MEETING NOTES

Commissioners Present: Barbara Grimes, Bill Botzow, Mary Lintermann, Staige Davis, Sam Matthews, Will Patten, Kevin Dorn, Jay Kenlan, David Mount
Absent: Fred Kenney, Mary Niebling, Dan Kurzman, Hinda Miller
Staff: Glenn McRae, Snelling Center for Government

Opening Business
Minutes from April 28, 2008 Meeting – approved as amended by Sam Matthews regarding discussion of finance committee (see posted minutes from April)

Report from the Chair – review of today’s agenda and work

Report from the Snelling Center
-Overview of first five sessions of regional meetings and short discussion of upcoming Burlington meeting.
-Start of process to set up six more regional meetings for summer

Financial Report
(SEE ATTACHED) Of the $210,000 allocated to CFED by the legislature, approximately $50,000 remains. According to SCG estimates this is enough to take the Commission through the end of June, complete the regional meeting process and with the addition of $14,000 from FY09 allocation complete the regional meeting process over the summer. By the end of the month with all expenses accounted for from the regional meeting process and personal expense forms from the commissioners an accurate accounting of expenses and remaining funds will be able to be calculated.

Update on Legislature and Budget
1. Funding - $50,000 was included in the budget bill (awaiting governor’s signature) to continue CFED’s work as defined in H.885 (also awaiting governor’s signature). CFED’s planning work needs to determine the best way to budget this allocation to be able to address the more limited direction provided in H.885 as the task in front of it for the next year.

2. H.885 benchmarks
The Commission discussed the findings and direction provided in H.885, which narrowed the focus of activity and outcomes for CFED in the coming year (but did not replace the original mandate). Funding to carry out CFED functions is provided for in the Appropriations bill, not in H.885, so it was unclear how some of the functions, such as engaging the state economists,
would be paid for. Bill Botzow suggested a meeting with Steve Klein at JFO and contact with Jim Reardon (Finance – coordinates state economist’s contract) to discuss. CFED would maintain an ongoing function of review of benchmarks and goals; and would need to seek clarification for other tasks in the future.

The question of “what is CFED’s work” will be the core discussion for the June meeting. How does the commission explain its work, role and deliverables? With Act 184 still in effect, how are the many other assignments prioritized in the future? How does the benchmarking work of H.885 fit in to CFEDs work and where are the benchmarks used?

Content from H.885 directly referencing CFED (see attached for full text of bill as passed):

H.885   AN ACT RELATING TO economic development and workforce development

   (c)  The commission on the future of economic development is charged with benchmarking and measuring economic development.
   (d)  Therefore, it is the intent of the general assembly in adopting this act to establish a logical structure and coherent and uniform set of benchmarks for economic development in this state.

Sec. 2. COMMISSION ON THE FUTURE OF ECONOMIC DEVELOPMENT

   In fiscal year 2009, the Commission on the Future of Economic Development (CFED) shall:
   (1)  Finish all 12 public engagement sessions.
   (2)  The Snelling Center shall assemble all the products of the CFED meetings and submit them to CFED to develop meaningful, realistic, and verifiable goals and benchmarks for economic development.
   (3)  The goals and benchmarks shall be submitted to the joint fiscal office, who shall work with the economists of the executive and legislative branches to:
      (A)  review the techniques and products of evaluations of economic development used by other states;
      (B)  use the econometrics for Vermont in developing benchmarks for the CFED goals by December 15, 2008.
   (4)  Benchmarks shall be submitted to CFED for review and recommendations.
   (5)  Benchmarks shall be submitted to the house committee on commerce and the senate committee on economic development, housing and military affairs on or before January 15, 2009.
   (6)  CFED, with technical assistance from the joint fiscal office and the economists, shall annually review benchmarks and develop recommendations for adjustments to be submitted to the general assembly for approval.

