

**GO VIRGINIA REGION 3 EXECUTIVE COMMITTEE
ZOOM MEETING MINUTES
Wednesday, September 16, 2020**

The GO Virginia Region 3 Executive Committee met on Wednesday, September 16, 2020 at 10:02 a.m. utilizing Zoom virtual technology.

REGULAR BUSINESS

1. Call to Order

Chairman Lail called the meeting to order at 10:02 a.m.

2. Roll Call and Confirmation of Quorum

Chairman Lail declared a quorum was present.

A. Region 3 Council Members:

Member	Present	Absent
Tim Clark	✓	
Randy Lail, Chairman	✓	
Charles Majors, Vice Chairman	✓	
Karl Stauber	✓	
Sherry Swinson	✓	

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	Region 3 Contract Staff
Deborah Gosney-Southside PDC	Region 3 Support Org/Fiscal Agent
Lisa McGee-Southside PDC	Region 3 Support Org/Fiscal Agent

C. Guests in Attendance:

Name	Organization
None	

3. State Guidance on Regional Councils

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 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.

4. Public Comments

No written or verbal public comments were received.

5. 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, Future of the Piedmont
Randolph Lail	Mid-Atlantic Broadband

6. Approval of Minutes

Chairman Lail noted that the minutes of the August 19, 2020 Executive Committee meeting were received via email prior to the meeting and included in the meeting packet. **Tim Clark made a motion that the minutes from the August 19, 2020 Executive Committee meeting be approved as presented; the motion was seconded by Charles Majors and by roll call vote all members voted affirmatively.**

7. Financial Reports

Deborah Gosney reviewed the Financial Reports that were included in the meeting packet for period August 1, 2020 – August 31, 2020. She noted that the SOVA Innovation Hub Project is complete, and no additional draw requests will be submitted. The grant balance remaining is \$80.20 which will be added back to the Region 3 Per-Capita Pool for future projects. The dollar for dollar match requirement was met. **Charles Majors made a motion that the Financial Report for period ending August 31, 2020 be approved as**

presented; the motion was seconded by Tim Clark and by roll call vote all members voted affirmatively.

OLD BUSINESS

8. Committee Reports

- A. Nomination Committee - Subsequent to Dr. Amy Griffin's recent retirement as Superintendent of Cumberland County Public Schools the Region 3 Council referred this matter to the Executive Committee meeting for a recommendation. During the August 19th meeting, the Executive Committee agreed to have the Nominations Committee meet to discuss this matter and to provide its guidance on how best to retain Dr. Griffin while recognizing among other considerations the statutes governing the membership composition of GO Virginia Councils; the terms of current Council members; the membership attendance needed to constitute a quorum under the recently amended bylaws; and, the geographic distribution and diversity of the Council members. The Nominations Committee met on September 14th and recommended that Dr. Amy Griffin continue as member of Region 3 Council; the current Council bylaws sufficiently address the Nominations Committee's consideration and the Council's authority involving replacement of members prior to the end of each's term of appointment; and, the nominations process for members whose terms end June, 2021 will begin in January, 2021. After discussion, the Executive Committee noted that a report incorporating this guidance would be made to the Full Council at the October 28th meeting for informational purposes.
- B. Innovation Committee - At its meeting on July 15th, the Innovation Committee presented the Entrepreneur and Innovation Strategy Study to the Region 3 Council. The study was prepared by Mid-Atlantic Broadband Communities Corporation and the Longwood University Office of Community and Economic Development. The Council requested that the Study be referred to the Innovation and Executive Committees to develop implementation recommendations for the Council's consideration. These recommendations are to be presented to the Council at its October 28th meeting. The Innovation and Executive Committees convened a joint meeting on September 3rd. The Entrepreneur and Innovation Strategy was reviewed in detail and from the ensuing discussion, a set of recommendations and projected implementation timeline were developed. Based on the group's deliberations, Liz Povar presented a draft "GO Virginia Region 3 Recommendation for Action – Entrepreneurship Innovation Investment Strategy Report" to the Executive Committee for further consideration. Additional feedback was received, and Ms. Povar noted that she would make further revisions. A teleconference meeting will be arranged with the Innovation Committee prior to the October 28th Council meeting for final review and comment.

9. Project Review Process

The question presented regarding the Project Review Process was “Is there a way to reduce the burden on the project review committee particularly during an influx of applications?” Council members need to have the application and materials at the same time as the Innovation Committee receives them to allow for adequate review. Following discussion of best practices used by the other GO Virginia regions for this process, the Executive Committee, along with Lauren Willis and John Parkinson (Project Review Committee members) agreed that certain modifications should be made to the process. The proposed modifications are:

