



VIRGINIA INITIATIVE FOR
**GROWTH &
OPPORTUNITY**
IN EACH REGION
REGIONAL COUNCIL 9

As approved by Council
on October 1, 2021

REGIONAL COUNCIL 9

AUGUST 9, 2021

COUNCIL MEETING

2:00 PM to 4:00 PM

Germanna's Daniel Technology Center, 18121 Technology Drive, Culpeper, VA

MINUTES

Attending Council Members: Ed Dalrymple, Cedar Mountain Stone (Chair); Ray Knott, Atlantic Union Bank (Vice Chair); Patrick Mauney, Rappahannock-Rapidan Regional Commission; Andy Wade, Louisa County; Brian Cole, LexisNexis; Christian Goodwin, Louisa County; Christine Jacobs, Thomas Jefferson Planning District Commission; Jim Cheng, Cav Angels; Jim Crozier, Orange County; Kim Blosser, Lord Fairfax Community College; Rob Archer, Codebases Coworking; Tom Click, Patriot Industries; Yolunda Harrell, Taste of Home

Special Guest: Frank Friedman, Piedmont Virginia Community College, Special Guest of the Council

Absent Council Members: Ed Scott, EcoSeptix Alliance; Felix Sarfo-Kantanka, Dominion Energy; Francoise Seillier-Moiseiwitch, Revalation Vineyards; Jan Gullickson, Germanna Community College; John Young, Atlantic Union Bank; Pace Lochte, University of Virginia Economic Development; Paige Read, Town of Culpeper; Paul McCulla, Fauquier County; Steve Ray, Isler Dare PC; Tony O'Brien, Fluvanna County

Staff: Shannon Holland, Helen Cauthen

Guests: Bryan Rothamel, Fluvanna County; Candace Spence, Central Virginia Partnership; Faith McClintic, Spectrum Growth Consulting; Jeff Say, Culpeper Chamber; Sarah Morton, Virginia Career Works – Piedmont Region; Tracey Gardner, Madison County

1. Welcome

Ed Dalrymple, Jr., Chair, called the meeting to order at 2:08 pm when a quorum was present. He welcomed the members to the first in-person meeting since the lifting of the Governor's State of Emergency due to the COVID pandemic.

2. Public Comment

Ed Dalrymple, Jr., asked if there were any public comments. None were offered.

3. Approve Council Business

- a. Meeting Minutes
- b. Financials
- c. Dashboard
- d. Director Report
- e. Project Letter – Business Driven Workforce Recovery

Ed Dalrymple Jr., noted that five business items had been grouped together with the intention of reviewing and approving with one motion and vote. Ed Dalrymple, Jr. then asked if anyone would

like to move any item or items out of the group for a separate discussion. No request was made.

- a) Meeting Minutes - Ed Dalrymple, Jr. noted that there were two edits to the included Minutes. Steve Ray was not present and Yolunda Harrell was present. No questions or discussion were offered.
- b) Financials - Patrick Mauney, Treasurer, provided an overview of the Financials through June 30, 2021, including these highlights. No questions or discussions were offered.
 - The Statement of Financial Position presented through July 29 indicates there was \$17,625.94 in the bank and Accounts Receivable are just over \$125,000.00 which is down from about \$212,000 from the June 15 statement. Total Liabilities are also down in the report at \$121,021 versus about \$213,000 from the June 15 report.
 - The Capacity Building Report details expenses between January and June expended from the FY 21 fund. Over that period the Council has expended 35.69% of operating and 0% of the \$44,000 planning budget. Salaries are the highest expense category, as is typical.
 - Project budgets included are for active projects and doesn't include projects that have been closed. Projects in the closeout process include Crafting a New Normal, Project Reconnect, Regional Business Park and GWC PTEC.
- c) Dashboard - Ed Dalrymple, Jr. noted that not much has changed on the Dashboard from last meeting except that now the Council has access to the region's \$1,000,000 Per Capita allocation from July 1 therefore now there is about 1.5 million in Per Capita funds available and about \$425,000 in ERR grant funds available. No questions or discussions were offered.
- d) Director Report – Ed Dalrymple, Jr. asked if there were any questions or discussion on the Director's Update as provided. None were offered.
- e) Project Letter – Business Driven Workforce Recovery - Ed Dalrymple, Jr. indicated that the letter was to request the Council accept a change in the in contractual outcomes from the Workforce Recovery ECB grant. If accepted the letter will be submitted as part of the project closeout.