Public Outreach effort

Review and evaluation of first five sessions

   Generally CFED members were positively impressed with the regional meeting days – format and execution. Discussions were informative. Points for consideration:
   • How to get more rank and file out to public meetings, or other forms of input? How to get more youth to participate?
   • RDCs are a foundation for future planning; need to acknowledge their work and tie state plans to the work that has been and is being done

CFED – May 19, 2008

Draft meeting notes
- CFED report should acknowledge the regional work; and look to the differentiation between regions as well as seek out findings for the whole state
- CFED is a 5 year process looking ahead. This is a good first step in building dialogues across the state; need a commitment to continue this and build on it; not a one time process
- Getting a good flavor for regional efforts
- Web feedback is very limited; need a follow-up strategy to drive people to the web to get more feedback and content; media follow-up; direct follow-up with all participants
- Keep focus on the allocation of public resources to make a difference; how to prioritize
- How to pick key strategies; so much of what is proposed as state action could absorb all state resources in any one specific effort; how to set goals and then map out ways to prioritize over time so that investments can be strategic and annual planning of state efforts can respond to goals and prioritization
- Some things to improve about the process:
  - More direction from facilitator to reach out to quiet folks
  - Public sessions need more direction; set ground rules; get as many voices heard as possible
  - With employer and stakeholder conversations – keep groups small
  - More emphasis on making choices – prioritizing
  - Surface what is unique to Vermont – what sets the state apart as a strategic advantage
  - Invite legislators
  - Set up future sessions for more robust exchange between employers and the economic development service providers
  - For future, consider scenario planning
- Compare with what DED is hearing in their conversations with employers – are we surfacing the same concerns and issues as their one-on-one work?

**Next steps**

**Future outreach (summer - 6 more sessions)**
The Snelling Center is in the process of setting up six additional regional sessions to complete this round of regional meetings. This will include: NEK, Champlain Islands, Central Vermont, Lamoille County, Bennington and Springfield. The sessions will be hosted in July and August and will follow the same format.

**Organizing information from regional meetings**
SCG is developing summaries and thematic reports from the process to help focus on goals discussion.

Question: Is it possible to unify the various CEDS processes at the regional level to regularly inform state annual and strategic planning?
Budget for 09 (& staffing)
- See working proposal attached.
- Questions that remain
  o How to staff going into the future? SCG will continue to help organize meetings into the fall as they concern the report and benchmarking; for general business meetings and beyond that work product should the CFED request staffing from JFO / Leg Council? Should it investigate a graduate intern?
  o How often should CFED meet? Through December focus on working meetings to wrap up outreach, setting goals and priorities, engaging with benchmarks and preparing report to the Legislature. After that … ?
  o What is the annual plan and how do all the other responsibilities and tasks under Act 184 fit in?
  o The legislation directs CFED to work with the economists contracted for by the Administration and the Legislature, but does not specific how to pay for them. Can this be included in their existing contract and incorporated into that work rather than have to draw down on the CFED allocation?
    ▪ Meeting with Steve Klein and Jim Reardon (Fin) to discuss options

Activities and schedule (July – December and beyond)
July and August  
- would be focused on the regional meetings without formal CFED Meetings

September  
- two meeting days – either back to back retreat or two separate days with assignment in between
  - SCG report out on regional process
  - compare process outcomes to previous goals by CFED
  - revise and narrow goals; discussion possible benchmark approaches
  - Finalize what to send to economists for review and to apply benchmarks

Oct – Nov  
- process for taking goals and summary back to the regions

December– Jan.  
- one or two meetings before session to review report on benchmarks
- report from economists due by Dec. 15

January 09  
- Submit report to legislature

Feb-Mar 09  
- process for taking it all back to the regions
- review of agenda for FY10 and budget request to legislature

June 09  
- Annual Plan for FY10; review legislation

-Goals
  It was suggested that we get a common language together (agreed on definitions of goals, strategies, etc.)
If the goal is to raise wages for Vermont workers, what are the strategies, and then what are the benchmarks that would allow Vermont to understand whether the goal is being achieved?

A related goal might be to create a more affordable personal infrastructure to insure that housing, child care, health care, transportation are all within financial reach of Vermonters.

? Can Vermont make all the investments necessary to do both?

