

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee**
3 **Minutes**
4 **March 6, 2017**
5

6 Present:

Called	Byron Atwood	<input checked="" type="checkbox"/>	David Strong	<input checked="" type="checkbox"/>	Laura Hill-Eubanks
<input checked="" type="checkbox"/>	Julie Potter	<input checked="" type="checkbox"/>	Don La Haye	<input checked="" type="checkbox"/>	Larry Hebert
<input checked="" type="checkbox"/>	Tina Ruth				

7
8 Staff: B. Waninger, B. MacBrien

9 Guest: Bonnie Batchelder

10
11 Vice Chair J. Potter called the meeting to order at 4:05 pm.

12
13 **Adjustments to the Agenda**

14 J. Potter suggested the audit presentation be the first agenda item. She also requested that the Nominating
15 Committee be discussed after the Personnel Policy Committee.

16
17 **Public Comment**

18 None.

19
20 **FY16 Audit**

21 B. Batchelder stated the audit went well with a few bumps related to staff transition. She anticipates next
22 year will be smoother. Batchelder stated the Commission had a \$38,410 net income for FY16. There
23 were no grant findings. The indirect rate calculated was completed earlier today.

24
25 Batchelder explained the audit process. The auditor's first action is to conduct a spot check test of grants
26 for internal control compliance. If issues are found, additional tests are completed. Next, the auditor
27 tested federal grants more in depth. No issues were found beyond a few accounting glitches. Integration
28 into QuickBooks would assist to address this (fewer outside spreadsheets). Integration would also
29 increase audit efficiency.

30
31 Batchelder noted that the management letter has not been completed. It will recommend having the
32 Finance Manager trained on accruals and grants and will recommend utilizing QuickBooks to its full
33 capacity.

34
35 Batchelder noted that next year's audit will include early testing in June to facilitate the audit process.

36
37 **Consent Items**

38 *D. La Haye moved to approve the content items; T. Ruth seconded. Motion carried.*
39

40 **Contract/Agreement Authorization**

41 *D. Strong moved to approve the FFY17 VTrans Transportation Planning Initiative Amendment and the*
42 *North Cascades Trail Project Commitment Form as presented; T. Ruth seconded. Motion carried.*
43

44 *T. Ruth moved to approve using the new contract template and to use it for previously approved contracts*
45 *that have not been executed; L. Hill-Eubanks seconded. Motion carried.*

1
2 **FY2017 Mid-Year Budget Adjustment**

3 B. Waninger noted the adjustment still projects a balanced budget without use of reserves. One change
4 includes not contributing to the reserve fund in FY17. Waninger summarized changes to revenues and
5 expenses. D. Strong asked if the Line of Credit is needed. Waninger advised opening it. Even with a
6 positive end of year balance, the weekly cash balance could be challenged as contractors begin invoicing.
7

8 *L. Hill-Eubanks moved to approve the FY2017 Budget Adjustment; T. Ruth seconded. Motion carried.*
9

10 **Personnel Policy Committee**

11 J. Potter explained that the committee met to review attorney and staff comments on the existing
12 Personnel Policies. It prioritized issues and has asked the attorney for additional information. Potter
13 noted that Tina Ruth is stepping off the Commission. The committee would like a third member. She
14 asked if a member of the Executive Committee was interested. D. La Haye asked what the commitment
15 would be. Potter said the committee expects to meet monthly, possibly through June, to modify the
16 policies to meet current law and case law and address certain risk items. La Haye asked that the full
17 Commission be asked for a volunteer. If no Commissioner steps forward, he will participate.
18

19 **Nominating Committee**

20 Potter noted it was time for the Commission to appoint a Nominating Committee. Traditionally, an
21 Executive Committee member participates. D. Strong agreed to Chair the Nominating Committee.
22 Committee members discussed potential candidates.
23

24 **Policies**

25 CVRPC received a Community Development Block Grant. The program requires adoption of certain
26 policies. Previous staff indicated the policies had been adopted; however current staff cannot locate the
27 policies in digital or written form. Policy adoption is required before CVRPC can invoice. Waninger
28 briefly reviewed the policies.
29

30 *T. Ruth moved to adopt the Fair Housing, Use of Excessive Force, Use of VCDP Funds for Federal*
31 *Lobbying, Code of Ethics for Administration of Vermont Community Development Program, and*
32 *Subrecipient Oversight Monitoring Policies as presented; L. Hill-Eubanks seconded. Motion carried.*
33

34 **Commissioner Handbook**

35 Potter reviewed the history of the Handbook's development. She noted that several new Commissioners
36 have been appointed. Waninger noted the Committee had approved an outline for the Handbook in
37 October. She requested comments on the direction and content the document is taking.
38

39 Committee members suggested:

- 40 • staff names and job summary be removed and provided separately to new Commissioners.
- 41 • the role of staff versus Commissioners be described (policy setting versus implementing policy).
- 42 • the services CVRPC offers be described from broader programmatic framework.
- 43 • an organizational chart be included.
44

45 Potter suggested the document be completed, but not polished. It can be modify over time as needed. La
46 Haye and Hill-Eubanks described a slideshow that was provided to new Commissioners in the past. The
47 Committee suggested staff provide a similar slideshow at a full Commission meeting.
48

49 **Commission Meeting Agenda**

50 Committee members recommended:

- 1 • Add: Nominating Committee and Personnel Policy Committee
- 2 • Remove: Municipal Consultations.

3
4 Waninger noted that the Resolution Regarding Regular Meeting Dates Revolutions may drop off the
5 agenda.

6
7 The Committee recommended the prioritization items address:

- 8 • what transportation project prioritization is.
- 9 • why CVRPC prioritizes projects.
- 10 • who traditionally does this work.
- 11 • why Commission endorsement is needed this year.

12
13 *D. La Haye moved to approve the Commission agenda with changes, L. Hill-Eubanks seconded. Motion*
14 *carried.*

15
16 **Executive Session – 1 V.S.A §313(3), Personnel**

17 None held.

18
19 **Adjourn**

20 *D. Strong moved to adjourn at 6:00 pm; D. La Haye seconded. Motion carried.*