

Bennington County Regional Commission

EXECUTIVE COMMITTEE MINUTES

September 26, 2018
8:30 AM
Chauncey's Restaurant – Arlington, VT

Present: John LaVecchia, Cinda Morse, Dan Monks, Janet Hurley, Suzanne dePeyster
Jim Sullivan (Director)

1. FY 2018 Financial Audit

Sullivan briefly reviewed the audit prepared by Love, Cody & Company, noting that both revenues and expenditures exceeded budgeted amounts last year, and that there was a net surplus of approximately \$65,000 – with a year-end fund balance of \$589,337. Discussed likely reduction in revenues for the current year and the effect of the lowered indirect rate.

Motion (Morse): Accept the FY 2018 Financial Audit as presented. Second by LaVecchia. Passed unanimously.

2. Regional Development Corporation and BCRC Bylaw Revisions

The Committee discussed the ongoing collaboration between the BCRC and the regional development corporation ("RDC," the BCIC in our region). The effort to further integrate the functions of the organizations while giving the RDC official representation on the BCRC was discussed and possible revisions to the BCRC Bylaws considered. The Executive Committee will meet with the RDC board to work out details in the near future. Among specific Bylaw revisions recommended for discussion:

- Specifically reference community and economic development in Article III (Purpose).
- Providing for a Community and Economic Development Committee (currently the RDC) which shall appoint up to five commissioners – those appointments must represent geographic diversity within the region.
- One (additional) member of the executive committee to be designated by the Community and Economic Development Committee.

Sullivan will draft Bylaw revisions and share them with the Executive Committee in anticipation of an upcoming meeting with the RDC board.

3. Municipal Assessment Schedule

A proposed revision to the municipal assessments (attached) was reviewed. As per the BCRC Bylaws, there is a direct correlation with population – a tiered assessment plan similar to the existing with increasing amounts based on population. The increase (a total of approximately \$39,000 across all municipalities) is needed to provide local funds to support the increasing number of BCRC programs, many of which are required by state agency contracts. It was noted that local funds still represent less than ten percent of BCRC funding. The Executive Director will organize at least one meeting for municipal officials to coincide with release of BCRC’s annual report and funding request – the purpose of the meeting to explain BCRC programs, funding, and to answer questions. There will be no further funding requests tied directly to the BCIC.

Motion (Morse): Adopt the new municipal assessment schedule as presented. Second by dePeyster. Passed unanimously.

4. Alliance for Community Transformations (ACT) Request for Extension

The BCRC had been scheduled to relinquish its Drug Free Community grant (under which ACT is the operating entity) as of October 1, but neither ACT nor the proposed new fiscal sponsor (The Turning Point Center) are ready to submit a new application to continue/transition the program. Maryann Morris, Executive Director of the Collaborative, has been retained to assist ACT and TPC with the transition. Sullivan, Hurley, and LaVecchia met with Morris earlier in the week and reviewed a transition plan (copy attached). The plan calls for the transition to occur by March 1 and for the BCRC to relinquish the grant with a recommendation that it be assumed by TPC no later than that date. The Executive Committee felt that the extension could be granted (i.e., the BCRC would continue to operate as grantee and fiscal sponsor, and as an umbrella organization for ACT), with the following conditions:

- Monthly meetings be held with Maryann Morris, the ACT and TPC Directors, the BCRC Executive Director and/or Financial Director, and one BCRC Executive Committee member. The purpose of the meetings is to document progress on the transition plan.
- ACT must maintain a positive balance in their local match account. If that balance reaches zero or drops into a deficit at the end of any month, the BCRC will immediately relinquish the DFC grant and will no longer provide employment or compensation for ACT employees or for any ACT program expenses.
- A letter reflecting the above conditions will be prepared and sent to ACT with a request that it be acknowledged and accepted by signature.

Motion (Morse): Extend the current arrangement with ACT and continue as fiscal agent under the DFC grant based on the conditions noted above. Second by Monks. Passed unanimously.

There being no further business, the meeting was adjourned at 10:15 AM.

Respectfully submitted,
James Sullivan

Possible Municipal Assessments - BCRC - FY 2020

<u>Municipality</u>	<u>Population</u> <u>(2016 ACS estimate)</u>	<u>FY 2019 (Current)</u>	<u>FY 2019</u> <u>(New Formula)¹</u>	<u>Increase</u>	<u>Per Capita</u>
Arlington	2,572	\$ 3,966	\$ 6,000	\$ 2,034	\$ 2.33
Bennington ²	13,562	\$ 15,511	\$ 33,686	\$ 18,175	\$ 2.48
North Bennington Village	1,688	\$ 2,944	\$ 5,000	\$ 2,056	\$ 2.96
Old Bennington Village	187	\$ 2,000	\$ 2,000	\$ -	\$ 10.70
Dorset	2,055	\$ 3,741	\$ 6,000	\$ 2,259	\$ 2.92
Glastenbury	8	\$ 2,000	\$ 2,000	\$ -	\$ 250.00
Landgrove	98	\$ 2,000	\$ 2,000	\$ -	\$ 20.41
Manchester	3,600	\$ 5,763	\$ 7,000	\$ 1,237	\$ 1.94
Manchester Village	731	\$ 2,223	\$ 4,000	\$ 1,777	\$ 5.47
Peru	375	\$ 2,000	\$ 3,000	\$ 1,000	\$ 8.00
Pownal	3,478	\$ 5,023	\$ 7,000	\$ 1,977	\$ 2.01
Rupert	630	\$ 2,244	\$ 4,000	\$ 1,756	\$ 6.35
Sandgate	370	\$ 2,000	\$ 3,000	\$ 1,000	\$ 8.11
Shaftsbury	3,533	\$ 5,077	\$ 7,000	\$ 1,923	\$ 1.98
Stamford	830	\$ 2,370	\$ 4,000	\$ 1,630	\$ 4.82
Sunderland	985	\$ 2,533	\$ 4,000	\$ 1,467	\$ 4.06
Woodford	342	\$ 2,000	\$ 3,000	\$ 1,000	\$ 8.77
TOTAL	35,044	\$ 63,395	\$ 102,686	\$ 39,291	\$ 2.93

1) Population: 0-250 = \$2,000; 251 - 500 = \$3,000; 501 - 1,000 = \$4,000; 1,001 - 2,000 = \$5,000; 2,001 - 3,000 = \$6,000;
3,001 - 4,000 = \$7,000; 4,001 - 5,000 = \$8,000; Over 5,000 = \$8,000 + (Population - 5,000) x 3

2) Bennington has paid an additional \$20,000+ annually for economic development planning services; that additional contracted amount will now terminate.

ACT timeline for transfer of fiscal sponsorship

Task	Process	Who Leads	Who else is needed	By When
Report monthly on progress to BCRC Executive Director	Monthly reports to Jim Sullivan on progress	Maryann	Dare, board members, TP	Monthly until March 1
Recruit at least 2 New board members	Work with Coalition members to identify potential new board members	Maryann/Dare	Identified coalition members to approach potential board members	October 30
Onboard new board members	Work with The Collaborative move potential board members to vetted and voted in members	Maryann/Dare/existing board members		December 15
Work with new board members on Organizational oversight	Provide regular information to the board regarding proper oversight	Maryann	Board	Through March 1
Write grant draft	Use original grant and this years work plan to begin the work of completing the grant package. Identify areas that new information needs to be written.	Dare	Maryann	Dec 1
Obtain MOU's and other contracts	12 sector contracts, Fiscal agent MOU's written and signed	Dare	Board members	Dec 1
Review Final grant	Complete final edits of grant	Dare	Maryann	Jan 15
Finalize grant package	Make sure all portions including budget, assurances, contracts and narrative are	Dare	Maryann/Board Members	Feb 15

ACT timeline for transfer of fiscal sponsorship

	complete and compelling			
Submit grant, MOU's Policies to SAMSHA	Email to Samsha fiscal and program manager	Dare		March 1
Review TP policies to align with federal requirements	Obtain TP policies electronically	Ken, Jackie, Maryann	ACT board approval of final documents	Nov 15
Review current structure of in-kind receipts	Obtain history of in-kind receipts. Evaluate process and brainstorm changes	Dare, Maryann, BCRC staff		
Meet with both fiscal agent Ed's or board to agree upon any transfers of funds or information	Budgets of DFC accounts reviewed	Ken, Jim S, Maryann, Jackie	SAMSHA fiscal manager	Feb 1
Create new organizational structure for ACT and TP relationships	Create MOU of organizational oversight and procedures for communication and responsibilities	Dare, Ken, Maryann	Boards of both groups	Dec 15
Provide fiscal guidance to TP for federal requirements	Train TP staff in Federal fiscal management systems.	Ken, Jackie		Through March 1
Fiscal relationship with BCRC terminated	Formal termination of relationship	Dare, Jim S	All board members	March 1 Or upon submission of grant package

Dare Meunier, Program Director, Alliance for Community Transformations
 Maryann Morris, Executive Director, The Collaborative
 Jackie Borella, Business Manager, The Collaborative
 Ken Sigsbury, Executive Director, Turning Point