- Project Review Committee meetings will continue in a confidential setting as currently convened;
- On a project by project rotating basis, two (2) Region 3 Council members will be provided all project application materials submitted to the Project Review Committee for review and input to the Program Director for communication to the Project Review Committee members;
- All project applications materials will be considered to be “public” documents and provided to the Region 3 Council in advance of the regular meeting;
- All projects coming forward from the Project Review Committee will be considered and deliberated by the Region 3 Council in an open meeting;
- Subject matter experts may be engaged by the Program Director for review of technical or complex applications prior to Project Review Committee consideration;
- Presentation to the Project Review Committee and the Region 3 Council by project applicants/sponsors will be on a case-by-case basis;
- The Program Director will determine whether all or any part of a project application should be excluded from the Virginia Freedom of Information Act (§ 2.2-3700), e.g., proprietary records and trade secrets (§ 2.2-3705.6.);
- Project applicants/sponsors will be advised of this process prior to submitting an application and other documentation; and,
- The Program Director will exercise professional judgement and discretion to screen applicants and projects for alignment with the Growth and Diversification Plan as well as the mission and purpose of the GO Virginia Program, and whether the applicant and/or the project are ready for review by the Project Review Committee.

These proposed modifications will be presented to the Full Council in October.

10. Policy For Letters Of Support For Non-Go Virginia Projects

The Program Director presented a draft policy regarding issuance of Letters of Support. Within the policy, issuance of Letters of Support for Non-GO Virginia Projects was addressed 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 the Executive Committee for review and approval. The Executive Committee will be responsive to such requests subject to the time constraints and other commitments of its members and staff. Further, the Executive Committee will take in consideration whether the organization and the project underlying the Letter of Support aligns with the mission and purpose of GO Virginia.

The Full Council will review this policy for adoption at the next meeting.

11. Policy #5 – 8% Project Administrative Fee

The Program Director reported that the Executive Committee had previously established Region 3 Board Policy #5 – 8% Administrative Services Fee. The Policy allows for up to eight percent (8%) of grant funds for approved projects to be used for administrative/coaching services. The Executive Committee referred the policy back to staff for further review and recommendations as several of the Capacity Building projects did not include funds for administrative services which required the same staff time to administer as other projects. It was noted that the policy includes the following language:

“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.”

It was agreed that the terms “negotiate” and statement “not to exceed 8%” were sufficient to allow flexibility with applying an administrative fee on a case-by-case basis. The Support Organization will propose an amount for project admin services prior to finalizing the budget of the proposed project, thus no action was required by the Executive Committee. The policy as written will continue to be effective.

12. Approved Projects Updates

The Program Director provided the Executive Committee members with updated Project Progress Reports for the following projects for review:

- GO TEC 2B
- Bridge to Recovery
- Mid-Atlantic Broadband Communities Corporation (MBC) – Middle Mile Expansion for Economic Growth
- Major Clarity
- Genedge - Retooling Virginia Manufacturing for Strategic Industries – Region 1 is the lead region.

The Program Director also noted that there are two (2) other inter-regional projects in progress involving the Region 3 Council: Cybersecurity Job Creation System by SCIPP International and Virginia Small Business Development Centers. These projects are to be considered by the GO Virginia State Board at its next regular meeting scheduled for September 22. If approved, each will be included in the periodic update reports of approved projects.

13. Closed Session

- A. Call For Closed Session - Pursuant to Section §2.2-3712 of the Virginia Freedom of Information Act and upon motion by Charles Majors, seconded by Sherry Swinson, the GO Virginia Region 3 Executive Committee unanimously approved to enter into CLOSED Session to discuss contracts for the Support Organization, the technical contractor, contract vendors for selected services, and the project pipeline pursuant to the closed meeting exemption at Section §2.2-3711.29 of the Code of Virginia and **by roll call vote all members voted affirmatively.**
- B. Return to Open Session – Charles Majors motioned having convened and concluded a closed meeting pursuant to Section §2.2-3712 of the Virginia Freedom of Information Act, members of the GO Virginia Region 3 Council certify the following: 1) only public business matters lawfully exempted from open meeting requirements under this chapter, and 2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body; **Karl Stauber, seconded the motion and by roll call vote all members voted affirmatively.**
- C. Action on Closed Session Items

No action items from closed session discussion.

NEW BUSINESS

14. Extension of State Board Policy #11

The Program Director shared that match reductions for per capita funds projects (State Board Policy #11) is being extended six months by the State Board, through May 31, 2021. Chairman Lail noted that he had forward a letter to the State Board Chair supporting and recommending approval of the extension of Board Policy #11 as well as supporting and endorsing the flexibility to utilize up to \$500,000 of the regular per capita allocation on projects qualifying for the Economic Resilience and Recovery (ERR) program.


OTHER BUSINESS/ADJOURN

Office space at MBC's the SOVA Innovation HUB in South Boston is being considered for the Program Director. More information about the space, pricing, and lease terms and conditions will be presented to the Executive Committee at the November 18th meeting.

Job training for workers that have lost jobs could possibly align with GO Virginia efforts. Microsoft TechSpark is launching a training opportunity that results in certification and job placement for those that have lost jobs.

Program Director advised that a Program Director's Report will be added going forward to the Region 3 Council and Executive Committee agendas for informational items

There being no additional business matters to go before the GO Virginia Region 3 Council, Chairman Lail adjourned the meeting at 1:02 p.m.


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


Ernest "Randy" Lail
Chairman