



CANNABIS CONTROL COMMISSION

November 9, 2023

10:00 AM

Via Remote Participation via [Microsoft Teams Live*](#)

PUBLIC MEETING MINUTES

Documents:

- Application Materials associated with:
 - Staff Recommendations on Changes of Ownership
 - Staff Recommendations on Renewal Licenses
 - Staff Recommendations on Provisional Licenses
 - Staff Recommendations on Final Licenses
 - Staff Recommendations on Responsible Vendor Training
- [Meeting Packet](#)
- November 2023 Government Affairs Update
- DEI and Employee Relations Director Job Description
- Senior Investigator Job Description
- First Assistant Enforcement Counsel Job Description
- Director of Enforcement Training Job Description

In Attendance:

- Acting Chair Ava Callender Concepcion
- Commissioner Nurys Z. Camargo
- Commissioner Kimberly Roy
- Commissioner 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) Commissioners' Comments and Updates – 00:01:14
 - Commissioner Stebbins thanked the Legal Department for submitting the regulations to the Secretary of State's office before the Chapter 180 statutory deadline. He mentioned the conversations he had with constituents regarding the law's implementation and other policy proposals. Commissioner Roy echoed



Commissioner Stebbins and mentioned the conversations she also had on policy with stakeholders. She looked forward to pivoting to other regulatory priorities to make the industry better. Commissioner Camargo noted her regulatory priorities and that the delivery license conversation would continue in December. The AC reiterated her support for veterans and noted the upcoming holiday. She thanked staff for their hard work in implementing the regulations and mentioned that she chaired eight public meetings. She thanked her fellow Commissioners for their support in voting for her to be the AC. She mentioned her background from an area of disproportionate impact and how that impacted her role as AC and as a Commissioner.

3) Acting Chair Discussion & Vote – 00:08:48

- Commissioner Stebbins thanked the AC for her work leading the agency during the policy discussions. He mentioned his desire to offer a motion to allow the Secretary to resume her role as AC. He said this process had been established by precedent. Commissioner Roy thanked the AC for her leadership and agreed with Commissioner Stebbins regarding the policy where the Secretary would serve as AC in the Chair's absence.
- Commissioner Stebbins moved that the Commission appoint the Commissioner serving as Secretary to serve as AC from the current meeting forward.
- Commissioner Roy seconded the motion.
- The AC took a roll call vote:
 - Commissioner Camargo – No
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – No
- The Commission denied the motion to appoint the Commissioner serving as Secretary to serve as AC in the event the Chair was absent from this meeting, by a vote of two in favor and two opposed.
- Commissioner Camargo commended the AC's performance and moved to designate Commissioner Concepcion as AC until further notice from the State Treasurer's office.
- AC Concepcion seconded the motion.
- The AC took a call of the roll:
 - Commissioner Camargo – Yes
 - Commissioner Roy – No
 - Commissioner Stebbins – No
 - AC Callender Concepcion – Yes
- The Commission denied the motion to designate Commissioner Concepcion as AC until further notice from the state Treasurer's office, by a vote of two in favor and two opposed.



- Commissioner Stebbins asked if there were any interests or thoughts from his colleagues about rotating the Chair's responsibility in this intervening period and expressed concern that they were not following past practice. Commissioner Roy asked the body to consider a compromised solution since they were deadlocked. Commissioner Camargo stated that she would amend her motion to allow for the AC to remain in place until the December 14th public meeting. Commissioner Stebbins commented that he would want to commit to completing the Governance Charter to ensure that the Commission's roles were defined. Commissioner Camargo cautioned against tying the decision of who should serve as AC to the Governance Charter because the Charter involves extended conversations and policy discussions. The AC stated she shared Commissioner Stebbins' sentiment and agreed that it was important. Commissioner Stebbins reiterated that he thought they needed to continue the work on governance, and they needed to be diligent about trying to bring it to a conclusion as soon as possible. The AC stated the governance contract concluded on December 31st and that it was public information.
- Commissioner Camargo moved to designate Commissioner Concepcion as AC until the December 14th meeting.
- The AC seconded the motion.
- The AC took a call of the roll:
 - Commissioner Camargo – Yes
 - Commissioner Roy – No
 - Commissioner Stebbins – No
 - AC Callender Concepcion – Yes
- The Commission denied the motion to designate Commissioner Concepcion as AC until the December 14th meeting, by a vote of two in favor and two opposed.
- Commissioner Roy proposed a motion for the AC position to be rotated by each Commissioner at each meeting, and until the board had a resolution on the permanent Chair. She clarified that the AC could rotate alphabetically among the Commissioners. Commissioner Camargo stated she wanted to be mindful of the impact that would have on consistency for stakeholders and staff and added she did not desire to be AC. She mentioned she felt fully confident in the current AC and asked why her fellow commissioners felt the need to appoint a new AC. Commissioner Roy reiterated that they were deadlocked, and she wanted to find a compromised solution.
- Commissioner Stebbins shared a proposed motion to allow Commissioner Concepcion to remain as AC through December and to convene a meeting on governance. He added that they begin the new year with a rotating option for a Commissioner to serve as the AC for three months then rotate. Commissioner Roy stated she would be amendable if the rotation started January 1, 2024.
- Commissioner Stebbins proposed a revised motion that the AC would continue her service through December 31, 2023, that the Commission during that period would convene a meeting session to continue their work on governance, and that beginning



