



NVDA
*Northeastern Vermont
Development Association*

EXECUTIVE COMMITTEE MEETING

Zoom Meeting

**May 21, 2020
6:00 PM**

MINUTES

Those attending:

Committee:

Joel Cope
Laura Dolgin
Martha Feltus
Thomas Robinson
Grant Spates

Staff:

Judy Butson
Tina Gonyaw
David Snedeker

Guests:

The Meeting (via Zoom Meeting) was called to order by President Martha Feltus at 6:10 PM

Update Agenda

None

Minutes

A motion to accept the minutes of the April 23, 2020 meeting as presented was made by Grant Spate and seconded by Laura Dolgin. The motion was approved on a voice vote.

Financials

A motion to approve April Financial Statements subject to audit was made by Thomas Robinson and seconded by Joel Cope. The motion was approved on a voice vote.

PO Box 630 36 Eastern Avenue, Suite 1 St. Johnsbury, Vermont 05819-0630 802 748-5181 Fax: 802 748-1223

The regional planning and development commission serving The Northeast Kingdom: Caledonia, Essex and Orleans Counties
NVDA is an Equal Opportunity lender, provider and employer

FY2021 Draft Budget

Judy presented

Two Draft Budgets were reviewed by the Committee. One with a 20% cut in state funding for the RPCs and RDCs. This would present a challenge, but David and Judy will continue to monitor the situation and make the necessary adjustments to the budget if funding is reduced. There will be opportunities for new revenue through stimulus funds. The Committee will meet one week prior to the June meeting to approve the FY2021 Budget.

Draft Work Safe Plan

NVDA developed the required Work Safe Plan for when the office reopens (currently, June 15th). See Attachment

Brief Review Bills introduced in the Legislature

Martha Feltus, President, shared with the Committee a list of bills that have been introduced in the legislature that may be of interest or impactful to NVDA and our municipalities. Example: Governors \$4 Million Plan to assist Small Businesses, Dairy Farms, Tourism; Capital Bill with money for the Rail Trail and Newport City Court House; Assistance for Municipalities with Short term borrowing, Tax Rates and Due Dates.

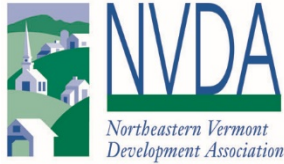
Executive Director Update

- David provided an update on NVDA's COVID-19 business and community response activities over the weeks from mid-March thru May.
- June Board Meeting
 - Individual County Phone Conference Calls will be held the week before for County Caucusing for Appointment to the Executive Committee.
 - President Martha Feltus will appoint a Nominating Committee prior to the June Meeting but after the County Phone Conferences to nominate a slate of officers for the upcoming election.

Other Business

None

With no other business before the committee, a motion was made by Joel Cope and seconded by Grant Spates to adjourn the meeting, carried unanimously. The meeting was adjourned at 6:55 PM.



MANDATORY HEALTH AND SAFETY REQUIREMENTS FOR ALL BUSINESS, NON-PROFIT & GOVERNMENT OPERATIONS

All businesses must follow Vermont Department of Health and CDC Guidelines and VOSHA Standards

Mandatory Requirements

- Employees shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (with fever, cough, and/or shortness of breath).
- Non-symptomatic COVID-19 positive employees are not allowed on site and any employee who comes into contact with a person who is diagnosed with COVID-19 is required to quarantine for 14 days.
- Signs must be posted at all entrances clearly indicating that no one may enter if they have symptoms of respiratory illness.
- To the extent feasible, prior to beginning each work shift, employees should self-screen at home to verify they have no symptoms of respiratory illness (fever, cough, and/or shortness of breath), including temperature checks. *Note - A temperature of 100.4°F/38°C or higher, is considered a fever, as according to the CDC.*
- At present, a non-contact thermometer is not available at the NVDA office but has been ordered. When the office reopens, temperature checks will be conducted.
- All employees must observe strict social distancing of 6 feet while on the job and should refrain from touching their faces. Employees shall not congregate in any areas of the office.
- Access to common areas like the breakroom and copy room are limited to one employee at a time. Face masks are required in common areas. Meals should not be consumed in the breakroom until further notice. The conference rooms are also closed until further notice.
- Signs will be posted at the entrance to each common area indicating the rules for that space.
- Employees shall be required to wipe down their area prior to leaving. Employees shall wipe down common areas before leaving.
- Hand sanitizer shall be available at/near the entrance of common areas.
- When working inside, open windows (if possible) to promote air flow to the greatest extent possible. The number of employees per office is limited to one.

- No more than one person per vehicle while conducting field work. Employees working in the field shall wear face coverings when other clients or the public are present.
- Employees must wear face coverings over their nose and mouth when in the presence of others.
- All common spaces and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and vehicles must be cleaned and disinfected at the beginning and end of each shift *and*, between use to the extent possible.
- Employees will have easy access to soap & water and hand sanitizer during work. Frequent handwashing or hand sanitization is strongly encouraged, including before entering, during, and after leaving the workplace.
- If an in-person meeting is necessary, employees should wear a face covering and maintain physical distancing any time they are interacting with others from outside their household.
- Update on New Work Safe Additions to the Stay Home, Stay Safe Order:
<https://accd.vermont.gov/news/update-new-work-safe-additions-stay-home-stay-safe-order>

Work Elimination/Substitution

- Employees should evaluate all work tasks for the possibility of working remotely
- All meetings/conferences and trainings should be done via the internet/virtually or telephone.
- All communication with NVDA clients should be done via the internet/virtually or telephone.
- Employee-to-employee contact should be eliminated by spreading out workstations and physical distancing.
- Employees should stay home if they feel ill in any way.