

Dear Colleague:

The NAUIAB Annual Conference is being held in Burlington, Vermont from June 9 through June 13, 1996. The conference agenda is attached and contains a packed program of issues of substance that should once again give attendees vital and useful information to take back to their states.

Accommodations are at the Radisson Hotel Burlington. Reservations should be made before May 8, 1996 to guarantee the rates. The hotel has agreed to extend the convention rates before and after the convention based on the availability of rooms. Further information about hotel reservations and discounts on air fare and transportation is on the back of this letter and in the attached materials. Registration and membership forms are also attached.

Burlington is a friendly, accessible, exciting university town on Lake Champlain. We will begin on Sunday with a get-acquainted reception at the Boat House overlooking the lake. On Tuesday, there will be an outing cruise with dinner and dancing.

The Board of Governors invites you to attend our conference and to learn more about the appellate process so that you can help your agency move forward in its own search for excellence. We look forward to seeing you in beautiful Vermont.

Sincerely,

E.A. Graham
President, NAUIAB
Senior Appeals Referee, Colorado

Enclosures:

Fact Sheet - 1996 Annual Conference

HOTEL

Make your reservations directly with the hotel. To guarantee the group rate, the reservations must be made by **May 8, 1996**. Don't forget to mention you are with **NAUIAB**.

Radisson Hotel Burlington

60 Battery Street
Burlington, Vermont 05401

(800) 333-3333 or (802) 658-6500

Rates: Available from June 5 to June 17, 1996 on a space available basis. All rates are subject to **9.04% state/local taxes**.

Single or double	\$85 per night + taxes
Triple occupancy	\$95 per night + taxes
Quadruple occupancy	\$105 per night + taxes
Suite (sitting room and bedroom with Kingsize bed)	\$149 per night + taxes

TRANSPORTATION

- The hotel has a courtesy van which can be called by using the Radisson's courtesy phone at the airport.
- The airport is approximately five miles or a 10 minute drive from the hotel.
- Taxis available at the airport cost approximately \$11 including tip.
- Car rentals available at the airport.
- Hertz offers discounted car rental rates for the conference (Call 800-654-2240 and say that you are with Meeting #5099)

AIRLINES

All four major airlines servicing Burlington International Airport offer 5% discounts of first class and excursion fares and 10% discounts on restricted fares good from June 5 through June 17.

- U.S. Air, 800-334-8644 (Gold File #51490026)
- United, 800-521-4041 (Meeting #5640H)
- Delta, 800-241-6760 (Meeting File #XL2813)
- Continental, 800-468-7022 (Meeting File #NWTEGD)

EVENTS IN BURLINGTON

- JUNE 4 - 9 **13th Annual Discover Jazz Festival** - various locations in Burlington
-for information call Laura at (802) 863-7992
- May 31 - June 4 **Art's Alive - 10th Annual Festival of Fine Arts** - various locations in Burlington,
-for information call Tally at (802) 864-1557
- May 31 - June 2 **8th Annual Lake Champlain Balloon and Craft Festival** - Champlain Fairgrounds, Essex Junction
-for information call (802) 899-2993
-NOTE THAT THE DATES OF THE BALLOON FESTIVAL HAVE CHANGED TO THE WEEKEND BEFORE THE WEEKEND ON WHICH THE CONFERENCE BEGINS.

GOLF

For those interested, the following is a list of golf courses in and around Burlington. With the exception of Kwiniaska, which is about 20 minutes from the hotel, the courses are all between 30 and 60 minutes from the hotel.

Kwiniaska Gold Club, Shelburne, (802) 985-3672 - \$36.50 per person (includes cart and any tournament services needed)

