

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 EXECUTIVE COMMITTEE MEETING MINUTES
3 FINAL

4 DATE: Wednesday, January 5, 2022

5 TIME: 5:45 PM

6 PLACE: CCRPC office and Remote Attendance via ZOOM Meeting

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8 PRESENT: Catherine McMains, Chair Bard Hill, at large <5000 (at 5:56 PM)
9 Mike O'Brien, Immediate Past Chair Jacki Murphy, at large >5000
10 Chris Shaw, Vice-Chair

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12 ABSENT: John Zicconi, Treasurer

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14 STAFF: Charlie Baker, Executive Director Regina Mahony, Planning Prog. Mgr.
15 Eleni Churchill, Trans. Program Mgr. Forest Cohen, Senior Business Mgr.
16 Amy Irvin Witham, Business Office Mgr.

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18 OTHERS: Matthew Arancio, VTrans Amy Bell, VTrans

- 19
20 1. Call to Order, Attendance. The meeting was called to order at 5:45 PM by the Chair, Catherine
21 McMains.
22
23 2. Changes to the Agenda, Members' Items. There were no changes.
24
25 3. Approval of the December 1, 2021, Joint Executive & Finance Committee Meeting Minutes
26 MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE DECEMBER 1, 2021,
27 JOINT EXECUTIVE & FINANCE COMMITTEE MINUTES WITH EDITS. MOTION CARRIED UNANIMOUSLY.

- 28
29 • Edit: Update the spelling of Adam Wechsler's last name (from Wexler).

- 30
31 4. Act 250 & Section 248 Applications. There were none.

- 32
33 5. Cafeteria Plan Resolutions for Dependent Care Assistance and Flexible Spending Accounts.
34 Forest explained there was federal legislation passed over the last two years that require us to
35 retroactively amend our Cafeteria Plan. Our Cafeteria Plan, or Section 125 Plan, is the document
36 that allows employers to offer certain tax advantaged benefits to employees. American Rescue Plan
37 Act (ARPA) and the Consolidated Appropriations Act (CAA) temporarily changed some of the rules
38 governing COBRA eligibility and Dependent Care Account contribution limits and roll-overs.

39
40 Amendments to our Cafeteria Plan require that the governing body of the CCRPC, which is the
41 Executive Committee in matters regarding personnel policy, to formally adopt resolutions as
42 presented in the amendment documents.

43
44 Mike noted that the amendment documents would need to be signed and wondered how that
45 would be handled. Forest assured the members that he would obtain signatures from the
46 appropriate members using DocuSign after the Committee vote.

47
48 CHRIS SHAW MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO APPROVE THE RESOLUTIONS TO

1 AMEND THE CCRPC CAFETERIA PLAN, FLEXIBLE SPENDING ACCOUNT PLAN AND DEPENDENT CARE
2 ACCOUNTS. MOTION CARRIED UNANIMOUSLY.

3
4 6. Equity Assessment Report Review

5 Charlie referred members to the Equity Assessment Report included with the packet.

6
7 The Equity Assessment Report includes an Executive Summary, Overview, Scope of Work and Goals,
8 Methodology, Key Findings, Discussion, and Implications. It ends with an assemblage of
9 Recommendations. Multiple recommendations were summarized under three focused areas:

10
11 *The Creative Discourse Group recommends three focus areas:*

- 12 • *Center Justice, equity, diversity, and inclusion in every facet of CCRPC's work.*
- 13 • *Prioritize connections with people of the global majority and those who have been*
14 *marginalized.*
- 15 • *Leverage and share CCRPC's power and resources to become a regional racial equity*
16 *leader.*

17
18 Mike reminded everyone he was a member on the Equity Leadership Team. He said he agreed with
19 the recommendations and feels they are very important. His only concern was with some of the
20 verbiage and whether focusing so much on racial equity we will not address economic equity.
21 Charlie said he did ask Sue McCormack about this. She referenced the American Disability Act (ADA)
22 that was signed into law in 1990. Although the ADA was initiated in response to discrimination for
23 people with physical and mental limitations, the efforts benefited many people, not just those with
24 disabilities, in the way that a wheelchair access ramp into a store would also benefit someone using
25 a walker or a person with a stroller. The intention is to benefit all people. Bard said other groups he
26 works with have stumbled on this same theme, where the scope and the language can be difficult to
27 manage. Jacki (also a member of the Equity Leadership Team) agreed with Mike and Bard. She said
28 she did not remember the term "global majority" being used during any of the many discussions
29 leading up to the Equity Report. Jacki also recommended the book, "The Sum of Us" by Heather
30 McGee. Charlie agreed and reminded everyone that if we focus on racial equity, it will ultimately
31 benefit all.

32
33 Charlie continued and reviewed the three focus area categories. He explained some of the
34 recommendations may not be quickly resolved. However, we are already moving toward some of
35 the actionable items that can be accomplished faster than others. For instance, creating a new
36 position and hiring a new staff member to focus on equity. Charlie said the proposed mid-year
37 adjustment budget was adjusted to reflect this recommendation. Charlie stated, although we have
38 been conducting mini equity assessments at the beginning of our projects for a while, we will work
39 to get an improved interim process in place soon with the understanding that it and other efforts
40 will get updated after the staff person is on board and we start working with the community to
41 update practices and policies. Members discussed the new equity position and retention.

