

September 30, 2020

Memorandum #2020-117

TO: Hampton Roads Chief Administrative Officers

BY: Mary Bunting, Chair

RE: Hampton Roads Chief Administrative Officers Meeting – October 7, 2020

A meeting of the Hampton Roads Chief Administrative Officers is scheduled for Wednesday, October 7, 2020, 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 via conference call. Participants may join the meeting by calling 1-855-797-1799; there is no passcode.

RAC/cm

Attachments

Chief Administrative Officers:

Mary Bunting, HA
Patrick Duhaney, VB
Brent Fedors, GL
Chip Filer, NO
Amanda Jarratt, FR
Michael Johnson, SH
Randy Keaton, IW
Neil Morgan, YK
LaVoris Pace, PO

Chris Price, CH
Patrick Roberts, SU
Cynthia Rohlf, NN
Melissa Rollins, SY
William Saunders, WN
Michael Stallings, SM
Scott Stevens, JC
Andrew Trivette, WM
Randy Wheeler, PQ

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

**WEDNESDAY, October 7, 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 via conference call. The call-in number is 1-855-797-1799; there is no passcode.

I. Call to Order

II. Approval of Agenda

III. Approval of Minutes (Attachment 3)

The Summary Minutes from the September 2, 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. Sheltering During COVID-19 Pandemic (Attachments 5A and 5B)

On July 29, the CAO Committee sent the attached correspondence to Governor Northam requesting the Commonwealth of Virginia's assistance to help our region's local governments plan and prepare for emergency sheltering operations during the COVID-19 pandemic. This correspondence outlines potential strategies to address challenges related to this topic. On September 3, the attached correspondence was received from the Commonwealth with their response and input on the strategies outlined in the CAO Committee's correspondence.

The region's emergency management coordinators have reviewed the input received from the State through the HRPDC's All Hazards Advisory Committee (AHAC), and AHAC representatives are prepared to brief the CAO Committee on potential next steps.

VI. Other COVID-19 Discussion Items

CAO Committee members are asked to report on any COVID-19 related items. If needed, a locality roll-call will occur to receive input on any issues or questions raised by CAO Committee members.

VII. Review of the October 15 HRPDC Meeting Agenda

The HRPDC Executive Director will provide a report on agenda items for this meeting.

VIII. Other Business

IX. Adjournment

**Hampton Roads Planning District Commission
Chief Administrative Officers Meeting
Summary Minutes of September 2, 2020
Electronic Meeting**

The Chief Administrative Officers (CAO) Committee Meeting was called to order at approximately 11:30 a.m. by Mary Bunting, CAO Committee Chair and Hampton City Manager. Ms. Bunting asked Mr. Crum to provide background information on this electronic meeting. Mr. Crum indicated 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 and safety of the committee members, staff and the general public, today's Chief Administrative Officers Committee meeting is being held via conference call.

The following members of the CAO Committee were in attendance:

Mary Bunting	Hampton
Brent Fedors	Gloucester County
Larry Filer	Norfolk
Amanda Jarrett	Franklin
Don Robertson (for Randy Keaton)	Isle of Wight County
Kevin Chantellier (for Patrick Duhaney)	Virginia Beach
Neil Morgan	York County
Chris Price	Chesapeake
Patrick Roberts	Suffolk
Melissa Rollins	Surry County
William Saunders	Windsor
Scott Stevens	James City County
Andrew Trivette	Williamsburg
Michael Stallings	Smithfield
Tonya O'Connell (for Randy Wheeler)	Poquoson

Others in Attendance

Robert Crum, HRPDC/HRTPO
Keith Cannady, HRPDC
Whitney Katchmark, HRPDC
Michelle Gowdy, Virginia Municipal League

Approval of Agenda

The agenda for the September 2, 2020 CAO Committee meeting was accepted as distributed.

Approval of Minutes

The Summary Minutes from the August 5, 2020 CAO Committee meeting, which were included in the agenda package, were accepted as presented.

