

CANNABIS CONTROL COMMISSION

September 27, 2024
12:00 PM

In-Person with Remote Access via [Microsoft Teams Live*](#)

PUBLIC MEETING MINUTES

Documents:

- [Meeting Packet](#)
- September 23, 2024, letter to Licensees

In Attendance:

- Commissioner Nurys Z. Camargo
- Commissioner Kimberly Roy
- Acting Chair Bruce Stebbins

Minutes:

1) Call to Order

- The Acting Chair (AC) recognized a quorum and called the meeting to order.
- The AC gave notice that the meeting is being recorded.
- The AC gave an overview of the agenda.

2) Commission Discussion and Votes – 00:01:27

1. Social Equity Trust Fund Update

- Commissioner Camargo discussed the Social Equity Trust Fund’s upcoming Social Equity Grant Program and encouraged Licensees to apply for grants before the deadline on October 17th. She introduced Assistant Secretary for Communities and Programs Juan Vega (Secretary Vega) and Cannabis Social Equity Trust Fund Administrator Joseph Gilmore (Administrator Gilmore) from the Executive Office of and Economic Development (EOED). Secretary Vega provided background on the Social Equity Trust Fund and the Immediate Needs Grant Program which had launched in January. He introduced the newest Social Equity Grant Program on September 24, 2024, described the evaluation criteria and stated that applicants would be notified of results by December 31, 2024. Administrator Gilmore described the different tiers of grants which would be available ranging from \$25,000 to \$500,000. Commissioner Roy asked about how Licensees had used the funds from the



Immediate Needs Grant Program and Secretary Vega responded that the grants were mostly used to pay off debts and Administrator Gilmour noted feedback from Licensees was that they needed more. The AC asked about how the EOED had collaborated with the Commission. Secretary Vega discussed meeting with the Social Equity Team and how the different tiers had been chosen to help Licensees at different stages of licensure. He further clarified for the AC that they requested certifications of good standing from Secretary of State, Department of Revenue and the Department of Unemployment Assistance and an active License with the Commission. Commissioner Roy asked if that excluded expired licenses and Secretary Vega discussed how recently expired licenses had been considered for the Tier 1, but it would be hard for a Licensee whose License had expired over a year ago to meet their requirements. Commissioner Camargo asked about the match requirement for Tier 4. Secretary Vega explained that this was a matter of best practice, and the match would not be required at application. Commissioner Roy read out a letter which had been sent to Licensees whose provisional Licenses had expired due to nonpayment on September 23, 2024. She stated that this was timely as Licensees with expired Licenses would have a hard time meeting EEO's criteria and Commissioners Camargo and Roy discussed internal discussions on the issue and stated a special meeting may be called for a vote.

2. Governance Discussion and Vote

- The AC discussed the history of the Governance Charter. He described the goal to build beyond the enabling statute and more clearly describe the responsibilities of Commissioners, the Executive Director (ED) and staff. He suggested that the Commission complete their review of the document before going back to the sections they had agreed to circle back on starting with the Public Meeting Agenda Setting section. The AC read the section and there were no requested edits.
- The AC continued to the Executive Director Goals section and began reading it out loud. The AC suggested adding “budget revisions” to No. 6 as one of the factors which could cause the ED’s goals to change. There were no further requested edits for this section.
- The AC moved to the Interactions Between and Among Commissioners, Executive Director, and Staff section. He requested an edit to include “and Commissioners” after “Chair” in No. 2. Commissioner Roy asked for confirmation that Nos. 5 and 6 allowed for Commissioners to request resources from department heads and noted that the June 13, 2024, motion delegating AED Hilton-Creek’s responsibilities conflicted with No. 1 in this section. The AC suggested including “with notification to the Chair and Commissioners” in No. 10 after “Executive Director.”
- Commissioners agreed to a short recess. (Returned at 01:37:31.)
- The AC continued with No. 11(d) in the Interactions Between and Among Commissioners, Executive Director, and Staff section and Commissioner Roy suggested an edit to include that the ED must familiarize themselves with Investigation and Enforcement Standard Operating Procedures. The AC suggested including the ED in (e) as well. Commissioner Roy asked about how this section may



implicate Licensees in the queue and the AC requested that Legal and Investigation and Enforcement review this point. Regarding (g), Commissioner Roy asked if any of the Commissioner's adjudicatory responsibilities had been delegated to staff and Commissioners agreed to circle back to this point. Commissioners agreed to circle back to No. 13. Commissioner Camargo noted that much of this section was focused on the ED, Commissioners and Investigation and Enforcement, which left many departments out. She asked if the other departments should be included and suggested that they circle back to this topic. The AC suggested that she work offline to consider how to address this and Commissioner Roy volunteered to help.

