

Land Access and Opportunity Board Sub-committee: FY25 Budget

December 5th, 2023, 10 – 11am / Meeting Facilitator: Jessica Laporte, CROs

Attendee	Present
Board	<ul style="list-style-type: none"> ● Ana Mejia, Vermont Every Town Project ● Samantha Langevin, VT RELEAF Collective ● Kirsten Murphy, Vermont DDC
Public & Guests	VHCB: Anne Duffy, Francis Sharpstine, Trey Martin

Agenda & Notes

● Meeting Convened by Facilitator, Jess Laporte @ 9:00am	
1. Welcome & Overview of Agenda	<ul style="list-style-type: none"> ● <u>Build Agenda:</u> <ul style="list-style-type: none"> ○ Prepare for meeting with VHCB ○ Prepare for meeting with Governor’s office ○ Finalize Budget Summary and numbers integrating feedback ○ Create Budget Overview/Summary to share
3. Revisions to Budget	<p>Revised Budget with details- https://docs.google.com/spreadsheets/d/1Dou75IW3FdUnopIU17LsSNrBfKKMXle5sF1e1-ycDLw/edit#gid=1031747519</p> <ul style="list-style-type: none"> ● Ana - Found calc error that is fixed <p>Draft of Budget in VHCB format - https://docs.google.com/spreadsheets/d/1nqtkbvBh7otOT0wh9CSibPhNVvD-lkRg/edit#gid=1008055136</p> <ul style="list-style-type: none"> ● Gathering questions on the document version provided by VHCB and where Ana did a first draft ● Line Items with questions <ul style="list-style-type: none"> ○ VHCB Admin Sal & Ben 31.7% ○ Indirect Operating costs 22.0% ● non-LAOB staff hours = 200 - this estimate could change given they directly change the hours of non-LAOB staff ● Estimated Direct Benefits 50.2% is calculating off LAOB staff and LAOB staff but then VHCB Admin Sal & Benefits → should just be LAOB ● What is included in Indirect Operating Costs include? <ul style="list-style-type: none"> ○ Is it a duplicate because we built it out? Is it better to do a % estimate or actually break down the costs ● Operating Costs <ul style="list-style-type: none"> ○ We calculated approx \$12,400 ○ VHCBs includes in-state and out of state travel which we only approximated in ‘mileage’ ○ VHCB travel costs include more than mileage - meals, hotels, etc. ○ <u>Decision:</u> Will integrate their suggestions and new items into our

	<ul style="list-style-type: none"> ● Can we actually build out more detailed rather than their % <ul style="list-style-type: none"> ○ Legal in the context of indirect VHCB = when we need review of contracting vs. Board Legal Counsel is
<p>4. VHCB Finance Check-in</p>	<ul style="list-style-type: none"> ● Anne Duffy - Want to gain clarity on the VHCB budget processes and LAOB budget draft to ensure that VHCB understands it and can provide reports <ul style="list-style-type: none"> ○ VHCB Staff est hours-ongoing (130) & some startup (70) = 200hrs - this will vary based on actual time spent ○ Estimated Direct Benefits 50.2% - Look at direct wages and look at the benefit packages and come up with % per salary dollar ○ VHCB Admin Sal & Ben 31.7% - any salaries and benefits that can't be allocated to any specific grants/programs. Related salaries & benefits for finance, ED, admin, etc. Doesn't include 1:1 work or specific project requests those are Direct Time which are in row 5 'Estimate of VHCB staff time' 200hrs. <ul style="list-style-type: none"> ■ In addition to the 50.2% ■ On all Direct Wages ■ Same process we apply to all federal programs - based on federal framework ■ Put in budget but will ○ Indirect Operating costs - 22.0% <ul style="list-style-type: none"> ■ Includes actual expenses of the office and big piece is IT and includes laptops, zoom, capacity within network and file mgmt system to support the LAOB ■ Includes travel for VHCB related activities ● Above the line - set VHCB percentages across programs ● Below the line - LAOB can consider what you want to invest in. ● <u>Decision:</u>
<p>5. Public Comment</p>	<p><i>None</i></p>
<p>6. Next Steps</p>	<ul style="list-style-type: none"> ● Share Budget Recommendation with LAOB and VHCB ● Presentation to Governor's office on 12/6
<p>Meeting to adjourn at 10am</p>	