

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officers Meeting
Summary Minutes of November 4, 2020**

The Chief Administrative Officers (CAO) Committee Meeting was called to order at 11:30 AM by Bob Crum, Executive Director for the Hampton Roads Planning District Commission (HRPDC) and Hampton Roads Transportation Planning Organization (HRTPO). Mr. Crum noted that Ms. Bunting is attending a funeral today, and since the CAO Committee's Vice Chair position is vacant, he will facilitate today's 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:

Patrick Duhaney	Virginia Beach
Brent Fedors	Gloucester County
Dr. Larry Filer	Norfolk
Amanda Jarrett	Franklin
Don Robertson for Randy Keaton	Isle of Wight County
Albert Moor	Suffolk
Neil Morgan	York County
LaVoris Pace	Portsmouth
Chris Price	Chesapeake
Cynthia Rohlf	Newport News
Melissa Rollins	Surry County
William Saunders	Windsor
Michael Stallings	Smithfield
Scott Stevens	James City County
Andrew Trivette	Williamsburg
Randy Wheeler	Poquoson

Others in Attendance

Robert Crum	HRPDC/HRTPO
Whitney Katchmark	HRPDC
Ben McFarlane	HRPDC
Jill Sunderland	HRPDC
Greg Grootendorst	HRPDC
Diane Kaufman	Senator Tim Kaine's Office
Mark Geduldig-Yatrofsky	Portsmouth Resident

Approval of Agenda

Ms. Crum asked if there were any additions or revisions to today's agenda. There being none, the agenda was accepted as presented by consensus.

Approval of Meeting Minutes

Mr. Crum noted that the Summary Minutes from the October 7, 2020 CAO Committee meeting were attached for the Committee's review and approval. Following a motion by Mr. Fedors and a second by Mr. Stevens, a roll call vote was taken

Patrick Duhaney	Virginia Beach	Yes
Brent Fedors	Gloucester County	Yes
Dr. Larry Filer	Norfolk	Yes
Amanda Jarrett	Franklin	Yes
Don Robertson for Randy Keaton	Isle of Wight County	Yes
Albert Moor	Suffolk	Yes
Neil Morgan	York County	Yes
LaVoris Pace	Portsmouth	Yes
Chris Price	Chesapeake	Yes
Cynthia Rolf	Newport News	Yes
Melissa Rollins	Surry County	Yes
William Saunders	Windsor	Yes
Michael Stallings	Smithfield	Yes
Scott Stevens	James City County	Yes
Andrew Trivette	Williamsburg	Yes
Randy Wheeler	Poquoson	Yes

The motion passed unanimously.

Public Comment Period

Mr. Crum asked if any members of the public wished to address the CAO Committee. There were no public comments.

Hampton Roads Workforce Council Update

Mr. Crum introduced Sean Avery, President of the Hampton Roads Workforce Council, to provide an update to the CAO Committee. Mr. Avery thanked members for this opportunity, noting that he wanted to share information on the merger of the Local Workforce Development Boards for the Greater Peninsula and Hampton Roads areas.

Mr. Avery explained that unanimous agreement has been expressed by the 15 localities supporting this merger and re-designation to merge into a single entity. The two workforce boards have also voted unanimously in support of the re-designation into a single local workforce development association. He noted that a formal public comment

period was provided and no comments were received. A formal request was also submitted to the Virginia Workforce Development Board for action on September 17th which was also completed.

Mr. Avery explained the next steps in this process as follows:

- The 7th Amended Charter Agreement of the Hampton Roads Workforce Council will be advanced adding the seven Peninsula localities
- Begin implementing staff realignments where possible
- Develop branding/naming of the reorganized entity
- Update fiscal agent procedures
- Update organizational policies and procedures and procure and/or establish benefits and retirement plans

Mr. Avery noted that the goal is to have the merger completed by June 30, 2021.

Following a brief discussion by the CAO Committee, Mr. Crum thanked Mr. Avery for his briefing and update.

