

Mary Ball Washington Regional Council
GO Virginia
May 31, 2017
Rappahannock Community College – Warsaw

Call to Order	William Beale
Introductions	William Beale
April 6, 2017 Meeting Minutes Approval	William Beale
Bylaws Approval	William Beale
Budget Discussion & Approval	Tim Ware
Support Agreement Discussion & Approval	Tim Ware
Economic Growth & Diversification Plan Consultant Selection	Kate Gibson
Economic Growth & Diversification Committee Discussion	Kate Gibson
Meeting Schedule	Kate Gibson
Adjournment	William Beale

**MINUTES OF THE MEETING OF THE
MARY BALL WASHINGTON REGIONAL COUNCIL**

April 6, 2017
Rappahannock Community College
Warsaw, Virginia

MEMBERS PRESENT AND VOTING: Vice-Chair – Carlton Revere, Wally Beauchamp, Elizabeth Crowther, Bruce Davis, Jeron Hayes, Lisa Hull, Mike Jenkins, Kim McClellan, Leslye McDade Morrison, Bryan Teliaferro, John Wells

MEMBERS ABSENT: William Beale, Lou Belcher, Mike Broz, Kent Farmer, Darryl Fisher, Troy Paino, Deidre Powell-White, Anne Richardson

OTHERS IN ATTENDANCE: Lee Capps, Jerry Davis, Chris Lloyd, Nick Minor, Bill Newborg, Frank Pleva, Joseph Quesenberry, Morgan Quicke

STAFF: GWRC- Kate Gibson, Tim Ware

CALL TO ORDER:

Mr. Revere called the meeting to order at 11:00 am with a quorum present.

GO VIRGINIA OVERVIEW:

Mr. Chris Lloyd and Mr. Tim Ware provided an overview of the Go Virginia Program both at the state and local level.

BY-LAWS DISCUSSION

A discussion was held to review the suggested by-laws for the Mary Ball Washington Regional Council. Several suggestions for changes were offered. The by-laws will be approved at the May 31, 2017 meeting.

CHAIRMAN/VICE CHAIRMAN SELECTION

It is required that a Chairman and a Vice Chairman be elected by the Regional Council. Mr. Beauchamp nominated Mr. Beale as Chairman and Mr. Revere as Vice Chairman. Ms. Crowther seconded the motion. The motion passed unanimously.

SUPPORT ORGANIZATION SELECTION

A support organization is required to perform administrative as well as fiscal responsibilities for the Regional Council. Ms. Crowther nominated the George Washington Regional Commission to serve in that capacity. Mr. Jenkins seconded the motion. The motion passed unanimously.

GROWTH AND DIVERSIFICATION PLAN

The Regional Council authorized staff to put out a request for proposal (RFP) after the Department of Housing and Community Development releases the RFP template on April 20.

NEXT MEETING

After discussion on critical dates and commitments for the Regional Council the next meeting was scheduled for May 31, 2017 from 11:00 am to 1:00 pm at Rappahannock Community College in Warsaw.

ADJOURNMENT

Being no further business, the meeting was adjourned at 12:50 pm.

Respectfully submitted,
Timothy Ware, Executive Director
George Washington Regional Commission

Virginia Growth and Opportunity Regional Act
Mary Ball Washington Regional Council
BYLAWS

ARTICLE I PURPOSE

Mary Ball Washington Regional Council (hereafter referred to as “Council”) is a public body certified by the Virginia Growth and Opportunity Board to receive grants pursuant to Code of Virginia section 2.2-2485 the Virginia Growth and Opportunity Act (hereafter referred to as “GO VA”). The Council will be supported or affiliated with an existing or newly established organization that engages in collaborative planning or execution of economic or workforce development activities within a region to support the Council’s activities and to ensure proper administration of the Council’s funds.

