

Mary Washington Regional Council
Go Virginia
April 6, 2017
Rappahannock Community College – Warsaw

- Call to Order Carlton Revere
- Introductions Carlton Revere
- Go Virginia Overview Tim Ware
- By-Laws Discussion Tim Ware
- Chairman/Vice Chairman Selection Carlton Revere
- Support Organization Discussion Carlton Revere
- Growth and Development Plan Evaluation Committee Tim Ware
- Meeting Schedule Tim Ware
- Adjournment Carlton Revere

**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 organization 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 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.

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.

Economic Growth and Diversification Plan Evaluation Criteria

Regional Council /Regional Assessment

1. Review of current and relevant existing local and regional strategic plans.
2. Regional Council members are active in reviewing and analyzing regional information
3. Regional Council members
 - a) Identify critical issues of economic growth and diversification
 - b) Prioritize needs and opportunities
 - c) Identify potential actions the region could pursue to:
 - a) expand economic opportunity
 - b) grow and diversify the economy
 - c) align worker training programs with the education and skills needed by employers and potential employers in the region
4. Review of commuting patterns (both existing and potential) for the workforce to other regions/states and whether such activity affects the region's ability to attract and or retain high paying jobs.
5. Identify existing or potential business sectors or clusters which can lead to sustainable, scalable, future growth in the region
 - a) Discussion of process used to select those sectors or clusters including how growth in them can be achieved.
 - b) Identification of such sectors or clusters based on empirical data
 - c) Identification of existing efforts to retain higher paying jobs and to enhance access to such jobs.
6. Assess and Identify how the region could undertake activities to:
 - a) Grow existing business
 - b) Fill gaps in existing sector presence
 - c) Scale up existing companies (particularly around existing or emerging supply chains and clusters)
 - d) Support entrepreneurs
 - e) Identify opportunities for the commercialization of research
 - f) Examine potential joint economic development activities.
 - g) Assess the number of small and minority owned businesses, and promote their development in the region, if such activities lead to the creation of higher paying jobs.
7. Plan alignment with Goals of GO Virginia
 - a) Higher paying jobs
 - b) Strengthening and diversifying the region's economy
 - c) Revenues derived from out-of-state sources

8. Alignment with other state initiatives:

- a) Virginia Research Investment Committee (VRIC)
- b) Collaborative Jobs Act
- c) State Council for Higher Education Virginia (SCHEV) credentialing program.
- d) Alignment with other statewide and regional plans that may relate to the identified strategies and projects.

9. How input was received and the information gained from public participation

10. Identify intraregional economic differences and how the plan will address the goals of GO Virginia in a way that benefits all parts of the region.

Workforce Gap Analysis

1. Identify workforce gaps in the availability of immediately employable talent in both the existing significant drivers of the economy as well as the suggested sectors or clusters and prioritized opportunity areas.
 - a. Gap analysis
 1. Identify economic sector gaps and possible growth areas
 2. Assess workforce availability/gaps related to the opportunities and needs identified in the plan and review the existing drivers of higher paying jobs in the economy.
 3. Analysis focused on priority areas identified as part of the diversification plan and not needs across the entire regional economy.
 4. Regions should reference the Virginia Workforce Board/Regional Workforce Investment Board gap analysis and consider other relevant state level strategic plans that contain data and elements related to the priorities of the region.
 - b. If a gap exists, identify current efforts to address, being specific as to the skills/credentialing/experience/education required and whether these efforts are adequate to address the shortage. Activities to import talent from outside Virginia to address gaps should also be considered.

Benefits/Performance Measures

1. Potential performance metrics identified

Other Issues

1. Rigor and methodology of consultant studies.
2. Are opportunities identified that are consistent with the intent of the Growth and Opportunity Act and reasonable for the region.
3. Does the region have a clear understanding of the challenges and gaps that will need to be addressed for the strategy to succeed?

4. Are the proposed actions reasonable and feasible for the region? Did the Regional Council base decisions off of empirical data and trends? Is the strategy more aspirational?
5. To what extent will subregions be able to benefit from the proposed strategies?
6. Is it clear that the Regional Council actively managed the staff and consultants involved in developing plan and recommendations?

Matching Funds

1. Potential sources of matching funds should be identified, though specific commitments and amounts are not required until applications are sought to support regional projects.
 - a) The efficiency with which GO Virginia funds are spent by the Regional Council. Specifically, proposals should minimize the amount of funds allocated to overhead and administrative expenses.
 - b) The amount, if any, of any matching or other leveraged funds to support the plan development
 - c) Alignment of the proposed plan with the general statewide goals of GO Virginia and the performance metrics adopted by the Board
 - d) Opportunities for alignment with skills gap analyses and other workforce plans

GO VA Sequencing/2017 Road Map

- March
 - GO VA Board
 - EC meeting
 - Review RFP for regions to use to solicit work on G&D plan
 - Review budget and work plan from region
 - Board meeting
 - Certify Regional Councils
 - Approve guidelines for Economic Growth and Diversification Plan
 - Discuss performance metrics/Purpose
 - Regions
 - Develop preliminary work plan and budget for submission at 04/06/17 GO VA Board meeting – Due to DHCD 03/24/17
 - Final budget and work plan will be reviewed at June Board meeting once consultants are identified at each meeting
 - Staff
 - RFP out to hire University to develop baseline data for each of the 9 regions
 - Complete work with University conducting analysis for regions for baseline data by April 20
 - RFP out to consultants for preliminary analysis of opportunities and gaps for each of the 9 regions- jointly with VEDP
 - Develop model RFP for regions to use to solicit consultant for G&D plan (will be shared at April 20 event)
 - Orientation event agenda and details
 - Monthly update by region
- April
 - GO VA Board
 - 04/06/17- GO VA Board meeting
 - Review of work plan and budget from regions
 - Approve RFP for G&D plan
 - Regions
 - RFP to solicit consultant for G&D plan after orientation event
 - **April 20- Orientation Conference**
 - Staff
 - Develop administrative guidance document and preliminary contract with regions
 - Work with University to meet April 20 deadline for baseline analysis of regions- jointly with VEDP

