


<b>Commonwealth of Virginia</b>		
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<b>Administrative Law Advisory Committee</b>		

**SUMMARY**  
**Administrative Law Advisory Committee**  
**June 6, 2018**  
**12:00 PM**  
**House Room 2**  
**Capitol Building**

**MEMBERS PRESENT:** Tom Lisk (chair), Eric Page, Karen Perrine, Kristi Wright, Paul Kugelman, Brooks Smith, Alex Skirpan, Jeff Gore, Mike Quinan, Jeff Palmore

**MEMBERS ABSENT:** Roger Chaffe

**STAFF PRESENT:** Andrew Kubincanek

**Welcome and call to order:** Tom Lisk called the meeting to order at 12:02 p.m.

**New Members:** Mr. Lisk introduced Jeffrey S. Palmore of Reed Smith who will be appointed to the committee pending Code Commission approval on June 18, 2018.

**Session Update:** Andrew Kubincanek presented the 2018 Session Update. Eric Page suggested that HB 297 related to guidance documents may be applicable to the upcoming Hearing Officer Deskbook update. Mr. Lisk added that there was a constitutional amendment on the regulatory process which failed.

**Work Plan:** Hearing Officer Desk Book - Mr. Page agreed to continue chairing the Hearing Officer Deskbook work group.

Executive Review Process - Mr. Lisk stated that the Governor's Executive Order should be released soon and that it may be productive to invite Rita Davis to a meeting to discuss the current administration's goals. Karen Perrine stated that there is a deputy counsel focused on regulations who may be the best person to contact.

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 Roger L. Chaffe  
 Jeffrey S. Gore

Paul Kugelman  
 Eric M. Page  
 Jeffrey S. Palmore  
 Karen Perrine

Mike Quinan  
 Alexander F. Skirpan, Jr.  
 Brooks Smith  
 Kristi Wright

Rules of Procedure - Kristi Wright expressed concerns that this could create a separation of powers issue and that it would be difficult to create a standard that suits all agencies. Paul Kugelman suggested that the committee could create an appendix to the Hearing Officer Deskbook which would provide best practices and nonbinding guidelines. Mr. Page and Ms. Perrine concurred. Mike Quinan added that the SCC's rules could be used as a starting point for a set of model rules of procedure. Mr. Lisk suggested that the Hearing Officer Deskbook work group consider this issue rather than form a new work group at this time and directed staff to research agencies with rules of procedure for comparison.

**Public Comment/Adjourn** Mr. Lisk opened the floor for public comment. There being none, the meeting was adjourned at 12:21 p.m.

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