

**HAMPTON ROADS
PLANNING DISTRICT COMMISSION
MEETING
May 18, 2017
12:30 PM
The Regional Building
723 Woodlake Drive, Chesapeake**

- 1. Call to Order**
- 2. Approval/Modification of Agenda**
- 3. Submitted Public Comments**

There were no submitted public comments since the last HRPDC meeting. Any new written public comments received after the preparation of this agenda will be distributed as a handout at the meeting.

- 4. Public Comment Period**

Members of the public are invited to address the Hampton Roads Planning District Commission. Each speaker is limited to three minutes.

- 5. Executive Director's Report – Bob Crum (Attachment 5)**

- 6. Consent Agenda (Attachment 6)**

- a. Meeting Minutes – April 20, 2017 Commission Meeting**
- b. Treasurer's Report of March 2017**
- c. Transcribed Public Comments – April 20, 2017 Commission Meeting**
- d. DC Rectifier Systems**

A Request for Proposals (RFP) for Replacement DC Rectifier Systems for the Hampton Roads Tactical Regional Network (HRTACRN) Microwave System was released in March of 2017. This RFP was published in The New Journal and Guide, on the HRPDC website, and on the State's eVA procurement website. Upon approval, an "Intent to Award" will be posted for ten days on the HRPDC website, as well as in the front lobby of the Regional Building and on eVA. A contract will be signed once this ten-day period has ended.

Staff recommends a one-year contract in the amount of \$17,000 be awarded to Atlantic Communications, Inc. beginning June 1, 2017.

Action Requested: The HRPDC should take action to approve the May 18, 2017 Consent Agenda.

7. Fiscal Year 2018 Budget – Nancy Collins, Chief Financial Officer (Attachment7)

The Joint HRPDC/HRTPO Personnel & Budget (P&B) Committee met on Thursday, April 20, 2017 to discuss the FY2018 HRPDC/HRTPO Budget. The P&B Committee recommends approval of the proposed FY2018 Budgets by the HRPDC and HRTPO. The following documents are attached for your review.

- Historical Budget Trend Report with Bar Charts
- FY2018 Draft Budget/Summary
- Fund Balance Report
- Member Dues and State Allocation Trend Report
- Local Jurisdiction Contributions Spreadsheet
- Revenue Pie Chart by Funding Source
- Expenditure Pie Chart by Program
- Reserves

The FY2018 Budget reflects a total revenue (and corresponding expenditure) increase of 15% over FY2017. This increase is due mainly to new grant awards in Homeland Security, Housing, and Transportation and funding to support two Joint Land Use Studies. Almost one million of this \$1.2 M increase is in pass-through funds, while agency operating expenses continued to remain steady over the past five years.

Member contributions will remain at the reduced \$0.80 per capita rate approved in FY2013.

The budget supports a proposed 2.5% performance-based salary adjustment for staff. There was a 12.5% increase in healthcare premiums for the upcoming fiscal year. Standard Contracts decreased by 58%. Special Contracts increased by 23%. General Operations increased by 17%, all of which resides in contingency funding. Staff recommends continuing to fund our reserves in order to continue to offset future increases in costs as funding continues to decrease.

Nancy Collins, CFO, will be present to provide an overview and answer any questions you may have.

Action Requested: The HRPDC should take action to approve the FY2018 Budget.

8. Annual HRPDC Work Program – Keith Cannady, Deputy Executive Director (Enclosure)

Annually, the HRPDC staff prepares the Work Program for the coming fiscal year. This document outlines the work activities that the HRPDC staff will undertake in support of the Commission and the member localities.

Enclosed is the proposed HRPDC Work Program for FY 2018. This document covers work programmed from July 1, 2017 to June 30, 2018. It is the result of input from the seventeen local governments served by the HRPDC and applicable State and Federal planning and regulatory requirements. Much of this work evolves from the local committees that serve in an advisory capacity to the HRPDC.

Action Requested: The Commission is requested to approve the FY 2018 HRPDC Work Program.

9. State of the Workforce and Gap Analysis – Matthew James, President and CEO, Peninsula Council for Workforce Development and Shawn Avery President and CEO, Opportunity Inc.

Mr. James and Mr. Avery will provide a brief overview of this recently completed report and respond to questions from HRPDC members.