Ed Dalrymple, Jr. asked if there was any questions or discussion on any item. None were offered.

Jim Crozier made a motion to approve the Council Business as presented with the amendments discussed. Christian Goodwin seconded the motion. The motion carried.

4. Vote on Revised Policies

- a. Electronic Meetings Policy
 - b. Conflict of Interest Act Policy (COIA)
- a) Electronic Meeting Policy - Ed Dalrymple, Jr. stated a draft of a revised Electronic Meeting Policy was on the agenda as discussed during the previous meeting in June. The policy was updated to reflect the most recent Virginia code. The code limits when

a member may participate in an electronic meeting and as the law states there will be disclosures required for those that are participating electronically.

A brief discussion occurred to clarify the policy wording and related law.

Ray Knott made a motion to approve the Electronic Meetings Policy as presented. Kim Blosser seconded the motion. The motion carried.

- b) Conflict of Interest Act Policy (COIA) – Ed Dalrymple, Jr., clarified that this policy needed to be updated due to new guidance from DHCD. Per that guidance, Councils are not required by law to complete the online COIA training, however, DHCD is highly recommending that it be done. Council Members are not required to complete the Financial Disclosures. This updated policy includes instructions for completing the COIA training.

A brief discussion occurred to clarify that Region 9 staff is tracking the COIA training of members to ensure the Council is complying with this policy.

Christian Goodwin made a motion to approve the policies as presented. Jim Crozier seconded the motion. The motion carried.

5. Committee, Task Force, or Strike Force Updates

- a) Strike Force Status – No comments were offered on the status of the Strike Force.
- b) Other – A volunteer from each Task Force provided updates, including:
 - Innovation/Entrepreneurship Task Force – Jim Cheng reported the following:
 - i. DHCD has contracted with TEconomy to update the Region 9 Entrepreneurship Report data from December 2018. Some data will arrive in late August and the rest in September. TEconomy may be available to present to the Council later in the year. Jim Cheng reminded the council that it was this data that spurred the Council to fund the Venture Hub and Rural Entrepreneurship Planning Grants. The data will be shared and used in the Growth Plan Update.
 - ii. Venture Central is finalizing a 501 c 3 and a leadership job will be posted soon.
 - iii. For rural entrepreneurship, the Connector Platform is now in beta and the CV SBDC will have an I-cap person beginning in spring.
 - iv. Tom Tom Festival will be back in a new format in Spring 2022
 - Talent Development Task Force - Kim Blosser reported the following:
 - i. The Task Force met before the Annual Meeting and discussed a community college approach to surveying regional businesses. The community colleges have received a sample survey to consider using.
 - ii. In the past year, the Council has awarded 3 Talent Development grants. Two helped VCW Piedmont reach dislocated workers and connect them to hiring sectors and the Workforce Recovery grant has developed labor sector strategies that should lay ground work for a regional implementation grant.
 - Growing Existing Businesses Task Force – Brian Cole reported the following:
 - i. One of the recommendations from the draft sector report we'll hear more

about this afternoon could present overlapping opportunities for grants that help business clusters grow.

