

January 28, 2021

Memorandum #2021-20

TO: Hampton Roads Chief Administrative Officers

BY: Mary Bunting, Chair

RE: Hampton Roads Chief Administrative Officers Meeting – February 3, 2021

A meeting of the Hampton Roads Chief Administrative Officers is scheduled for Wednesday, February 3, 2021 beginning at 11:30 AM. The agenda and related materials are attached.

Pursuant to the declared state of emergency in the Commonwealth of Virginia in response to the COVID-19 pandemic and to protect the public health and safety of the Committee members, staff, and the general public, the CAO Committee meeting will be held electronically via Zoom. Participants may join the meeting as follows:

Join Zoom Meeting:

<https://us02web.zoom.us/j/85711566244?pwd=bEdjYmhHUTQ3L2grQjVxVEdtT0lhQT09>

-or-

Join by Phone: 1- 301-715-8592

Meeting ID: 857 1156 6244

Passcode: 800087

RAC/ka

Attachments

Chief Administrative Officers:

Mary Bunting, HA
Patrick Duhaney, VB
Brent Fedors, GL
Chip Filer, NO
Amanda Jarratt, FR
Michael Johnson, SH
Randy Keaton, IW
Al Moor, SU
Neil Morgan, YK

LaVoris Pace, PO
Chris Price, CH
Cynthia Rohlf, NN
Melissa Rollins, SY
William Saunders, WN
Michael Stallings, SM
Scott Stevens, JC
Andrew Trivette, WM
Randy Wheeler, PQ

**Hampton Roads
Chief Administrative Officers (CAO) Meeting**

**WEDNESDAY, FEBRUARY 3, 2021
11:30 AM**

Pursuant to the declared state of emergency in the Commonwealth of Virginia in response to the COVID-19 pandemic and to protect the public health and safety of the committee members, staff, and general public, the Chief Administrative Officers Committee meeting will be held electronically via Zoom.

I. Call to Order

II. Approval of Agenda

III. Approval of Minutes

The Summary Minutes from the January 6, 2021 CAO Committee meeting are attached for the Committee's consideration and approval.

IV. Public Comment

Members of the public will be provided an opportunity to address the CAO Committee. Comments should be limited to three minutes per speaker.

V. Regional COVID-19 Response and Vaccination Update

A copy of the January 21 correspondence from the HRPDC to Governor Northam expressing concerns about the rate of vaccinations in Virginia and the Hampton Roads region is attached. An update will be provided on follow up efforts related to this correspondence. In addition, each CAO will be asked to provide a status report from their locality.

VI. General Assembly Session

CAO Committee members will be asked to provide an update on any legislative items their localities are tracking from the General Assembly session

VII. Regional Interest Items

CAO Committee members are asked to share an item of regional interest from their localities, and any topics that should be considered as CAO Committee agenda items over the next three to five months.

VIII. Adjournment

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officers Meeting
Summary Minutes of January 6, 2021**

The Chief Administrative Officers (CAO) Committee Meeting was called to order at 11:30 AM by Mary Bunting, CAO Committee Chair and Hampton City Manager. Ms. Bunting asked Mr. Robert Crum, HRPDC/HRTPO Executive Director, to provide a statement regarding today's virtual/electronic meeting.

Mr. Crum noted that pursuant to the declared state of emergency in the Commonwealth of Virginia in response to the COVID-19 pandemic, and to protect the public health, safety and welfare of the Committee members, staff and the general public, today's CAO Committee meeting is being held electronically via Zoom. Mr. Crum noted that the Zoom access information was published with the agenda for use by Committee members and the general public to access today's meeting.