ARTICLE II DUTIES AND RESPONSIBILITIES

Section 1 Duties of the Regional Council

The Council shall:

1. Work in a collaborative manner, respecting all points-of-view, while soliciting and reviewing proposed projects for recommendation to the GO VA Board (hereafter referred to as “Board”).
2. Demonstrate extensive knowledge of the region’s potential for growth that lead to high paying jobs. Identify economic/regional projects that support or encourage collaboration and yield significant new job creation deliverables.
3. Review and understand the authority, governance, and administrative role of the GO VA Board in certifying qualified regions and regional councils; including how the Board develops and implements guidelines or procedures for such certification.
4. Partner with existing or newly established economic/workforce development organizations to create a focused collaborative project or programs consistent with the Council’s economic growth and diversification plan.
5. Identify the region’s economic growth potential independently or in partnership with neighboring regions. Identify the competitive advantages for collaboration with private-sector investments to accelerate job growth/economic development.
6. Advise the Board on best practice initiatives, projects, etc. that encourage collaboration and yield measurable outcomes for job growth in the region.
7. Have the authority to enter into agreements through the support organization in order to pursue the goals and objectives of the Virginia Growth and Opportunity Act pursuant to

the Code of Virginia and guidelines adopted by the GO VA Board.

8. Adhere to the Freedom of Information Act (FOIA) and the Conflict of Interest Act (COIA) except as exempted pursuant to §2.2-3711.A.48 of the Code of Virginia.
9. Provide for public participation as directed by the Code of Virginia and the Board.
10. Conform with guidelines as adopted by the Board.

ARTICLE III MEMBERSHIP

1. The Council should include representatives from (i) the education sector, including school divisions, community colleges, public institutions of higher education, and private institutions of higher education as appropriate; (ii) the public economic and workforce development sector; (iii) local government; (iv) planning district commissions; (v) nonprofit organizations; and (vi) other entities that significantly affect regional economic or workforce development. Membership may include one or more nonlegislative citizen members of the GO VA Board from the region. A majority of the members of the Council shall be from the private sector with demonstrated significant private-sector business experience. The Council shall be chaired by a citizen member from the region with significant private-sector business experience.
2. The Council will consist of 15-25 members. The GO VA Board will approve the member selection process, structure, composition, and leadership to meet the requirements of COV section 2.2-2485 of the Virginia Growth and Opportunity Act and the guidelines set forth by the GO VA Board. Council membership is subject to GO VA Board review and approval.
3. Council members shall have knowledge of workforce and economic development.
4. Council members shall serve staggered four-year terms as determined by the Council. Council members shall not serve more than (2) consecutive four year terms. The time served by Chair/Vice-Chair will not count against the limit of two (2) consecutive terms. A Chair/Vice-Chair who has reached his or her term limit may serve another consecutive term.
5. A vacancy on the Council shall be filled per guidelines established by the GO VA Board as carried out by the Nominating Committee referenced in Article VIII of this document.
6. A Council member may be removed by the GO VA Board with a majority vote. The reasons for removal must be documented by the Council.

ARTICLE IV MEETINGS

1. The Council shall meet on a regular basis and at a minimum quarterly at a predetermined location and time. The meeting notice of time, location and purpose shall be given to all Council members at least 30 days prior to the date of meeting.
2. The Council will meet all of the Code of Virginia public meeting requirements (§2.2-

3707). Meetings will be advertised a minimum of three business days in advance of the meeting at the following locations: George Washington Regional Commission Website, Middle Peninsula Planning District Commission Website and Northern Neck Planning District Commission Website.

3. Attendance of a majority of Council members shall constitute a quorum and, unless a greater proportion is required by the GO VA Board for a particular act/vote, the majority (super majority) vote of the Council present and voting at any meeting, at which there is a quorum, shall constitute the Act of the Council (Council may decide if vote is majority or super majority).

ARTICLE V PARLIAMENTARY PROCEDURE

In all matters of procedure not specifically covered by these By-Laws, the most recent edition of Roberts Rules of Order shall be observed.

ARTICLE VI ORGANIZATION

1. During the inaugural meeting, the Council shall elect from among its members, a Chair and a Vice-Chair. The Chair and Vice Chair shall be a Council member with significant private-sector experience.
2. The Chair shall preside over all meetings. The Vice-Chair shall preside over all meetings in the absence of the Chair.

