

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee**
3 **MINUTES**

4 **January 3, 2022 Meeting**

5 Present:

<input checked="" type="checkbox"/> Marcella Dent	<input checked="" type="checkbox"/> Laura Hill-Eubanks	<input checked="" type="checkbox"/> Michael Gray
<input checked="" type="checkbox"/> Lee Cattaneo	<input checked="" type="checkbox"/> Steve Lotspeich	<input checked="" type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Gerry D’Amico		

6
7 Staff: Bonnie Waninger, Nancy Chartrand

8 Guests: George Clain, Barre Town Alternate; Ahsan Ijaz, Ijaz Group

9
10 **Call to Order**

11 Chair Lotspeich called the meeting to order at 4:01 pm.

12
13 **Adjustments to the Agenda**

14 Waninger advised that the financial report should be removed as an item as it is not available.

15
16 **Public Comment**

17 None.

18
19 **FY23 Nominating Committee**

20 G. D’Amico advised that at the last meeting that Marcella Dent had agreed to be nominated. He
21 subsequently contacted Alan Quackenbush and Robin Schunk. They both agreed to be nominated on a
22 slate to be presented to the Board. Also, it was confirmed that the January 4, 2022 Nominating
23 Committee meeting was the FY22 Nominating Committee, not the FY23 Nominating Committee.

24
25 *G. D’Amico moved to recommend a slate of Marcella Dent, Alan Quackenbush, and Robin Schunk as the*
26 *FY23 Nominating Committee to the Board; J. Shatney seconded. Motion carried.*

27
28 **Contract/Agreement Authorization**

29 The Ijaz Group – Accounting Services Amendment #3

30 B. Waninger provided an overview of the need for an accounting contract amendment. Detailed
31 discussion ensued regarding status of the current contract and challenges related to the work being
32 performed and what options may be available. More specific performance indicators were suggested to
33 be written into the amendment.

34
35 *L. Hill-Eubanks moved to authorize the Executive Director to sign the contract amendment with The Ijaz*
36 *Group for accounting services with the additional language as described in the memorandum; M. Dent*
37 *seconded. Motion carried.*

38
39 In addition, Waninger provided a brief overview for the additional contract in the packet listed for
40 information only, which is a correction of a formula error in the original grant amount.

1 **Justice, Equity, Diversity and Inclusion Discussion**

2 Committee members viewed a video of a presentation to the Bennington County Regional Commission
3 by Xusana Davis, State of Vermont’s Executive Director of Racial Equity. Waninger suggested that while
4 watching, members consider the RPC’s role, where in our organization’s processes could we improve
5 our diversity and inclusion, how are we furthering equity?
6

7 Following the video, discussion ensued regarding whether further training should be considered and the
8 scope of that training (i.e. Staff, Committee, Board). It was confirmed that the Executive Committee
9 sets the stage for Board trainings with input from staff. Also noted were what type of discussions and
10 self-education staff has undertaken to date. A follow-up discussion was suggested for the next meeting
11 so the Committee can further outline next steps. It was suggested members can also start individually
12 exploring – sharing resources before engaging a professional trainer. Further suggested was a goal
13 being developed related to getting more people involved as we move forward with the Regional Plan
14 update.
15

16 **Executive Director Annual Evaluation**

17 Waninger provided an overview of the process as outlined in the packet. The outlined schedule was
18 agreed upon. M. Dent and S. Lotspeich agreed to work together on the summary process and lead
19 duties for the Committee. Waninger offered to share the GMT process for summarization and advised
20 staff will assist as needed.
21

22 **Meeting Minutes**

23 *L. Cattaneo moved to approve the minutes of December 13, 2021 as drafted; G. D’Amico seconded.*
24 *Motion carried.*
25

26 **Commission Meeting Agenda**

27 There was a suggestion to move to move the Justice, Equity, Diversity, and Inclusion video and
28 discussion earlier on agenda and invite J. Stewart to view it as well and be available for economic
29 discussion as related to the issues. Discussion followed for how to frame the viewing and discussion. It
30 was also recommended that ideas be requested for follow-up from the Board as to what their interests
31 are moving forward.
32

33 It was also suggested to flip the order of the items FY23 Nominating Committee & Winooski Basin
34 Quality Council – Appointment of Municipal Representatives.
35

36 *L. Hill-Eubanks moved to approve the agenda as modified; J. Shatney seconded. Motion carried.*
37

38 **Adjourn**

39 *L. Cattaneo moved to adjourn; L. Hill-Eubanks seconded. Motion carried.*
40

41 The meeting adjourned at 6:09 pm.
42

43 Respectfully submitted,
44 Nancy Chartrand, Office Manager