



VIRGINIA INITIATIVE FOR
**GROWTH &
OPPORTUNITY**
IN EACH REGION
REGIONAL COUNCIL 9

**REGIONAL COUNCIL 9
JUNE 28, 2018
ANNUAL MEETING
9:30 AM to 11:30 AM
Germanna Community College
Daniel Technology Center, 18121 Technology Drive, Culpeper, Virginia**

- | | |
|---|-----------------------------|
| I. Welcome | Brian Cole, Chair |
| II. Public Comment | Brian Cole |
| III. Meeting Minutes – May 8, 2018 | Brian Cole |
| IV. Financial Report | Andy Wade, Treasurer |
| V. Executive Committee Meeting 5/30/18 - Update | Brian Cole |
| VI. FY 2019 GO Virginia Region 9 Budget | Andy Wade |
| VII. Vote to Accept Appointments | Brian Cole |
| VIII. Vote for New Members | Brian Cole |
| IX. Vote for Officers and Executive Committee | Brian Cole |
| X. Vote to Accept Nominating Committee | Brian Cole |
| XI. Region 9 Projects | Brian Cole |
| XII. GO Virginia Guest Speaker- DHCD Director | Erik Johnston |
| XIII. Chair, Region 9 Update | Brian Cole |
| XIV. Director, Region 9 Update | Shannon Holland |
| XV. Other Business | Brian Cole |
| XVI. Next Meeting | Brian Cole |
| August 29, 2018, 9:30 am to 11:30 am, UVA Research Park, 1001 Research Park Boulevard, 4th Floor Conference Room, Charlottesville | |
| XVII. Adjourn | Brian Cole |



**REGIONAL COUNCIL 9
PIEDMONT OPPORTUNITY CORRIDOR**

MAY 8, 2018

9:30 AM to 11:30 AM

UVA Research Park

1100 Research Park Boulevard, Town Center Two, 4th Floor Conference Room

Attendees

Council Members: Brian Cole, Lexis Nexis (Chair); Tom Click, Patriot Aluminum (Vice Chair); Suzanne Brooks, Pepsi-Cola Bottling Company; Jim Cheng, Cav Angels; Bryan David, Orange County; Leigh Middleditch, McGuireWoods; Steve Ray, Piedmont Workforce Network; Ed Scott, EcoSeptix Alliance; Ed Dalrymple, Cedar Mountain Stone; Patrick Mauney, Rappahannock-Rapidan Regional Commission; Pace Lochte, University of Virginia; Frank Friedman, Piedmont Virginia Community College; Miles Friedman, Fauquier County David Pettit, Lenhart Pettit; and, Ray Knott, Union Bank & Trust

Absent: Andy Wade, Louisa County; Fitzgerald Barnes, Louisa County; Gary Deal, Culpeper County; Steve Carter, Nelson County; Jan Gullickson, Germanna Community College; and, Elizabeth Smith, Afton Mountain Vineyards

Guests: Uconda Dunn, Central Virginia Partnership; Roger Johnson, Albemarle County; Alicia Pittori, Bank of America; Maureen Kelley, Nelson County; Jason Smith, Fluvanna County; Ethan Lohr, Lohr & Company LLC; Deb Flippo, Draper Aden

Staff: Helen Cauthen, Shannon Holland

I. Welcome & Introductions

Brian Cole, Chair, opened the meeting at 9:36 AM

II. Public Comment

There were no public comments.

III. Meeting Minutes

Suzanne Brooks made a motion to approve the March 27, 2018 Minutes. The motion was seconded by Ray Knott. The motion carried.

IV. Financial Report

Helen Cauthen presented the Financials on behalf of Andy Wade. Accounts Receivables are at \$16,000 instead of \$56,000. Checking account balance is \$74 because once income is received from DHCD it is paid out. Salaries are at 71.8 % as Shannon is spending more of her time on GO Virginia. When new state budget approved, we will move forward with hiring a part-time GO Virginia support staff.

