



INTERAGENCY COMMITTEE ON ADMINISTRATIVE RULES (ICAR) MINUTES

Meeting Date/Location: September 7, 2021, Virtual via Microsoft Teams. Physical Location: Pavilion Building, 109 State Street, 5th Floor, Montpelier, VT 05609

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

Members Absent: Ashley Berliner

Minutes By: Melissa Mazza-Paquette

- 11:03 a.m. meeting called to order.
- Draft suggested changes from the Office of the Secretary of State:
 - On the Proposed Rule Coversheet, #10, the statute citation has been added.
 - On Proposed Rule Coversheet, #13, more options were added to the drop-down box. A second question was added if a hearing will not be scheduled.
 - On both Impact Analysis forms, instructions changed to address 'no impact'.
 - Language changed on the Public Input form, instructions, #3 and #4 to clarify the agency's plan.
- ICAR member discussion:
 - Questions to satisfy how agencies will address public engagement per 3 VSA 836 subdivision 2 are included throughout the form.
 - On the Economic and Environmental Impact Analysis forms, clarify sufficiency questions to describe the process or procedure used to assess the sufficiency. Potential questions:
 - How was the analysis conducted?
 - How did it involve relevant internal or external sources of information?
 - For inclusion of equity impact questions, input from the Administration and Legislature to be sought before adding to the forms.
- ICAR will further discuss changes and send suggested changes to the Office of the Secretary of State.
- Updated forms could be out as early as late September/early October by the Office of the Secretary of State.
- Next scheduled meeting is Wednesday, September 8, 2021 at 3:00 p.m.
- 12:03 p.m. meeting adjourned.

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