

West Central Vermont CEDS – Strategy Committee

Friday, November 20 – 10 AM to 12 PM

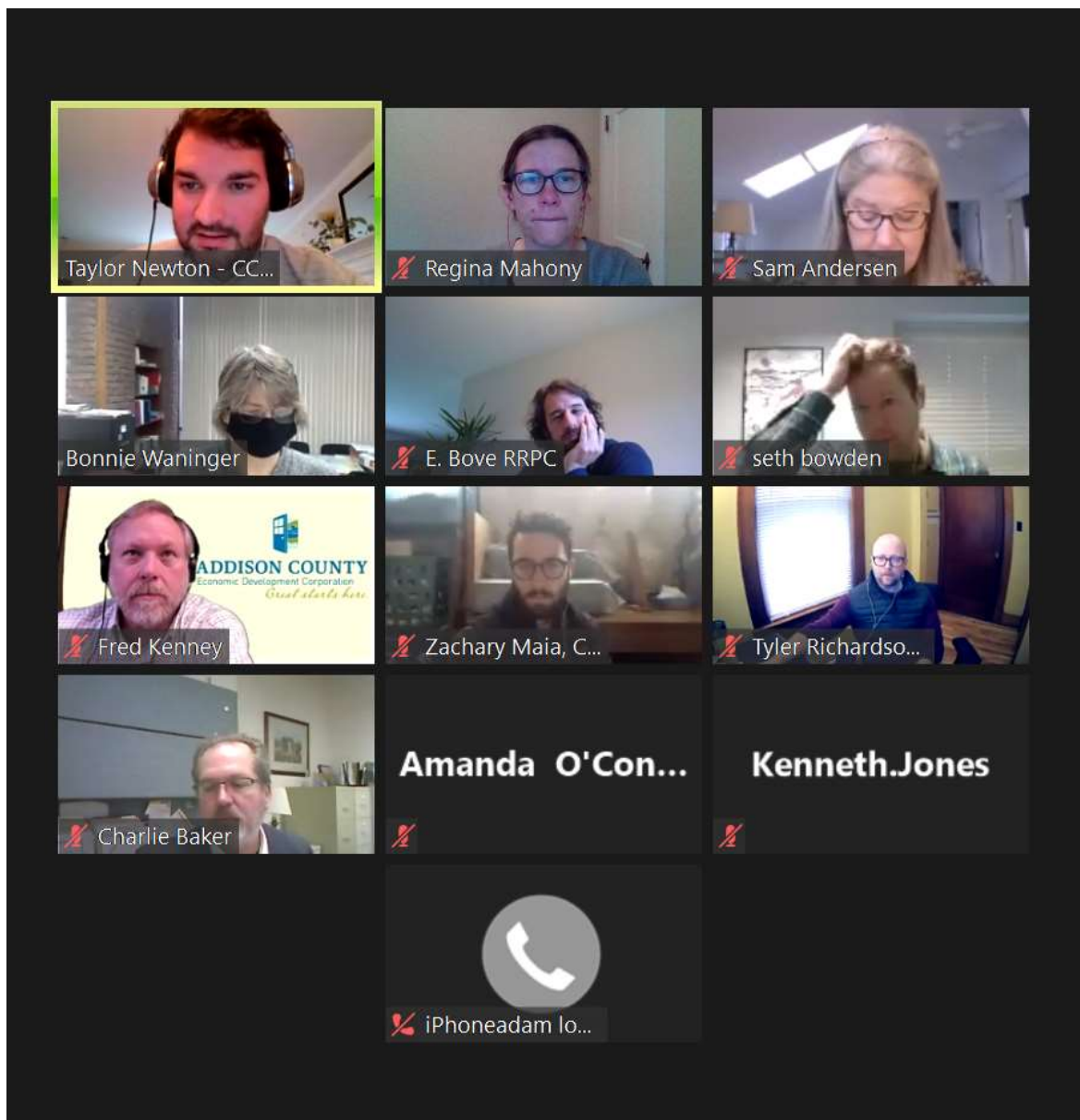
Please join the meeting by clicking:

<https://us02web.zoom.us/j/81833022360?pwd=MjlwOUlNUm1lYm1wZHppZWZESjFzUT09>

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: 818 3302 2360; Passcode: 368316

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Agenda

Review of workplan, responsibilities, and timeline.