January 1, in alphabetical order that they rotate the chairmanship every three months. Commissioner Camargo proposed an amendment to have the current AC continue and table the vote on rotating until the December 14, 2023, public meeting and asked if a Commissioner who did not want to serve as AC could pass on their rotation. Commissioner Stebbins stated that he rejected the Commissioner's amendment, stated no Commissioner would have to serve as AC and reiterated his proposed motion. Asked by the AC for his reasoning, Commissioner Stebbins noted past practice and wanted to ensure fairness. He mentioned the governance work needed to be done and his hope that the Charter would offer clarity. The AC discussed stakeholder engagement and that most people want stability which Commissioner Camargo's motion would offer. Commissioner Stebbins agreed that consistency was important and wanted to commit the Commission to a clear path forward when the issues with the Chair were resolved. Commissioner Roy seconded the motion. She added the benefit of the rotation would be for them all to set the agenda through their different lenses. Commissioner Camargo mentioned she hoped that the agenda was for all Commissioners and that the former Chair's opinion was that the agenda was for all Commissioners to set. Commissioner Stebbins acknowledged that he never felt like he could not offer an agenda item. Commissioner Roy noted for the record that she had no conflict at play and that she wanted to compromise to move forward. Commissioner Camargo asked the legal department, if the AC was not picked at the meeting, what would occur. General Counsel Kristina Gasson (GC Gasson) echoed the legal advice given by Acting Deputy General Counsel Andrew Carter (ADGC Carter) at the August public meeting that it would be highly advisable for them to select a Chair as there was currently no appointed sitting Chair and therefore the Commission is empowered to exercise its statutory authority to appoint an AC as its presiding officer.

- Commissioner Stebbins moved that the Commission continue the AC's appointment through the December 14, 2023, public meeting; that the Commission continue its work relative to Governance and starting on the January 2024 public meeting; and that the Commission rotate the role of the AC among the four Commissioners on a quarterly basis until such time as the Commission is given word from the State Treasurer's office.
- ADGC Carter stated that it may be helpful for Commissioner Stebbins motion to indicate how the role would rotate. Commissioner Stebbins amended his motion. Commissioner Stebbins motion now required that starting with the January public meeting, the AC's role would rotate among Commissioners in alphabetical order and if a Commissioner chooses not to serve in that capacity, the AC's responsibility can be designated to the next Commissioner alphabetically.
- Commissioner Roy seconded the motion.
- Commissioner Camargo asked how long the rotations would last and Commissioner Stebbins responded that it would rotate quarterly.
- The AC took a call of the roll:
 - Commissioner Camargo – No
 - Commissioner Roy – Yes