ARTICLE VII SUPPORT ORGANIZATION

1. The support organization can be a new or existing organization with purposes and competencies including collaborative planning, economic development, or workforce activities within the region.
2. The support organization may provide data analysis, review of best practices, review and analysis of project proposals, and other duties as determined by the Regional Council.
3. The support organization will make project recommendations to the Regional Council for submission to the Board and will be responsible for monitoring the impacts of projects in carrying out the economic growth and diversification plan.
4. The support organization will be responsible for the receiving, use of, and auditing of funds received.
5. The support organization will have a contract with the regional council that provides for its role as outlined above.

ARTICLE VIII SUBCOUNCIL ORGANIZATION

1. The Council may appoint all subcommittees as deemed necessary to meet the Council requirements of COV 2.2-2485; the Virginia Growth and Opportunity Act and to fulfill the duties of the Council. In addition, the Council shall create an Executive Committee and a Nominating Committee. The Nominating Committee will present a slate of officers, potential new members and fill vacancies on the Council.
2. Each subcommittee shall appoint a Chair and set meeting dates, times and locations.
3. The duties of each subcommittee member shall be implied by the name and function of the subcommittee. Each subcommittee shall report to the full Council.

ARTICLES IX BYLAWS

The bylaws shall not be amended, modified or replaced except by a majority action of the Regional Council in an official meeting. Action on amended bylaws may not take place at the meeting in which they are introduced. Action on amended bylaws shall take place a minimum of thirty days after their introduction. The bylaws shall be amended to conform to statutory requirements as required. The Board shall review and approve amendments to the Bylaws.

SEVERABILITY

In the event that any portions of the bylaws are deemed invalid, the remaining portion shall stand.

ATTACHMENT 1: Capacity Building Funds Budget (Budget for Growth and Diversification Plans)

Date:	05/25/17
Agency Name:	
Mary Ball Washington Regional Council (Region 6)	
Agency Address:	
George Washington Regional Commission 406 Princess Anne St Fredericksburg, Va 22401	

Budget Period:

From:	Date of Approval	Through:	06/30/18
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Budget Item	Amount
A Administration	
Salary & Wages (List staff member(s) and experience)	29,000.00
Fringe Benefits	10,600.00
Other Administrative Costs	21,500.00
Equipment	-
Total Administration Budget:	\$ 61,100.00
B Direct Planning Expenses:	
Meetings/Training Workshops	7,000.00
Marketing/Outreach	5,000.00
Consulting/Contract Services	
Growth and Diversity Plan	95,990.00
Type 2 Contract/Consultant	25,000.00
Type 3 Contract/Consultant	0.00
Type 4 Contract/Consultant	0.00
Project Reserves <i>*This shall remain committed to the region for future grant allocations</i>	444,010.00
Other <i>Insurance</i>	2,000.00
Legal	4,000.00
Travel	900.00
Total Direct Planning Expenses Budget:	\$ 583,900.00
TOTAL Expense Budget:	\$ 645,000.00

Narrative:
Please provide narrative describing and itemizing all planned activities under each budget category.

A. Administration

Salary & Wages

Kate Gibson - George Washington Regional Commission(GWRC) - Senior Planner - 33.3% FTE

Tim Ware - GWRC Executive Director - 6% FTE

Fringe Benefits - 36.81%

Other Administrative Costs - 54.25% These Costs are agency Indirect Costs

B. Direct Planning Expenses

Meetings/Training Workshops -

6 Meetings at \$500 per Meeting - \$3,000

Board Training - \$4,000 - Subject to be Determined at a later time

Marketing/Outreach during the Growth and Diversity Plan Process- \$5,000

Consulting/ Contract Services

Growth & Diversity Plan - Mangum Economics- \$95,990 (\$86,900 + 10% Contingency)

Future Consulting Needs \$25,000

C.Other

Insurance - Estimate - \$2,000

Legal - Estimate \$4,000

Travel- Estimate \$900

SUPPORT AGREEMENT

This SUPPORT AGREEMENT (“Agreement”) made this _____ day of _____, 2017 (“effective date”), by and between the **MARY BALL WASHINGTON REGIONAL COUNCIL** (“**MBWRC**”), also known as Region Number 6, a public body and certified regional council established pursuant to the Virginia Growth and Opportunity Act (§ 2.2-2484, *et seq.*, of the *Code of Virginia*), and the **GEORGE WASHINGTON REGIONAL COMMISSION** (“**GWRC**”), a public body corporate and politic, also known as Planning District 16, a planning district commission established by its member jurisdictions, pursuant to the Regional Cooperation Act (§ 15.2-4200, *et seq.*, of the *Code of Virginia*), collectively referred to hereinafter as the “Parties”.

