



Steering Committee Meeting Minutes

July 25, 2102

DRAFT

1. Breakfast and Networking.

2. Call to Order & Introductions.

Sandy Miller, ECOS Co-Chair, brought the meeting to order at 8:15 am and welcomed Penrose Jackson, ECOS Co-Chair, who led the activities of the morning. Sandy thanked VEIC and acknowledged VEIC staff for hosting the meeting.

2. Quick Review of Project Status & Documenting Efforts.

Penrose welcomed everyone and recognized the great work happening on the ECOS Plan and said it is coming along well, but there is still work to do. Penrose gave a quick overview of the public engagement opportunities that are coming up at the Champlain Valley Fair and the opportunities for people to provide comment on the ECOS Plan. Penrose previewed the agenda for the morning and announced that a sign up form is being circulated for volunteering at the Champlain Valley Fair.

3. Approval of April 25, 2012 Meeting Summary – ACTION.

Penrose Jackson asked for a motion and second. There were no changes. Jim Dudley moved, seconded by Sandy Miller, to approve the summary of April 25, 2012 meeting. Vote: motion carried.

4. Review Draft ECOS Grant Application – ACTION

Regina Mahony went into the specifics of the ECOS Grant Application. Regina reviewed the eligibility requirements of the grant. She explained that projects will progress the goals and criteria of ECOS. Proposals may include but are not limited to implementation activities such as bylaw revisions, capital projects, programs, funding and financing plans, multi-jurisdictional agreements and primary data source collection. Collaborative, innovative projects will score well. Any public, profit or non-profit entity is eligible as long as the project will benefit Chittenden County. The total funding from ECOS is \$280,000. Requests may be for \$10,000 to \$50,000 and a 10% match is required (cash or in-kind). Regina pointed out that while this program does not require a non-federal match; other federal grant programs may in which case this grant couldn't be used as a match. Grants will be paid out on a reimbursable basis. However, if this does not work for a small non-profit then CCRPC may be able to review and work with entities on a case-by-case basis; however, there is no guarantee. This program is funded with Federal public funds so grantees will be required to comply with HUD requirements.

Regina reviewed the application schedule. The grant request will be released August 1, 2012 (if not earlier). Questions on the application or submittal requirements may be submitted by Friday, August 10, 2012, at noon. Response to all questions will be sent out by August 15, 2012. Applications are due by 4:00 PM, Friday, September 21, 2012. Letters of Commitment, if not submitted with application, must be received by 9 a.m. on October 23, 2012. Regina noted that this there is a correction to the ECOS Implementation Grant Program page 1 item 4 (and page 3 item 4). The date should be October 23rd instead of the 24th. Regina informed the Committee that the whole ECOS project deadline is



December 31, 2013. So the implementation projects need to be completed by then, as well. However, the reporting may lag a little and that is okay. Kate McCarthy asked if the Review Committee will verify the self-scoring that applicants submit as part of their application. Regina responded and said the Review Committee will verify the score and ensure that applicants are self-scoring consistently. Kate also had a comment related to the first bullet on page of the Grant talking about bylaw revisions. She noted that in replace of high density development the language should mention compact centers.

Regina also talked about the award schedule for the ECOS funding. The ECOS Implementation Review Committee will review the applications in September and October and will make award recommendations to the ECOS Steering Committee. ECOS Steering Committee will make awards on Oct 24, 2012. Award decisions made by November 1, 2012 and funds will be available immediately thereafter. No work executed beforehand will be eligible for reimbursement. All work needs to be **completed by December 31, 2013**; and all reporting documentation must be submitted by January 15, 2014.

Andrea Morgante asked if potential applicants outside of the Steering Committee had a chance to make comments on the criteria. Penrose said yes that the Long Range Planning Committee reviewed it and the questions and answer period will provide for a way to clarify the process for everyone.

Penrose Jackson asked for a motion to approve the ECOS Implementation Grant Program. Marty Illick moved, seconded by Catherine McMains, to approve the ECOS Implementation Grant Program. Vote: motion carried.