If Vermont invests directly in companies to create jobs at higher wages so that people can afford the cost of living in Vermont; can it also invest in social infrastructure so that workers will come here and companies will locate here? There are choices.

The example was given in the field of education. Vermont has consciously chosen a policy path that that ranks it very high in per capita spending on children in K-12. It also has made a policy choice to fund higher education at a rate that places the state near last in funding for higher education.

Actual economic development goals will force choices and prioritization.

-Benchmarks

- In putting together the final set of goals it was suggested that CFED will best serve the state if it is “bold” and helps set up a structure to prioritize initiatives and choices for legislature

Follow-up on the futures discussion
In April, members of CFED met with members of other Future oriented commissions, councils and institutions related to themes in economic development. A Google Group was set up for the various groups to post information and continue an informal conversation. All CFED members have been sent an invitation to join. After September it was suggested that another convening of this group might be appropriate as CFED will have drafted its goals and the Council on the Future of Vermont will have completed its formal outreach.

Activities for June and Agenda for June 16
-Invite to meet with the VT Assoc of Planning and Development Agencies on June 5.
-June 16th meeting (Statehouse, rm 10, in Montpelier)
  -Discussion on the learning from the regional meetings so far
  -Snelling Center will have an initial findings draft for review
  -Focus on regional issues and unique aspects identified in the six regions visited to date
  -What are the high level issues that are surfacing so far?
    -There are lots of important things, but what will be the process of winnowing
      Need to bring a focus to the goals and then to the strategies
  -IMPORTANT to keep in mind that this process is only 50% complete and the CFED does not want to prejudice its conclusions without full inquiry into the next six
Snelling Center will organize and select dates:
- July and August – six regional meetings
- Dates for two days worth of CFED work in September

Snelling Center will provide guidance to CFED on using the material for decision making on goals. Jay will develop a draft matrix of parameters to help guide the discussion on goals and circulate it before the June meeting.

2:00 Adjourn
### CFED Financial Expenditures (estimated as of 5/6)

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**Total Allocations:** 210,000

**Remaining 5/6:** 49,591
## CFED Expense BUDGET working proposal -  
July 1, 2008 - June 30, 2009

**Commission**

1. Meeting -room, lunch/refresh (6 meetings)                      3600
2. Commissioner, Travel                                             3000
   * assumes no per diem and limited travel reimbursement
3. Conference Calling                                               1000
4. Web Site                                                        1400
5. Meeting staffing - assume legislative council                   0
   request legislative council or JFO for general staffing of regular meetings
   complete the 12 region public outreach process begun in April with regional partners as part of the plan development process
6. Summer engagement sessions                                      14000
   SCG staff - compilation of pub eng, distribution, extract goals and approaches for consideration
7. Fall 08 - printing, mailing,                                     6000
8. Test with RDCs and other regional partners & public              1500
9. Draft benchmarks                                                4500

The commission will engage the economists for the legislature and for the administration to conduct an assessment of what benchmarks would best align with the goals identified through the regional & public processes, and assess how they might be tracked and report back to CFED.

10. Draft benchmarks                                               15000

**TOTAL FY09**  50000
AN ACT RELATING TO ECONOMIC DEVELOPMENT AND WORKFORCE DEVELOPMENT

It is hereby enacted by the General Assembly of the State of Vermont:

Sec. 1. FINDINGS; INTENT
(a) The general assembly finds:
(1) A review of several rankings for Vermont’s competitiveness and their differentiation shows very disparate results. For example, the Beacon Hill Institute ranked Vermont twelfth and the American Legislative Exchange Council (ALEC) ranked Vermont fiftieth on their economic development competitiveness index. Each outside ranking entity chose different factors.
(2) Within Vermont, our measurement techniques show variations. Job and employment data in the state suffer from definitional disparities which create conflicts for those trying to use the data. The newly established and recently released “unified economic development budget” would be improved by the consistent use of benchmarking by state agencies. Testimony on this study before the general assembly raised concern over state agency benchmarking because of the differing data issues and measuring approaches that affect their use by state government in Vermont.
(b) The general assembly has a responsibility for the promotion of economic development in Vermont that builds on the unique strengths and challenges of doing business in Vermont. The general assembly is interested in what criteria it should use to evaluate the effectiveness of economic development efforts. Many states have structures and methods for measuring the effectiveness of economic development efforts.
(c) The commission on the future of economic development is charged with benchmarking and measuring economic development.
(d) Therefore, it is the intent of the general assembly in adopting this act to establish a logical structure and coherent and uniform set of benchmarks for economic development in this state.

