

Land Access and Opportunity Board Sub-committee: FY25 Budget

October 23rd 2023, 3:00 – 5:00pm / Meeting Facilitator: Jessica Laporte, CROs

Attendee	Present
Board	<ul style="list-style-type: none"> ● Xusana Davis, Office of Racial Equity ● Ana Mejia, Vermont Every Town Project*
Public & Guests	Gus Selig, VHCB

Agenda & Notes

1. Meeting Convened by Facilitator, Jess Laporte @ 11:00am	
2. Welcome & Overview of Agenda	<ul style="list-style-type: none"> ● <u>Agenda</u>: <ul style="list-style-type: none"> ○ Take time to work on outreach ○ Plan next steps ○ Learning Process
3. Key Dates	<p>FY24: July 1, 2023 - June 30th, 2024</p> <p>FY25: July 1, 2024 - June 30th, 2025</p>
4. Outreach	<p>Translation & Interpretation (Xusana)</p> <ul style="list-style-type: none"> ● Translation - of written docs vs. Interpretation - live for meetings/events, etc. ● For Translation ORE recommends 14 languages plus ASL (captioned video) ● Prioritize by language groups OR prioritize by documents ● Formula to budget <ul style="list-style-type: none"> ○ Convert all documents into plain text ○ Figure out # pages ○ Translation is typically cost per page ● Process - Reports → plain language summary <ul style="list-style-type: none"> ○ PLS is helpful for people with intellectual and developmental disabilities and also is more cost effective and efficient to ○ <u>Example</u>: Language Access Report is 100 pages → plain language report = 18 pages ● <i>ORE estimate</i> = \$79,000 per agency (likely higher than needed for agencies) and this is likely high for LAOB in early stages <ul style="list-style-type: none"> ○ <u>Example</u>: ASL interpretation 2hrs = 2 interpreters (1hr per interpreter) → 4hr meeting = 4 interpreters ● Vendors <ul style="list-style-type: none"> ○ VANCRO - for ASL ○ Translation and interpretation <ul style="list-style-type: none"> ■ AALV - phone app to order translation services ■ USCRI ● Ana - requesting documents/information into the shared folder to estimate ● Xusana

- Option 1 - For live interpretation, using Zoom registration and asking which language needed in the form.
- Option 2 - General statement on website saying ‘if you need translation click here’ in all 14 of the languages
- *Recommend* - deadline ahead of meetings in order to book accommodations. Eg. VANCRO requires 48hrs notice and sometimes can do sooner but charge rush fee
- NOTE
 - Sunrise Report Budget did not include a line for Interpretation & Translation separately - unclear if it’s assumed in the Equity Assessment line that some of the budget would be spent on those services or if the
- **Ana** - *Equity Assessment*
 - Is this an annual or regular report/assessment? Will Agencies report in or do their own assessment and submit to LAOB?
 - **Jess** - concept note from the
- **Ana** - What is the overhead fee from VHCB to the board?
 - **Jess** - What I’ve seen thus far I believe it’s a billable (\$XX per service or unit)
 - **Xusana** - Is that a number we have to develop or
 - **Ana** - regardless of current estimates, the overall cost will likely be higher than previously
 - **Jess** - that seems safe to assume. Currently there are functions/requests Facilitators make that staff won’t be but overall there will be a higher volume of “business”
- **Ana** - Board Compensation Rates - Should we keep it at the standard \$50/day?
 - **Gus**
 - Legislature created a process to review the per diem overall
 - LAOB can engage in the legislature review
 - Do you want to put it in at the higher rate and force the legislature to consider LAOB separately?
 - **Xusana**
 - Changes to the amount requires a review process and unclear what the success rate is. Need to know if we’re approaching this as general advocacy
 - Recommend putting in the \$50 because if it’s put in higher we’ll be asked to review
 - Decisions come out of Senate Committee on Committees
- **Advice/General Notes**
 - **Gus** - Legislature may see the remaining balance of FY24 towards FY25
 - **Xusana** - Unbundle Line Items when asked to negotiate
 - **Gus** - Set meeting with Governor’s office during his budget drafting phase (presented in January)
 - Governor’s Budget Bill Timeline

- Beginning Monday 10/23 - Gathering information from Departments and Agencies
 - November 30th - final language for FY24
- ***Wed Dec 13th - Governor's office of additional priorities with recommended position for admin to take***
- ***Early-Mid Dec reviewing recommendations***
- ***Dec 15th - expect to have budget bill language***
- Dec 26th - looking for sponsors for bills

DRAFTING IN TEMPLATE - 40 minutes

4:05 - The LAOB Board Members are actively drafting the FY25 budget template. We are available for discussion as needed.

