

**Vermont Community Broadband Board
Organizational Meeting Minutes
Meetings are being held virtually.
November 3rd, 2022**

I. Call To Order – 12:12pm

Roll call completed by Patty Richards

Patty Richards, Chair (Remote)
Laura Sibilila (Remote)
Dan Nelson (Remote)
Brian Otley (Remote)
Holly Groschner (Remote)
Christine Hallquist - Staff (Remote)
Robert Fish – Staff (Remote)
Alissa Matthews – Staff (Remote)
Stan Macel – Staff (Remote)
Adam Bornstein – Staff (Remote)
Herryn Herzog – Staff (Remote)
Kristin Brynga – PSD Staff (Remote)

II. Approval of Agenda

Patty Richards made a motion to approve the agenda with the addition of 10 minutes for public comment as the last item. Dan Nelson seconded, and the agenda was unanimously approved.

III. Goals of the Organization

Patty asked Board members to think of goals to help improve the efficiency and efficacy of the Board process. No policy or procedural development was done during the meeting; however, the following items were noted to be addressed prospectively.

- Establish a Board communication policy and procedures including staff communication expectations.
 - All communication should come from Christine, rather than from other staff members. All things sent to the board should be authorized by Christine so it should come from her directly to ensure this is the case.
- What is in the purview of the board and what is in the purview of staff?
- How and when do we include VCUDA in discussions and actions?
- What is the prospective focus of the board as we enter a new stage of programming?
- Baseline communications. How, when and what is the goal for each?
- Now that there is more staff capacity, the Board would like Christine to be able to spend

more time interfacing with them.

IV. Reaffirming Role and Expectation of the Board

Discussion items regarding Board roles and expectations included:

- It is recognized that all Board members have very busy schedules; however, being present and engaged when meetings are scheduled is an expectation that needs to be upheld to facilitate robust discussions and adequate oversight.
- The Board needs to solidify the objectives of Act71 more formally.
- Development of performance measurements for the Board is needed.

V. Board Packet Content and Structure

Prospectively Patty and Christine will work together to put together the agendas at least a week in advance of each meeting.

Requested changes or reaffirmations for Board Packet content included:

- Agenda Structure
 - Include a placeholder for policy and goal discussions on each agenda.
 - Budget to actual analysis to be included at least quarterly.
- Dashboard summary to highlight grant status and compliance and progress reporting.
- Parking lot (No change)
- Copies of press releases that have been sent out since the last meeting.
- One pager to provide a high-level summary of any new opportunities that staff is pursuing to include: objectives, partners, dollar amounts, what is being leveraged, etc.
- Status of grant requests that have been received but that are not yet ready for Board review to ensure the Board is aware of what is in process currently.
- Benchmarks for grants by which to compare new requests.

VI. Board Meetings

Both the Board and staff expressed a desire to change meeting frequency from twice a month to once a month. Christine also inquired about moving the Board meetings to a day of the week other than Monday; however, due to Laura's legislative schedule this proved to not be possible. No changes were made to the day of the week.

Patty made a motion to move to a once-a-month meeting frequency beginning in December. Brian Otley, seconded. Laura expressed concern and would like to begin

this practice later than December so the change is not rushed but is willing to make an attempt at the change and see how it goes. The motion was unanimously approval.

November meetings will continue as scheduled on Monday November 14th and Monday November 28th. Christine and PSD staff will present the budget on the 14th with a discussion regarding ongoing budget reporting needs. Monday December 12th will be the first in the monthly meeting schedule. However, the board packet being provided a full week in advance will not begin until January.

Requested changes for meeting process and procedures included:

- Designated staff should make initial presentations and be available to answer questions from the Board as the point person for that particular topic of discussion. Any other discussion from staff should be limited as it is the Board's role to deliberate and make the final decisions.
 - Christine agreed that staff can be more organized and limit additional discussions; however, she reiterated that she does not want to stop staff from taking responsibility for items within their areas of expertise. The Board agreed with this sentiment.
- It would be useful to have staff provide the board with status updates for each of the CUDs.
- The Board needs to be apprised of monitoring activities of grantees.
- It would be useful to bring in others to speak to the board as it is appropriate.
 - Governor's Office
 - State Legislative Leaders
 - Federal Legislative Leaders
 - PSD Commissioner
 - Auditors Office
 - Others
- It would be useful to have information from legislative committees that impacts the VCBB presented to the board in summary format. Particularly if anything is contentious.

Further comments were requested from Rob Vietzke on behalf of VCUDA. He indicated that it would be helpful to the CUDs to get away from the last minute agendas that create a frantic push between when the agenda is released and the meeting itself. Additionally, the CUDs feel that it would be more helpful for the board and staff to work out problems in advance of the meetings, rather than in the meetings, so that everyone is on the same page going into the meetings.

VII. Executive Director Review Process

Before the end of the year the Board Chair would like to sit down with Christine and do an Executive Director evaluation. This will include the recognition of accomplishments and discussion of current and prospective challenges. Feedback will be provided in advance of this meeting by the whole Board with comments summarized during the one-on-one meeting between Christine and Patty.

Laura suggested that a gap analysis be performed whereby Christine can rate herself as well and comparisons can be made between this self-evaluation and the Board evaluation.

VIII. Board Performance and Review

Staff will also be expected to give feedback to the Board as to what is working well and what is not working well. Input from all staff will be encouraged; however, Christine will be responsible for providing a summary of the feedback solicited. The Board requests that commentary on Board performance and review be confined to this review process rather than in any other formal or informal public forums.

Laura suggested that a gap analysis be performed whereby the Board members can rate themselves as well and comparisons can be made between this self-evaluation and the staff evaluation.

After opening the meeting for public comment and hearing none, the meeting was adjourned at 1:45pm.