



GO Virginia Region 3 Council

Date and Time: August 18, 2021

10:00 am – 12:00 pm

Location: SOVA Innovation Hub

<https://tinyurl.com/37nh99dn>
Dial-In: 1 301 715 8592
Meeting ID: 339 011 5898
Passcode: 202011

Purpose Statement

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

AGENDA

- | | |
|--|----------------|
| I. Call to Order and Chairman's Opening Comments | Randy Lail |
| II. Roll Call and Confirmation of Quorum | Deborah Gosney |
| III. Public Comments | Randy Lail |
| a. Previously Submitted | |
| b. Submitted During Virtual Meeting | |
| IV. Declaration of Conflicts of Interest | Randy Lail |
| V. Approval of Minutes | Randy Lail |
| VI. Financial Report | Deborah Gosney |

Old Business

- | | |
|---|-------------|
| VII. Approved Projects Update | Bryan David |
| VIII. Closed Session (if needed) | Randy Lail |
| a. Project Pipeline | |
| i. Draft Strategy and Roadmap for Growing the Controlled Environmental Agriculture Sector in GO Virginia Region 3 | |
| IX. Action on Closed Session Items (if needed) | Randy Lail |
| a. Motion to Return to Open Session | Tim Clark |
| b. Motion to Certify Closed Session | Tim Clark |

New Business

- | | |
|--|----------------|
| X. Committee Reports | |
| a. Communications Committee - FY2021-2022 Marketing and Communications Services Contract with Letterpress Communications | Sherry Swinson |
| XI. GO Virginia Region 3 Policy for Members Participating Remotely | Bryan David |



AGENDA

(continued)

Program Director's Report

Bryan David

- X. Region 3 Growth and Diversification Plan 2021 Update
- XI. Status of Per Capita Grant Applications Status – Strengthening Southern Virginia's Economy by Expanding the Inventory of Shovel Ready Sites and ExperienceWorks!
- XII. Status of Broadband Mapping Project

Adjourn

MINUTES

GO VIRGINIA REGION 3 EXECUTIVE COMMITTEE MEETING
MEETING MINUTES
Wednesday, June 16, 2021

The GO Virginia Region 3 Council met on Wednesday, June 16, 2021 at 10:00 a.m. utilizing Zoom virtual technology.

REGULAR BUSINESS

1. Call To Order And Chair's Opening Comments

Chair Lail called the meeting to order at 10:03 a.m.

Chair 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 it 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

Chair Lail declared a quorum was present.

A. Region 3 Council Members:

Members	Present	Absent	Members	Present	Absent
Timothy J. Clark	√		Karl N. Stauber	√	
E. Randolph Lail	√		Sherry Swinson		√
Charles H. Majors	√				

B. Region 3 Staff in Attendance:

Name/Organization	Organization
Bryan David – UVA Weldon Cooper Center	Region 3 Program Director
Liz Povar – Riverlink Group	Region 3 Contract Staff
Nancy Pool – Consultant	Region 3 Contract Staff
Deborah Gosney – Southside PDC	Region 3 Support Org/Fiscal Agent
Stephanie Creedle – Southside PDC	Region 3 Support Org/Fiscal Agent

C. Guests in Attendance:

Name	Organization
Brandon Hennessey	Longwood Office of Community & Economic Development

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

5. Approval of Minutes

Chair Lail noted that the minutes of the May 3, 2021 Executive Committee meeting were received via email prior to the meeting and included in the meeting packet. **Charles Majors made a motion that the minutes from the May 3, 2021 Executive Committee meeting be approved as presented; the motion was seconded by Karl Stauber and by roll call vote all members voted affirmatively. (Ayes: Clark, Lail, Majors, Stauber. Nays: None. Abstentions: None.)**

6. Financial Reports

Deborah Gosney reviewed the Financial Reports that were included in the meeting packet for period May 1 – May 31, 2021. **Charles Majors made a motion that the Financial Reports for period ending May 31, 2021 be approved as presented; the motion was seconded by Karl Stauber and by roll call vote all members voted affirmatively. (Ayes: Clark, Lail, Majors, Stauber. Nays: None. Abstentions: None.)**

OLD BUSINESS

7. Approved Projects Update

Bryan David provided updated Project Progress Reports for review prior to the meeting for the following projects:

- Bridge to Recovery
- GO TEC 2B

- Common Platform (Major Clarity)
- Genedge – Retooling Virginia Manufacturing for Strategic Industries
- Mid-Atlantic Broadband Communities Corporation (MBC) – Middle Mile Expansion for Economic Growth
- Virginia Small Business Development Centers
- Entrepreneurship Investment and Innovation Strategy

All projects are tracking as expected.

8. Project Pipeline

Bryan David provided an updated Project Pipeline Report for the Board's review. There are ten projects in the pipeline.

NEW BUSINESS

9. Committee Reports

Communications Committee – Bryan David provided an update on the status of the Letterpress Communications contract from 2020 and noted that it is set to expire on June 30, 2021. He has initiated discussions with Letterpress Communication about the current contract, however, these discussions are not at the point a recommendation is ready to be brought forward for consideration by the Executive Committee. Letterpress Communications has fully and professionally delivered its services under the current contract, and it is not anticipated there would any significant modification to its current terms and conditions. Mr. David noted that he and Sherry Swinson, the Communications Chair, believe these discussions can be concluded during the next several weeks. Accordingly, it is recommended that the current contract be extended until August 31, 2021. A recommended contract extension could then be presented to the Region 3 Council at its meeting on July 21, 2021 or alternatively to the Executive Committee at its meeting on August 18, 2021. **Charles Majors made a motion to approve the extension of the Letterpress Communications contract until August 31, 2021; the motion was seconded by Karl Stauber. By a unanimous vote, the project was approved. (Ayes: Clark, Lail, Majors, Stauber; Nays: None; Abstentions: None)**

10. FY2021-2022 Renewal of Support Services and Memorandum of Understanding with Southside Planning District Commission and Others

Bryan David reminded the Executive Committee that the Southside Planning District Commission serves as the Support Organization and Fiscal Agent for GO Virginia Region 3. The Region 3 Council renews the Memorandum of Understanding (MOU) annually. The FY22 MOU – Addendum #4 was prepared in advance of the meeting for review. Mr. David noted there have been no material changes to the terms and conditions from the previous addendum.

In addition, the Riverlink Group LLC, Elizabeth Povar, Consultant, and Nancy Pool, Consultant, are under contract for provision of administrative staff services to Region 3 Council and its Committees and Program Director, Bryan David. These Administrative Services Agreements expire June 30, 2021. The renewal of Administrative Services Agreements was provided prior to the meeting for review by the Executive Committee. There have been no changes to the terms and conditions from the original Agreements.

Mr. David recommended that the Executive Committee authorize the Chair to sign the FY22 Support Organization Memorandum of Understanding with the Southside Planning District Commission – Addendum #4 and to approve and authorize the renewal of the FY22 Administrative Services Agreements with Riverlink Group, LLC, Elizabeth Povar, Consultant and Nancy Pool, Consultant.

Karl Stauber made a combined motion to authorize the Chair, Randy Lail, to sign the FY22 Support Organization Memorandum of Understanding – Addendum #4 between GO Virginia Region 3 and the Southside Planning District Commission; to renew the Administrative Services Agreement between the Southside Planning District Commission and Riverlink Group, LLC – Elizabeth Povar, Consultant ; and to renew the Administrative Services Agreement between the Southside Planning Commission and Nancy Pool, Consultant. The motion was seconded by Charles Majors and by roll call vote all members voted affirmatively. (Ayes: Clark, Lail, Majors, Stauber; Nays: None; Abstentions: None)

11. Region 3 Growth and Diversification Plan 2021 Update

Bryan David updated the Executive Committee on the status of the Growth and Diversification Plan 2021 Update. He noted that four of the six stakeholder meetings have been held and have been very successful. The update and a timeline for completion of the update were included in the meeting package for review prior to the meeting.

As noted by Liz Povar, the development of the Growth and Diversification Plan 2021 Update is to:

- Understand changes in the economy since 2019
- Understand changes in the labor market
- Understand alignment of sites (Re: target sectors/employment)
- Use the data and stakeholder input to make recommendations for modifications to the G&D Plan for consideration by Council.

