

Executive Committee Meeting

Rhode Island Department of Environmental Management
235 Promenade Street, Suite 200C1

March 10, 2020

10:00am to 12:00pm

MEETING NOTES

ATTENDEES

Laura Blake, Massachusetts Department of Environmental Protection (MassDEP)
Caitlin Chaffee, Rhode Island Coastal Resource Management Council (CRMC)
Richard Friesner, New England Interstate Water Pollution Control Commission (NEIWPCC)
Sue Kiernan, Rhode Island Department of Environmental Management (RIDEM)
Regina Lyons, Environmental Protection Agency (EPA—Region 1)
Heidi Ricci, Mass Audubon
Caitlyn Whittle, EPA—Region 1
Mike Gerel, Narragansett Bay Estuary Program (NBEP)

CHAIR'S REPORT

Heidi Ricci our Chair for this month called the meeting to order at 10:17am. The January 14th Executive Committee's (EC) meeting notes were unanimously approved with a motion and a second. Heidi asked everyone to review today's agenda and turned the meeting over to Mike Gerel.

Mike referred everyone to a 1-pp screencap from NBEP's existing *Guiding Principles* document, which showed the specific responsibilities of the EC. He indicated we will collectively work to ensure that the committee's role is limited to these nine responsibilities moving forward.

PROGRAM REPORT HIGHLIGHTS

Mike next walked through the March Program Report that highlighted nine (9) tasks completed by NBEP since the January report. Readers are directed to the full March report for more details. As directed by the EC, Mike will focus future meeting notes on capturing decisions, notable feedback, and action items. The following issues were captured from the group during the discussion of the March report:

- Regina Lyons with EPA-Region 1 indicated she would follow-up with Tim Dexter at MassDOT about our January invite for an appropriate member of MassDOT to join the Steering Committee (SC). Mike noted that the other two invitees that have not responded yet (Stefanie Convino with the City of Worcester and Catalina Martinez with NOAA) are still working with their managers to determine whether they can join.
- Regina inquired about the status of finding a new Chair for SC. Caitlin Chaffee and Richard Friesner agreed to organize a call among EC members prior to their next meeting on 5/12/20 to discuss a plan for filling this officer role. To assist with this effort, Mike obligated to send to the EC an

updated version of the *Steering Committee Nominee Matrix* used to develop our last slate of SC nominees.

- Mike promised to share a copy of the *Vision 2032 Road Map* with the CCMP Subcommittee within the next week, which would include all members of the EC. He also noted that a new NBEP fact sheet (background/case statement) will be posted on the NBEP website in April. NBEP has not had a factsheet to date to our knowledge.
- After Mike spoke about the Hundred Acre Cove (HAC) project, it was stated that the approach used by NBEP for this project can be utilized to inform priority actions for similar local watersheds facing water quality, habitat, and resilience challenges. Mike added that Julia Bancroft and Julia Twichell at NBEP will talk about the HAC project at the next SC meeting on April 15th.
- Richard and Mike described the new financial report that NBEP will be included in future reports. Table 1 provides estimated NBEP funds budgeted, remaining, and projections, and Table 2 offers contract and subaward budgets and balances. These numbers are as of 12/31/19. Richard noted that NEIWPC traditionally does numbers on a quarterly basis but can do them more frequently if requested. Per a suggestion, Mike said he will add a column to Table 2 that provides a brief description of each contract/subaward. Otherwise, the EC members supported the new format.

LOGISTICS AND ADMINISTRATIVE LAUNDRY LIST

The EC made decisions on the following four issues:

1. The committee agreed that the new financial report format was appropriate, with the slight tweak of adding a short description for each contract/subaward.
2. NBEP will post meeting materials from all EC, SC, CCMP, and Science Advisory Committee meetings since February 2019, with the only exception being EC notes created prior to today's meeting. Further, the FY19 work plan will also be posted, without the detailed budget.
3. The EC agreed that the SC should create a Nominating Subcommittee that will take the lead in cultivating and evaluating potential new SC members and officers. Mike will add creation of this new subcommittee to the agenda for the next SC meeting.
4. The group agreed that prior to requiring all Steering Committee members to sign the *Steering Committee Expectations* document, the EC and SC would be offered a final opportunity to provide edits on the document. Mike will bring a final version to the May EC meeting for consideration.

DISCUSS POTENTIAL TASKS FOR NEXT WORK PLAN

The group reviewed the *FY20 NBEP Work Plan Task List* and provided the following feedback on the new tasks proposed:

- New Idea #1 should be shifted from NBEP hosting a meeting to facilitate greater coordination across funding opportunities to developing a reference document that can help accomplish the same.
- New Idea #2/#3 were supported, with a clarification that one-off meetings would be pursued in lieu of ongoing working groups as appropriate. They also suggested focusing on issues that are multi-state and address current priority matters. Further, full execution of such meetings should wait until after the existing Blackstone Needs Assessment project is mostly complete.

- New Idea #4 was supported by the group, with the caveat that NBEP assure staff workload is considered when taking on a new participatory science effort.

Mike will review the document as suggested and share with the next SC meeting on April 15th.

UPCOMING MEETINGS

Mike reviewed the upcoming meeting schedule. See details below:

- The next meeting of the Blackstone Needs Assessment Project will be March 11th from 9am-12pm at the Blackstone Heritage Corridor Visitors Center in Worcester.
- The next Vision 2032 Subcommittee is scheduled for March 31st, 10am-4pm at RIDEM (Room 300) in Providence.
- The first Steering Committee meeting of the year will be April 15th at the Rhode Island Foundation in Providence.
- The next EC meeting is May 12th at a location to be determined. The later three meetings may end up being held remotely due to coronavirus guidance.

ACTION ITEMS

1. Regina Lyons will follow-up with Tim Dexter at MassDOT about their SC invite.
2. Caitlin Chaffee and Richard Friesner will organize a call among EC members prior to their next meeting on 5/12/20 to discuss a plan for filling this officer role.
3. Mike will send the EC an updated version of the *Steering Committee Nominee Matrix* used to develop our last slate of nominees with the meeting notes.
4. Mike will send the Vision 2032 Road Map to the CCMP Subcommittee mid-month.
5. Mike will share a copy of the *Steering Committee Expectations* document with the EC with the meeting notes, and with the SC along with the April 15th meeting agenda.
6. NBEP GIS staff will present on the Hundred Acre Cove tool at the SC meeting on April 15th.
7. Mike will revise the financial report format to include a brief description of each contract/subaward for the April Program Report.
8. Julia Bancroft will post appropriate NBEP meeting materials and the FY19 work plan in March.
9. Mike will share a copy of the *FY20 NBEP Work Plan Task List* document with the EC with the meeting notes, and with the SC along with the April 15th meeting agenda.
10. Mike will include forming of a Nominating Subcommittee in the agenda for the next SC meeting.

The meeting was adjourned at 12:15pm.