

**Summary Minutes of the HRTPO Community Transportation
Advisory Committee (CTAC) Meeting
October 11, 2018**

The HRTPO Community Transportation Advisory Committee (CTAC) Meeting was called to order at 12:02 p.m. in the Regional Building Board Room, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

HRTPO CTAC Members in Attendance:

Terry Danaher, Chair (PO)	Carlton Hardy (NN)
Cecil Jenkins (CH)	Christian Strange (NO)
Scott MacFarlane (VB)	Alvin Sledd (PQ)
Susan Archer (CH)	Dianna Howard (VB)
Nina T. Britton (NN)	Delceno Miles (VB)
Jim Bowie (H)	John Kish (CH)
Garry Harris (PO)	Dylan Lloyd (VB)
Ron Fowler (YK)	Nina Britton

HRTPO CTAC Members Absent:

Lamont Curtis (NN)	Cynthia Taylor (IW)
James Openshaw (NO)	Henry Branscome (JCC)
Mark Perreault (NO)	Jay Leach (VB)
Clayton Rogers (GL)	
Jim Bowie (HA)	

OTHER PARTICIPANTS:

Kevin Page, HRTAC
Keith Cannady, HRPDC
Robin Grier, VDOT
Chris Vaigneur, HRPDC

HRTPO Staff:

Robert Crum
Kendall Miller
Robert Cofield
Sharon Lawrence
Joe Turner

Public Comment Period

There were no public comments.

Submitted Public Comments

There were no submitted public comments.

Approval of Agenda

Chair Danaher asked for any additions or deletions to the agenda. Hearing none, Mr. Gary Harris Moved to approve the agenda as written; seconded by Ms. Delceno Miles. The Motion Carried.

Summary Minutes of the October 11, 2018 CTAC Meeting

Chair Danaher asked for any additions or corrections to the June 11, 2018 minutes. Hearing none, Mr. Cecil Jenkins Moved to approve the minutes as written; seconded by Ms. Susan Archer. The Motion Carried.

Introduction of New CTAC Staff

Chair Danaher introduced Sharon Lawrence, who will be joining Kendall Miller's team in the capacity of Public Involvement Specialist. Sharon has been with the HRPDC for 10 years and will be joining Kendall's department early December, 2018.

Introduction of New CTAC Members

Mr. Garry Harris, (Portsmouth) and Ms. Nina Britton (Newport News) were introduced to CTAC.

Potential Expansion of CTAC Role and Function

Ms. Kendall Miller, HRTPO Principal Lead, Office of Community Affairs and Civil Rights, led the discussion on the expansion of CTAC's role and function in order to lend its purview to the Hampton Roads Planning District Commission. CTAC expressed concern about the increase in the Office of Community Affairs and Civil Rights work load and scope, with no increase in staff. Ms. Miller responded that staff has not increased but that the expansion was necessary. CTAC then inquired about the committee's composition, and asked why certain localities were never represented on the committee. Ms. Miller said this was a concern. Chair Danaher indicated that she would be raising this issue with the HRTPO Board, at the October 18, 2018 HRTPO board meeting. CTAC noted, that this was an ongoing cause for concern.

CTAC voted affirmatively to expanding its role to provide its committee oversight to the HRPDC and asked HRTPO staff to investigate the following items for further discussion to be had at the January 10, 2019 CTAC meeting:

- Possibility of More Frequent CTAC Meetings
- Expansion of CTAC to Cover New Topic Areas
- Change in CTAC Meeting Times and Location
- Permissibility of CTAC Members Calling in During Meetings vs. Attending CTAC Meetings
- What Constitutes a Quorum

Ms. Miller closed the meeting by saying that she would research the requested topic areas and present her findings to CTAC at the January 10, 2019 CTAC meeting, at which point CTAC could vote on officially expanding its purview to include HRPDC.

Old/New Business

CTAC was informed that at the January 10, 2019 meeting, there would be a vote held for a new CTAC Vice-Chair, given Ron Broughton's departure.

Adjournment

With no further business to come before the HRTPO Community Transportation Advisory Committee, the meeting adjourned at 2:04 p.m.