

**Hampton Roads Planning District Commission
Chief Administrative Officers Committee Meeting
Summary Minutes of May 3, 2023**

The May 3, 2023 meeting of the Chief Administrative Officers (CAO) Committee was called to order at 11:45 a.m. by Chair Mary Bunting in Serve, located at 102 North Main Street, Franklin, VA 23851.

CAO Committee Members in Attendance:

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|-------------------------|----------------------|
| Mary Bunting, Chair | Hampton |
| Chris Price, Vice-Chair | Chesapeake |
| Amanda Jarratt | Franklin |
| Carol Steele | Gloucester County |
| Randy Keaton | Isle of Wight County |
| Cynthia Rohlf | Newport News |
| Chip Filer | Norfolk |
| Randy Wheeler | Poquoson |
| Mimi Terry | Portsmouth |
| Michael Stallings | Smithfield |
| Brian Thrower | Southampton County |
| Al Moor | Suffolk |
| Melissa Rollins | Surry County |
| Andrew Trivette | Williamsburg |
| William Saunders | Windsor |

CAO Committee Members Absent:

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| Scott Stevens | James City County |
| Patrick Duhaney | Virginia Beach |
| Neil Morgan | York County |

Executive Director:

Robert A. Crum, Jr.

Others in Attendance:

Mark Geduldig-Yatrofsky, Community Advisory Committee
Michelle Gowdy, Virginia Municipal League
Nancy Grden, Hampton Roads Executive Roundtable
David Westcott, Chesapeake
Jerri Wilson, Newport News
Greg Grootendorst, HRPDC
Matt Klepeisz, HRPDC
Quan McLaurin, HRPDC
Eric Walberg, HRPDC

Approval of Agenda

Chair Bunting asked if there were any additions or revisions to the agenda. A suggestion was made to move Agenda Item 7 regarding the Hampton Roads Executive Roundtable up to Agenda Item 5.

Motion: Ms. Amanda Jarratt Moved to approve the agenda as modified; seconded by Mr. Randy Wheeler. The Motion Carried.

Approval of Minutes

The summary minutes of the CAO Committee meeting held on March 1, 2023 were included in the agenda packet for the committee's consideration and approval.

Motion: Mr. Chris Price Moved to approve the minutes as presented; seconded by Ms. Amanda Jarratt. The Motion Carried.

Public Comments

Mr. Robert Crum, HRPDC/HRTPO Executive Director, reported that there were no submitted public comments since the last CAO Committee meeting.

Members of the public were invited to address the CAO Committee. There were no in-person requests to comment.

Hampton Roads Executive Roundtable

Mr. Crum introduced Ms. Nancy Grden, Hampton Roads Executive Roundtable President & CEO. Ms. Grden explained how Re-Invent Hampton Roads conducted an evaluation of regional organizations and recognized that a clarification of roles and responsibilities could assist in improving the trajectory of the region's economic growth and competitiveness. Ms. Grden went on to explain that, as part of this evaluation, the Hampton Roads Business Roundtable and Re-Invent Hampton Roads merged to form the Hampton Roads Executive Roundtable. This merger will enable the newly formed organization to simplify its purpose and speak with one uniform voice. The Hampton Roads Executive Roundtable will work with other regional organizations to look for potential areas of alignment and develop regional synergies.

Potential for Regional Police Recruitment Effort

At the April 20 meeting of the Hampton Roads Planning District Commission (HRPDC), Commission members Donnie Tuck and Michael Hipple recommended that the region consider conducting a regional police recruitment effort. The idea would be for our region's localities to work cooperatively to market a regional police recruitment fair that would attract potential police officer candidates to our region from throughout the country. This event would be aggressively marketed and promoted to attract as many candidates as possible to our region.

The HRPDC referred this proposal to the CAO Committee for discussion and recommendation.

The CAOs discussed a joint police recruitment effort, where member localities could work together to attract and recruit individuals interested in law enforcement opportunities to Hampton Roads. It was agreed that a broader marketing outreach might prove effective for the region, but that further coordination and discussion would be required.

There was unanimous agreement that recruitment is not a core function of the HRPDC and that any additional discussion should take place among interested localities and outside the umbrella of the HRPDC. It was agreed that a team of CAOs would lead and coordinate this effort.

Mayor/CAO Violence Prevention Roundtable – Violence Interrupters

Mr. Crum reported that the next Hampton Roads Mayor/CAO Violence Prevention Roundtable meeting will be held in June, and will focus on violence interruption efforts that are underway in the region's communities and understanding how to support these efforts.

It was noted that violence interruption should not be confused with violence prevention. The CAOs discussed potential best practices as it relates to violence interruption.

The issue of juvenile detention facilities was also discussed, noting that there are both immediate issues that need attention, as well as long-term concerns related to capacity and planning for cooperative solutions. There was consensus that the topic of juvenile detention in Hampton Roads should take place outside of the HRPDC forum.

HRPDC Budget Discussion

Mr. Crum introduced the proposed Fiscal Year 2024 Budget for the organization to the CAO Committee and provided background information on the process and the discussions that transpired with the Joint HRPDC/HRTPO Planning & Budget (P&B) Committee. Mr. Crum expressed concerns about managing organizational cash flow given the increased fiduciary responsibilities of the HRPDC and HRTPO. Discussion took place regarding necessary technological and capital upgrades that have been and will be required. Mr. Crum also reviewed the P&B Committee's recommendation for an increase in the member per capita dues rate.

The CAOs exchanged predictions on upcoming budget discussions that would take place over the next month.

Other Business

There was discussion on preparation for jurisdictional and regional discussions in June regarding regional telecommunications equipment for emergency preparedness.

Next Scheduled Meeting

The next scheduled meeting will take place on June 7, 2023 and will be dedicated to a discussion on the region's emergency management communications system.

Adjournment

With no further business to come before the CAO Committee, the meeting was adjourned at 1:45 p.m.

Respectfully submitted,
Robert A. Crum, Jr.
Executive Director/Secretary

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