

**Vermont Climate Council Steering Committee**  
**Special Meeting**  
**March 4, 2021 Meeting – Minutes**

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| Date/Time:       | March 4, 2021 3:00 PM  |
| Location:        | <a href="#">Microsoft Teams</a> - Meeting was recorded and <a href="#">posted publicly</a> . |
| Members Present: | Chris Company, Jared Duval, Julie Moore, Lauren Oates, Liz Miller, Susanne Young             |
| Minutes By:      | Melissa Mazza-Paquette   |

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- 3:02 PM Welcome/Overview of Agenda/Review for Approval of [3/1/21 Minutes](#)  
*Secretary Susanne Young, Agency of Administration*
- No changes were made to the agenda.
  - Consensus was to review and approve the minutes from the 3/1/21 meeting at the next Steering Committee meeting.
- 3:05 PM Establishment of New Regular Meeting Day/Time  
*Jane Lazorchak, Director Global Warming Solutions Act*
- Consensus to schedule Steering Committee meetings every other Thursday at 2:00 PM beginning 3/18/21.
- 3:09 PM [Update on Subcommittee Membership](#)  
*Jane Lazorchak, Director Global Warming Solutions Act*
- Updates to the document continue as membership is confirmed.
  - Recognition of approval of members previously in green now confirmed in yellow, and Kelly Klein and Judy Dow for the Cross-Sector Mitigation Subcommittee, were approved per 3/1/21 agreement.
- 3:15 PM Open Meeting Considerations: Legislative Survey  
*Secretary Susanne Young, Agency of Administration*  
*General Counsel Matt Chapman, Agency of Natural Resources*
- Survey communications are subject to the Public Records Act.
- 3:20 PM Open Government Considerations: Training for Subcommittee Members  
*Secretary Susanne Young, Agency of Administration*
- Director Jane Lazorchak will send an email to all Subcommittee members requiring the following training for all Subcommittee members that are not members of the full Council and any new Council members:
    - Watch the video recordings of trainings presented by the Vermont Attorney General’s Office and the Ethics Commission on November 20, 2020 ([video of 1st half of the meeting](#); [video of 2nd half of the meeting](#)) available on the Vermont Climate Council website;

- read the [Public Records Act](#), [Open Meeting Law](#), and [General Principals of Governmental Ethical Conduct](#) PowerPoint presentations from that meeting; and
- be prepared with questions for General Counsel Chapman who will meet with each subcommittee to answer questions at a subcommittee meeting between now and the 3/22/21 full Council meeting.

3:36 PM Legislative Communications/Requests for Testimony

*Secretary Susanne Young, Agency of Administration*

- If a member is testifying in committee in a role outside of their membership on the Council, best practice is to state at the onset in what capacity they are testifying.
- Testimony requests for the Vermont Climate Council should be directed to Jane Lazorchak. When possible a respective House or Senate Steering Committee member and a Steering Committee member from the Administration will testify.

3:49 PM March 22, 2021 Council Meeting Agenda Topics

*Secretary Susanne Young, Agency of Administration*

- Subcommittees to update on review of open government considerations.
- Subcommittee charges, work plans and updates.
- Review of GANTT chart.
- Discussion of RFP technical components needed to move forward.
- Jane Lazorchak will send the draft process roadmap to Council members soon for their review and approval at the 3/22/21 meeting.

3:55 PM Public Comment

- Steve Crowley spoke, and comments may be viewed in the [video recording](#).

4:03 PM Next Meeting: 2:00 PM March 18, 2021/Adjourn

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