeting is tentatively scheduled for Wednesday July 22, 2020 at 8:30 a.m. depending on if Benjamin R. O'Brien is available. Carolyn Desch will reach out to him, and confirm that or another date for the next Review Board meeting.

ADJOURN

Upon motion made by Mark J. Gregoritsch and seconded by Leigh Keyser Phillips, the meeting of the VOSHA Review Board was adjourned at 9:45 a.m. – PASSED