

Commonwealth of Virginia		
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Administrative Law Advisory Committee		

MEETING SUMMARY
Administrative Law Advisory Committee
Hearing Officer Deskbook Work Group
Wednesday, August 28, 2013
11:15 AM
House Room 2
Capitol Building

MEMBERS PRESENT: Eric Page (Work Group Chair), Katya Herndon, Alexander Skirpan, Mike Quinan

MEMBERS ABSENT: Brooks Smith

STAFF PRESENT: Andrew Kubincanek

Call to order and Welcome: Eric Page called the meeting to order at 11:31 AM.

Discuss Hearing Officer Deskbook Survey: The group received 19 responses to the questionnaire. During the previous updates in 2009, there were over 20 responses to the survey.

Mr. Page noted that many of the requested changes or additions would be beyond the work group's capabilities for the year. Katya Herndon suggested that the Executive Secretary of the Supreme Court could consult hearing officers and include guidance on troublesome issues in the training session on December 12.

Several hearing officers requested additional resources or a Frequently Asked Questions section.

Discuss Hearing Officer Deskbook Revisions and Timeline: Mike Quinan had previously emailed his assessment of Senate Bill 944's impact on the Hearing Officer Deskbook. The group agreed that no updates were necessary as a result of that bill.

Mr. Page found additional electronic resources, such as *Journal of the National Association of Administrative Law Judiciary*, which could be included as appendices or footnotes. The group decided that adding hyperlinks to the end of individual sections would ensure that additional information was available to those who wanted it without adding undue length to the deskbook. The group also considered removing Appendix B (Manual for Administrative Law Judges) and

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replacing it with a hyperlink. The group considered adding a question and answer section, but decided individual resources would be more convenient and helpful.

Mr. Page instructed the group to look for additional resources and send those to the group using blind carbon copy emails by September 27.

Ms. Herndon presented technical changes to the deskbook.

Public comment; adjournment: Mr. Page opened the floor for public comment. Hearing no public comment, Mr. Page adjourned the meeting at 12:00 PM.

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