David Pettit made a motion to approve the Financials as presented. Suzanne Brooks seconded the motion. The motion carried.

V. Nominating Committee for Officers

Brian Cole shared that per the By Laws the Chair is to appoint a Nominating Committee at the meeting immediately prior to the Annual Meeting to create a Slate of Officers. His recommendation, as Chair, is to suggest that the currently appointed Nominating Committee also handle this task. He asked for feedback. None was given so he stipulated that the current Nominating Committee will undertake an Officer Slate, as well.

VI. Nominating Committee for Council Seats

Brian indicated that the Nominating Committee would review application at a June 7, 2018 meeting. He reminded the group that the Nomination deadline is May 31, 2018 and that there are two At-Large seats open and one Chamber seat open.

VII. Project Review Information

Brian introduced three documents in the meeting packet related to Project Review next up on the Agenda. First, the Average Wages in Region 9, as determined by GMU is \$52,038. Based on his discussion with DHCD regarding GWC PTEC application and attending the GO Virginia Board Meetings, this is a metric that must be addressed in all applications. Brian also shared the EC Admin Approval Process form required when submitting EC Grants less than \$100,000 to DHCD. Such projects can be reviewed and approved on behalf of the GO Virginia Board by DHCD staff.

VIII. Project Discussion and Vote

Brian directed Council Members to find the Grant Scoring Summaries provided to facilitate proposal discussion. He noted that the first three projects to be discussed were EC Proposals that would be subject to the accelerated review process with DHCD, if approved by the Council. A brief discussion ensued as to how much of the Region 9 Per Capita Funds remained and whether they should be spent now or held back for other potential projects. As of this meeting, Region 9 has about \$555,000 remaining in Per Capita funds, of which, \$250,000 could be used towards EC projects. The total of the three EC projects before the Council totaled less than \$250,000. The group discussed using the funds sooner, rather than later.

Central Virginia Cybersecurity Partnership was the first project discussed. The request was for \$100,000 in GO Virginia funds. Of the four proposals, this project had the highest average reviewer score of 94 out of 100. Many noted the importance of cybersecurity in today's economy. The project was received favorably. A question was raised since the project leader had recently left his job at the lead organization, Piedmont Virginia Community College. Frank Friedman, President of PVCC, mentioned two other names as potential project leaders and also indicated that the two other partnering schools had leadership talent, as well. ***Jim Cheng made a motion to approve the proposal. Suzanne Brooks seconded the motion. The motion carried with Frank Friedman and Miles Friedman abstaining.***

Central Virginia Partnership Site Readiness was the second project discussed. The request was for \$58,675 in GO Virginia funds. The four reviewers present discussed the proposal with favorable comments. Bryan David commented that it was a huge capacity building effort with significant collaboration among all counties in the Partnership footprint. Brian noted that Site Readiness is a major focus of GO Virginia Board. Miles Friedman said he thought it was great

that projects like this could advance, instead of “one and done” type projects. There was some discussion around next steps at the end of the project or sustainability. Helen noted that potential regional projects could be identified and each county can decide on next steps with the new information. **Frank Friedman made a motion to approve the proposal. Steve Ray seconded the motion. The motion carried.**

CvilleBioHub: Driving Region 9’s Biotech Growth and Sustainability was the third project discussed. The request was for \$75,000 in GO Virginia funds. The two reviewers present shared their view that this was a very exciting project, as this industry has huge potential for the region. A discussion ensued about appropriate metrics for EC Projects. Shannon discussed how EC Projects would do the work necessary to “set-up” or identify next steps for a future and much larger project. UVA is very supportive of the project and is contributing with in-kind support. It was noted that this project was driven by private industry which fits squarely in GO Virginia model. Additionally, Bryan David noted that this project flips the model normally seen for such activity, in that this is driven by businesses versus localities. **David Pettit made a motion to approve the proposal. Bryan David seconded the motion. The motion carried.**