Brandon Hennessey, from the Longwood Office of Community & Economic Development, gave an update on empirical data as it relates to the Plan.

12. Per Capita Grant Application Status

The Executive Committee reviewed and approved a Per Capita application for the Southern Virginia Regional Alliance (SVRA) at its meeting on May 3, 2021. Bryan

David explained this was a business ready sites project which would elevate eleven (11) sites in the Virginia Economic Development Partnership's tier ranking system. The GO Virginia Region Per Capita amount requested and approved by the Executive Committee was \$1,534,900. Match included local government investments made for each of the eleven (11) sites along with a companion grant awarded by the Tobacco Region Revitalization Commission. The SVRA application was submitted to the Department of Housing and Community Development's GO Virginia staff on May 7, 2021 for review and presentation to the GO Virginia State Board at its meeting on June 15, 2021 . Mr. David shared that after a series of communications with DHCD staff and the State Board work group during May, we learned on June 7 that the project was being recommended for deferral by State Board until the State Board's next meeting on September 23, 2021. This recommendation would be presented by DHCD GO Virginia staff to the State Board at its June 15 meeting. The basis for the staff's deferral recommendation was to "...allow for additional sites prioritization and budget refinement [by the applicant]". The Board discussed their concerns about the deferment of the application and how best to proceed in the future. A decision was made to schedule a meeting within two weeks with DHCD Staff to voice concerns.

13. Broadband Mapping Project

Bryan David reminded Committee members that the Region 3 Council approved the Broadband Mapping Project at its meeting on April 21, 2021. Since that time, Southside Planning District Commission staff has been proceeding with project development. Bryan David provided a status update on the Broadband Mapping Project and that 911 mapping may be an option.

OTHER BUSINESS/ADJOURN

There being no additional business matters to go before the GO Virginia Region 3 Council, Chair Lail adjourned the meeting at 12:15 p.m.

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

E. Randolph Lail
Chair

FINANCIAL REPORT

FY21 GO VA OPERATING FUNDS

GO Virginia Region 3

Report Period: July 1, 2021 to July 31, 2021

GO VIRGINIA



VIRGINIA INITIATIVE FOR
GROWTH &
OPPORTUNITY
IN EACH REGION

GO VIRGINIA FUNDS

Budget Categories	FY21 Operating Budget	Previously Paid Expenses	DHCD Request Remittance 5	Total Expenses To Date	FY21 Available Funds
Program Operations					
Rent Expense	\$ 5,415.00	\$ 1,353.75	\$ 451.25	1,805.00	\$ 3,610.00
Audit	1,170.00	-	-	-	1,170.00
SPDC UVA MOU	101,200.00	50,599.98	-	50,599.98	50,600.02
SPDC Contract Staff - Nancy Pool	7,200.00	4,200.00	525.00	4,725.00	2,475.00
SPDC Contract Staff - Riverlink	9,000.00	3,371.25	-	3,371.25	5,628.75
Marketing - Letterpress	31,900.00	15,685.00	-	15,685.00	16,215.00
Meetings and Facilitation	1,500.00	-	65.25	65.25	1,434.75
SPDC Staff Salaries	80,000.00	18,665.36	4,995.22	23,660.58	56,339.42
Supplies	500.00	-	-	-	500.00
Total Program Operations	237,885.00	93,875.34	6,036.72	99,912.06	137,972.94
Planning					
Technical Assistance	12,115.00	7,825.00	-	7,825.00	4,290.00
Total Planning	12,115.00	7,825.00	-	7,825.00	4,290.00
TOTAL	\$ 250,000.00	\$ 101,700.34	\$ 6,036.72	\$ 107,737.06	\$ 142,262.94

**The Checking Account is
is comprised of:**

\$47,039.72	Local Funds - Unexpended (Martinsville/Henry County)
257.99	Interest
\$47,297.71	
(6,036.72)	(Checks to be Submitted - Remittance 5)
\$41,260.99	Current Checkbook Balance

Checks to be Submitted in Remittance 5

9807 - SPDC - June 2021 Salaries	\$ 4,995.22
9808 - SOVA Innovation Hub - Rent - July 2021	\$ 451.25
9809 - Nancy Pool - May Hours	\$ 525.00
9810 - SPDC - June 16, 2021 Meeting Copies	\$ 65.25
Total - To be Submitted in Remittance 5	\$ 6,036.72

GO VIRGINIA REGION 3
PROFIT & LOSS - FY21
JULY 1, 2021 THROUGH JULY 31, 2021

	<u>LOCAL FUNDS</u>	<u>STATE FUNDS</u>	<u>TOTAL</u>
INCOME			
Local Money - Martinsville/HC	\$ 47,039.72	\$ -	\$ 47,039.72
State Money - DHCD	-	250,000.00	250,000.00
TOTAL INCOME	47,039.72	250,000.00	297,039.72
EXPENSE			
Program Operations			
Meetings and Facilitation	-	65.25	65.25
Marketing - Letterpress	-	15,685.00	15,685.00
Rent Expense	-	1,805.00	1,805.00
Supplies	-	-	-
Audit	-	-	-
Salaries - SPDC	-	23,660.58	23,660.58
Contract Services	-	58,696.23	58,696.23
Total Program Operations	-	99,912.06	99,912.06
Planning			
Technical Assistance	-	7,825.00	7,825.00
Total Planning	-	7,825.00	7,825.00
TOTAL EXPENSE	-	107,737.06	107,737.06
NET ORDINARY INCOME	47,039.72	142,262.94	189,302.66
Other Income			
Interest	257.99	-	257.99
Total Other Income	257.99	-	257.99
NET INCOME	\$ 47,297.71	\$ 142,262.94	\$ 189,560.65

** Income is Accrual/Expenses are Cash.*

GO-TEC 2A

GO Virginia Region 3

Report Period: July 1, 2021 to July 31, 2021

GO VIRGINIA



VIRGINIA INITIATIVE FOR
GROWTH & OPPORTUNITY
IN EACH REGION

GO VIRGINIA FUNDS

Budget Categories from CAMS	GO VA Budget	Previously Paid	Drawdown (No Activity)	Total Paid After Remittance	Available Funds
Project Monitoring/Reporting	\$ 6,115.00	\$ 1,450.92	\$ -	\$ 1,450.92	\$ 4,664.08
Equipment	\$ 835,776.00	\$ 835,775.01	\$ -	\$ 835,775.01	\$ 0.99
Salaries	\$ 292,875.00	\$ 292,875.00	\$ -	\$ 292,875.00	\$ -
Travel and Miscellaneous	\$ 94,300.00	\$ 94,199.50	\$ -	\$ 94,199.50	\$ 100.50
Administration	\$ 91,721.00	\$ 91,369.10	\$ -	\$ 91,369.10	\$ 351.90
Totals	\$ 1,320,787.00	\$ 1,315,669.53	\$ -	\$ 1,315,669.53	\$ 5,117.47

MATCHING FUNDS

Budget Categories from CAMS	Committed Required Match **	Previous Required Match	Current Required Match	Cumulative Required Match To Date	Additional Match	Total Project Match *	Match Balance
Totals	\$ 1,937,646.25	\$ 1,937,646.25	\$ -	\$ 1,937,646.25	\$ 236,324.97	\$ 2,173,971.22	\$ -

* The total project match of \$1,033,749.22 includes the \$224,308.99 that was carried forward from Phase 1.

* A Budget Revision submitted on 10/23/2020 increased the match budget from \$1,432,497 to \$1,937,646.25

GOVA Grant Agreement Term = March 12, 2019 - ~~September 11, 2020~~ March 30, 2021

Status: Project was complete by March 30, 2021. Grantees have 90 days after project completion to submit close-out reports. Close-out Reports were submitted to the SPDC on July 1, 2021. The Fiscal Close-Out report was submitted to DHCD on 7/16/2021. The Performance Close-Out Report will be submitted in August.