- ii. The recommendation generally suggests supporting the development of coalitions of target sectors, such as manufacturing
 - iii. It's likely that such coalitions can drive solutions to many sector issues. Two models in our region are CvilleBioHub and the Crafting a New Normal network.
- Sites Task Force – Christian Goodwin reported the following:
 - i. The Sites Task Force and the Partnership have held discussions around regional site prioritization and the Council has awarded 3 sites grants since 2017 – most recently for accelerating the Louisa and Culpeper sites.
 - ii. Helen has shared the data she is pulling for the Growth Plan Update on sites and it's clear that GO Virginia has made an impact
 - iii. Since the first Growth Plan was published in 2017, the region has gone from zero to 4 Tier 4 sites and from zero to 3 Tier 3 sites and Region 9 funding has directly impacted 9 sites or 1,185 acres. Helen Cauthen added that the grants served 8 different localities

6. Vote on Letter of Support for CvilleBioHub CIT/RIF Grant

Ed Dalrymple, Jr., referred to the grant proposal and stated it was for funding through the CIT/RIF program. That program is designed to provide funding for Entrepreneurship projects after a GO Virginia funding has ended and it requires a Letter of Support from the Region 9 Council. CvilleBioHub's grant through Region 9 ends on December 31.

Ray Knott made a motion to approve a Letter of Support from the Region 9 Council. Jim Crozier seconded the motion. The motion carried with Jim Cheng abstaining.

7. Region 9 Project Presentation – Crafting a New Normal

Tracey Gardner, Economic Development & Tourism, Madison County, presented on the outcomes of the Crafting a New Normal ERR grant. Tracey Greene noted that other lead partners on the grant were the Thomas Jefferson Planning District Commission and Nelson County. The purpose of the program was to generate private sector re-growth and job opportunities to include: business re-development post-COVID; education and development post-COVID; business re-attraction to build consumer confidence for the crafting sector of the regional economy. Through the end of the grant 281 businesses were served; 500 jobs were retained; 35 jobs created.

8. Region 9 Project Presentation – Business Driven Workforce Recovery

Candace Spence, Economic Development Director at the Central Virginia Partnership and Faith McClintic of Spectrum Growth Consulting were present to provide an update on this ECB grant. Copies of the Target Sector Strategies Draft Report were provided to each present Council member. It was noted that the grant team was in the process of preparing single sector fact sheets to promote the identified strategies and that they were expecting that VCW-Piedmont would lead the subsequent implementation grant.

9. Task Force Breakout Session – Growth Plan SWOT Analysis

Shannon Holland advised the Council that SWOT Analyses were required as part of the Growth Plan Update in development so fifteen minute Task Force breakout sessions were planned for

this section of the meeting. Each Task Force convened to do a high level SWOT Analysis on their area of subject matter expertise. The Task Forces moved to separate tables and guests were asked to choose a table at which they would like to participate. After twenty minutes Task Force Members reported out to the group. (Copies of the SWOT analysis summaries are attached to these Minutes.)

10. Chair Update

Highlights of Ed Dalrymple, Jr.'s Chair Update included:

- Over 150 registered for the Region 9 Blueprint Virginia 2030 session held on August 4. Ed Dalrymple, Jr., presented on the regional economy. Several local chamber leaders also joined.
- Ed Dalrymple, Jr., and Shannon Holland participated in the CvilleBioHub Internship showcase on August 6. Each intern presented on individual experience with many of their employers at the event, as well.
- Stephen Moret met with Ed Scott and Ed Dalrymple a few weeks ago for an update.
- The Growth Plan Update deadline has been extended to December 31 to give region's time to include the updated TEconomy data. A draft plan should be ready at the next Council Meeting on October 1.
- Statewide grant updates:
 - GENEDGE – Tom Click reported that the July meeting was canceled while the GENEDGE board tried to figure out how to move forward without the digital meeting capability. It appears the advisory board has been re-configured to three members including two GO Virginia reps and public meetings will be held in Charlottesville with a zoom option and commentary will be accepted by public comment.
 - VA Bio Connect – The grant has been somewhat delayed, however, they are hiring a project manager and updates should be more regularly provided.
- Project Pipeline - As of now, there are about 6-8 grants in the pipeline and most are in very early stages of the discussion. A discussion ensued around opportunities to promote the GO Virginia grant opportunities. Frank Friedman suggested that staff meet with community colleges to promote the GO Virginia program. Shannon Holland also indicated she would update the Application Overview information and welcomes opportunities to promote the program.