42
43 Jackie suggested we present an executive summary in addition to the full Equity Assessment Report
44 for the upcoming Board meeting, to ensure everyone can read through the information. Members
45 and Charlie agreed. Amy Bell asked if she could share the draft Equity Assessment Report with
46 colleagues. Charlie said absolutely, this is a public document.

47
48 7. Draft FY22 UPWP Mid-Year Adjustment and Budget

1 Charlie reviewed the Draft FY22 Mid-Year Adjustment and Budget documents with members. He
2 explained, at this point in the process, the budget is pretty well set. He referred members to the
3 budget document and provided an overview on the CCRPC Program Revenue. He explained that the
4 ACCD line has been adjusted to reflect actual revenue. Also, the Regional Planning and Energy
5 Implementation has new funding coming in from ACCD. In this initial draft we do not have the staff
6 hours to fully draw down the available funding, so we will need to take another look at this area.
7 Forest mentioned that the amount of municipal match left over was substantially less than it has
8 been in recent years as we have had to draw on our local dues a bit more than usual. Mike asked
9 what is the downside to this? Charlie explained this is our only flexible form of funding and when it
10 draws down, it makes things a bit tight. Charlie pointed out the salary line and explained the amount
11 has increased because we are proposing to hire an equity staff person and a new position in the
12 Business office. Charlie said he and Forest fine-tuned each of the expenses. He noted that we
13 managed to improve the outlook. Charlie said our indirect costs are slightly (1%) higher than our
14 approved rate, but they are very close. Overall, Charlie feels we are in good shape moving forward.
15 Mike asked about the indirect rate; Charlie said we continue to work hard to stay on target to avoid
16 large swings. Charlie referred members to the FY22-Midyear UPWP document and provided an
17 overview of the projects. He pointed out the following several project additions. Charlie said there
18 were a few projects that were not completed in FY21 that have been brought back into FY22. He
19 also said there is a new WQ-Stormwater project, a Healthy Community Design, and an Equity project
20 with Burlington. Charlie also stated that the CCRPC serves as a fiscal sponsor for the Vermont Racial
21 Justice Alliance grant from the Department of Health.

22
23 Charlie said there are a couple of items that are not listed. First, he has reached out to FHWA to see
24 if we can support initial planning efforts to replace the Charlotte Town Garage, project. Second,
25 Charlie said he is having conversations with the City of Burlington and Hula regarding a technical
26 feasibility study for the South End Transit Center.

27
28 Mike thanked Charlie, Forest, Eleni, and Regina for their work on the FY22-UPWP & Budget.

29
30 MIKE O'BRIEN MADE A MOTION, SECONDED BY JACKI MURPHY, TO RECOMMEND THE BOARD
31 APPROVE THE PROPOSED MID YEAR ADJUSTMENT FOR THE FY22 UPWP AND BUDGET. MOTION
32 CARRIED UNANIMOUSLY.

33
34 8. Legislative Priorities

35 Charlie referred members to the Policy Participation document included with the packet. He
36 explained this version had been updated since the Legislative Briefing held in early December.
37 Charlie asked members for feedback on the formatting of the document. Members agreed the table
38 is easy to read and they liked the format of the updated document. Charlie gave an overview of the
39 list and highlighted a few standout items. He said there is a lot happening with Climate initiatives.
40 We will continue to monitor any bills proposed to implement the Climate Action Plan and the
41 Comprehensive Energy Plan. He said there are Act 250 Reform and Housing bills moving forward and
42 this is one of the priorities for the Governor. Charlie said Transit Financing was added to the list.
43 Staff will present a transit finance report to the transportation committees and support any efforts
44 on implementing to decrease pressure on property tax for local match and be able to continue fare-
45 free service. This will not be an easy conversation as there will be strong concerns about increasing
46 any taxes or fees.

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48 9. Draft January Board Agenda

1 Charlie reviewed the proposed January Board meeting agenda with members. He noted there
2 would be an Equity Assessment Report review, Legislative Priorities review, a Legislative Briefing
3 debrief, and the Draft FY22 UPWP Midyear Adjustment and Budget review. Additionally, Ann Janda
4 may provide a 15-minute presentation on the Initial Climate Action Plan and Comprehensive Energy
5 Plan.
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7 10. Chair/Executive Director Report

8 a. UPWP Applications due January 21, 2022 Charlie reminded members that FY23-UPWP
9 Applications are due back to the CCRPC on January 21.
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11 11. Other Business: There was none.
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13 12. Executive Session: There was none.
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15 13. Adjournment: MIKE O'BRIEN MADE A MOTION, SECONDED BY JACKI MURPHY, TO ADJOURN THE
16 MEETING AT 6:57 PM. MOTION CARRIED UNANIMOUSLY.
17

18 Respectfully submitted,
19 Amy Irvin Witham