

**GRANITE STATE FUTURE**  
**EQUITY AND ENGAGEMENT SUBCOMMITTEE**

Meeting Agenda  
June 27, 2012

1. Introductions of subcommittee members (20 min.)
2. Review of the charge to the subcommittee (Tara) (20 min.)
  - a. Primary role within GSF
  - b. Anticipated outcomes of the subcommittee's work
  - c. Our process and timing
3. New Hampshire Listens and Cooperative Extension scope of work with E&E (60 min.)
  - a. Cooperative Extension (Molly)
    - i. Communities of interest
    - ii. Communities of place
  - b. NH Listens
    - i. Regional conversations
  - c. Possibility of fall, 2012 public forums to launch the engagement process
  - d. Collaboration between NH Listens/Coop Ext and the RPC's for local outreach and engagement
4. Guidelines for conducting our meetings (observers, participation, minutes, etc.) (10 min.)
5. Tracking in-kind contributions of subcommittee members (Tara) (5 min.)
6. Future meeting schedule (5 min.)

# GRANITE STATE FUTURE

## EQUITY AND ENGAGEMENT SUBCOMMITTEE

Meeting Summaries

June 27, 2012

11:00 am-1:00 pm

*NH Local Government Center  
25 Triangle Park Drive  
Concord, NH 03301*

### **Members in attendance:**

Victoria Davis, Upper Valley Lake Sunapee Regional Planning Commission

Rebecca Sky, Health & Equity Partnership

Michelle Mears, Strafford Regional Planning Commission

Kyle Pimental, Strafford Regional Planning Commission

Molly Donovan, UNH Cooperative Extension

Dominique Rust, NH Catholic Charities

Tara Bamford, North County Council

Sonke Dornblut, UNH Discovery Program

Michele HoH-Shannon, UNH/ NH Listens

Jaine Lesser, NH Department Health & Human Services/Division of Family Assistance

Bruce Mallory, UNH

Barbara Salvatore, Engaging NH

\*Guest Observer in attendance (did not give name)

1. **Introductions of subcommittee members** (45 min.): Bruce Mallory (chair of subcommittee) called the meeting to order at 11:00 AM followed by two rounds of introductions. The first round was simply name and organization, while the second round attendees were asked to provide a brief summary of the work they are currently involved in and how it pertains to the Granite State Future initiative. Bruce asked committee members what the priorities for State of NH and interest in Granite State Future.
2. **Guidelines for conducting our meetings:** Bruce Mallory reviewed the Rules of Procedure for Equity and Engagement Subcommittee meetings (see handout). There was a general discussion for conducting meetings. Bruce Mallory went over NH Listens Group agreement productive, respectful, and find common ground. This meeting is a Public meeting not Public Hearing therefore no input from the public was being solicited unless otherwise requested by the chairperson at the end of the meeting. The public does however have the right to attend. The goal of the meetings is to create opportunities to engage public. Tara Bamford added that the meetings are subject to Right-to-Know Law RSA-91A. Regional Planning Commissions are Political subdivisions of the State and are required to post meeting minutes within 5 business days. The meetings can be taped, or recorded by the residents of NH. On project website all the information is available. Bruce Mallory discussed the need for the project to show transparency. There is a degree

of skeptics about receiving federal funds, NH values local control. Some residents questioned the agenda of the federal government. Barbara Salvatore stated that the State Committee on Aging created a gallery to observe the meetings. This created BUZZ about the project.

3. **Review of the charge to the subcommittee:** Bruce Mallory gave a brief overview of the purpose of Granite State Future. The early stages include education of the program, intended outcomes, and contributions. Tara Bamford reviewed the context of the work. Primary role within GSF to prepare, coordinated plan for nine Regional Planning Commissions in the State. In the past decades regional plans have been uneven: Wastewater Treatment Plans, HUD Plans, Regional Priorities all regions had different commitments. Anticipated outcomes of the subcommittee's work vision, goals, policies identify local and state resources, plans for the Regional Plans (refer to GSF Statewide Policy handout). This project identifies high priority projects in the State of NH to target federal funds. Equity and Engagement TASC in charge if all six TASC by incorporated underserved marginalized populations. Tara reviewed matrix related to plans and appendices (see handout Livability Principals Equity and Engagement). It was agreed that the group would identify existing resources available before the next meeting (example: Housing Needs Assessment Statewide Plans Policies). Tara reviewed the TASC Equity and Engagement Scope of Work and reviewed task for next meeting in July (see handout). Tara Bamford reviewed the project timeline.
4. **New Hampshire Listens and Cooperative Extension scope of work with E&E:** Molly Donovan explained the anticipated process that New Hampshire Listens and UNH Cooperative Extension will be assisting Granite State Future. In each of the nine regional planning commissions New Hampshire Listens and UNH Cooperative Extension will be identifying and engage specific groups which will be called Communities of Interest.
  - i. **Communities of Interest focus** groups will be made up of underrepresented groups: disabled, low income/poverty, minorities, seniors, youth, homeless, immigrants/refugees, and veterans. This will cover the State of New Hampshire with three focus groups in each of the nine regional planning commissions totaling 27-30 meetings. Molly Donovan requested that the group list potential contacts and to coordinated this with RPC's. The timeline for this is September 2012-December 2012. Tara Bamford expressed a concern of the current timeline that UNH Cooperative Extension will finish their scope of work as the plans are already being completed. There was a discussion on how to incorporate some of the work being done and bringing that to the group meetings to ask the question, "Did we hear you right?" "Is this what you were trying to say?" RPC's need to coordinate with UNH Cooperative Extension and build a relationship. RPC's need to let them know who's on the equity teams in order to help find and eliminate gaps.

**ii. Communities of Place:** Molly Donovan explained that it will be geographically oriented with 12 events across NH. This will draw upon results of Communities of Interest. This will be targeted to people interested in the second phase of this project. The timeline is February 2013 to June 2013. It was suggested by Barbara that it could be broadcasted on local television to draw interest. It was also suggested by the group that a comment card or available technology be utilized to encourage people to participate in the process. Snoko Dornblut asked what is the methodology for collecting this information from these events. Molly Donovan answered that is designed to be a flexible process

**iii. Regional conversations:** Michele Holt-Shannon described the process which will be building off the Communities of Interest and Communities of Place. These will be small facilitated groups to find themes and using questions related to the livability principals. It is been recommended that the Regional Conversations will launch the engagement process for Granite State Future in fall 2012. This would create awareness of the planning process. The group discussed the importance of this being a coordinated process with all partners involved. Collaboration is a critical piece of this project between NH Listens, Cooperative Extension and the RPC's for local outreach and engagement.

5. Tracking in-kind contributions of subcommittee members: Tara Bamford handed out this document.
6. Future meeting schedule: the group agreed on a Doodle Poll for the next meeting at the end of July 2012. The group also agreed to the matrix Equity and Engagement existing resources such as plans and documents to be done as homework for the next meeting
7. Meeting was adjourned at 1:05 pm.

Respectfully submitted,

Michelle Mears  
Strafford Regional Planning Commission