

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officers Meeting
Summary Minutes of August 5, 2020**

The Chief Administrative Officers (CAO) Committee Meeting was called to order at 11:30 a.m. by Mary Bunting, CAO Committee Chair and Hampton City Manager. Ms. Bunting and 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 WebEx. Mr. Crum noted that both the WebEx access information as well as a call-in number were 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:

Alan Archer (for Cynthia Rolf)	Newport News
Mary Bunting	Hampton
Patrick Duhaney	Virginia Beach
Brent Fedors	Gloucester County
Dr. Larry Filer	Norfolk
Amanda Jarrett	Franklin
Randy Keaton	Isle of Wight County
Neil Morgan	York County
Tonya O'Connell (for Randy Wheeler)	Poquoson
Dr. Lydia Pettis Patton	Portsmouth
Chris Price	Chesapeake
Patrick Roberts	Suffolk
Michael Stallings	Smithfield
Scott Stevens	James City County
Andrew Trivette	Williamsburg

Others in Attendance

Robert Crum	HRPDC/HRTPO
Keith Cannady	HRPDC
Doug Smith	Hampton Roads Alliance
Diane Kaufman	Senator Tim Kaine's Office
Drew Lumpkin	Senator Mark Warner's Office

Ms. Bunting thanked everyone for their continued attendance and participation at the CAO Committee meetings, especially during this COVID-19 pandemic environment.

Approval of Agenda

Ms. Bunting asked if there were any additions or revisions to the agenda. She noted that a few CAOs had indicated that they may have to depart today's call before it concludes. As a result, Ms. Bunting suggested that we reorder today's agenda and discuss the CARES Act Funds agenda item first. There being no objections, the agenda was approved with the reordering of the agenda items.

Public Comment Period

There were no public comments.

CARES Act Funds

Mr. Crum reported that several CAOs have expressed an interest in having a more detailed discussion to share information on each locality's plans for the use of CARES Act funds in their localities. Ms. Bunting asked Mr. Crum to conduct a roll call of the CAO Committee to receive this input. Mr. Crum proceeded with the roll call and each of the 15 CAOs, or their representatives in attendance, provided information on plans in their localities for the use of this federal money. Common themes included the use of these funds for deep cleaning/disinfection of public buildings, purchase of Personal Protection Equipment, and expenditures around technology to support a telework environment.

Discussion also occurred around guidelines that state "funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency." This language indicates that "as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise." The CAO Committee discussed these provisions, and agreed to appoint Finance and Budget representatives from their localities to a working group to research this issue. Ms. Tonya O'Connell from the City of Poquoson agreed to coordinate this group.

757 Recovery and Resilience Effort

Mr. Doug Smith, President and CEO of the Hampton Roads Alliance, provided a presentation on the 757 Recovery and Resilience Action Framework that is being led by the Alliance. His overview provided information on how communities are responding to the COVID-19 crisis and a review of regional momentum that was building prior to the pandemic. He noted that the old narrative that the Hampton Roads region - 757 - does not collaborate or cooperate regionally is simply not true anymore, noting a number of regional efforts that have occurred in the region over the past several years. He noted that one of

the goals of the 757 Recovery and Resilience Effort is to continue to build on this regional momentum.

Mr. Smith proceeded to review more information on the 757 Business Recovery and Resilience Action Framework. He discussed the following goals of this effort:

- Enhance our region's future economic and community resilience
- Ensure that everyone can recover and thrive in the 757's post-COVID-19 economy
 - Apply a diverse, equitable and inclusive lens to the framework's goals, objectives, strategies, programs and performance measurement tracking and reporting
 - Reactivate the momentum in our economy
 - Articulate what we want for the 757's post-COVID economy
 - Identify and accelerate emergency market opportunities to grow jobs and economic prosperity
 - Identify ways we can become more effective and efficient as leaders and organizations in advancing our region
 - Create a new shared sense of a regional economy – vision, goals, responsibilities and accountability
 - Accelerate even greater region-wide cooperation
 - Restore our employment base to pre-COVID-19 levels and lay the groundwork for growth and expansion

Mr. Smith discussed a series of 757 Thought Leader videos that were being created as part of this effort, noting that HRPDC/HRTPO Executive Director Crum participated in one of the videos. He also noted there were 10 working committees created to generate strategies around important topics for the regional economy. He noted that all committee work, related minutes, reports, ongoing discussions and outputs will be supported by the 757recovery.com web site. He also summarized the various business surveys which were completed to collect information to guide this effort. He concluded by reviewing the schedule and timing for the various deliverables that will be generated by this effort.

Ms. Bunting noted that as chair of the CAO Committee, she is a member of the Hampton Roads Alliance Board. She wanted to stress that the new Alliance is in a completely different place than it was just two years ago. She reviewed the significant effort that was

completed to restructure the Alliance and believes that effort is beginning to pay dividends. She commended Mr. Smith and the Alliance for their work to re-energize the Organization.

Other Business

Ms. Bunting asked CAO Committee members if they had other items for discussion. Mr. Stevens referenced Mr. Crum's comments from earlier in the meeting that the COVID-19 pandemic has created unexpected expenses for the HRPDC/HRTPO. He noted that he was interested in learning more about these expenses to determine if the localities could provide any support. Ms. Bunting agreed, and asked Mr. Crum to develop some background information on these unbudgeted expenses that could be shared with the CAOs.

Ms. Bunting also reminded Committee members that the CAOs will continue to meet remotely the first Wednesday of each month. She noted that we will retain the option of contacting Mr. Crum should there be a need for a conference call.

Adjournment

There being no further business to come before the CAO Committee, the meeting was adjourned at approximately 1:30 pm.

Respectfully submitted,

Robert Crum
Recording Secretary