

Southern Maine Partnership for Sustainable Development

**Meeting of the Consortium Partnership
Wednesday October 12, 2011
12pm – 2:00pm (Lunch)
Greater Portland Council of Governments**

Agenda

1. Welcome and Introductions

2. Update on HUD Administrative Tasks

- Formal Consortium Agreement
- Consortium Governance - Co-Chairs, Executive Committee, Bylaws
- Logic Model
- In-kind Documentation Procedures

3. MOU Agreements with Direct Fund Recipients Completed

- USM- Muskie
- SMRPC
- Cumberland County (finalizing)

4. Program Administration Update

- Meeting Reports - Grants Management, Executive Committee
- Implementation Plan - GPCOG
- Data Commons - Muskie
- RFP-Muskie/ GPCOG

5. Strategy Teams

- Where does your organization best fit? (Organization Plan)

6. Next Meeting



Southern Maine Partnership for Sustainable Development

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gpcog.org/Transportation_and_Land_Use/partnership-sustainable-dev.php

Southern Maine Partnership for Sustainable Development

Meeting of the Consortium Partnership

October 12, 2011

Noon to 2 pm

Greater Portland Council of Governments

68 Marginal Way, Portland

Minutes

Present: Anna Breinich (Brunswick), Anne Cox (Wells Reserve), Dan Stewart (MDOT), Sara Devlin (MTA), Guy Gagnon (Biddeford Housing Authority), Gordy Billington (Co-Chair, Standish), Rebekah Hayes (YCCAC), Alex Jaegerman (Vice Co-Chair, Portland), Jack Kartez (Muskie School), Tuck O'Brien (PSA), Gerry Mylroie (Co-Chair, Kittery), Tex Haeuser (South Portland), Natalie McWilliams (Muskie School), Aaron Shapiro (Cumberland County), Paul Schumacher (SMRPC), Mary Mayo (GrowSmart Maine), Tom Reinauer (SMRPC), Laurence Gross (SMAA), Elizabeth Trice (Cumberland County), Curtis Bohlen (CBEP), Greg Tansley (Biddeford), Steph Carver (GPCOG), Rebeccah Schaffner-Tousignant (GPCOG), Carl Eppich (PACTS), Retta Choate (GPCOG)

1. **Welcome and introductions:** Gordy Billington opened the meeting at 12:10 p.m. and introductions were made.
2. **Update on HUD Administrative Tasks**
 - a. **Formal Consortium Agreement:** This was submitted to HUD last spring and has been approved. Copies will be emailed and posted to the GPCOG website.
 - b. **Consortium governance:** The Partnership bylaws were also submitted to HUD and approved.
 - c. **Logic model:** The Logic Model was completed and submitted to HUD in September. No response has been received which has been interpreted to mean it met their expectations.
 - d. **In kind documentation procedures:** Rebeccah Schaffner-Tousignant presented a draft form for Partner organizations to track in kind hours spent working on the project. The form is necessary to track in kind match for reporting to HUD. Through the discussion the following suggestions were made:
 - i. drop down boxes will be created to make it easier to report on activities and their link to the work plan;
 - ii. a list of basic rates (mileage, copies, etc) will be developed to standardize reporting;

- iii. the form can be submitted electronically on a monthly basis, but signed hardcopies will also need to be submitted;
- iv. Rebecca will send out reminders to complete the forms.

3. MOU Agreements with Direct Fund Recipients Completed

- a. **Muskie School of Public Service-USM:** The agreement is completed and signed; Muskie will produce the knowledge sharing institute, data commons, and staff general support.
- b. **Southern Maine Regional Planning Commission:** The agreement is completed and signed; SMRPC will provide land use and transportation planning, and general staff support.
- c. **Cumberland County:** The agreement is completed and awaiting signature; Aaron Shapiro serves as the Overall Project Director.

