

**Land Access and Opportunity Board - MOU Strategy**  
**October 30th, 2023, 11:00 a.m. - 12:00 p.m.**  
Meeting Facilitator: Jessica Laporte CRO's

Attendee	Present	Not Present
<b>Board</b>	<ul style="list-style-type: none"> <li>• Kirsten Murphy, Vermont Developmental Disabilities Council</li> <li>• Brian Cina, NSWA - <i>Not present</i></li> </ul>	<ul style="list-style-type: none"> <li>• Xusana Davis, Office of Racial Equity</li> <li>•</li> </ul>
<b>Guests &amp; Public:</b>	<ul style="list-style-type: none"> <li>• Robert Appel, Attorney</li> </ul>	

**Agenda & Notes**

1. Meeting Convened by Facilitator, Jess Laporte	
<b>2. Intros &amp; Welcome</b>	<ul style="list-style-type: none"> <li>• Touch base and agenda setting</li> </ul>
<b>3. Prep Board MOU Update</b>	<ul style="list-style-type: none"> <li>• <b>Kirsten</b> - could prepare for 11/13 Explainer/update for the board</li> <li>• <b>Robert</b> - Difficult for board to grapple with without time to digest ahead of time</li> <li>• <b>Jess</b> - Touchpoint around timeline               <ul style="list-style-type: none"> <li>○ We are now in the window where the MOU process will</li> </ul> </li> <li>• <b>Kirsten</b> - There are some concepts that we need people to wrap their heads around, like fees associated with services, etc.</li> <li>• <b>Robert</b> - When was the last time the board saw this MOU? When this group went off in August?               <ul style="list-style-type: none"> <li>○ <b>Kirsten</b> - Yes, and just general updates since then (5 mins each)</li> </ul> </li> <li>• <b>Brian</b> - Yes we need to give an update and help people engage. Give people the benefit of the doubt.               <ul style="list-style-type: none"> <li>○ Understand if people are not comfortable voting with less than 24hrs notice, but need to help people to be ready by 11/13</li> <li>○ This is dragging on and when that happens we lose people's attention</li> <li>○ I doubt people will have concern about the fees if they understand why it is that way.</li> </ul> </li> <li>• <b>Jess</b> - Examples of items addressed, 1) Public speaking and representation, 2) Fee structure, 3) Human Resources considerations - office space, integration               <ul style="list-style-type: none"> <li>○ <u>Goal:</u> 10/30 is the primer so people fell ready to vote on the 13th of November</li> </ul> </li> <li>• <b>Robert</b> - strip the latest version from VHCB of the comments.</li> </ul> <p><b><u>MOU Update at 10/30 Meeting</u></b></p> <ul style="list-style-type: none"> <li>• Restate what the function of MOU</li> <li>• Outline VHCB's responsibilities</li> <li>• Outline LAOB's responsibilities</li> </ul>

	<ul style="list-style-type: none"> <li>● 3 main issues that were discussed and revised - They have been negotiated to a place that this committee is comfortable with <ul style="list-style-type: none"> <li>○ Human Resources oversight</li> <li>○ Oversight of Public Statements</li> <li>○ How to terminate the MOU</li> <li>○ Fees associated with service</li> </ul> </li> </ul> <p>Notes for Presentation</p> <p><u>Overview of VHCB Responsibilities</u></p> <ul style="list-style-type: none"> <li>● Personnel Administration (Human Resources administration - payroll, payroll taxes, employee benefits, etc.)</li> <li>● Administrative &amp; Accounting (Facilitate, disburse, track and report on expenses)</li> <li>● Legal Support (drafting of contracts and agreements, legal support related to LAOB activities)</li> </ul> <p><u>Overview of LAOB Responsibilities</u></p> <ul style="list-style-type: none"> <li>● Personnel Administration (Design job descriptions, recruitment &amp; hiring decisions, staff management and evaluation consistent with VHCB policies and procedures, etc)</li> <li>● Administrative &amp; Accounting (Develop budget for how funds should be spent, thorough documentation of expenditures)</li> <li>● Legal Support (seek independent representation to inform programs and perform research)</li> <li>● Strategic Plan for LAOB including financial plans</li> </ul> <p><u>Shared</u></p> <ul style="list-style-type: none"> <li>● Each body only makes Public statements only on behalf of themselves</li> </ul>
<p><b>4. Review latest MOU draft from VHCB (10/18/23)</b></p>	<p><b>Review latest Draft of MOU from VHCB from 10/18/23</b></p> <ul style="list-style-type: none"> <li>● <i>Sharable version</i> - <a href="https://docs.google.com/document/d/1iOaN1LMoZnS3wFIQNhyAzpIFXU1tAyxV/edit">https://docs.google.com/document/d/1iOaN1LMoZnS3wFIQNhyAzpIFXU1tAyxV/edit</a></li> <li>● <b>Robert</b> - Does this latest draft meet the expectations? <ul style="list-style-type: none"> <li>○ <b>Kirsten</b> - Yes, this is what we discussed and they integrated</li> <li>○ <b>Brian</b> - Appreciate people being thorough and clear but has dragged on</li> </ul> </li> <li>● <b>Jess</b> - biggest challenge has been the back and forth, drafts and meetings. <ul style="list-style-type: none"> <li>○ <b>What is the next step to get this finished?</b> <ul style="list-style-type: none"> <li>■ <b>Kirsten</b> - Bring it to the board saying</li> <li>■ <b>Robert</b> - I would want to hear from Xusana</li> <li>■ <b>Robert</b> - The board has delegated this authority to this group to develop the MOU. My sense is the board will back-up this recommendation.</li> </ul> </li> <li>○ <u>Process Check-in</u> <ul style="list-style-type: none"> <li>■ The board needs to vote before someone from this group signs</li> <li>■ <b>Brian</b> - Has the board seen this document in the process?</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● <b>Jess</b> - No, they have not seen it</li> <li>■ <b>Brian</b> - When I've had documents brought up for a vote last minute, when given 10-15 minutes to review, I am often able to come to a determination.</li> </ul>
<p><b>5. Gathering and confirming next steps</b></p>	<ul style="list-style-type: none"> <li>● Update to the board at 10/30 with information (See above)</li> <li>● Vote to sign the MOU by 11/13 meeting</li> <li>● Request VHCB sends clean version to present to the LAOB and sign by 11/9 <ul style="list-style-type: none"> <li>○ Decided not to schedule a call with VHCB as the revisions are clear</li> </ul> </li> </ul>
<p><b>6. Meeting Adjourned at 12:00pm</b></p>	