

GPCOG Executive Committee AGENDA

Wednesday, March 11, 2020

Noon – 1:30 p.m. (lunch served)

GPCOG's office – 970 Baxter Boulevard, 2nd floor, Portland

1. Welcome – Belinda Ray, President

2. Acceptance of 2/12/20 Minutes (Attachment A)

3. Public Comment

Residents of the region are invited to share up to 3 minutes of comment.

4. Executive Director's Report – 5 min. (Attachment B)

5. Spotlight: Maine Climate Council – 15 min.

Kristina will provide this month's spotlight presentation on the work of the Transportation Working Group of the Maine Climate Council.

6. MOU with Center for Regional Prosperity - 5 min. (Attachment C)

Staff Report:

On 2/27/20 the Center for Regional Prosperity's Board of Directors voted unanimously to approve an MOU with GPCOG (see Attachment C). The MOU governs how funds received by the Center for Regional Prosperity are routinely handled by GPCOG, including notice and opportunity for review by the Center's Board when new funding to support regional prosperity work is received by the Center.

Recommended Action: Review and approve the MOU with the Center for Regional Prosperity.

7. FY21 Priorities – 45 min.

Staff Report:

GPCOG’s Executive Committee will set its FY21 priorities to feed into the FY21 budget development process.

The majority of GPCOG’s work is grant- and contract-funded. This work includes transportation planning and selecting investments, land use planning, economic development district planning, brownfields redevelopment, clean fuels and vehicles, and small business loans. Member dues provide the local match for some of that foundational work we do, but also provide more flexible resources that allow GPCOG to respond to member needs and requests, and generally, allow us to just do more. GPCOG can shift its focus over time by aligning grants-seeking with priorities.

While the bulk of the FY21 workplan is already set through grant and contract obligations, this discussion will focus on the work that can be shifted, added, subtracted and modified based on the Executive Committee’s priorities for the region, our members, and the agency.

To inform this decision, GPCOG surveyed Councils, Select Boards and Managers in February. Staff will share the results. Below are potential priorities for consideration:

1. Further enhance member services by:
 - aggregating specific, targeted technical assistance services,
 - finding opportunities for municipalities to share and enhance services, equipment and staff,
 - providing technical assistance on sustainability, and
 - exploring the possibility of providing grant-writing services for municipalities or groups of municipalities.
2. Build regional, public support for expanding resources for transportation investments.
3. Work with municipalities to expand housing choices at priority centers served by public transit.
4. Catalyze cooperation amongst transit agencies, with a focus on improving the customer experience.
5. Be a technical resource and implementation partner to our members and the state on transportation and climate.
6. Be a technical resource and implementation partner to our members and the state on expanding digital access.

Below are potential activities to transform, ramp down or eliminate:

- Local food production supply chain – We have one more year of an existing US Department of Agriculture project to complete, then we'd close this piece of our work.
- Opioid misuse disorder pilots – Potentially hand off the model for this work to others for continued implementation.
- Regional Voice – We would focus Voice energy on one challenge: transportation funding.

Recommended Action: Review, discuss and modify, as needed, GPCOG's FY21 priorities.

8. Executive Director's Annual Performance Appraisal Process - 10 min.

Staff Report:

The Executive Committee reviewed the Executive Director's performance at the October 9, 2019 annual retreat, and provided direction that going forward, the appraisal should be done in alignment with the budget process. The Executive Committee committed to doing the next review in spring 2020. For that input to be incorporated into the budget, the review must be completed at the next Executive Committee meeting (April 8).

Since the October retreat, GPCOG and PACTS have merged. One provision of the merger agreement is that PACTS members have a role to play in the evaluation of the GPCOG Executive Director:

The parties agree that GPCOG's Bylaws will be proposed for amendment at the next GPCOG General Assembly meeting, as set out in Appendix A to this agreement, to add specific provisions outlining how PACTS will participate in the GPCOG Executive Committee's hiring, evaluation, and removal of the GPCOG Executive Director. These provisions will include a requirement that municipal PACTS members which are not members of GPCOG have a formal role in the evaluation of the services that GPCOG provides for PACTS.

Below is a proposed process for conducting the Executive Director's review:

- Consult the PACTS Chair and Vice Chair to review the annual appraisal input form, and revise as needed.
- Distribute the appraisal form to PACTS Policy Committee members and GPCOG Executive Committee members.

- Compile results.
- Conduct review in Executive Session on 4/8/20.