GO-TEC 2B

GO Virginia Region 3

Report Period: July 1, 2021 to July 31, 2021

GO VIRGINIA



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

GO VIRGINIA FUNDS

Budget Categories from CAMS	GO VA Budget	Previously Paid	Drawdown (No Activity)	Total Paid After Remittance	Available Funds
Project Monitoring/Reporting	\$ 16,554.36	\$ -	\$ -	\$ -	\$ 16,554.36
Administration	\$ 248,315.35	\$ 88,059.97	\$ -	\$ 88,059.97	\$ 160,255.38
Equipment	\$ 2,430,751.29	\$ 952,154.49	\$ -	\$ 952,154.49	\$ 1,478,596.80
Salaries	\$ 791,120.00	\$ 211,639.41	\$ -	\$ 211,639.41	\$ 579,480.59
Travel	\$ 89,000.00	\$ 10,338.89	\$ -	\$ 10,338.89	\$ 78,661.11
Totals	\$ 3,575,741.00	\$ 1,262,192.76	\$ -	\$ 1,262,192.76	\$ 2,313,548.24

MATCHING FUNDS

Budget Categories from CAMS	Committed Required Match *	Previous Required Match	Current Required Match	Cumulative Required Match To Date	Additional Match	Total Project Match	Match Balance
Totals	\$ 2,625,918.79	\$ 1,489,648.58	\$ -	\$ 1,489,648.58	\$ -	\$ 1,489,648.58	\$ 1,136,270.21

* IALR received a match waiver on GO-TEC 2B. They do not have to meet the 1:1 match. They are also receiving credit for being over-matched on 2A. With both phases combined, they are still not meeting an overall 1:1 match, but the reduced match was approved by DHCD on 6/23/2020.

GOVA Grant Agreement Term = June 23, 2020 - June 22, 2022

Status: Drawdown #4 was submitted 8/5/2021

IALR COMMON PLATFORM

GO Virginia Region 3

Report Period: July 1, 2021 to July 31, 2021

GO VIRGINIA



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

GO VIRGINIA FUNDS

Budget Categories from CAMS	GO VA Budget	Previously Paid	Drawdown (No Activity)	Total Paid After Remittance	Available Funds
Administration	\$ 3,225.73	\$ 2,686.06	\$ -	\$ 2,686.06	\$ 539.67
Fringe Benefits	\$ 4,988.00	\$ 3,141.05	\$ -	\$ 3,141.05	\$ 1,846.95
Meetings and Facilitation	\$ 6,861.27	\$ 105.00	\$ -	\$ 105.00	\$ 6,756.27
Salaries	\$ 15,500.00	\$ 11,625.00	\$ -	\$ 11,625.00	\$ 3,875.00
Software	\$ 58,260.00	\$ 38,850.00	\$ -	\$ 38,850.00	\$ 19,410.00
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 1,305.00	\$ -	\$ -	\$ -	\$ 1,305.00
Totals	\$ 90,140.00	\$ 56,407.11	\$ -	\$ 56,407.11	\$ 33,732.89

MATCHING FUNDS

Budget Categories from CAMS	Committed Required Match	Previous Required Match	Current Required Match	Cumulative Required Match To Date	Additional Match	Total Project Match	Match Balance
Totals	\$ 122,808.00	\$ 68,885.12	\$ -	\$ 68,885.12	\$ -	\$ 68,885.12	\$ 53,922.88

GOVA Grant Agreement Term = June 1, 2020 - August 31, 2021

Status: Drawdown #3 was submitted on August 4, 2021. IALR submitted an extension on August 6, 2021 to extend the grant agreement to September 30, 2021.

Budget Revision #4 was also submitted August 6, 2021.

REGION 3 BRIDGE TO RECOVERY

GO Virginia Region 3

Report Period: JULY 1, 2021 THROUGH JULY 31, 2021



GO VIRGINIA FUNDS

Budget Categories from CAMS	GO VA Budget	Previously Paid	Drawdown 1	Total Paid After Remittance	Available Funds
Project Monitoring/Reporting	\$ 25,000.00	\$ -	\$ 2,252.04	\$ 2,252.04	\$ 22,747.96
Administration	\$ 160,000.00	\$ -	\$ 8,565.20	\$ 8,565.20	\$ 151,434.80
Construction	\$ -	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ 400,000.00	\$ -	\$ 1,743.00	\$ 1,743.00	\$ 398,257.00
Fringe Benefits	\$ 10,313.00	\$ -	\$ 9,264.20	\$ 9,264.20	\$ 1,048.80
Salaries	\$ 34,375.00	\$ -	\$ 12,339.03	\$ 12,339.03	\$ 22,035.97
Other: Collaborative Support	\$ 69,957.00	\$ -	\$ 12,500.00	\$ 12,500.00	\$ 57,457.00
Other: Subscriptions	\$ 61,683.00	\$ -	\$ 17,141.03	\$ 17,141.03	\$ 44,541.97
Other: Website Updates	\$ 8,000.00	\$ -	\$ 1,125.00	\$ 1,125.00	\$ 6,875.00
Other: Training and Marketing Program	\$ 5,672.00	\$ -	\$ -	\$ -	\$ 5,672.00
Other: E-Commerce Assistance	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 100,000.00
Other: Marketing	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00
Other: Finance Costs for Cash Flows	\$ -	\$ -	\$ -	\$ -	\$ -
Other: Upgrade Costs for Shop Local	\$ -	\$ -	\$ -	\$ -	\$ -
Other: PPE Tool Kits	\$ -	\$ -	\$ -	\$ -	\$ -
Other: Meeting Expense (Sites/Virtual)	\$ -	\$ -	\$ -	\$ -	\$ -
Other: Finance and Procurement Admin	\$ -	\$ -	\$ -	\$ -	\$ -
Other: Business Services Match Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 925,000.00	\$ -	\$ 64,929.50	\$ 64,929.50	\$ 860,070.50

MATCHING FUNDS

Budget Categories from CAMS	Committed Required Match	Previous Required Match	Current Required Match	Cumulative Required Match To Date	Additional Match	Total Project Match	Match Balance
Totals	\$ 1,211,500.00	\$ -	\$ 115,440.80	\$ 115,440.80	\$ -	\$ 115,440.80	\$ 1,096,059.20

GOVA Grant Agreement Term = July 1, 2020 - June 30, 2022.

Status: Drawdown #1 submitted in CAMS on July 12, 2021.

MBC Middle Mile Project

GO Virginia Region 3

Report Period: July 1, 2021 to July 31, 2021

GO VIRGINIA



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

GO VIRGINIA FUNDS

Budget Categories from CAMS	GO VA Budget	Previously Paid	Drawdown (No Activity)	Total Paid After Remittance	Available Funds
Planning/Assessment	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 100,000.00
Totals	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 100,000.00

MATCHING FUNDS

Budget Categories from CAMS	Committed Required Match	Previous Required Match	Current Required Match	Cumulative Required Match To Date	Additional Match	Total Project Match	Match Balance
Totals	\$ 900,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900,000.00

GOVA Grant Agreement Term = October 1, 2020 - December 31, 2021

EDA Grant Agreement Term = March 24, 2021 - September 23, 2022

Status: MBC advertised the RFP for Engineering and Environmental Services on July 19, 2021. Proposals are due August 27, 2021.

MBC will not start drawing down funds until design is underway.

Entrepreneurship and Innovation Implementation (R3EII) Project

GO Virginia Region 3

Report Period: JULY 1, 2021 THROUGH JULY 31, 2021

GO VIRGINIA



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

GO VIRGINIA FUNDS

Budget Categories from CAMS	GO VA Budget	Previously Paid	Drawdown (No Activity)	Total Paid After Remittance	Available Funds
Entrepreneurship training	\$ 110,000.00	\$ -	\$ -	\$ -	\$ 110,000.00
Youth entrepreneurship program	\$ 75,000.00	\$ -	\$ -	\$ -	\$ 75,000.00
Program branding/marketing	\$ 115,000.00	\$ -	\$ -	\$ -	\$ 115,000.00
Regional scorecard implementation	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00
Farmville innovation space planning	\$ 40,000.00	\$ -	\$ -	\$ -	\$ 40,000.00
Out-of-region consultants	\$ 80,000.00	\$ -	\$ -	\$ -	\$ 80,000.00
Administrative Fee - R3 Support Org (SPDC)	\$ 24,000.00	\$ -	\$ -	\$ -	\$ 24,000.00
Totals	\$ 449,000.00	\$ -	\$ -	\$ -	\$ 449,000.00

MATCHING FUNDS

Budget Categories from CAMS	Committed Required Match *	Previous Required Match	Current Required Match	Cumulative Required Match To Date	Additional Match	Total Project Match	Match Balance
Totals	\$ 280,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 280,000.00

GOVA Grant Agreement Term = April 1, 2021 - March 31, 2023

Status: Project awarded on April 1, 2021.

