

**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