- Commissioner Stebbins – Yes
 - AC Callender Concepcion – No
 - The Commission denied the motion, by a vote of two in favor and two opposed.
 - Commissioner Roy made a motion to nominate Commissioner Stebbins as AC and Commissioner Stebbins stated that he would not second it as he was not interested in serving as Chair at this time.
 - Commissioner Camargo proposed a motion to designate Commissioner Concepcion as AC until the December 14, 2023, public meeting and have the rotating conversation then. Commissioner Roy emphasized the want to compromise and not have to that his discussion again during the December meeting. The AC supported Commissioner Camargo's position as she wanted to have the opportunity to speak with staff internally. Commissioner Roy stated that no one was entitled to this role and emphasized the want again to move forward.
 - Commissioner Camargo moved to designate Commissioner Concepcion as AC until December 14, 2023, public meeting where they will then revisit the conversation on rotation of AC. Commissioner Stebbins offered an amendment to include the furthering of their Governance work.
 - Commissioner Camargo amended her motion and offered a new motion to designate Commissioner Concepcion as AC until the December 14, 2023, public meeting while furthering their Governance work until the end of the year and revisiting the conversation on rotation of AC during the December meeting.
 - The AC seconded the motion.
 - The AC took a call of the roll:
 - Commissioner Camargo – Yes
 - Commissioner Roy – No
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
 - The Commission approved the motion to designate Commissioner Concepcion as AC until the December 14, 2023, public meeting while furthering their Governance work until the end of the year, and revisiting the conversation on rotation of AC during the December meeting by a vote three in favor and one opposed.
 - Commissioner Stebbins moved to take a ten-minute recess until 11:40 AM.
 - Commissioner Roy seconded the motion.
 - The AC took a call of the roll:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
 - The Commission approved a ten-minute recess until 11:40 AM, by a vote of four in favor and none opposed (Returned at 01:39:56).
- 4) Minutes for Approval – 01:40:07
- July 28, 2023



- Commissioner Camargo moved to approve the minutes for the July 28, 2023, Commission public meeting minutes.
- Commissioner Roy seconded the motion.
- The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
- The Commission unanimously approved the minutes for July 28, 2023.

- August 10, 2023
- Commissioner Roy moved to approve the minutes for the August 10, 2023, Commission public meeting minutes.
- Commissioner Stebbins seconded the motion.
- The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
- The Commission unanimously approved the minutes for August 10, 2023.

- September 8, 2023
- Commissioner Stebbins moved to approve the minutes for the September 8, 2023, Commission public meeting minutes.
- Commissioner Camargo seconded the motion.
- The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
- The Commission unanimously approved the minutes for September 8, 2023.

- September 14, 2023
- The AC asked if the Commissioners had any questions or comments on the set of minutes.
- Commissioner Camargo moved to approve the minutes for the September 14, 2023, Commission public meeting minutes.
- Commissioner Roy seconded the motion.
- The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes



- The Commission unanimously approved the minutes for September 14, 2023.

5) Acting Executive Director and Commission Staff Report – 01:43:12

- AED Hilton-Creek discussed the work necessary to implement Chapter 180 and HCA reform. Commissioner Stebbins suggested continued updates at future public meetings. AED Hilton-Creek discussed the Budget Build Update for FY2025 and stated she would have more updates at the following public meetings. AED Hilton-Creek noted the hiring freeze. She provided the timeline of the hiring process stating that there were typically 103 days between posting and hiring and 84 from offer to hire. Commissioner Roy asked for the next meeting if they could find out how many veterans work at the Commission. AED Hilton-Creek noted that she thought one of the reasons why the back end was so long was due to hiring individuals who were already in positions and who need to give notice to their current role or to give time for the employee to move into the state. AED Hilton-Creek thanked ADGC Carter for his work as the Acting General Counsel. ADGC Carter introduced GC Gasson, noted her service in state government and welcomed her to the Commission. Commissioner Roy asked AED Hilton-Creek about the supplemental budget. AED Hilton-Creek stated that the budget had passed the first review and was on to the next stage of implementation. She anticipated there would be more information at the next meeting and that they would also keep everyone updated internally.
- Licensing Director Kyle Potvin (Director Potvin) presented highlights from the licensing data. Responding to a question from Commissioner Roy, Director Potvin stated he anticipated including data on pre-verification in the future. Director Potvin noted that the data regarding expiring, surrendering, and revoked licenses since the beginning of the program would be presented to the Commissioners next month. Commissioner Roy asked whether Director Potvin could obtain the data on minority owned businesses that have commenced operations for the next meeting to make sure they are meeting their equity mandate. Director Potvin stated he would take it back to the leadership team and see if they could report on that next meeting. Commissioner Stebbins mentioned he would also like those numbers broken down to have a broader breadth of Disadvantaged Business Enterprises (DBE) and how they were operating within the current industry. Director Potvin indicated he understood the importance of the request.

6) Staff Recommendations on Changes of Ownership – 02:16:08

- Licensing Manager Tsuko Defoe (Licensing Manager Defoe) presented on behalf of the licensing department the Staff Recommendations for Changes of Ownership, Renewals, Provisionals, Final licenses and Responsible Vendor Training.