F. Kenney asked about the scope of public outreach during the project timeline and asked if facilitators could be hired to assist with digital engagement. He stated that facilitators could be especially helpful if there are a lot of people at events. He also asked if the travel budget could be changed since the project will likely be done primarily through digital means.

E. Bove asked about shifting funds between tasks. T. Newton that funds could be shifted within task provided that the shift was not greater than 10% of the value in the budget.

T. Newton outlined Task 1, headed by Addison County RPC, which is focused on partnership planning, developing a stakeholder engagement plan (done in Quarter 2) and developing other administrative documents (e.g. draft MOU and/or bylaws for this group (in Quarter 2)). T. Newton also noted that a website would be established for the CEDS project. E. Bove asked about hiring a contractor for the West Central Vermont CEDS website. T. Newton stated that the Committee would likely need to ask EDA if that was OK before pursuing that option based on the project budget.

T. Newton outlined Task 2. A Regional Economic Profile will be developed with Central Vermont RPC the project lead. Developing a comprehensive list of goals and strategies and a SWOT analysis will be lead by Rutland RPC. B. Waninger asked about using SOAR model instead of SWOT. She noted that SOAR is a more modern and positive analysis than SWOT. R. Mahony noted SWOT is specifically required per EDA, but the Committee agreed to explore if it was possible to substitute SOAR for SWOT. S. Bowden suggested that the Committee limit changes with EDA as much as possible and noted that SOAR is something that the Committee could do in addition to a SWOT. T. Newton said he'd inquire with EDA about flexibility. ACCD will assist CVRPC and RRPC with the completion of Task 2.

T. Newton outlined Task 3. Each partner will conduct at least three public outreach events. The Committee discussed what this engagement will entail if we don't have a draft of the CEDS. The Committee also discussed the \$20,000 budgeted to hire a consultant to help with this, how many consultants may be hired and through which organization the consultants would be paid.

T. Newton outlined Task 4. This task is to develop the CEDS itself and will be led by CCRPC. The task will include refining work completed in Task 2 and Task 3 and development of indicators. T. Newton noted that all organizations are allocated money in Task 4 to allow each region to review the CEDS, provide feedback and do additional outreach.

T. Newton outlined Task 5. ACCD will complete a memo and presentation on state and national economic trends during COVID and will develop a specific COVID-19 appendix to the statewide comprehensive CEDS update.

T. Newton asked that organizations bill quarterly by task.

Review match requirements and subcontracts – 80/20 match.

T. Newton reviewed the project budget and match requirements. He noted that there is \$20,000 budgeted for an engagement consultant. He noted that each organization will be reimbursed at slightly less than 80% to account for each organization's share of the engagement consultant match. Committee members had no concern with this and agreed to revisit how hiring would occur. B. Waninger asked if we can use the money as a stipend for engagement participants. R. Mahony thought that this probably can't happen, but CCRPC staff will ask EDA. T. Newton noted that all match will be in-kind (except some ACCD).

The Committee discussed indirect rates. All RPCs have approved indirect rates that can be charged. The RDCs can charge 10% because of a lack of an approved indirect rate. B. Waninger noted that CVEDC may have an approved indirect rate.

Review grant reporting requirements and expectations

T. Newton will send out a quarterly reporting form. He reminded each organization to submit their signed subgrants. The Committee decided to meet monthly on the third Friday of the month between 10 am and noon. Meetings will be cancelled if there is no business to discuss.