

Agenda
Executive Committee
Wednesday, August 3, 2022 – 5:45 p.m.
Small Conference Room, CCRPC Offices
110 West Canal Street, Suite 202, Winooski, VT



Or Remotely:

Join Zoom Meeting: <https://us02web.zoom.us/j/88903041152>

One tap mobile: +13017158592,,88903041152#

Dial in: +1 646 876 9923 Meeting ID: 889 0304 1152

1. Call to Order, Attendance
2. Changes to the Agenda, Members' Items (Action)
3. Approval of the July 6, 2022 Executive Committee Minutes* (Action)
4. Act 250 & Section 248 Applications (Discussion)
 - a. none
5. Equity Advisory Committee Update (Discussion)
6. Equity and Engagement Manager Job Description* (Action)
7. Chair/Executive Director Report (Discussion)
 - a. FY23-26 Transportation Improvement Program
8. Other Business (Discussion)
9. Executive Session (possibly to discuss personnel issues) (Action)
10. Adjournment (Action)

*Attachments

NEXT MEETING – Executive Committee – **Wed. September 7, 2022; 5:45 p.m.**

*In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, the CCRPC will ensure public meeting sites are accessible to all people. Requests for free interpretive or translation services, assistive devices, or other requested accommodations, should be made to Emma Vaughn, CCRPC Title VI Coordinator, at 802-846-4490 ext. *21 or evaughn@ccrpcvt.org, no later than 3 business days prior to the meeting for which services are requested.*

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 EXECUTIVE COMMITTEE MEETING MINUTES
3 DRAFT
4

5 DATE: Wednesday, July 6, 2022
6 TIME: 5:45 PM
7 PLACE: Remote Attendance via ZOOM Meeting
8

9 PRESENT: Catherine McMains, Chair Mike O'Brien, Immediate Past Chair
10 Bard Hill, Secretary/Treasurer Michael Bissonette, at large <5000
11 ABSENT: Jacki Murphy, at large >5000 Chris Shaw, Vice-Chair
12 STAFF: Charlie Baker, Executive Director Regina Mahony, Planning Prog. Mgr.
13 Eleni Churchill, Transp. Prog. Mgr. Forest Cohen, Senior Business Mgr.
14 Amy Irvin Witham, Business Office Mgr. Philip Burbidge, Business Office Assoc.
15 Bryan Davis, Senior Planner Emma Vaughn, Communications Mgr.
16

- 17 1. Call to Order, Attendance. The Executive Committee meeting was called to order at 5:47 by the
18 Chair, Catherine McMains. Mike asked about agenda item 5. Charlie explained this was included in
19 the packet as an informational item.
20
21 2. Changes to the Agenda, Members items. There were no changes to the agenda or any members'
22 items.
23
24 3. Approval of the June 1, 2022, Joint Executive and Finance Committee Meeting Minutes
25 MIKE O'BRIEN MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO APPROVE THE JUNE 1,
26 2022, JOINT EXECUTIVE & FINANCE COMMITTEE MINUTES WITH EDITS. MOTION CARRIED
27 UNANIMOUSLY.
28

29 Edits:

- 30 • Page 4, Line 31: Update the word "projected" to "project"
31 • Page 4, Line 34: Delete "r" and "Regina"
32

- 33 4. Updating Bank Account Signers and Resolution
34 Forest explained we needed an update to the authorized signers on the Opportunities Credit Union
35 bank account. He said John Zicconi will be removed and replaced by Bard Hill. The Corporate
36 Authorization Resolution will formalize this.
37

38 MIKE O'BRIEN MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE UPDATES TO THE
39 CORPORATE AUTHORIZATION RESOLUTION. MOTION CARRIED UNANIMOUSLY.
40

- 41 5. Act 250 & Section 248 Applications.
42 a. JAM Golf, LLC; South Burlington; #4C0923-5A, #4C0694-7A motions and correspondence:
43 Charlie referred members to the information included in the packet. He explained at this
44 time, there is nothing for the Executive Committee to do. The documents were included
45 with the packet to ensure the Executive Committee is aware of what is happening in
46 response to South Burlington residents questioning how the CCRPC interpreted the 2018
47 Chittenden County Regional ECOS Plan. Charlie said we have engaged with our attorney and
48 reviewed all documents being questioned. Member discussion ensued. Mike stated these

1 types of zoning decisions ultimately come down to the municipal zoning rules and
2 regulations, not the CCRPC. Mike suggested this fact might need to be added as a statement
3 in our Act 250/248 letters. Charlie reminded members this isn't an issue of the CCRPC being
4 sued, but we could be dragged into an appeal process if it moves in that direction.
5

6 6. Legislative Priority check-in:

7 Charlie referred members to the Policy Participation Topics document included with the packet. He
8 provided a quick review and said there were only a few changes to the list. He explained the list
9 would be shared at the July Board meeting in preparation for the FY23 Legislative session. Charlie
10 stated the following were accomplished during the FY22 session and have been removed:

- 11 • Project Specific TIF (Tax Increment Financing)
- 12 • Rental safety/registry bill
- 13 • Regional Dispatch start-up funding
- 14
- 15

16 Mike asked for additional information and clarification of the Regional Dispatch. Charlie said this
17 project is on course to move forward. There are various sources of funding coming through,
18 including Federal, State and monies from the individual towns. Assuming the start-up cost gap is
19 closed, it will be operational approximately one year from now. Charlie asked members for
20 additional items to add to the list. There were none.
21

22 7. Equity Advisory Committee Update

23 Charlie said the committee has discussed expanding the committee. They are working on sending
24 out an invitation to other community members and organizations soon. Emma said we are planning
25 to send the invite out this week and follow up the week after. Charlie said it is always challenging
26 when you are soliciting volunteers for new committees. Charlie reminded members this item will
27 come back to them as a recommendation to the board in terms of who will join the committee.
28

29 8. Committee member review/volunteers

30 Charlie shared the FY2023 Regional Board Member and Committee Appointments memo with
31 members. He explained this will be a discussion item at our upcoming July Board Meeting.
32 He said there is a vacancy on the Socio-Economic Housing with Justin Dextrateur leaving.
33 Additionally, Don Meals is no longer in the Conservation/Environment seat, however, Miles Waite
34 (the alternate) agreed to step up, leaving a vacancy for an alternate.
35

36 9. Chair/Executive Director Report

37 a. Transportation Improvement Program

38 Charlie said he wanted to give a heads up that the FY23-26 Transportation Improvement
39 Program (TIP) will be on the July Board agenda.

40 Charlie welcomed and introduced Philip Burbidge, our new Business Office Associate, to members.

41 10. Draft CCRPC July Board Meeting Agenda

42 Charlie referred members to the July 16, 2022, Board Meeting agenda included with the packet and
43 reminded everyone the Board will receive the Executive Committee minutes with the documents
44 pertaining to Act 250 & Section 248 JAM Golf, LLC. South Burlington #4C0923-5A, #4C0694-7A
45 motions and correspondence. Emma reminded Charlie to add an update on the Panelope public
46 engagement tool. Charlie agreed it should be on the agenda. He explained this is a tool that helps
47 ensure we are obtaining public input, allows people to share information and opinions.

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11. Other Business: There was none.

12. Executive Session: There was none

13. Adjournment: MIKE O'BRIEN MADE A MOTION, SECONDED BY MICHAEL BISSONETTE TO ADJOURN
THE MEETING AT 6:36 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Amy Irvin Witham

DRAFT

Job Ad

Equity and Engagement Manager

Application Deadline: August 29, 2022

Chittenden County Regional Planning Commission (CCRPC) is seeking to hire a full-time Equity and Engagement Manager to lead organizational and project-specific equity and racial justice efforts. Responsibilities include, but are not limited to: Develop, execute, and monitor strategies in alignment with the federal requirements and CCRPC's equity and racial justice goals to center justice, equity, diversity, and inclusion in all facets of the CCRPC's work; build relationships with diverse populations; and leverage resources to become a regional equity leader.

The ideal candidate has an in-depth knowledge of best practices to address equity~~racial inequality, systemic racism, and race-based bias~~, and familiarity with public engagement, public policy analysis, organizational and program design, and implementation demonstrated through a combination of education and at least 3 - 5 years of relevant work experience. This position will work closely with CCRPC's Equity Advisory Committee to implement CCRPC's priority equity and engagement initiatives. A full job description is available at <https://www.ccrpcvt.org/jobs>.

CCRPC is the regional planning agency for the greater Burlington region in Vermont. Our offices are in downtown Winooski along the river in a great walking environment with a variety of restaurants, services and businesses. The workplace is supportive, friendly, and flexible. During the pandemic, employees may work from home or in the office.

The individual selected must be a self-starter, able to work independently and meet deadlines. Regular night meetings and in-person meetings (when the pandemic allows) will be expected. Valid driver's license required. Salary is expected to be \$65,000-75,000.

Please send a letter of interest and resume to Charlie Baker, Executive Director, at: cbaker@ccrpcvt.org. For full consideration, apply by August 29, 2022. Interviews will be virtual. The position will remain open until filled.

The CCRPC believes a diverse and culturally proficient staff are pivotal to creating an environment free of inequities. Accordingly, the CCRPC seeks to provide our membership and community with services enhanced by the professional contributions of culturally competent representatives of different races, socioeconomic backgrounds, ethnicity, gender, gender expression, physical ability, age, and sexual orientation. Successful candidates must be committed to working effectively with diverse community populations and expected to strengthen such capacity if hired. CCRPC is an equal opportunity employer.