1. Catahoula Cannabis LLC

- Commissioner Camargo moved to approve the Change of Ownership.
- Commissioner Roy seconded the motion.
- The AC took a roll call vote:
 - Commissioner Camargo – Yes



- Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
 - The Commission unanimously approved the Change of Ownership.
2. Hudson Growers Alliance, LLC
- Commissioner Camargo moved to approve the Change of Ownership.
 - Commissioner Roy seconded the motion.
 - The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
 - The Commission unanimously approved the Change of Ownership.
3. MedMen Boston, LLC
- Commissioner Camargo moved to approve the Change of Ownership.
 - Commissioner Roy seconded the motion.
 - The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
 - The Commission unanimously approved the Change of Ownership.
4. Munro Associates, LLC D/B/A The Vault
- Commissioner Camargo moved to approve the Change of Ownership.
 - Commissioner Roy seconded the motion.
 - The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
 - The Commission unanimously approved the Change of Ownership.
5. Theory Wellness, Inc.
- Commissioner Camargo moved to approve the Change of Ownership.
 - Commissioner Roy seconded the motion.
 - The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes



- The Commission unanimously approved the Change of Ownership.

6. Twisted Growers LLC

- Commissioner Camargo moved to approve the Change of Ownership.
- Commissioner Roy seconded the motion.
- The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
- The Commission unanimously approved the Change of Ownership.

7. Webber Road Ops, LLC D/B/A Pioneer Cannabis Company

- Commissioner Camargo moved to approve the Change of Ownership.
- Commissioner Roy seconded the motion.
- The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
- The Commission unanimously approved the Change of Ownership.

7) Staff Recommendations on Renewal Licenses – 02:23:48

- Commissioner Stebbins mentioned licensees who tried to surpass their goals of improving diversity and their positive impact plans. He noted that some licenses were reluctant to request personal information of their employees and indicated that the Commission could supply technical assistance on how to do so in a legal fashion. Commissioner Roy highlighted Ashli's Extracts, Inc. and commended them on hiring 17% of their workforce as persons with disabilities.
- Commissioner Roy made a motion to approve items numbered 1-28, 30-49, 52 and 54-95 on the agenda.
- Commissioner Stebbins seconded the motion.
- The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
- The Commission unanimously approved items numbered 1-28, 30-49, 52 and 54-95 on the agenda.
- Good Chemistry of Massachusetts, Inc. (#MCR140605)
- Commissioner Stebbins requested a condition.



- Proposed condition: Within thirty business days of license renewal, clarify and update any results on compliance with diversity plan with activities related to goal number three, supplier diversity plan and any related data since last renewal in accordance with 935 Code Mass. Regs. 500.103(4)(b) and provide an update to CCC Licensing Division.
- Commissioner Roy moved to approve item number 29 on the agenda, subject to the condition articulated by Commissioner Stebbins.
- Commissioner Stebbins seconded the motion.
- The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
- The Commission unanimously approved item number 29 on the agenda, subject to the condition articulated by Commissioner Stebbins.
- ProVerde Laboratories, Inc. (#ILR267929)
- Commissioner Stebbins requested a condition.
 - Proposed condition: Within thirty business days of license renewal, clarify and update any results on municipal cost documentation and provide reference documentation from the host community and provide an update to the CCC Licensing Division.
- Commissioner Roy moved to approve item number 50 on the agenda, subject to the condition articulated by Commissioner Stebbins.
- Commissioner Stebbins seconded the motion.
- The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
- The Commission unanimously approved item number 50 on the agenda, subject to the condition articulated by Commissioner Stebbins.
- Pure Oasis LLC (#MRR206596)
- Commissioner Stebbins requested a condition.
 - Proposed condition: Within thirty business days of license renewal, clarify and update any results on compliance with diversity plan with activities related to goal number two and any related data since last renewal date in accordance with 935 Code Mass. Regs. 500.103(4)(b) and provide an update to the CCC Licensing Division.
- Commissioner Roy moved to approve item number 51 on the agenda subject to the condition articulated by Commissioner Stebbins.
- Commissioner Stebbins seconded the motion.



- The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
- The Commission unanimously approved item number 51 on the agenda subject to the condition articulated by Commissioner Stebbins.
- Resinate, Inc (#MCR140583)
- Commissioner Roy recused herself from the matter.
- Commissioner Stebbins moved to approve item number 53 on the agenda.
- Commissioner Camargo seconded the motion.
- The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Recused
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
- The Commission approved the renewal of item number 53 on the agenda, by a vote of three in favor and one recused.