11. Director Update

Shannon Holland thanked Patrick for inviting her to present to the RRRCC County Administrators Meeting on August 6.

12. Other Business

The following other business was presented:

Capacity Building Contract – Ed Dalrymple, Jr., referred to a copy of a Capacity Building Contract and requested that the Council approve the contract for signature. DHCD and Shannon Holland had indicated that the contract had not changed from the prior year. (A draft copy is attached)

Jim Crozier made a motion to approve the contract for signature. Tom Click seconded the

motion. The motion carried.

Patrick Mauney shared that though the combined CEDS plan application to the US EDA was not approved last year, Planning District 9 was prepared to pursue again. There would be more discussion with PD-10 as to whether they are in a position to collaborate again or if it would be best to pursue separately. Also, Shannon Holland was exploring whether the Council could support these initiatives with any GO Virginia funds.

13. Adjourn

The meeting adjourned at 4:00 pm.

INNOVATION/COMMERCIALIZATION (ENTREPRENEURSHIP) TASK FORCE – REGION 9 COUNCIL

When considering Region 9’s Entrepreneurship Ecosystem what are some Strengths, Weaknesses, Opportunities and Threats? Please indicate in your notes if any ideas are specific to an industry or sub-region.

Target Sectors: Biotech; Financial & Business Services; Food & Beverage Manufacturing; Information Technology; and, Light Manufacturing

Council Members: Jim Cheng, Rob Archer, Yolunda Harrell, Tom Click

Guests: n/a

<p>Strengths</p> <ul style="list-style-type: none"> • Existing Base of Entrepreneurs and Support Organizations • Angel Funding • Capital/Other Sources • Geographic for shipping • Infrastructure • Access to Port • Capital for manufacturing 	<p>Weaknesses</p> <p>Access to Capital Geographic access and Human Capital Lack of experience /higher level subject matter experts for certain industries No central repository or road map for Entrepreneurship Image as small, rich, region Career path from entry to higher tier expertise Not enough diversity in types of businesses “narrow ban</p>
<p>Opportunities</p> <p>Great healthcare base Hospital system Access to broadband More affordable & growing region - Housing and services Cybersecurity Diversity and Equity (DEI goals) SWAM Affordability for workforce</p>	<p>Threats</p> <p>Pandemic Inflation Supply Chain/Logistics Logistics Cyber infrastructure Other – areas with more Access to Capital , Human Capital, Services, and supply chain</p>

GROWING EXISTING BUSINESS (BUSINESS CLUSTER SCALE UP) TASK FORCE – REGION 9 COUNCIL

When considering Region 9’s target sectors what are some Strengths, Weaknesses, Opportunities and Threats in relation to driving growth generally or by cluster? Please indicate in your notes if any ideas are specific to an industry or sub-region.

Target Sectors: Biotech; Financial & Business Services; Food & Beverage Manufacturing; Information Technology; and, Light Manufacturing

Council Members: Brian Cole, Jim Crozier, Ray Knott

Guests: n/a

<p>Strengths Well educated workforce Education institutions in region for training , education and continuing education</p>	<p>Weaknesses Low unemployment Affordable housing and overall housing inventory Limited number of individuals with skills in manufacturing and Food and Beverage sector *lack of understanding throughout Virginia of how Virginia based businesses can source supply chain or expertise in Virginia vs going outside of state</p>
<p>Opportunities Remote office opportunities Broadband expansion from CARES Act funding allows for new businesses to consider region</p>	<p>Threats Telecommuting trends – relocating out of area – post COVID Lack of access to and reliable broadband -impacts ability to attract and retain business</p>

* Additional comments offered during report out session

SITES TASK FORCE – REGION 9 COUNCIL

When considering Region 9’s Business Ready Sites Portfolio for target sectors what are some Strengths, Weaknesses, Opportunities and Threats? Please indicate in your notes if any ideas are specific to an industry or sub-region.