Crafting Higher Paying Jobs and Adult Beverage Exports was the fourth project discussed. The request was for \$249,472 in GO Virginia funds. Brian noted that this project was not an EC grant, and would go through the regular GO Virginia Board, if approved. A lengthy discussion occurred around the “higher-paying jobs” metric. It was discussed that many aspects of growing business could reach this target, such as managers, marketing, owners, processors, etc. Ray Knott shared information from industry contacts that each of the beverage segments in the proposal were in different stages of growth and therefore the projects should scale accordingly. He also noted that most of the segments were at a stage where quality via trained workers could impact export growth. Steve Ray noted that this industry is important to counties that don’t want population growth but do want revenue growth. Four areas for proposal clarification were discussed. 1) Focus higher paying jobs focus through the GO Virginia lens 2) Expand on export growth opportunities 3) Simplify in-kind offers. 4) Clarify the site selection its impact on project implementation. **Bryan David made a motion to approve the proposal with changes as discussed. Steve Ray seconded the motion. The motion carried. Frank Friedman abstained.**

IX. GO Virginia Chair Update

Brian briefly updated the Council on a memo from GO Virginia about the importance of Site Development and Innovation Ecosystem growth. He mentioned that Dubby Wynne will speak at the Partnership Board Meeting on 6/29/18.

X. GO Virginia Update

Shannon and Helen met with Rob Juranek, Publisher, Daily Progress and the new Business Reporter, Melissa Castro, to promote GO Virginia. DHCD is taking on a bigger marketing role for Inter-Regional projects so more training workshops and information will be offered. Helen and Shannon attended a contract negotiation meeting with DHCD staff at the GWC PTEC campus on April 24th. Shannon noted that we have had only one new project inquiry, so if there are conversation to be had or ideas to move the needle to please contact her. She also reminded the group that the next project application deadline is 5/30/18.

XI. Proposed Meeting Dates & Application Deadlines

After discussion, the next Region 9 Proposal Deadlines were set as July 25th and September 25th. The next Council Meetings were set as August 29th, 9:30 to 11:30 am, at UVA, if available; and October 26th, 2:30 to 4:30 pm, at Germanna, if available.

XII. Task Force Break Out & Report Out

It was decided not to do Task Force break outs due to the lack of time.

XIII. Other Business

Brian noted the next Region 9 deadlines is May 30, 2018 and that all were welcome to attend the GWC PTEC project, with Lt. Governor attending, on May 11th.



XIV. Next Meeting

The next meeting is June 28, 2018 at 9:30 AM to 11:30 AM, at Germanna Community College, Daniels Technology Center, 18121 Technology Drive, Culpeper, VA

XV. Adjourn

Brian Cole adjourned the meeting at 11:26 AM

DRAFT

Date:	05/30/18	Region:	9
Agency Name: Department of Housing & Community Development		 	
Agency Address: 600 East Main Street Suite 300 Richmond, VA 23219			
Budget Period:			
From: 07/01/18		Through: 06/30/19	
Budget Item			Amount
A Administration			
Audit			\$6,000.00
Equipment			\$2,000.00
Fiscal Management/Accounting Services			\$0.00
Fringe Benefits			\$24,620.94
Legal Expenses			\$0.00
Marketing/Advertising/Promotions			\$7,500.00
Meetings and Facilitation			\$5,025.00
Other			\$14,850.96
Rent			\$9,460.08
Salaries			\$111,913.36
Supplies			\$1,250.00
Taxes and Insurance			\$0.00
Taxes and Insurance			\$0.00
Travel			\$2,790.00
Website Development			\$3,500.00
Total Administration Budget:			\$188,910.34
B Planning Services:			
Contract Services			\$750.00
Fiscal Management/Accounting Services			\$7,625.49
Growth and Diversification Plan Development			\$0.00
Meetings and Facilitation			\$1,450.00
Other			\$50,954.17
Project Management			\$310.00
Project Reserves			\$0.00
Technical Assistance			\$0.00
Total Planning Services Budget:			\$61,089.66
TOTAL Expense Budget:			\$ 250,000.00
Narrative:			
Please provide narrative describing and itemizing all planned activities under each budget category. See attached budget narrative.			



