INTERAGENCY COMMITTEE ON ADMINISTRATIVE RULES (ICAR) MINUTES

Meeting Date/Location: March 19, 2018, Pavilion Building, 5th floor conference room, 109 State Street, Montpelier, VT 05609

Members Present: Chair Brad Ferland, Dirk Anderson, Ashley Berliner, Diane Bothfeld, John Kessler and Steve Knudson

Members Absent: Clare O’Shaughnessy, Jen Duggan and Karen Songhurst

Minutes By: Melissa Mazza-Paquette

- 2:03 p.m. meeting called to order, welcome and introductions.
- Review and approval of minutes from the February 12, 2018 meeting.
  - Motion made to accept the minutes by Diane Bothfeld, seconded by John Kessler, and passed unanimously.
- No additions/deletions to agenda.
  - Motion made to accept agenda as is by John Kessler, seconded by Diane Bothfeld, and passed unanimously.
- No public comments made.
- Presentation of Proposed Rules on pages 2-4 to follow.
  1. Vital Records Rule, Agency of Human Services, Department of Health, page 2
  2. Inmate Procedure to Marry, Agency of Human Services, Department of Corrections, page 3
- Next scheduled meeting is April 9, 2018 at 2:00 p.m.
- Motion made to adjourn by Steve Knudson, seconded by Diane Bothfeld, and passed unanimously.
- 2:47 p.m. meeting adjourned.
Motion made to accept the rule by John Kessler, seconded by Diane Bothfeld, and passed unanimously except for Ashely Berliner who abstained, with the following four recommendations:

1. Proposed Rule Coversheet, page 3, #7, line 3: Remove the second ‘to’ so it reads “…how to certify a birth or death certificate…”.
2. Proposed Rule Coversheet, page 3, #7, line 8: Add a description of “the criteria for a child’s name on a birth certificate”.
3. Signatory Authority for Purposes of Authorizing Administrative Rules Memorandum: Clearly state whose initials signed on behalf of Secretary Gobeille.
4. Vital Records Rule Text, 3.0 Definitions: Include “State Registrar”.
Proposed Rule: Inmate Procedure to Marry, Agency of Human Services, Department of Corrections
Presented by: Gabby Tamasi, Matt Nault and Shannon Marcoux

Motion made to accept the rule as presented, without recommendations, by Diane Bothfeld, seconded by Dirk Anderson, and passed unanimously except for Ashley Berliner who abstained.
Presented by: Dan Whipple

Motion made to accept the rule by Steve Knudson, seconded by John Kessler, and passed unanimously except for Dirk Anderson who abstained, with the following six recommendations:

1. Determine if word ‘Beryllium’ should be capitalized and be consistent throughout.
2. Proposed Rule Coversheet, page 3, #7, line 13: Further describe ‘Subpart Z of 1910’ (i.e. ‘Subpart Z of Standard 29 CFR 1910’). Also, change the word ‘has’ to ‘have’ following “… 1910,”.
4. Economic Impact Statement, page 2, #3 and #5: Identify the cause of new expenses.
5. Economic Impact Statement, page 3, #6: Specify what the burden imposed on small businesses would be.
6. Incorporation by Reference Statement, page 2, #4: Include a phone number for the Vermont Department of Labor for people to obtain copies from.