

**GO VIRGINIA REGION 3 COUNCIL  
ZOOM MEETING MINUTES  
Wednesday, October 28, 2020**

The GO Virginia Region 3 Council met on Wednesday, October 28, 2020 at 1:00 p.m. utilizing Zoom virtual technology.

**REGULAR BUSINESS**

1. Call to Order and Chairman's Opening Comments

The meeting was called to order at 1:03 p.m. Chair Randy Lail welcomed everyone to the GO Virginia Region 3 Virtual ZOOM Council meeting. Due to the nature of the Declaration of a State of Emergency due to the novel Coronavirus (COVID-19) and 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 is impractical and unsafe to assemble a quorum in a single location. The virtual platform was selected to abide by the restrictions on public gatherings as stated in the Governor's Emergency Declaration and to protect the health of citizens. The required public notice and receipt of public comments was provided as outlined in the requirements of electronic meetings. The agenda items for this meeting are considered essential to the overall operation of GO Virginia Region 3.

2. Roll Call and Confirmation of Quorum

A quorum was present.

A. Region 3 Council Members:

| Members           | Present | Absent | Members               | Present | Absent |
|-------------------|---------|--------|-----------------------|---------|--------|
| W. Scott Burnette | X       |        | Jeff Reed             | X       |        |
| Rebecca Carter    |         | X      | E. Larry Ryder        |         | X      |
| Timothy J. Clark  |         | X      | Roger Scott           | X       |        |
| Angeline Godwin   | X       |        | Karl N. Stauber       | X       |        |
| Amy Griffin       | X       |        | Sherry Swinson        | X       |        |
| Winston Harrell   |         | X      | Denise Taylor-Forrest |         | X      |
| E. Randolph Lail  | X       |        | C. R. "Bob" Timmons   | X       |        |
| Charles H. Majors | X       |        | Lauren Willis         | X       |        |
| James McClain II  | X       |        | Nicole Young          |         | X      |
| John Parkinson    |         | X      |                       |         |        |

**B. Region 3 Staff in Attendance:**

| Name           | Organization                                       |
|----------------|--|
| Bryan David    | Region 3 Program Manager, UVA-Weldon Cooper Center |
| Liz Povar      | The Riverlink Group                                |
| Nancy Pool     | The Riverlink Group                                |
| Deborah Gosney | Region 3 Support Org/Fiscal Agency Representative  |
| Lisa McGee     | Region 3 Support Org/Fiscal Agency Representative  |

**C. Guests in Attendance:**

| Name | Organization |
|------|--------------|
| None |              |

**3. Public Comments**

No written or verbal public comments were received.

**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:

| Name              | Organization(s)  |
|-------------------|--|
| Charles H. Majors | Mid-Atlantic Broadband, Institute for Advanced Learning and Research, Danville Regional Foundation |
| Randolph Lail     | Mid-Atlantic Broadband   |
| Angeline Godwin   | Institute for Advanced Learning and Research, Patrick Henry Community College                      |
| Jeff Reed         | Virginia's Growth Alliance   |

**5. Approval of Minutes**

The minutes of the July 15, 2020 Council meeting were received via email prior to the meeting and included in the meeting packet. **Scott Burnette made a motion that the minutes from the July 15, 2020 Council meeting be approved as presented; the motion was seconded by Jeff Reed and by roll call vote all members voted affirmatively.**

**6. Financial Report**

The Financial Reports, included in the meeting packet for period September 1, 2020 – September 30, 2020 were reviewed. **Scott Burnette made a motion that the Financial Reports for period ending September 30, 2020 be approved as presented; the motion was seconded by Bob Timmons and by roll call vote all members voted affirmatively.**

## OLD BUSINESS

### 7. Approved Projects Update

The GO-TEC Project is on track and partner MOU's are currently being signed and submitted. The virtual grand opening of the Training Lab at the Institute for the Advanced Learning and Research was held a few weeks ago and created quite a bit of interest in the project. The Bridge to Recovery Project is tracking as expected. State staff has requested that this project be highlighted on the next monthly State Support Organization conference call. The MBC Middle Mile Project is pending EDA's review and approval of the recently submitted application. The Major Clarity Platform Project is moving along as expected. GENEDGE, a GO Virginia multi-region project, is tracking as expected; The GENEDGE Advisory Committee has been formed and Linda Green with Southern Virginia Regional Alliance has been selected to serve.