Public Comment

Mr. Mark Geduldig-Yatrofsky from the City of Portsmouth addressed the CAO Committee. He noted that he believes that the electronic meeting format that has been used by the Hampton Roads Planning District Commission, Hampton Roads Transportation Planning Organization and is being used today by the CAO Committee works well. He noted that it allows our officials and residents to safely conduct the business of our community and region. He noted that the region's officials should consider approaching the General Assembly to request authorization to continue to meet in this electronic/virtual format moving forward.

Ms. Bunting thanked Mr. Geduldig-Yatrofsky for his comments, and noted that at the special session of the General Assembly that occurred at the end of April, the General Assembly provided local governments the authority to meet virtually for as long as the Governor's current State of Emergency is in effect.

Locality Roll Call Topics

Ms. Bunting asked Mr. Crum to introduce this item to the CAO Committee members. Mr. Crum noted there are several items for which the CAO members have asked for input through the Locality Roll Call section of the agenda. He recommended that this portion of the agenda be addressed in two steps. First, he recommended that Whitney Katchmark, HRPDC Principal Water Resources Engineer, provide the CAO Committee an overview of Senate Bill 5118 which is being considered by the General Assembly and would establish an Emergency Debt Repayment Plan. Ms. Katchmark referred to the information which was included in the agenda distribution, which contained a copy of Senate Bill 5118, comments on the Bill that were provided by City of Virginia Beach staff, and comments provided by Mission H2O. Ms. Katchmark summarized the provisions of the Bill and noted recent provisions that addressed several concerns and comments that have been expressed by the region's utility directors. The majority of the region's localities already have established a utility repayment program, and measures that allow those current programs to remain in effect as currently structured are a step in the right direction.

Ms. Bunting asked Mr. Crum to do a Locality Roll Call, requesting each locality representative provide comments. The CAOs provided information on whether they had a current emergency debt repayment plan in their locality and how the proposed legislation might impact their locality. The consensus was that there was support for legislative language that allowed localities to report information on their current programs to the State and to allow the current programs to remain in effect in their current format. Overall, there seemed to be agreement that the revisions that have been made to the legislation are steps in the right direction, and staff should continue to monitor the legislation.

Mr. Crum proceeded to introduce the second section of the Locality Roll Call discussion items. He noted that he has received requests for input on the following items:

- The status of locality plans for holiday parades and other events such as trick-or-treat.
- The President's Memoranda that was issued on August 8 on the option to defer payroll tax obligations.
- Any other related Bills under consideration at the General Assembly that may be of interest.

Ms. Bunting asked Mr. Crum to conduct the Locality Roll Call, and each CAO provided input on the items which were introduced. Overall, most localities are still considering how to address upcoming holiday events. It was noted that trick-or-treat would be challenging to cancel, and that residents could go door to door by walking in the public right of way. Some localities noted that they will probably focus on promoting safety guidelines with their residents for this event. Other localities shared information on festivals/events that have been cancelled in their locality due to public health concerns. CAO representatives were unanimous in expressing that they would not be deferring payroll taxes.

Other Business

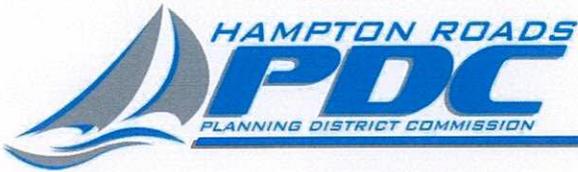
There was no other business to come before the CAO Committee.

Adjournment

The September 2, 2020 CAO Committee meeting was adjourned at approximately 12:35 p.m.

Respectfully submitted,

Robert Crum
Recording Secretary



July 29, 2020

MEMBER JURISDICTIONS

The Honorable Ralph S. Northam
Governor, Commonwealth of Virginia
P.O. Box 1475
Richmond, VA 23218

CHESAPEAKE

FRANKLIN

RE: Emergency Sheltering in COVID-19 Environment

GLOUCESTER

Dear Governor Northam:

HAMPTON

On behalf of the 17 local government managers and administrators in the Hampton Roads region, we request the Commonwealth of Virginia's assistance to help our local governments plan and prepare for emergency sheltering operations during the COVID-19 pandemic.

