

July 26, 2017

Memorandum #2017-89

TO: Hampton Roads Chief Administrative Officers

BY: James Baker, Chair

RE: Hampton Roads Chief Administrative Officers Meeting – August 2, 2017

The next Hampton Roads Chief Administrative Officers' meeting will held Wednesday, August 2, 2017 at 11:45 AM (lunch served at 11:30 AM) at the offices of the HRPDC, 723 Woodlake Drive, Chesapeake, VA 23320. The agenda and related materials are attached.

RAC/ka

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**

**AUGUST 2, 2017
11:45 am
(Lunch served beginning at 11:30 am)**

**HRPDC Offices
Meeting Room D/E
(behind receptionist area)
723 Woodlake Drive
Chesapeake, VA 23320**

I. Call to Order

II. Meeting Minutes

The summary minutes from the June 7, 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. Hampton Roads Chamber Inter-City Visit

Mr. Bryan Stephens, President and CEO of the Hampton Roads Chamber, will brief the CAO Committee on the Chamber's Inter-City Visit to Nashville in November and invite representatives from the region's localities to participate in this trip.

V. Report from Chief Information Officers

During CAO Committee meetings over the past year, discussions have occurred regarding the transatlantic broadband cables that have connected to Hampton Roads in the Virginia Beach area. The CAO Committee agreed to appoint a working group of Chief Information Officers (CIOs) to discuss potential steps the region can take to leverage these cables as economic development assets for the region. The CIOs have met several times to discuss this topic, and will provide a presentation to the CAO Committee. In addition, CTC Technology and Energy President Joanne Hovis will address the Committee on the work her firm is advancing on behalf of Virginia Beach to identify potential broadband opportunities.

Committee members should discuss the information presented and provide direction on next steps.

Please note that all CAOs are encouraged to have their locality's CIO attend this meeting.

VI. Topics for Upcoming CAO Meetings

September

Regional Legislative Agenda

Roundtable Discussion to Identify Upcoming Agenda Items

Broadband

October

GO Virginia Status Report

Regional Legislative Agenda

VII. Calendar/Location of Future Meetings

A schedule for the location of future Regional CAO Committee meetings is provided below:

September 6 Gloucester County

October 4

November 1 Portsmouth

December 6

VIII. Adjournment

Hampton Roads Planning District Commission
Chief Administrative Officers Meeting
Summary Minutes of June 7, 2017

The Chief Administrative Officers (CAO) Meeting was called to order at 11:45 am at the Smithfield Station located at 415 S. Church Street in Smithfield, Virginia with the following in attendance:

James Baker, Chesapeake
Mary Bunting, Hampton
Marvin Collins, Williamsburg
Brent Fedors, Gloucester County
Tyrone Franklin, Surry County
Michael Johnson, Southampton County
Randy Keaton, Isle of Wight County
Randy Martin, Franklin
Neil Morgan, York County
Lydia Pettis Patton, Portsmouth
Patrick Roberts, Suffolk
Cynthia Rohlf, Newport News
Doug Smith, Norfolk
Michael Stallings, Windsor
Peter Stephenson, Smithfield
Randy Wheeler, Poquoson

Others Recorded Attending:

Robert Crum, HRPDC
Keith Cannady, HRPDC
Ben McFarlane, HRPDC
Diane Kaufman, Senator Kaine's Office
Mark Geduldig-Yatrofsky, Resident
Nicole Lick and Other FEMA Staff Representatives
Amanda Jarrett, Franklin/Southampton Economic Development
Florence Kingston, Newport News Economic Development
Kevin Hughes, Suffolk Economic Development

Mr. Keaton welcomed the CAO Committee members to Isle of Wight County.

CAO Committee Chair James Baker noted that the summary meeting minutes from the May 3, 2017 CAO Committee meeting were referenced in the agenda package. There were no recommended changes to the summary minutes and they were approved as presented.

Public Comment Period

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

CAO Committee Vice Chair

Mr. Crum introduced this item by noting that at last month's meeting, the CAO Committee unanimously appointed James Baker, Chesapeake City Manager, as Chair of the Regional CAO Committee. He noted that during that meeting, the Committee directed Mr. Crum to reach out to Mary Bunting from the City of Hampton and Marvin Collins from Williamsburg to determine if one of these managers would be willing to serve as Vice Chair. Mr. Crum noted that Mr. Collins deferred to Ms. Bunting due to her tenure and seniority as a Peninsula city manager. He also noted that Ms. Bunting is willing to accept the Vice Chair position. The CAO Committee voted unanimously to appoint Ms. Bunting as the Vice Chair of the Regional CAO Committee.

