

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**DRAFT MINUTES**

**September 25, 2023 Emergency Meeting**

Present:

<input checked="" type="checkbox"/> Peter Carbee	<input checked="" type="checkbox"/> Alexis Leacock	<input type="checkbox"/> Michael Gray
<input checked="" type="checkbox"/> Lee Cattaneo	<input checked="" type="checkbox"/> Paula Emery	<input type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Jerry D'Amico		

Staff: Christian Meyer, Nancy Chartrand

**Call to Order:** Chair D'Amico called the meeting to order at 4:00 pm.

**Adjustments to the Agenda:**

**Public Comment:** None

**Bank Account Opening:** Christian provided an overview of the unauthorized access to the network that occurred of which we were notified of by the FBI on Friday, September 15<sup>th</sup>. He advised that our network was immediately shut down and our bank accounts restricted. The following Monday we worked with an IT security firm, which loaned us equipment to make our network secure. We are not sure if any data was accessed and breached, but we are addressing the incident as if it was. Employee information such as SSN's and HSA information as well as bank account information may have been accessed. We will be opening new bank accounts to replace existing accounts. In addition, we will provide 24 months of credit monitoring coverage for those affected, which will cost the organization approximately \$4,000.

*Moved by Peter Carbee to authorize staff to open new accounts at Community National Bank, Northfield Savings Bank, North Country Federal Credit Union, Green Mountain Credit Union, and Union Bank to replace existing accounts. Lee Cattaneo seconded. Motion passed 4-0.*

**Security Update:** Christian noted an RFP for IT consulting services will be issued in the near future to ensure that we have ongoing coverage. He noted 55 individuals were potentially impacted by the breach and that will be notified directly, as well notification to Attorney General offices of state's where employees reside. He also noted we are in touch with our attorney to ensure all is being covered.

Lexi Leacock joined the meeting.

**Adjourn**

*Paula Emery moved to adjourn at 4:09 pm; Lexi Leacock seconded. Motion carried 5-0.*

Respectfully submitted,

Nancy Chartrand, Office Manager

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