

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**DRAFT Minutes**  
**December 5, 2016**

Present:

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

Staff: B. Waninger, B. MacBrien

Guest: None.

Chair B. Atwood called the meeting to order at 5:05 pm.

**Adjustments to the Agenda**

None.

**Public Comment**

None.

**Consent Item**

*J. Potter moved to approve the consent items with the corrections to the minutes as noted:*

- *Packet page 3, line 41, insurance language ...remove "is"*
- *Packet page 5, line 11, delete duplicative "motion carried"*

*T. Ruth seconded. Motion carried.*

**Financial Report**

B. MacBrien noted the financial are still draft. CVRPC is in decent shape. Staff medical leave has reduced receivables, especially transportation, emergency management, and clean water contracts. Contract balances could not be claimed fully. Unused funds could not be used after these contracts closed on September 30.

MacBrien said CVRPC works to maintain a minimum checking account balance of \$60,000. CVRPC is beginning to see its anticipated cash impacts from understaffing. In addition, billing has been delayed, and small grants haven't been billed as MacBrien learns how to bill each grant and to demonstrate and record match.

The Committee discussed cash flow, liability tracking for accrued compensated absences, and management of finances and cash. B. Waninger reminded the Committee about past conversations on anticipated cash tightening. L. Hebert asked whether the personnel policy needs adjustments for maximum compensated absence accruals. Waninger said adjustments had

1 been made to the policies in September that would assist with this in the future; the changes did  
2 not include compensated absence accruals. She noted it the timing of the staff absence was  
3 unfortunate in that it was near the end of the contract period and initially for an uncertain time.  
4 Organizations typically maintain an appropriate reserve fund to cover accrued compensated  
5 absences. CVRPC is working to build reserves. Staff will keep the Committee apprised of cash  
6 flow progress.

### 8 **Policy Approvals**

9 The Committee reviewed the proposed Cost of GIS Services Policy. The Committee requested  
10 that staff track the GIS hours used by town, and inform towns about the policy change for the  
11 budget process.

12  
13 *D. Strong moved to approve the amended policy adding the at-cost rate for basic work above 12*  
14 *hours and to notify the towns; L. Hill-Eubanks seconded. Motion carried.*

### 16 **Personnel Policy Job Description**

17 B. Waninger described the proposed changes to the Major Areas of Work. She highlighted why  
18 the changes were being recommended.

19  
20 *D. Strong moved to approve the new Natural Resources Major Area of Work (MAW) as a*  
21 *revision to CVRPC's Personnel Policy Manual, to delete the Water Quality MAW, and to amend*  
22 *the Other MAW; L. Hebert seconded. Motion carried.*

### 24 **Staff Performance Evaluations**

25 Waninger stated she had taken information from the new Personnel Policy Manual and outlined  
26 the evaluation process. J. Potter noted CCRPC had one staff compiled the form rather than have  
27 an Executive Committee member complete this task. Potter recommended modification of Part  
28 A to substitute "demonstrates" for "has" skills and knowledge; the Committee concurred. The  
29 Committee asked that staff be provided with Part A, and the open ended questions related to  
30 three strengths and areas for improvement. B. Atwood volunteered to be the receiver of  
31 information from staff.

32  
33 L. Hebert requested the Executive Director provide an evaluation of the Executive Committee  
34 for how it is doing in support of the committee and organization.

35  
36 *D. Strong moved that B. Atwood be the point contact for the Executive Director evaluation; L.*  
37 *Hebert seconded. Motion carried.*

1 **Financial and Administrative Services**

2 B. Waninger reminded the Committee of CVRPC's relationship with the Mad River Valley  
3 Planning District (MRVPD), Cross Vermont Trail (X-VT), and Wrightsville Beach Recreation  
4 District (WBRD). CVRPC provides for-fee financial services to MRVPD and WBRD. Staff  
5 working for MRVPD and X-VT are employees of CVRPC. CVRPC also provides financial  
6 services free of charge to the Mad River Resource Alliance. These relationships evolved over  
7 time, and none appears to be documented via contract or agreement. Waninger discussed  
8 potential risks and discussions with MRVPD, X-VT, and WBRD about formalizing the  
9 relationships. All were supportive and expressed appreciation for CVRPC's services. Waninger  
10 will continue discussions with the organizations to map service needs and benefits with the goal  
11 of formalizing the contractual relationships while managing risks to CVRPC.

12  
13 **Commission Meeting Agenda**

14 *L. Hill-Eubanks moved to accept the Commission agenda as presented; L. Hebert seconded.*  
15 *Motion carried.*

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

18 None held.

19  
20 **Adjourn**

21 *L. Hebert moved to adjourn at 6:07 pm; L. Hill-Eubanks seconded. Motion carried.*