

GO Virginia Region 3 Council Virtual Zoom Quarterly Meeting

Date and Time: Wednesday, May 20, 2020
1:00PM – 3:00PM Meeting
Location: Virtual Zoom

Dial-In: 1-929-605-2099
Meeting ID: 817 8391 3457
Enter PIN Number: 03081953

<https://us02web.zoom.us/j/81783913457?pwd=amowUIJWdmNXN2FRRXVzOEhDMUNaUT09>

Purpose Statement

“Create more high paying jobs through incentivized collaboration, primarily through out-of-state revenue, which diversifies and strengthens regional economies.”

AGENDA

- | | |
|---|---|
| 1. Call to order | Randy Lail |
| 2. Roll Call and Confirmation of Quorum | Deb Gosney |
| 3. Public Comments | Randy Lail |
| 4. Declaration of Conflicts of Interest on Action Items | Randy Lail |
| 5. Approval of Minutes* | Randy Lail |
| 6. Financial Report* | Deb Gosney |
| <hr/> | |
| Old Business | |
| <hr/> | |
| 7. Committee Reports | |
| a. State Guidance for Regional Councils (meeting authorization) | Randy Lail |
| b. Executive Committee | Randy Lail |
| i. State Board Meeting – Policy Changes | |
| c. Bylaws Committee | Charley Majors |
| d. Communications Committee | Sherry Swinson |
| i. Communications Contract* | |
| e. Nominating Committee* | Tim Clark |
| f. Innovation Committee | James McClain, Roger Scott, Angeline Godwin |
| g. Personnel Committee (Closed Session if needed) | Karl Stauber |
| 8. Broadband Strategy | Li Povar |
| 9. Approved Projects Status | Liz Povar/Deb Gosney |
| 10. Closed Session | |
| h. Project Review Committee | Lauren Willis |
| i. Project Pipeline Updates | Liz Povar |
| 11. Action on Closed Session Items | Randy Lail |
| a. Tim Clarke makes motion to return to Open session | |

- b. Tim Clarke makes certifying motion
- c. Action on Closed Session items*

New Business

12. FY 2021 Capacity Budget

Randy Lail

13. Council Member Updates

All

14. Other business/Adjourn

FINAL

**GO VIRGINIA REGION 3 COUNCIL MEETING
MEETING MINUTES
Wednesday, January 22, 2020**

The Go Virginia Region 3 Council met on Wednesday, January 22, 2020 at 1:00 p.m. in the conference room of the Halifax County IDA office located in the Southern Virginia Technology Park at 1100 Confroy Drive in South Boston, Virginia.

REGULAR BUSINESS

1. CALL TO ORDER

Chairman Lail called the meeting to order at 1:00 p.m.

2. ROLL CALL AND CONFIRMATION OF QUORUM

Chairman Lail declared a quorum was present.

A. Council Members:

Present	Absent	
✓		Scott Burnette
	✓	Rebecca Carter
✓		Timothy J. Clark
✓		Angeline Godwin
✓		Amy Griffin
	✓	Winston Harrell
✓		E. Randolph Lail
✓		Charles H. Majors
✓		James McClain II
✓		John Parkinson
✓		Larry Ryder
✓		Roger Scott
✓		Karl Stauber
✓		Sherry Swinson
	✓	Denise Taylor-Forrest
✓		C. R. "Bob" Timmons
	✓	Telly Tucker
✓		Lauren Willis
	✓	Nicole Young
14	5	TOTAL

B. Staff in Attendance:

Liz Povar, The Riverlink Group

Deborah Gosney, Southside PDC-Support Organization/Fiscal Agent

C. Guests in Attendance:

Mike Hankins, Lunenburg County Board of Supervisors

Tammy Hurt, Institute of Advance Learning & Research (IALR), GO-TEC Project
Julie Brown, Institute of Advanced Learning & Research (IALR), GO-TEC Project
Ilsa Loeser, Letterpress Communications

3. PUBLIC COMMENTS

Julie Brown and Tammy Hurt with IALR commented that they were attending to stay informed of GO Virginia activities. Ilsa Loeser with Letterpress Communications also commented that she was attending to stay informed. Mike Hankins, Lunenburg County Board of Supervisors, stressed the need for new jobs and emphasized that Lunenburg County is “open for business”.

4. DECLARATION OF CONFLICTS OF INTEREST

Conflicts of interest potentially exist for activities benefiting and/or contracts issued to the following organizations and projects listed below:

Mid Atlantic Broadband - Charles H. Majors and E. Randolph Lail
Institute for Advanced Learning and Research - Charles H. Majors and Angeline Godwin
GO-TEC Project – Amy Griffin and Angeline Godwin

5. APPROVAL OF MINUTES

Chairman Lail noted that the minutes of the October 16, 2019 Council meeting were received via email prior to the meeting and included in the meeting packet. **Karl Stauber made a motion that the minutes from the October 16, 2019 Council meeting be approved as presented; the motion was seconded by Scott Burnette and carried unanimously.**

6. FINANCIAL REPORT

Deborah Gosney asked members to refer to the Financial Report included in their meeting packet for period ending December 31, 2019 and noted the following:

FY19 Capacity Building GO VA Grant Funds total \$361,111. The next draw which includes expenditures for the months of December and January totaling \$31,913.01 will leave a balance remaining of \$28,693.45. Deborah noted that in order to fully expend FY19 funds, we need to incur one additional month of expenditures (February) and request FY20 funds beginning March 1st.

GO-TEC, Phase 1-GO VA Grant Funds total \$648,000. The next draw totaling \$691.40 will leave a balance remaining of \$111,208.61. Approved match committed to the project totals \$674,437; match applied to date totals \$2,109,539.32 resulting in match overage of \$1,516,102.32. The match overage can be carried forward to the next phase (Phase 2A) provided the expenditure occurred within 12 months prior to the award date (March 12, 2019) for Phase 2A; thus, match can be counted back to March 12, 2018.

SOVA Innovation Hub - GO VA Grant Funds total \$80,000. The balance remaining is \$20,000. Approved match committed to the project totals \$88,919.81; match applied to date totals \$77,839.61 leaving a balance of \$11,080.20. Plans for expending the remaining \$20,000 in grant funds will be used to conduct a third-party market research study to measure need demand by entrepreneurs, which will inform programming and physical space needs; and acquire equipment to support computer science teacher training.

Charley Majors made a motion to accept the Financial Report for period ending December 31, 2019 as presented; the motion was seconded by Scott Burnette and carried unanimously.

OLD BUSINESS

7. BROADBAND RFQ RESPONSES-PRESENTATION/DISCUSSION & PERSONNEL COMMITTEE

Call For Executive Session - Pursuant to Section 2.2-3712 of the Virginia Freedom of Information Act and upon motion of Tim Clark, seconded by Scott Burnette, GO Virginia Region 3 Council entered in Executive Session to discuss received proposals in response to an RFQ issued for a Broadband Study and a personnel contract for the Support Organization pursuant to the closed meeting exemption at § 2.2-3711.29 of the Code of Virginia (discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body).

Return to Open Session - Tim Clark motioned having convened and concluded a closed meeting pursuant to Section 2.2-3712 of the Virginia Freedom of Information Act, members of the GO Virginia Region 3 Council certify the following: 1) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the meeting, and 2) only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the meeting by the public body. By roll call all members present voted affirmatively.

Scott Burnette made a motion to issue a RFP to the companies that submitted proposals in response to the RFQ to determine the cost of proceeding with the development of a Broadband Study; the motion was seconded by Tim Clark and unanimously approved.

8. COMMITTEE REPORTS

A. Executive Committee - The State Board Meeting was held December 10, 2019 and was followed by a meeting with the Chairs and Vice-Chairs of the Regional Councils and a separate Support Organization meeting the following morning. Four representatives of the Region 3 Council attended the State Board and Chair/Vice-Chair meetings: Chair Randy Lail, Vice-Chair Charley Majors, Scott Burnett, and Roger Scott. Staff also attended. Topics discussed included match, ROI calculation, consideration of healthcare as a traded sector,

redefining a quorum, and project pipeline development. As follow-up, the State Board is relaunching the Work Group that was tasked with providing input into the original design of GO Virginia. Randy Lail and Charley Majors will alternate attending these sessions. The Work Group will focus on the topics above and make recommendations to the State Board at its March meeting. The Work Group will meet Friday afternoons in Richmond from 2 to 4 p.m. on January 24, January 31, February 7, and February 21. Remote participation will be offered. Liz Povar plans to attend all meetings.

At both the State Board meeting and the following day's Support Organization meeting, an overview of the results of the VEDP Site Characterization Initiative was presented. A total of 460 sites were studied of which just 30 sites qualified as Tier 4 or 5. Regional Councils are encouraged to utilize the information in the report to assist with assessing site development project applications. VEDP is presenting the findings of its work at a series of Roadshows in each GO Virginia Region; the Region 3 Road Show is scheduled for February 18th at The Prizery from 10 to 2 and will be formatted as the Spring All-Hands meeting. Council members are encouraged to attend and spread the word about the event.

- B. Communications Committee – Ilsa Loeser was thanked for the expeditious technical support provided to the Council in developing and implementing the communications strategy for the new GO Virginia Region 3 Executive Director position.

Sherry Swinson reviewed the GO Virginia Region 3 “Road Show” Guide included in the meeting packet; this accompanies the Region 3 “Road Show” PowerPoint which is intended to be used by Council members within their own localities and shown to civic clubs or other audiences to help spread the word about GO Virginia. Each council member is asked to identify and present to at least two organizations over the next year.

- C. Growth & Diversification Committee – Scott Burnette presented recommendations from the G&D Committee on strategies to prioritize from the 2019 G&D Plan Update. The recommendations were approved by consensus. Liz Povar was asked to revise the format of the Project Pipeline Report to include a column noting which strategy the project application aligns with. The Sector Strategies List from the G&D Plan will be attached to the Project Pipeline Report.

- D. Innovation Committee - The most recently funded GO Virginia Project, Entrepreneurship & Innovation (E&I) Investment Strategy, is progressing well. The Region 3 Council staff and the E&I project managers have been participating in a virtual training system to better understand data and how to measure outcomes in the entrepreneurial space. The E&I Investment Strategy is scheduled for completion in March of 2020.

- E. Project Review Committee:

Call For Executive Session - Pursuant to Section 2.2-3712 of the Virginia Freedom of Information Act and upon motion of Scott Burnette, seconded by Roger Scott, the GO

Virginia Region 3 Council entered in Executive Session to discuss new project applications received and the Project Pipeline pursuant to the closed meeting exemption at § 2.2-3711.29 of the Code of Virginia.

Return to Open Session – Scott Burnette motioned having convened and concluded a closed meeting pursuant to Section 2.2-3712 of the Virginia Freedom of Information Act, members of the GO Virginia Region 3 Council certify the following: 1) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the meeting, and 2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. By roll call all members present voted affirmatively.

Lauren Willis made a motion to return the applications to the applicants with recommendations for improvements. Liz Povar will follow up with applicants. The motion was seconded by Roger Scott and unanimously carried with the exception of Amy Griffin and Angeline Godwin who abstained.

9. PROJECT STATUS REPORTS

- A. Project Pipeline Report - Liz Povar reviewed the Region 3 Project Pipeline handout. There are 11 active projects - five in development, four received Letters of Interest, and two received full applications.
- B. Approved Projects Report - Liz Povar reviewed the Region 3 Status of Approved Projects handout included in the meeting packet. The GO-TEC Projects (Phase 1 & Phase 2A) and the SOVA Innovation Project are on schedule and aligned with milestones. The Entrepreneurship & Innovation Investment Strategy is under contract and activities are on schedule.

NEW BUSINESS

10. BYLAWS REVISIONS

The Executive Committee discussed a Bylaws revision to reconsider the current quorum requirements for meetings. Currently the Bylaws state a physical count of 10 members present constitutes a quorum. There was discussion about reducing the size of the physical quorum to eight (8) members and requiring a majority of members whether physically present or by phone to take action on motions. Charley Majors has agreed to make a full review of the Bylaws and suggest any additional changes. Deborah Gosney was asked to review attendance of past meetings to determine average attendance and use as the basis for defining a quorum.

OTHER BUSINESS/ADJOURN

There being no additional business matters to go before the GO Virginia Region 3 Council, Chairman Lail adjourned the meeting at 3:45 p.m.

Deborah B. Gosney, Southside PDC
Support Organization/Fiscal Agent

Ernest “Randy” Lail
Chairman

FY20 CAPACITY BUILDING FUNDS

GO Virginia Region 3

Report Period: March 31, 2020 to April 30, 2020

GO VIRGINIA



VIRGINIA INITIATIVE FOR
**GROWTH &
OPPORTUNITY**
IN EACH REGION

GO VIRGINIA FUNDS

Budget Categories from CAMS	GO VA Budget	Previously Paid	DHCD Request - Remittance #2	Total Paid After Remittance	Available Funds
Program Operations					
Meetings and Facilitation	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 2,500.00
Marketing - Letterpress	30,000.00	4,745.00	3,825.00	8,570.00	21,430.00
Legal Expenses	900.00	-	-	-	900.00
Supplies	2,500.00	-	-	-	2,500.00
Audit	1,500.00	-	-	-	1,500.00
Salaries - SPDC	80,000.00	5,392.00	5,009.12	10,401.12	69,598.88
Contract Services - The Riverlink Group	127,500.00	13,275.00	-	13,275.00	114,225.00
Total Program Operations	244,900.00	23,412.00	8,834.12	32,246.12	212,653.88
Planning					
Technical Assistance	5,100.00	-	-	-	5,100.00
Total Planning	5,100.00	-	-	-	5,100.00
Total Expense	\$ 250,000.00	\$ 23,412.00	\$ 8,834.12	\$ 32,246.12	\$ 217,753.88

The Checking Account is
is comprised of:

\$44,039.72 Local Funds - Unexpended (Martinsville/Henry County)
210.43 Interest
(8,834.12) DHCD - Remittance #2 - Received May 13, 2020
\$35,416.03 Current Checkbook Balance

Checks Submitted in Remittance #2	
9664 - SPDC - Salaries - Feb. 2020 (1st half)	\$ 861.02
9675 - SPDC - Salaries - March 2020	\$ 4,148.10
9676 - Letterpress Communications - March 2020	\$ 3,825.00
Total of Drawdown #2	\$ 8,834.12

GO VIRGINIA REGION 3
PROFIT & LOSS - FY20
MARCH 1, 2020 THROUGH APRIL 30 ,2020

	<u>LOCAL FUNDS</u>	<u>STATE FUNDS</u>	<u>TOTAL</u>
INCOME			
Local Money - Martinsville/HC	\$ 44,039.72	\$ -	\$ 44,039.72
State Money - DHCD	-	250,000.00	250,000.00
TOTAL INCOME	44,039.72	250,000.00	294,039.72
EXPENSE			
Program Operations			
Meetings and Facilitation	-	-	-
Marketing - Letterpress	-	8,570.00	8,570.00
Legal Expenses	-	-	-
Supplies	-	-	-
Audit	-	-	-
Salaries - SPDC	-	10,401.12	10,401.12
Contract Services - Riverlink	-	13,275.00	13,275.00
Total Program Operations	-	32,246.12	32,246.12
Planning			
Technical Assistance	-	-	-
Total Planning	-	-	-
TOTAL EXPENSE	-	32,246.12	32,246.12
NET ORDINARY INCOME	44,039.72	217,753.88	261,793.60
Other Income			
Interest	210.43	-	210.43
Total Other Income	210.43	-	-
NET INCOME	\$ 44,250.15	\$ 217,753.88	\$ 262,004.03

** Income is Accrual/Expenses are Cash.*

GO-TEC 1

GO Virginia Region 3

Report Period: March 31, 2020 to April 30, 2020

GO VIRGINIA



VIRGINIA INITIATIVE FOR
**GROWTH &
OPPORTUNITY**
IN EACH REGION

GO VIRGINIA FUNDS

Budget Categories from CAMS	GO VA Budget	Previously Paid	Drawdowns (No Activity)	Total Paid After Remittance	Available Funds
Project Monitoring/Reporting	\$ 48,000.00	\$ 10,314.28	\$ -	\$ 10,314.28	\$ 37,685.72
Contract Services	\$ 37,837.50	\$ 6,309.08	\$ -	\$ 6,309.08	\$ 31,528.42
Equipment	\$ 342,675.00	\$ 342,675.00	\$ -	\$ 342,675.00	\$ -
Salaries	\$ 164,750.00	\$ 156,852.28	\$ -	\$ 156,852.28	\$ 7,897.72
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Travel and Miscellaneous	\$ 10,293.50	\$ 10,293.50	\$ -	\$ 10,293.50	\$ -
Administration	\$ 44,444.00	\$ 41,290.40	\$ -	\$ 41,290.40	\$ 3,153.60
Totals	\$ 648,000.00	\$ 567,734.54	\$ -	\$ 567,734.54	\$ 80,265.46

MATCHING FUNDS

Budget Categories from CAMS	Committed Match	Previous Match	Current Match	Total Match	Match Balance
Equipment	\$ 185,400.00	\$ 1,587,969.74	\$ -	\$ 1,587,969.74	\$ (1,402,569.74)
Salaries	\$ 155,000.00	\$ 195,993.45	\$ -	\$ 195,993.45	\$ (40,993.45)
Travel and Miscellaneous	\$ 5,857.00	\$ 1,668.08	\$ -	\$ 1,668.08	\$ 4,188.92
IDEA Academy	\$ 179,037.00	\$ 147,079.95	\$ -	\$ 147,079.95	\$ 31,957.05
Scholarships	\$ 90,000.00	\$ -	\$ -	\$ -	\$ 90,000.00
Career Tech Academy	\$ 59,143.00	\$ -	\$ -	\$ -	\$ 59,143.00
Contract Services	\$ -	\$ 33,519.11	\$ -	\$ 33,519.11	\$ (33,519.11)
Totals	\$ 674,437.00	\$ 1,966,230.33	\$ -	\$ 1,966,230.33	\$ (1,291,793.33)

GO-TEC 2A

GO Virginia Region 3

Report Period: March 31, 2020 to April 30, 2020

GO VIRGINIA



VIRGINIA INITIATIVE FOR
**GROWTH &
OPPORTUNITY**
IN EACH REGION

GO VIRGINIA FUNDS

Budget Categories from CAMS	GO VA Budget	Previously Paid	Drawdowns (No Activity)	Total Paid After Remittance	Available Funds
Project Monitoring/Reporting	\$ 6,115.00	\$ -	\$ -	\$ -	\$ 6,115.00
Equipment	\$ 835,776.00	\$ 663,833.20	\$ -	\$ 663,833.20	\$ 171,942.80
Salaries	\$ 292,875.00	\$ 7,138.54	\$ -	\$ 7,138.54	\$ 285,736.46
Travel and Miscellaneous	\$ 94,300.00	\$ 7,416.42	\$ -	\$ 7,416.42	\$ 86,883.58
Administration	\$ 91,721.00	\$ 42,700.06	\$ -	\$ 42,700.06	\$ 49,020.94
Totals	\$ 1,320,787.00	\$ 721,088.22	\$ -	\$ 721,088.22	\$ 599,698.78

MATCHING FUNDS

Budget Categories from CAMS	Committed Match	Previous Match	Current Match	Total Match	Match Balance
Equipment	\$ 638,349.00	\$ 375,510.16	\$ -	\$ 375,510.16	\$ 262,838.84
Salaries	\$ 578,152.00	\$ 247,730.51	\$ -	\$ 247,730.51	\$ 330,421.49
Travel and Miscellaneous	\$ 75,600.00	\$ -	\$ -	\$ -	\$ 75,600.00
Scholarships	\$ 140,396.00	\$ 159,687.34	\$ -	\$ 159,687.34	\$ (19,291.34)
Career Tech Academy	\$ 47,138.00	\$ 82,404.00	\$ -	\$ 82,404.00	\$ (35,266.00)
Contract Services	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 1,479,635.00	\$ 865,332.01	\$ -	\$ 865,332.01	\$ 614,302.99

SOVA INNOVATION HUB

GO Virginia Region 3

Report Period: March 31, 2020 to April 30, 2020

GO VIRGINIA



VIRGINIA INITIATIVE FOR
**GROWTH &
OPPORTUNITY**
IN EACH REGION

GO VIRGINIA FUNDS

Budget Categories from CAMS	GO VA Budget	Previously Paid	Drawdowns (No Activity)	Total Paid After Remittance	Available Funds
Contract Services	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00
Planning/Assessment	\$60,000.00	\$60,000.00	\$0.00	\$60,000.00	\$0.00
Totals	\$80,000.00	\$60,000.00	\$0.00	\$60,000.00	\$20,000.00

MATCHING FUNDS

Budget Categories from CAMS	Committed Match	Current Match	Total Match	Match Balance
Architectural and Engineering Fees	\$36,919.81	\$25,839.61	\$0.00	\$11,080.20
Contract Services	\$52,000.00	\$52,000.00	\$0.00	\$0.00
Totals	\$88,919.81	\$77,839.61	\$0.00	\$11,080.20

Regional Entrepreneurship Initiative

GO Virginia Region 3

Report Period: March 31, 2020 to April 30, 2020

GO VIRGINIA



VIRGINIA INITIATIVE FOR
**GROWTH &
OPPORTUNITY**
IN EACH REGION

GO VIRGINIA FUNDS

Budget Categories from CAMS	GO VA Budget	Previously Paid	Drawdown #3	Total Paid After Remittance	Available Funds
Longwood Consultant Time	\$ 45,000.00	\$ 2,718.75	\$ 4,256.25	\$ 6,975.00	\$ 38,025.00
Longwood Travel and Meetings	\$ 5,000.00	\$ 1,820.92	\$ 115.89	\$ 1,936.81	\$ 3,063.19
MBC Travel and Meetings	\$ 5,000.00	\$ 2,440.35	\$ 450.27	\$ 2,890.62	\$ 2,109.38
Research, Mapping & Tech Support	\$ 45,000.00	\$ 7,013.94	\$ 3,000.00	\$ 10,013.94	\$ 34,986.06
Totals	\$ 100,000.00	\$ 13,993.96	\$ 7,822.41	\$ 21,816.37	\$ 78,183.63

MATCHING FUNDS

Budget Categories from CAMS	Committed Match	Previous Match	Current Match	Total Match	Match Balance
Longwood Economic Gardening	\$ 25,000.00	\$ -	\$ 8,217.30	\$ 8,217.30	\$ 16,782.70
MBC Economic Gardening	\$ 25,000.00	\$ -	\$ 28,011.69	\$ 28,011.69	\$ (3,011.69)
Totals	\$ 50,000.00	\$ -	\$ 36,228.99	\$ 36,228.99	\$ 13,771.01

NICOLE YOUNG

2098 Lew Jones Road, Alberta, Virginia 23821

GO VIRGINIA FINANCIAL OVERVIEW

Date of Review: May 14, 2020
For the Period: April 1 - 30, 2020

I have reviewed the following and found them to be accurate.

First Citizens Bank Statements - Account Number 008924965247

☒ April 2020 - Reconciled and approved by Deborah Gosney.

Check Requests - April 2020

☒ Approval from Chairman Randy Lail.
☒ Invoices attached to the Purchase Orders.
☒ Purchase Orders have dual signatures signed by Deborah Gosney/Stephanie Creedle.

Drawdowns to DHCD

☒ Drawdown #2 (FY20) - Submitted on 4/24/2020, Received 5/13/2020.

Comments:

Explanation note for 2 "voided" checks due to check being written
incorrectly to wrong payee should have been MJC instead of Longwood College.

Nicole S. Young
Nicole Young, Member of the Regional Council

4:29 PM

05/06/20

GO Virginia FY20
Reconciliation Summary
GO Virginia FY20 Bank Account, Period Ending 04/30/2020

	Apr 30, 20
Beginning Balance	0.00
Cleared Transactions	
Checks and Payments - 7 items	-190,961.66
Deposits and Credits - 9 items	236,907.14
Total Cleared Transactions	45,945.48
Cleared Balance	45,945.48
Uncleared Transactions	
Checks and Payments - 2 items	-10,529.45
Total Uncleared Transactions	-10,529.45
Register Balance as of 04/30/2020	35,416.03
Ending Balance	35,416.03

REVIEWED BY:


Executive Director

DATE:

May 6, 2020

4:29 PM

05/06/20

GO Virginia FY20
Reconciliation Detail
 GO Virginia FY20 Bank Account, Period Ending 04/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						
Cleared Transactions						0.00
Checks and Payments - 7 items						
Check	03/17/2020	9671	The Riverlink Group	X	-13,275.00	-13,275.00
Check	03/17/2020	9672	Southside Planning ...	X	-5,392.00	-18,667.00
Check	03/17/2020	9673	Letterpress Commu...	X	-4,745.00	-23,412.00
Check	04/07/2020	9674	IALR	X	-151,754.15	-175,166.15
Check	04/07/2020	9675	Southside Planning ...	X	-4,148.10	-179,314.25
Check	04/14/2020	9676	Letterpress Commu...	X	-3,825.00	-183,139.25
Check	04/22/2020	9677	Mid-Atlantic Broadb...	X	-7,822.41	-190,961.66
Total Checks and Payments					-190,961.66	-190,961.66
Deposits and Credits - 9 items						
General Journal	03/01/2020	1		X	188.46	188.46
General Journal	03/01/2020	3		X	10,529.45	10,717.91
General Journal	03/01/2020	2		X	43,178.70	53,896.61
Check	03/16/2020	9668	Longwood College	X VOID	0.00	53,896.61
Check	03/16/2020	9670	Longwood College	X VOID	0.00	53,896.61
Deposit	03/27/2020			X	23,412.00	77,308.61
Deposit	04/07/2020			X	151,754.15	229,062.76
Deposit	04/22/2020			X	7,822.41	236,885.17
Deposit	04/30/2020			X	21.97	236,907.14
Total Deposits and Credits					236,907.14	236,907.14
Total Cleared Transactions					45,945.48	45,945.48
Cleared Balance					45,945.48	45,945.48
Uncleared Transactions						
Checks and Payments - 2 items						
Check	04/30/2020	9679	Mid-Atlantic Broadb...		-9,096.35	-9,096.35
Check	04/30/2020	9678	Mid-Atlantic Broadb...		-1,433.10	-10,529.45
Total Checks and Payments					-10,529.45	-10,529.45
Total Uncleared Transactions					-10,529.45	-10,529.45
Register Balance as of 04/30/2020					35,416.03	35,416.03
Ending Balance					35,416.03	35,416.03



First Citizens Bank

Central Bank Operations - DAC02
P.O. Box 27131
Raleigh, NC 27611-7131



IM
893

000000570 FCBTSTM4050120314094 01 000000 001426 003

SOUTHSIDE PLANNING DISTRICT
FISCAL AGENT FOR GO VIRGINIA REGION 3
200 S MECKLENBURG AVE
SOUTH HILL VA 23970-2620

Your Account(s) At A Glance

Checking
Balance **45,945.48+**

Statement Period: April 1, 2020 Thru April 30, 2020

Account Number: 008924965247



Business Checking With Interest

Account Number: 008924965247

Enclosures In Statement: 0

Beginning Balance	53,896.61+	Statement Period Days	30
0 Deposits	0.00	Average Collected Balance	66,980.00+
2 Other Credits	159,576.56+	Total Interest Earned YTD	87.01+
Interest Earned This Period	21.97+		
4 Checks	167,549.66-		
0 Other Debits	0.00		
Monthly Service Charge	0.00		

Ending Balance 45,945.48+

AS OF ENDING STATEMENT DATE YOUR INTEREST RATE WAS 0.40% AND YOUR ANNUAL PERCENTAGE YIELD WAS 0.40%.

Other Credits And Interest To Your Account

Date	Description	Amount
04-07	Transfer Internet 04-07 Seq # 19014 10101113801	151,754.15
04-22	Transfer Internet 04-22 Seq # 89784 10101113801	7,822.41
	Total	159,576.56
04-30	Interest	21.97

Checks Paid From Your Account

Check No.	Date	Amount	Check No.	Date	Amount
9674	04-10	151,754.15	9676	04-21	3,825.00
9675	04-10	4,148.10	9677	04-30	7,822.41

*Prior Check Number(s) Not Included or Out of Sequence.

Daily Balance Summary

Date	Balance	Date	Balance	Date	Balance
04-07	205,650.76+	04-21	45,923.51+	04-30	45,945.48+
04-10	49,748.51+	04-22	53,745.92+		



Direct Customer Inquiry Calls To
FIRST CITIZENS DIRECT
Telephone Banking At 1-888-323-4732.

[Signature]

Central Bank Operations - DAC02
P.O. Box 27131
Raleigh, NC 27611-7131

**SOUTHSIDE PLANNING DISTRICT
FISCAL AGENT FOR GO VIRGINIA REGION 3
200 S MECKLENBURG AVE
SOUTH HILL VA 23970-2620**



Statement Period: April 1 , 2020 Thru April 30, 2020

Account Number : 008924965247

9674
ST. MARY
60-00-0000

SOUTHSIDE PLANNING DISTRICT
FISCAL AGENT FOR GO VIRGINIA REGION 3
200 S. HILL COLLEGE AVENUE
SOUTH HILL, VA 22989-2020

OT
#11459
#11447

DATE April 7, 2020

PAY TO THE ORDER OF The Institute for Advanced Learning & Research \$151,754.15

One Hundred Fifty One Thousand Seven Hundred Fifty Four and 15/100 DOLLARS

First Citizens Bank

FOR GOTEC 2A - Remittance #2

#009674# #051401636#008924965247#

Chk# 9674

\$151,754.15

SOUTHSHORE PLANNING DISTRICT
 FISCAL AGENT FOR GO VIRGINIA REGION 3
 300 S MEDCOCK LANE AVE
 SOUTH HILL, VA 23060-9770

9675
 00 10341
 002

DATE April 7, 2020

PAY THE ORDER OF Southside Planning District Commission \$ 4,148.10

Four Thousand One Hundred Forty-Eight & 10/100 DOLLARS

☒ First Citizens Bank

FOR March 2020 Salaries - GO VA

#009675# 003401836#008924965247#

Deborah Gentry
 Roseanne W. Haddock

Chk# 9675

\$4,148.10

SOUTHSHORE PLANNING DISTRICT
 FISCAL AGENT FOR GO VIRGINIA REGION 3
 202 S. WICKLIFF DRIVE
 SOUTH HILL, VA 22970-3820

9678
 IN 00914
 THE
 OFFICE

DATE APRIL 14, 2020

PAY TO THE ORDER OF Letterpress Communications LLC \$ 3825.00

Three Thousand Eight Hundred Twenty-Five + 00/100 DOLLARS

First Citizens Bank

FOR DEPOSIT ONLY - March 2020

#009696# #051401836#008924965247#

Chk# 9676

\$3,825.00

**SOUTHSIDE PLANNING DISTRICT
FISCAL AGENT FOR GO VIRGINIA REGION 3**

200 S MECKLENBURG AVE
SOUTHFALL VA 22070-9680

PAY TO THE ORDER OF Mid-Atlantic Broadband Communities Corp \$ 7,822.41

Seven Thousand Eight Hundred Twenty-Two + 41/100 DOLLARS

First Citizens Bank

for Remittance #3-E=I Project

Dorothy Gentry
Dorothy Gentry

000677# 0051401836008924655247#

Chk# 9677

\$7,822.41

Opening Comments – Randy Lail
May 20, 2020

“Due to the nature of the Declaration of a State of Emergency Due to Novel Coronavirus (COVID-19) pursuant to Code § 2.2-3708.2 this meeting is being held by electronic communications, via the web platform Zoom. The catastrophic nature of this declared emergency makes it impractical and unsafe to assemble a quorum in a single location and the purpose of this meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body, in our case approving projects.”

THIS VERSION USED AS BASIS FOR PROPOSED MODIFICATIONS

BYLAWS OF THE Southern Virginia GO Regional Council 3

ARTICLE I

PURPOSE

The Southern Virginia GO Regional Council 3 (hereafter referred to as “Council”) is a public body certified by the Virginia Growth and Opportunity Board (hereafter referred to as "Board") to receive grants pursuant to Code of Virginia section 2.2-2485 the Virginia Growth and Opportunity Act (hereafter referred to as “GO VA”). The Council will be supported or affiliated with an existing or newly established organization that engages in collaborative planning or execution of economic or workforce development activities within a region to support the Council’s activities and to ensure proper administration of the Council’s funds.

ARTICLE II

DUTIES AND RESPONSIBILITIES

The Council shall:

- Section 1. Work in a collaborative manner, respecting all points-of-view, while soliciting and reviewing proposed projects for recommendation to the Board.
- Section 2. Demonstrate extensive knowledge of the region’s potential for growth that leads to high paying jobs.
- Section 3. Identify economic/regional projects that support or encourage collaboration and yield significant new job creation outcomes in short- and long-term timeframes.
- Section 4. Review and understand the authority, governance, and administrative role of the Board in certifying qualified regions and regional councils; including how the Board develops and implements guidelines or procedures for such certification.
- Section 5. Partner with existing or newly established economic/workforce development organizations to create a focused collaborative project or programs consistent with the Council’s economic growth and diversification plan.

- Section 6. Identify the region's economic growth potential independently or in partnership with neighboring regions.
- Section 7. Identify the competitive advantages for collaboration with private-sector investments to accelerate job growth/economic development.
- Section 8. Advise the Board on best practice initiatives, projects, etc. that encourage collaboration and yield measurable outcomes for job growth in the region.
- Section 9. Have the authority to enter into agreements through the support organization in order to pursue the goals and objectives of GO VA pursuant to the Code of Virginia and guidelines adopted by the Board.
- Section 10. Adhere to the Freedom of Information Act (FOIA) and the Conflict of Interest Act (COIA) except as exempted pursuant to §2.2-3711.A.48 of the Code of Virginia.
- Section 11. Provide for public participation as directed by the Code of Virginia and the Board.
- Section 12. Conform with the guidelines as adopted by the Board.

ARTICLE III

MEMBERSHIP

- Section 1. The Council will include representatives from (i) the education sector, including school divisions, community colleges, public institutions of higher education, and private institutions of higher education as appropriate; (ii) the public economic and workforce development sector; (iii) local government; (iv) regional planning entities; (v) nonprofit organizations; (vi) other entities that significantly affect regional economic or workforce development; and (vii) small and large businesses.
- ~~Section 2. Membership may include one or more non-legislative citizen members of the Board from the region.~~
- Section 3. A majority of the members of the Council shall be from private sector with demonstrated significant private-sector business experience.
- Section 4. The Council shall be chaired by a citizen member from the region with significant private-sector business experience.
- Section 5. The Council will consist of 19 members.
- Section 6. The Board will approve the member selection process, structure, composition, and leadership to meet the requirements of COV section 2.2-2485 of the Virginia Growth and Opportunity Act and the guidelines set forth by the Board.
- Section 7. Council membership is subject to Board review and approval.

- Section 8. Council members should have knowledge of workforce and economic development.
- Section 9. Council members shall serve staggered four-year terms as determined by the Council. On and after July 1, 2017, the term of Council members should commence on July 1.
- Section 10: Council members whose terms are expiring shall continue to serve in their role on Council until such time as their replacement is approved by the ~~State~~ Board.
- Section 11. Council members shall not serve more than (2) consecutive four year terms.
- Section 12. Any term of two (2) years or less shall not count as a full term.
- Section 13. The time served by initial Council members before July 1, 2017 will not count against the limit of two consecutive terms.
- Section 14. A Council member may be removed by the Board with a two-thirds vote. The reasons for removal must be documented by the Council.

ARTICLE IV

MEETINGS

- Section 1. The Council shall meet on a regular basis and at a minimum quarterly at a predetermined location and time.
- Section 2. The ~~meeting~~ notice of time, location and purpose of any regular meeting shall be given to all Council members at least 30 days prior to the date of meeting.
- Section 3. The Council will meet all of the Code of Virginia public meeting requirements (§2.2-3707). Virtual meetings and meeting including participation by telephone and/or video conferencing may be held in accordance with the requirements of Virginia law.
- Section 4. Meetings will be advertised a minimum of three business days in advance of the meeting to be held at ~~the office of the offices of Mid Atlantic Broadband, located at 1100 Confroy Drive, Suite 4, South Boston, Virginia 24592~~ (or such location as indicated in the public notice).
- Section 5. Attendance of ~~a majority of eight~~ Council members shall constitute a quorum and, unless a greater proportion is required by the Board for a particular act/vote, the majority vote of the Council both present and participating by telephone or videoconferencing and voting at any meeting, at which there is a quorum, shall constitute the Act of the Council.
- Section 6. The regular meeting in the second quarter of each year shall be known as the Annual Meeting and shall be for the purpose of electing ~~board~~ Council

committees, and newly-elected following the Section 7. be

members and officers, receiving reports of officers and for any other business that may arise. The terms of the Council members and officers shall commence on July 1 Annual Meeting.

Special meetings of the Board shall be called by the Chair or the Vice-Chair or by a majority of the members of the ~~Board~~Council and shall be by written notice at least 3 days before the meeting. Any such notice shall contain the time and place of the meeting but need not contain the purpose of the meeting.

ARTICLE V

PARLIAMENTARY PROCEDURE

Section 1. In all matters of procedure not specifically covered by these By-Laws, the most recent edition of Roberts Rules of Order shall be observed.

ARTICLE VI

ORGANIZATION

Section 1. During the inaugural meeting and at each Annual Meeting thereafter, the Council shall elect a Chair and a Vice-Chair from among its members.

Section 2. The Chair and Vice Chair shall each be a Council member with significant private-sector experience.

Section 3. The Chair shall preside over all meetings.

Section 4. The Vice-Chair shall preside over all meetings in the absence of the Chair.

ARTICLE VII

SUPPORT ORGANIZATION AND FISCAL AGENT

Section 1. The Support Organization ~~and fiscal agent~~ can be a new or existing organization with purposes and competencies including collaborative planning, economic development, or workforce activities within the region.

Section 2. The Support Organization may provide data analysis, review of best practices, review and analysis of project proposals, and other duties as determined by the Regional Council.

Section 3. The Support Organization shall serve as the Fiscal Agent for the Council ~~and Fiscal Agent, in cooperation with the Support Organization and~~ under the leadership of the Council, and in concert with the state agency that administers the funding, will be responsible for the receiving, use of, and auditing of funds received.

Section 4. The Support Organization will prepare the Council's Annual Report as required by the Board's guidelines.

Section 5. The support organization will have a contract with the ~~regional e~~ Council that provides for its role as outlined above.

ARTICLE VIII

COMMITTEES

Section 1. The Council may appoint committees as deemed necessary to meet the Council requirements of COV 2.2-2485; the Virginia Growth and Opportunity Act and to fulfill the duties of the Council.

Section 2. The Council shall designate an Executive Committee 1) to make recommendations to the Council; and 2) to exercise any and all powers and authority specifically delegated to it by the Council, except to approve and amend the Bylaws and to elect Council members and officers.

Section 3. The Council shall create a Nominating Committee to present a slate of officers, potential new members and nominees to fill vacancies on the Council.

Section 4. Each committee shall ~~appoint~~ have a Chair appointed by the Council Chair and shall set meeting dates, times and _____ locations.

Section 5. The duties of each committee member shall be implied by the name and function of the committee. Each committee shall report to the full Council.

ARTICLE IX

AMENDMENT OF BYLAWS

Section 1. The bylaws shall not be amended, modified or replaced except by a two-thirds vote of the Council members in an official meeting.

Section 2. Action on amended bylaws may not take place at the meeting in which they are introduced. Action on amended bylaws shall take place a minimum of thirty days after their introduction. The bylaws shall be amended to conform to statutory requirements as required.

Section 3. The Board shall review and approve amendments to the Bylaws.

Section 4. In the event that any portion of the Bylaws are deemed invalid, the remaining portion shall stand.

DRAFT

Communications Strategy Committee Agenda

April 28, 2020

Zoom Virtual Meeting

1. Welcome/Self-Intros Sherry
 - a. Liz Smith
 - b. Deb Gosney
 - c. Beth Deatherage
 - d. Nancy Pool
 - e. Not attending: Lauren Willis, Jordan Miles, Rebecca Carter
2. Purpose of meeting Sherry
 - a. Review Status of Deliverables from LetterPress Contract
 - b. Recommend Actions re: Engagement of Contract Vendor
3. Review Status of Outcomes from LetterPress Sherry
 - a. Outcomes (*qualified concepts in pipeline; goal is 10 by 6/30/2020*)
 - i. Qualified Concepts in Pipeline = 15 (goal was 10)
 - ii. FaceBook followers = 581 (goal was 420)
 - iii. Website visitors = 1288 (66.4% increase from 1st quarter 2019)
4. Discussion Sherry
5. Recommendations to Council Sherry
 - a. Continue to use professional communications firm
 - b. Communications Committee recommends that the Council authorize the Executive Committee to approve extension of contract with LetterPress Communications, subject to staff negotiations. Current contract expires June 30, 2020; extend for at least 1 year and consider longer extension; new R3 manager should have input into contract negotiations; modifications should include reconsideration of following:
 - i. SPDC access to update selected portions of website
 - ii. MailChimp account management transitioned to SPDC
 - iii. Maintenance of stakeholders distribution list transitioned to SPDC

- iv. Email blasts to stakeholders managed by SPDC with guidance by new manager and contract vendor
- v. Consider addition of a “project board” to use as an internal communication platform
- vi. Restructure contract to reflect baseline work and special projects work
- vii. Update the deliverables related to numbers of newsletters, website updates, press releases. Etc.

6. Meeting adjourned.

MARCH 2019-APRIL 2020 LETTERPRESS MARKETING REPORT

ACTIVITIES and OUTCOMES

Done To Date (March 2019 - April 2020)

Social Media

- Social media content drafting and maintenance each month
- 2-5 weekly posts on Facebook and LinkedIn

Writing

- Drafted 3 ambassador emails
- Drafted COVID-19 response

Newsletter

- Sending monthly newsletters since February 2019

PR

- Created 9 press releases
- Shared press releases and media alerts with media

Website

- Monthly web maintenance:
 - » Event calendar updates
 - » News items updates
 - » Video uploads

Database Management

- Created and managed audience segments
- Managed subscribers
- Created guide for database management for GOVA staff

Videography

- Created the following videos for 2019 and 2020 All-Hands Meeting:
 - » 5 All-hands meeting presentation clips
 - » 6 success stories clips
 - » VEDP interview clip
 - » 32 "Why Region 3" interview clips

All-Hands Meetings

- Created registration page on website
- Created press release and media alert and shared with media list
- Created promotional emails and social media posts
- Created hand-outs for events

Collateral

- Created Road Show presentation

Other:

- Support with recruitment materials

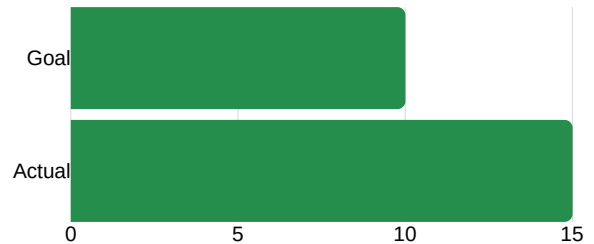
PERFORMANCE OUTCOMES

Partner to provide professional public relations and communications strategy (including stakeholder distribution list management and media planning/placement) as well as maintaining and leveraging the website for the Region 3 Southern Virginia GO Council.

Grant Applications in Pipeline

GOAL: 10 new applicants entering the project pipeline (as identified in SOU Feb 2019)

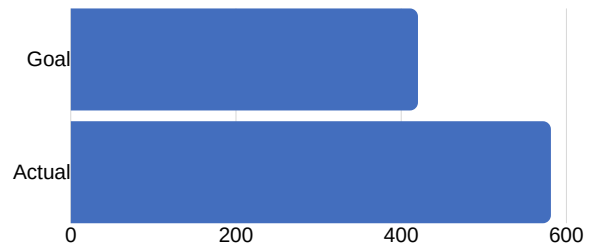
ACTUAL: 15 new projects entering the pipeline



Facebook Followers

GOAL: 100% increase in the number of followers on Region 3 Facebook page (followers as of Feb 2019: 210)

ACTUAL: 176% increase in the number of followers on the Region 3 Facebook page (followers as of April 2020: 581)



OTHER OUTCOMES

Email Newsletter

- 1st place in "digital newsletter" Virginia Professional Communicator Award
- Subscriptions: 518
- Opens: Average open rate - 36.7% (industry average for government-related emails is 16.3%)
- Clicks: Average click rate - 7.18% (industry average for government-related emails is 0.07%)

PR

- 23 media placements (print, digital, and radio)
- Total reach of 494,271

Website

- Overall visitors:
First Quarter 2020: 1288 visitors (66.4% increase from first quarter of 2019)

Event Promotion & Attendance

- 103 registrants for Spring All-Hands Meeting in March 2019
- 123 registrants for Spring All-Hands Meeting February 2020



RECOMMENDATIONS






















How can Letterpress and GO Virginia Region 3 improve their communications plan and process in a tentative new contract?

- Add in quarterly Council Communications Brief to be submitted to Council that lays out the activities planned by the Communications Committee and Letterpress and addresses how Council can participate and/or help move items forward
- Break up new contract into two pieces:
 - 1) Ongoing baseline communications: 25 hours/month covering:
 - social media
 - newsletter
 - website updates
 - one press release per quarter
 - 2) Additional budget for special projects that is pre-approved and new director can decide how to use it (for example, videography, event planning, additional press releases, etc.)
- Stronger communication and collaboration with entire GOVA staff to support Letterpress' activities. We are happy to coordinate so that all communications tasks are optimized to reduce overall cost by utilizing GO Virginia and SPDC staff assistance. This will allow Letterpress to focus on high-impact, speciality projects around strategy, videography, PR and other team members help support activities such as database management, etc.



Status of Approved Region 3 GO-TEC Project – May 2020

Project Name	Grant Category/Award	Project Start/End Dates	Project Milestones
GO-TEC 1 PRODUCTS: Build-out of two middle school career labs: Launch GO-TEC Outreach Campaign; Implement GO-TEC Pathways DELIVERABLES MODIFIED FROM THIS LIST DURING NEGOTIATIONS FOR GO-TEC 2 PROJECT	PC \$648,000 Budget Status:	August 1, 2018 – July 31, 2020	<ul style="list-style-type: none"> Hire GO-TEC Director (Summer 2018) Create RFP for marketing, branding (Summer 2018) Spec & procure Career Lab equipment (Summer 2018) Develop Career Lab curriculums (Summer 2018) Hire Eastern/Western Regional Coordinator (Shifted to GT2B) Hire SVHEC Tech Academy personnel (fall 2018) Hire Career Exploration Trainer (fall 2018) Hire branding firm (fall 2018) Continue Career Connections curriculum development (fall 2018) Website design (Winter 2018; delayed to fall/winter 2019) Complete branding (Winter 2018; delayed to fall/winter 2019) Continue Career Connections curriculum development Train Career Exploration coordinator on equipment (Winter 2018) Launch website (Shifted to GT2A) Develop outreach marketing materials (Spring 2019) Complete Career Connections curriculum (Spring 2019) Train instructors for Career Connections Labs (Summer/Fall 2019) Full implementation of Career Connections Curriculum (Summer/Fall 2019) Completion of outreach marketing materials (Spring 2020)

<p>GO-TEC 2A</p> <p>PRODUCTS:</p> <p>PRODUCTS FOR VALIDATION: •</p> <p>Build-out of 4 Career Connection Labs • 1,000 students enrolled in Career Connections • 10 students enrolled in Mechatronics program • 20 industry certifications awarded in Mechatronics • 70 students enrolled at Career Tech Academy • 100 industry credentials awarded at the CareerTech Academy • 10 teachers trained during the 2019-2020 Career Connections Training Institute</p>	<p>Competitive</p> <p>\$4.9 million (\$1.3 million Phase A; \$3.6 million Phase B)</p> <p></p>	<p>March 12, 2019 – September 20, 2020 FOR PHASE 2A</p> <p>PHASE 2B</p> <p>Contingent upon Completion of Deliverables</p>	<ul style="list-style-type: none"> • 2 Quarter 2019 (April — May): • Full-time positions for GO TEC personnel, including the Program Manager, Training Coordinator and Program Coordinator, advertised.  • 3rd Quarter 2019 (June — September): • AGREEMENT for the PROJECT executed by contractual parties  • MOUs executed between SUBGRANTEE and SUBSUBGRANTEES  • GOTECH Program Manager hired  • Training Coordinator hired  • Program Coordinator hired (shifted to GT2B)  • GO TEC logo and brand developed  • Draft Career Connections promotional materials developed using GO TEC brand and highlighting GOTECH pathways  • 1 FT Mechatronics faculty member and 1 FT Career Tech Academy (herein called “CTA”) instructor hired  • Teachers identified and attend the initial session for the 2019-2020 CC Training Institute  • 75% of Career Connections equipment purchased  • 80% of precision machining equipment purchased  • Mechatronics curriculum updated to reflect prior learning  • GO TEC Board approved and first meeting  • 4th Quarter 2019 (October — December): • 100% of precision machining equipment purchased  • Monthly visits to each CC lab to support teachers and assess curriculum; CC Training Institute session  • Career Connections Curriculum for 6-week (6th grade) and 9-week (6th grade) programs developed and vetted  • GO TEC Board meeting and bylaws approved  • 1st Quarter 2020 (January — March): • Policy development of award credit for industry certifications in Mechatronics  • Policy development and articulation agreement to award college credit to CTA students for work-based practicum 
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Expansion of the
GO TEC marketing
campaign

CONTRACT SIGNED
JULY 2019

- Monthly visits to each CC lab to support teachers and assess curriculum; teacher training
- Printed and digital GO TEC promotional items developed
- GO TEC Board meeting
- **2nd Quarter 2020 (April - May):**
- SUBGRANTEE provides ACTIVITY and OUTCOME report to GRANTEE and DHCD, before application deadline to be considered at next GO Virginia Board meeting.
- PROJECT marketing and outreach activities continue
- GO TEC Board meeting
- **3rd Quarter 2020 (June — July):**
- METRICS: SUBGRANTEE will work with SUBSUBGRANTEES to develop appropriate data-tracking systems to quantify PROJECT outputs and outcomes. The following metrics will be benchmarked, measured and evaluated:
 - % increase in student awareness and interest in GO TEC pathways via pre/post assessments
 - % students enrolling in second year CC program (7th & 8th grade)
 - Increase in # of middle school students participating in GO TEC curriculum
 - Increase in # of students enrolled in relevant dual enrollment programs
 - Increase in # of industry credentials, associated with GO TEC pathways, awarded
 - Increase in # of students enrolled in post-secondary training in GO TEC pathways
 - % SOL pass rate for GO TEC students vs. general enrollment
 - % job placement rates for non-matriculating GO TEC students
 - % of job placements earning higher-than-average wages

PRODUCTS FOR VALIDATION

PHASE ONE

1. Build out of two middle school career labs.

STATUS: COMPLETE. During the 2018-2019 school year, three GO TEC Career Connections labs were created at Chatham Middle School (PCS), Westwood Middle School (DPS), and Bonner Middle School (DPS). Labs were upfitted and equipped and students were enrolled in GO TEC throughout the year.

