

VERMONT CENTER FOR GEOGRAPHIC INFORMATION, INC.
BOARD OF DIRECTORS
Minutes of Meeting 12-4: June 19, 2012

Chair Boes called the meeting to order at 8:12 a.m. The membership was represented as follows:

Richard Boes (Agency of Administration)	Present
Aaron Worthley (Private Sector – GIS Community)	Present
John De Leo (Higher Education)	Present
Peter Fellows (Regional Planning Commissions)	Present
Thomas Hurd (Agency of Transportation)	Present
VACANT (House of Representatives)	Absent
Senator Kevin Mullin (Vermont Senate)	Absent
Leslie Morrissey (Higher Education)	Present
Melissa Prindiville (Agency of Commerce & Community Development)	Present
Peter Telep (Agency of Natural Resources)	Present
Bruce Urie (VT Municipalities)	Present
Beverley Wemple (Higher Education)	Absent

Executive Director David Brotzman and Business Manager Linda Ladd and Outreach Coordinator Leslie Pelch represented the staff.

Approval of Minutes

The minutes of the March 20, 2012 meeting were approved unanimously. (MP/LM)

Financial Review

Financial Statements Year-to-Date – Business Manager Ladd presented the Balance Sheet and Income Statement as of May 31, 2012. Ladd stated the Center would incur a loss in FY12 and that most could be attributed to TS Irene and the resulting Loss on Disposition of Fixed Assets in addition to the potential time lost on billable projects.

2012 Audit – Ladd informed the Board that preliminary work for the FY12 audit had begun.

2012 Budget – Ladd presented the Board with proposed 2013 budget. On a motion by Vice Chair DeLeo and seconded by Director Fellows, barring adjustments made in executive session to wages, the budget was passed unanimously. A substantial discussion ensued regarding the sustainability of the Center with the current appropriation. The Board expressed the need for the Center to begin discussions with agency Secretaries to;

- understand the pressure points within each agency,
- determine how applied GIS can help solve those issues,
- articulate what value the State receives from VCGI,
- determine where there is a need for GIS and how VCGI can fulfill that need.

On a motion by Director Prindiville for the ED to provide the Board with a list of activities that VCGI provides, seconded by Chair Boes, it was unanimously approved. Director Telep requested the ED provide a list of services the Center offers, how the Center provides value and a distinction as to who the Center's customers are for the entire Board. The customers should be identified as either direct and/or indirect. The Board also requested a copy of the current strategic plan be distributed to them.

Trustee Resolution – Ladd presented the Board with the request to change 401(k) plan/Profit Sharing plan trustees from Ladd and ED Brotzman to People's United Bank Wealth Management Services. On a motion (PF/BU) it was passed

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unanimously.

Staff Report – Leslie Pelch represented the staff. She discussed how the staff and ED have participated in and continue the strategic planning through the Appreciative Inquiry approach. The staff also requested the Board become more involved in VCGI’s strategic visioning. There was a motion from Vice-Chair DeLeo to invite a member of the staff to report to the Board each June meeting it was seconded by Director Fellows and passed unanimously.

Operational Review

Executive Director Brotzman provided updates on the following projects:

VT Agency of Transportation – VCGI is working with VTrans and E911 to merge the state’s two road datasets into a single master road centerline layer.

VT Emergency Management – VCGI works with the staff at VEM to support their geospatial data needs and support exercises. VCGI has contracted with the Central VT Regional Planning Commission to review the critical facilities data and provide recommendations for improvement.

VT Homeland Security – VCGI continues to manage the development of the Virtual VT common operating picture. The Virtual VT prototype will be designed to function similar to the national Virtual USA model.

VT Indicators Online – VCGI is communicating with the Center for Rural Studies on updating the current Indicators data. The larger problem is that UVM is not showing support for the Census Data Center located at CRS. VCGI would be willing to take on the Census Data Center responsibilities only if they are fully funded.

VT Agency of Agriculture – VCGI is supporting Agency of Ag to help them develop best practices and support for geospatial activities.

NTIA State Broadband Initiative – In early June VCGI held a program review meeting where all non-private sector grant partners reviewed their past activities and made recommendations for change. VCGI will compile the best and most actionable recommendations and provide them to NTIA for approval.

Board of Directors – Sue Minter recommended that Rep. Tom Stevens might be willing to fill the open seat on the Board representing the House Legislature. Representative Stevens was contacted and he said he would be willing. VCGI has made initial contact with the Clerk of the House to move this nomination forward.

During the FY 12 Legislative Year VCGI contributed to the following legislation;

- In the final appropriations bill VCGI was allocated \$378,700. The same as last year.
- VCGI made a request to remove the state copyright and the \$1000 penalty for redistribution of the state’s orthoimagery from the Dept. of Taxes’ statutory language.
- The orthophoto program was funded for \$100,000 in FY 2013 for continuation of the orthophoto program. Imagery Data Program – Color and infrared imagery was successfully acquired in the Spring of 2012 over Addison, Orange and Washington counties. Delivery should occur in mid to late summer.

Strategic Planning – VCGI held a strategic planning off-site in April at Trapp Family Lodge. The Appreciative Inquiry approach was used. Additional work remains to complete the planning efforts soon.

VCGI Server Upgrades – VCGI has signed an agreement with DII to have in place the necessary server capacity to provide foundation level data services for the state. Other cloud service options are still in evaluation. Cost and latency issues remain a significant concern for us.

The Board entered into Executive Session at 11:12 a.m.

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****EXECUTIVE SESSION****

The Board returned from Executive Session at 12:45 p.m.

Executive Session Outcomes -

Change to Compensatory Time Off Policy – Payouts for comp time are authorized under the following conditions:

- The comp time must be pre-authorized by the Executive Director
- The opportunity to receive payouts can't be solely project related
- Maximum payout to any one individual will be \$2,000 per year
- The policy change is not retroactive. The change will be effective 7/1/12.

COLA Increases – The Board granted a 1% COLA increase for all employees including the Executive Director.

Merit Increases – The Board granted a 1.5% merit increase to the Executive Director and a 1.5% merit pool for the ED to distribute at his discretion. The merit pool is determined by the total salaries as of June 30, 2012, excluding the ED and multiplying the total by 1.5%. The ensuing amount is the total amount of the “pool” from which the ED is authorized to grant merit increases to the staff at his discretion. The Board elected not to utilize the Bonus option available to them.

The Board was willing to provide a larger percentage, but needed to recognize the deficit and the FY13 budget shortfall. The Board also wanted to recognize the ED and staff during the difficult situations during the past year.

Schedule of Next Board Meeting

The next meeting is planned for Tuesday September 18th from 8 a.m. until 10 a.m. A notice will be sent with the place for the meeting at a later date.

There being no further business the meeting adjourned at 12:50 p.m. (JD/PF)