

## August 6, 2014 EEAC Executive Committee Meeting Notes

Attendees: Christina Halfpenny (DOER), Matt Saunders (AG), Peter Shattuck (ENE), , Elliot Jacobson - phone (LEAN), Shaela Collins (PAs), Jodi Hanover (PAs), Lynn Westerlind (NGrid), Lisa Shea (NU), Lyn Huckabee (DOER), Maggie McCarey (DOER)

Agenda:

- Review of EEAC Process Assessment RFR Draft

Meeting began at approximately 10:10am

- (Halfpenny) Would like to look over the draft RFR with edits.
- (An attempt was made to combine DOER, AG, and PA versions of the documents in MSWord so a discussion ensued about how to best review the document)
- (Halfpenny) Because of the challenges faced with viewing a merged document, can we approve the concept pending management of typos? Wasn't this done for the website consultant RFR?
- (Changes were made to correct grammar and factual accuracy)
- (Collins) Noted that PAs are very supportive of process assessment, but reminded the EC that the PAs don't support the development of a strategic engagement plan (SEP) at this stage.
- (Halfpenny) Questions the value of the outcome without specifying SEP as a deliverable.
- (Hanover) Concerned about including SEP in such a short schedule
- (Westerlind) Suggested adding the phrase "for consideration" to the line about the SEP to clarify what outcomes are expected by the end of the contract. (EC agreed)
- (Collins) Questioned whether 1 meeting was enough to evaluate the whole EEAC process
- (Saunders) Agreed and expressed concern about the time allowed
- (Discussion ensued over an appropriate method for communication between EC and contracted consultant and whether or not EC should approve invoices)
- (McCarey) Agreed to send out a clean version with all previously agreed upon edits by COB today.

Adjourned at approximately 11:06am