ADMINISTRATION – BUDGET NARRATIVE FY 2019	
Audit	Estimated proportional charge for the Partnership Annual Audit as required by GO Virginia at \$6,000
Equipment	\$1,500 for laptop and dock; \$500 for standing desktop
Fiscal Management/Accounting Services	
Fringe Benefits	Fringe Benefits for Partnership President at 4 hours per week or 208 hours per year; Grant Accountant at 2 hours per week or 104 hours per year; Admin .50 FTE at 20 hours per week or 1,040 per year; GO Virginia Director at 38 hours or 1,976 hours per year
Legal Expenses	
Marketing/Advertising/Promotions	JOBS EQ software fees and Constant Contact at \$2,000 per year; graphics and marketing services at \$3,500; Fees/Admission for attending professional networking meetings to promote GO Virginia, such as Chamber, ED, Workforce, Business events at \$2,000
Meetings and Facilitation	Train New Council Members in working lunch format, meal, room, AV at \$575; Two meetings of grantees to share idea or promote projects, estimated 30 attendance, meal, room, AV at \$750; Conference calls \$75; Host session(s) at TomTom at \$1,875; 6 Council Meetings, 3 Exec. Committee Meetings, 1 Annual Meeting at \$1,750
Other	General Administration Allocation estimated by Accountant at \$14,851
Rent	Rent \$9,460 annually
Salaries	Staffing: Partnership President at 4 hours per week or 104 hours per year (\$74.82); Grant Accountant at 8 hours per week or 416 hours per year(\$33.65); Admin .50 FTE at 20 hours per week or 1,040 per year (\$24.04); GO Virginia Director at 38 hours or 1,976 hours per year (\$37.50)
Supplies	Miscellaneous office supplies and printing at 1,250
Taxes and Insurance	
Travel	Mileage/Tolls to 9 Board Mtgs. at 150 miles x .56=\$756; Mileage/Tolls to 45 partner, government, business events or meetings, 45 x 35 average miles = 1,575 x .56 =\$880 Meeting meals \$650 annually; Parking \$200; Hotel \$300
Website Development	Expand GO Virginia Webpage to include more resources as well as information on locally funded projects at \$3,500



AGENDA ITEM VI

PLANNING ACTIVITIES – BUDGET NARRATIVE FY 2019	
Contract Services	UVA Darden Consulting fee for potential research project \$750
Fiscal Management/Accounting Services	10% of Admin .50 FTE time allocated to specific project activity - not covered in specific project budgets \$7,625
Growth and Diversification Plan Development	
Meetings and Facilitation	Convening of Grantees, Conference calls for projects, etc. not budgeted for in specific project budgets at \$1,450
Other	Funds to be used to implement capacity building projects Opportunities outlined in Growth Plan probably in the area of Talent Attraction, Innovation, etc.
Project Management	Marketing Outreach activity for specific projects not covered by project budget at \$310
Project Reserves	
Technical Assistance	



**NOMINEES FOR GO VIRGINIA REGIONAL COUNCIL 9
JUNE 28, 2018**

PUBLIC SECTOR NOMINATIONS - VOTE FOR ACCEPTANCE

Seat	Approved and Submitted by	Name	Term
Elected Official, PD-10	TJPDC	The Honorable Tony O'Brien, Fluvanna County	3 years
Locality Administrator, PD-10	TJPDC	Christian Goodwin, Louisa County	3 years
Local Economic Developer, PD-9	Regional Economic Developers	Miles Friedman, Fauquier County	3 years

