

AGENDA ITEM #1: CALL TO ORDER

The meeting will be called to order by Ms. Terry Danaher, Chair, at approximately noon.

AGENDA ITEM #2: PUBLIC COMMENT PERIOD

Members of the public are invited to address the CAC. Due to the COVID-19 crisis, interested persons may submit comments to the committee in advance of the meeting by email to kmiller@hrpdcva.gov or phone (757) 366-4370. Each oral comment is limited to three minutes. All comments received 48 hours before the meeting will be provided to the CAC Members and included in the official record.

AGENDA ITEM #3: SUBMITTED PUBLIC COMMENTS

There are no written public comments.

AGENDA ITEM #4: APPROVAL OF AGENDA

Members are provided an opportunity to add or delete items from the agenda. Any item for which a member desires an action from the CAC should be submitted at this time, as opposed to under "Old/New Business."

AGENDA ITEM #5: SUMMARY MINUTES OF THE JANUARY 14, 2021 CAC MEETING

Summary Minutes of the January 14, 2021 CAC meeting are attached.

Attachment 5

RECOMMENDED ACTION:

Approve the minutes.

**Summary Minutes of the HRPDC/HRTPO
Community Advisory Committee (CAC) Meeting
January 14, 2021**

The HRPDC/HRTPO Community Advisory Committee (CAC) Meeting was called to order at noon. 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 CAC Meeting was held electronically via Zoom. These electronic meetings are required to complete essential business on behalf of the region. A recording of the meeting is available on the website.

HRPDC/HRTPO CAC Members in Attendance:

Terry Danaher, Chair (PO)	Mark Geduldig-Yatrofsky (PO)
Carlton Hardy, Vice-Chair (NN)	Garry Harris (PO)
Brandon Carter (CH)	George Mears (SU)
John Kish (CH)	Dianna Howard (VB)
Jim Bowie (HA)	Brad Martin (VB)
Cynthia Taylor (IW)	Delceno Miles (VB)
Christian Strange (NO)	

HRPDC/HRTPO Staff:

Robert A. Crum, Jr.	Kendall Miller
Keith Cannady	Robert Cofield
Pavithra Pavasthrati	Joe Turner

OTHERS IN ATTENDANCE

Eric Stringfield (VDOT)

Following Chair Terry Danaher's calling the CAC meeting to order, Ms. Kendall Miller, HRPDC/HRTPO Administrator, Office of Community Affairs and Civil Rights, read the HRPDC/HRTPO Electronic Meeting Policy Statement detailing the Commonwealth of Virginia Governor's ongoing declaration of the Commonwealth's state of emergency due to COVID-19, and its impact on public meetings.

Ms. Dianna Howard expressed concern over her lack of comfort with the HRPDC/HRTPO virtual meeting platform and indicated she felt unable to clearly and adequately communicate her thoughts and questions to the committee. Ms. Miller offered to provide another Zoom meeting platform training for CAC members. Ms. Howard and Mr. George Mears indicated they were interested in receiving training.

Mr. George Mears expressed concern over the direction of the CAC. Citing the CAC's lack of depth since expanding its purview to the HRPDC, Mr. Mears said he felt the CAC had become

a cheerleading squad for the Hampton Roads Chamber of Commerce and their efforts. He expressed concern over his assessment of agenda items being presented to the CAC over the last 18 months and encouraged the HRPDC/HRTPO to return to the approach historically used with the CAC. Ms. Kendall Miller replied that she would work with the CAC to ensure that they retained their purview and that they continued to be effectively utilized as an advisory committee.

Chair Danaher asked Committee members to present concerns during the Old/New Business agenda item.

Public Comment Period

The public was provided an opportunity to comment in advance of the meeting by email or phone. There were no comments received via either option as of 48 hours before the meeting.

Submitted Public Comments

There were no submitted public comments.

Approval of Agenda

Chair Danaher asked for a motion to approve the January 14, 2021 agenda as presented.

Motion: Ms. Dianna Howard Moved to approve the agenda as presented, seconded by Ms. Delceno Miles. The Motion Carried.

Summary Minutes of the November 12, 2020 CAC Meeting

Chair Terry Danaher asked for a motion to approve the summary minutes of the November 12, 2020 CAC meeting as presented.

Motion: Ms. Dianna Howard Moved to approve the summary minutes of the November 12, 2020 CAC meeting as presented; seconded by Ms. Delceno Miles. The Motion Carried.

Review of Robert's Rules of Order and CAC Bylaws

Mr. Robert Crum Jr., HRPDC/HRTPO Executive Director, and Ms. Kendall Miller, HRPDC/HRTPO Administrator, Office of Community Affairs and Civil Rights, provided a review of Robert's Rules of Order and the CAC Bylaws:

Robert's Rules of Order – Mr. Crum provided an overview of Robert's Rules of Order. He explained that the CAC's knowledge of Robert's Rules of Order would assist them with navigating CAC meetings efficiently. Mr. Crum provided a summary presentation on this

parliamentary guiding document as well as an overview of various sections pertaining to discipline, disputes, and conflict of interest.

CAC Bylaws - Ms. Miller followed Mr. Crum with an overview of the current CAC bylaws. Covering each section, Ms. Miller informed the CAC that certain segments of the bylaws were under review and would be updated over the next two months. She went on to say that the draft bylaws would be presented to the CAC at the March 2021 meeting and ended by saying the CAC bylaws would be emailed to the CAC following the CAC meeting so that members could review and share with her any recommended updates.

Following the presentation, Mr. George Mears stated that he believed the CAC had become too watered down.

Chair Terry Danaher asked that the CAC provide recommended changes to the bylaws in writing. Ms. Miller assured the CAC she would provide a process by which the CAC could provide recommendations.

HRPDC/HRTPO 2021 Legislative Agenda

Mr. Robert Crum Jr., HRPDC/HRTPO Executive Director, provided a review of the 2021 HRPDC/HRTPO Legislative Agenda. He reminded the CAC that the agenda consisted of Regional priorities that had been discussed by or presented to the CAC over the last 12 months and went on to say that the General Assembly's session began on January 13, 2021. The HRPDC/ HRTPO's Legislative Priorities include but are not limited to:

- Coastal Resiliency
- Broadband
- Off-Shore Wind
- Smart Scale Funding
- I-64 Gap between Hampton Roads and Richmond
- Elizabeth River Crossing Toll Agreement

Ms. Dianna Howard commented that she had no recollection of the HRPDC/HRTPO staff presenting to the CAC on many of the legislative priorities. Mr. George Mears agreed, saying that the CAC should not approve or comment on the HRPDC/HRTPO Legislative priorities given the fact that they were not apprised of some of the topics covered. Mr. Christian Strange agreed. Mr. Crum and Ms. Miller replied that many of these topics were presented to the CAC over the past 12 to 18 months. Ms. Miller invited the CAC to identify any topic areas which require further discussion. Mr. Crum noted that the CAC should consider informing the public of the Legislative priorities of the HRPDC/HRTPO rather than taking a formal position. The CAC members concurred with this recommendation.

Old/New Business

Mr. Robert Crum Jr., HRPDC/HRTPO Executive Director, provided the CAC with an update on the Commonwealth of Virginia's COVID-19 vaccination effort and outlined the Region's desire to assist the Commonwealth with the effort.

Mr. Crum also provided an update on the Regional Transportation Advisory Panel (RTAP).

Adjournment

With no further business to come before the HRPDC/HRTPO Community Advisory Committee, Chair Terry Danaher asked for a motion to adjourn.

Motion: Mr. George Mears Moved to adjourn; seconded by Mr. Brad Martin. The Motion Carried.

The meeting adjourned at 2:12 p.m.