Target Sectors: Biotech; Financial & Business Services; Food & Beverage Manufacturing; Information Technology; and, Light Manufacturing

Council Members: Christian Goodwin, Christine Jacobs, Andy Wade

Guests: Helen Cauthen

<p>Strengths</p> <ul style="list-style-type: none"> Local government involvement Ability to move rapidly Local government willing to support other jurisdictions – Partnerships/collaboration Education/workforce Grants, shared efforts State perception/buy-in Desirable region <p>*Louisa Regional Business Park * EDA’s</p>	<p>Weaknesses</p> <ul style="list-style-type: none"> Regulatory environment (state/fed/local) Infrastructure – not near (broadband, gas) Timing/funding Permitting, etc. No Tier 5 Wages
<p>Opportunities</p> <ul style="list-style-type: none"> Education/Workforce Grants/funding Public/private partnerships - Best way to overcome cost issues Public Awareness & support 	<p>Threats</p> <ul style="list-style-type: none"> Competition - Workforce - Regulatory environment (local/state/fed) - Weaponized against well intentioned efforts - Lack of public support/understanding -

* Additional comments offered during report out session

TALENT DEVELOPMENT TASK FORCE – REGION 9 COUNCIL

When considering Region 9’s Talent Development Ecosystem what are some Strengths, Weaknesses, Opportunities and Threats? Please indicate in your notes if any ideas are specific to an industry or sub-region.

Target Sectors: Biotech; Financial & Business Services; Food & Beverage Manufacturing; Information Technology; and, Light Manufacturing

Council Members: Ed Dalrymple, Jr., Kim Blosser

Special Guest of Council: Frank Friedman

Guests: Sarah Morton, Jeff Say, Bryan Rothamel

<p>Strengths</p> <p>Education sector available in our region:</p> <ul style="list-style-type: none"> • Community colleges • K-12’s • University <p>Diverse curriculum at different schools Non-profit partners in providing workforce education Local workforce boards Career Partnerships New CTE programs</p>	<p>Weaknesses</p> <p>Non-participation in the workforce Cost of living/housing Transportation (lack of) Child care (lack of) Holistic students support to get to programs Availability of teachers/ faculty</p>
<p>Opportunities</p> <p>Opportunities to expand curriculum Job shadowing, apprenticeships, work-based learning, internships, mentorships VCW Piedmont Many in low skilled/low wages that could be upskilled into higher paying jobs Professional development with existing businesses to show the opportunities for workforce development/customized program for their business Align CTE programs with local industry</p> <p>* Internships – especially for IT/ Business and Financial Services</p>	<p>Threats</p> <p>Employees in region taking jobs in higher paying neighboring regions Cost of living/housing Stigma of “workforce” program versus going to a 4 year school</p>

* Additional comments offered during report out session

**COMMONWEALTH OF VIRGINIA
CAPACITY BUILDING CONTRACT
NUMBER 10RC9-22**

July 1, 2021 to June 30, 2022

THIS AGREEMENT by and between the COMMONWEALTH OF VIRGINIA, DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (herein called the "Department"), Regional 9 Council (herein called "Regional Council") and the CENTRAL VIRGINIA PARTNERSHIP FOR ECONOMIC DEVELOPMENT (herein called the "Support Organization"), WITNESSETH THAT:

WHEREAS, the Support Organization has been selected by The Regional Council pursuant to the Virginia Growth and Opportunity Act for the purpose of promoting collaborative planning, economic development, or workforce activities within the region through data analysis, review of best practices, review and analysis of project proposals, and other duties as determined by the Regional Council; and

WHEREAS, the Support Organization desires to secure financial support from the Department on behalf of the Regional Council under the terms of the Virginia Growth and Opportunity Act; and

WHEREAS, the Support Organization has entered into a Memorandum of Understanding (MOU) with The Regional Council outlining their role to act as the fiduciary for the Regional Council; and