Rocky Ridge Golf Club, St. George, (802) 482-2191

Champlain Country Club, St. Albans, (802) 527-1187

Williston Country Club, Williston, (802) 878-3747

Stowe Country Club, Stowe, (802) 253-4893

Basin Harbor Club, Vergennes, (802) 475-2309

Ralph Myhre Golf Course, Middlebury, (802) 388-3711 Ext. 5125

MENUS FOR YOUR INFORMATION

Monday Lunch

Caesar Salad

Chicken Hunter, served with Red Bliss

Potatoes and Fiddleheads

Rolls and Butter

Strawberry Shortcake

Coffee/Tea/Decaf/Iced Tea

Wednesday Lunch

Cheddar Beer Soup

Cobb Salad

Bread Sticks and Pumpernickel Bread

Vermont Maple Nut Sundaes

Coffee/Tea/Decaf/Iced Tea

Vegetarian meals available on request

Tuesday Dinner/Dance Cruise Outing Menu

Hand carved Sirloin Steak & Fresh carved turkey breast

Housemade cranberry relish

Baked Boston Schrod in a light lemon sauce

Fresh seasonal fruit salad

Pasta salad with marinated summer vegetables

Potatoes au gratin with cheddar cheese

Rice pilaf

Julienne vegetable medley

On the tables

Mixed assortment of rolls

Butter

Family style classic caesar salad

Strawberry Shortcake

Coffee/Tea/Decaf

DIRECTIONS: From I-89, take exit 14W.
Follow Main Street to lakefront, turn right
on Battery Street.

**NAUIAB ANNUAL CONFERENCE
TENTATIVE AGENDA
RADISSON HOTEL, BURLINGTON, VERMONT
JUNE 9 - 13, 1996**

Sunday, June 9, 1996

- 2:00 - 5:00 **Registration**
- 3:00 - 5:00 Board of Governors' Meeting
- 5:00 - 7:00 **Reception:** Boat House

Monday, June 10, 1996

- 7:30 - 8:20 **Registration**
Coffee
- 8:20 - 9:00 **Welcome**
Governor Howard Dean, MD, Susan Auld, Brooke Pearson (VT)
- 9:00 - 10:00 **In Search of Excellence: Customer Service as a Value in the Public
and Private Sectors**
Speaker: To be announced
- 10:00 - 10:15 **Questions and Answers**
- 10:15 - 10:30 Break
- 10:30 - 11:30 **Best Practices Focussed Workshops:** Each workshop should be ready to
focus on the theme of a search for excellence in the roles they have as
participants in the appellate process.
1. **Higher Authority Workshop**
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 2. **Counsels and Staff Attorneys Workshop**
Thomas Whitaker (NC), Bill Funderburk (SC)
 3. **Lower Authority Workshop**
Robert Smith (WV), Lyle Seebaum (CO)

4. **Administration/Management at Higher Authority Workshop**
Jim Pflasterer (WI),

11:30 - 1:00

Lunch

Reflections on NAUIAB's Past, Present, and Future

Sandra Dragon (VT), Carson Dyal (FL), and Betty Graham (CO)

1:00 - 2:15

Listening and Questioning: Sufficiency of the Record

This segment examines the needs of Higher Authority for a complete record as related to Lower Authority's development of the record.

2:15 - 2:30

Break

2:30 - 3:30

Workshops

1. **Judicial Writing**

Sara Hopkins (TX), Claude Lee (KS)

What can be done to improve the process?

2. **Newly Discovered Evidence**

Pam Anderson (WI)

What do you do when evidence is produced after the hearing and after the decision is issued? What if the evidence is after the separation but before the hearing?

3. **Burden of Proof**

Thelma Hill (NC)

Who has it? What is it? Does it shift? What is order of proof and why is it different?

4. **Dealing with the Competency of Witnesses: Developing the Record**

Clifford Blaze (PA)

How do you handle hearings with witnesses or parties who have psychological problems, or are mentally disabled, etc? How do review panels evaluate such evidence? What about those who fail to appear and seek remand or other relief based on these issues?