The following members of the CAO Committee were in attendance:

Mary Bunting	Hampton
Patrick Duhaney	Virginia Beach
Brent Fedors	Gloucester County
Dr. Larry Filer	Norfolk
Amanda Jarrett	Franklin
Michael Johnson	Southampton County
Randy Keaton	Isle of Wight County
Albert Moor	Suffolk
Neil Morgan	York County
Chris Price	Chesapeake
Cynthia Rohlf	Newport News
William Saunders	Windsor
Michael Stallings	Smithfield
Scott Stevens	James City County
Andrew Trivette	Williamsburg
Randy Wheeler	Poquoson (late arrival)

Others in Attendance

Robert Crum	HRPDC/HRTPO
Keith Cannady	HRPDC
John Martin	SIR
Ron Carlee	Old Dominion University
Diane Kaufman	Senator Kaine's Office
Drew Lumpkin	Senator Warner's Office
Caleb Smith	Representative Luria's Office
Chris Stone	Clark Nexsen
Mark Geduldig-Yatrofsky	Portsmouth Resident
Greg Grootendorst	HRPDC
Katherine Rainone	HRPDC

Approval of Agenda/Approval of Meeting Minutes

Ms. Bunting asked if there were any additions or revisions to the agenda. There being none, Ms. Bunting asked if there were any objections to combining approval of the Agenda and Minutes.

Mr. Crum noted that the Summary Minutes from the December 2, 2020 CAO Committee meeting were attached for the Committee's review and consideration.

A motion was made by Mr. Stallings to approve the Meeting Agenda as well as the Minutes from the December 2, 2020 meeting. A second was provided by Ms. Jarrett and the following roll call vote was taken:

Mary Bunting	Hampton	Yes
Patrick Duhaney	Virginia Beach	Yes
Brent Fedors	Gloucester County	Yes
Dr. Larry Filer	Norfolk	Yes
Amanda Jarrett	Franklin	Yes
Mike Johnson	Southampton County	Yes
Randy Keaton	Isle of Wight County	Yes
Albert Moor	Suffolk	Yes
Neil Morgan	York County	Yes
Chris Price	Chesapeake	Yes
Cynthia Rolf	Newport News	Yes
William Saunders	Windsor	Yes
Michael Stallings	Smithfield	Yes
Scott Stevens	James City County	Yes
Andrew Trivette	Williamsburg	Yes

The motion carried and was approved.

Public Comment Period

Ms. Bunting called for any public comments.

Mr. Mark Geduldig-Yatrofsky, a resident of Portsmouth, thanked the CAO Committee for holding these meetings in a virtual format with both audio and visual components. He noted that this allows him to view all PowerPoint presentations, and that this is approach is very much appreciated.

Mr. Geduldig-Yatrofsky noted he has been a resident of this region for 48 years and is well aware of the issues related to criminal activity and law enforcement in our region. He thought that there is a task force assigned to address this issue, but if there is not such an organization, he asked that the CAO Committee please consider forming one. He noted that crime problems are receiving a lot of attention in the community, and there is a pandemic

of crime across the country. Mr. Geduldig-Yatrofsky noted that there could be some synergies to approaching this issue on a regional level.

Ms. Bunting thanked Mr. Geduldig-Yatrofsky for his comments, noting that the CAOs very much appreciate his continued participation in and contributions to our CAO Committee meetings.

757 Recovery and Resilience Action Plan

Ms. Bunting asked Mr. Crum to introduce this item to the Committee. Mr. Crum reported that the Hampton Roads Alliance has been leading an effort to develop a strategy to help the region's economy recover from the impacts of the COVID-19 pandemic. He noted that the Alliance, led by President and CEO Doug Smith, has worked collaboratively with community stakeholders and regional organizations to lead this effort over the past six to eight months. Mr. Crum reported that Mr. Smith was not available for today's meeting, but that John Martin of SIR, who has been providing consulting services for this effort, will present on behalf of Mr. Smith.

Mr. Martin provided an overview on the 757 Recovery and Resilience Action Plan, including the following information:

- Purpose, Goals, Objectives and Key Audiences
- Action Framework Development Process and Contributors
- Key Insights Covered
- Vision for our Future Economy
- Action Framework Overview
- Action Framework Program Areas
 - Build Regional Unity
 - Grow New Jobs
 - Grow, Retain and Attract Talent
 - Grow Resiliency
 - Advance Regional Infrastructure
- Program Priorities: Immediate, Near-term and Long-term
- Accountability - What the Action Framework will Deliver
- Appendix/Foundational Documents

Mr. Martin noted that the Framework has developed 30 results-oriented programs, which identify a responsible party, goals, action plans and accountability.

He also summarized a schedule for this effort, including background information on the overall process for this effort:

Create the Project Plan and Share with Thought Leaders	June 2020
Establish and Support Committees	July – August 2020
Formulate Vision for the Economy	July – August 2020

Formulate Regional Strategy	July – August 2020
Conduct Wave 3 of 757 Recovery Business Leaders Survey	September 2020
Integration Committee Prepares Draft Action Framework	October 2020
200+ Creators and Steering Committee Members Critique the Action Framework	January 2021
Soft Launch with Mayors, City Managers and Top Community Leaders	February 2021
Full Launch of Action Framework with 757 Business Community (5,700 members)	March 2021

Mr. Martin stressed that today’s presentation is a high-level overview of the Action Framework, and that the details and full Action Framework will be shared with the CAOs and their elected officials in February.

Ms. Bunting and the CAO Committee thanked Mr. Martin for his presentation and complimented this initiative.

General Assembly Session

Mr. Crum began this item by providing an overview of the Regional Legislative Agenda that was approved by the Hampton Roads Planning District Commission and the Hampton Roads Transportation Planning Organization Board. He identified regional legislative priorities where bills have been or are expected to be introduced to advance these requests. He recommended that each CAO share information on a legislative priority or topic that each locality will be monitoring or advocating for during the upcoming session. He noted that this will be a short session, which will begin on January 13 and conclude on February 27.

Ms. Bunting asked each locality to share information regarding the upcoming General Assembly session. Each CAO shared information for their locality and responded to any questions or discussion from fellow CAO members.

COVID-19 Response Update

Mr. Crum noted that with the anticipated increase in COVID-19 cases following the holiday season, he and Ms. Bunting recommend that each CAO share information from their locality regarding preparations or strategies to address these anticipated trends. Ms. Bunting asked Mr. Crum to perform a roll call of CAOs. Each CAO discussed items such as COVID trends among their locality staffs, workforce management strategies to address any challenges, leave policy provisions, communication strategies, vaccine policies and procedures and other relevant issues.

Other Business

Ms. Bunting requested that the CAO Committee members make her or Mr. Crum aware of any needs for a CAO conference call before the next regular monthly meeting. She noted that if COVID trends increase as expected, that the CAO Committee may have a need to move back to more regular calls to share information and discuss response approaches.

Adjournment

There being no further business to come before the CAO Committee, the meeting was adjourned at approximately 1:25 pm.

Respectfully Submitted,

Robert Crum
Recording Secretary



January 21, 2021

MEMBER
JURISDICTIONS

The Honorable Ralph S. Northam
Governor, Commonwealth of Virginia
P.O. Box 1475
Richmond, VA 23218

CHESAPEAKE

FRANKLIN

RE: COVID-19 Vaccinations in Hampton Roads

GLOUCESTER

Dear Governor Northam:

HAMPTON

On behalf of the Hampton Roads Planning District Commission (HRPDC) which represents 17 local governments and 1.7 million residents in the Hampton Roads region, we respectfully request your immediate assistance to increase the rate of vaccinations within our region. We are very concerned that the Commonwealth of Virginia currently ranks very low as compared to other states in the per capita rollout of vaccinations. Based on input from our localities, and the number of vaccines being made available to our communities, we estimate it would take at least 12 to 16 months for the population of Hampton Roads to be vaccinated. We can all agree that this is not acceptable.

ISLE OF WIGHT

JAMES CITY

NEWPORT NEWS

NORFOLK

Our 17 local governments in the Hampton Roads region stand ready to assist you in this effort. Our cities and counties have available staff that can administer vaccinations and can also offer spaces as clinics to administer large-scale vaccinations. We are mobilized and ready to move very quickly, but we need your assistance and the support of the Virginia Department of Health to provide our localities the necessary authority to offer this assistance. We need agreements in place to open clinics and allow for our local government staffs to be able to administer the vaccine to our residents. Our City Managers and County Administrators are available to meet with you and your staff to discuss the mobilization of these efforts.