### 8. Project Pipeline

A number of projects have been removed from the Project Pipeline list that are inactive, and the next Project Pipeline Report will not reflect these projects. It is possible that these projects may reappear if activities resume. GO Virginia state staff decided that the Harvest Foundation Project, a childcare initiative for large employers to accommodate worker schedules, was to not be a viable project by DHCD staff because it duplicated other initiatives being funded by the Appalachian Regional Commission. The Site Characterization Project continues to be underdeveloped. The goal is to elevate selected sites in each of GO Virginia Region 3's localities from Tier 2/3 to Tier 4 according to VEDP's site characterization standards. This will allow each locality to have a site actively marketed by VEDP. Other grant funding partners for the project include the Tobacco Commission, Economic Development Administration (EDA), and Appalachian Regional Commission.

## NEW BUSINESS

### 9. Committee Reports

- A. Nominations Committee – Amy Griffin recently retired from the Cumberland County Public School system and is agreeing to continue to serve on the Region 3 Council given her experience as a public school administrator and representing the northern portion of Region 3. The following statements were delivered:
  - a. Dr. Amy Griffin should continue to serve as member of Region 3 Council given her expressed interest to do so and the perspective she brings from her professional career as a public-school superintendent.
  - b. The Region 3 Council remains in compliance with applicable State Code provisions and Virginia Department of Housing and Community Development GO Virginia guidance with Dr. Amy Griffin's continued membership.
  - c. The current Region 3 Council bylaws sufficiently address the Nominations Committee's consideration and the Council's authority regarding replacement of members prior to the end of a member's appointment term; and,
  - d. The Nominations Committee will begin its nominations work in January 2021 for members whose terms end June 2021.

The Executive Committee recommended that Dr. Amy Griffin continue as a member of the Region 3 Council per the Nominations Committee's guidance.

- B. Innovation Committee - Liz Povar presented the updated Implementation Recommendations for the Entrepreneurship Innovation Investment Strategy Report along with the Investment Scorecard that were included in the meeting packet. The Report is recommended for adoption, inclusive of the Regional Entrepreneurship Scorecard, as the foundation and framework for growth of the entrepreneurial ecosystem in Region 3. It was noted that strong entrepreneur ecosystems in rural areas are rare. The Committee strongly recommend that the program be started now rather than later. Moreover, all sub-regions are to be included. The Committee recommended that GO VA Region 3 should pursue an existing partner to develop a multi-year work program that focuses on building and increasing the number of early stage businesses appropriate for Region 3's localities. The proposed next steps were included in the meeting packet to include solicitation for Letters of Interest. **Roger Scott made a motion to approve the adoption of the Study and the Recommendations for Implementation as presented; Bob Timmons seconded the motion and by roll call vote all members voted unanimously.**
- C. Communications Committee -The Communications Committee recommended that the Region 3 website needs to be refreshed. This project will focus on functionality and meeting the goals set forth in the Digital Communications Plan. The Committee is recommending a virtual roadshow in lieu of live "all hands meetings". The roadshow will be developed by LetterPress Communications. One of the focuses of the roadshow will be introducing the new Program Director, reintroducing GO Virginia Region 3, and hopefully ignite project ideas from stakeholders. LetterPress Communications is scheduled to present the scope and budget to be presented to the Executive Committee in November. The Roadshow Presentation will be shared with all council members for review and comment prior to being launched.

#### 10. GO Virginia Region 3 Project Review Process

A recent survey was implemented by Region 3 staff of the eight (8) GO Virginia regions regarding their project review process. Of note, the survey captured the following items:

- Use of closed meetings by a GO Virginia Council and its committees to consider proposed projects prior to making a final decision.
- How GO Virginia Council members are kept informed about projects under development and review; and,
- Any other information or practices from these other GO Virginia regions that may be useful to the project review process.

The Executive Committee and the Project Review Committee collectively reviewed the survey results. After a thorough discussion, the following are recommended modifications to the current project review process:

- Project Review Committee (PRC) meetings will continue in a confidential setting as currently convened [note: the PRC meeting does not require public

notification because only two (2) members of the Region 3 Council attend].

- On a rotating project by project basis, two (2) Region 3 Council members identified by the PRC Chair and Program Director will be provided project application materials for review and these Region 3 Council members may pose questions and provide input to the Program Director about the pending projects for communication to the PRC.
- The Program Director will determine whether all or any part of a project application should be excluded from public review under the Virginia Freedom of Information Act (§ 2.2-3700), e.g., proprietary information, financials, etc.), and treat such documents accordingly.
- All project applications materials will be considered as “public” documents and will be provided to the Region 3 Council in advance of the regular meeting unless such documents contain information which may be treated as confidential under the Virginia of Information Act. The Program Director will use appropriate methods to transmit such confidential documents to the Region 3 Council.
- All projects coming forward from the PRC will be considered by the Region 3 Council in open meeting unless a closed meeting is necessary for any confidential element of the project.
- The Program Director may engage subject matter experts to review and comment on technical or complex applications prior to PRC consideration.
- Presentations by the project applicants/sponsors to the PRC and the Region 3 Council may occur on a case-by-case basis.
- The Program Director will exercise professional judgement and discretion to screen applicants/sponsors and projects for alignment with the Growth and Diversification Plan as well as the mission and purpose of the GO Virginia program.
- The Program Director will exercise professional judgement and discretion to determine whether a given application and/or applicant may begin or continue with the PRC.
- The Program Director will advise applicants/sponsors of the review process in its entirety prior to submitting a project application or other documentation.

**Roger Scott made a motion to adopt the Project Review Process recommendations as presented. Sherry Swinson seconded the motion and by roll call vote all members voted unanimously.**

11. Region 3 Council Policy #5 – 8% Administrative Services Fee

The current policy in place is to charge up to an 8% administrative fee to cover tasks associated with project implementation. The Administrative Services Fee is applied to projects receiving per capita or competitive funding. Application of this policy also recognizes that the percentage applied would have a corresponding impact on the required matching fund amount. All agreed that the policy in place is sufficient.

GO Virginia Region 3 Policy #5-8% Administrative Services Fee reads:

*As is enabled by the funding guidelines for GO Virginia, it is the policy of the Region 3 Council that applicants for Per Capita and Competitive Funding will be required to negotiate an administrative fee not to exceed 8% above and beyond the project budget requirements, to be used by the Region Council Support Organization to offset costs associated with administration of post- approval project support.*

12. Policy for Letters of Support for Non-GO Virginia Projects

There have been several requests for letters of support for non-GO Virginia projects. The Executive Committee has considered this matter at its meetings on August 19<sup>th</sup> and September 16<sup>th</sup>. The Draft Region 3 Council Policy #7 – Project Letters of Support establishes two categories for letters of support as follows:

- GO Virginia interregional projects involving GO Virginia regional or statewide competitive funding
- Non-GO Virginia organizations pursuing projects involving funding from other grant sources.

After discussion, the Council recommended changes to the policy wording as follows:

*It is the policy of the Region 3 Council that all requests for Letters of Support from non-GO Virginia organizations will be referred to Program Director for review and approval. The Program Director may refer a Letter of Support to the Executive Committee for review and approval due to the nature of the project and/or the non-GO Virginia organization. The Program Director and the Executive Committee will be responsive to such requests subject to the time constraints and other commitments. Further, the Program Director and the Executive Committee will take into consideration whether the organization and the project underlying the Letter of Support aligns with the mission and purpose of GO Virginia.*

**Scott Burnette made a motion to adopt the Region 3 Council Policy #7 – Project Letters of Support as modified. Sherry Swinson seconded the motion and by roll call vote all members voted unanimously.**

## **PROGRAM DIRECTOR'S REPORT**

13. GO Virginia State Board Extension of State Board Policy #11

An update was provided on State Board Policy #11 – Per Capita Funds Match. At the September 22<sup>nd</sup> meeting, the Board modified its program match requirements for per capita funds extending those modifications through May 31, 2021. These were

previously set to expire on October 30, 2020. The Program Director also reported that the State Board approved utilizing \$500,000 in per capita funds for Economic Resilience and Recovery projects if the initial \$1,000,000 allocation had been fully expended. It was further noted that Chairman Lail had submitted a letter of support to the state board in support of these recovery initiatives. The letter was submitted and read into the record at the GO Virginia State Board meeting on September 22<sup>nd</sup>.

14. GO Virginia Certification of Regional Councils


The Virginia Department of Housing and Community Development requests that each GO Virginia Council certify annually that its membership complies with requirements of the Code of Virginia and DHCD's guidance. The Certification has been completed and provided to DHCD as required.

15. Resolution of Recognition for Charles H. Majors

At its meeting on September 22<sup>nd</sup>, the GO Virginia State Board adopted resolutions recognizing the contributions made by prior Chairs of GO Virginia Regional Councils. Region 3's Charles Majors was recognized. A copy of the adopted resolution was provided to Council members in the meeting packet.

**OTHER BUSINESS/ADJOURN**

There being no additional business matters to go before the GO Virginia Region 3 Council, the meeting adjourned at 2:51 p.m.

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

DocuSigned by:  
  
Ernest ~~Randy~~ Lail  
Chairman

