



February 25, 2021

**Memorandum #2021-38**

**TO: Hampton Roads Chief Administrative Officers**

**BY: Mary Bunting, Chair**

**RE: Hampton Roads Chief Administrative Officers Meeting – March 3, 2021**

A meeting of the Hampton Roads Chief Administrative Officers is scheduled for Wednesday, March 3, 2021 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/82221168509?pwd=cktjY3ZHc0hQc3VCcWFxQ3lkZmd1QT09>

-or-

**Join by Phone:** 1- 301-715-8592

**Meeting ID:** 822 2116 8509

**Passcode:** 787294

RAC/ka

Attachments

**Chief Administrative Officers:**

Mary Bunting, HA	LaVoris Pace, PO
Patrick Duhaney, VB	Chris Price, CH
Brent Fedors, GL	Cynthia Rohlf, NN
Chip Filer, NO	Melissa Rollins, SY
Amanda Jarratt, FR	William Saunders, WN
Michael Johnson, SH	Michael Stallings, SM
Randy Keaton, IW	Scott Stevens, JC
Al Moor, SU	Andrew Trivette, WM
Neil Morgan, YK	Randy Wheeler, PQ

**Hampton Roads  
Chief Administrative Officers (CAO) Meeting**

**WEDNESDAY, MARCH 3, 2021  
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.

**I. Call to Order**

**II. Approval of Agenda**

**III. Approval of Minutes**

The Summary Minutes from the February 3, 2021 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. Chesapeake Bay Preservation Act (CBPA) Amended Regulations - presented by Ms. Whitney S. Katchmark, HRPDC Principal Water Resources Engineer**

At the February HRPDC meeting, staff provided an overview of the process for the Commonwealth to consider proposed regulatory amendments to the Chesapeake Bay Preservation Act. These proposed revisions were presented to the State Water Control Board in December 2020. The amendments incorporate resiliency and sea level rise and mature trees into the criteria in response to House Bill 504 from the 2020 session. The draft regulations are available for public comment in the Virginia Register until May 3rd.

Additional information on the public comment for the two proposed regulatory amendments can be found here:

<https://townhall.virginia.gov/l/viewstage.cfm?stageid=9192> [Climate Adaptation]  
<https://townhall.virginia.gov/l/viewstage.cfm?stageid=9193> [Trees]

Staff presented a process to the HRPDC for the discussion and formation of regional comments on the draft regulations, which included a discussion with the CAO Committee at its March 3 meeting. Ms. Katchmark will provide an overview to the CAO Committee and request input on the proposed amendments.

**V. Hampton Roads Workforce Council Update – presented by Mr. Shawn Avery, President, Hampton Roads Workforce Council**

The Hampton Roads Workforce Council and the Greater Peninsula Workforce Board are nearing completion of the merger of the two organizations. Shawn Avery will provide a brief update on the process and next steps to be completed by June 30th.

**VI. Locality Roll Call**

Staff has received requests for input from each CAO/locality on the following topics:

- Updates on utility shut-offs/late fees due to the COVID pandemic
- Updates on the COVID vaccination rollout from each locality
- Issues/updates related to the preparation of locality budgets for FY 2022, including plans for employee compensation

**VII. Other Business**

**VIII. Adjournment**

**Hampton Roads Planning District Commission (HRPDC)  
Chief Administrative Officers Meeting  
Summary Minutes of February 3, 2021**

The Chief Administrative Officers (CAO) Committee Meeting was called to order at 11:30 AM by Mary Bunting, CAO Committee Chair and Hampton City Manager. Ms. Bunting asked Mr. Robert Crum, HRPDC/HRTPO Executive Director, to provide a statement regarding today's virtual/electronic 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:

Mary Bunting	Hampton
Patrick Duhaney	Virginia Beach
Brent Fedors	Gloucester County
Amanda Jarrett	Franklin
Mike Johnson	Southampton County
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
Keith Cannady	HRPDC
Pavithra Parthasarathi	HRTPO
Whitney Katchmark	HRPDC
Diane Kaufman	Senator Kaine's Office
Drew Lumpkin	Senator Warner's Office
Caleb Smith	Representative Luria's Office

Mark Geduldig-Yatrofsky	Portsmouth Resident
Chris Stone	Clark Nexon
Skip Styles	Wetlands Watch
Ron Carlee	Old Dominion University
Peter Stephenson	VML Insurance Programs (VMLIP)

**Approval of Agenda and Meeting Minutes**

Ms. Bunting asked if there were any additions or revisions to the agenda or the Summary Minutes from the January 6, 2021 meeting. Ms. Bunting noted that since there were no changes, that the roll call vote for approval of the Agenda and Meeting Minutes could occur together.

