

NEW RIVER VALLEY REGIONAL COMMISSION
Minutes of the Commission Meeting
held on
October 26th, 2017
6:00 p.m. – New River Valley Business Center, Fairlawn

I. CALL TO ORDER

PRESENT: Mr. J. Carpenter, Radford University, Chair; Mr. M. Harvey, Vice-Chair, Montgomery County; Mr. C. Bopp, Pulaski County; Mr. L. Clevinger, Town of Pulaski; Mr. H. Collins, Town of Christiansburg; Mr. T. Garrett, Town of Narrows; Mr. F. Gerald, Floyd County; Mr. H. Johnson, Town of Christiansburg; Ms. S. Journell, Town of Pearisburg; Mr. W. Kantsios, Town of Rich Creek; Mr. C. Kiwus, Virginia Tech; Mr. M. Maslaney, Floyd County; Ms. H. Lesko, Town of Blacksburg; Mr. K. Marshall, City of Radford; Ms. C. Newcomb, Town of Blacksburg; Mr. M. Patton, Town of Floyd; Mr. H. Showalter, Town of Christiansburg; Mr. K. Sullivan, Virginia Tech and Dr. D. Warren, Pulaski County.

ABSENT: Mr. L. Law, Giles County, Treasurer; Mr. G. East, Town of Pulaski; Dr. H. Harvey, City of Radford; Mr. R. McCoy, Giles County and Ms. A. Perkins, Montgomery County.

Staff Attendees: Kevin Byrd, Janet McNew, James Jones, Patrick O'Brien and Julie Phillips.

II. CONSENT AGENDA

A. Approval of Minutes for September

Mr. Carpenter called for approval of the consent agenda item if there were no questions or changes.

Motion: Ms. Lesko moved for the approval of the minutes. Ms. Newcomb seconded the motion.

Action: Motion carried unanimously.

B. Approval of Treasurer's Report for September

Mr. Carpenter called for approval of the consent agenda item if there were no questions or changes.

Motion: Mr. Sullivan moved for the approval of the Treasurer's Report. Mr. Johnson seconded the motion.

Action: Motion carried unanimously.

III. COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS

A. Projects (Signed-off by the staff)

None

B. Regular Project Review

None

C. Environmental Project Review

1. Construction of New Intern Building at the Virginia Tech Transportation Institute (no comments from the Commission)

IV. PUBLIC ADDRESS

None

V. REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS

Mr. Sullivan reported he accepted a position with VCU in Richmond and will be finishing his 11-year service to the Commission at the end of December. His replacement on the Commission will be Ms. Carrie Woodring from the Virginia Tech Foundation. He will ask Ms. Woodring to attend the November meeting so she can be introduced. Ms. Newcomb announced she accepted a position as a Planner with Roanoke County and will not be seeking re-election to the Blacksburg Town Council with her term ending this December, so the town will make an appointment in January. Mr. Carpenter announced Radford University received their largest academic grant to date. The grant will serve 5,000 K-12 educators, with the primary goal of increasing the number of highly effective educators in K-12 high-need schools in rural Appalachia, including Virginia, Tennessee and West Virginia by building educators' knowledge and skills in evidence-based practices through CBE learning models.

VI. CHAIR'S REPORT

Mr. Carpenter thanked Mr. Sullivan and Ms. Newcomb for their service to the Commission.

