

Vermont Secretary of State  
Office of Professional Regulation  
Motor Vehicle Racing  
89 Main Street, 3<sup>rd</sup> Floor,  
Montpelier, VT 05602

UnApproved Minutes  
March 6, 2020

**Members present:** Jean-Paul Cyr, John Sharrow & William Fitzgerald

**Members present via phone:** None

**Member(s) absent:** None

**Staff present:** Danielle Rubalcaba; Licensing Administrator III, Kelsi Alger; Licensing Administrator I, Lauren Layman; General Counsel, Carla Preston; Case Manager, Derek Everett; Inspector, & Ben Novogroski; Prosecutor

**Guests:** Chris Michaud

1. 10:00 am meeting started
2. Staff, guest and advisor introductions.

**3. Discussion Items:**

General Counsel Lauren Layman introduced the rule making policies and procedures. General Counsel Lauren Layman expressed that these rules are outdated and should be opened for revision. These rules should be in place to protect the public without creating barriers to licensure.

Inspector Derek Everett explained the inspection process. The office will be doing an outreach to permit holders requesting additional documentation. Based off event dates the inspectors will schedule initial inspections. The inspector will also plan to attend at least on the event dates to ensure the permit holds remain in compliance. Any inspection discrepancies that may arise will be handled with general counsel and the director of OPR. This season OPR will work with permit holders to ensure compliance and work on infrastructure items that may need more attention throughout the season.

Lauren Layman and Danielle Rubalcaba reviewed the File a Complaint flow online.

Danielle Rubalcaba, Carla Preston and Ben Novogroski reviewed the Board & Advisor Member portal and features and functions of all the portal.

4. **Adjourn.** There being no further business to attend the meet adjourned 11:15 am

Upcoming Meeting Dates