

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officers Meeting
Summary Minutes of January 6, 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
Dr. Larry Filer	Norfolk
Amanda Jarrett	Franklin
Michael Johnson	Southampton County
Randy Keaton	Isle of Wight County
Albert Moor	Suffolk
Neil Morgan	York County
Chris Price	Chesapeake
Cynthia Rohlf	Newport News
William Saunders	Windsor
Michael Stallings	Smithfield
Scott Stevens	James City County
Andrew Trivette	Williamsburg
Randy Wheeler	Poquoson (late arrival)

Others in Attendance

Robert Crum	HRPDC/HRTPO
Keith Cannady	HRPDC
John Martin	SIR
Ron Carlee	Old Dominion University
Diane Kaufman	Senator Kaine's Office
Drew Lumpkin	Senator Warner's Office
Caleb Smith	Representative Luria's Office
Chris Stone	Clark Nexsen
Mark Geduldig-Yatrofsky	Portsmouth Resident
Greg Grootendorst	HRPDC
Katherine Rainone	HRPDC

Approval of Agenda/Approval of Meeting Minutes

Ms. Bunting asked if there were any additions or revisions to the agenda. There being none, Ms. Bunting asked if there were any objections to combining approval of the Agenda and Minutes.

Mr. Crum noted that the Summary Minutes from the December 2, 2020 CAO Committee meeting were attached for the Committee's review and consideration.

A motion was made by Mr. Stallings to approve the Meeting Agenda as well as the Minutes from the December 2, 2020 meeting. A second was provided by Ms. Jarrett and the following roll call vote was taken:

Mary Bunting	Hampton	Yes
Patrick Duhaney	Virginia Beach	Yes
Brent Fedors	Gloucester County	Yes
Dr. Larry Filer	Norfolk	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
Chris Price	Chesapeake	Yes
Cynthia Rolf	Newport News	Yes
William Saunders	Windsor	Yes
Michael Stallings	Smithfield	Yes
Scott Stevens	James City County	Yes
Andrew Trivette	Williamsburg	Yes

The motion carried and was approved.

Public Comment Period

Ms. Bunting called for any public comments.

Mr. Mark Geduldig-Yatrofsky, a resident of Portsmouth, thanked the CAO Committee for holding these meetings in a virtual format with both audio and visual components. He noted that this allows him to view all PowerPoint presentations, and that this is approach is very much appreciated.

Mr. Geduldig-Yatrofsky noted he has been a resident of this region for 48 years and is well aware of the issues related to criminal activity and law enforcement in our region. He thought that there is a task force assigned to address this issue, but if there is not such an organization, he asked that the CAO Committee please consider forming one. He noted that crime problems are receiving a lot of attention in the community, and there is a pandemic

of crime across the country. Mr. Geduldig-Yatrofsky noted that there could be some synergies to approaching this issue on a regional level.

Ms. Bunting thanked Mr. Geduldig-Yatrofsky for his comments, noting that the CAOs very much appreciate his continued participation in and contributions to our CAO Committee meetings.

757 Recovery and Resilience Action Plan

Ms. Bunting asked Mr. Crum to introduce this item to the Committee. Mr. Crum reported that the Hampton Roads Alliance has been leading an effort to develop a strategy to help the region's economy recover from the impacts of the COVID-19 pandemic. He noted that the Alliance, led by President and CEO Doug Smith, has worked collaboratively with community stakeholders and regional organizations to lead this effort over the past six to eight months. Mr. Crum reported that Mr. Smith was not available for today's meeting, but that John Martin of SIR, who has been providing consulting services for this effort, will present on behalf of Mr. Smith.

Mr. Martin provided an overview on the 757 Recovery and Resilience Action Plan, including the following information:

- Purpose, Goals, Objectives and Key Audiences
- Action Framework Development Process and Contributors
- Key Insights Covered
- Vision for our Future Economy
- Action Framework Overview
- Action Framework Program Areas
 - Build Regional Unity
 - Grow New Jobs
 - Grow, Retain and Attract Talent
 - Grow Resiliency
 - Advance Regional Infrastructure
- Program Priorities: Immediate, Near-term and Long-term
- Accountability - What the Action Framework will Deliver
- Appendix/Foundational Documents

Mr. Martin noted that the Framework has developed 30 results-oriented programs, which identify a responsible party, goals, action plans and accountability.

He also summarized a schedule for this effort, including background information on the overall process for this effort:

Create the Project Plan and Share with Thought Leaders	June 2020
Establish and Support Committees	July – August 2020
Formulate Vision for the Economy	July – August 2020

Formulate Regional Strategy	July – August 2020
Conduct Wave 3 of 757 Recovery Business Leaders Survey	September 2020
Integration Committee Prepares Draft Action Framework	October 2020
200+ Creators and Steering Committee Members Critique the Action Framework	January 2021
Soft Launch with Mayors, City Managers and Top Community Leaders	February 2021
Full Launch of Action Framework with 757 Business Community (5,700 members)	March 2021

Mr. Martin stressed that today’s presentation is a high-level overview of the Action Framework, and that the details and full Action Framework will be shared with the CAOs and their elected officials in February.

Ms. Bunting and the CAO Committee thanked Mr. Martin for his presentation and complimented this initiative.

General Assembly Session

Mr. Crum began this item by providing an overview of the Regional Legislative Agenda that was approved by the Hampton Roads Planning District Commission and the Hampton Roads Transportation Planning Organization Board. He identified regional legislative priorities where bills have been or are expected to be introduced to advance these requests. He recommended that each CAO share information on a legislative priority or topic that each locality will be monitoring or advocating for during the upcoming session. He noted that this will be a short session, which will begin on January 13 and conclude on February 27.

Ms. Bunting asked each locality to share information regarding the upcoming General Assembly session. Each CAO shared information for their locality and responded to any questions or discussion from fellow CAO members.

COVID-19 Response Update

Mr. Crum noted that with the anticipated increase in COVID-19 cases following the holiday season, he and Ms. Bunting recommend that each CAO share information from their locality regarding preparations or strategies to address these anticipated trends. Ms. Bunting asked Mr. Crum to perform a roll call of CAOs. Each CAO discussed items such as COVID trends among their locality staffs, workforce management strategies to address any challenges, leave policy provisions, communication strategies, vaccine policies and procedures and other relevant issues.

Other Business

Ms. Bunting requested that the CAO Committee members make her or Mr. Crum aware of any needs for a CAO conference call before the next regular monthly meeting. She noted that if COVID trends increase as expected, that the CAO Committee may have a need to move back to more regular calls to share information and discuss response approaches.

Adjournment

There being no further business to come before the CAO Committee, the meeting was adjourned at approximately 1:25 pm.

Respectfully Submitted,

Robert Crum
Recording Secretary

DRAFT