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STRAFFORD
WAKEFIELD

Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867

December 18, 2020

FINAL Meeting Minutes

Zoom Meeting

Committee members present: Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury; Donald Hamann, Rochester; Barbara Holstein, Rochester; Bill Fisher, Farmington; David Landry, Dover; Mike Bobinsky, Somersworth

Staff members present: Jen Czysz, executive director; Shayna Sylvia, communications and outreach planner

Absent: Vice Chair Peter Nelson, Newmarket

1. Welcome/Introductions

The meeting began at 8:02 a.m.

Victoria Parmele called the meeting to order. She shared that due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-24, this Committee is authorized to meet electronically. There was no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order: each member in attendance (via Zoom) confirmed their participation and name, and that they were the only one in the room (if connecting with video), or on the phone (if connecting with audio).

Those in attendance at the start of the meeting included Victoria Parmele, Shayna Sylvia, Jen Czysz, Barbara Holstein, Donald Hamann, Victoria Parmele, Dave Landry and Bill Fisher.

Mike Bobinsky joined the meeting at 8:04 a.m.

Each attendee introduced themselves and shared that they were home or in their office, and all were attending the meeting alone.

2. Actions Items

a. Approval of the Minutes of November 20, 2020

D. Landry **MOVED** to approve the November 20, 2020 minutes. D. Hamann **SECONDED** the motion.

V. Parmele seated B. Fisher as a voting member for the duration of the meeting.

M. Bobinsky **MOVED** to seat B. Fisher as a voting member for the duration of the meeting. D. Landry **SECONDED** the motion.

The motion to seat B. Fisher **CARRIED** via roll call vote of Barbara Holstein, Donald Hamann, Victoria Parmele, Dave Landry, Mike Bobinsky, Peter Nelson, and Bill Fisher in the **AFFIRMATIVE**.

The motion to approve the minutes **CARRIED** via roll call vote of Barbara Holstein, Donald Hamann, Victoria Parmele, Dave Landry, Mike Bobinsky, and Bill Fisher in the **AFFIRMATIVE**.

b. Acceptance of the Draft November Financials

J. Czynsz noted that he month of November ended with a lower balance in the checking account, and a higher balance in the savings account. She reiterated from past meeting that 1/12 of the annual dues are transferred from the savings into the checking account each month. She added that SRPC has two ongoing projects that are paid in advance, and that those funds have also been added to the savings account and like dues are steadily transferred to the checking account. This process alleviates the heavy reliance on dues in spring and allows SRPC to better budget expenses and gradually increase account balances.

J. Czynsz reviewed the aging summary noting that the increase in billing is due to the number of ongoing projects, and the 3 additional full time staffers recently hired. J. Czynsz explained that while the aging summary reflect payments due, most are not overdue. She added that several items were paid in first week of December. For unpaid invoices, financial consultant Kathy Foster is following up with reminder emails.

J. Czysz shared the Profit and Loss statements. November was a healthy month despite the holidays. She noted that January is a three-payroll month.

V. Parmele noted the amazing presentation of meetings and trainings displayed on the monthly dashboard. D. Landry noted that SRPC is lucky to be in a good spot financially considering the COVID-19 pandemic. D. Landry inquired about SRPC's bank account, adding that SRPC should change its documentation to First Seacoast Bank on the dashboard, etc.

V. Parmele asked about the extension for SRPC bank accounts, and the line of credit. J. Czysz responded that SRPC usually sends in that information around this time each year, and that she will follow up with K. Foster.

M. Bobinsky **MOVED** to accept the Draft Financials. D. Hamann **SECONDED** the motion.

The motion **CARRIED** via roll call vote of Barbara Holstein, Donald Hamann, Victoria Parmele, Dave Landry, Mike Bobinsky, and Bill Fisher in the **AFFIRMATIVE**.

3. Updates and Discussion

Tom Crosby joined the meeting at an unmarked time.

a. Executive Director Review Procedures

Jen prepared an outline and explained that has a template for staff reviews. The objective is to create a similar template for the director. She explained that staff annual reviews are held in February and March, and how this is aligned with putting together the budget in March and April. The E.C. sees a first draft budget by April with a final proposal in May.

J. Czysz opined that in the future, her goals should be done in July, which would allow for a mid-year goals update. She could provide a self-evaluation due to the E.C. in March, with a review itself happening in April. This would allow time for any adjustments to go into the budget. In line with her review, J. Czysz added that in May/June the E.C. should focus on reviewing the Continuity of Operations Plan. She explained that SRPC also has an emergency succession plan which normally has an annual review at the beginning of the calendar year. She noted that she may push the review of this document so that it aligns instead with the start of the fiscal year.