Recommended Action: Review, modify as needed, and set the annual review process.

9. Adjourn

Upcoming Meetings & Potential Agenda Items

April 8:	FY21 Budget – First Draft Executive Director’s Annual Performance Appraisal
May 13:	FY21 Budget – Final Draft for submittal to General Assembly FY21 Officers and Executive Committee Nominations Adoption of Comprehensive Economic Development Strategy FY21 Meeting Calendar
May 28:	General Assembly and Summit

Attachment A

**GPCOG Executive Committee
MINUTES**

February 12, 2020

In Attendance:

Name	Affiliation
Matt Sturgis	Cape Elizabeth
Sue Witonis	Cumberland County
Travis Kennedy	Cumberland County
Jennifer Speirs	North Yarmouth
Claude Morgan	South Portland
Belinda Ray	Portland
Mary Fernandes	Casco
Sandy Carder	Gray
Nat Tupper	Yarmouth
GPCOG Staff:	Kristina Egan, Chris Hall, Andrew Butcher

Welcome

Belinda Ray opened the meeting.

Acceptance of 1/8/20 Minutes

Claude moved and Matt seconded acceptance of 1/8/20 meeting minutes. All were in favor.

Public Comment

No public comment was offered.

Executive Director's Report

Kristina highlighted upcoming events, including the State of the Region inaugural event on 3/25, and asked Executive Committee members to encourage Councils, Boards, and staff to participate.

FY19 Audit Report

GPCOG's FY19 audit was completed by Runyon, Kersteen, Ouellette. Don Gaudet said the audit had no findings, no exceptions, no material weaknesses and no adjustments to book keeping. GPCOG has a clean audit, indirect cost audit and is in full compliance. Don provided details in a distributed slide deck. Claude moved and Nat seconded acceptance of the FY19 audit report and FY19 indirect audit report.

Spotlight: Maine Broadband

Andrew Butcher, GPCOG's Director of Innovation and Resilience, provided an overview on broadband in Maine. About 14% of Maine's population is unserved. Nat inquired how Cumberland County compared. Travis Kennedy said the County completed a survey, with 1000 people responding, and residents said they want bigger and better broadband. Andrew added that residents need speed and reliability. Residents also desire a choice in provider, which is not now available. Belinda added that even Portland doesn't have fast enough speed to compete globally. Mary noted that Casco Village is a dead zone.

FY21 & FY22 Membership Dues

The group discussed when the next potential dues increase could happen, based on the General Assembly vote in 2017 to double the dues over a three year period. All agreed that the next potential dues adjustment would potentially occur for FY23. While not required, it is good practice to provide a year's notice to cities and towns about any dues adjustment.

Claude moved and Mary seconded recommending to the General Assembly that the dues rate remain fixed at \$2.00 per capita for FY21.

Other action items include the Executive Committee considering a recommendation to the General Assembly in FY22 and staff providing information this coming fall about how FY20 dues were expended, and the outcomes achieved.

State of the Region & Subregion Meetings – 15 min. (Attachment C)

On March 25, 2020 GPCOG will host its first 'State of the Region'. The proposed theme for the event: the region's need for more transportation funding. The group approved this theme.

Adjourn

Matt moved and Mary seconded adjourning.

Attachment B

Executive Director's Report

Strategic Priority – Serve our Members

- **Chairs in a Circle.** The 2/27/20 event focused on using the budget as a tool for accomplishing priorities. We had 7 elected officials attend from 4 communities (Westbrook, Falmouth, Scarborough, Standish). The next peer exchange will be in the fall.
- **Coffee with COG – COVID-19.** We held a well-attended breakfast on COVID-19 with many member communities attending and learning from Education Commissioner Pender Makin, Dr. Dora Anne Mills (MaineHealth), Kristine Jenkins (MaineCDC), Joe Chappell (Cumberland County EMA), and Catherine Bean (Northern Light).
- **Coffee with COG - Methamphetamine.** Our next breakfast briefing will focus on methamphetamine and the municipal response. This is scheduled for Friday, 3/13/20.

Strategic Priority – Lead the Region Toward Sustainable Prosperity

- **State of the Region.** Mark your calendars for 3/25/20, 5 p.m. at Ocean Gateway! Belinda will deliver the State of the Region, and we'll have a response panel with Transportation Commissioner Bruce Van Note, the editor of the editorial page of the Portland Press Herald, Greg Kesich, Greg Jordan, General Manager of METRO, and Gambala Sankare, Director of Global Talent Acquisition and Diversity at WEX. We've also reached out to Shawn Moody and are awaiting an answer.
- **Regional Issues in the News.** The [Portland Press Herald](#) had a top of the fold piece on the state of transit coordination.

