



INTERAGENCY COMMITTEE ON ADMINISTRATIVE RULES (ICAR) MINUTES

Meeting Date/Location: September 8, 2021, Physical Location: Pavilion Building, 109 State Street, 5th Floor, Montpelier, VT 05609; Virtual Option: Via Microsoft Teams Available

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

Members Absent: Ashley Berliner

Minutes By: Melissa Mazza-Paquette

- 3:03 p.m. meeting called to order, welcome and introductions.
- Review and approval of minutes from the [August 17, 2021](#) meeting.
- Agenda approved as drafted with addition of committee discussion on pre-filing forms.
- Note: The ‘Hospital Licensing Rule’ emergency rule by the Department of Health was supported by ICAR Chair Clouser on 8/31/21.
- No public comments made.
- Presentation of Proposed Rules on pages 2-3 to follow.
 1. Meals and Rooms Tax Regulations, Agency of Administration, Department of Taxes, page 2
 2. Emergency Medical Services Rule, Agency of Human Services, Department of Health, page 3
- Committee discussion on pre-filing forms.
 - Will propose to the Office of the Secretary of State that the sufficiency questions in the Economic and Environmental Impact Analysis forms be changed to read: “SUFFICIENCY: Describe how the analysis was conducted, identifying relevant internal and/or external sources of information used.”
- Next scheduled meeting is Monday, October 11, 2021 at 2:00 p.m.
- 4:20 p.m. meeting adjourned.

Proposed Rule: Meals and Rooms Tax Regulations, Agency of Administration, Department of Taxes

Presented By: Will Baker

Motion made to accept the rule by Diane Bothfeld, seconded by John Kessler, and passed unanimously except for Kristin Clouser who abstained, with the following recommendations:

1. Proposed Rule Coversheet, #7: Complete.
2. Proposed Rule Coversheet, #8: Corrected 'interpertation' spelling.
3. Proposed Rule Coversheet, #12: Clarify.
4. Proposed Rule Coversheet, #14: Provide a physical location if required by the Office of Secretary of State.
5. Economic Impact Analysis, #4 and #5: Change 'n/a' to 'none' or 'no impact'.
6. Economic Impact Analysis, #6: Be consistent with capitalization.
7. Economic Impact Analysis, #8: Include positive impacts if applicable.
8. Economic Impact Analysis, #9: Include work performed, such as the analysis done to meet the current law.
9. Environmental Impact Analysis: Change 'n/a' to 'none' or 'no impact'.
10. Environmental Impact Analysis #9: Include the analysis used by the department to arrive at the conclusion.
11. Public Input, #3 and #4: Include public outreach and website link to the rule.

Proposed Rule: Emergency Medical Services Rule, Agency of Human Services, Department of Health

Presented By: Brendan Atwood

Motion made to accept the rule by Dirk Anderson, seconded by Diane Sherman, and passed unanimously with the following recommendations:

1. Clarify who is doing what with this rule within the documents.
2. Proposed Rule Filing: Obtain ink signature is required by the Office of the Secretary of State.
3. Proposed Rule Coversheet, #12: Clarify type of cost and who is included.
4. Proposed Rule Coversheet, #14: Consider including a virtual option to participate.
5. Economic Impact Analysis, #5: Clarify with additional information. Reference statute if appropriate.
6. Economic Impact Analysis, #8: Include alternatives that could have been considered.
7. Economic Impact Analysis, #9: Include relevant/applicable bodies and state that the analysis started with the legislative requirement.
8. Environmental Impact Analysis, #9: Include details on how you arrived at the understanding that there will be no impact.
9. Public Input, #5: Include the entities who have employees who could incur these costs or indicate if the committee listed will share the information with them.