A discussion ensued about the difference between a COI Plan and an Emergency Succession Plan. The COI plan is in place for emergencies, like COVID-19 and

explains how SRPC can sustain its work with similar circumstances. She added that this was implemented successfully beginning in March 2020. An Emergency Succession Plan has procedures for if the Executive Director is unable to run the organization due to an unforeseen circumstance or leave of absence.

V. Parmele asked if J. Czysz is comfortable with the Emergency Succession Plan, which she is.

J. Czysz shared that the COI Plan needs to be updated with COVID-19 lessons learned.

In moving forward with the Executive Director review schedule, J. Czysz suggested starting with the schedule, and then continuing from there to work on how we do the review process.

J. Czysz reminded E.C. members that at the last meeting they talked about the 360 method for feedback and evaluation. There was a sample report from Board Source that was referenced, and J. Czysz shared that this could be recreated or adapted for SRPC.

M. Bobinsky shared that the 360 approach is outstanding in getting varied and great feedback, and that it is a valuable tool. He added that it can be hard to maintain as the administrative pieces can be tedious. M. Bobinsky stated that he liked the idea of a matrix/survey tool for the executive committee.

J. Czysz said she would welcome staff opinions in her review, as staff would offer a good perspective on how things are different and be able to provide insight on innovative ideas for the organization's future. She added that having different perspectives is important.

It was discussed how in the organization's past less people were involved in the review of the E.D. and that lent to a less useful process.

D. Landry shared that he was in management for many years. He agreed with M. Bobinsky. He shared his experience with 360 reviews, which came as a result of staff being upset that they did not have input.

J. Czysz noted that the work of SRPC is dependent on continual feedback and conversations with communities.

The committee decided that the next step would be for them to see a policy document to review related to the E.D. annual review.

J. Czysz provided an overview of the review process used for staff. She then showed the results of the example evaluations survey from board source.

A discussion ensued about the sample assessment, and it was decided to keep SRPC's version for the E.D. simpler. The committee extensively discussed who should be evaluating the E.D. It was decided to start simple with only E.C. members and staff.

J. Czysz explained that she would come back with a draft process and templated evaluation tool for staff and E.C. members to use in her evaluation.

b. December Monthly Minors

J. Czysz reviewed the statewide projects covered in the monthly minors, explaining changes in each project.

c. Awards, Contracts, and General Business Update

J. Czysz shared that staff have continued to work remotely. Staff will be full time at home until mid-January when non-mandatory office hour availability will be reassessed.

J. Czysz explained that SRPC is awaiting a few contracts which need to go through Governor and Council. SRPC secured CDBG COVID funds, and will serve as the grant administrator for Strafford CAP. The funding will support continued operation of the winter warming shelter and drop-in services at Bradley Commons and a temporary overnight shelter.

She updated E.C. members on the Great Bay Living Shoreline project. SRPC is a partner and receives a share of the funds along with other statewide and regional entities.

J. Czysz shared that there may be some upcoming contract work with Somersworth and Barrington. Barrington is looking for assistance with a CDBG grant writing and administration if they were to get the funding.

V. Parmele asked about SRPC's economic development work. Natalie, Nancy, James and Stephen are working on updating the Comprehensive Economic Development Strategy.

J. Czysz added that Town of Wakefield also reached out to SRPC as they have set aside a small amount of money to assist with planning board applications. This

would be a smaller circuit rider contract. J. Czynsz will fill this role for now, and environmental planner Alaina Rogers will be trained to eventually take over. J. Czynsz added that senior regional planner James Burdin has previously helped the town with planning related technical assistance in the past.

J. Czynsz reviewed the Indirect rate, which is steady at about 113%.

She updated E.C. members on the allocation of OSI funds and expedited timeline for drawdown.

d. Commissioner Skills Matrix

J. Czynsz shared that Commissioners should have received the Commissioner Skills Matrix to fill out. Regional planner Stefanie Casella put this together, and Shayna Sylvia sent it out. This will help staff to get a better sense of commissioners' areas of expertise.

A discussion ensued about how this could be modified.

Staff will send out a new email clarifying the purpose of the assignment which is understanding commissioners interests in addition to their areas of expertise.

4. Other Business

D. Hamann shared that he took a LTA class that senior transportation planner Colin Lentz had sent along. He was able to learn a lot about bicycle and pedestrian safety.

5. Adjourn

D. Hamann MOVED to adjourn the meeting. D. Landry **SECONDED** the motion.

The meeting adjourned at 9:43 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner