



October 28, 2020

Memorandum #2020-132

TO: Hampton Roads Chief Administrative Officers

BY: Mary Bunting, Chair

RE: Hampton Roads Chief Administrative Officers Meeting – November 4, 2020

A meeting of the Hampton Roads Chief Administrative Officers is scheduled for Wednesday, November 4, 2020, 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/84372875157?pwd=Q0VGRktCOWxNcU9Kc1lYNFhmM1cydz09>

Or Join by Phone: 1 646 558 8656

Meeting ID: 843 7287 5157

Passcode: 879646

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, NOVEMBER 4, 2020
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 October 7, 2020 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. Hampton Roads Workforce Council Update – Sean Avery

The Hampton Roads Workforce Council and the Greater Peninsula Workforce Board have received all the required approvals from the Commonwealth of Virginia for the merger of the two organizations. As part of the merger, the Charter Agreement for the Hampton Roads Workforce Council needs to be amended to add the seven Peninsula localities and be approved by the 15 localities represented by the new organization. Shawn Avery, President of the Workforce Council, will provide a brief overview of the process and next steps.

VI. CAO Committee Appointments

The CAO Committee has a vacancy for its Vice Chair position, which was previously held by former Suffolk City Manager Patrick Roberts. Since the current Chair of the CAO Committee is Mary Bunting from the City of Hampton, it is tradition for the Vice Chair position to be filled by a Southside CAO.

The Vice Chair of the CAO Committee is responsible for consulting with the CAO Chair and HRPDC Executive Director on potential agenda items for the Committee, and for facilitating CAO Committee meetings when the Chair is not available.

In addition, the HRPDC/HRTPO Personnel and Budget (P&B) Committee has an opening for a Southside CAO. The P&B Committee is responsible for meeting with the HRPDC/HRTPO Executive Director throughout the calendar year on an as needed basis to discuss items such as the annual agency budget, audit, personnel policies, Executive Director evaluation and other related items. The membership of the P&B is defined in

the attached MOU between the HRPDC and HRTPO. The current Committee is as follows:

Andria McClellan, Norfolk (HRPDC Chair)
Donnie Tuck, Hampton (HRTPO Chair)
David Jenkins, Newport News (HRPDC Vice-Chair)
Rick West, Chesapeake (HRTPO Vice Chair)
Randy Keaton, Isle of Wight (HRPDC Treasurer)
Randy Wheeler, Poquoson (Peninsula CAO Representative)
Louis Jones, Virginia Beach (Elected official from HRPDC per MOU)
Robert Crum, HRPDC/HRTPO Executive Director (Secretary)
Vacant (Southside CAO Representative)

It is requested that the CAO Committee take action to appoint the CAO Committee Vice Chair and the Personnel and Budget Committee positions. If you are interested in one of these positions, or have a recommendation for a CAO to serve in one of these roles, please provide this information to the HRPDC Executive Director or CAO Chair in advance of the November 4 meeting.

VII. State Building Code Update

At the October HRPDC meeting, the Commission was briefed on the process for updating the State Building Code to address coastal resilience items. Staff briefed the Commission on some “non-consensus” items that were being considered by the State Board, and the Commission held extensive discussion on these items and raised some questions and concerns. The Executive Director conveyed these questions and concerns to the Department of Housing and Community Development (DHCD), and the non-consensus items were deferred for consideration to the next Building Code Update Cycle.

Staff will recommend a process for our region to review these non-consensus items in further detail and provide a regional position on these items in preparation for the next Building Code Update Cycle.

VIII. Update on the Eastern Virginia Regional Industrial Facility Authority (EVRIFA)

CAO Committee Chair Mary Bunting will provide an update on the efforts of the EVRIFA. Background information on this Authority can be viewed by visiting the EVRIFA web site at <https://www.evrifa.org/>.

IX. Virginia Coastal Resilience Master Planning Framework

The HRPDC Executive Director will provide a brief update on this Framework.

X. Regional Interest Items

CAO Committee members are asked to share an item of regional interest from their localities.

XI. Adjournment

**Hampton Roads Planning District Commission
Chief Administrative Officers Meeting
Summary Minutes of October 7, 2020**

The Chief Administrative Officers (CAO) Committee Meeting was called to order by Mary Bunting, CAO Committee Chair and Hampton City Manager at approximately 11:30 a.m. Ms. Bunting asked Mr. Crum to provide background information on this electronic meeting.

Mr. Crum indicated 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 and safety of the committee members, staff and the general public, today's CAO Committee meeting is being held via conference call.

The following members of the CAO Committee were in attendance via this Conference Call:

Mary Bunting	Hampton
Brent Fedors	Gloucester County
Wynter Benda (for Dr. Larry Filer)	Norfolk
Amanda Jarrett	Franklin
Randy Keaton	Isle of Wight County
Chris Price	Chesapeake
Cynthia Rohlf	Newport News
Scott Stevens	James City County
Randy Wheeler	Poquoson
LaVoris Pace	Portsmouth
Michael Stallings	Smithfield
Al Moor	Suffolk
Melissa Rollins	Surry County
Andrew Trivette	Williamsburg
William Saunders	Windsor
Neil Morgan	York County

Others in Attendance

Robert Crum, HRPDC/HRTPO
Keith Cannady, HRPDC
John Sadler, HRPDC
Robb Braidwood, HRPDC All Hazards Advisory Committee and Chesapeake Emergency Management Coordinator
Mark Geduldig-Yatrofsky, Portsmouth Resident

Approval of Minutes

Ms. Bunting referred CAO Committee members to the Summary Meeting Minutes from the September 2 Committee meeting, and asked if there were any additions or revisions. There being none, the Summary Minutes were approved by consensus.

Public Comment

Ms. Bunting asked if there were any public comments from today's meeting attendees.

Mr. Mark Geduldig-Yatrofsky commented that he would recommend the CAO Committee transition from conference calls for the Committee meetings to the use of Zoom for meetings. He noted that it is much easier for the public to view and participate in Zoom meetings, and noted that this format has worked very well at both HRPDC and HRTPO Board meetings.

Mr. Geduldig-Yatrofsky also commended former Suffolk City Manager Patrick Roberts for his service to the City, noting that he made significant contributions to the community. He noted that he appreciated Mr. Robert's professionalism and kindness during their interactions.

Sheltering During COVID-19 Pandemic

Ms. Bunting asked Mr. Crum to introduce this item.

Mr. Crum reviewed that on July 29, 2020 the CAO Committee sent correspondence to Governor Northam requesting the Commonwealth of Virginia's assistance to help our region's local governments plan and prepare for emergency sheltering operations during the COVID-19 pandemic. He noted that this correspondence was included in the CAO agenda mailing, and outlined potential strategies to address challenges related to sheltering during a pandemic environment. On September 3, correspondence was received from the Commonwealth with their response and input on the strategies outlined in the CAO Committee's correspondence.

Mr. Crum noted that the HRPDC All Hazard Advisory Committee (AHAC) has reviewed and discussed the responses received. He introduced Mr. Robb Braidwood, Emergency Management Coordinator with the City of Chesapeake, to review and discuss the State's response to the region's proposal. Mr. Braidwood noted that overall, the AHAC and regional emergency management officials are very pleased with the State's response to our region's suggestions. He discussed the five areas where the region requested the State's assistance, and the responses the State provided (a summary providing the five areas that the region identified for assistance and the State response is attached as an official record of these Summary Minutes). He concluded by noting that the region's emergency management coordinators look forward to continuing to work with the Virginia Department of Emergency Management on sheltering issues.

Other COVID-19 Discussion Items

Ms. Bunting and Mr. Crum noted that the next agenda item will be a roll call discussion among the CAO Committee on any COVID-19 related items. Mr. Crum proceeded with this roll call, asking each CAO to raise any questions or issues. Topics raised during this discussion included the following:

- Budget revisions and plans for mid-year salary adjustments for locality staffs
- COVID-19 regional messaging campaign
- Locality plans for Halloween and upcoming holiday parades/events

Review of the October 15 HRPDC/HRTPO Meeting Agendas

Mr. Crum reviewed the agendas for the upcoming regional board meetings. He noted that both of these meetings will be remote/virtual meetings. For the HRTPO agenda, he noted that the Board would receive a briefing/update on the Hampton Roads Bridge Tunnel (HRBT) project from the Virginia Department of Transportation (VDOT). In addition, the HRTPO will receive briefings from Hampton Roads Transit (HRT), the Williamsburg Area Transit Authority (WATA) and Suffolk Transit on plans and opportunities related to their transit systems. Mr. Crum noted that this presentation is in response to the recent legislation approved by the General Assembly which creates a transit funding source for the HRT localities and also requires the HRTPO to coordinate efforts between the three regional transit systems. In addition, Mr. Crum noted that the HRTPO Board will be asked to endorse its Regional Legislative Agenda for the 2021 General Assembly session.

Mr. Crum noted that the HRPDC will also consider approval of its Regional Legislative Agenda. Additionally, the HRPDC will view the inaugural release of a video which illustrates the advantages the Hampton Roads region offers for jobs related to supporting the emerging offshore wind industry. The Commission will also review the Regional Messaging Campaign that was coordinated by the CAO Committee and the region's Public Information Officers. Mr. Crum also noted that the HRPDC will consider a mid-year budget adjustment. He reminded the CAOs that at the May 2020 meeting, the HRPDC approved a budget extension to the end of October due to uncertainty regarding anticipated revenues from local, state and federal funding sources. He noted that the budget approved in May did not include a salary adjustment for staff. Mr. Crum reported to the CAOs that the budget adjustment that he will be presenting to the HRPDC and HRTPO Boards on October 15 does include a mid-year pay increase of two percent (2%) for staff that would go into effect January 1, 2021. He noted that the Organization has been very careful financially, which has resulted in cost savings. Mr. Crum reported that 1.5 positions that were previously occupied have been eliminated, and even with the proposed two percent salary adjustment, the HRPDC/HRTPO Personnel Line Item would still experience an approximate decrease of \$8,000. He mentioned that the budget proposal, proposed pay increase for staff and the Organization's Annual Audit would be discussed at a HRPDC/HRTPO Personnel and Budget Committee meeting that would occur before the Board meetings on October 15 at 9:00 a.m.

Other Business

Ms. Bunting wanted to recognize that several of our CAO colleagues have departed and she wanted to make mention of them and the tremendous contributions they have made to their localities, the CAO Committee and Hampton Roads region. Patrick Roberts in Suffolk and Dr. Lydia Pettis Patton in Portsmouth both recently resigned their positions as City Manager in their respective localities. In addition, Tom Leahy has retired from the City of Virginia Beach. Ms. Bunting and the CAO Committee wished these three colleagues the very best and thanked them for their contributions.

There being no further business to come before the CAO Committee, the meeting was adjourned at approximately 12:40 p.m.

Respectfully Submitted,

Robert Crum
Recording Secretary

**Third
Memorandum of Understanding
Between
The Hampton Roads Transportation Planning Organization
And
The Hampton Roads Planning District Commission**

This Memorandum of Understanding (MOU) is executed as of January 16, 2014 by and between the Hampton Roads Transportation Planning Organization, hereinafter referred to as HRTPO, and the Hampton Roads Planning District Commission, hereinafter referred to as HRPDC.

WHEREAS, the HRTPO is the Metropolitan Planning Organization for the Hampton Roads Metropolitan Area; and

WHEREAS, the HRPDC is the Regional Planning Organization for the Hampton Roads Region; and

WHEREAS, the HRPDC provides the planning and administrative staff, hereinafter referred to as Staff, to the HRTPO as per the First MOU, and responsibilities of Staff are defined in the annual Unified Planning Work Programs which outline the specific work to be carried out by Staff; and

WHEREAS, the Personnel and Budget Committee, hereinafter referred to as P&B Committee, previously established by the HRPDC, shall be reorganized to include representatives of both organizations to include: the Chair and Vice Chair of the Boards of the HRPDC and HRTPO, the Treasurer, the Secretary, two Chief Administrative Officers (CAOs) - one from the Southside and one from the Peninsula, and one additional elected official from the HRPDC.

NOW, THEREFORE, it is by mutual agreement that the P&B Committee shall serve both the HRPDC and the HRTPO pursuant to this Memorandum of Understanding.



McKinley Price, Chair
Hampton Roads
Transportation Planning Organization



Kenneth I. Wright, Chair
Hampton Roads
Planning District Commission