WHEREAS, Region Number 6 was designated and established by the Virginia Growth and Opportunity Board (“GO Virginia Board”), to include the member jurisdictions within the GWRC, the Northern Neck Planning District Commission, and the Middle District Planning Commission (collectively, the “PDCs”), pursuant to its authority under the Virginia Growth and Opportunity Act; and,

WHEREAS, the Region Number 6 Regional Council Formation Committee, comprising a diverse group of business, private sector, educational, and governmental interests, representing the economic character of the region, was organized and timely submitted its Statement of Intent of Formation (“Letter of Intent”) to the GO Virginia Board through the Virginia Department of Housing and Community Development (“DHCD”), with all necessary components included, noting that the Region 6 committee would be known as the Mary Ball Washington Regional Council; and,

WHEREAS, at its March 14, 2017 meeting, the GO Virginia Board reviewed the MBWRC’s Letter of Intent and certified the MBWRC as the Region 6 Council, pursuant to the Virginia Growth and Opportunity Act; and,

WHEREAS, the MBWRC must be affiliated with or supported by an organization whose purposes and competences include collaborative planning, economic development, or workforce activities within its region, pursuant to the GO Virginia Board’s approved Regional Council Guidelines; and,

WHEREAS, the GWRC was organized and established on January 1, 1970, by mutual agreement among the Counties of Spotsylvania, Stafford, King George, and Caroline and the City of Fredericksburg, pursuant to the Regional Cooperation Act (§ 15.2-4200, *et seq.* of the *Code of Virginia*), which agreement was amended, pursuant to the Amended and Restated Charter Agreement approved in 2006, which was also amended in 2007; and,

WHEREAS, pursuant to the Regional Cooperation Act and its Charter Agreement, the purpose of the GWRC is to encourage and facilitate local and state-local government cooperation in addressing, on a regional basis, matters of greater than local significance in the areas of economic, transportation, and physical infrastructure planning and development, and to provide administrative, management, financial, and staff support for member jurisdictions and interdistrict entities which perform governmental or quasi-governmental functions directly benefiting the commission's district, and to cooperate with other localities, the Commonwealth of Virginia and its agencies, including the Department of Housing and Community Development; and,

WHEREAS, the GWRC is authorized and empowered to enter into contracts or agreements and to provide the services set forth herein, pursuant to the Regional Cooperation Act and its Amended and Restated Charter Agreement;

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COMMITMENTS HEREIN CONTAINED AND OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT OF WHICH IS HEREBY ACKNOWLEDGED, AND INTENDING TO BE LEGALLY BOUND, THE PARTIES AGREE AS FOLLOWS:

1. The GWRC shall serve as the MBWRC's "support organization" and perform the duties incumbent upon such "support organizations", as prescribed by the GO Virginia Regional Council Guidelines and the MBWRC's Bylaws.
2. The GWRC shall support the MBWRC by providing the following services to the council and all of its subcouncil organizations and committees:
 - a. Providing administrative and staff support services, including but not limited to securing meeting space, sending notifications, recording meeting minutes, maintaining records, correspondence and communications deemed necessary to fulfill the duties of the MBWRC;
 - b. Providing fiduciary management and oversight and administrative services for activities funded by monies received from the Virginia Growth and Opportunity Fund and other sources of matching funds;
 - c. Receiving and managing the use of funds received and auditing accounts utilized for these purposes on an annual or as-needed basis;
 - d. Reviewing and making recommendations concerning best practices;
 - e. Assisting with and providing for the development and ongoing maintenance and updating of the MBWRC's economic growth and diversification plan, including the procurement of consultancy services for this purpose, if necessary;
 - f. Reviewing and analyzing project proposals, including but not limited to:
 - i. Application acknowledgement,