4. Program administrative updates:

a. Meeting Reports:

- i. **Grants Management Team:** Gerry Mylroie reported that the Grants Management Team, made of representatives from GPCOG, SMRPC, Muskie School and Cumberland County, has met regularly to address HUD requirements.
- ii. **Executive Committee:** Gerry Mylroie reported that the Executive Committee has met three times since the last Partnership meeting.
 - 1. July: Discussion focused on progress on HUD requirements, a review of the initiative, and data/trend analysis.
 - 2. August: Discussion focused HUD administrative requirement, the RFP for consulting work, progress on the logic model, work plan phasing, data collection and the data commons, engagement of disenfranchised populations, and budgeting.
 - 3. September: Discussion focused on developing a structure for implementation, data collection, and the RFP for consulting work.

- b. **Implementation plan:** Gerry Mylroie distributed and reviewed a graphic outlining an approach to implementing the work plan. The Executive Committee developed the graphic to provide an overview for individuals not familiar with the project.

The issue of branding was raised and a discussion of how best to incorporate “Trend and Choices” into the brand.

The group also discussed the HUD Livability Principles and whether they are necessary on the graphic. Partners were reminded that we are accountable for fulfilling the principles and that they frame all of the work.

- c. **Data commons:** Jack Kartez provided an update on the development of the data commons. The data commons was previously developed for another project the Muskie School is working and has been expanded to serve this project as well. He noted that the commons serves this project well for a variety of reasons including HUD's interest in knowledge sharing.

In an effort to provide more information regarding the data commons Rebecca Schaffner-Tousignant will create a fact sheet about the data commons and place it on the project website.

- d. **Consulting RFP:** GPCOG staff is refining the draft RFP for consulting services. The Grants Management Team and Executive Committees agreed that it would be more effective to put all consulting tasks into a single RFP to allow a consultant to bid on all work. When complete, the draft RFP will be circulated to the full partnership for comment. In an effort to remain on schedule, the comment period will be relatively brief. Then a separate cost proposal will be prepared, the Executive Committee will finalize the RFP, and it will be sent to HUD for their approval. Once HUD approves the RFP it will be put out to bid. The plan is to have a consulting firm signed on by the end of January.
- e. **Knowledge Sharing:** Jack Kartez reported on the knowledge sharing effort, a HUD requirement for capacity building. The Muskie School is responsible for developing a mechanism for Partners to share information on issues, concepts and tools. Muskie is designing a Knowledge Sharing Institute (formerly the Planners Institute) with a series of planned discussions. Currently, potential topics for discussion include equity, and the aging population.

Jack also introduced Natalie McWilliams, a Muskie degree candidate, working on the Knowledge Sharing Institute.

The group had a brief discussion on how to engage disenfranchised populations such as refugees, disabled persons, the elderly and youth. The RFP specifically identifies engagement of these populations as a required task, and includes funding for services such as interpreters. Partnership members are also expected to participate in engaging all community members.

5. Where does your organization fit?

Gerry Mylroie asked that each partner organization think about how they fit into the initiative.

Rebecca Schaffner-Tousignant will develop a brief questionnaire to help facilitate this discussion.

6. Next meeting: The next meeting is scheduled for **December 16th** in York County.

7. Adjournment: The meeting was adjourned at 2:00 p.m.

Commonly Used Abbreviations

CBEP:	Casco Bay Estuary Partnership
CoOp:	Community of Opportunity
CDPHS:	Cumberland District of Public Health Council
EPA:	Environmental Protection Agency
GPCOG:	Greater Portland Council of Governments
HUD:	U.S. Department of Housing and Urban Development
KACTS:	Kittery Area Comprehensive Transportation System
MDOT:	Maine Department of Transportation
MTA:	Maine Turnpike Authority
MPO:	Metropolitan Planning Organization
MRRA:	Midcoast Regional Redevelopment Authority
NNEPRA:	Northern New England Passenger Rail Authority
PACTS:	Portland Area Comprehensive Transportation System
PSA:	Portland Society of Architects
SMAA:	Southern Maine Agency on Aging
SMPSD:	Southern Maine Partnership for Sustainable Development
SMRPC:	Southern Maine Regional Planning Commission
SPO:	State Planning Office
TPL:	Trust for Public Land
USDOT:	U.S. Department of Transportation
YCCAC:	York County Community Action Corp.