VII. EXECUTIVE DIRECTOR'S REPORT

Mr. Byrd provided a summary report in the Commission agenda packet. He reported the Planning District Commissions, Workforce Development Boards, Community Colleges and several partners in GO Virginia Region 2 submitted a letter of intent for a workforce development program focusing on incumbent worker training as well as marketing of the careers currently available in the region. The Regional Commission is also working with Pulaski County on an application to establish the Pulaski County version of the ACCE program which they are calling Access to Industrial Manufacturing Education (AIME) program. The application would also seek funding to monitor the career paths of those who utilize the ACCE programs in the region for a period of up to 5-years to determine whether students are remaining in the region and filling in-demand occupations. Regional Commission staff submitted Appalachian Regional Commission grants for the towns of Christiansburg, Pembroke and Narrows as well as one for Smart Beginnings NRV. The Regional + Local Housing Study discussed at the Commission meeting last month is moving forward with an application submittal planned for late October/early November. The annual staff retreat was held on October 6th with outcomes focused on goal development for staff as it related to project/program development for members of the Commission. The regional destination marketing organizations (DMO) meeting was held in Pulaski with a guest from Bike Virginia who explained the group will be coming through the region June 22-27 with camp locations in Bisset Park and Claytor Lake.

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

A. Small Business Development Center (SBDC) services in the region
Ms. Jody Keenan, Managing Director of the Mason Enterprise Center at George Mason University and State Director of the Virginia Small Business Development Centers (SBDC) Network, presented to the Commission regarding the SBDC program in the New River Valley. She explained the SBDC network is a partnership between the US Small Business Administration, George Mason University and 14 other organizations, including institutions of higher education, chambers of commerce, and economic development organizations across Virginia. Ms. Keenan discussed the transition of the New River Valley SBDC services from Radford University to the SBDC program hosted at the Roanoke Regional Chamber of Commerce. She explained there is a business advisor on-call weekly to serve the NRV as well as workshops held throughout the area. Mr. Bart Smith, Director of the Roanoke Regional SBDC, detailed two success stories from NRV clients within the last year.

B. FY19 Per Capita Assessment Rate (Commission Dues)
Mr. Byrd explained the current assessment rate is \$1.29 per capita based on 2015 Census figures. Last October, the Commission decided to use the 2015 population estimates from the Census for the FY18 assessment rather than waiting until 2020 for updated population figures. This approach provided for smaller adjustments rather than a large adjustment that may come with a 10-year population factor. The FY19 proposed rate of \$1.29 is unchanged from FY18.

Mr. Carpenter called for approval of the FY19 Per Capita Assessment Rate to be set at \$1.29.

Motion: Dr. Warren moved for the approval the FY19 rate at \$1.29. Mr. Showalter seconded the motion.

Action: Motion carried unanimously.

C. Delegation of Specific Duties to the Regional Commission Executive Committee
Mr. Carpenter explained the role of the Executive Committee has evolved into a monthly 1-hour to 1.5-hour meeting a week prior to the full Commission meeting. The Executive Committee often dives deep into details of the agency and advises the Executive Director on a regular basis and more frequently as needed with a weekly phone call scheduled with the Commission Chair. Since 2009, it has been the practice of the Chair, with input from the Executive Committee, to set the annual compensation of the Executive Director. The process includes feedback on the Executive Director's performance provided by the full board as requested from the Chair. The Executive Committee would like to secure clarity from the Commission regarding their duties in establishing the

terms of employment with the Executive Director. Mr. Carpenter then called for any discussion.

A discussion took place to clarify the duties of the Executive Committee. It was reaffirmed employee compensation is included in the annual budget, which the full board approves each year.

Ms. Lesko moved, in line with the New River Valley Regional Commission Bylaws, Article IX, Section 1. Executive Committee; that the Executive Committee be empowered to determine all elements of compensation, salary, and other relevant terms of employment with the Executive Director. Mr. Patton seconded the motion.

Action: Motion carried; 16 ayes, 3 nays.

D. Set November Commission Meeting Date

Mr. Carpenter explained the November board meeting falls on Thanksgiving, so the Executive Committee proposes moving the meeting to the third Thursday November 16, 2017.

Motion: Mr. Patton moved to hold the meeting November 16, 2017. Mr. Showalter seconded the motion.

Action: Motion carried unanimously.

Mr. Carpenter called to adjourn the meeting.

L. J. Carpenter, Chair
New River Valley Regional Commission