**Meeting Minutes**

The Commonwealth of Massachusetts

Executive Office for

Administration and Finance

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**Federal Funds Equity & Accountability Review Panel
Tuesday, September 27, 2022**

**12:00 – 1:00 p.m.**

In accordance with Section 20 of Chapter 20 of the Acts of 2021, as extended by Chapter 107 of the Acts of 2022, this meeting will be conducted, and open to the public, via Zoom and Teleconference.

**Zoom URL**: <https://mass-gov-anf.zoom.us/j/89029728148?pwd=Y3h2R09TRW9CY3NFVVlnSWF4UWY0UT09>

**Passcode:** 423496

Teleconference Line: 713 353 7024, conference code: 319738#

A meeting of the Federal Funds Equity & Accountability Review Panel was held via teleconference on Tuesday, June 28, 2022, in accordance with Section 20 of Chapter 20 of the Acts of 2021.

Meeting was called to order at 12:04PM

**Panel members comprising a quorum:**

Jose Delgado, Panel Co-Chair, Access and Opportunity, Office of the Governor

Nicole Obi, Panel Co- Chair, Coalition for an Equitable Economy

Erica Seery, Chief Digital Officer, Executive Office of Technology Services and Security

Marie-Frances Rivera, Massachusetts Budget and Policy Center, Inc

Elizabeth Weyant, Massachusetts Association of Regional Planning Agencies

Bill McAvoy, Supplier Diversity Office

Kristina Johnson, Chief Data Officer, Executive Office of Technology Services and Security

Raquel Halsey, North American Indian Center of Boston, Inc.

Bishop Tony Branch, NAACP New England Area Conference

Kerima Lewis, The Commission on the Status of African Americans

Michael Frieber, Inspector General’s Office

Parris Kyriakakis, Office of the Comptroller

Joe Curtatone, Northeast Clean Energy Council, Inc.

**Members Absent:**

Suzanne Bump, Auditor of the Commonwealth

Gabrielle King Morse, Center for Women and Enterprise, Inc.

Geoff Foster, Common Cause Massachusetts

Raquel Halsey, North American Indian Center of Boston, Inc.

Denella Clark, Massachusetts Commission on the Status of Women

Joe Kriesberg, Massachusetts Association of Community Development Corporations

Yasmin Padamsee, Commission on the Status of Asian Americans and Pacific Islanders

Cindy Luppi. Green Justice Coalition

Leemarie Mosca, Massachusetts Nonprofit Network, Inc.

Beverley Johnson, Massachusetts Minority Contractors Association, Inc.

Shaheer Mustafa, Massachusetts Nonprofit Network, Inc.

**Others in attendance**:

Kelly Govoni, Executive Office for Administration and Finance, Panel Secretary

Danielle Littmann, Executive Office for Administration and Finance

Adam Jones, Massachusetts Budget and Policy Center, Inc.

Jason Wright, Massachusetts Budget and Policy Center, Inc.

Juan Cofield (NEAC)

Judith Bromley, Office of the State Auditor

Ron Cofield

1. **Administrative Matters**
	1. Ms. Govoni conducted the roll call for the meeting. Co-chair Delgado called the meeting to order.
	2. On a motion from Mr. Bishop Branch and duly seconded, the Panel members voted by roll call vote to approve the June 28th, 2022, and July 14th, 2022 meeting minutes.
		1. Yays: Co-Chair Delgado, Member Obi, Member Seery, Member Rivera, Member Weyant, Member McAvoy, Member Johnson, Member Halsey, Member Bishop Branch, Member Lewis, Member Frieber, Designee Kyriakakis, Member Curtatone
		2. Nays:
2. **Chairs Update**
	1. Co-chair Delgado provided an update since the last Panel meeting. Co-chair Delgado noted that there has been a lot of work done by staff at A&F and others to help build a dedicated website, a public comment period website, and an outreach communication plan.
3. **ARPA Website Updates**
	1. Ms. Seery went through the draft website pages that will be posted when they are finalized. The first webpage provides an overview of the Federal Funds Equity and Accountability Review Panel, its responsibilities, and members. The second webpage highlights the proposed equitable allocation of ARPA funds. This page is what will be used for the public comment period and explains the Panel’s responsibilities and the proposals that it has come up with. This website is where the formstack lives and is where members of the public can submit feedback on the proposed allocation goals. Co-chair Obi noted that there seems to be some additional edits that need to be made before this goes live and asked what the best way to share those edits are. Ms. Seery confirmed there are some additional edits that need to be made that they are aware of but if there is other feedback that needs to be incorporated, to be cognizant that it could significantly delay the launch of the public comment period. She noted that any changes would need to be consolidated, agreed upon and then translated again. Co-chair Obi noted as long as the dates are updated prior to the website going live, she would like to continue to move forward and create a schedule that incorporates any additional updates that Panel members would like to be made along the way.

