

**Regulations Modernization Taskforce**  
**Minutes**  
**Friday, October 5, 2012**

Members Present: Kendall Wiggin, Rich Hanratty, John Barrett, Dick Hemenway, Angela Taetz, John Vittner, Chris Drake, Brenda Parella, Denise Merrill

Absent: Bob Frankel

1. Call to Order – 10:04am
2. Approve Minutes from previous meeting (Moved by John Barrett, Seconded by Dick Hemenway, Approved unanimously).
3. Revised Statement of Work
  - a. Chris Drake gave a summary of information provided by Andrea Keilty on phone conference. DAS would like us to submit the Statement of Work to their Procurement Dept. and work with them moving forward. Waiting to hear from OPM on funding. Drake will follow-up with Karen Buffkin (OPM Deputy Secretary) this afternoon.
  - b. Angela Taetz: will the money get transferred to DAS?
  - c. Drake: it makes sense for it to come out of BEST.
  - d. Motion to transmit document to DAS (Moved by Ken Wiggin, Seconded by Dick Hemenway, Approved unanimously).
4. Discussion of regulations process flow charts
  - a. Brenda Parrella: big yellow blocks (COLP printing process) go away under PA 12-92.
  - b. Rich Hanratty: we shouldn't burden the consultant with the chart that lists the way we used to do things. Focus more on what will happen on July 1, 2013.
  - c. Kendall Wiggin: the electronic system needs to have templates to help agencies put regulations in a standard form. Not every agency has in-house counsel to review proposed regulations for formatting.
  - d. John Barrett: You have to think where the user is going to look and then put the link there. There should be numerous links to get you to the final destination.
  - e. Drake: revised UAPA uses the concept of a "regulatory docket" which is one location for all documents related to each specific rule (notice of intent to amend, attorney general legal sufficiency certification etc.)
  - f. Kendall Wiggin: define who the users are. Multiple user needs. Don't let the novice get lost in the process, they want the end product. Cross links with multiple access points.
  - g. Secretary Merrill: The consultant will help us figure all of this out.
  - h. John Vittner: discussed IT Capitol Investment Fund, 7 guiding principles.

- i. Denise Merrill: Again, the consultant will help us with all of this. Might be a good idea for everyone to go to the websites for each of these states and make lists of things they like.
5. Discussion on current regulatory process
  - a. Brenda Parrella: On the flow charts there is statutory citing for everything that is required by statute. It is such a long burdensome process. There is some redundancy. The 2010 revision to the Uniform Administrative Procedures Act is more streamlined.
  - b. Chris Drake: UAPA has a reg becoming effective 30 days after being noticed. It takes about 9 months in CT.
  - c. Rich Hanratty: Regs review was formed by constitutional amendment. We have a hybrid here that is unlike any other state.
  - d. Ken Wiggin: it seems a shame to go through the whole process and just replicate what's already being done. Where can we streamline this? Does the agency have to do it all? Lots of burden on the agencies.
  - e. Chris Drake: there is a new provision – non controversial amendment. That's part of the uniform act.
  - f. Secretary Merrill: why don't we have a subcommittee make recommendations, that she can push in the legislature.
  - g. Brenda will take the lead on the statutory revisions subcommittee, other members Rich Hanratty, Bob Frankel, Chris Drake. For FOI purposes, keep agendas and submit them to Drake.
6. Scheduling of subsequent meetings: tentatively schedule it for next Friday but it will be cancelled if there is no consultant.
7. Adjourn: 11:16 Brenda Parrella moved, Ken Wiggin seconded.