- The AC moved to the Structural Mechanisms for Joint Commissioner and Commission Staff Work (Project Work Groups) section. Commissioner Roy requested that "Commissioner" be followed by "(s)" in No. 1 and the AC suggested starting that point with "One or two" and there were no objections. Regarding No. 6, Commissioner Roy asked how sponsors of a project charter would be notified that the Charter was approved by the ED. The AC suggested an edit to state "and the sponsor and project lead are notified in a timely manner" to the end of No. 6. Regarding No. 7, Commissioner Roy suggested adding "in a timely manner" to the end and the AC suggested capitalizing Project Lead. Commissioner Roy asked if gauging staff interest was addressed in this section and requested an edit to include "and staff" before "participation" in No. 4.
- The AC moved to the Legislative and Executive Branch Outreach section and began to read it out loud. Regarding No. 7(a) the AC suggested striking "through" and replacing it with "and." Commissioner Roy asked if Commissioners should notify the other Commissioners that they were conducting Legislative/Executive Branch outreach in an individual capacity. Commissioners discussed and Commissioner Camargo suggested editing No. 1 so that it was not a numbered paragraph, but simply an introductory statement. The AC suggested that No. 7(b) include "municipal, tribal, state, federal, and international government entities" and in No. 8 "in compliance with the Open Meeting Law" at the end of the first sentence.
- The AC moved to the Press, Media and External Engagement section and began to read it out loud. Commissioner Roy asked about the difference between "general administrative matters" and "administrative matters" in No. 3. Commissioners agreed to replace the first instance of "administrative" with "Commission." Commissioner Roy requested that the italicized text in No. 6 be copied to No. 7(b) under the Legislative and Executive Branch Outreach section. Regarding No. 7 in the Press, Media and External Engagement section, Commissioner Roy asked if Commission letterhead would count as Commission branding and agreed to circle back to this point.
- The AC moved to the Budgeting and Budgeting Process section and began to read it out loud. Regarding No. 4 the AC suggested including "and Policy" after "Director of Government Affairs." Commissioner Roy suggested circling back on how to involve Commissioners in testimony regarding budget. Commissioners discussed and Commissioner Camargo suggested adding "annual and supplemental budget request" to No. 3(c) in the Legislative and Executive Branch Outreach section



- The AC moved to the Accountability, Checks and Balances section and began to read it out loud. He suggested an edit to include “and staff” after “Commissioners” in No. 1. Regarding No. 4, Commissioner Roy noted that the Massachusetts Gaming Commission had outside counsel for Commissioners. The AC suggested that they circle back to this topic and asked Commissioner Roy and Director of Government Affairs and Policy Matt Giancola (Director Giancola) to reach out to them for input. Commissioner Roy asked to circle back to No. 5 in light of Acting Executive Director and Chief People Officer Debra Hilton-Creek’s current dual roles. The AC suggested an edit to include that complaints or allegations may be referred to Chief People Officer or General Counsel and that either may evaluate and investigate. Commissioner Roy requested an edit to No. 13 under the Interactions Between and Among Commissioners, Executive Director, and Staff section to add “In the event that the Chief People Officer and/or Executive Director is the subject of the complaint, the Commissioner will share that concern or complaint with the General Counsel.” The AC suggested including the same sentence to the end of No. 6 in the Accountability, Checks and Balances section.
- The AC moved to the Professional Development section, read it out loud and there were no requested edits.
- The AC moved to the Conflict Resolution section and began to read it out loud. Commissioners discussed formatting issues and the AC volunteered to work on this section for clarity. There were no further edits requested to this section.
- The AC moved to the Charter Adoption and Review section and began to read it out loud. Commissioner Camargo suggested an edit to No. 1 to state that the Charter could be approved by a vote of three Commissioners. Commissioner Roy stated that she needed to think about this.
- Commissioners summarized the sections that they had agreed to circle back on.
- Commissioner Roy suggested adding “or rescind” to No. 1(b)(ii) under Roles and Responsibilities. Commissioner Camargo noted that they had previously discussed addressing confidentiality and onboarding in this section. Commissioners Camargo and Roy discussed a potential No. 1(e)(vii) in the Roles and Responsibilities section and agreed to work offline to draft. Commissioners reviewed a redline version of the Charter to determine which sections they would work on offline.
- Commissioners agreed to take a short recess. (Returned at 04:22:45.)
- The AC stated that Commissioners would continue with their assignments offline with staff. He did not want to set a date to reconvene on the Charter, but did not want it to languish. Commissioner Camargo stated that out of 120 licensees in the provisional stage which were set to expire and eighteen had responded to the bulletin. She stated that the earliest a Public Meeting could be held on this matter would be October 2nd and she would work with the Legal team on motion language.

3) New Business Not Anticipated at the Time of Posting – 04:32:36

- The AC stated that there was no new business which was not anticipated at the time of posting. The AC stated that the next noticed public hearing would be on October 7,



2024, with a Public Meeting on October 10, 2024. Commissioners agreed that they needed another dedicated meeting to finalize the Charter.

4) Adjournment – 04:35:40

- Commissioner Roy moved to adjourn.
- Commissioner Camargo seconded the motion.
- The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - AC Stebbins – Yes
- The Commission unanimously approved the motion to adjourn.