- Work with university /consultant for preliminary analysis of priorities/opportunities for each region- jointly with VEDP
 - Operationalize workforce component and how to align money and research done by local boards
 - Target workforce that we need to drive the economy
 - Available workforce/drivers of workforce gaps
 - Monthly update by region
- May
 - GO VA Board
 - EC meeting
 - Regions
 - Initiate RFP for G&D plan consultants
 - Final proposals to be submitted for review by staff and GO VA Board prior to June Board meeting (will set date)
 - Staff
 - Finalize work with consultant for priorities/opportunities for each region
 - Develop report card/dashboard for performance metrics
 - Guidelines for evaluation of Growth and Diversification plan
 - Guidelines for project scoring (per capita and competitive)
 - Monthly update by region
- June
 - GO VA Board
 - 06/13/17 Board meeting
 - Final regional budget and work plan approval by Board (and funding)
 - Adopt evaluation criteria for evaluation of Growth and Diversification plan
 - Adopt scoring criteria for applications (per capita and competitive)
 - Discuss advisory committees
 - Regions
 - Growth and Diversification plan work
 - Staff
 - Guidelines for Collaborative Jobs Act
 - Technical Assistance to regions
 - Monthly update by region
- July
 - GO VA Board
 - Regions

- Growth and Diversification plan work
 - Staff
 - Guidelines for Collaborative Jobs Act
 - Technical Assistance to regions
 - Monthly update by region
- August
 - GO VA Board
 - EC meeting
 - Review Collaborative Jobs Act guidelines
 - Regions
 - Submit G&D plan to DHCD by 08/25/17
 - Staff
 - Review of G&D plans (review team TBD)
 - Technical Assistance to regions
 - Establish deadline for competitive applications
 - Monthly update by region
- September
 - GO VA Board
 - 09/12/17 Board meeting
 - Review/Approve G&D plans
 - Budget for next year
 - Staffing needs
 - Approve Collaborative Jobs Act guidelines
 - Approve competitive application deadline
 - EC meeting if add October meeting
 - Regions
 - Project development/applications
 - Staff
 - Process for submitting applications for formula based projects
 - Technical assistance to regions
 - Monthly update by region
- October
 - GO VA Board
 - October 16
 - Review project applications
 - Regions
 - Project development/applications

- Project implementation
- Staff
 - Review projects
 - Technical Assistance to regions
 - Monthly update by region
- November
 - GO VA Board
 - EC meeting
 - Regions
 - Project development/applications
 - Project implementation
 - Staff
 - Draft Annual Report
 - Technical assistance to regions
 - Monthly update by region
- December
 - GO VA Board
 - Board meeting 12/12/17
 - Review/approve project applications for competitive funds
 - Regions
 - Project implementation
 - Project applications
 - Staff
 - Annual report due 12/01/17
 - Monthly update by region

Mary Ball Washington (6)

Name	Company/Agency	Sector	Email	Phone
William Beale	Retired	Civic leader	gwbeale71@gmail.com	804-632-2121
Wally Beauchamp	Middle Bay Realty	Local Government	wbeauchamp@lancova.com	804-436-3605
Lou Belcher	Five Star marketing	Education	louisbelcher1@gmail.com	804-384-3811
Mike Broz	Nestle/Purina	Large Business	mike_broz@purina.nestle.com	804-201-7706
Bruce Davis	Belton Hearing Centers	Small Business	bdavis@mac.com	540-374-2332
Kent Farmer	Rappahannock Electric Coop	Economic Development	kfarmer@mvrec.coop	800-633-5011
Darryl Fisher	Weldon-Fisher Funeral Home	Regional Planning Entity	Fax-804-493-0971	804-493-8444
Jeron Hayes	Naval Support Activity So. Potomac	Regional Planning Entity	Jeron.Haves@navy.mil	540-284-0129
Kim McClellan	Fredericksburg area Realtors	Large Business	kmcclellan@faarmembers.com	540-373-7711
Leslye McDade Morrison	Hickory Ground Solutions	Small Business	lm@hickoryground.com	703-725-2997
Deidre Powell-White	DPW Training Associates	Small Business	dwhite@dpwtraining.com	800-379-9720
Carlton Revere	Revere Gas	Large Business	carltonrevere@reveregas.com	804-241-5258
Anne Richardson	Rappahannock Tribe	Local Government	chiefanneric@aol.com	804-769-0260
Bryan Teliarferro	Montague Farms	Large Business	bryan@montaguefarms.com	804-443-3536
John Wells	Va Institute of Marine Science	Workforce Development	wells@vims.edu	804-684-7103
Elizabeth Crowther	Rappahannock Community College	Education	ecrowther@rappahannock.edu	804-815-6370
Lisa Hull	Northern Neck Tourism Cmmission	Non-Profit/Other	lhull@nnpdc17.state.va.us	804-333-1919
Mike Jenkins	Bay Consortium WIB	Workforce Development	mienkins@baywib.org	800-582-7292
Troy Paino	University of Mary Washington	Education	tpaino@umw.edu	540-654-1301