Sec. 2. COMMISSION ON THE FUTURE OF ECONOMIC DEVELOPMENT
In fiscal year 2009, the Commission on the Future of Economic Development (CFED) shall:
(1) Finish all 12 public engagement sessions.
(2) The Snelling Center shall assemble all the products of the CFED meetings and submit them to CFED to develop meaningful, realistic, and verifiable goals and benchmarks for economic development.
(3) The goals and benchmarks shall be submitted to the joint fiscal office, who shall work with the economists of the executive and legislative branches to:
(A) review the techniques and products of evaluations of economic development used by other states;
(B) use the econometrics for Vermont in developing benchmarks for the CFED goals by December 15, 2008.
(4) Benchmarks shall be submitted to CFED for review and recommendations.
Benchmarks shall be submitted to the house committee on commerce and the senate committee on economic development, housing and military affairs on or before January 15, 2009.

CFED, with technical assistance from the joint fiscal office and the economists, shall annually review benchmarks and develop recommendations for adjustments to be submitted to the general assembly for approval.

Sec. 3. LABOR MARKET MEASURES
The department of labor shall collaborate with the joint fiscal office and the agency of commerce and community development to develop a mutually acceptable set of employment measures and a means of communicating them to the general assembly.

Sec. 4. REPEAL
Sec. 225 of No. 65 of the Acts of 2007 is repealed.

Sec. 5. 10 V.S.A. § 2 is added to read:
§ 2. UNIFIED ECONOMIC DEVELOPMENT BUDGET (UEDB)
(a) For purposes of evaluating the effect on economic development in this state, the commissioner of finance and management, in collaboration with the secretary of commerce and community development, shall submit a unified economic development budget as part of the annual budget report to the general assembly under 32 V.S.A. § 306.

(b) The unified economic development budget shall include appropriations or expenditures for all of the types of development assistance, workforce training and education, and the development-related research granted or managed by the state during the prior four fiscal years by all agencies, departments, authorities, and other instrumentalities of the state. The budget shall adjust expenditures or appropriations to enable year-to-year comparisons to be made.

(c) The unified development budget shall specifically include:
(1) The aggregate amount and program-specific amounts of all state economic development assistance, including grants, loans, and tax expenditures.
(2) The aggregate amount and program-specific amounts of uncollected or diverted state tax revenues resulting from each type of development assistance provided in the tax statutes, as reported in the annual tax expenditure report (32 V.S.A. § 312). If current data are not available, the report may use the average of the three most recent years reported.
(3) Performance measurements, including estimated jobs created, increases or decreases in payroll including benefits, and other measures of economic advancement, with clear descriptions of data sources and methodologies.
(4) A report of progress in developing consistent and measurable benchmarks of job creation.

(d) The data presented shall be organized by categories such as administration, workforce education and training, tax expenditures, agriculture, tourism, technical assistance, planning, housing, transportation, technology, and research, among others deemed appropriate. Every effort shall be made to standardize definitions of positions and other measures.

Sec. 6. 2009 UNIFIED ECONOMIC DEVELOPMENT BUDGET REPORT
In the 2009 UEDB report, the commissioner of finance and management shall review the various reporting requirements relating to economic development including 10 V.S.A. §§ 2 and

CFED – May 19, 2008
Draft meeting notes
Sec. 7. 10 V.S.A. § 543 is amended to read:

§ 543. WORKFORCE EDUCATION AND TRAINING FUND; GRANT PROGRAMS

* * *

(b) Purposes. The fund shall be used exclusively for the following two purposes:

* * *

(2) internships to provide work-based learning opportunities with Vermont employers for students from Vermont colleges, public and private high schools, regional technical centers, and the Community High School of Vermont, and for students who are Vermont residents attending college, high school, technical or vocational schools out of state.