POQUOSON

PORTSMOUTH

SMITHFIELD

SOUTHAMPTON

SUFFOLK

To make this effort successful, we want to raise the following issues that must be addressed:

SURRY

VIRGINIA BEACH

1. It is clear that each Health District is approaching this effort in an inconsistent manner which is causing confusion and frustration across our region. While we understand operational flexibility, this approach where each Health District establishes its own policies is not serving our community well. This situation has created vast inconsistencies across our region regarding who is included in various phases, and how quickly they are being

WILLIAMSBURG

YORK


vaccinated. The ability of residents to receive vaccinations should not be based on the Health District in which they are located, but should be based on their need for vaccines as established by the criteria provided by the Department of Health.

2. The previous issue leads to a major concern about equity. We are concerned that if the vaccination program continues on its current path, many of our lower income, disadvantaged populations could have less access to vaccines due to the Health District in which they may be located. We must ensure vaccinations are delivered to geographic areas based on need and that all of our residents have fair and equitable access based on Department of Health guidelines.
3. We believe this pandemic has illustrated that our Health Districts have been underfunded and are currently stretched very thin without the resources and structure to respond to this crisis in a timely manner. We respectfully request that you consider engaging the Virginia Department of Emergency Management (VDEM) in this effort. VDEM has broad experience in successfully responding to emergencies, which we believe could provide valuable strategic oversight for this state-wide vaccination effort.
4. We request the Commonwealth provide clear guidance to its Health Districts to stratify and prioritize personnel who should be considered in the Phase 1(b) vaccination effort. Again, we note that there are different interpretations and policies across our Health Districts in Hampton Roads, and it is critical that a consistent approach be established.
5. After these clarifications are made, it is critical that a public information campaign occur to convey a clear and consistent message to our residents. This campaign should be very clear, providing basic information on the Who, Where and When of the vaccination program.
6. As we increase the rate of vaccinations in our region, we need to insure adequate resources and staffing to support COVID testing at our public health districts
7. As of this writing, it is our understanding that approximately 1/3 of the vaccines distributed in Virginia have actually been administered. We need to ensure that our limited supplies of vaccines are administered as quickly as possible. To ensure the vaccines are administered in a more expedient manner, protocol should be established that ties vaccine distribution numbers to those localities that can produce maximum through-put while providing immediate assistance to health districts not able to distribute their proportionate share by providing additional VDH resources or locality support. Once distribution systems are in place in those districts that are behind, vaccine distribution can be increased above their proportionate share until their areas are matching percentages in other parts of the Commonwealth.


8. It is critical that our Health Districts reinforce and strengthen their partnerships with our region's major health care providers to increase the vaccination rollout and request your assistance in this regard.
9. Many of our local governments have prioritized support of the vaccine rollout as priority #1, and have re-appropriated funding from other important efforts to support local vaccination efforts. Our localities are recording and documenting these costs, and request the Commonwealth consider a reimbursement program to offset these unbudgeted expenses.
10. It is our understanding that many of our active duty and retired military personnel and their families are successfully obtaining vaccines through the military. Since active/retired military personnel and their families represent over 300,000 people in Hampton Roads, this is very positive news. However, we are not clear if our vaccination numbers include the military and their families who have successfully acquired their vaccine. Your help in clarifying this question is much appreciated.
11. We want to restate the willingness of our 17 local governments to assist the Commonwealth, Department of Health and local Health Districts in this effort. We are sure there are many other localities across Virginia that stand ready to assist you as well. Mr. Governor, we respectfully recommend you appoint a small committee of six to eight City Managers/County Administrators from across Virginia to meet with you on a weekly basis to provide recommendations to improve the rate of vaccine rollouts in Virginia. We strongly believe that the advice of these professional public administrators will be very valuable to you in this effort. We request that one to two members of this professional manager group be from the Hampton Roads region.

In conclusion, we appreciate your dedication and leadership as the Commonwealth of Virginia addresses this unprecedented challenge. We appreciate your consideration of our comments and look forward to working with you to improve the rate of vaccinations across the Commonwealth of Virginia.

Sincerely,



Andria P. McClellan, City of Norfolk
Chair



David H. Jenkins, City of Newport News
Vice Chair

copy: Hampton Roads General Assembly Members
Dr. Danny TK Avula
HRPDC Commissioners