3:30 - 4:30

Repeat Workshops

Tuesday, June 11, 1996

- 8:00 - 8:30 Coffee
- 8:30 - 9:30 **The Impartial Reviewer: Judicial Perspective on Administrative Adjudication and the Appeals Process**
Hon. John A. Dooley III, Associate Justice, Vermont Supreme Court
- 9:30 - 10:15 **Panel Response and Questions & Answers**
Justice Dooley, Brooke Pearson (VT), Annette Benedetto (MA)
- 10:15 -10:30 Break
- 10:30 - 10:45 **Analysis of the Relationship Between Higher and Lower Authority: What They Need from Each Other**
Rita Moore (OK)
- 10:45 - 12:00 **Workgroups**
1. **Higher Authority: Create a Bill of Rights and Wrongs**
Hazel Warnick (MD)
 2. **Lower Authority: Create a Bill of Rights and Wrongs**
Alice Mitchell (OK)
- 12:00 - 1:30 Lunch on Your Own
- 1:30 - 2:30 **Panel: Rights and Wrongs Reviewed/ Audience Reaction**
- 2:30 - 2:45 Break
- 2:45 - 5:00 **Ethics Showcase: Train the Trainer**
Sara Hopkins (TX), Mable Martin Scott (IN), George Baker (IN)
1. **Caucuses:** Small group discussion, interactive format
 - a. Board of Review Members
 - b. Board Counsel and Staff Attorneys
 - c. Lower Authority Chiefs and Supervisors
 2. **Appellate Argument: Plenary Session**

Role playing/ Debate format

3. Expert Commentary: Plenary Session

Lecture format

6:30 - 9:30 **Outing - Dinner Cruise with Dancing**

Wednesday, June 12, 1996

8:00 - 8:30 Coffee

8:30 - 9:30 **Federal Overview: Revolution to Devolution**
Distinguished Speaker

9:30 - 10:15 **Performance Enhancement Review: Timeliness & Quality**
DOL Speaker

10:15 - 10:30 Break

10:30 - 12:00 **Panel: What Position is Appeals in When Federal Issues Arise?**

1. **Conformity Issues: Point Counterpoint/ Q & A**
Gerard Hildebrand (DOL), Allan Toubman (ME), Tony Philippsen (WA)

2. **Should UI be Responsive to Non-UI Related Laws?**
Point Counterpoint/ Q & A
Cheryl Zaremba (TX)

12:00 - 1:30 Lunch
Business Meeting
Nomination Committee Report
Long Range Planning Report

Site Selection Presentations

1:30 - 2:30 **Future Technology and Appeals Operations**
John Hardy (TX)
Presentation of a vision of the future's day-to-day work of Appeals both at

Higher and Lower Levels

2:30 - 3:30 **The Technology of the Present: ITSC Presentation & Demonstration**
Rich Chiostri, Information Technology Support Center

Thursday, June 13, 1996

8:00 - 8:30 Coffee

8:30 - 9:00 **Business Meeting**
Site Selection
Elections

9:00 - 10:00 **The Expanding Definition of Misconduct**
Dave Kubli (OH), Tony Philippsen (WA), David Clegg (NC)

10:00 - 10:15 Break

10:15 - 11:30 **Workshops**

1. **What Constitutes a Record: Review of the Record**
Tom Whitaker (NC), Vince Martorano (NJ)

2. **Decorum, Impartiality, Bias, Recusal of Hearing Officer**
James Webb (AL), Robert Smith (WV), Rudolph
Antonini (DE)

3. **Violence, Security, Controlling the Hearing**
Maureen Bock (ID)

4. **Methods of Filing an Appeal: Timeliness, Postmarks,
Fax, E-Mail, etc.**
Pat Wall (TN), Melissa Johnson (TN)

11:30 - 1:00 Lunch on Your Own
New/Old Board Luncheon

1:00 - 2:00 **UI and the Changing Workforce**
Marc Baldwin, AFL

2:00 - 3:15 **Workshops**

1. **Separation Issues: Changes in Working Conditions**

Tom Brien (NV)
Hours, Wages, Spouse's situation, violence, etc.

2. **Eligibility Issues: Is Part Time Enough? Child Care, Shift Restrictions, Personal Considerations, etc.**
Bennett Pudlin (CT), Marc Baldwin (AFL)

3. **Drug Testing Update: Hair Testing**
Psychedemics, Alfreda Williamson (NC), Charles Monteith (NC)

4. **Eligibility Issues: Loss or Failure to Maintain or Obtain Licences or Certification, Child Support Obligations, etc.**
Doreen Gately (MA), Claude Lee (KS)

3:15 - 4:15 **Repeat of Workshops**

4:15 **President's Charge to Membership**
Thelma Hill (NC)

Adjourn