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Susanne R. Young, Secretary

INTERAGENCY COMMITTEE ON ADMINISTRATIVE RULES (ICAR) MINUTES
Wednesday, July 14, 2021, 1:00 p.m.

Meeting Date/Location: July 14, 2021, Microsoft Teams Virtual Meeting

Members Present: Chair Kristin Clouser, Dirk Anderson, Diane Bothfeld, Jennifer Mojo, John Kessler, Clare O’Shaughnessy, Diane Sherman

Members Absent: Ashley Berliner, Matt Langham

Minutes By: Melissa Mazza-Paquette

- 1:02 p.m. Meeting called to order, welcome and introductions.
- Review of [ICAR Pre-filing Forms](#) with the Office of the Secretary of State
 - Economic and Environmental Impact – Sufficiency #9:
 - Required by statute. As the intent is not explicit, it is subject to interpretation.
 - ICAR will discuss what they’d like included at their next ICAR meeting. One example being to seek an explanation of analysis efforts.
 - Public Input Form:
 - This form is also included in other filings.
 - The Office of the Secretary of State will draft changes that might include:
 - Include a future tense option for meetings to be scheduled.
 - Include as a statement in the instructions that maximum public input involvement is desired.
 - Disclose the tendencies that require a public hearing and that a hearing is preferable and advised by ICAR. If a public hearing isn’t scheduled, include reasoning.
 - Reword questions #3 and #4 to request a description of the strategy for involvement.
 - Other Potential Changes for the Office of the Secretary of State to Draft:
 - Coversheet – reference the definition in the statute of ‘arbitrary’.
 - The preference of ICAR is not use the term “not applicable”, therefore include language in the instructions to state as such if there isn’t any impact.
 - Consider including the equity impact in the Environmental and Impact Analysis and potentially seek legislative change to include.
 - Include estimated cost and benefit.



- Once finalized, ICAR will submit language to be included in the instructions and any requested changes regarding the sufficiency questions to the Office of the Secretary of State via SOS.StatutoryFilings@vermont.gov.
- The Office of the Secretary of State will review ICAR's suggested changes to the sufficiency questions and create a draft document including their suggested changes for ICAR review and approval.
- Note there is a 30-day notification period of changes to the forms from the Office of the Secretary of State after approval from the Deputy Secretary before they can go into effect.
- Next Meeting Date: Monday, August 9, 2021 at 2:00 p.m.
- 2:02 Adjourn

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