OLD BUSINESS

Approved Projects Update



DATE: August 12, 2021

TO: GO Virginia Region 3 Executive Committee

FROM: R. Bryan David, Program Director

A handwritten signature in blue ink, appearing to be 'RBD', is placed over the name 'R. Bryan David'.

RE: Approved Projects Update

For your review, updated progress reports for the following approved projects will be provided under separate cover:

- Bridge to Recovery
- GO TEC
- Common Platform (Major Clarity)
- Genedge_Retooling Virginia Manufacturing for Strategic Industries
- Mid-Atlantic Broadband Communities Corporation (MBC) - Middle Mile Expansion for Economic Growth
- Virginia Small Business Development Centers
- Entrepreneurship Investment and Innovation Strategy

RECOMMENDATION:

For the Region 3 Executive Committee's information.

Attachments

- None.

Draft Strategy and Roadmap for Growing the Controlled Environmental Agriculture Sector



DATE: August 12, 2021

TO: GO Virginia Region 3 Executive Committee

FROM: R. Bryan David, Program Director

A handwritten signature in blue ink, appearing to read 'RBD', is placed next to the 'FROM' line.

RE: Draft Strategy and Roadmap for Growing the Controlled Environmental Agriculture Sector in GO Virginia Region 3

Since last December, I have been coordinating the development of an *Enhanced Capacity Building* planning application as referenced above with Dr. Scott Lowman, Director of Applied Research, at the Institute for Advanced Engineering and Research. This project is considered a *business sector cluster scale-up* which is identified as a State GO Virginia priority area for investment.

The Institute for Advanced Learning and Research (ILAR), in partnership with Virginia Tech's Center for Economic and Community Engagement and School of Plant and Environmental Sciences, will develop a strategy and roadmap for supporting business growth and workforce development of Controlled Environmental Agriculture (CEA) in Region 3. This initiative is being undertaken because of the ILAR's recently opened *Controlled Environment Agriculture Innovation Center* (<https://www.ialr.org/controlled-environment-agriculture-innovation-center/>) and the successful recruitment of Aerofarms (<https://www.aerofarms.com/>) to the Danville-Pittsylvania Regional Industrial Facility Authority's Cane Creek Center.

Goals for the project include:

- gaining a better understanding of this emerging business sector from an economic development perspective;
- how Region 3's local and subregional economic development programs and professionals may develop strategies for the recruitment of large-scale CAE business investment as well as promote small-scale CAE investment among existing agriculture producers and entrepreneurs;
- identify how the ILAR's Controlled Environment Agriculture Innovation Center could give a competitive economic development advantage to Region 3 subregions and localities in this growing business sector;
- identify potential Region 3 projects which may be pursued for the growth and expansion of CAE business investment; and,
- to actively engage each of Region 3 localities (chief appointed officials and local economic development representatives) in a region-wide economic development target-market and strategy development process.

My purpose of bringing this project to the Executive Committee's attention now is two-fold. First, in order to provide a more detailed update than what has been periodically provided in the Project Pipeline Report. Second, to prepare the Executive Committee for further consideration of the project at its September meeting after the Project Review Committee has rendered its recommendation in the coming weeks.



GO Virginia Region 3
Executive Committee
August 12, 2021
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It should be noted that CEA aligns with the 2019 Region 3 Growth and Diversification Plan in the area of *High Value Natural Resource Products* (agriculture-based value-added production) and *Innovation and Entrepreneurship*. The 2021 update of the Growth and Diversification Plan will likely identify this emerging business sector as a priority.

The draft narrative for the project and supporting information will be sent to the Executive Committee under separate cover.

RECOMMENDATION:

For the Region 3 Executive Committee's information. No action necessary.

Attachments

- None

Project Pipeline



DATE: August 12, 2021

TO: GO Virginia Region 3 Executive Committee

FROM: R. Bryan David, Program Director

A handwritten signature in blue ink, appearing to be 'RBD', is placed over the 'FROM' line.

RE: Project Pipeline Report

The updated Project Pipeline Report will be provided under separate cover prior the Executive Committee meeting on August 18.

RECOMMENDATION:

For the Region 3 Executive Committee's information.

Attachments

- None.

NEW BUSINESS

Committee Reports

Communications Committee



DATE: August 12, 2021

TO: GO Virginia Region 3 Executive Committee

FROM: Sherry Swinson, Chair, Communications Committee
R. Bryan David, Program Director

RE: Communications Committee - FY2021-2022 Marketing and Communications
Services Contract with Letterpress Communications

At its meeting on June 16th, the Executive Committee approved a contract extension for marketing and communications services by Letterpress Communications from July 1, 2021 to August 31, 2021. This action was taken to give time to prepare a renewal of the service Letterpress Communication's principal for consideration by the Executive Committee at its meeting on August 18th.

The contract has been updated for the term September 1, 2021, to August 31, 2022. The services provided and performance metrics have been updated to better reflect the marketing and communications work done by Letterpress Communications during this past year. The annual cost of the services provided and the rate for special projects remains unchanged from the contract currently in effect, and are in line with the Region 3 Council's adopted annual budget.

This status of the contract extension and the renewal was communicated to the Region 3 Council at its meeting on July 21.

The Communications Chair and I will be prepared to represent this matter at the Executive Committee's meeting on August 18.

Attached is copy of the proposed contract for your review.

Recommendation:

Approve the proposed contract with Letterpress Communications for marketing and communications services for GO Virginia Region 3 effective from September 1, 2021 to August 31, 2022.

Attachment

- Vendor Contract Extension – Marketing & Communications (8.18.21)

VENDOR CONTRACT EXTENSION - MARKETING & COMMUNICATIONS

DATE: 8.18.2021

VENDOR: LetterPress Communications

CONTRACT EXTENSION OVERVIEW:

The Southside Planning District Commission (SPDC) is the designated Support Organization and Fiscal Agent for the Region 3 Council for GO Virginia. As such it entered into a contract with Letterpress Communications on May 1, 2018 for the purposes of developing and implementing a communication strategy for the Council. The contract was extended on March 1, 2019 and February 1, 2020. On August 18, 2021, the Region 3 Executive Committee authorized an extension of the current contract to continue the services of Letterpress Communications:

SCOPE OF WORK:

- I. The primary objective of this engagement is to utilize the communications strategy leadership of Letterpress Communications to effectively engage and leverage Council members and committee members that extends the reach of the Region 3 Council's mission and message.
- II. The services provided by Letterpress Communications consists of the following:
 - a. Core services at twenty-five (25) hours of staff support per month to include the following tasks:
 - i. Develop content for the Region 3 newsletter (monthly);
 - ii. Develop success stories / blog posts for new website (monthly);
 - iii. Develop and post content for Facebook and LinkedIn (weekly);
 - iv. Maintain and update the Region 3 website as needed;
 - v. Maintain and update targeted media lists (local, state, national); and,
 - vi. Develop press release content and distribute (quarterly).
 - b. Special projects services will include the following:
 - i. Supporting development and promotion of 2022 All Hands Meeting, as well as content development for dissemination post event;
 - ii. Provide marketing support for Region 3 Council events such as All-Hands meetings; and,
 - iii. In addition to the quarterly press releases, develop special press release content and distribute as needed.

CONTRACT TERM:

The term of this contract will be from September 1, 2021 through August 31, 2022.

PERFORMANCE OUTCOMES:

The *Performance Outcomes* to be accomplished during the term of the contract based on the core services and special project services:

- a. Increase Facebook and LinkedIn followers by fifty percent (50%);
- b. Increase engagement on social media by twenty-five percent (25%);
- c. Maintain or increase newsletter engagement at thirty-five percent (35%) open rate and six percent (6%) click-through rate;
- d. Increase traffic on new website year-to-year by ten percent (10%) for first complete quarter after website launch date; and,
- e. Maintain at least ten (10) to twenty (20) media placements throughout the contract year.