* * *

(d) Eligible Activities. Awards from the fund shall be made to employers and entities that offer programs that require collaboration between employees and businesses, including private, public, and nonprofit entities, institutions of higher education, technical centers, and workforce development programs. Funding shall be for training programs and student internship programs that offer education, training, apprenticeship, mentoring, or work-based learning activities, or any combination; that employ innovative intensive student-oriented competency-based or collaborative approaches to workforce development; and that link workforce education and economic development strategies. Training programs or projects that demonstrate actual increased income and economic opportunity for employees and employers may be funded for more than one year. Student internships and training programs that involve the same employer may be funded multiple times, provided that new students participate.

* * *

(f) Awards. Based on guidelines set by the council, the commissioner of labor shall make awards to the following:

(1) Training Programs. Public, private, and nonprofit entities for existing or new innovative training programs. There shall be a preference for programs that include training for newly created or vacant positions. Awards may be made to programs that retrain incumbent workers. Awards under this subdivision shall be made to programs or projects that do all the following:

* * *

(G) demonstrate an integrated connection between training and specific employment opportunities, including an effort and consideration by participating employers to hire those who successfully complete a training program. If employment is not guaranteed at the successful completion of the training, the applicant must demonstrate employer involvement and that the training is likely to lead to employment in fields in which there is demand for jobs.

(H) The department shall ensure there are resources available in each quarter of the fiscal year.

* * *

* * * Workforce Development for Green Industries * * *

Sec. 8. FINDINGS; PURPOSE

(a) The general assembly finds the following:
(1) There is a growing global demand for products and services that will reduce the impact on the natural environment by individuals, businesses, governments, and many other entities.

(2) There is a common international perception that Vermont has a very well-defined green identity, a reputation developed through years of commitment to environmental integrity.

(3) Vermont’s resources should be used to build a vibrant and strong environmental industry sector that creates high-wage jobs for Vermonters through the development and export of value-added products and services designed to reduce our collective impact on the environment.

(4) Vermont must create a framework that stimulates the innovation and investment necessary to expand the development of new renewable energy sources and distribution capacity.

(5) Vermont’s economic development strategy must be designed to raise Vermont’s profile as a hub of environmental integrity, innovation, and opportunity for working Vermonters.

(b) The purpose of this act is to effect the following:

(1) To understand better and quantify the economic value and market opportunities and benefits of the emerging environmental technology sector in Vermont so that Vermont can derive economic value in the form of job creation, innovation, and development of technologies, products, and services that protect and enhance the environment.

(2) To formulate a strategy for environmental technology sector workforce development and training and develop programs that promote and market that sector and create a competitive workforce equipped with the necessary skills and competencies to assure that Vermont is strategically positioned to compete effectively in environmental technology industries and the global marketplace and space.

Sec. 9. WORKFORCE DEVELOPMENT PLAN; ENVIRONMENTAL TECHNOLOGY SECTOR JOB TRAINING; LABOR FORCE ANALYSIS

(a) For the purposes of this section:

(1) “Environmental technology employee” means a fulltime employee primarily engaged in providing goods or delivering services in the environmental technology sector.

(2) “Environmental technology sector” means businesses and organizations that work in or are related to at least one of the following:

(A) Waste management, including waste collection, treatment, disposal, reduction, recycling, and remediation.

(B) Natural resource protection and management, including water and wastewater purification and treatment, air pollution control and prevention or remediation, soil and groundwater protection or remediation, and hazardous waste control or remediation.

(C) Energy efficiency or conservation.

(D) Clean energy, including solar, wind, wave, hydro, geothermal, hydrogen, fuel cells, waste-to-energy, or biomass.

(E) Any other environmental technology certified by the secretary of commerce and community development.

