



As approved at the
October 1, 2019 Meeting

REGIONAL COUNCIL 9 – EXECUTIVE COMMITTEE

JULY 22, 2019

1pm to 2:30 pm

**UVA Research Park, 1001 Research Park Boulevard, Suite #301 Conference Room
Charlottesville**

MINUTES

Attendees

Executive Committee Members: Jim Cheng (Chair), Ed Scott (Vice-Chair), David Pettit, Pace Lochte, Tom Click

Absent: Andy Wade, Felix Sarfo-Kantanka

Staff: Shannon Holland, Helen Cauthen

1. Welcome

Jim Cheng

Jim Cheng called the meeting to order at 1:04 pm.

2. Public Comment

There were no members of the public present. There was no public comment.

3. Approve Meeting Minutes April 24, 2019 Meeting

Jim Cheng

Ed Scott made a motion to approve the April 24, 2019 Meeting Minutes, as presented. Tom Click seconded the motion. The motion carried.

4. Financials

Andy Wade

Shannon Holland, presented the Financials through May 31, 2019 because Andy Wade was unable to attend the meeting. She noted that the Statement of Financial Position shows there is about \$5,000 in checking. Typically there is about \$75.

She added that the Statement of Income and Expenses shows the Council is at 38.2% of budget for FY2019. She noted that this was misleading because almost \$51,000 in the planning grant line is committed to the “Venture Hub” Business Plan RFP planning grant and that about \$99,000 of the \$111,111 in budgeted Project Reserves was transferred to Per Capita to support the Regional Business Park and Young Entrepreneurs Project as directed by the Council. Therefore, approximately \$310,297 is committed and paid year to date putting the percentage of budget at 79% vs. 38.2%. Shannon Holland added that the Fiscal year ended June 30, 2019 and that the Council will have to close out FY2019 funds before using dollars from FY2020. She advised the group that the GO Virginia Board did not award \$111,111 in project reserve funding in the FY2020 regional budgets.

Pace Lochte asked if the expense to date column in the project budgets was cumulative per project or for the fiscal year only. Shannon Holland said she would clarify with the accounting staff.

5. Vote to Accept Liz Walters, Bingham & Taylor, Ex-Officio

Jim Cheng

Jim Cheng notated that per the Bylaws, the Chair of Virginia Career Works – Piedmont Region, formerly Piedmont Workforce Council, is appointed to the Region 9 Council as an Ex-Officio member. Jeff Waite formerly served as that member. He noted that the new Chair is Liz Walters, HR leader for Bingham & Taylor and that she had agreed to serve on the Council Ex-Officio.

Tom Click made a motion to accept Liz Walters as Ex-Officio member to the Region 9 Council. David Pettit seconded the motion. The motion carried.

6. Task Force Members

Jim Cheng

Jim Cheng referred to the Task Force Group membership lists in the meeting packet, reminding the group that each council members serves on at least on task force.

Ed Scott made a motion to approve the list as presented, subject to members' personal preference. David Pettit seconded the motion. The motion carried.

7. FY2020 Calendar

Jim Cheng

Jim Cheng referred to the draft meeting schedule in the packet, noting that per the Bylaws the Council has to set an annual schedule but that the GO Virginia Board doesn't set their calendar until December. Jim indicated he would like an Executive Committee meeting scheduled after the September Board meeting but before the October 10 Council Meeting. Shannon Holland said she would create a doodle poll to identify a date.

8. Region 9 Growth Plan Update (2019) - Final Draft Approval

Jim Cheng

Jim noted that at the June Annual Meeting the Council asked the Executive Committee to approve a final draft of the 2019 Region 9 Growth Plan Update before sending to DHCD by the August 1 deadline. Since the Annual Meeting, DHCD has provided new input based on a previous draft. That input, along with Shannon's working comments was included in the meeting packet. He noted that Shannon would need to integrate these edits into a final version.

David Pettit made a motion to approve the Growth Plan subject to acceptance of edits by Executive Committee members. Tom Click seconded the motion. The motion carried.

9. Director Update

Shannon Holland

Shannon Holland noted that the consultant for the "Venture Hub" Business Plan planning grant was hosting stakeholder engagements sessions on July 25 and July 26. Then, the consultant, Camoin, would be returning for a presentation on business concepts on August 27. The final business plan is scheduled to be presented to the Council at the October 10 meeting. In regard to new projects, she noted that the Catalyst contract has been executed while the Young Entrepreneurs and Regional Business Park contracts are in review. She added that DHCD had negotiated stronger wording regarding RIFA (Regional Industrial Facility Authority) formation in the final Regional Park Contract. Shannon Holland added that she is scheduling new Council member on-boarding meetings beginning in early August and she will be attending Basic Economic Development Training at University of North Carolina from July 28 and August 1.

10. FY2020 Planning

Jim Cheng

Referring to the FY2019 priorities, Jim Cheng began a discussion of FY2020 priorities. Several items were discussed but no specific priorities were established.

11. Other Business

Jim Cheng

Jim Cheng asked for feedback to the Leadership Survey sent by Chris Lloyd, McGuireWoods. He, along with Ed Scott, will approve the final survey response before it is sent to McGuireWoods.

Helen Cauthen asked about the process for signing the MOU agreement recently received from DHCD. The MOU is between the Council and the Central Virginia Partnership. The meeting Minutes from the June 2018 Annual Meeting were referenced. Those Minutes indicate that the Council has previously approved that David Pettit, in collaboration with the Jim Cheng, Chair, can approve contracts and the Chair can sign. David Pettit said he would review subject to acceptance by the Council at the October meeting.

Tom Click made a motion that David Pettit can review the MOU and the Chair can sign, subject to Council acceptance at the October Council meeting. Ed Scott seconded the motion. The motion carried.

12. Adjourn

Jim Cheng

Jim Cheng adjourned the meeting at 2:37 pm.