

Mary Ball Washington Regional Council
GO Virginia
October 16, 2017
Rappahannock Community College Warsaw Campus

Call to Order	William Beale
Introductions	William Beale
Public Involvement	William Beale
September 11, 2017 Meeting Minutes Approval	William Beale
Financial Report	Kate Gibson
Application Packet Amendment Approval	Neal Barber
How-to-Apply Workshops Update	Neal Barber
Project Interview Panel Selection	William Beale
Executive Committee/Bylaws Discussion	William Beale
Nominating Committee Appointment	William Beale
Council Member Appointment Policy Discussion & Approval	William Beale
Financial Review Policy Discussion & Approval	William Beale
Meeting Schedule	Kate Gibson
Adjournment	William Beale

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

September 11, 2017
Rappahannock Community College
Glenns, Virginia

MEMBERS PRESENT AND VOTING: Vice-Chair – Carlton Revere, Wally Beauchamp, Lou Belcher, Elizabeth Crowther, Bruce Davis, Lisa Hull, Mike Jenkins, Kim McClellan, John Wells

MEMBERS ABSENT: Chair – William Beale, Mike Broz, Kent Farmer, Darryl Fisher, Leslye McDade Morrison, Troy Paino, Deirdre Powell-White, Anne Richardson, Bryan Taliaferro

OTHERS IN ATTENDANCE: Neal Barber, Steve Goodall, Lewie Lawrence, Fletcher Mangum, Bill Newborg, Jason Perry, Ann Shows

STAFF: GWRC – Kate Gibson

CALL TO ORDER:

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

PUBLIC INVOLVEMENT

No members of the public wished to speak.

AUGUST 22, 2017 MEETING MINUTES APPROVAL

Mr. Davis moved to approve the August 22, 2017 Meeting Minutes, and Dr. Wells seconded the motion. The motion passed unanimously.

FINANCIAL REPORT

Ms. Gibson reviewed the financial report for April-August 2017. Council members raised no objection to the financial report.

PLAN ADDENDUM APPROVAL

Mr. Neal Barber presented the addendum to the Economic Growth & Diversification Plan that the consultants drafted in response to DHCD's feedback on the plan. The addendum addresses the feedback by 1) narrowing the list of 12 clusters down to 6 priority clusters; 2) including a comparison to the workforce gaps analysis in the Bay Consortium 2017-2021 Combined Local Plan; 3) including a discussion on out-of-state exports for each priority cluster; 4) including a discussion of how GO Virginia activities can align with other state and regional initiatives; 5) including a listing of potential funding sources for recommended project activities; and 6) including recommendations for how to sustain the Regional Council effort beyond GO Virginia funding.

Dr. Crowther moved to approve the Economic Growth & Diversification Plan Addendum and Mr. Jenkins seconded the motion. The motion passed unanimously.

PROJECT SOLICITATION & REVIEW PROCESS APPROVAL

Mr. Barber presented the final application packet to the Regional Council, and discussed the timeline, available funding, and review criteria. Council members discussed the need to determine the timeline for the next funding round if not all project funds are awarded during this first round.

Ms. McClellan moved to approve the application packet, including timeline and review criteria, and Dr. Crowther seconded the motion. The motion passed unanimously.

MEETING SCHEDULE


The next meeting of the Regional Council will take place on October 16. Mr. Revere asked that staff schedule meetings for the first quarter of 2018.

ADJOURNMENT

Being no further business, the meeting was adjourned at 12:20 pm.

Respectfully submitted,
Kate Gibson, Senior Planner
George Washington Regional Commission

