

**Regulations Modernization Taskforce
Special Meeting Minutes
Friday, December 7, 2012
Room 410, Capitol Building – 10:00am**

Members present: Chris Drake, Brenda Parella, Dick Hemenway, Kendall Wiggin, John Vittner, Angela Taetz, John Barrett, Rich Hanratty, Jamie Spallone (for Secretary Merrill)

Members absent: Denise Merrill, Bob Frankel

1. Call to order at 10:01am – will approve minutes from this meeting and the last meeting at the next meeting
2. Discussion of Final Report assignments/content – Breakdown of assignments.
 - a. Discussion of whether there should be a section of identified issues more toward the top of the final report (result: add section before recommended legislative changes, Re: problems identified).
 - b. Actual draft legislative language will be included in appendix.
 - c. High-level problems identified will be included in executive summary, also charge of committee. We need to add a section that addresses the problem of putting past regulation versions on the website, pushing it to a second or third phase.
 - i. Two problems; how do we treat amendments that are already out of date? How do we treat the system going forward?
 - ii. It will be more difficult with going back. It will take manual scanning for historical documents.
 - iii. Blurb on SoS website telling people where they can go to find past regs.
 - d. Need for regulations coordinator (reference 4.4).
 - i. Creating a permanent state position in this economy will be difficult.
 - ii. Should it be SoS, or another state agency?
 - iii. This task force can make a recommendation, but in the end it's a political discussion.
 - iv. We need to talk about whether this person can help with dealing with the agencies themselves, because that could add value.
 - v. Possibly house them at OPM?
 - vi. Final determination: Others should make the final decision, but we need to make a recommendation.
3. Discussion and approval of scope document: describe what it's supposed to be and we will discuss it next week. High-level document to describe what

the problem is, milestones, guideless to go back to as we're making our way through the process. Taskforce needs more time to review. Final decision: hold until next meeting.

4. Survey results – no discussion
5. Discussion of schedule through the end of the month: two main documents that need to be completed by January 1, 2013 – Business Requirements Document (Krithika) and Report (Chris and others on taskforce)
 - a. Please review draft documents and send comments to Chris and Krithika.
 - b. Schedule next meeting for December 14, 2012 to discuss comments and validate Business Requirements Documents.
 - c. Receipt of assignments for report.
 - d. December 21, 2012, Krithika will edit the requirements document again and provide version two for further validation, and prioritization. Chris and Krithika will pre-prioritize. May use a phased approach 1-5. Cost will be estimated, very rough.
 - e. Before the 21st Chris will circulate the draft report. On the 21st we will also take our first look at the draft report.
 - f. December 28, 2012 – we need to vote on the two documents. Would like for the subcommittee to meet at some point next week to review proposed re-do of the flow chart. Will be Governor's bill. Will probably originate in GAE committee. Meeting on the 21st will be from 9:30-1:00.
6. Other business
7. Adjourn at 11:39 moved by Ken, seconded by Brenda