

**Healthy Roots Collaborative Advisory Committee Meeting
June 11, 2024 – 1:00pm to 2:00pm**

Zoom link: <https://us02web.zoom.us/j/83260529479?pwd=AOPfFajCwYN1vWPU0IVoBQCI2iH924.1>

Meeting ID: 832 6052 9479
Passcode: 714967
One tap mobile
+16469313860,,83260529479# US

Attendance: Marietta Scholten, Katie Darr, Lauren Weston, Emily Alger, Tim Smith, Bethany Remmers, Christine Porcaro, Peter Jenkins

Goals: Make any edits/additions to HRC Rules of Procedure for presentation to CVOEO

Times	Agenda Item	Action
1:00 to 2:00	HRC Rules of Procedure Discussion	C. Porcaro to send out new HRC Advisory invite and update current ROP with edits.
<p>C. Porcaro gave an update on the passing of the MOU through the Executive Committee and Board of Commissioners. Both HRC staff have approved their job descriptions and will be going through the hiring process over the next few weeks.</p> <p>B. Remmers shared that there would be no employment gap for Peter and Christine. There will be a meeting with CVOEO, Catherine and Bethany to discuss financial information and equipment logistics.</p> <p>T. Smith ask about the future of the In Good Taste account/funding. He shared that he would prefer that funding stay separate from the HRC transfer. B. Remmers agreed that that funding does not need to be moved over. T. Smith said he'd prefer that funding be used for micro-grants for farmers/producers.</p> <p>E. Alger asked about initial questions and feedback and reviewed the purpose of the HRC Advisory Committee (AC). E. Alger led a discussion about the role and responsibilities of the advisory committee which is to oversee the Healthy Roots Collaborative (HRC), maintain the collective impact process and implement the mission to strengthen the local food system of Northwest Vermont for the health and vitality of our community. Questions were raised about the committee's relationship with CVOEO and other organizations, as well as its advisory role. The team also discussed the need for clarity on the committee's responsibilities, potential changes in committee structure, and the process for adding or changing organizational representatives.</p> <p>E. Alger highlighted the membership section of the current Rules of Procedure (ROP). It was decided to make membership language more open to include other individuals and organizations not currently a part or included in the ROP. L. Weston and E. Alger discussed the quorum requirements for the Advisory Committee and also questioned whether the AC would be subject to open meeting law. B. Remmers shared that there might be decisions to follow some or all of</p>		

open meeting law, even if not required, to make sure to achieve the most transparency and openness possible. It was decided that more clarification would be needed from CVOEO to define what would be needed.

L. Weston shared that she was interested in knowing more about the other Franklin/Grand Isle Advisory Board and what their role is and whether HRC Advisory Members should be on that. T. Smith was also wondering who the HRC Advisory Board would be reporting to.

The conversation ended with an agreement to seek more clarification from CVOEO regarding all of these questions. The HRC Advisory Committee would meet again at the end of June.

Meeting ends: 1:50pm

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**HEALTHY ROOTS COLLABORATIVE
ADVISORY COMMITTEE**

RULES OF PROCEDURE

PURPOSE: To oversee the Healthy Roots Collaborative (HRC), maintain the collective impact process and implement the mission *to strengthen the local food system of Northwest Vermont for the health and vitality of our community*. The HRC Advisory Committee serves in an advisory capacity to the Champlain Valley Office of Economic Opportunity (CVOEO).

GENERAL RESPONSIBILITIES:

- Commit to collective impact vision and building partnerships support to HRC.
- Identify and guide strategy, and long-term planning for the structure and direction of HRC.
- Provide advice and input into budget development for annual HRC work plan.
- Represent HRC at the state and local level.
- Help identify funding opportunities for HRC initiatives and contribute to grant applications.
- Reevaluate the HRC mission periodically and maintain program focus on the mission.