Strategic Priority – Operate with Excellence

- **Staffing changes.** Steph Carver, Planning Director, is leaving GPCOG to be the Transportation Director at the Southern Maine Planning and Economic Development District. We will be searching for a Transportation Director for GPCOG, as well as assessing how to meet the planning needs of our members.
- **Grants & Contracts development.** Below is an inventory of the grants received for FY20 and pending grants that were submitted in FY20.

FY20 Grants and Contracts Development

July 2019 through June 2020

Approved	Amount
Brownfields Assessment FY19-FY22 (Provides hazardous and petroleum site assessments, outreach and cleanup for areas designated as brownfields.)	\$ 300,000
National Aging and Disability Transportation Center (Implementation funding for an innovative mobility project for people with disabilities and older adults.)	\$ 70,000
Department of Agriculture, Conservation, and Forestry- General (To provide land use planning technical assistance to inland municipalities.)	20,308
Department of Agriculture, Conservation, and Forestry- Coastal (To provide land use planning technical assistance to coastal communities and to fulfill the tasks outlined in the Coastal Work Plan.)	39,420
Department of Transportation- Rural TA (To provide transportation technical assistance to municipalities outside the PACTS region.)	72,500
Falmouth Proactive Watershed Management Coastal Community Grant (To develop a systematic approach for assessing watershed health indicators and guiding conservation strategies.)	15,000
Community Transportation Association of America (Implementation funding for the Inclusive Transportation Planning project including creation of an Inclusive Engagement Toolkit.)	\$ 70,000
National Endowment of the Arts Our Town Program (To support a creative placemaking initiative to design artistic bus shelters celebrating the City of Portland, Maine's racially diverse communities.)	\$ 25,000
Federal Transit Administration - Access and Mobility Partnership Grants (To support capacity building for mobility management activities at the state and regional level, which includes coordinating among transportation stakeholders and supporting better access among older adults, people with disabilities and other people with barriers.)	\$ 300,000
Town of Gray (To support the town in the creation of their comprehensive plan.)	\$ 22,500
Maine Department of Health and Human Services (To complete the Communities Addressing Addiction and Opioid Misuse project in Gorham, Portland and conduct a region-wide workshop on recovery housing.)	\$ 50,000
Maine Community Foundation (Through the Maine Broadband Coalition funding will support local communities.)	\$ 50,000
Submitted	Amount
US Department of Energy Clean Cities (Maine Clean Communities program.)	\$ 90,000
Maine Health Access Foundation (Expanding the "Communities Addressing Addiction & Opioid Misuse" approach statewide.)	\$ 90,000

Attachment C

Proposed MOU with the Center for Regional Prosperity

Memorandum of Understanding
Between the Center for Regional Prosperity
and the
Greater Portland Council of Governments

Dated March 11, 2020

WHEREAS the Center for Regional Prosperity (CfRP) is a charitable Maine non-profit corporation operating as a 501c3 organization under the federal IRS Code; and

WHEREAS the CfRP works to support the efforts of the Greater Portland Council of Governments (GPCOG), a Maine 501c1 non-profit organization established by Maine statute; and

WHEREAS from time to time the CfRP receives funds from charitable or other organizations which are directed toward advancing the work of GPCOG; and

WHEREAS the Board of Directors of the CfRP and the Executive Committee of GPCOG desire to formalize the handling of these funds;

NOW THEREFORE the Board of the CfRP and the Executive Committee of GPCOG agree as follows:

Whenever the CfRP receives funds intended to further the work of GPCOG:

- A. The CfRP Board will be notified in writing of the receipt of such funds;
- B. Within 7 days of receiving notice two or more CfRP Board members may request a meeting to review the receipt of such funds, and to take any action the Board deems necessary;
- C. Unless a meeting is requested within seven days the CfRP Board by virtue of this memorandum of understanding authorizes that such funds be recorded and documented by GPCOG staff in the appropriate manner, and expended for their intended purposes; and
- D. The CfRP Board will receive a regular accounting of all such funds received, and their disposition.

Agreed to by:

Center for Regional Prosperity

Greater Portland Council of Governments

By:
Its:

By:
Its:

Date:

Date: