

# West Central Vermont CEDS – Strategy Committee

Friday, November 19<sup>th</sup> – 10 AM to 12 PM

Please join the meeting by clicking:

<https://us02web.zoom.us/j/82062316313>

For those who would prefer to join by phone or those without a microphone on your computer, please dial in using your phone.  
(For supported devices, tap a one-touch number below to join instantly.) Meeting ID: 820 6231 6313

One tap mobile: +16468769923,,82062316313#

## Present:

Taylor Newton, CCRPC

Regina Mahoney, CCRPC

Sam Andersen, GBIC

Whitney Coombs, GBIC

John Van Hoesen, ACRPC

Sarah Pelkey, RRPC

Bonnie Waninger, CVRPC

Jamie Stewart, CVEDC

Melissa Bounty, CVEDC

Ken Jones, State of VT, ACCD

Fred Kennedy, ACEDC

Dana Hanley, ACEDC

Taylor kicked off the meeting by welcoming everyone at about 10:02 a.m. and asked new members to introduce themselves.

## 1. Changes/adjustment to agenda:

Taylor asked for any changes to the agenda and there were none.

## 2. Minutes – October 22, 2021:

Taylor requested a motion to adopt the previous meeting minutes. **Sam Anderson moved acceptance of the previous meeting minutes. Jamie Stewart seconded the motion, which passed unanimously by voice vote.**

## 3. Task #3 – Update on Engagement

### Employer Survey Results

Jamie described responses to employer survey. Converted the survey to an Access database so it can be sorted by region. Melissa added a field that will allow respondents to add County. EDCs divided up sections and are analyzing them for common themes. They are consolidating the data into two major themes, one includes overarching themes for the WCV CEDS and then another by county to potentially identify any anomalies between counties. **Sam and Whitney at GBIC completed their review, Jamie, Melissa, and Fred are hoping to complete their review by mid-December.** Sam indicated the initial data provided some interesting insight but there will need to be some thoughtful analysis to make sure it captures the WCV CEDS region.

### One-on-One Meetings

Jamie reported on outreach he recently completed that informed their SOAR and a brief summary of major topics of concern that came out of those conversations. Sam indicated GBIC is still completing some engagement efforts but the majority of them are complete. Taylor indicated the CCRPC has also completed most of their outreach but still has a few organizations to speak with and they want

to have conversations with both employees and employers. Bonnie indicated CVRPC is still working on the one-on-one meetings and is hoping to ramp up outreach when additional staff is hired. Sarah indicated RRPC is also still working on one-on-one meetings. **And Regina reminded the group to update the SharePoint document so that each meeting is documented.** John indicated the summary document is a combination summary from both ACRPC and ACEDC.

Jamie asked for a reminder of the timeline for due dates. Taylor shared the timeline and scope of work document, which is housed in the SharePoint site:

- **Employer Survey Deadline** = mid-December
- **Summary of Engagement** = as soon as possible but preferably by Dec 17<sup>th</sup>
- **Focus Groups** = student groups probably in spring, but preferably prior to end of March
- **Strategic Action Plan/Framework** = goals, projects hopefully a draft by December meeting
- **Final SWOT** = mostly completed at this point

Sam asked about the State agencies that Ken indicated he had hoped to reach out to and Ken indicated that not much of that has occurred. **Ken indicated he is leaving his position with ACCD and the coordination is supposed to happen through [Guidehouse](#).**

### Focus Groups

Jamie reported on outreach to community actions organizations he recently completed that informed their SOAR and a brief summary of major topics of concern that came out of those conversations. Bonnie reported out that CVRPC still needs to complete their focus group outreach and Regina indicated that CCRPC has had some initial conversations, but also still needs to complete their focus group outreach with the BIPOC community and that likely won't happen until February. Jamie expressed concern about the amount of funding for the amount of focus groups that are on the list and hopes there is sufficient engagement and feedback. Regina stressed the importance of relationship building, which is where some of the money will likely be spent.

**Fred reiterated his concern that the same groups of people are being tapped for outreach.** Regina is going to inquire where there is a way to streamline the outreach process. The outreach project starts December 1 but both Fred and Jamie indicated they won't be rolling anything out until February 1, 2022.

### Review of Recent Statewide Reports/Efforts

Taylor indicated coordination efforts are still ongoing.

### Focus Groups

Taylor indicated they will re-post the RFQ for outreach to the BIPOC community. He also recommended in future iterations of this process, we seek separate funding that doesn't require a DUNS number to make the consulting pool larger. Sarah asked whether there is a list of consultants who aren't formally organized that don't have a DUNS, Regina indicated there is a list and that the list is constantly evolving.

## Website

Taylor indicated there isn't anything to update here. Sarah indicated that website analytics will be provided at a future meeting.

## 4. December Agenda

### **Agenda items will include:**

Continued conversations about outreach and Taylor will provide a draft Strategic Directions/Action Plan.

### **Next Steps**

- RFQ will be posted and deadline for proposals is December 17<sup>th</sup> but Regina said she will review whether this date should be adjusted.

**Fred Kennedy moved to adjourn, Jamie Stewart seconded the motion. By unanimous consent, Taylor adjourned the meeting at 10:50.**