



March 30, 2016

Memorandum #2016-40

TO: Chief Administrative Officers

BY: James Bourey, Chair

RE: Chief Administrative Officers Meeting – April 6, 2016

The next meeting of the Hampton Roads Chief Administrative Officers will be held **April 6, 2016 at 11:45 A.M.** (lunch will be served at 11:30 A.M.) at the **City of Chesapeake Economic Development Department Conference Room, 676 Independence Parkway, Suite 200, Chesapeake.**

The agenda and related materials are attached.

BC/jc

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
R. Randy Martin, FR
Neil Morgan, YK
Lydia Pettis Patton, PO
Patrick Roberts, SU
Michael Stallings, WINDSOR
Peter M. Stephenson, SM
Sanford Wanner, IW
J. Randall Wheeler, PQ

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

**April 6, 2016
11:45 a.m.
(Lunch served beginning at 11:30 a.m.)**

**Economic Development Department
Conference Room
676 Independence Parkway
Suite 200
Chesapeake, VA**

I. Call to Order

II. Meeting Minutes (Attachment 2)

The summary minutes from the March 2, 2016 Regional CAO Committee meeting are attached for the Committee's review and approval.

III. Public Comment Period (limit 3 minutes per individual)

IV. April 21 HRPDC Retreat Agenda and Format

The Executive Director will provide background information on agenda items and format for the April 21, 2016 HRPDC Retreat, which will occur at 9:30 am in the HRPDC Board Room. As reported at last month's Commission meeting, agenda items will include the following:

- Opportunity for the HRPDC to take a lead role in preparing a regional Comprehensive Economic Development Strategy (CEDS).
- HRPDC Recommended Governance Structure – to be presented by the Regional CAO Committee
- Update on Envision Hampton Roads – the HRPDC's first regional strategic plan
- Discussion of HRPDC Legislative Strategy – collaboration opportunities with Hampton Roads Caucus

V. Examples of Regional Cooperation

A significant amount of conversation is occurring in the community regarding the level of regional cooperation in the Hampton Roads Region. In some cases, community partners are not aware of the collaboration that occurs between our Region’s jurisdictions. One potential role for the HRPDC may be to promote and place a spotlight on examples of regional cooperation to celebrate these accomplishments and use them as positive building blocks for other regional opportunities.

HRPDC Staff requests input from the Regional CAO Committee on whether the HRPDC and Regional CAO Committee should produce an annual report highlighting the “Top Ten Examples of Regional Cooperation” in Hampton Roads.

VI. Regional Interest Items

CAO Committee members are asked to share an item of regional interest from their jurisdiction. In particular, the exchange of information regarding plans in each locality to address issues such as employee compensation and health coverage would be beneficial.

VII. Calendar/Location of Future Meetings

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

May 4, 2016	Poquoson
June 1	Williamsburg
July 6	_____
August 3	Isle of Wight
September 7	_____
October 5	York County
November 2	_____
December 7	_____

VIII. Adjournment

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officers Meeting
Summary Minutes of March 2, 2016**

James Bourey, City of Newport News, called the Chief Administrative Officers Meeting to order at 11:45 am in the James City County Government Center, located at 101 Mounts Bay Road, Building D in Williamsburg, Virginia, with the following in attendance:

James Bourey (NN)	Lydia Pettis Patton (PO)
Tyrone Franklin (SY)	Michael Stallings (Windsor)
Bryan J. Hill (JC)	Randy Wheeler (PN)
Jim Baker (CH)	Sanford Wanner (IW)
Brent Fedors (GL)	Peter Stephenson (SM)
Mary Bunting (HA)	R. Randy Martin (FR)
Neil Morgan (YK)	Marvin Collins (WM)

Others Recorded Attending:

Robert Crum (HRPDC)
Randy Keaton (HRPDC)

Mr. Bourey brought CAO Committee members attention to the summary minutes from the February 3, 2016 Regional CAO Committee meeting. The Committee unanimously approved the Summary Minutes.

HRPDC Governance Options

Mr. Bourey opened discussion in reference to the HRPDC Governance options previously discussed at the January and February CAO meetings and the recommended action included in this meeting's agenda. Mr. Robert Crum, HRPDC Executive Director, discussed the upcoming retreat for the HRPDC and reviewed the proposal for the Governance structure.

A number of questions and recommendations regarding the proposal were raised including:

- Will the alternate representative need to be an elected official?
- Potential CAO participation in the meetings.
- Possibility of different seating arrangements made possible for the CAOs to sit beside or behind their representative.
- The HRPDC use of roll call voting.
- Should the CAOs make recommendations on agenda items?
- Each locality should appoint a representative, an alternate, and the CAO would be the alternate if neither elected official was present.
- Should the structure of the HRTPO Board be changed?
- The time constraints associated with the HRPDC meetings.

- Should the HRPDC utilize a weighted voting system, similar to HRTAC?
- Is the HRPDC really advancing regional issues?
- Will the CAOs be perceived as having too much influence if they are recommending action on issues?

After much discussion, the Committee members agreed to modify the membership proposal to include one representative and one alternate from each locality with the CAO as a second alternate. The proposed language to formalize the procedure for the CAO Committee to make recommendations on items being brought before the HRPDC will be modified to clarify that those recommendations will only be made as appropriate. The third recommendation regarding the appointment of the Personnel and Budget Committee will be modified to state that the CAO Committee will recommend the CAOs to be appointed to the Personnel and Budget Committee.

Help to Others (H20) Program

Mr. Randy Keaton, HRPDC Deputy Executive Director, reviewed the Help to Others (H20) Program which is a community-based program that assists people in crisis through the generosity of donations. Families or individuals in danger of losing residential water service because of a family crisis can receive one-time financial assistance to pay their local public utility and/or HRSD bill. A chart illustrating the H20 program assistance by locality was shared with the Committee members. A recommendation was made for the development of a one page information sheet about the program that could be provided to each locality.

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.

The CAOs also discussed future meeting topics for the CAO Committee including discussion of employee compensation and health insurance coverage as a region.

Calendar/Location of Future Meetings

A calendar for future meeting locations was distributed for each locality to indicate when they can host the monthly CAO Committee meeting.

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

Respectfully Submitted,
Robert Crum, Recording Secretary