- ii. Initial application review to assure compliance with application criteria,
 - iii. Prepare and present an analysis of qualified proposals to the MBWRC
 - iv. Notification to applicants of MBWRC action
 - g. Providing project recommendations for submission to the GO Virginia Board;
 - h. Providing project oversight, tracking progress metrics, monitoring impacts of projects in carrying out the economic growth and diversification plan, and reporting;
 - i. Assisting with and providing for the development and submission of the MBWRC's annual report to the GO Virginia Board;
 - j. Procuring goods and services necessary for the operation of the MBWRC;
 - k. Providing for compliance with applicable provisions of the Virginia Freedom of Information Act, including meeting notices, open meeting requirements, and meeting facilities;
 - l. Providing for compliance with the State and Local Government Conflicts of Interest Act;
 - m. Providing other duties and services as determined by the MBWRC and agreed to by the GWRC.
3. The GWRC shall demonstrate good accounting practices, grant administration, project management experience, tracking and reporting of performance metrics and audit protocols.
 4. In matters related to the Virginia Growth and Opportunity Act, the GWRC shall operate and provide the services set forth herein with the advice and consent of the MBWRC.
 5. The MBWRC and its members shall comply with applicable provisions of the Virginia Freedom of Information Act and the State and Local Government Conflicts of Interest Act and shall cooperate with and support GWRC's efforts to assure compliance therewith.
 6. The MBWRC shall approve an annual budget. Payments for goods purchased or services rendered in compliance with the approved budget shall be made by the GWRC and approved by the Chairman of the MBWRC, with monthly expenditure reports provided to the MBWRC. Other expenses must be approved by the MBWRC and the budget amended accordingly.
 7. The MBWRC shall pay the GWRC promptly for the services rendered under this Agreement, pursuant to monthly invoices to be submitted to and approved by the MBWRC, from funds derived from any and all sources.
 8. The term of this Agreement shall be for 2 years from the effective date and may be renewed for additional 2-year terms, by mutual consent of the Parties, in writing. Either party may terminate this Agreement without ramification or recourse by the other Party with 60 days

advanced notice. The GWRC shall be entitled to payment for services rendered up to the date of notice of termination.

- 9. Notice shall be effective if delivered in writing to the other Party by regular mail at their last known address or via electronic mail sent to the Party's last known e-mail address.
- 10. This Agreement may be amended, in writing, by mutual agreement of the Parties.
- 11. By signing below, the agent or representative of each Party certifies that he is authorized to do so by his respective organization.

MARY BALL WASHINGTON REGIONAL COUNCIL

BY: _____ DATE: _____
G. William Beale
Chairman
Mary Ball Washington Regional Council

GEORGE WASHINGTON REGIONAL COMMISSION

BY: _____ DATE: _____
Tim Ware
Executive Director
George Washington Regional Commission

Mary Ball Washington Economic Growth & Diversification Plan Proposal Evaluation Summary

The Mary Ball Washington (Region 6) Regional Council will produce an Economic Growth and Diversification Plan between the dates of June 14, 2017 and August 25, 2017. The region has gone through a procurement process which included a publicly advertised Request for Proposals. Four proposals were received.

A proposal evaluation committee of Regional Council members and Support Organization staff met to review the proposals on May 24, 2017. The Proposal Evaluation Committee made the decision to recommend Mangum Economics to the full Regional Council. The recommendation will be presented to the Regional Council on May 31, 2017. The Regional Council's final selection will be submitted to the State GO Virginia Board for approval at its June 13, 2017 meeting.

Phases of the project will include Data Collection and Analysis, Plan Development, Growth Sector Analysis, and Final Development and Adoption. Deliverables by Mangum Economics will include the following:

1. Two presentations to the Regional Council during the Data Collection and Analysis phase.
2. Three reports at the conclusion of the Data Collection and Analysis phase - Major Findings, Economic Characteristics and Cluster Analysis, and Workforce Gaps Analysis.
3. Six facilitated work sessions (two in each PDC) during the Plan Development phase.
4. Presentation to the Regional Council at the conclusion of the Plan Development phase.
5. Three Growth Sector Advisor meetings during the Growth Sector Analysis phase.
6. Presentation to the Regional Council at the conclusion of the Growth Sector Analysis phase.
7. Draft Plan and presentation to the Regional Council.
8. Seven presentations to the regional economic development organizations, PDCs, workforce investment boards and general public.
9. 25 copies of final plan.