Co-chair Delgado agreed but noted if there are additional edits Panel members would like to be made he would like to hear feedback and work with ANF to incorporate those down the line. Ms. Rivera asked if there is any additional demographic information that they can grab from people in the formstack, for example, gender, race, and age. Ms. Seery noted they are not requesting that information right now, but they can look into adding field forms. Ms. Halsey noted that she would like to also ask for tribal affiliation or if they are a member of a tribe, and a space for them to enter that. She noted she is interested in seeing what the feedback is for the tribes that are from this region. Mr. McAvoy recommended adding a disclaimer on the formstack noting that any information entered on that page could be subject to the public records law.

1. **Discuss Public Comment Period**
	1. Co-chair Delgado then went over the public comment period. Co-chair Delgado proposed two dates for the two webinars, October 13th, and November 3rd and an agenda for each of the webinars. Co-Chair Delgado also noted that he wants to make sure they have adequate representation form the Panel at the webinars. Mr. Frieber emphasized that it may be important during these webinars and on the website to explain that they are talking about state fiscal recovery funds because at the same time, cities, towns, and counties are also getting direct funding from the federal government, which is not part of what this Panel is set up to track. Co-chair Delgado agreed and noted that A&F will provide a presentation at the meeting to inform people what funds are being tracked. Co-Chair Obi emphasized that they would like Panel members to join these sessions as well. Ms. Lewis asked if there is a specific time for the webinars and how they are letting the public know about the public comment period. Co-chair Delgado noted they have a flyer they are going to send out to the media, the legislature, municipalities, and Panel members for them to distribute. Mr. Bishop Branch commented that the Massachusetts Association of School Committee’s conference commences on November 3rd, so he won’t be available on that date.

Ms. Rivera flagged that November 3rd is very close to the date of the elections so they may not get the best attendance. Co-chair Delgado acknowledged that but noted that they looked at various different dates and these two seemed like the ones that would work best based on the Panel’s timeline. Co-chair Delgado then shared a proposed timeline for next steps:

* September 27th – Letter sent to Legislature
* September 30th - Launch public comment period and website
* October 13th – Public webinar 1
* October 20th- Panel meeting
* November 3rd – Public webinar 2
* November 14th – End public comment period

Co-chair Delgado then shared the digital flyer. Ms. Rivera noted if there are any social media graphics that they can develop to keep it consistent then they can share it out to their networks. Ms. Halsey then asked if the socials are going to come from one particular Facebook, or Instagram post. Co-chair Obi noted they don’t have that as part of the build out here and are hoping that some members of the Panel have the availability to help with putting the pieces together to build a social media kit and share it amongst everyone. Co-chair Obi noted that she will see if BECMA can help put together a media tool kit to be shared with the Panel. Ms. Seery noted there is some value to having some coherent items but also everyone on this Panel knows and represents communities that are going to resonate and be interested in this in a lot of different ways and some level of grassroots outreach will be important.

Co-chair Delgado asked if Panel members had feedback on the plan for the webinars and participation from Panel members. The Panel then decided on dates and times for the two webinars, which will be: October 13th from 6:30PM-8:30PM and November 3rd from 10AM-12PM.

Co-chair Delgado noted for next steps they are going to look into adding the suggested edits to the formstack and will tentatively schedule another full Panel meeting on October 20th. Co-chair Delgado asked Panel members if they are comfortable moving forward with launching the public comment period without the updates suggested and incorporating them down the line. Co-chair Obi noted she thinks they should launch it and then incorporate additional updates as they go along. Panel members raised no concerns with this approach.

1. **Adjournment**
	1. Co-Chair Delgade motioned to adjourn. Member Rivera seconded. Without further discussion, the meeting was adjourned at 1:00PM.

Kelly Govoni, Secretary