Federal Emergency Management Agency (FEMA) National Guidance

Mr. Baker asked Mr. Crum to introduce this item. Mr. Crum noted that during the past several months, the CAO Committee has been briefed by the City of Hampton on concerns regarding the results of the FEMA Community Assistance Visit (CAV) for the City's floodplain management program. The concerns centered on requirements for an approval process for minor development within a locality's flood hazard area.

In response to these issues, the HRPDC coordinated a letter signed by all 17 Hampton Roads localities expressing concerns about the permitting of minor development in flood hazard areas. In addition, the HRPDC organized a meeting on April 27, 2017 between FEMA representatives, the region's CAOs and staffs, and representatives of the region's federal delegation to discuss these issues.

As a result of this meeting, Mr. Crum noted that FEMA representatives agreed to withdraw the publication of national guidance to address issues raised by Hampton Roads localities and to collaborate with a working committee consisting of local CAOs, HRPDC staff and federal delegation representatives. Two conference calls were held between this working committee and FEMA representatives to continue review of this national guidance. These conference calls generated consensus around acceptable language to be included in the national guidance.

Mr. Crum and Mr. Baker asked FEMA representatives in attendance to update the CAO Committee on this effort. Ms. Nicole Lick from FEMA Region III introduced the FEMA team and briefed the committee on the process to date, the revisions that have been completed to the national guidance and the public comment process. She thanked the Hampton Roads region and the CAO Committee and working group for their feedback on the proposed

national guidance. Ms. Lick indicated that this collaborative process produced a resolution of most issues related to this guidance and resulted in an improved product.

The CAO Committee proceeded to have a discussion with FEMA representatives concerning the proposed national guidance. Overall, members were very pleased with the progress that CAO Committee members and FEMA staff representatives made on revisions to reflect the concerns of Hampton Roads jurisdictions. CAO members stressed the need for the national guidance to allow flexibility for each locality to apply an implementation approach that worked for their specific needs. The CAO Committee expressed its appreciation for the work of FEMA staff on this issue and for the collaboration of the region's federal delegation, particularly Senator Warner's and Kaine's offices.

Discussion with Economic Development Directors

Mr. Baker and Mr. Crum introduced several economic development directors who were in attendance to address the CAO Committee including Amanda Jarrett, Franklin/Southampton County; Florence Kingston, Newport News; and Kevin Hughes, Suffolk. Ms. Jarrett, Ms. Kingston and Mr. Hughes provided the CAO Committee background information on steps that have been taken to strengthen the Hampton Roads Economic Development Alliance (HREDA), and stressed the importance of HREDA to the region's business recruitment efforts. The presenters noted the regional collaboration that occurs among the region's economic development practitioners, and voiced optimism about the future direction of HREDA. CAO Committee members discussed the information presented by the economic development directors regarding HREDA, and reviewed potential opportunities and challenges in the area of regional economic development. CAO Committee members thanked the economic development directors for their briefing and for their work.

Regional Broadband

Due to the length of the meeting, it was agreed that the regional broadband discussion would be deferred to the next meeting.

Upcoming Meetings

Mr. Crum and Mr. Baker noted that the next meeting of the CAO Committee was scheduled for July 5. Committee members noted that due to the proximity of this meeting to the 4th of July Holiday, attendance may be low. The Committee decided to cancel the July meeting. Mr. Baker noted that the next meeting would be August 2. He noted that since the Regional Chief Information Officers are expected to provide a briefing to the CAO Committee about regional broadband opportunities at the August meeting, it might be best to hold this meeting at the HRPDC offices. Mr. Baker noted that he would work with Mr. Crum to finalize the details and logistics for this meeting.

Mr. Crum reviewed the calendar and location of future CAO Committee meetings.

There being no further business to come before the CAO Committee, Mr. Baker adjourned the meeting at approximately 1:40 pm.

Respectfully Submitted,

Robert Crum, HRPDC
Recording Secretary