

August 31, 2016

Memorandum #2016-108

TO: Hampton Roads Chief Administrative Officers

BY: James Bourey, Chair

RE: Hampton Roads Chief Administrative Officers Meeting – September 7, 2016

The next meeting of the Hampton Roads Chief Administrative Officers will be held Wednesday, September 7, 2016 at 11:45 A.M. (lunch will be served at 11:30 A.M.) at the Virginia Beach Convention Center, 1000 19th St., 2nd Floor, Virginia Beach, VA 23451.

The agenda and related material are attached.

RAC/ka

Attachments

Chief Administrative Officers:

James E. Baker, CH
Jim Bourey, NN
Mary Bunting, HA
Marvin Collins, WM
Tyrone W. Franklin, SY
Brent Fedors, GL
Dave Hansen, VB
Bryan J. Hill, JC
Michael W. Johnson, SH
Marcus Jones, NO
Randy Keaton, IW
R. Randy Martin, FR
Neil Morgan, YK
Lydia Pettis Patton, PO
Patrick Roberts, SU
Michael Stallings, WN
Peter M. Stephenson, SM
J. Randall Wheeler, PQ

**Hampton Roads
Chief Administrative Officer (CAO) Meeting**

**SEPTEMBER 7, 2016
11:45 am
(Lunch served beginning at 11:30 am)**

**Virginia Beach Convention Center
1000 19th St., 2nd Floor
Virginia Beach, VA 23451**

- I. Call to Order**
- II. Public Comment Period (limit 3 minutes per individual)**
- III. Meeting Minutes**

The summary minutes from the August 3, 2016 Regional CAO Committee meeting are attached for the Committee's review and approval.

IV. Regional Public Safety Discussion

During the past several meetings, members of the Regional CAO Committee have stressed the need to have a discussion around potential collaborative efforts to address public safety. In addition, the Hampton Roads Planning District Commission has asked the CAO Committee to review this topic and provide recommendations to the Commission for consideration.

The Regional CAO Committee has been asked to invite each jurisdiction's police chief to attend the September 7 CAO Committee meeting and participate in this conversation. Due to the importance of this item, this topic will be the primary agenda item for this meeting to allow adequate time for discussion. The agenda format for this discussion will be as follows:

- Introductions
- Brief overview of the Hampton Roads Chief of Police Committee (HRCOP) by the Committee Chair and Vice Chair (Chief Brewer and Chief Bowen)
- Roundtable discussion among the region's Police Chiefs and CAOs, addressing the issues of violent crime, gangs and drugs as well as community relations
- Potential collaborative strategies to address these challenges

V. Calendar/Location of Future Meetings

A schedule for the location of future Regional CAO Committee meetings is provided below:

October 5	York County
November 2	Portsmouth
December 7	Franklin/Southampton County
January 4	Hampton

VI. Adjournment

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officers Meeting
Summary Minutes of August 3, 2016**

Robert Crum, Hampton Roads Planning District Commission, called the Chief Administrative Officers Meeting to order at 11:45 am in the Isle of Wight Volunteer Rescue Squad Building, 13080 Great Spring Road, Smithfield, Virginia, with the following in attendance:

Wanda Barnard-Bailey (CH)
J. Randall Wheeler (PQ)
Neil Morgan (YK)
Marcus Jones (NO)
Bryan J. Hill (JC)
Brian DeProfio (HA)
Michael W. Johnson (SH)
Michael Stallings (WN)

Tyrone W. Franklin (SY)
Patrick Roberts (SU)
Brent Fedors (GL)
Dave Hansen (VB)
Peter M. Stephenson (SM)
Sanford Wanner (IW)
R. Randy Martin (FR)

Others Recorded Attending:

Robert Crum (HRPDC)
Randy Keaton (HRPDC)
Jonathan Lantz (Chesapeake intern)
Diane Kaufman (U.S. Sen. Kaine's Office)

Mr. Crum brought CAO Committee members attention to the summary minutes from the July 6, 2016 Regional CAO Committee meeting. The Committee unanimously approved the Summary Minutes.

CAO Committee Addition

Mr. Crum announced that Randy Keaton, HRPDC Deputy Executive Director, has been named the next County Administrator for Isle of Wight County. He will begin his new duties with Isle of Wight County on September 1.

HRPDC Governance Proposal

Mr. Crum reviewed the discussion at the July 21, 2016 HRPDC meeting regarding the Governance Proposal. He stated that he didn't believe there was enough support from the Commission to approve the original proposal. He discussed concerns that he had heard from localities about not having representatives at the meetings. He also discussed confusion from Board members about the difference between Quarterly Commission meetings vs. Executive Committee meetings. There was also discussion about the race for the meeting to conclude in 60 minutes. Mr. Crum next presented a revised proposal which would remove the CAOs from the Commission and retain the 30 elected officials. The revised proposal also included a revised meeting schedule which would reduce the number of meetings per year but increase the meeting time from 60 minutes to 90 minutes.

Discussion followed about the different options including concerns about the smaller localities losing votes. After the discussion, the consensus was to:

1. Maintain the Board in its current state
2. Change the meeting dates and times as recommended in the revised proposal
3. Bring the revised proposal back to a future CAO meeting (possibly October since the September CAO meeting will focus on a public safety discussion with the region's police chiefs)

September and October HRPDC Meetings

Mr. Crum reported on the following items that will be on the agenda for upcoming HRPDC meetings:

September:

- College of William and Mary President Taylor Reveley and Old Dominion University President John Broderick will address the HRPDC regarding ongoing initiatives at these institutions and opportunities for collaboration.
- The Commission may receive a presentation on the uranium mining issue

October:

- As discussed at the July HRPDC meeting, the agenda for the October Annual Meeting will focus on regional poverty issues and potential approaches to address this topic. The City of Norfolk has agreed to initiate this discussion by presenting the findings from the City's poverty work. The agenda will be structured to encourage discussion and information exchange among HRPDC members on this topic.
- HRPDC Governance Proposal

Regional Interest Items

The Region's CAOs shared information in a roundtable discussion on issues or concerns within their jurisdictions that are of regional interest.

A meeting with the Hampton Roads Caucus has been scheduled for August 31 at 10:30 a.m. in the HRPDC Regional Board Room. Members of the HRPDC, HRTPO and HRTAC Boards will be invited to attend and participate in this session. Potential legislative items were discussed with the CAO Committee.

Calendar/Location of Future Meetings

A schedule for the location of future Regional CAO Committee meetings is provided below:

September 7 Virginia Beach

October 5 York County

November 2 Portsmouth

December 7 Southampton/Franklin

There being no further items for discussion, the meeting was adjourned at 1:30 pm.

Respectfully Submitted,
Robert Crum, Recording Secretary