8) Staff Recommendations on Provisional Licenses – 02:38:19

1. Finest Trees, LLC (#DOA100163), Marijuana Courier
 - Commissioner Stebbins moved to approve the Provisional License.
 - Commissioner Camargo seconded the motion.
 - The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
 - The Commission unanimously approved the Provisional License.
2. Porter Square Remedies, LLC (#MRN284796), Retail
 - Commissioner Stebbins moved to approve the Provisional License.
 - Commissioner Camargo seconded the motion.
 - The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
 - The Commission unanimously approved the Provisional License.
3. The Stories Company Whitman, LLC (#MRN284846), Retail



- Commissioner Roy requested a condition.
 - Proposed condition: Prior to final licensure, in accordance with 935 Code Mass. Regs. 500.140(6)(g), please include the phone number for the Massachusetts Substance Use Helpline on their consumer education.
- Commissioner Stebbins requested a condition.
 - Proposed condition: Prior to final application of licensure, contact CCC Licensing Division with an update to confirm their training and recruitment partners and eligibility to support their activities in accordance with 935 Code Mass. Regs. 500.101(1)(c)8.k.
- Commissioner Stebbins moved to approve the Provisional License, subject to the conditions requested by Commissioner Roy and Commissioner Stebbins.
- Commissioner Camargo seconded the motion.
- The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
- The Commission unanimously approved the Provisional License, subject to the conditions requested by Commissioner Roy and Commissioner Stebbins.

9) Staff Recommendations on Final Licenses – 02:45:19

1. Gan Or, LLC (#MP282097), Product Manufacturing
2. Gan Or, LLC (#MD1292), Marijuana Delivery Operator
3. Northampton Labs (#IL281313), Independent Testing Laboratory
4. Nuestra, LLC (#MR281469), Retail
5. Pluto Cannabis Co. (#MR284913), Retail
6. Rhythm of Life, LLC (#MC283475), Cultivation, Tier 1 / Indoor
7. Rhythm of Life, LLC (#MP282066), Product Manufacturing
8. Seaside Joint Ventures, Inc. (#MR284549), Retail

- Commissioner Camargo moved to approve the final license roster from one to eight, as indicated on the agenda.
- Commissioner Roy seconded the motion.
- The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
- The Commission unanimously approved the final license roster from one to eight, as indicated on the agenda.

10) Staff Recommendations on Responsible Vendor Training – 02:46:43



1. CI Compliance Group (#RVN454102)

- Commissioner Roy moved to approve the Responsible Vendor Training.
- Commissioner Stebbins seconded the motion.
- The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
- The Commission unanimously approved the Responsible Vendor Training.
- Commissioner Camargo moved to take a five-minute recess until 12:55 PM.
- Commissioner Roy seconded the motion.
- The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
- The Commission unanimously approved a five-minute recess until 12:55 PM (02:55:47).

11) Commission Discussion and Votes – 02:55:50

- The AC stated there would be four job descriptions that they were going to discuss, and they would be presented by AED Hilton-Creek, Director of Investigations Nomxolisi Khumalo (Director Khumalo), and Enforcement Counsel Rebecca Lopez (EC Lopez). The descriptions were read out of order due to technical difficulties. AED Hilton-Creek stated these positions are required to be brought before the commissioners and that they may not be hired within the current fiscal year.

1. Job Description: First Assistant Enforcement Counsel

- EC Lopez stated the position would assist the EC with oversight, operations, and decision making relative to enforcement matters and gave an overview of what the position would entail. Commissioner Stebbins stated he wanted to make sure they were not overlapping responsibilities with existing positions and asked if this could be a cross-departmental collaboration as opposed to a new position. EC Lopez noted the scope of the position would solely relate to enforcement matters. Commissioner Stebbins asked her why she decided on that first salary range and EC Lopez answered that the salary range was an open discussion that would heavily involve the Chief People Officer (CPO). EC Lopez confirmed for Commissioner Roy that the position would provide support on matters arising out of the implementation of Chapter 180.
- Commissioner Camargo moved to approve the job description for First Assistant Enforcement Counsel.
- Commissioner Roy seconded the motion.
- The AC took a roll call vote:



- Commissioner Camargo – Yes
- Commissioner Roy – Yes
- Commissioner Stebbins – Yes
- AC Callender Concepcion – Yes
- The Commission unanimously approved the job description for First Assistant Enforcement Counsel.

