

October 25, 2017

Memorandum #2017-130

TO: Hampton Roads Chief Administrative Officers

BY: James Baker, Chair

RE: Hampton Roads Chief Administrative Officers Meeting – November 1, 2017

The next Hampton Roads Chief Administrative Officers' meeting will held Wednesday, November 1, 2017 at 11:45 AM (lunch served at 11:30 AM) at Bide-a-Wee Pavilion Golf Course, 1 Bide-A-Wee Lane, Portsmouth, VA 23701. The agenda and related materials are attached.

RAC/sl

Attachments

Chief Administrative Officers:

James E. Baker, CH
Mary Bunting, HA
Marvin Collins, WM
Tyrone W. Franklin, SY
Brent Fedors, GL
Dave Hansen, VB
Bryan J. Hill, JC
Michael W. Johnson, SH
Randy Keaton, IW
R. Randy Martin, FR
Neil Morgan, YK
Lydia Pettis Patton, PO
Patrick Roberts, SU
Cynthia Rohlf, NN
Doug Smith, NO
Michael Stallings, WN
Peter M. Stephenson, SM
J. Randall Wheeler, PQ

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

**NOVEMBER 1, 2017
11:45 am
(Lunch served beginning at 11:30 am)**

**Bide-a-Wee Pavilion Golf Course
1 Bide-A-Wee Lane
Portsmouth, VA 23701**

I. Call to Order

II. Meeting Minutes

The summary minutes from the October 4, 2017 Regional CAO Committee meeting will be presented for the Committee's review and approval.

III. Public Comment Period (limit 3 minutes per individual)

IV. Economic Forum

About ten years ago, the City of Virginia Beach began hosting a regional economic forum for the purpose of bringing together chief administrative officers, budget directors, and economists at the beginning of the budget season to discuss current economic conditions and the outlook for the coming year. The forum provided an opportunity for staff from Hampton Roads' localities to engage with each other and have an open conversation with regional economists regarding expectations for the Hampton Roads economy.

This year, the City of Virginia Beach agreed to move the forum to the Chief Administrative Officers Committee, where CAOs can invite their budget directors and staff to accompany them in a discussion with economists from around the region. The discussion will begin with a brief economic overview, followed by an exchange of information, ideas and discussion with the CAO Committee.

CAO Committee members are encouraged to invite budget directors or staff from their localities who would benefit from this discussion.

V. Calendar/Location of Future Meetings

Staff will circulate a calendar of future meetings and request volunteers to host upcoming CAO Committee meetings.

VI. Adjournment

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officers Meeting
Summary Minutes of October 4, 2017**

The Chief Administrative Officers (CAO) Meeting was called to order at 11:45 am at the Norfolk Botanical Garden Rose Garden Hall located at 6700 Azalea Garden Road in Norfolk, Virginia with the following in attendance:

James Baker	Chesapeake
Mary Bunting	Hampton
Marvin Collins	Williamsburg
Brent Fedors	Gloucester County
Tyrone Franklin	Surry County
David Hansen	Virginia Beach
Randy Keaton	Isle of Wight County
Neil Morgan	York County
Cynthia Rolf	Newport News
Doug Smith	Norfolk
Michael Stallings	Windsor
Randy Wheeler	Poquoson

Others Recorded Attending

Vincent Jones, Deputy City Manager, Portsmouth
James Rogers, Deputy City Manager, Norfolk
Robert Crum, HRPDC
Keith Cannady, HRPDC
John Sadler, HRPDC
Hui-Shan Walker, Hampton Emergency Management Coordinator and HRPDC All Hazards Advisory Committee Chair
Bruce Sterling, VDEM Region V
Robb Braidwood, Chesapeake Emergency Management Coordinator
Erin Sutton, Virginia Beach Emergency Management Coordinator
Stephen Kopczynski, York County Emergency Management Coordinator
Ron Carlee, Old Dominion University
Eric Weisel, Old Dominion University
Michael P. Desplaines, President/CEO - Norfolk Botanical Garden

Mr. Rogers, Deputy City Manager for the City of Norfolk, welcomed the CAO Committee to Norfolk Botanical Garden on behalf of City Manager Doug Smith. Mr. Rogers noted that Mr. Smith was at an event and would be joining the meeting shortly. He introduced Michael Desplaines, President and CEO of Norfolk Botanical Garden. Mr. Desplaines provided background information on the property, describing visitation data and noting that this is a facility visited by residents from throughout the Hampton Roads region. He proceeded to play the CAO Committee a video that highlighted the property and discussed future plans for the Norfolk Botanical Garden. He concluded by explaining how pleased he was to host the CAO Committee for today's meeting.