10. Opportunity Inc. – One-Stop Operator Selection/Hampton Roads Workforce Board Reappointments – Shawn Avery, President & CEO (Attachment 10)

Opportunity Inc. of Hampton Roads, a local government authority chartered in 1974 under The Code of Virginia by the Cities of Chesapeake, Franklin, Norfolk, Portsmouth, Suffolk and Virginia Beach and the Counties of Isle of Wight and Southampton, Virginia, serves as the operating arm of the Hampton Roads Workforce Development Board (HRWDB). The members of the HRWDB are appointed by the Chief Local Elected Officials (CLEOs) of the aforementioned jurisdictions, also known as Hampton Roads Local Workforce Development Area 16 (Hampton Roads LWDA 16).

Opportunity Inc.'s primary responsibility on behalf of the HRWDB and CLEOs is to implement, facilitate and make available workforce development programs, services and resources funded mainly by the federal Workforce Innovation and Opportunity Act (WIOA). In that regard, it is incumbent upon Opportunity Inc. to ensure that there is a viable One-Stop Delivery System, in partnership with the region's key partner organizations and service providers, in order to provide valuable career development and training services to adult customers in need of these services, on an ongoing basis. WIOA requires that a One-Stop Operator for the System be competitively procured by local workforce development boards and in place by July 1, 2017.

The primary role of the One-Stop Operator is to serve as the overall facilitator of the System and work with all partner organizations and service providers to ensure that services are provided at an optimal level, in an effective and efficient manner, and with attention to continuous improvement and customer accessibility.

On February 2, 2017, Opportunity Inc., on behalf of the HRWDB, issued a Request for Proposals (RFP) in accordance with the WIOA requirements for a competitively procured One-Stop Operator. Two (2) proposals were received by the closing date on March 15, 2017. The proposals received were thoroughly reviewed by the HRWDB Workforce Services Committee (WSC) and the unanimous recommendation was to enter into a contract with Tidewater Community College (TCC) to employ dedicated, competent staff to serve as the One-Stop Operator for the region. The amount recommended by the HRWDB WSC was up to \$119,171.00 for an initial one (1) year contract for the period July 1, 2017 to June 30, 2018. Up to three (3) one (1) year contract extensions thereafter may be authorized at the discretion of the HRWDB.

The HRWDB Executive Committee, at its meeting on April 18, 2017, approved the HRWDB WSC's recommendation to select TCC as the One-Stop Operator for the region. The initial year contract will be for up to \$119,171.00.

Attached for Commission members information is background information on the One-Stop Operator Selection and a Membership Roster for the Hampton Roads Workforce Development Board.

Action Requested: Opportunity Inc. requests that the CLEOs of LWDA 16, or their designee, approve the HRWDB Executive Committee action of April 18, 2017 to select Tidewater Community College as the One-Stop Operator for the Hampton Roads LWDA 16.

Action Requested: Opportunity Inc. also requests that the CLEOs of LWDA 16, or their designee, approve the reappointments to the Hampton Roads Workforce Board outlined in Attachment 10.

11. Emergency Management Update – Ed Porner, Director of the Recovery and Resilience Division at the Virginia Department of Emergency Management (VDEM) and Bruce Sterling, VDEM Region V Coordinator

In preparation for the Atlantic hurricane season that will begin on June 1, VDEM representatives will provide two informational presentations to the HRPDC. Mr. Porner will summarize the events leading up to and following Hurricane Matthew which resulted in over \$75 million in damages throughout the Hampton Roads region. In addition, Mr. Sterling will summarize ongoing efforts by VDEM and the Virginia Hurricane Evacuation Working Group to delineate evacuation zones within the region.

Both of these presentations are provided for information purposes and do not require formal action by the HRPDC. Commission members are encouraged to ask questions and discuss the information presented by VDEM representatives.

12. City of Franklin/Southampton County

At the April 20, 2017 HRPDC meeting, the City of Suffolk provided an overview of economic development/job creation efforts in the City. To continue this information sharing and spotlight on success stories in our region, Mr. Johnson and Mr. Martin will provide the Commission background information on service sharing arrangements between the City of Franklin and Southampton County.

13. Personnel and Budget Committee Report

Committee members will provide a report from the P&B Committee meeting, which will be held the morning of May 18.

14. Three Month Tentative Schedule

June 2017

No Commission meeting (HRTAC and HRMFFA Boards will meet)

July 2017

HREDA Update

Socio-Economic Forecasts

Virginia Shipbuilders Update

August 2017

No meeting

15. Advisory Committee Summaries (Attachment 15)

Summaries of HRPDC Advisory Committee meetings that were held since the last HRPDC Meeting are attached for review.

16. For Your Information (Attachment 16)

The Following items are attached for information purposes:

- Joint Land Use Study (JLUS) Fact Sheet
- JLUS Stakeholder Interview Correspondence

17. Old/New Business

18. Adjournment