

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

**JANUARY 3, 2018
11:45 am
(Lunch served beginning at 11:30 am)**

**Fountain Plaza II
700 Town Center Drive
Newport News, VA 23606
James Room (1st Floor)**

I. Call to Order

II. Meeting Minutes

The summary minutes from the December 6, 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. HRPDC Coastal Resiliency Committee

At the November HRPDC meeting, the Commission asked the CAO Committee to evaluate the future direction of the HRPDC's Coastal Resiliency Committee. Staff will introduce this item by reviewing the current membership and work of the Committee to date. The CAO Committee is asked to discuss this information and identify a strategic direction and 2018 work tasks for the Coastal Resiliency Committee.

V. General Assembly Session

At last month's CAO Committee meeting, members suggested that discussion occur on this month's agenda regarding any updates before the start of the 2018 General Assembly session. Staff will begin this discussion with a brief overview of the HRPDC/HRTPO Regional Legislative Priorities.

VI. Regional Interest Items

As time permits, Committee members should consider sharing items of regional interest from their localities.

VII. Adjournment

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officers Meeting
Summary Minutes of December 6, 2017**

The Chief Administrative Officers (CAO) Committee Meeting was called to order at 11:45 a.m. by Ms. Mary Bunting, CAO Committee Vice-Chair and Hampton City Manager at the Fort Monroe Commanding General's Residence and Garden located at 33 Fenwick Road. Ms. Bunting noted that Committee Chair Jim Baker was not able to attend today's meeting, and she has been asked by Mr. Baker to chair today's CAO meeting. The following members were in attendance:

Mary Bunting	Hampton
Brent Fedors	Gloucester
Tyrone Franklin	Surry
David Hansen	Virginia Beach
Bryan Hill	James City County
Randy Keaton	Isle of Wight
Neil Morgan	York County
Lydia Pettis Patton	Portsmouth
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
Dr. Ron Carlee, Old Dominion University
Mr. Glenn Oder, Executive Director, Fort Monroe Authority
Mark Geduldig-Yatrofsky, Portsmouth Resident

Ms. Bunting welcomed everyone to the City of Hampton and Fort Monroe. Following introductions, she introduced Mr. Glenn Oder, Executive Director of the Fort Monroe Authority. Mr. Oder provided background information on the Fort Monroe Grounds, the BRAC process, and the work of the Fort Monroe Authority and the City of Hampton over the past several years. He also provided background information on the history of the Fort Monroe property and the important role it played in the history of our country. He proceeded to have a question and answer session with CAO Committee members. Committee members expressed their appreciation to Mr. Oder for the information presented to the Committee and for providing a location for today's meeting.

Approval of Summary Meeting Minutes

Ms. Bunting referred Committee members to the Summary Meeting Minutes from the November 1, 2017 Regional CAO Committee meeting that were included in the agenda package. There being no comments or revisions, the minutes for the November 1, 2017 CAO Committee meeting were approved as presented.

Roundtable Discussion – Identification of Future Topics/Agenda Items

Ms. Bunting and Mr. Crum reported that at last month’s CAO meeting, members indicated that the Committee should hold a discussion to identify topics of regional interest that could be included on future agendas. Ms. Bunting invited CAO Committee members to have a roundtable discussion to share ideas on this question. The following topics were identified as important items for future CAO agendas:

- Sea Level Rise/Coastal Resiliency/Stormwater
- Sharing of best practices among localities, i.e., human resources
- Regional approaches to address the opioid crisis
- Mental Illness, Homelessness and other “humanistic issues”
- Potential roundtable discussion with human service directors (Virginia Beach willing to host)
- Impact of federal policy and budget decisions
- Regional Air Service – understanding current airport facilities and their strengths, weaknesses and opportunities
- Regional collaboration around economic development – using the Nashville model, what regional initiatives would we be willing to commit to if an economic development project presented itself
- General Assembly items

Ms. Bunting thanked CAO Committee members for the discussion and for the ideas for future CAO Committee agenda items.

Other Agenda Items

Mr. Crum provided the CAO Committee a brief update on the following items:

- Potential for CAO Committee participation in the Atlantic Fury Training Exercise on May 7th, he noted that this is a follow-up item from the CAO Committee meeting with Emergency Management Coordinators.
- Protocol/Procedures for Emergency Management Conference Call – Mr. Crum distributed a proposed protocol that has been prepared by Emergency Management Coordinators. He asked CAO Committee members to provide any comments on this protocol within the next 7 – 10 days.

- Coastal Resiliency discussion follow-up from the November HRPDC meeting – the Commission forwarded a request to the CAO Committee asking for input on the future direction and focus of the HRPDC Coastal Resiliency Committee. This topic will be an agenda item for the January CAO Committee meeting.
- GO Virginia Update – Mr. Crum provided a status report on the GO Virginia process and the two applications that were endorsed by the HRPDC. He noted that portions of these applications were endorsed by the Regional GO Virginia Council. The State GO Virginia Board will consider the Unmanned Systems and Broadband applications at their December 12th meeting in Richmond.
- Seawall Coalition – Mr. Crum noted that several Managers/Administrators have indicated that they have been contacted by representatives of this Coalition asking that they join this effort. Mr. Crum noted that HRPDC has also held conversations with the Seawall Coalition. He asked CAO Committee members to share their thoughts on these invitations. Members indicated that information was needed around two questions regarding the Seawall Coalition:
 1. How will the efforts of the Seawall Coalition be funded – what are the sources and amount of funding from each source?
 2. What is the governance structure for the Seawall Coalition? More specifically, how will consensus be reached and decisions made on advocacy efforts or position statements?

The CAO Committee directed Mr. Crum to send these questions to the Seawall Coalition in an email and to copy the CAO Committee.

Calendar/Location of Future Meetings

Mr. Crum circulated a calendar of future CAO Committee meeting locations. He asked members to consider signing up to host meetings on months when there are openings.

Adjournment

With no further business to come before the CAO Committee, the meeting was adjourned at approximately 1:35 pm.

Respectfully Submitted,

Robert Crum, HRPDC
Recording Secretary