

Mary Ball Washington Regional Council
GO Virginia
December 11, 2017
Rappahannock Community College Glens Campus

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|---|---------------|
| Call to Order | William Beale |
| Introductions | William Beale |
| Public Involvement | William Beale |
| October 16, 2017 Meeting Minutes Approval | William Beale |
| Financial Report | Kate Gibson |
| Bylaws Amendment Approval | William Beale |
| Project Application Discussion & Determinations | William Beale |
| Meeting Schedule | Kate Gibson |
| Adjournment | William Beale |

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

October 16, 2017
Rappahannock Community College
Warsaw, Virginia

MEMBERS PRESENT AND VOTING: Chair – William Beale, Wally Beauchamp, Elizabeth Crowther, Bruce Davis, Kent Farmer, Steve Goodall, Lisa Hull, Mike Jenkins, Leslye McDade Morrison, Anne Richardson, Bryan Taliaferro, John Wells

MEMBERS ABSENT: Vice-Chair – Carlton Revere, Lou Belcher, Darryl Fisher, Kim McClellan, Troy Paino, Deirdre Powell-White

OTHERS IN ATTENDANCE: Neal Barber, Jerry Davis, Bill Newborg, Jason Perry, Ann Shows, Kimberly Young

STAFF: GWRC – Kate Gibson, Tim Ware

CALL TO ORDER:

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

PUBLIC INVOLVEMENT

No members of the public wished to speak.

SEPTEMBER 11, 2017 MEETING MINUTES APPROVAL

Mr. Davis moved to approve the September 11, 2017 Meeting Minutes, and Mr. Farmer seconded the motion. The motion passed unanimously.

FINANCIAL REPORT

Ms. Gibson reviewed the financial report for April-August 2017, with August salary, fringe, and indirect included. Ms. Gibson answered a question from the last meeting, explaining that the insurance line item is a placeholder, and that GWRC does not have plans to purchase insurance at this time. She discussed a memo from DHCD explaining that the Regional Council members are covered for liability under the Commonwealth's Risk Management Fund. Council members raised no objection to the financial report.

APPLICATION PACKET AMENDMENT APPROVAL

Mr. Barber presented an amended application packet to the Regional Council; the State Board adopted Guidelines after the Regional Council adopted their application packet, so minor changes were made to bring the adopted application packet into compliance with the Guidelines.

Mr. Farmer moved to approve the updated application packet and Mr. Beauchamp seconded the motion. The motion passed unanimously.

HOW-TO-APPLY WORKSHOPS UPDATE

Mr. Barber gave an update on the how-to-apply workshops held in the three Planning Districts on September 28 and 29. Each workshop had 6-8 potential applicants. Mr. Barber expects that there will be 4-6 project applications submitted. Mr. Barber said that the collaboration and local match requirements have been challenging within the compressed timeline.

PROJECT INTERVIEW PANEL SELECTION

Mr. Beale asked for volunteers to interview project applicants as part of the project review process. Bruce Davis, Kent Farmer, Lisa Hull, Kim McClellan, Leslye McDade Morrison, and Anne Richardson volunteered. Mr. Beale indicated that he would also participate, and would follow up with Carlton Revere about participating as well.

Staff will coordinate interviews for the week of December 4-8.

EXECUTIVE COMMITTEE/BYLAWS DISCUSSION

Mr. Beale explained that the Bylaws currently require the Regional Council to appoint an Executive Committee. Appointing the chair and vice chair to the Executive Committee could be problematic, as after being designated as an official committee, all meetings between the chair and vice chair would have to meet public meeting requirements under FOIA. Mr. Beale proposed removing the language requiring an Executive Committee from the Bylaws. Regional Council members agreed.

Staff will update the Bylaws to reflect this change. The amendment must be distributed at least 30 days before a vote is taken.

NOMINATING COMMITTEE APPOINTMENT

Mr. Beale explained that the Bylaws require the Regional Council to appoint a Nominating Committee. Mr. Beale recommended that the Regional Council appoint Kim McClellan and John Wells, who are both willing to serve on the committee.

Mr. Jenkins moved to appoint Kim McClellan and John Wells to the Nominating Committee and Mr. Farmer seconded the motion. The motion passed unanimously.

COUNCIL MEMBER APPOINTMENT POLICY DISCUSSION & APPROVAL

Mr. Beale presented the Council Member Appointment Policy, including the new member application form, to the Regional Council. The policy and form incorporate items discussed at previous Council meetings.

Mr. Farmer moved to approve the Council Member Appointment Policy and Dr. Crowther seconded the motion. The motion passed unanimously.

FINANCIAL REVIEW POLICY DISCUSSION & APPROVAL

Mr. Beale presented the Financial Review Policy to the Regional Council. The policy adds an extra layer of oversight to GWRC's spending of GO Virginia funds.

Mr. Farmer moved to approve the Financial Review Policy and Mr. Beauchamp seconded the motion. The motion passed unanimously.

MEETING SCHEDULE

The next meeting of the Regional Council will take place on November 13. If a November meeting is not needed, staff will alert Council members at least a week in advance.

ADJOURNMENT

Being no further business, the meeting was adjourned at 12:30 pm.

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

MBWRC Financial Report: April-October 2017

Date: 12/11/2017

Agency Name: Mary Ball Washington Regional Council (Region 6)

Budget Period: Date of Approval - 6/30/2018

GO VIRGINIA



VIRGINIA INITIATIVE FOR
GROWTH & OPPORTUNITY
IN EACH REGION

| | Budget | YTD | Under/Over |
|---|---------------|---------------|---------------|
| A Administration | | | |
| Salary & Wages | 29,000.00 | 8,268.33 | 20,731.67 |
| Fringe Benefits | 10,600.00 | 3,093.85 | 7,506.15 |
| Other Administrative Costs | 21,500.00 | 6,183.87 | 15,316.13 |
| Equipment | - | - | - |
| Total Administration Expenses: | \$ 61,100.00 | \$ 17,546.05 | \$ 43,553.95 |
| B Direct Planning Expenses: | | | |
| Meetings/Training Workshops | 7,000.00 | 1,601.21 | 5,398.79 |
| Marketing/Outreach | 5,000.00 | 521.68 | 4,478.32 |
| Consulting/Contract Services | | | |
| Growth and Diversification Plan | 95,990.00 | 86,900.00 | 9,090.00 |
| 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 | 1,045.56 | (145.56) |
| Total Direct Planning Expenses: | \$ 588,900.00 | \$ 90,068.45 | \$ 498,831.55 |
| TOTAL Expenses: | \$ 650,000.00 | \$ 107,614.50 | \$ 542,385.50 |

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

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.

GO Virginia Region 6 Upcoming Meetings

Mary Ball Washington Regional Council Meetings

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