



# Franklin Regional Council of Governments

## Executive Committee

### MINUTES

Date & Time:	Thursday, April 14, 2022, 5:00 p.m.
Location:	Meeting held with video conferencing technology
Facilitator:	Bill Perlman, Chair

#### Executive Committee Representatives Present:

- Bill Perlman, Regionally Elected
- Dani Letourneau, Council Appointee
- Julia Blyth, FRPB representative
- Kevin Fox, Council Appointee
- Jay DiPucchio, Regionally Elected

#### Staff Members:

- Linda Dunlavy, Executive Director
- Phoebe Walker, Director of Community Services
- Claire McGinnis, Finance Director

#### 1. Review and adopt 3.10.22 Executive Committee meeting minutes

Chair Bill Perlman convened the meeting at 5:00 p.m. **Jay moved adoption of the 3.10.22 minutes. Dani seconded the motion, which passed unanimously, by roll-call vote.**

#### 2. Review AAR and discuss 4/28 presentation to Council

Members were primarily satisfied with the Covid-19 After Action Review (AAR). They felt the Ardent Group, hired to conduct the review, was spot on with its recommendations, and that the review offered content to act on strategically.

A question of whether the After Action Report (AAR) was misnamed arose. Bill noted that a detailed timeline of activities and decision makers at the FRCOG is missing, and the focus of this report is on perception instead. Linda notes that such a summary was not requested in the RFP. Members discussed FRCOG creation of an internal version or a separate document with that history, so that mistakes are not repeated, also acknowledging this is a busy time and staff likely do not have capacity to take on this project.

It was noted that Mohawk Area Public Health Coalition (MAPHCO) did their own AAR, and HMCC also did an AAR type evaluation for the activities of March 2020 through December 2020. The committee decided Ardent’s AAR may be understood best as a strategic planning document, and discussed how to best frame its findings for the Council meeting in two weeks. It was clarified that Ardent will come to the meeting to present their findings.

In a related matter, Linda announced the resignation of the Emergency Preparation Planning program manager. Staff have begun to think about how best to regroup and rebuild the program.

### **3. Review FRCOG Regionally Elected “job description”**

The committee reviewed the description of Council position that will open when Bill’s term ends in December. Specific state election instructions and the FRCOG’s bylaws exist to provide parameters for who may successfully run for the office, and how to proceed. For example, because the FRCOG’s bylaws prohibit two members from one town to sit on the Executive Committee, no candidates from Montague can be elected to the board, with Jay — a Montague resident — already holding a seat. Linda plans is to revise the job description and post it after checking with the secretary of state to confirm when the time is appropriate.

### **4. Update on administrative meeting with EOTSS**

FRCOG staff have begun meeting with the state Executive Office of Technology Services and Security (EOTSS) to discuss administrative topics related to the emergency radio system, such as the process towns will follow when purchasing equipment to run on the system. Infrastructure core to the network vs. in-vehicle repeaters are two examples that will be handled differently in the ongoing management of system and its functionality. Ongoing, this meeting will help determine how to provide guidance to towns and whether FRCOG either needs to amend the MOU with municipalities and/or issue guidance to departments.

### **5. Business not reasonably anticipated 48 hours in advance of meeting**

Phoebe reported that the COVID-19 vaccination work of the FRCOG public health department is ongoing.

**Dani moved committee adjournment. Jay seconded the motion, which passed unanimously by voice vote. Bill adjourned the meeting at 5:50 p.m.**

#### **Documents Distributed:**

- Agenda
- Draft 3.10.22 Executive Committee meeting minutes
- *Franklin Regional Council of Government’s After Action Review/Improvement Plan*
- *Regionally-Elected Executive Committee Member Job Description*

*Minutes taken by Claire McGinnis.*