- **Ana** - Building out details
 - **Jess** - Yes, will use
- **Ana** - How did Trey get the FY24 line for board compensation to get to \$90,000?
 - **Gus** - likely from the annual meeting schedule but not sure the rate
 - **Jess** - Trey used \$250 as the intended, higher rate for daily per diem. Also want to consider sub-committee meetings. Those are 1-2 per week with 2-5 members typically. Could budget on the higher end to be 2 per week with 5 members.
 - **Ana** - How many regular meetings? 2 times per month?
 - **Jess** - every 2 weeks is 26 vs. 2 per month is 24. I would recommend doing the higher amount.
 - **Gus** - However, once staff is on, will the board meet less frequently? and/or have less frequent/active sub-committees?
 - **Jess** - yes and
- **Ana** - Grant Budget - what are these amounts referring to or planned to be used for?
 - **Jess** - Descriptions are in the Sunrise Report under “Recommendation 4: Implement the Board’s Authority to Deliver Technical Assistance and/or Organizational Support Grants to Entities Providing Technical Assistance” and “Recommendation 5: Continue Analysis and Fact-Finding, and Develop Key Partnerships with Parallel Programs in and out of Vermont, in order to Establish a Viable Reparative Grant Program to Support Vermonters from Historically Marginalized and Disadvantaged Communities to Access Housing, Land, and Land-Based Enterprise.”
 - Idea is that an RFA would say “The LAOB has XXXX to grant for XXXX purpose” to pilot the granting programs
- **Ana** - How much are the current Community Engagement Events?
 - **Jess** - November - \$6,000 combined for in-person and virtual which includes interpretation and translation which is elsewhere in the FY25 budget
 - **Ana** - yes, thinking lower for next year with that removed

<p>5. Questions for the Board</p>	<p>Translation & Interpretation</p> <ul style="list-style-type: none"> ● Is this under the engagement or separate category? ● Which language groups do you want to prioritize for standard translation (webpage)? ● Which documents do you want translated? Current resources & future docs? ● Can we get them into plain language summaries before translation? ● Does the LAOB want to advertise/publicize that you have interpretation for meetings? <p>Perdiem</p> <ul style="list-style-type: none"> ● Does the board want to put in \$50 current per diem? Or Do you want to put it in at the higher rate of \$250 and force the legislature to consider an exception for LAOB? <ul style="list-style-type: none"> ○ Note: this year we put \$250 but have only paid \$50 so will have leftover <p>Grant Programs</p> <ul style="list-style-type: none"> ● Do we want to request the same amounts for continuation of pilot programs or advocate for an increase? <ul style="list-style-type: none"> ○ If we want to increase, how aggressive do we want to be? ○ How many grants do we anticipate making? Each individual grant will have implications for VHCB admin fees (generating contracts, advising, reporting/compliance, etc.) <p>Website</p> <ul style="list-style-type: none"> ● Will we want to continue having LAOB under VHCB website? Is there interest in LAOB having it's own website - that would be more expensive and require staff to manage it.
<p>6. Questions or VHCB</p>	<p><i>Directed to Finance Director</i></p> <ul style="list-style-type: none"> ● What is historical quarterly spend for the administrative overhead? An annual estimate? ● VHCB Payroll Tax rate ● VHCB Benefits % as wage ● VHCB Overhead <ul style="list-style-type: none"> ○ IT ○ Legal ○ HR ○ Finance ○ Admin ● Most Recent Balance of funds ● Projected balance at end of FY24 ● Will costs for tech/website/subscription licenses be included in VHCB IT overhead amounts? <ul style="list-style-type: none"> ○ Are there any specific tech, software, etc. that VHCB uses that LAOB staff will need to access? If so, what are they and what is the cost?

	<p><i>Advocating for Appropriation</i></p> <ul style="list-style-type: none"> ● Brian (Governor's office) - Gus can make an introduction for meeting to present budget ask. <ul style="list-style-type: none"> ○ Jess - Goal is for LAOB to be ready by late Nov/early Dec to meet with Governor's office
<p>7. Next Steps</p>	<ul style="list-style-type: none"> ● Request & Schedule Meeting with Governor's office ● Advocacy & Advisory Powers Sub-committee - ask about Involvement in advocating in for higher daily per diem across state boards ● 10/30 Board Meeting Discussion <ul style="list-style-type: none"> ○ Overview of Budget Summary <ul style="list-style-type: none"> ■ Screen Share of the Budget Summary (will mention there is a line item budget with more detail) ○ Give 5 minutes for review ○ Ask questions gathered (see above) ○ Request feedback - what's missing?
<p>8. Meeting Adjourned at 12:00pm</p>	