Public Comment Period

Mr. Baker asked if there was anyone in attendance who wished to provide public comment to the Committee. There being no public comments, Mr. Baker proceeded to the next item on the agenda.

Approval of Summary Meeting Minutes

Mr. Baker referred Committee members to the Summary Meeting Minutes from the September 6, 2017 CAO Committee meeting that were included in the agenda package. There being no comments or revisions, the minutes for the September 6th CAO Committee meeting were accepted as presented.

Discussion with Emergency Management Coordinators

Mr. Baker asked Mr. Crum to introduce this item. Mr. Crum noted that at the September 6th CAO Committee meeting, as Hurricane Irma was approaching, the Committee expressed an interest in exploring a conference call between CAOs leading up to storm events to ensure coordination and consistent messaging. As a follow up to this discussion, local emergency management coordinators were invited to this meeting to provide the Committee a brief overview of emergency management coordination in the Hampton Roads region. He introduced Hui-Shan Walker, who serves as Emergency Management Coordinator with the City of Hampton and Chair of the HRPDC All Hazards Advisory Committee and Bruce Sterling, VDEM Region V Coordinator, who will provide information on this item. Mr. Crum also noted that Emergency Management professionals from other localities were present to participate in these discussions including Robb Braidwood (Chesapeake), Stephen Kopczynski (York County) and Erin Sutton (Virginia Beach).

Ms. Walker began the presentation by thanking the CAO Committee for this opportunity and for their interest in this topic. She provided the Committee background information on how the region's emergency management professionals collaborate with one another on an ongoing basis and during times of events. She stressed that as we look forward for collaboration opportunities, the region should consider all hazards when developing communication and response plans. Ms. Walker discussed the value and structure of conference calls leading up to a storm event, and

highlighted several areas that could be the topics/agenda for such calls including local disaster declarations, local disaster decisions, operational status of government facilities, school closings, curfews, sheltering, messaging and re-entry planning. Ms. Walker also discussed the need for triggers to be in place to enact a CAO conference call and how the call should be organized to be most useful.

Ms. Walker introduced Mr. Sterling, who began by discussing the improvements that VDEM has made to their statewide conference calls leading up to storm events. He also reviewed potential considerations for a regional conference call involving the CAOs and how it could be organized.

Mr. Baker thanked the emergency management professionals for the overview, and facilitated a discussion between the CAO Committee and the emergency management representatives. At the conclusion of this discussion, there was consensus for the following:

- The CAO Committee agreed that a regional conference call in advance of events would be helpful, and that a process/protocol for how this call would occur should be prepared by the emergency management professionals and shared with the CAO Committee. There was consensus that this call should be coordinated by the chairs of the All Hazards Advisory Committee and the CAO Committee.
- There was agreement that exercises should be considered to help the region prepare for emergency events. A training exercise is planned for next year called Atlantic Fury, and this would be an opportunity to exercise and test coordination between emergency managers, CAOs and Emergency Operation Centers.
- The CAO Committee expressed interest in receiving training documents that have been developed by the emergency managers. One of the documents is for CAOs and the other is for elected officials.
- The need for coordination with Currituck and Dare Counties in North Carolina was noted.

The discussion concluded with an agreement that the emergency managers would develop a conference call protocol for consideration by the CAO Committee. Mr. Baker thanked everyone for their efforts and participation in this important conversation.

GO Virginia Proposals

Mr. Baker and Mr. Crum introduced this item by noting that during last month's CAO Committee meeting the Committee voted to endorse two proposals as GO Virginia applications. These proposals were the Hampton Roads Unmanned Systems Testing, Demonstration and Recreational Facility and the Hampton Roads Regional Broadband Initiative. As a follow up to the CAO Committee's recommendation, the HRPDC proceeded to vote unanimously at its September 21st meeting to endorse both of these initiatives as GO Virginia proposals. Everyone

agreed that this was a strong showing of regional support, and discussed next steps for developing the GO Virginia applications.

Mr. Ron Carlee from ODU noted that at last month's meeting a question was raised on whether there were other GO Virginia proposals that anyone was aware of. He noted that he has recently learned about an application that would be submitted by ODU, and he wanted to be sure that the CAO Committee was aware of this information. He introduced Dr. Eric Weisel, who is the Executive Director for the Virginia Modeling, Analysis and Simulation Center at ODU. Dr. Weisel described the Hampton Roads Cyber Security Initiative that would be submitted by ODU as a GO Virginia proposal. He noted that \$ 1 million of GO Virginia funds would be requested to support this program.

Calendar/Location of Future Meetings

Mr. Crum noted that the November CAO Committee meeting would be hosted in Portsmouth.

Adjournment

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

Respectfully Submitted

Robert Crum, HRPDC
Recording Secretary