Mr. Wheeler from Poquoson made a motion to approve both the Meeting Agenda as well as the Summary Minutes from the January 6, 2021 Meeting. A second was provided by Mr. Fedors from Gloucester County. Mr. Crum proceeded to the roll call vote:

Mary Bunting	Hampton	Yes
Patrick Duhaney	Virginia Beach	Yes
Brent Fedors	Gloucester County	Yes
Amanda Jarrett	Franklin	Yes
Mike Johnson	Southampton County	Yes
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 Rohlf	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**

Ms. Bunting asked if there were any members of the public who wanted to address the CAO Committee. Mr. Skip Styles from Wetlands Watch thanked the CAO Committee and the HRPDC for the region’s work and leadership on areas related to sea level rise. He noted that the HRPDC and the region have advanced work in this area that is a national model. He encouraged our region to play more of a leadership role at the State level to share this work and begin to shape State policy that is critically important to address this issue.

Mr. Styles also referenced the Chesapeake Bay Preservation Act (CBPA) amended regulations. He noted that our region and others successfully advanced comments asking that the public comment period on these proposed regulations be extended. Comments are now due the beginning of May. He stressed the importance of our region staying engaged with the advancement of these regulations, noting the impact they could have for our region.

Mr. Crum thanked Mr. Styles for his comments, and noted that plans are for Ms. Katchmark of the HRPDC staff to brief the CAO Committee on the CBPA regulations at their March CAO Committee meeting.

### **Regional COVID-19 Response and Vaccination Update**

Ms. Bunting asked Mr. Crum to introduce this item. Mr. Crum noted that a copy of the January 21, 2021 correspondence from the HRPDC to Governor Northam expressing concerns about the rate of vaccinations in Virginia and the Hampton Roads region was included in today's agenda. He reminded members that this correspondence was approved by the HRPDC at its January 21 meeting. He noted that following the receipt of this letter, the Governor's office reached out and scheduled a virtual meeting with the HRPDC Chair and Vice Chair, CAO representatives and the Executive Director. Mr. Crum noted that one of the recommendations agreed to by the Governor was the formation of a CAO Advisory Committee that would consist of eight to ten CAOs from around the State who would meet with the Governor's team on a weekly basis to discuss what is working and what needs improved regarding the vaccine rollout. He reported that Mary Bunting from Hampton and Chip Filer from Norfolk will represent our region on this Advisory Group. Mr. Crum indicated he is working with the Governor's office and about eight PDC regions to have appointments made to this CAO Advisory Committee.

Mr. Crum also noted that progress has been made at the General Assembly regarding the advancement of bills in the House and Senate that would allow local government staff to issue vaccines to the general public. He reminded the CAO Committee that the HRPDC also took action to support these bills with a regional letter at the January 21 HRPDC meeting.

Ms. Bunting noted that there is continued value in hearing updates from each other regarding the COVID-19 pandemic response and vaccine rollout in each locality. She asked Mr. Crum to do a roll call of each CAO member and asked each CAO to provide a report from their locality. Mr. Crum proceeded with the roll call and each CAO shared an update from their local government. Topic areas included status reports on local vaccination clinics, coordination with local health districts, the status of Phase 1A and 1B vaccine rollouts, the registration systems for vaccines, collaboration with health institutions, and the challenges of vaccine supply availability.

## **General Assembly Session**

Mr. Crum summarized the Regional Legislative Agendas of the HRPDC and HRTPO as well as bills that are advancing around these priority areas. Ms. Bunting asked Mr. Crum to call a roll call of the various localities to learn about important issues that each government is tracking this General Assembly session. Mr. Crum proceeded with the roll call. Major discussion items included a proposed bill that would allow local governments the option of posting land use public notices on locality web sites and bills related to solar power, local cigarette taxes/regional tax board and the timing of local government elections.

## **Adjournment**

There being no further business to come before the CAO Committee, the meeting was adjourned at approximately 12:30 pm.

Respectfully Submitted,

Robert Crum  
Recording Secretary