

**Summary Minutes of the HRPDC/HRTPO
Community Advisory Committee (CAC) Meeting
June 10, 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)
Cecil Jenkins (CH)	George Mears (SU)
Jim Bowie (HA)	Dianna Howard (VB)
Cynthia Taylor (IW)	Waverly Woods (VB)
Lamont Curtis (NN)	

HRPDC/HRTPO Staff:

Pavithra Parthasarathi
Kendall Miller
Robert Cofield

Following Chair Terry Danaher's calling the CAC meeting to order, Ms. Kendall Miller, HRPDC/HRTPO Office of Community Affairs and Civil Rights Administrator, read a 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. Miller conducted attendance via roll call and noted that a quorum was not present.

Chair Danaher indicated that as a quorum had not been achieved, the meeting would continue with non-voting items.

Public Comments

Ms. Miller reported that 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.

Approval of Agenda

Approval of the Agenda was deferred because a quorum was not present.

Summary Minutes of the March 11, 2021 CAC Meeting

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CAC Survey and Results

Ms. Kendall Miller, Administrator, Office of Community Affairs and Civil Rights provided the results of the CAC survey sent to CAC members in March of 2021. She shared survey results on the following topics:

- Satisfaction with member's terms on the CAC
- Frequency and duration of CAC meetings
- Program areas previewed by the CAC
- Organizational response to CAC requests and questions
- Items covered on CAC agendas

Ms. Miller went on to outline the results of CAC member survey responses received, noting that out of 23 potential CAC responses, only eight were received.

Chair Danaher asked Ms. Miller what the typical CAC response was to surveys. Ms. Miller responded that on average, the majority of CAC members always responded to surveys and other requests sent to CAC members via Email.

Mr. George Mears (SU) stated that due to a large number of emails received from the HRTPO/HRPDC, he sometimes misses important emails from Ms. Miller. Ms. Dianna Howard (VB) concurred. Ms. Miller replied that moving forward, notices to the CAC would come from her so that CAC members could easily separate action items from general emails coming from the HRTPO/HRPDC.

Ms. Miller provided feedback to the CAC regarding survey responses on agenda items covered by the CAC. Ms. Danaher gave the CAC an overview of how items end up on the CAC agenda and provided some examples of how the CAC impacts the work of the HRTPO/HRPDC. Ms. Danaher also commented on the frequency of CAC meetings, reminding the CAC that due to the uncertainty of the continuation of electronic meetings and the potential of a hybrid physical meeting/electronic meeting approach in the future, the CAC bylaws had not yet been updated and may be held in anticipation of such an approach. Ms. Miller responded and said that if the CAC wished to have additional meetings added to the yearly calendar, HRTPO/HRPDC staff would support that request.

Electronic CAC Meetings

Chair Danaher led the discussion on electronic meetings. She informed the CAC that she requested that the HRTPO and HRPDC boards add the topic of electronic meetings to an upcoming agenda. She said that she wasn't sure when the item would be added. Ms. Miller

responded that she would have it added to an upcoming agenda. Chair Danaher replied that she would like to present the boards with some thoughts discussed by the CAC during this June 10, 2021 meeting and said that some hybrid meeting platform would serve to allow the CAC to provide greater input into the planning process and would increase member participation as well. She reminded the CAC that Governor Northam's Executive Order would end on June 30, 2021.

Mr. George Mears (SU) commented that he would like to see a continuation of virtual meetings in combination with physical meetings. He stated that solely having virtual meetings may lend to a feeling of isolation.

Ms. Dianna Howard (VB) concurred, saying that electronic meetings were great, but that in person meetings should not stop.

Ms. Cynthia Taylor (IW) asked the CAC to consider road construction and inclement weather as barriers to participation.

Mr. Mark Geduldig-Yatrofsky (PO) indicated that he was in favor of a permanent hybrid model, but said a change to the Virginia Freedom of Information Act would be necessary in order for this to occur.

Mr. Garry Harris (PO) said that from a regional and climate perspective, total vehicle miles traveled should be considered, in order to make less of an impact on our environment and the road congestion issues faced in Hampton Roads. He ended by saying that the CAC should model behavior in support of those considerations and that electronic meetings serve to get CAC members out of their cars. He suggested 80 percent electronic meetings and 20 percent physical meetings.

Chair Danaher said she would like to see in person meetings to allow for the CAC to come together for a yearly orientation for new members and an opportunity to meet with staff as well. She concluded that her overall sense was the electronic meetings would be welcome and that the door could be open for physical meetings as well. She indicated she would convey the CAC's comments at the July 2021 HRTPO/HRDPC board meetings.

Old/New Business

There was no old or new business.

Adjournment

With no further business to come before the HRPDC/HRTPO Community Advisory Committee, the meeting adjourned at 1:02 pm.