WHEREAS, the Department is empowered to provide state financial support to the Support Organization on behalf of the Regional Council to help them achieve the aforementioned objectives;

NOW, THEREFORE, the parties hereto mutually agree as follows:

COMPENSATION

1. Based upon the Virginia Growth and Opportunity Act and the Appropriation Act of the Commonwealth of Virginia for the **2020-2022** Biennium, as amended, the Department agrees to pay to the Organization for the fiscal year beginning July 1, 2021, and ending June 30, 2022, two hundred and fifty thousand dollars (\$250,000) in capacity building funds, subject to the approval of the budget submitted by the Regional Council to the GO Virginia Board and provided that the Support Organization shall meet the requirements in the GO Virginia financial manual, financial reporting documents, and those listed below.

METHOD OF PAYMENT

2. The Department shall obligate funds after receipt of the MOU with the Regional Council, and any other entities contracted with. Payments will require financial reports to be submitted on time and with proper documentation.

The Organization agrees to draw cash only as needed for its disbursement on a reimbursable basis.

SCOPE OF SERVICES

3. The Support Organization shall furnish to the Department the following items during the term of this Contract, or as specified below:
 - a. An MOU, submitted no later than October 15th, 2021. This MOU shall include, at a minimum, the following information:
 1. A description of each entity included in the MOU
 2. The purpose of the MOU
 3. The agreed upon roles and responsibilities each organization will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and outputs;
 4. Describe the resources each partner would contribute to the project. This can be a time commitment, in-kind contributions, or grant funds
 5. A statement that the MOU is in compliance with the Virginia Growth and Opportunity Act.
 6. The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the entity and include title and entity name.
 - b. A current list of authorized signatories of the Organization, including their full name and title.
 - c. An Annual Report that includes a description of the activities conducted by the Support Organization during the preceding fiscal year, describing how they met the provision of the Growth and Opportunity Act. This report should be submitted through DHCD's Centralized Application and Management System (CAMS) under the Reports and Communication tab.

FINANCIAL REQUIREMENTS

4. The Support Organization must adhere to the GO Virginia Financial Manual and any updates that may occur. Updated manuals will be sent to recipients within five business days.
5. Recording and Documentation of Receipts and Expenditures
 - a. Funds awarded are to be expended only for the purposes and activities covered by the Support Organization's approved project plan and budget. The Support Organization is required to have accounting procedures that provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to this award, obligations, unobligated balances, assets, liabilities, receipts and expenditures. Controls must be established which are adequate to

ensure that expenditures charged to this award are for allowable purposes. Accounting records must be supported by such source documentation as bank statements, cancelled checks, invoices, paid bills, payrolls, etc.

COMMUNICATIONS

6. Upon request of the Department, the Support Organization will promptly, and in all cases within 30 days, provide any information and/or documentation related to the Organization's use of GO Virginia funds.
7. GRANTEE agrees to recognize GO Virginia's support for its programs in all communications with the media and its marketing publications. The following statement is suggested: *"This project was funded in part by GO Virginia, a state-funded initiative that strengthens and diversifies Virginia's economy and fosters the creation of higher wage jobs in strategic industries."*

AUDIT REQUIREMENTS

8. The Support Organization shall submit an annual audit report to the Department. Financial statements to be audited shall include a Balance Sheet, Income Statement, and a Statement of Cash Flows. Financial statements shall be in conformance with generally accepted accounting principles (GAAP) and audits are to be conducted by an Independent Certified Public Accountant (CPA). Audit reports shall be submitted to the Department no later than six months from the close of the Organization's fiscal year end.

COMMONWEALTH OF VIRGINIA
Department of Housing and
Community Development

By: _____
Erik Johnston, Director

Date: _____

THE REGIONAL COUNCIL

By: _____
Ed ~~Scott~~ Dalrymple, Jr., Chair

Date: _____

SUPPORT ORGANIZATION

By: _____
Helen Cauthen, Chief Executive
Officer/President

Date: _____