Job Description

Position Description: Equity and Engagement Manager

Reports to: Executive Director

Exemption Status: Exempt

Minimum Qualifications:

Responsibilities: The Equity and Engagement Manager reports to the Executive Director, works collaboratively with [the Equity Advisory Committee \(EAC\)](#), staff (especially the Communications Manager), consultants, and partners, and manages the organization's equity and engagement initiatives, including:

- Develop, execute, and monitor strategies in alignment with the federal requirements and CCRPC's equity and racial justice goals to center justice, equity, diversity, and inclusion in all facets of the CCRPC's work.
- Build relationships with diverse populations; and leverage resources to become a regional equity leader.
- [Work with CCRPC's Equity Advisory Committee to prioritize and implement CCRPC's Equity Assessment Report recommendations, including, but not limited to:](#)
 - ~~Expanding and diversifying the existing Equity Leadership Team (ELT).~~
 - Developing and implementing an education and training program for CCRPC staff and Board of Directors.
 - Collaborating with staff, the [ELTEAC](#), and external partners to update the 2014 Public Participation Plan with an equity lens to incorporate best practices for effectively reaching and involving diverse audiences, particularly communities historically excluded ~~based on race or ethnicity~~ and underserved populations.
 - Establishing and implementing equitable public engagement strategies in partnership with the Communications Manager at both the project and organization level, informed by the Public Participation Plan.
 - Identifying, recommending, and leading opportunities that improve and restructure standard methods of organizational public engagement (meetings, materials, websites, etc.) to decentralize dominant culture.
- Engage, and partner, with internal staff and external partners, municipalities, peers, and the public to execute equity recommendations on both a small (project) and large (organization) level, including:
 - Convening regional leaders formally and regularly.
 - Developing and managing internal engagement strategies and programs; advising on external partner engagement strategies and programs to support local equity efforts.
 - Finding opportunities to uplift and celebrate BIPOC organizations; participating in opportunities led by people of the global majority.
 - Creating opportunity for affinity groups to inform decisions.
- Select and recommend specific courses of action on a small and large scale related to equitable engagement processes.

- Provide support to the Executive Director.

Other Skills and Characteristics:

- Proven effectiveness in collaboration and change management related to organizational culture transformation.
- Champion of racial and economic equity, inclusion and belonging ~~and deep understanding of systemic racism~~; demonstrated commitment to improving outcomes.
- Ability to actively lead organizational efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated expertise in establishing and maintaining positive working relationships and managing the collaborative engagement of diverse individuals and groups in a data-driven environment.
- Commitment to working and advocating to address inequities of a wide range of identities and lived experiences historically excluded and marginalized.
- Ability to communicate effectively and present ideas and findings (both written and oral) clearly and concisely.

Education and Experience: The ideal candidate has an in-depth knowledge of ~~best practices to address justice, equity, diversity and inclusion racial inequality, systemic racism, and race-based bias~~, and familiarity with public engagement, public policy analysis, organizational and program design, and implementation demonstrated through a combination of education and at least 3 - 5 years of relevant work experience.

Computer Proficiency: Must be proficient in Microsoft Office Suite.

Job Ad

Equity and Engagement Manager

Application Deadline: February 25, 2022

Chittenden County Regional Planning Commission (CCRPC) is seeking to hire a full-time Equity and Engagement Manager to lead organizational and project-specific equity and racial justice efforts. Responsibilities include, but are not limited to: Develop, execute, and monitor strategies in alignment with the federal requirements and CCRPC's equity and racial justice goals to center justice, equity, diversity, and inclusion in all facets of the CCRPC's work; build relationships with diverse populations; and leverage resources to become a regional equity leader.

The ideal candidate has an in-depth knowledge of racial inequality, systemic racism, and race-based bias, and familiarity with public engagement, public policy analysis, organizational and program design, and implementation demonstrated through a combination of education and at least 3 - 5 years of relevant work experience. A full job description is available at <https://www.ccrpcvt.org/jobs>.

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The individual selected must be a self-starter, able to work independently and meet deadlines. Regular night meetings and in-person meetings (when the pandemic allows) will be expected. Valid driver's license required. Salary is expected to be \$60,000-70,000.

Please send a letter of interest and resume to Charlie Baker, Executive Director, at: cbaker@ccrpcvt.org. For full consideration, apply by February 25, 2022. Interviews will be virtual. The position will remain open until filled.

The CCRPC believes a diverse and culturally proficient staff are pivotal to creating an environment free of inequities. Accordingly, the CCRPC seeks to provide our membership and community with services enhanced by the professional contributions of culturally competent representatives of different races, socioeconomic backgrounds, ethnicity, gender, gender expression, physical ability, age, and sexual orientation. Successful candidates must be committed to working effectively with diverse community populations and expected to strengthen such capacity if hired. CCRPC is an equal opportunity employer.