(b) The commissioner of labor in collaboration with the secretary of commerce shall perform a labor force analysis using the inventory of green business developed by the agency of commerce and the North American Industry Classification System (NAICS). The analysis shall include the geographic distribution of existing businesses and anticipated opportunities for business recruitment in the environmental technology sector. The analysis shall be issued in a
written report to the house committee on commerce and the senate committee on economic development, housing and general affairs no later than February 1, 2009 and shall include:

(1) Regional profiles that identify the concentration and distribution of environmental technology opportunities in Vermont.

(2) The skills and competencies necessary for successful employment in the environmental technology sector.

(3) Projection of employer needs and employee skills required for the future of the environmental technology sector.

(c) The commissioner of labor shall develop a workforce development plan relating to green building, energy efficiency, and renewable energy industries. The plan shall be developed in consultation with the groups with knowledge and expertise pertaining to the workforce development needs of and implementation of training programs for the environmental technology sector as defined in subdivision (a)(2) of this section, including, but not limited to, the following: representatives of the building trades; the Vermont workforce development council; weatherization contractors; Efficiency Vermont; appropriate educational institutions; Vermont businesses for social responsibility; Vermont fuel dealers association; Renewable Energy Vermont; Vermont green building network; the Lake Champlain Regional Chamber of Commerce; the Vermont Chamber of Commerce; the Greater Burlington Industrial Corporation (GBIC), the green institute for the advancement of sustainability; and Green for All.

*** Employment Practices ***
Sec. 10. 21 V.S.A. § 385 is amended to read:
§ 385. ADMINISTRATION

The commissioner and the commissioner's authorized representatives have full power and authority for all the following:

***
(4) To recommend and determine the amount of deductions for board, lodging, apparel, or other items or services supplied by the employer or any other conditions or circumstances as may be usual in a particular employer-employee relationship, including gratuities; provided, however, that in no case shall the total remuneration received by an employee, including wages, board, lodging, apparel, or other items or services supplied by the employer, including gratuities, be less than the minimum wage rate set forth in section 384 of this title. No deduction may be made for the care, cleaning, or maintenance of required apparel. No deduction for required apparel shall be made without the employee’s express written authorization and the deduction shall not:

(A) Reduce the total remuneration received by an employee below the hourly minimum wage.

(B) Include any administrative fees or charges.

(C) Amend, nullify or violate the terms and conditions of any collective bargaining agreement.

***

Sec. 11. ADULT TECHNICAL EDUCATION; WORKFORCE EDUCATION AND TRAINING; REPORT

The commissioner of education shall:

CFED – May 19, 2008  Draft meeting notes
(1) Outline and review the current method or methods by which tuition is paid for students enrolled in secondary schools ("secondary students") to attend regional technical center programs.

(2) Consider and propose potential solutions to any barriers preventing, discouraging, or failing to encourage secondary students to attend regional technical center programs, including scheduling issues, availability of classes outside the traditional school day and academic year, and financial disincentives.

(3) Outline and review the current method or methods by which the cost of adults entering programs at a regional technical center is funded, both for adults who have a high school diploma and for those who do not.

(4) Consider and propose potential solutions to any barriers preventing, discouraging, or failing to encourage adults, with and without a high school diploma, to attend regional technical centers, including scheduling issues, availability of classes outside the traditional school day and academic year, and financial disincentives.

(5) Consider and propose potential financial and other incentives to encourage regional technical centers to offer technical education programs at times other than the traditional school day and academic year and to otherwise make technical education programs more available to secondary students and to adults with and without high school diplomas.

(6) Consider the positive and negative aspects of including within the definition of "pupil" for purposes of determining a district’s average daily membership all adult students with a high school diploma who are attending programs at a regional technical center and consider and propose other methods of subsidizing tuition for these students.

(b) On or before January 15, 2009, the commissioner shall submit a written report to the senate committee on economic development, housing and general affairs, the house committee on commerce, and the senate and house committees on education detailing the results of the work performed pursuant to this section and all potential methods of addressing the identified issues.

Sec. 12. EFFECTIVE DATE
This act shall take effect upon passage.