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**EERMC EXECUTIVE COMMITTEE MEETING MINUTES**

****Thursday, January 30, 2020 | 3:30 - 5:00 PM****

Cafeteria Conference Room, Ground Floor, Department of Administration, One Capitol Hill, Providence, RI 02908

**Members in attendance:** Chris Powell, Anthony Hubbard, Peter Gill Case, Nick Ucci

**Others Present:** Mike Guerard, Mark Kravatz, Becca Trietch, Nathan Cleveland

All meeting materials can be accessed here: [<https://rieermc.ri.gov/meeting/eermc-executive-committee-meeting-january-2020/>](https://rieermc.ri.gov/meeting/eermc-meeting-january-2020/)

1. **Call to Order**

Chairman Powell called the meeting to order at 3:29pm

1. **Executive Director Report**
	1. *General Update*

Acting Commissioner Ucci briefed everyone on the strategy OER is undertaking in light of the Governor’s recent 100% renewable by 2030 initiative, which will include hiring a consultant to help understand the opportunities and develop an implementation strategy. He views this as a great opportunity to double down on the importance of efficiency work.

He also provided an update on OER’s efforts to think about filling the gap in the heat pump market given the recent PUC decision, which involves the exploration of using RGGI dollars to supplement the National Grid incentive offering for these products to at least maintain the penetration from 2019 in the marketplace.

Lastly, he also mentioned that we are still awaiting word from the Governor’s office on pending EERMC and other appointments that will need to be filled in 2020.

1. **Council Business**
2. *Discuss on a Paper Reducing Initiative*

Mr. Cleveland presented a proposal that would look to limit the amount of printed materials provided to Council members at meetings in order to reduce the amount of paper and waste from our work. The goal of the proposal is to ensure a balance between ensuring Council members have access to information in order to stay informed and conduct Council business effectively, but also reduce the amount of paper printouts associated with meetings.

Chairman Powell wanted to ensure that there were no accessibility/transparency issues with making this change. All materials will be available in advance of the meeting on the EERMC website and will be projected on the screen(s) at the meeting as well. Council members also will always have the opportunity to email OER and ask for materials to be printed if desired.

The Executive Committee decided to begin trying this initiative beginning with the March 2020 meeting.

1. *Review Full Council Meeting Topics for 2020*

Ms. Trietch reviewed a calendar of topics to be discussed at each of the monthly Council meetings in 2020, with a particular focus on the upcoming February meeting. There were concerns about covering all of the necessary ground with respect to the Potential Study/Target setting process as well as the Standards review/revisions in the appropriate level of detail in a standard two-hour meeting.

Mr. Gill Case indicated that the potential study is such a dense topic, with lots of terms and terminology that needs to be understood in order to effectively vote that additional discussion time is likely to be needed.

The decision was made to extend the February meeting by 1 hour, to start at 2:30pm. Additional consideration was given to exploring having more meetings at the PUC, rather than at DOA, as a more convenient location for the Council members.

1. *Review Council Member Performance, Attendance, Codes of Conduct*

The Executive Committee reviewed Council member attendance and performance in 2019 and no action was required.

1. *Review Council By-laws*

Vice-Chair Hubbard asked when these were last updated, which was in 2017, and Acting Commissioner Ucci indicated that the revisions helped ensure the by-laws reflect the statute.

Mr. Gill Case asked about the historical, and potential future, utilization of sub-committees/task forces. Mr. Kravatz indicated that the previous one had been on the planning of the potential study and that the consultant team often serves this “deeper dive” function for the Council rather than forming sub-groups. Ms. Trietch indicated that there are also limits on the number of Council members that can be present without any meeting/conversation being made into a public meeting, which has limited the use of these in the past to some extent.

Mr. Kravatz asked how we can ensure that questions posed in a public meeting get responses from the entity that it was directed at? A number of instances in the past where a Council member has asked a question of Grid, for example, and have not gotten a formal response for several months. A potential path forward would be to request a written response be provided by the next Council meeting, and this issue will be discussed at the February full meeting.

1. *Discuss 2020 Council Member Education Efforts*

Mr. Kravatz and Mr. Guerard presented a few options for moving Council member education efforts forward in 2020. First was the annual retreat, looking again at a summer meeting to host this again. Second was the creation of an on-boarding curriculum for new Council members that would cover the range of topics relevant to the EERMC and take the form of a handbook that could be self-guided, with PowerPoints, memos, and other materials to expose new Council members to the relevant subject matter areas. They indicated that the one-on-one meetings they have with Council members will continue but would be ideal to have those be more focused on particular areas of interest/confusion rather than start with the basics.

1. *Discuss Potential Policy Recommendations for Annual Report*

Ms. Trietch reviewed the process for the annual report the Council provides to the general assembly, which will be drafted by March for review and then voted on by the Council in April.

Vice-Chair Hubbard suggested that the order of the priorities listed in the Council report is important, and that they should reflect the Council’s position on the importance of those recommendations. He also suggested that it would be helpful for the Council to hear some reporting back as a group about how those priorities were received and what steps/actions, if any, might be taken. The Executive Committee decided that the monthly Executive Director reports would be a good place to house those updates.

1. *Discuss Frequency of Executive Committee Meetings*

The consensus was that having an ExComm meeting in January to start the year to review performance and set priorities for the year ahead was appropriate, so no changes will be made to that schedule.

The meeting minutes for this ExComm will be reviewed and voted on before the start of the next full Council meeting.

1. **Public Comment**

There was no public comment

1. **Adjournment**

The meeting was adjourned at 5:00pm