ISLE OF WIGHT

JAMES CITY

Since the beginning of the COVID-19 public health emergency in early March, the 17 local government Chief Administrative Officers (CAOs) in our region have coordinated through the Hampton Roads Planning District Commission (HRPDC) to hold conference calls three times per week to align efforts to respond to and slow the spread of the COVID-19 virus in our region. We want to thank the Commonwealth of Virginia for the assistance provided to our local governments during this difficult time, and look forward to continuing our working relationship with our State partners as we work to prevent the spread of this virus.

NEWPORT NEWS

NORFOLK

POQUOSON

PORTSMOUTH

With hurricane season now upon us, we have also held regional conversations to discuss how our region would provide emergency sheltering in a COVID-19 environment should a hurricane or tropical storm threaten our region. In the event of a hurricane impacting the Hampton Roads area, there are over 280,000 residents within the highest evacuation risk zone (Zone A). Some of these residents will require emergency shelter, and we must be prepared to provide our residents safe and secure shelter options that address public health issues related to the COVID-19 environment.

SMITHFIELD

SOUTHAMPTON

SUFFOLK

SURRY

To achieve this goal, our region's CAOs and emergency management professionals have discussed potential strategies, and respectfully request the State's assistance and collaboration in the following areas:

VIRGINIA BEACH

WILLIAMSBURG

- We request that the State adjust the timeline for opening a state-managed shelter to be consistent with the opening of local shelters.

YORK

MAILED

JUL 30 2020

HRPDC

Attachment 5A

The Honorable Ralph S. Northam
July 29, 2020
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- We ask that the State begin identifying additional resources for shelter staff. Many localities have buildings that can serve as shelters, but lack the staff to operate them. Regularly, this gap could possibly be filled with state staff. However, if State shelters are opened simultaneously, the State will need to bring in additional resources via the Emergency Management Assistance Compact (EMAC) or Statewide Mutual Aid (SMA).
- We would like to partner with the State on securing large-scale hotel contracts which could streamline the operations of non-congregate sheltering and assist our localities' efforts to receive cost reimbursement.
- We request that the State fund and execute COVID-19 Point Prevalence Screenings (PPS) in the shelters.
- We also request enhanced collaboration regarding messaging related to emergency sheltering during this hurricane season.

The experiences and challenges we have all experienced during the COVID-19 pandemic have heightened our awareness regarding the impacts that hurricane season and sheltering challenges can have on our most vulnerable populations. We respectfully ask for your careful consideration of our requests to ensure we can develop a sheltering plan that addresses the needs of all residents in the Hampton Roads region.

Thank you in advance for your continued support and cooperation. If you have any questions, please don't hesitate to contact Robb Braidwood, Chesapeake Emergency Management Coordinator or Bob Crum, Executive Director of the HRPDC and Hampton Roads Transportation Planning Organization.

Submitted by the Chair and Vice-Chair of the Hampton Roads Planning District Commission Chief Administrative Officers Committee.



Mary Bunting, Chair
Hampton City Manager



Patrick Roberts, Vice Chair
Suffolk City Manager

copy: Curtis Brown, State Coordinator of Emergency Management
CAO Committee Members
All Hazard Advisory Committee
HRPDC Membership



COMMONWEALTH OF VIRGINIA

September 3, 2020

Dear Chairperson Bunting & Vice-Chairperson Roberts,

Thank you for your letter. I appreciate the level of effort from all the members of the Hampton Roads Planning District Commission (HRPDC) and the HRPDC Chief Administrative Officers Committee concerning hurricane planning in this COVID-19 environment. We would like to address each of the areas for which you are seeking assistance and collaboration.

We request that the State adjust the timeline for opening a state managed shelter to be consistent with the opening of local shelters.

The State Coordinated Regional (SCR) Shelter Plan (July 2020) states "SCR Shelters will not open until local shelters are nearing capacity and/or have shown through data submission that they will be unable to meet the sheltering need on their own." Additionally, SCR Shelters are intended to: (1) supplement local shelters and (2) open during events that require evacuating residents across jurisdictional boundaries and where sheltering needs exceed the capability of the evacuating and neighboring host jurisdictions. Local governments have the authority to open local shelters at a time they deem necessary. Attempting to open an SCR Shelter and synchronize that with multiple localities may prove problematic. If SCR Shelters are required to open, the Commonwealth will seek to coordinate the timing and messaging with local governments. The intent of the SCR Shelter Plan, when activated, is to be available and ready upon implementation of evacuation, which should coincide with the opening of local shelters.

