

Land Access and Opportunity Board - MOU Working Session

June 1st, 2023, 4:00 – 6:00 p.m.

Meeting Facilitator: Jessica Laporte CRO's

Attendee	Present	Not Present
Board	<ul style="list-style-type: none"> ● Dan Coutu, VT Commission on Native American Affairs (VCNAA) ● Xusana Davis, Office of Racial Equity ● Samantha Langevin, Vermont RELEAF Collective 	<ul style="list-style-type: none"> ● Brian Cina, National Association of Social Workers (NASW) ● Raheemah Madany, Pride Center of Vermont ● Pastor Arnold Thomas, Vermont Racial Justice Alliance (VRJA) ● Pasifique Nsengiyumva, US Committee for Refugees and Immigrants (USCRI) ● Shingai Kagunda, Vermont Every Town Project ● Britaney Watson, NAACP ● Kirsten Murphy, Vermont Developmental Disabilities Council ● Vermont Psychiatric Survivors (no active board member)
Board Alternates	<ul style="list-style-type: none"> ● Rev. Mark Hughes, VRJA ● Jennifer Morton-Dow, Vermont Releaf Collective 	<ul style="list-style-type: none"> ● Rich Holschuh, VCNAA ● Ashley Devereaux, NASW ● Kenya Lazuli, Vermont Every Town Project
Guests & Public	<u>Public</u> : None	<u>Guests</u> : None

Agenda & Notes

1. Meeting Convened by Facilitator, Jess Laporte	
2. Feedback/Questions and Discussion of MOU Draft 1 from Attorney Robert Appel	<p>Process: We used a shared Google Drive version of the 1st draft of the MOU document circulated. Board members were able to read and comment on the current version</p> <p>Topic 1</p> <ul style="list-style-type: none"> ● IV.A.c Personnel Administration - What is the distinction between someone acting in an Executive Director role vs. Manager <ul style="list-style-type: none"> ■ Scope of this position is beyond the term Manager - title impacts the role and responsibilities as well as who would apply ■ Outline in the Sunrise Report that we would hire an ED and Manager ○ Could be some flexibility in the roles and responsibilities even if titles follow

- Related to the rest of the MOU terms related to hiring (e.g., Hiring, Evaluating and Firing of staff)
- Is this distinguishing between the ED and LAOB or LAOB staff and VHCB
- This section is about establishing

- **IV. 1.b - Question** - Are we under State Policies or VHCB policies?

- Would suggest that the LAOB members are under State Government, however for separately hired staff would they be under VHCB or if since they're hired using state appropriation then they would be under State Policies (specifically state contracting)
- We may need to acknowledge that the board are under State Policies and not aware or acknowledge that. Would be able and willing to sign that document (even though he usually waives the per diem)
- Public Meeting Law - <https://legislature.vermont.gov/statutes/chapter/01/005> (Cite as: 1 V.S.A. § 311)

§ 311. Declaration of public policy; short title

(a) In enacting this subchapter, the legislature finds and declares that public commissions, boards, and councils and other public agencies in this State exist to aid in the conduct of the people's business and are accountable to them pursuant to Chapter I, Article VI of the Vermont Constitution.

(b) This subchapter may be known and cited as the Vermont Open Meeting Law. (Amended 1979, No. 151 (Adj. Sess.), § 1, eff. April 24, 1980.)

- **IV.2.a** VHCB responsibilities - need to be more clearly labeled and described
- **V. COMPENSATION FOR ADMINISTRATIVE SERVICES** - this leaves a lot of leeway for VHCB to set the terms. Would it be possible to set fees and schedules ahead of time to structure so that the LAOB is not beholden to unreasonable or unforeseen expenses in the future.
- **IV.C. Information Technology Services** - Do we need IT terms? What would we use?
 - Current items: Webpage, Zoom - can be more external & Email and access to secure document storage from VHCB

	<ul style="list-style-type: none"> ○ Relevant question - How do we want to manage the IT - who creates and manages it, who pays for it, what access will staff have vs. what access will LAOB have? ○ We need a list of the foreseeable IT needs and functions to determine how we want these handled ● E. Planning and Grant Activities -states that we have responsibilities for establishing a plan for proposals, funding opportunities, etc, which would include a number of other key decisions around grant and funding terms. <i>Does anyone on the LAOB have this experience/capacity?</i> <ul style="list-style-type: none"> ○ This makes it the responsibility of the LAOB or LAOB staff or contractor ○ this could fall under the manager’s responsibilities. <ul style="list-style-type: none"> ■ <u>Difference</u>: LAOB Staff having final approval of grant eligibility and final recipients vs. reading all applications and determining each grant recipient ● GENERAL <ul style="list-style-type: none"> ○ Do we want to have distinction and independence from VHCB’s Board? <ul style="list-style-type: none"> ■ Similarly, paying staff or staff HR handbook? ○ B. Fiscal Administration - What oversight does VHCB have to have (aka IRS requirements)? vs. common practices of fiscal sponsors (requiring oversight on expenses over \$X or annual budget
<p>3. Key points related to LAOB Staff Hiring</p>	<ul style="list-style-type: none"> ● We will need to cross reference the MOU in defining the Roles and Responsibilities of Staff to ensure we cover all basis ● LAOB’s vision for Roles and Responsibilities for staff are adequately
<p>4. Gathering and confirming questions</p>	<p>Questions for Robert Appel, Attorney</p> <ul style="list-style-type: none"> ● Does “LAOB” throughout the document refer to the board, staff or the LAOB as an entity that includes the board and staff? → Should clarify at the top of the document to clarify. ● Can we change the staff titles (perceived roles and responsibilities of an ED or Manager) as laid out in the Sunrise Report? ● Is the LAOB under State Policy? If VHCB is receiving and disbursing \$\$ are they bound to State Policy? ● Who, on behalf o the LAOB, signs the MOU to make it official? <ul style="list-style-type: none"> ○ We won’t have an Executive Director by then ○ We also don’t have a board chair ● Does LAOB need separate Insurance and Liability from VHCB? <p>Questions for VHCB</p>

	<ul style="list-style-type: none">● What IT does VHCB have - can LAOB staff and board have access to, etc.?
5. Gathering and confirming next steps	<ul style="list-style-type: none">● Bring questions to Attorney● Bring questions for clarification to VHCB● Discuss at 6/5 meeting with full board● Robert Appel to provide 2nd draft by 6/19● 6/21 Working Session to review and discuss 2nd draft● Full board discussion on 6/26
6. Meeting Adjourned at 5:40pm	