



**Statutes, Regulations, Policies & Procedures (SRPP) Work Group
SPECIAL MEETING**

Tuesday, February 3, 2026 9:00 – 10:30 a.m.

Location: *Virtual Only*

MINUTES

In Attendance:

Thomas Ahneman, Chair of the SRPP Work Group

Rochelle Palache, Chair of the SCSB

Lauren Gauthier

James Marpe

Brenda Sisco

Aaron Felman, Staff Attorney

Samson Anderson, Research Analyst

Aleshia Hall, Administrative Assistant

1. **Call to Order:** Chair Ahneman called the meeting to order at approximately 9:05 a.m.

A. Roll Call of Work Group Members reflected the attendance noted above.

2. Approval of Minutes

A. January 6, 2026, meeting minutes

A motion to accept the minutes as written was made by James Marpe.

The motion was seconded by Rochelle Palache.

The minutes passed unanimously.

3. Review of Action Items from January 6, 2026 meeting:

The following action items were discussed as follows:

A. Staff Action Items:

1. Attorney Felman will send the final clean copy of the Rules of Practice to the SRPP WG by close of business January 7, 2026.

This was completed as requested.

Discussion: None

2. Executive Director Daniels will:

- Legislative Proposal 1 will be edited to remove the words *assets* and *workforce*. Proposal 1 will be prepared for presentation to the Board at the regular meeting on January 9, 2026.
This was completed as requested. The proposal was passed unanimously by the Board with no changes.
- Legislative Proposal 2 will be prepared for presentation at the regular Board meeting on January 9, 2026.
This was completed as requested. The proposal was passed unanimously by the Board with no changes.
- Legislative Proposals 3, 4, 5 to be advanced to the Board will be limited to five proposals, using three prior legislative proposals to complete the list. Legislative Proposals are to be prepared for presentation at the regular Board meeting on January 9, 2026.
This was completed as requested. The proposal was passed unanimously by the Board with no changes.

Discussion: Attorney Felman explained that the legislative proposals have been written in the required Bill format for submission to legislative process. Ms. Sisco added that the legislative session begins tomorrow and inquired if the Legislative Committee Chairs have been asked to raise our bills in accordance with the titles. Ms. Sisco stated that someone from SCSB staff needs to make contact with the GAE Committee Chairs Flexor and Blumenthal to share the issues we are interested in pursuing and respectfully request that they consider them. She encouraged SCSB to reach out to all the Committee Chairs to discuss the legislative proposals for this session. Research Analyst Anderson explained that we have written up the formatting for the five legislative bills that we are proposing. Chair Palache stated that it is critical that we get in touch with the Chairs of GAE to get our proposals raised and it is concerning that we have not already done so. Research Analyst Anderson explained that the initiation of outreach is determined by Executive Director Daniels and explained that he is tracking bills, scheduling, and assisting in drafting testimony. Chair Palache will follow up with Executive Director Daniels on this issue and will request that he send an email to the Work Group regarding the status of this effort.

B. Board Member Action Items

- None

4. Old Business:

A. Rules of Practice: Adopted by the Board at the regular meeting on December 9, 2026 – Next Steps

At the request of Chair Ahneman, Staff Attorney Felman explained that the next step toward promulgating the Rules of Practice is to submit them to the Office of the Attorney General for review prior to submission to the Legislature. Attorney Felman explained that there is a standard 30-day response time and a lack of response after 60-days may be considered approval.

After a discussion regarding estimated timelines, Ms. Sisco clarified to the Work Group that the normal legislative review process is to send it to the Office of Policy and Management (OPM), then to the Office of the Attorney General (OAG), then to the Legislature. She explained that there are no set time frames for each of these review processes; however, we can continually check on the status. In response to Chair Ahneman, Attorney Felman confirmed that he will outline the status of the Rules of Practice for discussion at the next meeting.

B. Data Protection Regulations: Discussion of Timeline

Attorney Felman explained that at the first or second meeting of this work group a preliminary draft of this regulation was shared. The topic was revisited by the work group but was tabled to focus on the Rules of Practice. Now that the Rules of Practice have been approved, Attorney Felman will be finalizing the Data Protection Regulations and will share at the next meeting of this Work Group. It is mandated by law that our agency have these regulations in place.

5. New Business

A. 2026 SCSB Mandated Regulation Reporting Table:

Chair Ahneman reviewed the reporting table with the working group with the intention of prioritizing our next tasks for the 2026 calendar year.

- 1) Rules of Practice: was discussed earlier in this meeting.
- 2) Data Protection Regulations: Staff Attorney Felman confirmed that he will share the preliminary draft with the Work Group by the end of the week, February 6, 2026.
- 3) Disqualification sections 4e-34 and 4e-35 were referenced. Chair Ahneman confirmed with Attorney Felman that a lot of work has been done on this already and the Work Group will continue to monitor our progress.

Chair Ahneman wants to work with the Audit-Data Work Group to bring more structure to the Audit system by creating reporting processes that reflect our mandates in a format that is easily understandable.

Chair Ahneman requested that the Work Group members review the list to prioritize the top eight regulations for concentration during the calendar year 2026. In response, Attorney Felman explained that he and Executive Director Daniels compiled and updated the Mandated Regulations List in a methodical, practical, and efficient manner that prioritizes timelines. Alteration of the priorities would have an impact on the deliverables and timelines.

Ms. Gauthier sought clarification on the factors that drive the timelines, which regulations require UAPA approval, and the timeline to get those regulations promulgated. Attorney Felman explained that, for example, 4e-37 must be UAPA compliant and requires that a promulgation scheme be formulated. Data Protection is not directly required by UAPA, but some sections may touch on that. In reference to the timelines, Attorney Felman explained they are contingent upon if they are immediately approved or rejected and returned for revision. Ms. Sisco also added that consideration to adopt the regulations with prejudice or without prejudice may also influence the approval, and there is not an exact timeline that will apply to all. After a discussion, Chair Ahneman requested that the Mandated Regulations List be expanded to include a column that indicates the anticipated dates that the regulation will be elevated to the Board, a yes/no column indicating if UAPA review is required, and an estimated date of final completion.

6. Review of Action Items from this meeting

A. Staff Action Items

Attorney Felman:

1. Rules of Practice:
 - a. Outline the status of the Rules of Practice for discussion at the next meeting.
 - b. Follow up with the Office of the Attorney General by May 1, 2026 if they have not responded to the request for review.
2. Data Protection Regulations: On or before close of business on February 6, 2026, share the preliminary draft with the Work Group members.

Attorney Felman and Executive Director Daniels: work together to expand the sheet to include a column that reflects the date to elevate to the Board, anticipated approval date, and a UAPA driven yes/no column. Estimate the Work Group's timeline to work on each item prior to elevation to the Board. Audit Work Group would likely require 3-4 months. Attorney Felman will estimate on the conservative side.

Executive Director Daniels:

1. Send an email to the Work Group regarding the status of the outreach to the Chairs of the Legislative Committees.

B. SRPP Work Group Member Action Items:

1. Review the first eight 2026 Mandated Regulations and come prepared to discuss at the next meeting.

7. Adjournment:

The next meeting is scheduled to take place virtually on March 10, 2026, at 9:00 a.m.

A motion to adjourn the meeting at 10:10 a.m. was made by Brenda Sisco.

The motion was seconded by Rochelle Palache.

The motion passed unanimously.

Respectfully submitted,

Aleshia M. Hall
Administrative Assistant