2. Launch GO TEC Outreach Campaign.

STATUS: ONGOING. The GO TEC logo was designed and feedback was received from multiple stakeholders. The final design was selected and presented to the GO TEC Advisory Board and approved on November 14, 2019. The GO TEC website is currently under development with 434 Marketing contracted to provide that service. There was a 'soft launch' of the website on April 2, 2020 for the GO TEC team to continue to review and update the content and design. The hard launch is scheduled for May 15, 2020. Marketing materials continue to be developed and a plan was created for the various target areas for marketing to highlight GO TEC partners and target groups in industry, higher education, and K-12.

3. Implement GO TEC Pathways.

STATUS: ONGOING. The GO TEC Career Connections curriculum continues to be developed and revised based on feedback from the GO TEC CC teachers. Year One curriculum has been drafted and revised throughout the year with projects regularly developed for the various pathways. Year Two curriculum has been under development with more hands-on activities and projects being developed. The training coordinator has worked closely with GO TEC CC teachers this year to learn more about best practices in the classroom and updating curriculum as needed. The curriculum is shared with the teachers through a shared Google folder and several surveys were sent out throughout the year to gather feedback on each unit. The GO TEC team is working on final revisions to Year One curriculum to ensure alignment with state requirements and plan to submit this curriculum to the DOE for review and feedback in hopes that they will approve the GO TEC curriculum as a stand-alone course to meet the career exploration requirements.

PHASE TWO A

1. Build out of four Career Connection labs.

STATUS: COMPLETE. During the 2019-2020 school year, three GO TEC Career Connections labs were created at Gretna Middle School (PCS), Cumberland Middle School, and Prince Edward Middle School. (The fourth lab was created in Phase One at DPS.) There are a total of six Career Connection Labs. All labs have been upfitted and equipped and students have been enrolled in GO TEC throughout the year.

2. 1,000 students enrolled in Career Connections.

STATUS: COMPLETE. Last enrollment figures received from the participating school divisions reported 1,414 middle school students enrolled in GO TEC Career Connections. Bonner Middle School reported their student enrollment for the first two grading periods (6-week schedule) but no enrollment has been reported for GO TEC since prior to Christmas as their Career Connections teacher left to accept another position. Division and school administration worked to replace the teacher for this program but was not able to find an eligible teacher so late in the school year. They filled the position with a substitute who worked with the students on career exploration activities but did not utilize the GO TEC curriculum or equipment. Therefore, the enrollment numbers for that specific school were NOT included after the teacher left. It is their plan to fill this position during the Summer of 2020 to get the GO TEC Career Connections program back up and running.

3. 10 students enrolled in the Mechatronics program.

STATUS: COMPLETE. SVCC reported 17 students enrolled in Mechatronics beginning in Fall 2019 (9 at CWW / 8 at LCKAC).

4. 20 industry certifications awarded in Mechatronics.

STATUS: Waiting for SVCC to provide information on the status of their certifications.

5. 70 students enrolled at CTA.

STATUS: There were 31 students enrolled in the CTA program at SVHEC during the 2019-2020 school year (17 – IT / 10 Mechatronics / 4 WBL). The enrollment is expected to increase next school year as SVHEC works to define and build upon the WBL program.

6. 100 industry credentials awarded at Career Tech Academy.

STATUS: Waiting for SVHEC to provide information on the status of their certifications.

7. 10 teachers trained during the 2019-2020 Career Connections Training Institute.













STATUS: The training coordinator has provided training (group and individual) to 20 different teachers participating in Phase One, Phase TwoA, and Phase TwoB during the 2019-2020 school year. Participation is tracked on a Google doc and professional development certifications are awarded so teachers can report as recertification hours.

8. Expansion of the GO TEC Marketing Campaign.

STATUS: ONGOING. The GO TEC logo was designed and feedback was received from multiple stakeholders. The final design was selected and presented to the GO TEC Advisory Board and approved on November 14, 2019. The GO TEC website is currently under development with 434 Marketing contracted to provide that service. There was a 'soft launch' of the website on April 2, 2020 for the GO TEC team to continue to review and update the content and design. The hard launch is scheduled for May 15, 2020. Marketing materials continue to be developed and a plan was created for the various target areas for marketing to highlight GO TEC partners and target groups in industry, higher education, and K-12.



Status of Approved Region 3 SOVA Innovation Hub Project – May 2020

Project Name	Grant Category/Award	Project Start/End Dates	Project Milestones
SOVA Innovation Hub PRODUCTS: Program Evaluation and Planning Recommendations, to include analysis by Impact Makers, recommendations from the Advisory Council, input from all workforce partners, businesses/non-profits • Site Plans For SOVA Innovation Hub	ECB \$50,000  Project came in \$20K under GV budget; contract extended to March 2020 to allow for use of unexpended \$20K; applicant requesting funds to be used for market analysis of entrepreneurial space needs	October 2018 – October 2019* <i>*Contract administratively extended to June 2020</i>	<ul style="list-style-type: none"> October 2018: SOVA Innovation Hub Advisory Council is convened via email  October 2018: Mangum Economics begins economic impact analysis  November 2018: Impact Makers is re-engaged to facilitate buy-in/input from council, focus on “career pathways”  October-December 2018 continues developing “career pathways” project concept with Microsoft TechSpark  November 2018: Planning meeting to prepare for advisory council (MBC/Microsoft)  December 2018: SOVA Innovation Hub Advisory Council exploratory meeting #1  December 2018 - January 2019: Convene a separate session to engage all workforce partners (All K-12 Superintendents, SVCC, SVHEC, WIB, CRC if in TechSpark footprint, Longwood)  January 2019: Engage local businesses and non-profits to identify needs and challenges related to digital transformation; this may be in-person meetings or an online survey for wider distribution  December 2018: Magnum Economics delivers economic impact study focused on subsea cables as related to business attraction and job creation  January - February 2019: SOVA Innovation Hub Advisory Council exploratory meeting #2  February 2018: Impact Makers integrates input from advisory council into 

<ul style="list-style-type: none"> • Economic Impact Study construction of and community programming at the SOVA Innovation Hub • Economic Impact Study on sub-sea cables as related to business attraction/job creation programming at the SOVA Innovation Hub 			<p>updated report</p> <ul style="list-style-type: none"> • February 2019: Agreed upon programming concepts are shared with Mangum Economics for inclusion in analysis ● • March 2019: Mangum Economics delivers Economic Impact Study on SOVA Innovation Hub programming ● • March - April 2019: SOVA Innovation Hub Advisory Council meeting #3 to review economic impact study on community program ● • April - May 2019: Project is completed. ●




Status of Approved Region 3 EII Strategy – May 2020

Project Name	Grant Category/Award	Project Start/End Dates	Project Milestones
ENTREPRENEURSHIP AND INNOVATION INVESTMENT STRATEGY PRODUCT: Written comprehensive strategy and framework for a robust entrepreneurial system in Region 3 CONTRACT SIGNED 10/30/19	Per Capita \$100,000 Budget Status <div style="text-align: center;">●</div>	October 10, 2019 – October 9, 2020	<ul style="list-style-type: none"> Monthly project team meetings (September 2019) ● Begin economic gardening training for team (September 2019) ● Begin economic gardening business owner roundtables (3) (September 2019) ● Monthly project team meetings (December 2019) ● Economic gardening business owner roundtables (4) (December 2019) ● Begin mapping entrepreneurship resources (December 2019) ● Begin mapping business database (December 2019) ● Monthly project team meetings (March 2020) ● Develop summary and analyze results of economic gardening findings (March 2020) ● Initial draft of EII strategy format (March 2020) ● Complete mapping of entrepreneurship resources (March 2020) ● Complete mapping of business database (March 2020) ● Final draft of EII report presented to partners and stakeholders for input and review (June 2020) ● Final documents submitted to Region 3 Council (June 2020) ○




Status of Approved Operation Last Mile – May 2020

<i>Project Name</i>	<i>Grant Category/Award</i>	<i>Project Start/End Dates</i>	<i>Project Milestones</i>
OPERATION LAST MILE PRODUCT: TBD CONTRACT IN DEVELOPMENT	ERR-ECB \$75,000 Budget Status 	TBD	<ul style="list-style-type: none"> TBD



Status of Approved Major Clarity IALR – May 2020

<i>Project Name</i>	<i>Grant Category/Award</i>	<i>Project Start/End Dates</i>	<i>Project Milestones</i>
MAJOR CLARITY - IALR PRODUCT: TBD CONTRACT IN DEVELOPMENT	ERR-ECB \$98,000 Budget Status 	TBD	<ul style="list-style-type: none">• TBD