We ask that the State begin identifying additional resources for shelter staff. Many localities have buildings that can serve as shelters, but lack the staff to operate them. Regularly, this gap could possibly be filled with state staff. However, if State shelters are opened simultaneously, the State will need to bring in additional resources via the Emergency Management Assistance Compact (EMAC) or Statewide Mutual Aid (SMA).

Shelter staff limitations have been a concern for many years. With COVID-19, this limitation is further exacerbated due to illness or high-risk status affecting potential staff members. Currently, the Virginia Department of Social Services (VDSS), in collaboration with the Department of Human Resource Management, is working to reinstate the Adjunct Emergency Workforce to provide the opportunity for trained state staff to be temporarily reassigned to select emergency roles, such as shelter support, both at the state and local level. Additionally, volunteer resources and Statewide Mutual Aid (SMA) are options to supplement local shelter staff this season.

We would like to partner with the State on securing large-scale hotel contracts which could streamline the operations of non-congregate sheltering and assist our localities' efforts to receive cost reimbursement.

The Disaster Procurement Working Group (DPWG) is working to secure access to a contract for emergency lodging assistance. Using this contract, the state would obtain blocks of rooms for non-congregate sheltering, and the intent is for local governments to utilize this service. The DPWG intends to issue a fact sheet addressing contracting and overall process concerns.

We request that the State fund and execute COVID-19 Point Prevalence Screenings (PPS) in the shelters.

The goal of PPS is to conduct testing of all individuals in a congregate setting to include all residents/patients/shelterees and respective staff. The dynamic nature of an emergency shelter does not lend itself to complete and comprehensive PPS procedures and outcomes. Realizing the idea here is to prevent transmission of illness, conducting a brief questionnaire or screening to ensure all entrants are symptom-free, and encouraging other prevention efforts such as the wearing of masks, social distancing (6 feet), and thorough cleaning throughout the shelter would enhance preventative measures.

Currently, extended delays in testing turnaround times pose additional challenges. At best, these results would be obtained in 2-4 business days and more recently, we have seen results in excess of one week. Therefore, testing for a temporary emergency shelter, even if turned around in 2-3 days, would not reap the potential benefits of being able to separate asymptomatic individuals from others. In an event where sheltering may occur for one week or more, consideration can then be given to wider screening and testing of those in a shelter.

Aside from molecular or Polymerase Chain Reaction (PCR) testing, the Commonwealth is also looking at facilitating point of care testing (providing results in minutes to hours). While this form of testing is not as sensitive or reliable as PCR testing, the use of such tests may be considered in a setting such as a shelter where rapid results are needed. Given that this solution is not widely available through the state, local governments may choose to contract with vendors that can provide such support. As these technologies do become more widely available, potential consideration can be provided for their use in shelter settings.

We also request enhanced collaboration regarding messaging related to emergency sheltering during this hurricane season.

On July 22, several state agencies participated in a hurricane tabletop exercise. Public messaging was one of the main topics discussed. The following week, the Governor and his Cabinet were briefed on the exercise results and clear and consistent public messaging remains a top priority for the Governor.

During Tropical Storm Isaias, the state Joint Information Center and Virginia Department of Emergency Management (VDEM) External Affairs held daily messaging coordination calls with the Hampton Roads Public Information Officers (as well as large public information officer audiences across the Commonwealth) to share messaging strategies and to maintain situational awareness. These efforts increased dialogue and collaboration, which helped as we prepared together last week for Hurricane Laura. We intend to engage in similar ways moving forward to continue building and strengthening relationships at all levels and with all partners. VDEM has also been in contact with Virginia Department of Health and VDSS to ensure the messaging across state agencies is timely and coordinated.

Sincerely,



Curtis C. Brown, State Coordinator
Virginia Department of Emergency Management



Duke Storen, Commissioner
Virginia Department of Social Services