

Weekly Check-In Meeting (VCC Project)

MINUTES

OCTOBER 5, 2021

10:00AM – 11:00AM

ZOOM VIRTUAL MEETING/CONFERENCE CALL

FACILITATOR(S):	Kiah Morris & Jane Lazorchak
NOTE TAKER:	Jennifer Hummel
ATTENDEES:	Kiah Morris, Jane Lazorchak, Marian Wolz, & Jen Hummel (Via Zoom Virtual Meeting)

Meeting Topics/Notes

UPDATES FOR WEEKLY CHECK-IN

DISCUSSION	Timelines and processes established for the following Vermont Climate Council (VCC) Subcommittees: (1) Cross Sector Mitigation; (2) Rural Resilience & Adaption; and (3) Agriculture & Ecosystems. Specifically, but not limited to the framework for prioritizing pathways, strategies and actions, in conjunction with applying <i>Just Transitions Principles</i> via the <i>Scoring Rubric</i> process.	
Overview	<ul style="list-style-type: none"> ▪ Facilitate the review of the Pathways, Strategies and Actions. <ul style="list-style-type: none"> ▪ Create sub-groups within each subcommittee. ▪ Assign each sub-group a pathway and designate a sub-group lead/designee. ▪ Each sub-group will select a high priority within their assigned pathway. ▪ The sub-group would discuss, strategize and devise an action. ▪ Following the sub-group’s consensus, the designee would present the sub-group’s outcome to the individual subcommittee to identify any need for further work. ▪ The goal is for sub-groups to repeat the above referenced process for another five high priorities within their assigned pathway for their subcommittee. ▪ Following the prioritization process, Kiah will walk through a subset of the high priority pathways, strategies and actions to evaluate them using the scoring rubric. <ul style="list-style-type: none"> ▪ All actions flagged for prioritization will be reviewed. Subcommittees are required to evaluate each high priority through an equity lens via the scoring rubric tool. ▪ Kiah will facilitate the scoring rubric process for top priority recommendations within the highest specified priorities for each subcommittee. Subcommittees will be tasked with completing the scoring rubric process for remaining high priorities on their own outside of one-on-one guidance meetings with Kiah. ▪ Public comment invite and feedback need to be addressed accordingly. <ul style="list-style-type: none"> ▪ Need to decide on a cut-off date for public comment. ▪ Need to decide what will be implemented from public comment feedback and how to incorporate in overall recommendations. ▪ Need to follow-up with David Plumb regarding the details concerning where to place public comment on the agenda. 	
CONCLUSIONS	The Subcommittee Meetings will most likely be longer in upcoming weeks to achieve the goals referenced above. The Agriculture & Ecosystems Subcommittee will meet on Fridays from 9:00am – 12noon, following their 10/08/2021 meeting. The Cross Sector Mitigation Subcommittee and the Rural Resilience & Adaption Subcommittee will also be encouraged to reconsider the length of time they meet, due to the imminent timeline for drafting deadlines.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Follow-up w/David Plumb @ Public Comment on Agenda	Jane	N/A

RURAL RESILIENCE & ADAPTATION

DISCUSSION	Clarification will be provided to Rural Resilience & Adaptation, as it is essential, they understand that Kiah will only be providing one-on-one guidance for top priority recommendations within the highest specified priorities. Subcommittees will be tasked with completing the scoring rubric process for remaining high priorities on their own.	
Summary		
<ul style="list-style-type: none"> ▪ Check-in/One-on-One Meeting took place with the Rural Resilience and Adaptation Co-Chairs. ▪ Additional review by work groups is required to meet drafting deadlines. ▪ Friday, 10/15/2021 Meeting = Presentation on Guiding Principles. Discussion on the pre-work needed prior to completing the scoring rubric process. ▪ Friday, 10/22/2021 = 'Deep Dive' – applying the scoring rubric process/equity lens for top priority recommendations. ▪ Friday, 10/29/2021 = 'Deep Dive' – applying the scoring rubric process/equity lens for top priority recommendations. ▪ Proposing a longer meeting time on Fridays. 		
CONCLUSIONS	Current meeting times may not be sufficient to complete all time-sensitive tasks. Proposing the Rural Resilience & Adaptation Subcommittee meet on Fridays from 1:00pm – 4:00pm, beginning with their 10/22/2021 meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Request/Implement New Meeting Time on Fridays (1-4p)	Kiah/Jane	N/A

AGRICULTURE & ECOSYSTEMS

DISCUSSION	Agriculture & Ecosystems has expressed breaking down the silos. Have representation for each pathway, along with designated a lead, so they can elevate the high prioritization components, while ensuring the committee is thinking about equity and engaging appropriately. Thus, the sub-groups within their subcommittee may be structured differently.	
Summary		
<ul style="list-style-type: none"> ▪ Check-in/One-on-One Meeting took place with the Agriculture & Ecosystems Co-Chairs. ▪ Additional review by work groups is required to meet drafting deadlines. ▪ Friday, 10/15/2021 Meeting = Presentation on Guiding Principles. Discussion on the pre-work needed prior to completing the scoring rubric process. ▪ Friday, 10/22/2021 = 'Deep Dive' – applying the scoring rubric process/equity lens for top priority recommendations. ▪ Friday, 10/29/2021 = 'Deep Dive' – applying the scoring rubric process/equity lens for top priority recommendations. ▪ Longer meeting times on Fridays. 		
CONCLUSIONS	The Agriculture and Ecosystems Subcommittee will meet on Fridays from 9:00am – 12noon, following their 10/08/2021 meeting, to provide their members more time to complete all time-sensitive tasks.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
New Meeting Makers needed for updated meeting time.	Jen	n/a

CROSS SECTOR MITIGATION

DISCUSSION	Cross Sector Mitigation is in the homestretch of completing their prioritization process and will be the first subcommittee working with Kiah to evaluate each high priority through an equity lens via the scoring rubric process.	
Summary		
<ul style="list-style-type: none"> ▪ Check-in/One-on-One Meeting scheduled for this week with the Cross Sector Mitigation Co-Chairs. ▪ Work groups have completed the pre-work concerning the guiding principles. ▪ Friday, 10/15/2021 Meeting = 'Deep Dive' – applying the scoring rubric process/equity lens for 		

- top priority recommendations.
- Friday, 10/22/2021 = 'Deep Dive' – applying the scoring rubric process/equity lens for top priority recommendations.
 - Friday, 10/29/2021 = 'Deep Dive' – applying the scoring rubric process/equity lens for top priority recommendations.
 - Discuss the option of needing a longer meeting time on Thursdays.

CONCLUSIONS	Any necessary follow-ups and/or concerns discussed at the one-on-one meetings with the Cross Sector Mitigation Co-Chairs, will be shared at our next weekly check-in meeting. In addition, need to prepare for the 'Deep Dive' meeting/training on Friday, 10/15/2021.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Prep for 'Deep Dive' meeting/training - Friday, 10/15/21	Kiah	n/a

OTHER ANNOUNCEMENTS

DISCUSSION	No other announcements at this time.
SPECIAL NOTES	Our next meeting is on Tuesday, October 12, 2021, from 10:00am – 11:00am via Zoom.