IDEAS FOR CONSIDERATION FOR USE OF REGION 3 GO VIRGINIA FUNDS

March/April/May 2020

	Project	Region/Sub Region	Type	Comments
1	SVHEC Small Biz Crisis Response Team	All	Technical Assistance	Aligns to Idea #13
2 & 2A	Solid Stone Working Capital	West	Loans/Grants	Aligns with Region 1 LOI
3	VTTI Public Relations Support	Central	Assist with positive PR for GCAPS	Aligns to GCAPS application
4	Yak Attack Working Capital	North	Loans	Aligns to Idea #13
5 & 5A	Sunrise Learning Teacher Training	North	Grants	
6	Rising Sun Bread Technical Assistance	West	Tech assistance, loans, grants	Aligns to Idea #13
7	V.A. Benefits equipment	North	Laptops for Vets (equipment)	
8	Unknown	Unknown	Region 3 supply chain development	Aligns to Region 1 LOI and Idea #13
9	Town of Halifax	Central	Real Estate redevelopment	
10	Unknown	All	Business Promotion support – tire maintenance	Aligns to Idea #13
11	Unknown	All	Loans and grants	Aligns to Idea #13
12	Unknown	All	Working Capital	Aligns to Idea #13
13	SVRA/VGA Supply Chain Integration	All	Creating R3 direct professional services supply chains; referral system	Application Received
14	Shabaz Chelley	All	Grants for biz	Aligns to Idea #13

MOTION TO GO INTO CLOSED SESSION

Southern Virginia GO Region Council 3

May 20, 2020


Pursuant to Section 2.2-3712 of the Virginia Freedom of Information Act, I move that the Southern Virginia GO Region 3 Executive Committee convene in closed session to discuss contracts for the Support Organization, the technical contractor, contract vendors for selected services, Weldon Cooper Center personnel, and the Project Pipeline pursuant to the closed meeting exemption at § 2.2-3711.29 of the Code of Virginia (discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body).

At the conclusion of any closed meeting, the public body holding the meeting must immediately reconvene in an open meeting and take a roll call or other recorded vote certifying that to the best of each member's knowledge:

"Having convened and concluded a closed meeting pursuant to Section 2.2-3712 of the Virginia Freedom of Information Act, members of the Southern Virginia GO Region 3 Executive Committee certify the following: 1) Only public business matters lawfully exempted from open meeting requirements under this chapter, and 2) Only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the meeting by the public body."

The vote must be included in the minutes of the open meeting.

FY21 BUDGET

Date:	05/20/20	Region:	GO Virginia Region 3
Agency Name: Department of Housing & Community Development			
Agency Address: 600 East Main Street Suite 300 Richmond, VA 23219			
Budget Period: From: 07/01/20 Through: 06/30/21			
Budget Item			Amount
A Operational Administration:			
Salaries (Fringe if applicable)			80,000
Contract Services			127,500
Marketing, Outreach, and Websites			30,000
Audit			1,500
Legal Expenses			900
Meetings and Workshops			2,500
Supplies & Equipment			2,500
Subtotal			244,900
B Planning Services:			
Technical Assistance			5,100
Subtotal			5,100
TOTAL CAPACITY BUILDING BUDGET			250,000
C Approved Project Administration:			
Technical Assistance			70,669
TOTAL APPROVED PROJECT ADMIN BUDGET			70,669
TOTAL BUDGET			320,669
Narrative: Please provide narrative describing and itemizing all planned activities under each budget category. See attached budget narrative.			

Operational Administration	Amount	Use
Salaries & Indirect (SPDC)	\$ 80,000	Southside PDC - Support Organization & Fiscal Agent
Contract Services	\$127,500	Program Director - Project Pipeline Development & Operational Support - Full-Time Contract Manager - \$10,125 @ 12 months = \$121,500 Contract Support to Program Director = \$6,000
Marketing, Outreach, and Websites (Letterpress Communications)	\$ 30,000	Communications Vendor - Support for project pipeline development, website updates, and marketing
Audit	\$ 1,500	Southside PDC Audit to include GO Virginia activity
Legal Expenses	\$ 900	3 hours @ \$300/hour
Meetings and Workshops	\$ 2,500	Space, logistics, food
Supplies & Equipment	\$ 2,500	Program Support
TOTAL	\$244,900	

Planning Activities	Amount	Use
Technical Assistance	\$ 5,100	Subject Matter Experts, Resources for Council, & Operational Planning
TOTAL	\$ 5,100	

Approved Project Administration	Amount	Use
GO-TEC Phase 1	\$48,000.00	Program Director Project Coaching & Southside PDC Contract Review, Draw Remittance Requests, & Submission of Quarterly/Closeout Reports.
Go-TEC Phase 2A	\$ 6,115.00	Program Director Project Coaching & Southside PDC Contract Review, Draw Remittance Requests, & Submission of Quarterly/Closeout Reports.
GO-TEC Phase 2B	\$16,554.35	Program Director Project Coaching & Southside PDC Contract Review, Draw Remittance Requests, & Submission of Quarterly/Closeout Reports.
TOTAL	\$70,669.35	

FY 21 Capacity-Building Budget Narrative

GO Virginia Region 3

July 1, 2020 – June 30, 2021

The Capacity-Building budget covers activities from July 1, 2020 through June 30, 2021 and assumes a Capacity-Building allocation of \$250,000, excluding any carry-forward that is available from FY 20.

The Region 3 GO Virginia Council worked with its contract staff to develop anticipated work plan elements outlined below that provide the basis for the budget request.

This request does not constrain the Region 3 Council from identifying other activities that may be necessary to fully complete the GO Virginia goals. The council may also revise its categorical allocations at a future date, through a process that has been defined by the State Board.

A. Administration – Total \$244,900

Budget for the Administration category chiefly funds the Support Organization and Fiscal Agent activities and the project pipeline development activities through the Council's Communications vendor. Also included are minor budget allocations for meeting logistics, supplies & equipment, legal and audit expenses.

Salaries –Total \$80,000

The Southside PDC serves as the Region 3 Support Organization and Fiscal Agent under a two-year contract with DHCD for the period beginning July 1, 2019 through June 30, 2021. Additionally, an MOU between the Southside PDC and Go Virginia Region 3 authorizes the PDC to deploy various staff members to support the cost for various administrative services based on varying salary structures within the PDC and including:

- Executive Director
- Finance Director
- Executive Assistant
- Senior Planners
- Contract Personnel

Contract Services – Total \$127,500

The Southside PDC in serving as the Support Organization and Fiscal Agent is responsible for managing ongoing vendor contracts as needed to support the Southside PDC, Program Director, and Region 3 Council.

UVA Weldon Cooper Center-Program Director – In FY 21, the Council is transitioning its Program Director position into a new position housed at the University of Virginia's Weldon Cooper Center with 88% of the time, an average of 35 hours per week, of the Program Director's responsibilities dedicated to GO Virginia Region 3. These responsibilities include – 1) identify and build necessary partnerships to increase the project pipeline; 2) assist the Council with its strategic visioning; 3) identify and leverage additional financial and technical partnerships that can support the objectives of the Region 3 Council; and 4) develop a business plan to sustain the Council's operations.

SPDC Program Director Support Contract – An additional contract will be issued for support services provided to the Program Director

Marketing, Outreach and Websites – Total \$30,000

Under the guidance of the Region 3 Communications Committee, the Council utilizes the professional services of LetterPress Communications to carry out specific marketing strategies intended to result in an increased project pipeline (website, newsletter, public relations, etc.). LetterPress Communications serves under a contract through June 30, 2020 and expected to be extended for another year.

Audit- \$1,500

The cost incurred by the Southside PDC to serve as the GO Virginia Fiscal Agent resulting in additional audit tasks to be performed by the PDC contracted auditor.

Legal Expenses - \$900

The projected cost that may be incurred for any needed legal services.

Meetings & Workshops - \$2,500

The projected cost that may be incurred for GO Virginia Region 3 monthly meetings, two All-Hands meetings, and any workshops that may be scheduled.

Supplies and Equipment – \$2,500

The projected cost that may be incurred for needed supplies and equipment.

B. Planning Services – Total \$5,100

Technical Assistance - \$5,100

The projected cost that may be incurred to provide leadership strategies to the Region 3 Council as well as professional services such as subject matter experts that will assist the Council in achieving full operational stability.

C. Approved Project Administration - Total \$70,669

Technical Assistance - \$70,669

Project administration fees under the category of project monitoring/reporting associated with approved GO Virginia Region 3 projects that is generally calculated as 8% of grant award. Southside PDC staff charges to this category for the review and submission of draw remittance requests and quarterly reports, and the preparation and submission of the final closeout report. The Program Director charges to this category for overall project coaching and mentoring needed by the grant sub-grantees.