OTHER MATTERS:

- I. The primary *Point of Contact* for Letterpress Communications from Region 3 will be the Program Director unless otherwise noted.
- II. Letterpress will meet with the Region 3 Communications and other stakeholders for guidance and input regarding the core services and special projects as needed.
- III. Letterpress Communications will represent the Region 3 Council respectfully and professionally and will not make policy or financial commitments on behalf of the Region 3 Council.
- IV. Additional services and expenses not included in this contract are subject to the approval by the Region 3 Council prior to initiating such services or incurring such costs.
- V. This contract is subject to continuing appropriations provided to the GO Virginia Region 3 Council from the Commonwealth of Virginia and the Virginia Department of Housing and Community Development.

SERVICE FEES AND TERMS:

- I. Core services during the term of this contract are twenty-five (25) hours per month for a retainer fee of \$2,500.00 paid monthly for a total of 300 hours and \$30,000.
- II. Special projects services are provided at a fee of \$100.00 per hour and is funded through the annual budget established by the GO Virginia Region 3 Council.
- III. Annual hosting and maintenance registration fee for GO Virginia Region 3 Council website (FY2021-2022 estimate is \$1,900.00).

SOUTHSIDE PLANNING DISTRICT COMMISSION

LETTERPRESS COMMUNICATIONS

BY: _____

Deborah Gosney, Executive Director

BY: _____

Ilsa Loeser, Principal

DATE: _____


DATE: _____

GO Virginia Region 3 Policy for Members Participating Remotely



DATE: August 11, 2021

TO: GO Virginia Region 3 Executive Committee

FROM: R. Bryan David, Program Director 

RE: GO Virginia Region 3 Policy for Members Participating Remotely

As the Executive Committee is aware, the meeting accommodations under the Governor's recent public health emergency declaration permitted the Region 3 Council as a public body to conduct "virtual" meetings instead of regular in-person meetings. The declaration was lifted on July 1, and consequently the Region 3 Council is subject to the prior open and virtual meeting requirements of the Code of Virginia (§2.2-3707 et seq_Virginia Freedom of Information Act).

The transition back to in-person meetings brings forward the matter of Region 3 Council members participating remotely as provided in §2.2-3708.2 (Meetings held through electronic communication means). The Region 3 Council's current bylaw reference in Article IV-Section 3 that "Virtual meetings and meetings including participation by telephone and/or video conferencing may be held in accordance with the requirements of Virginia law."

Basically, the State code provisions for electronic communication or virtual meetings has several primary requirements to be met by Council members in order to participate phone or virtually:

- i. A Council member is to notify the Chair that they are unable to attend in person on or before the day of the meeting.
- ii. A Council member provides information that they are unable to attend because of a temporary or permanent disability or medical condition or a family member's medical condition requires the Council member to provide care to that family member.
- iii. A Council member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter and that such council member is limited to two (2) meetings during a calendar year.
- iv. A Council member is unable to attend and notifies the Chair on the day of the meeting that their residence is more the sixty (60) miles for meeting location.

There are a number of other requirements on the manner of how the Council member or members participates from remote locations once the foregoing requirements are satisfied.

The issue of continuing remote participation GO Virginia Regional Council members has been the subject of recent Support Organization calls convened by the Department of Housing and Community Development GO Virginia staff. The discussion has centered on other GO Virginia Regional Council's recent experiences of challenges with convening a quorum of in-person members over those who attend virtually utilizing the hybrid meeting format.



GO Virginia Region 3
Executive Committee
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Since the Region 3 Council by-laws do make virtual meeting attendance possible for Council members to participate subject to the Code of Virginia requirements, it may be advisable to develop a Council policy that sets forth the requirements and expectations for members to remotely attend a council or committee meeting. It is my understanding other GO Virginia Region Councils are developing policies when no similar policy exists.

GO Virginia Region 6 (Fredericksburg/Northern Neck/Middle Peninsula) has in place a policy and process for members to follow in order to participate remotely. Attached is information from Region 6 showing the policy as applied during its meeting July 26.

Another matter to be considered the General Assembly at its recent Special Session amended electronic meeting requirements were amended to allow "...any executive advisory board or council..." to conduct an electronic meeting solely to receive presentations, updates, public comments, or other forms of information gathering absent a physical quorum. However, an in-person quorum is required for formal action requiring a vote of the council. The Department of Housing and Community Development GO Virginia staff should be providing guidance in the near future regarding how this language does or does not affect each of the regional councils.

If the Executive Committee is interested in preparing a policy and process, these could be drafted and presented at the Committee's meeting on September 15. Lisa McGee with the Southside Planning District Commission is assigned the clerk responsibilities for administration of the Region 3 Council membership and meetings. She will be integral to the development of the policy and process and is aware of her role in this regard.

In addition to the Region 6 information other supplementary information is provided for the Executive Committee's reference. I will be prepared to further represent this matter at the August 18 meeting.

Recommendation:

Per Executive Committee discussion.

Attachments:

- GO Virginia Region 3 Amended By-Laws (7.2020)
- GO Virginia State Board Policy #2 (10.18.2018)
- GO Virginia Region 6_Members Participating Remotely Policy
- Code of Virginia §2.2-3708.2 (Meeting held through electronic communication means)
- Richmond Times-Dispatch_Electronic Meeting Article (8.5.21)

AMENDED BYLAWS

GO Virginia Region 3

ARTICLE I

PURPOSE

The GO Virginia Region 3 Council (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. 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 4. The Council will consist of 19 members.
- Section 5. 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 6. Council members should have knowledge of workforce and economic development.
- Section 7. 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 8. 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 Board.
- Section 9. Council members shall not serve more than (2) consecutive four-year terms.
- Section 10. Any term of two (2) years or less shall not count as a full term.
- Section 11. The time served by initial Council members before July 1, 2017 will not count against the limit of two consecutive terms.
- Section 12. 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 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 meetings 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 such location as indicated in the public notice.
- Section 5. Attendance 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 Council members and officers, receiving reports of officers and committees, and for any other business that may arise. The terms of the newly elected Council members and officers shall commence on July 1 following the Annual Meeting.
- Section 7. Special meetings of the Board shall be called by the Chair or the Vice-Chair or by a majority of the members of the 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 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, 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 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 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.

This Bylaws Amendment was approved at the Council meeting held July 15, 2020.



Board Policy #2

TITLE: Electronic Participation in Virginia Growth and Opportunity Board Meetings

EFFECTIVE DATE: 10/09/2018

AUTHORITY: § 2.2-3708.2 of the Code of Virginia

POLICY STATEMENT: It is the policy of the Virginia Growth and Opportunity Board that individual Board members may participate in meetings of the Board by electronic communication means as permitted by Virginia Code § 2.2-3708.2. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

Before the day of a meeting, a member of the Board shall notify the Chair of the Board that:

- a. Such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance; or
- b. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this subdivision is limited each calendar year to two meetings.

If participation by a member through electronic communication means is approved, the minutes will record the remote location from which the member participated; however, the remote location need not be open to the public. However, if three or more members are gathered at the same remote location, then such remote location shall be open to the public.

If participation is approved pursuant to subdivision a, the minutes will also include the fact that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition that prevented the member's physical attendance. If participation is approved pursuant to subdivision b, the minutes will also include the specific nature of the personal matter cited by the member. If a member's participation from a remote location pursuant to subdivision b is disapproved because such participation would violate the policy adopted by the Board, such disapproval shall be recorded in the minutes with specificity.

Whenever an individual member is to participate from a remote location that is open to the public, the following conditions must be met:

1. A quorum of the Board must be physically assembled at the primary or central meeting location.



2. Notice of the central and remote location(s) must be given three working days in advance of the meeting, to include a telephone number that may be used to notify the primary or central meeting location of any interruption in the telephonic or video broadcast of the meeting.
3. There must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. All persons attending the meeting in the remote location shall be afforded the same opportunity to address the public body as persons attending the primary or central location. Any interruption in the telephonic or video broadcast of the meeting shall result in the suspension of action at the meeting until repairs are made and public access restored.
4. All materials that will be distributed to members of the public body shall be made available to all remote locations at the time of the meeting.
5. Any vote taken shall be recorded by name in roll-call fashion and included in the minutes.