MBWRC Financial Report: April-August 2017

Date: 10/16/2017			
Agency Name: Mary Ball Washington Regional Council (Region 6)			
Budget Period: Date of Approval - 6/30/2018			
	Budget	YTD	Under/Over
A Administration			
Salary & Wages	29,000.00	4,560.20	24,439.80
Fringe Benefits	10,600.00	1,818.14	8,781.86
Other Administrative Costs	21,500.00	3,473.19	18,026.81
Equipment	-	-	-
Total Administration Expenses:	\$ 61,100.00	\$ 9,851.53	\$ 51,248.47
B Direct Planning Expenses:			
Meetings/Training Workshops	7,000.00	1,229.70	5,770.30
Marketing/Outreach	5,000.00	521.68	4,478.32
Consulting/Contract Services			
Growth and Diversification Plan	95,990.00	50,000.00	45,990.00
Type 2 Contract/Consultant	25,000.00	-	25,000.00
Type 3 Contract/Consultant	-	-	-
Type 4 Contract/Consultant	-	-	-
Project Reserves <i>*This shall remain committed to the region for future grant allocations</i>	449,010.00	-	449,010.00
Other <i>Insurance</i>	2,000.00	-	2,000.00
<i>Legal</i>	4,000.00	-	4,000.00
<i>Travel</i>	900.00	609.65	290.35
Total Direct Planning Expenses:	\$ 588,900.00	\$ 52,361.03	\$ 536,538.97
TOTAL Expenses:	\$ 650,000.00	\$ 62,212.56	\$ 587,787.44

Narrative:

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 & Diversification 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



Terence R. McAuliffe
Governor

Todd P. Haymore
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

William C. Shelton
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Memorandum

To: Virginia Growth and Opportunity Board Members
GO Virginia Regional Council Members
From: Bill Shelton, DHCD Director
Subject: Liability Coverage
Date: June 2, 2017

The Commonwealth of Virginia's Division of Risk Management and the Office of the Attorney General have confirmed that both Virginia Growth and Opportunity Board members and GO Virginia Regional Council members are covered for liability in the performance of their duties under the Commonwealth's Risk Management Fund. Claims against the Board or a Regional Council or any of their members should be reported to DHCD.

The authority for the coverage comes from § 2.2-1837 of the Code of Virginia and the Commonwealth of Virginia Public Liability Risk Management Plan ("the Plan") as approved by the Governor. The Plan also provides unlimited legal defense. Coverage limits are \$100,000 for tort claims against the Commonwealth. Board members acting within the scope of their duties and authority are generally protected from personal liability through the Commonwealth's sovereign immunity.





VIRGINIA INITIATIVE FOR
**GROWTH &
OPPORTUNITY**
IN EACH REGION

TITLE: Mary Ball Washington Regional Council Member Appointment Policy

EFFECTIVE DATE: _____

POLICY STATEMENT: Per the Mary Ball Washington Regional Council Bylaws, a vacancy on the Council shall be filled per guidelines established by the GO VA Board as carried out by the Nominating Committee.

It is the policy of the Mary Ball Washington Regional Council that when there is a vacancy on the Council, the Nominating Committee shall identify a potential new member and have him/her complete the attached application form. The Nominating Committee shall present the potential new member to the Council, who shall then vote whether or not to approve the new member. If the new member is approved, the Council will request final approval from the GO VA Board.

APPROVAL AND REVIEW: This Council policy was reviewed and approved on _____.

SUPERSESION: This Council policy is new.

DRAFT



TITLE: Mary Ball Washington Regional Council Financial Review Policy

EFFECTIVE DATE: _____

POLICY STATEMENT: It is the policy of the Mary Ball Washington Regional Council that the Chair or his/her designee shall review and approve all reimbursement requests before they are submitted by the support organization. The Chair or his/her designee shall verify that expenditures are appropriate and within the approved budget. Budget revisions shall be approved by the full Council membership.

APPROVAL AND REVIEW: This Council policy was reviewed and approved on _____.

SUPERSESSION: This Council policy is new.

DRAFT

GO Virginia Region 6 Upcoming Meetings

Mary Ball Washington Regional Council Meetings

October 16: 11 AM-1 PM

Rappahannock Community College Warsaw Campus
52 Campus Drive
Warsaw, VA 22572

November 13: 11 AM-1 PM

Bowling Green Town Hall
117 Butler St
Bowling Green, VA 22427

December 11: 11 AM-1 PM

Rappahannock Community College Glens Campus
12745 College Drive
Glens, VA 23149

January 8: 11 AM-1 PM

Rappahannock Community College Warsaw Campus
52 Campus Drive
Warsaw, VA 22572

February 12: 11 AM-1 PM

Bowling Green Town Hall
117 Butler St
Bowling Green, VA 22427

March 12: 11 AM-1 PM

Rappahannock Community College Glens Campus
12745 College Drive
Glens, VA 23149