



EXECUTIVE COMMITTEE MEETING

Monday April 13, 2020, 5:30 p.m., Virtual Meeting via Zoom

Attendance: Kirk Waite, Laz Scangas, Bill Irwin, Lynn Douglas, Alisha Larocque, Bob Buermann, Rowena Brown, Catherine Dimitruk, Joe Farnum

1. Additions or Changes to the Agenda

None.

2. COVID-19 RPC Update

C. Dimitruk updated the committee about the NRPC changes to operations related to the current state of emergency. All office functions are remote, Catherine she to the office a couple times per week to collect mail and conduct other business. Staff is holding up fairly well, keeping projects moving the best they can. S. Coleman has been coordinating with local officials and VEM and hosting weekly calls with emergency officials. B. Remmers has been working in the state EOC 2-4 days per week. The office construction project is on hold during the Stay at Home order.

3. Personnel Items

C. Dimitruk presented a proposal to allow staff to temporarily accumulate up to 100 hours of comp time, an increase from the current maximum of 40. She noted that this may be an issue for 2-3 staff members who are working extra hours due to the state of emergency. After committee discussion, L. Scangas moved to allow accumulation of up to 100 hours related to work necessary by the State of Emergency and until the State of Emergency is lifted. A. Larocque seconded. Motion carried.

The committee discussed the ability of employees to work their typical work weeks and the challenges of balancing this and child care and home schooling. C. Dimitruk noted that except for one employee, staff is managing to still work full weeks, at least for the time being. She recommended that due to child care challenges and workload changes, our GIS Technician be reduced to as little as 10 hours per week. She noted that she had discussed this with the staff member. After committee discussion, B. Irwin moved to reduce hours to no less than 10 hours per week through the month of May, with the possibility to extend or end early as needed. R. Brown seconded. Motion carried.

The extra sensitive nature of the Healthy Roots gleaning work was discussed. C. Dimitruk noted that a new protocol for food and employee safety was developed with input from the gleaning collective and a food safety expert at UVM. In cognition of this extra work and increasing level of difficulty, she recommended accelerating a planned salary

increase making it effective this week. A. Larocque moved to approve the increase for the gleaning coordinator as recommended. R. Brown seconded. Motion carried.

4. FY 20/21 Budget Overview

C. Dimitruk presented an overview of the current budget situation for FY 20 and FY 21. For FY 21, it is possible we will not know enough to adopt a detailed budget prior to the start of the fiscal year, because the State of Vermont may not adopt a budget until later in the year, or may only adopt a partial budget to start. For FY 20, she noted that the COVID-19 state of emergency has definitely affected our budget, but in some cases we have increased expenses/revenues and some are decreases. In the end, C. Dimitruk expects NRPC to still end the year in the black although perhaps not by as much as projected.

5. Internal Procedures- temporary amendments

C. Dimitruk noted that the current internal procedures and segregation of duties assume a physical presence in the office. C. Dimitruk has modified these to reflect the situation around the Stay at Home order. The draft is still under review internally. The committee agreed that C. Dimitruk will provide a draft to K. Waite and H. Garrett for review this week and it will be on the agenda again for ratification at an upcoming meeting.

6. April Board Meeting

Committee members discussed the April Board meeting and potential agenda items. The members recommended keeping the agenda short and straightforward to allow the Board to get accustomed to remote meetings.

7. Executive Director and Commissioner Reports

None.

B. Buermann moved to adjourn; A. Larocque seconded. Motion carried.