In the event a board member participates electronically, the Board shall hold at least one meeting annually where members in attendance at the meeting are physically assembled at one location and where no members participate by electronic communication means.

Automatic approval; vote required if challenged

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location is challenged, then the Board shall vote whether to allow such participation and the results of such vote shall be recorded in the minutes with specificity.

APPROVAL AND REVIEW: This Board policy was reviewed and approved on October 9, 2018.

SUPERSESSION: This Board policy replaces Board Policy #2 effective June 13, 2017.

DHCD DIRECTOR: Erik Johnston



Members Participating Remotely

DATE: 07/26/2021

Pursuant to Code of Virginia, Title 2.2. Administration of Government, Chapter 37. Virginia Freedom of Information Act 2.2-3708.2. Meetings held through electronic communication means the following provisions apply to all public bodies:

1. Subject to the requirements of subsection C, all public bodies may conduct any meeting wherein the public business is discussed or transacted through electronic communication means if, on or before the day of a meeting, a member of the public body holding the meeting notifies the chair of the public body that:

a. Such member is unable to attend the meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance or (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; or

b. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this subdivision b is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

B. The following provisions apply to regional public bodies:

1. Subject to the requirements in subsection C, regional public bodies may also conduct any meeting wherein the public business is discussed or transacted through electronic communication means if, on the day of a meeting, a member of a regional public body notifies the chair of the public body that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.

Notice has been given to the Region 6 Chair, Billy Beale, 3 working days prior to this meeting that the following members are to participate from a remote location that is not open to the public for the following reasons:

Name	Reason for Remote Participation	Location of Participation	Location Open to Public (Yes/No)
John Wells	Meeting location is more than 60 miles from principal residence	Williamsburg, VA	No
Joel Griffin	Meeting location is more than 60 miles from principal residence	Stafford, VA	No
John Anzivino	Unable to attend due to personal matter - limit 2 meetings per year	Work Trip, Nottoway, VA	No



TITLE: Electronic Participation in Mary Ball Washington Regional Council Meetings

EFFECTIVE DATE: June 29, 2017

AUTHORITY: § 2.2-3708 - § 2.2-3708.1 of the Code of Virginia

POLICY STATEMENT: It is the policy of the Mary Ball Washington Regional Council that individual Council members may participate in meetings of the Council by electronic communication means as permitted by Virginia Code § 2.2-3708 and § 2.2-3708.1. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

Whenever an individual member is to participate from a remote location that is open to the public, the following conditions must be present:

1. A quorum of the Council must be physically assembled at the primary or central meeting location.
2. Notice of the remote location must be given three working days in advance of the meeting.
3. There must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. All persons attending the meeting in the remote location shall be afforded the same opportunity to address the public body as persons attending the primary or central location. Any interruption in the telephonic or video broadcast of the meeting shall result in the suspension of action at the meeting until repairs are made and public access restored.
4. All materials that will be distributed to members of the public body shall be made available to all remote locations at the time of the meeting.
5. Any vote taken shall be recorded by name in roll-call fashion and included in the minutes.

In the event a Council member participates electronically from a remote location that is open to the public, the Council shall hold at least one meeting annually where members in attendance at the meeting are physically assembled at one location and where no members participate by electronic communication means.

Whenever an individual member is to participate from a remote location that is not open to the public, the following conditions must be present:

1. A quorum of the Council must be physically assembled at the primary or central meeting location.



2. There must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.
3. The individual participation must be in an event of emergency or personal matter, a temporary or permanent disability or other medical condition, or the Council member's principal residence is more than 60 miles from the meeting location.
4. The reason the member is unable to attend the meeting and the remote location from which the member participates must be recorded in the meeting minutes.

In the event a Council member participates electronically due to an emergency or personal matter, such electronic participation is limited by law to 25 percent of the meetings of the public body or two meetings if the Council meets more than 8 times per calendar year, whichever is fewer.

Automatic approval; vote required if challenged

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location is challenged, then the Council shall vote whether to allow such participation and the results of such vote shall be recorded in the minutes with specificity.

APPROVAL AND REVIEW: This Council policy was reviewed and approved on June 29, 2017.

SUPERSESSSION: This Council policy is new.

Registration for July 26th Council Meeting

July 26, 2021

12:00 p.m. to 2:00 p.m.

In-Person Location: Richmond County Courthouse, 201 Court Cir, Warsaw, VA 22572

...

* Required

1. Name *

Enter your answer

2. Email address *

Enter your answer

3. In-Person or Online *

☐ In-Person

☐ Online

☐ Unable to Attend

Submit

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§ 2.2-3708.2. Meetings held through electronic communication means

A. The following provisions apply to all public bodies:

1. Subject to the requirements of subsection C, all public bodies may conduct any meeting wherein the public business is discussed or transacted through electronic communication means if, on or before the day of a meeting, a member of the public body holding the meeting notifies the chair of the public body that:

a. Such member is unable to attend the meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance or (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; or

b. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this subdivision b is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

2. If participation by a member through electronic communication means is approved pursuant to subdivision 1, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public. If participation is approved pursuant to subdivision 1 a, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to (i) a temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) a family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision 1 b, the public body shall also include in its minutes the specific nature of the personal matter cited by the member.

If a member's participation from a remote location pursuant to subdivision 1 b is disapproved because such participation would violate the policy adopted pursuant to subsection C, such disapproval shall be recorded in the minutes with specificity.

3. Any public body, or any joint meetings thereof, may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17 or the locality in which the public body is located has declared a local state of emergency pursuant to § 44-146.21, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities. The public body convening a meeting in accordance with this subdivision shall:

- a. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;
- b. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing if already used by the public body;
- c. Provide the public with the opportunity to comment at those meetings of the public body when public comment is customarily received; and
- d. Otherwise comply with the provisions of this chapter.

The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.

The provisions of this subdivision 3 shall be applicable only for the duration of the emergency declared pursuant to § [44-146.17](#) or [44-146.21](#).

B. The following provisions apply to regional public bodies:

1. Subject to the requirements in subsection C, regional public bodies may also conduct any meeting wherein the public business is discussed or transacted through electronic communication means if, on the day of a meeting, a member of a regional public body notifies the chair of the public body that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
2. If participation by a member through electronic communication means is approved pursuant to this subsection, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public.

If a member's participation from a remote location is disapproved because such participation would violate the policy adopted pursuant to subsection C, such disapproval shall be recorded in the minutes with specificity.

C. Participation by a member of a public body in a meeting through electronic communication means pursuant to subdivisions A 1 and 2 and subsection B shall be authorized only if the following conditions are met:

1. The public body has adopted a written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation, subject to the express limitations imposed by this section. Once adopted, the policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting;
2. A quorum of the public body is physically assembled at one primary or central meeting location; and
3. The public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

D. The following provisions apply to state public bodies:

1. Except as provided in subsection D of § 2.2-3707.01, state public bodies may also conduct any meeting wherein the public business is discussed or transacted through electronic communication means, provided that (i) a quorum of the public body is physically assembled at one primary or central meeting location, (ii) notice of the meeting has been given in accordance with subdivision 2, and (iii) members of the public are provided a substantially equivalent electronic communication means through which to witness the meeting. For the purposes of this subsection, "witness" means observe or listen.

If a state public body holds a meeting through electronic communication means pursuant to this subsection, it shall also hold at least one meeting annually where members in attendance at the meeting are physically assembled at one location and where no members participate by electronic communication means.

2. Notice of any regular meeting held pursuant to this subsection shall be provided at least three working days in advance of the date scheduled for the meeting. Notice, reasonable under the circumstance, of special, emergency, or continued meetings held pursuant to this section shall be given contemporaneously with the notice provided to members of the public body conducting the meeting. For the purposes of this subsection, "continued meeting" means a meeting that is continued to address an emergency or to conclude the agenda of a meeting for which proper notice was given.

The notice shall include the date, time, place, and purpose for the meeting; shall identify the primary or central meeting location and any remote locations that are open to the public pursuant to subdivision 4; shall include notice as to the electronic communication means by which members of the public may witness the meeting; and shall include a telephone number that may be used to notify the primary or central meeting location of any interruption in the telephonic or video broadcast of the meeting. Any interruption in the telephonic or video broadcast of the meeting shall result in the suspension of action at the meeting until repairs are made and public access is restored.

3. A copy of the proposed agenda and agenda packets and, unless exempt, all materials that will be distributed to members of a public body for a meeting shall be made available for public inspection at the same time such documents are furnished to the members of the public body conducting the meeting.

4. Public access to the remote locations from which additional members of the public body participate through electronic communication means shall be encouraged but not required. However, if three or more members are gathered at the same remote location, then such remote location shall be open to the public.

5. If access to remote locations is afforded, (i) all persons attending the meeting at any of the remote locations shall be afforded the same opportunity to address the public body as persons attending at the primary or central location and (ii) a copy of the proposed agenda and agenda packets and, unless exempt, all materials that will be distributed to members of the public body for the meeting shall be made available for inspection by members of the public attending the meeting at any of the remote locations at the time of the meeting.

6. The public body shall make available to the public at any meeting conducted in accordance with this subsection a public comment form prepared by the Virginia Freedom of Information

Advisory Council in accordance with § 30-179.

7. Minutes of all meetings held by electronic communication means shall be recorded as required by § 2.2-3707. Votes taken during any meeting conducted through electronic communication means shall be recorded by name in roll-call fashion and included in the minutes. For emergency meetings held by electronic communication means, the nature of the emergency shall be stated in the minutes.

8. Any authorized state public body that meets by electronic communication means pursuant to this subsection shall make a written report of the following to the Virginia Freedom of Information Advisory Council by December 15 of each year:

- a. The total number of meetings held that year in which there was participation through electronic communication means;
- b. The dates and purposes of each such meeting;
- c. A copy of the agenda for each such meeting;
- d. The primary or central meeting location of each such meeting;
- e. The types of electronic communication means by which each meeting was held;
- f. If possible, the number of members of the public who witnessed each meeting through electronic communication means;
- g. The identity of the members of the public body recorded as present at each meeting, and whether each member was present at the primary or central meeting location or participated through electronic communication means;
- h. The identity of any members of the public body who were recorded as absent at each meeting and any members who were recorded as absent at a meeting but who monitored the meeting through electronic communication means;
- i. If members of the public were granted access to a remote location from which a member participated in a meeting through electronic communication means, the number of members of the public at each such remote location;
- j. A summary of any public comment received about the process of conducting a meeting through electronic communication means; and
- k. A written summary of the public body's experience conducting meetings through electronic communication means, including its logistical and technical experience.

E. Nothing in this section shall be construed to prohibit the use of interactive audio or video means to expand public participation.

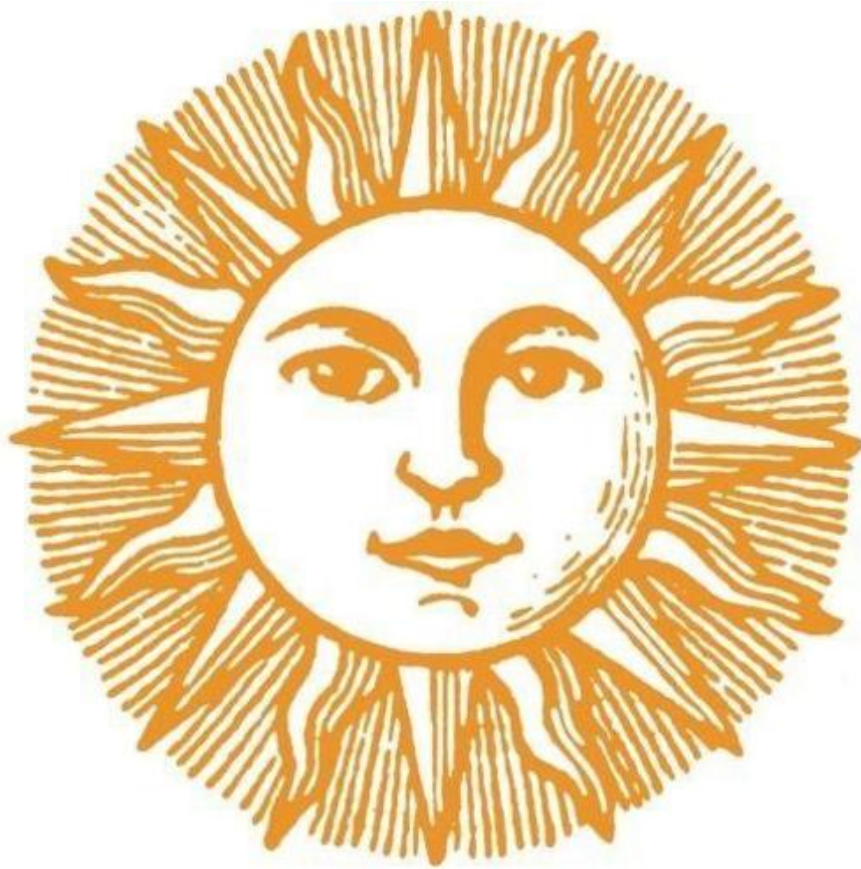
2018, cc. 55, 56; 2019, c. 359; 2021, Sp. Sess. I, cc. 33, 490.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

https://richmond.com/news/state-and-regional/language-in-budget-bill-would-allow-certain-state-meetings-to-be-done-electronically/article_c2d00154-afa9-5f28-bd72-b2373e9a8a11.html

Language in budget bill would allow certain state meetings to be done electronically

Patrick Wilson
Aug 5, 2021



Patrick Wilson

Virginia Senate and House chambers offer different looks and levels of prot...

Virginia Senate and House chambers offer different looks and levels of protection

The amended budget being finalized by state lawmakers in a special session includes broad language that would allow many state boards and commissions to meet electronically for the next 11 months even though Virginia is no longer under a state of emergency.

While that's convenient for lawmakers who don't want to drive to Richmond for a meeting, the proposal should have been vetted by the state's Freedom of Information Advisory Council, said Megan Rhyne, executive director of the Virginia Coalition for Open Government.

Popping the language in the budget without notice during a short special session and not running it through the legislative process resulted in language that's less than precise, she said.

It would extend to a large number of government panels, potentially, and allow them to meet virtually when they're gathering information and not voting, she said. The language does not apply to General Assembly committees.

"The problem with this section is that it is saying, 'If we're just listening, if we're just gathering, there's nothing to be gained from all of us being in the same room,'" Rhyne said.

"If you look at local government, you know that's not the case. You know the audience, the speakers and those who are not choosing to speak are interested in seeing the members and watching how they react; they're interested in seeing each other as well. And what this bill leaves unsaid, I think, is if there's not a quorum in one place, where is the public supposed to show up?"

The answer, some Democratic lawmakers say, is on their laptops.

House Speaker Eileen Filler-Corn referred questions about the need for the language to Del. Luke Torian, D-Prince William, chairman of the Appropriations Committee.

"I think the pragmatism of that policy change was highlighted by the necessary adaptations made during the pandemic," Torian spokeswoman Gianna DeJoy said by email.

“When the General Assembly is not in session, our part-time legislators are living and working all across Virginia. It’s simply much easier to hold informational meetings — not meetings where votes or other formal actions are taken — and have good attendance when members can join virtually.”

The new budget language:

That notwithstanding any other provision of law, any permanent or interim legislative study or advisory commission, committee, or subcommittee, other than a standing committee of the General Assembly to which bills and resolutions are referred during a legislative session pursuant to Article IV, Section 11 of the Constitution of Virginia, or any executive advisory board or council may conduct a meeting by electronic communications means without a quorum of the public body physically assembled at one location if the meeting is being held solely to receive presentations, updates, public comment, or conduct other forms of information gathering. If a quorum is not physically assembled, the commission, committee, subcommittee, board, or council shall not take any votes or make any formal recommendations at such meeting.

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UPDATED: Mask
mandate adopted ...



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PROGRAM DIRECTOR'S REPORT

Region 3 Growth and Diversification Plan 2021 Update



DATE: August 12, 2021

TO: GO Virginia Region 3 Executive Committee

FROM: R. Bryan David, Program Director

A handwritten signature in blue ink, appearing to be 'RBD', is placed over the name 'R. Bryan David'.

RE: Region 3 Growth and Diversification Plan 2021 Update

The 2021 Growth and Diversification Plan update has been progressing. The Department of Housing and Community Development GO Virginia staff recently revised the deadline for the Regional Councils' adopted plans to be submitted for review. The new deadline will be on December 31 versus the October 1 previously set.

The Region 3 contract manager, Liz Povar, has revised Growth and Diversification Plan update accordingly. Attached is a Memorandum from her about the status of the project.

Recommendation:

For the Region 3 Executive Committee's information. No action needed.

Attachment:

- Memorandum from L. Povar (8.18.21)



TO: Bryan David, Program Manager
FROM: Liz Povar, Contract Manager
RE: Growth & Diversification Plan Status Update
DATE: August 18, 2021

This is a status report on the development of the GO Virginia Region 3 Update to the Growth & Diversification Plan. Required elements are outlined below. The major update is that the due date of the Plan has been extended to December 31, 2021, for action by the State Board at its March 2022 session.

This extension is to allow the input and review of the update from TEConomy on the entrepreneurial ecosystem in the Region, which is being provided in two phases, one in August and one in September. Phase 1 data is required to be used by the Regions in their updates; Phase 2 data is encouraged to be used.

Additionally, this extension allows for input and review of the Virginia Economic Development Partnership's Post-COVID Supply Chain Target Analysis, being conducted at the Regional Development Organization level. This data is expected to be available in September.

The approach to the Region 3 G&D Plan update includes both empirical data analysis and qualitative stakeholder input. The status of empirical data and quantitative review is outlined below. 50% of stakeholder input has been completed (through 5 previous focus group Zoom sessions). Scheduling is underway for the solo and focus group sessions that will be held with specific stakeholders; these will be completed during the months of September and October. 19 discussions with individuals and/or focus groups will be held. Coordination of these is led by the RiverLink Group and its partner, Community Futures.

Category Elements of the Growth & Diversification Plan

1. **Performance of the Region Economy** – *subcontracted to Longwood Office of Community & Economic Development (LOCED)*. LOCED has completed approximately 60% of its analysis. Please note that a significant portion of the analysis is dependent upon receiving the TEconomy data from DHCD.
 - a. Employment growth across all sectors
 - b. Wage growth across all sectors
 - c. Employment growth in targeted traded industry sectors
 - d. Wage growth in targeted traded industry sectors
 - e. New business formation activity (source: VEC or TEconomy)
 - f. New business formation in targeted traded sector industries (source: VEC or TEconomy)
 - g. Economic development announcements (new and expanding businesses) (source: VEDP website/announcements)
2. **Situational Analysis for each Target Sector** – *subcontracted to the Longwood Office of Community & Economic Development (LOCED)*. LOCED has completed approximately 50% of this deliverable.
 - a. SWOT for each sector
 - b. Analysis of Sites for each sector
3. **Skills Gap for each Target Sector** - *subcontracted to the Longwood Office of Community & Economic Development (LOCED)*. LOCED has completed approximately 50% of this deliverable.
4. **Identification of Plan Goals and Strategies** – *The RiverLink Group has initiated the draft framework; the bulk of the recommendations will be completed after the completion of the empirical analyses and the stakeholder input.*
5. **Strategic Partners for Collaboration** – *The RiverLink Group has initiated the identification and review of strategic partners and is approximately 50% toward completion.*

Action item for Executive Committee Members: Executive Committee Members will be participating in the upcoming September/October stakeholder discussions.

Status of Per Capita Grant Applications Status



DATE: August 12, 2021

TO: GO Virginia Region 3 Executive Committee

FROM: R. Bryan David, Program Director

A handwritten signature in blue ink, appearing to be 'RBD', is written over the name R. Bryan David.

RE: Status of Per Capita Grant Applications Status – Strengthening Southern Virginia’s Economy by Expanding the Inventory of Shovel Ready Sites and ExperienceWorks

As the Executive Committee recalls, the Southern Virginia Regional Alliance’s business sites Per Capita application was deferred by the GO Virginia State Board until its meeting on September 23. This deferment was recommended by the Department of Housing and Community Development (DHCD) GO Virginia staff. The stated basis for the deferral was to "...allow for additional sites prioritization and budget refinement [by the applicant]".

The SVRA’s Executive Director (Linda Green) along with the support Region 3 Council staff met with DHCD’s GO Virginia staff to discuss how the application could best be revised to meet their needs. Following this meeting, Linda Green extensively revised the budget pursuant to their guidance. These revisions centered on how the GO Virginia grant funds are to be expended by line-item and how the various sources of match are applied to the project. These revisions were presented to DHCD GO Virginia at a subsequent second meeting.

There has been significant effort put forth by Linda Green to revise the budget to meet DHCD GO Virginia staff’s expectations. Her efforts to revise the budget was extensively supported by Deborah Gosney, Executive Director, Southside Planning District Commission (SPDC). The site prioritization was left unchanged as the process to prioritize the sites was revisited with DHCD GO staff prior to the State Board deferment. The revised application was ably submitted by SPDC’s Erica Tanner by the August 6 deadline.

Regarding another Per Capita application, the Region 3 Council approved *ExperienceWorks* at its meeting on July 21. This work-based learning application was prepared by Dr. Julie Brown, Director of Advanced Learning, at the Institute for Advanced Learning and Research. The project involves work-based learning and involves all of the Region 3 school divisions and a significant number of Region 3 businesses. The application was submitted by Erika Tanner by the August 6 deadline.

We are awaiting DHCD review comments and questions for each application. The “pitch calls” for each application have been scheduled. The work-based learning application is scheduled for Friday, August 20, and the revised business sites is scheduled for Monday, August 23.

I will be prepared to further represent this matter at the Executive Committee’s meeting on August 18.

RECOMMENDATION:

For the Executive Committee’s information. No action needed.

Attachments

- None

Status of Broadband Mapping Project



DATE: August 12, 2021

TO: GO Virginia Region 3 Executive Committee

FROM: R. Bryan David, Program Director

A handwritten signature in blue ink, appearing to be 'RBD', written over the name 'R. Bryan David'.

RE: Southern Virginia (Region 3) Broadband Mapping Project

The Region 3 Council approved the above-referenced project at its meeting on April 21. Since that time, the Southside Planning District Commission staff has been proceeding with project development until recent developments taken by Governor Northam and Virginia General Assembly.

As the Executive Committee may recall, the primary deliverable for the mapping project is to prepare a geospatial (GIS) inventory of Federal and State broadband (non-wireless and wireless) grants awarded to private-sector Internet Service Providers, non-profit broadband providers, and electric cooperatives in Region 3 for since approximately 2015.

The goal of the project is to demonstrate visually where last-mile broadband projects have been awarded Federal and State grants during the past five (5) years and to include all of the relevant information related to each project. It should be noted this project does not involve mapping where existing broadband service is being provided, only locations which have or will be served by a Federal or State funded grant for last-mile broadband.

Executive Committee members are aware that the Governor proposed in July, and the General Assembly approved in August, \$700MM of federal funds from the American Rescue Act to build-out high-speed broadband to all of the State's unserved (233,500) locations. These funds will be disbursed through the Virginia Telecommunications Initiative administered by the Department of Housing and Community Development.

Based on a number of meetings convened by the State's Commonwealth Connect Coalition before and after the General Assembly action, it appears that the Region 3 broadband mapping project may have been eclipsed. The intent and the amount of funding approved by the General Assembly is to provide universal coverage to all unserved locations as referenced above. Region 3 localities and their partners (private-sector Internet Service Providers, non-profit broadband providers, and electric cooperatives) are to apply to the VATI grant program for funding to implement last-mile projects in each locality.

Additionally, there appears to be significant Federal funding being made available to States and other governmental entities for last-mile broadband projects in the recently passed *Infrastructure Investment and Jobs Act* recently passed by the U.S. Senate and pending with the U.S. House of Representative

Recommendation:

Suspend the Southern Virginia (Region 3) Broadband Mapping Project and monitor developments in Region 3 as a result of the forthcoming State and Federal last-mile funding.

Attachments:

- None