CAO Committee Appointments

Mr. Crum reported that the CAO Committee has a vacancy for its Vice Chair position, which was previously held by former Suffolk City Manager Patrick Roberts. He reported that 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.

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

In addition, Mr. Crum reported that 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's evaluation and other related items. The membership of the P&B Committee is defined in an MOU between the HRPDC and HRTPO which was included in the agenda distributed to the CAO Committee. Mr. Crum reviewed the current membership of the P&B Committee.

Mr. Crum requested that the CAO Committee act to appoint the CAO Committee Vice Chair and the Personnel and Budget Committee positions. After discussion by the CAO Committee, the following motion was made by Mr. Wheeler and seconded by Ms. Jarratt.

“That the CAO Committee appoints Mr. Price (Chesapeake) to represent the CAO Committee on the HRPDC/HRTPO Personnel and Budget Committee, and that the

Committee directs Mr. Crum to inquire with Mr. Johnson (Southampton County) regarding his interest in serving as the Vice Chair of the CAO Committee.”

Mr. Crum called the following roll call vote:

Patrick Duhaney	Virginia Beach	Yes
Brent Fedors	Gloucester County	Yes
Dr. Larry Filer	Norfolk	Yes
Amanda Jarrett	Franklin	Yes
Don Robertson for Randy Keaton	Isle of Wight County	Yes
Albert Moor	Suffolk	Yes
Neil Morgan	York County	Yes
LaVoris Pace	Portsmouth	Yes
Chris Price	Chesapeake	Yes
Cynthia Rolf	Newport News	Yes
Melissa Rollins	Surry County	Yes
William Saunders	Windsor	Yes
Michael Stallings	Smithfield	Yes
Scott Stevens	James City County	Yes
Andrew Trivette	Williamsburg	Yes
Randy Wheeler	Poquoson	Yes

State Building Code Update

Mr. Crum reported that 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. Mr. Crum reported that he relayed these questions and concerns to the Director of the Department of Housing and Community Development (DHCD), and the non-consensus items were deferred by the State Board for consideration to the next Building Code Update cycle.

Mr. Crum and the CAO Committee discussed the need for a process to prepare a regional position on the next Building Code Update cycle. By consensus, the CAO Committee agreed to refer this item to the Regional Planning Directors Committee hosted by the HRPDC with a request that the Planning Directors provide a recommendation back to the CAO Committee.

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

Mr. Crum provided an update on the EVRIFA, noting that it was created out of the HRPDC GO Virginia grant proposal that was prepared for the unmanned systems testing facility in York County. He complemented the Peninsula CAOs and localities that have collaboratively developed the framework for the EVRIFA and have all joined this effort. In particular, he noted that Newport News has taken a leadership role with their staff. The EVRIFA creates opportunities for revenue sharing. Localities can come together and invest in readying

properties for economic development in exchange for revenue sharing after the site is developed. Mr. Crum noted that it is exciting that some Southside localities such as Chesapeake, Isle of Wight County and Franklin have also joined the EVRIFA, and he encouraged other Southside localities to consider this opportunity as well. This structure allows localities to voluntarily decide what projects they may want to participate in, and Mr. Crum noted that it could be a valuable economic development tool to have available for economic development projects.

Virginia Coastal Master Plan Framework

Mr. Crum noted that the Governor recently held a press conference in Norfolk to release the Virginia Coastal Master Plan Framework. He reported that HRPDC staff is reviewing the document and recommends that the CAO Committee invite Ann Phillips, Special Assistant to the Governor for Coastal Adaptation and Protection for the Commonwealth of Virginia, to the December CAO Committee to provide a briefing on this Plan. After discussion among CAO Committee members, there was consensus to invite Ms. Phillips to the December 2 CAO Committee meeting.

Regional Interest Items

Mr. Crum introduced this item, followed by each CAO Committee member reporting on an item of regional interest from their locality.

Adjournment

There being no further business to come before the CAO Committee, the meeting was adjourned at approximately 12:45 PM.

Respectfully Submitted,

Robert Crum
Recording Secretary