Commented [CP1]: Would this continue to be a role the HRC Advisory Committee plays or does that become the role of CVOEO? (HRC Advisory Meeting Note 06/11/2024)

MEMBERSHIP: The HRC Advisory Committee currently consists of representatives from Franklin County Industrial Development Corporation, South Hero Land Trust, Champlain Valley Office of Economic Opportunity, Northwest Regional Planning Commission Board of Commissioners, Franklin County Natural Resources Conservation District, The Abbey Group, Lake Champlain Basin Program and up to three members representing private producers or purchasers. CVOEO/HRC staff will be ex-officio members. HRC Advisory Committee can add/change member organizations to include other organizations and businesses located in Franklin and Grand Isle Counties.

Commented [CP2]: What process would need to take place for that to happen? (HRC Advisory Meeting Note 06/11/2024)

The organizations currently participating on the HRC Advisory Committee shall appoint one representative.

Individuals representing private producers or purchasers shall be appointed by the HRC Advisory Committee upon unanimous vote of the attending quorum at a HRC Advisory Committee meeting.

OFFICERS/ELECTIONS: The HRC Advisory Committee will elect a Chair and Vice-Chair annually at the June meeting. The Chair will be responsible for assisting HRC staff in running meetings, setting agendas, reviewing and signing correspondence on behalf of the HRC Advisory Committee, and representing the HRC Advisory Committee at various meetings as needed. The Vice-Chair will serve as Chair when the Chair is unavailable. If the Chair should resign before the Chair's term has expired, the Vice Chair shall serve as Chair until elections are held in June. No term limits for officers will be imposed.

ATTENDANCE AND QUORUMS: As the HRC Committee is advisory, a quorum shall consist of a majority of members in attendance at the HRC meeting or a minimum of five members, whichever is

Commented [CP3]: What requirements does CVOEO have for their other boards/advisory committees? Do they require them to follow Open Meeting Law? (HRC Advisory Meeting Note 06/11/2024)

greater. Ex-officio members are not counted towards quorum. The HRC Advisory Committee shall meet bi monthly, or as needed to carry out the stated purpose.

COMMUNICATION AND COORDINATION:

- Notices of all regular meetings shall be sent to HRC Advisory Committee members and interested persons at least seven days before the scheduled meeting.
- Notices of all regular meetings shall be posted on the HRC and CVOEO website and three other locations 48 hours before the meeting in accordance with state open meeting law.
- Meetings shall be noticed and held in accordance with state open meeting law.
- Draft policies and resolutions shall be forwarded to HRC Advisory Committee and interested/affected parties for comment before action by the HRC Advisory Committee, or final action/approval CVOEO.
- Minutes of all regular and special meetings will be prepared by HRC staff, distributed to HRC Advisory Committee members and interested parties, and made available to the public in accordance with public records law.

Commented [CP4]: This needs to be discussed with CVOEO to see what they require. What is currently included follows Open Meeting Law (HRC Advisory Meeting Notes 06/11/2024)

Commented [CP5]: What leadership would HRC Advisory Committee report to/look to approval from? (HRC Advisory Committee 06/11/2024)

CONFLICT OF INTEREST: In the event any HRC Advisory Committee member has a personal or financial interest with any individual, partnership, firm or corporation seeking to contract with the CVOEO, or to provide materials or labor thereto, or has a personal or financial interest in any project being considered by the HRC Advisory Committee, the member shall state on the record the nature of his or her interest. If the member feels this conflict interferes with the member’s ability to be objective, the member shall not participate in any discussions or vote on any related motion.

ADOPTION OF ORGANIZATIONAL PROCEDURES: The HRC Advisory Committee may, at any time, vote to amend these procedures, in accordance with quorum requirements noted above. Proposed amendments will be forwarded to HRC Advisory Committee members and interested parties before consideration at a regular HRC Advisory Committee meeting. Amendments will go through CVOEO organizations procedures then forwarded to XXX for ratification.