Penrose identified the membership of the Review Committee, which consists of:

- Penrose Jackson, ECOS Co-Chair
- Martha Maksym, United Way
- Sandy Miller, ECOS Co-Chair
- Mike O'Brien, CCRPC Long Range Planning Committee Co-Chair
- Sara Osaba, CCRPC Long Range Planning Committee Social Community Sub-Committee Chair
- Peter Owens, City of Burlington
- Joe Speidel, UVM
- Frank Cioffi*, Greater Burlington Industrial Corporation
- Garret Mott, CCRPC Long Range Planning Committee Co-Chair

Penrose noted that Frank Cioffi has not confirmed. She said that she hopes we have risky applications because real change happens when people take risks.

5. **Additional ECOS Implementation Assistance.**

Charlie Baker identified two other opportunities for implementation. Vermont Housing Finance Agency will help with implementation activities for municipalities regarding affordable housing. Also,



Vermont Natural Resource Council has time and money for assistance on bylaw revisions. Charlie said that Leslie Black-Plumeau is the VHFA contact and that Kate McCarthy is the VNRC contact.

6. Phase 4-ECOS Rough Draft ECOS Plan

Charlie informed the Committee that the ECOS process has slowed down to do more work on identifying the hopes and visions we want to achieve. Instead of being done in October, we will release the first draft of the ECOS Plan for public comment, then. Also, it was noted that the Hazard Mitigation goal was accidentally left out. A revised version of the ECOS Plan with the goal will be posted to the website. Between now and October, the subcommittees will be working on the high level story for each topic/goal, merging multiple goal statements into one goal per topic, and consolidate the most important uses and data to tell the story. Charlie explained that chapter 3 will contain the high level collective impact strategies. The concept of collective impact strategies came from the United Way. Collective impact strategies are necessary to move indicators in a positive direction to meet our ECOS goals. Many of these strategies need to be implemented by more than one entity, so it's the collective effort that will achieve the ECOS Plan. Each collective impact strategy will have a lead and partner organizations associated with it. The schedule for the ECOS Plan is from August to September 21st, sub-committees will review and consolidate Chapter 2 to two pages per topic with most important issues and data, and develop collective impact strategies for Chapter 3. The subcommittee schedules are on the website and Charlie encouraged people to participate in the meetings of interest to them. He mentioned that if you are unable to participate in person you can email comments or call in.

September 20th and 21st [NOTE: this is a corrected date. The wrong date was stated at the July 25th meeting] is the CCRPC Conference that will focus on an ECOS engagement workshop. In October, the LRPC and ECOS Steering Committee will release the draft ECOS Plan for public review. November to December 31 is the public review period for the draft ECOS Plan. In January, LRPC and ECOS Steering Committee will make final revisions and recommend ECOS Plan to CCRPC and GBIC.

8. Next Steps/Engagement Efforts.

Regina explained the upcoming engagement effort at the Champlain Valley Fair. It will include mural results from the ice-cream socials, the Jazz Fest 'speed' event, young writer's guild, and photography engagement sessions. People visiting the booth can also place a sticker next to their priority issues for the County and can sign in to document their participation. A trivia game, information about the grant and plan, and the ECOS video and calling cards will also be on hand as other ways to engage with people. Regina asked Committee members to sign up to staff the booth. She asked for 2 volunteers for 3 hour time slots for a total of 10 days or 120 hours. Volunteers can bring one friend with them as it not necessary for both people to be Steering Committee members. Volunteers are entitled to free parking passes and admission. The deadline for signing up is August 10th. The Champlain Valley Fair is from August 25th to September 3rd.



Doreen Kraft asked if applicants doing similar projects will be encouraged to work together. Penrose said yes the Review Committee will be as flexible as possible to achieve the best outcome for this work. Jim Dudley asked if all the dates and schedules could be posted to the website.

8. Adjournment. Without further business, the meeting adjourned at 9:00 am.