



## INTERAGENCY COMMITTEE ON ADMINISTRATIVE RULES (ICAR) MINUTES

**Meeting Date/Location:** March 8, 2021, Microsoft Teams Virtual Meeting

**Members Present:** Chair Kristin Clouser, Dirk Anderson, Ashley Berliner, Diane Bothfeld, Jennifer Mojo, John Kessler, Matt Langham, Diane Sherman and Clare O'Shaughnessy

**Minutes By:** Melissa Mazza-Paquette

- 2:01 p.m. meeting called to order, welcome and introductions.
- Review and approval of minutes from the [February 8, 2021](#) meeting.
- No additions/deletions to agenda. Agenda approved as drafted.
- No public comments made.
- Presentation of Proposed Rules on pages 2-3 to follow.
  1. Licensing and Operating Regulations for Therapeutic Community Residences, Agency of Human Services, Department of Disabilities, Aging and Independent Living, page 2
  2. General/Emergency Assistance Rules, Agency of Human Services, Department for Children and Families, Economic Services Division, page 3
- Equity Impact on ICAR Rules: Presentation by Executive Director of Racial Equity Xusana Davis. Presentation.
  - Proposed rule consideration should be assessed for equity impacts to include:
    - Equity Promotion: How does your proposal promote equity in service delivery? Does it enhance services to underrepresented or underserved communities?
    - Harm Reduction: If you are proposing a budget reduction, what strategies are you using to mitigate the impact of this reduction on underrepresented or underserved communities?
    - Community Involvement: Did you involve community members in the design of your proposal? Which communities and how were they involved?
    - Data-Informed: What data/information (including statistics, maps, interviews, etc.) did you use to develop the proposal?
    - Multi-Sectoral Approach: Does your proposal build collaboration with other departments or with other organizations in pursuit of a system-wide approach to building equity?
    - Metrics & Timeline: What specific equity measures/timelines have you built into your proposal to determine success in improving community participation, or promoting equity in service delivery?
- Committee discussion led by member Diane Sherman on the Public Input form was moved to the April meeting.
- Next scheduled meeting is April 12, 2021 at 2:00 p.m.
- 4:07 p.m. meeting adjourned.

**Presented By:** Stuart Schurr

Motion made to accept the rule by Clare O'Shaughnessy, seconded by John Kessler, and passed unanimously except for Ashley Berliner who abstained, with the following recommendations:

1. Proposed Rule Coversheet, #9: Clarify last sentence to specify the requirements.
2. Proposed Rule Coversheet, #10: Explain the foundation and reasoning as to why the rule would be effective.
3. Proposed Rule Coversheet, #11: Define 'TCR' prior to using the acronym.
4. Proposed Rule Coversheet, #12: Clarify "some enhanced administrative costs" and "less expensive level of care". Clarify that this new facility is the only one allowed to use the EIP.
5. Proposed Rule Coversheet, #13-#15: Complete once known.
6. Economic Impact Analysis, #3: Clarify causation/add how would the ability to do an emergency involuntary procedure prevent delays in placement.
7. Public Input, #3: Include potential meeting options for attending with remote availability.
8. Public Input, #4: Clarify how information was sought and whether the input received from the Department of Mental Health was incorporated into the rule. Include the date of public meeting held to review design.
9. Include an incorporation by reference.
10. Indicate which sections of the proposed rule were lifted from the Department of Mental Health rule, which were left out and the reasoning.
11. Proposed Rule, page 53 of underlined version, 12.10 (a): End the sentence at the last comma and have the later part be its own sentence beginning with 'residents' if appropriate.
12. Proposed Rule, page 55 of underlined version, #2: If appropriate, correct 'person'.
13. Proposed Rule, page 56 of underlined version, #5: If appropriate, correct 'restrain'.
14. Proposed Rule, page 57 of underlined version, #3: If appropriate, correct 'restrain'.

**Presented By:** Deanna Jones and Geoffrey Pippenger

Motion made to accept the rule by Diane Bothfeld, seconded by Dirk Anderson, and passed unanimously except for Ashley Berliner who abstained, with the following recommendations:

1. Proposed Rule Coversheet, #7: State why it's in the authority and what it will accomplish.
2. Proposed Rule Coversheet, #8: Explain how it is transitioning to a community-based model. State what is happening and why.
3. Proposed Rule Coversheet, #12: Include positive economic impact cost effects if available.
4. Economic Impact Analysis, #3: Condense and remove duplicative information and add more dollar and cents where you can. Treat each section as an executive summary. Explain motel involvement. Include the economic impacts of year one and subsequent years. Explain budgetary impact of the work shifting from ESD to OEO.
5. Economic Impact Analysis, #5: Change to 'There are no alternatives so there is no impact.'
6. Public Input, #3: Complete and include notification methods and to whom and highlight the work completed to date.