

**Healthy Roots Collaborative Advisory Committee Meeting
May 20, 2024 – 11:00am to 11:30 am**

Zoom link:

<https://us02web.zoom.us/j/85832299873?pwd=MHFmSGdKeUFHaDh4VGh4dnVUeEN4dz09>

Meeting ID: 858 3229 9873

Passcode: 917587

One tap mobile

+16469313860,,85832299873# US

Attendance: Bethany Remmers, Emily Alger, Marietta Scholten, Katie Darr, Jess Graff, Peter Jenkins, Christine Porcaro

Goals: Make any edits/additions to NPRC/CVOEO MOU

Times	Agenda Item	Action
11:00 to 11:30	NRPC/CVOEO MOU Discussion	-C. Porcaro to share current HRC Advisory Committee Charter with committee. Also send out link to find another meeting time over the next few weeks. -C. Porcaro to share comments/additions with Catherine Dimitruk to share with the Executive Committee.
<p>E. Alger opened the discussion about the Memorandum of Understanding (MOU) that was shared with the Advisory Committee in advance. C. Porcaro shared that she and Peter were awaiting official job descriptions and salary information from CVOEO.</p> <p>B. Remmers confirmed that the NPRC Executive Committee would review the MOU the following evening and would continue to aim to transition by July 1st. E. Alger proposed to compile comments and questions from the team to ensure all aspects of the MOU were addressed.</p> <p>E. Alger provided an overview of the MOU which outlined the role of NPRC in providing support during the transition, particularly concerning benefits, equipment ownership, and grant funding. C. Porcaro mentioned a document she developed to ensure all necessary tasks are being carried out during the transition. E. Alger highlighted the MOU's contents which outlined the need to maintain staff salaries, benefits, and workload expectations, as well as the importance of ensuring the organization's mission and vision remain consistent. She also suggested clarifying the role of the advisory committee and mentioned a previous draft of an HRC document sharing that information.</p> <p>J. Graff shared that there is a current advisory committee in Northwest Vermont that works with all CVOEO programs. It was agreed that there should be more discussion on how that committee and the HRC advisory committee should interact and exist together in the region. M. Scholten</p>		

proposed the idea of having a permanent guest from that committee on the HRC Advisory Committee to streamline communication.

C. Porcaro shared L. Weston's feedback about including some information about current CVOEO staff becoming a part of Healthy Roots. J. Graff agreed that there should be some information in regards to that included in the MOU.

P. Jenkins expressed concerns about the focus of Healthy Roots programming and the potential for it to become too heavily focused on food access at the expense of other areas such as farm to school. J. Graff reassured that there was no intention to change the current direction of the work but mentioned the possibility of leveraging learning from HRC's current programs for other areas. E. Alger suggested adding Farm to School to one of the bullets under CVOEO's responsibilities.

P. Jenkins shared that his work schedule at CVOEO would be 30 hours/week year-round. There was discussion about support through interns and volunteers that would help during peak gleaning season.

C. Porcaro shared L. Weston's comment around including more information on the on-boarding process for HRC. E. Alger included a note on the MOU which said detail on the process should be developed whether it is included in the MOU or not.

E. Alger said that she would send C. Porcaro the current HRC Advisory Committee draft Charter for her to review before sending to the larger advisory committee. She also asked for C. Porcaro to schedule a follow-up meeting with the committee to discuss the current Charter to share with CVOEO. C. Porcaro found a final draft of charter and shared it in the chat of the meeting and she also shared that she would send it over email. C. Porcaro was also going to send these additions/comment of the MOU to Catherine Dimitruk to share with the Executive Committee.

Meeting ends 11:36am.

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