2. Job Description: Director of Enforcement Training

- Director Khumalo gave an overview of the position and stated the role would require the individual to be responsible for internal and external training programs related to the industry. Commissioners Roy and Stebbins both agreed that the position was necessary. Commissioner Stebbins asked if there was an opportunity for somebody who was already on the team to undertake some of the responsibilities while also doing their job. Director Khumalo stated she had determined that a new position was necessary as her staff did not have the time to take on these additional responsibilities and as to avoid potential conflicts. AED Hilton-Creek stated that the salary range was an estimate and the amount would depend on applicants. Commissioner Stebbins mentioned the tough fiscal year and that he wanted to continue the conversation when it came to posting the position. Commissioner Roy emphasized she thought it was important that the position work with the testing team and that the description should be shared with the auditor's office.
- Commissioner Roy moved to approve the job description for the Director of Enforcement Training.
- Commissioner Camargo seconded the motion.
- The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
- The Commission unanimously approved the job description for Director of Enforcement Training.

3. Job Description: Senior Investigator

- Director Khumalo stated the role was a promotional opportunity for internal staff for them to focus on complex investigations and gave an overview of what the position would entail. Commissioner Stebbins mentioned he did not want to cause any tension between existing roles and a new senior investigator.
- The AC stated the live feed had gone down and suggested taking a recess.
- Commissioner Stebbins moved to take a ten-minute recess until 1:40 PM due to technical difficulties.
- Commissioner Camargo seconded the motion.
- The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes

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- Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
- The Commission unanimously approved a ten-minute recess until 1:40 PM, due to technical difficulties (Returned at 03:51:01).
- The AC summarized where the conversation left off prior to the technical difficulties.
- Commissioner Stebbins restated his question regarding potential tension between different investigator positions. Director Khumalo stated that the complex investigations that would fall under the purview of the Senior Investigator would separate that position from existing employees. She added that not everyone is interested in being a manager and that some were more interested in developing those specific skills. Commissioner Roy asked if there could possibly be more than one senior investigator and AED Hilton-Creek responded that it depended on capacity, needs and budget.
- Commissioner Roy moved to approve the job description for Senior Investigator.
- Commissioner Stebbins seconded the motion.
- The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
- The Commission approved the job description for Senior Investigator, by a vote of four in favor and none opposed.

4. Job Description: Diversity, Equity, Inclusion / Employee Relations Director

- AED Hilton-Creek stated these job descriptions are intended to represent the general concept of the Commission's values and gave an overview of the job description for the Diversity, Equity, Inclusion, (DEI) Employee Relations director. The AC added this was something that exemplified the understanding of the cultural needs and components at the Commission. Commissioner Stebbins asked if the DEI Director would collaborate with the social equity team, if they could perform in the Human Resources (HR) Department, and how other agencies have incorporated similar positions. AED Hilton-Creek clarified that the intent was to show the Commission is committed to diversity internally just as it is externally and that qualified candidates would have a well-rounded background not only just in DEI but also in HR.
- Commissioner Camargo expressed frustration that hiring for these positions was delayed because of the budget. Commissioner Stebbins commented about his excitement for the new positions, particularly the First Assistant Enforcement Counsel position. AED Hilton-Creek reiterated that she would review the budget for needs after the fiscal year. Commissioner Roy stated that the First Assistant Enforcement Counsel was critically important in order of prioritization. She asked if

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employees leaving the Commission could free up resources which could be redeployed to hire one of the positions discussed today. AED Hilton-Creek stated yes, that was an option, but any funds which were used in that way could only fund a temporary position.

- Commissioner Camargo moved to approve the job description for Diversity, Equity, Inclusion, and Employee Relations Director.
- Commissioner Stebbins seconded the motion.
- The AC took a roll call vote:
 - Commissioner Camargo – Yes
 - Commissioner Roy – Yes
 - Commissioner Stebbins – Yes
 - AC Callender Concepcion – Yes
- The Commission unanimously approved the job description for Diversity, Equity, Inclusion, and Employee Relations Director.

12) Next Meeting Date – 04:21:39

- The AC noted that the next meeting would be on November 16, 2023, and would be in person at the Worcester headquarters. She also gave a tentative schedule for the remainder of the calendar year.

13) Adjournment – 04:22:22

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