**PRIVATE SECTOR MEMBER SLATE – FOR APPROVAL
CHAMBER OF COMMERCE & AT-LARGE**

Seat	Name	Term
At-Large	Leigh Middleditch, McGuireWoods	1 Year*
At-Large	Felix Sarfo-Kantanka, Dominion Energy	3 Year
Chamber of Commerce	Mansour Azimipour, A&K Realty	3 Year

*To complete term left open by member resignation



**NOMINEES FOR GO VIRGINIA REGIONAL COUNCIL 9
JUNE 28, 2018**

OFFICERS AND EXECUTIVE COMMITTEE MEMBERS SLATE – FOR APPROVAL

Role	Name
Chair	Tom Click, Patriot Industries
Vice Chair	Jim Cheng, CAV Angels
Secretary/Treasurer	Andy Wade, Louisa County
At-Large	Brian Cole, LexisNexis
At-Large	David Pettit, Lenhart Pettit
At-Large	Miles Friedman, Fauquier County
At-Large	Ed Scott, Eco-Septix Alliance

Service: Chair and Vice-Chair serve from immediately after the Annual Meeting until immediately after the following Annual Meeting or until their successors are subsequently elected. Annual Meetings are held yearly in June. All other Executive Committee Members serve annually.

NOMINATING COMMITTEE – FOR ACCEPTANCE

Name
Brian Cole, Lexis Nexis
Tom Click, Patriot Industries
Patrick Mauney, TJPDC
David Pettit, Lenhart Pettit

It is the Chair's recommendation that the Nominating Committee continue to serve until the meeting before the next Annual Meeting when the Chair will appoint a Nominating Committee to develop a slate for the Annual Meeting.

Region Projects

Tracking Approval to Implementation & Project Revision Request

This is to help capture the process of getting a project from Council approval to implementation.

Tracking and Approval to Implementation

Per Capita Project	Council Approved	Approved at Board Meeting	Contract Addendum Negotiation Meeting	Contract Addendum Executed
GWC PTEC	2/26/18	4/10/18	4/24/2018	Expected on 6/28
Crafting Higher Paying Jobs and Adult Exports	5/8/2018	6/12/18	6/27/18	

ECB Project	Council Approved	DHCD Approved	Board Reports as Accepted	Contract Negotiation
Central Virginia Partnership Site Readiness	5/8/2018	5/29/18	6/12/18	7/2/18
Central Virginia Cybersecurity Partnership	5/8/2018	6/1/2018	6/12/18	6/27/18

Project Revision Request

Projects – In process	Council Approved	Update
CvilleBioHub	5/8/2018	<p>6/21/18 - Region 9 Staff, DHCD staff and applicant have had several calls to address In-kind match issues. As a result, this project proposal has been strengthened through obtaining a new 30k in-kind donation for consulting services and the setting of two future appointments with ED Partners to discuss partnering. As a result, the budget request has also increased by \$5,000 to increase GO Virginia ask from 75k to around 80k.</p> <p>REQUEST – Approve a revised budget and allow application revision to include increased budget, matching documentation and addition of consulting services.</p>



**FY 2018
YEAR END REPORT ON GROWTH PLAN IMPLEMENTATION
Region 9**

FUNDS – PER-CAPITA

Per Capita Allocation	Added from Capacity Building	Total Available for Projects	YTD Total Awarded	FY 2018 Funds Remaining
546,301	250,000	796,301	727,447	68,854*

*16,325 of FY 2018 Funds Remaining can be used for ECB

APPROVED PROJECTS – PER CAPITA

	GO Virginia Funds Requested	Locality Match	Other Match	Project	Framework	Target Industry	Applicant Organization
Per Capita	244,300	431,625	1,000,000	GWC PTEC	Talent Dev.	Light Mfg	Culpeper County
Per Capita	249,472	50,000	259,000	Crafting Higher Paying Jobs and Adult Beverage Exports	Talent Dev.	Food & Bev Mfg	PVCC
ECB	100,000		136,000	Central Virginia Cybersecurity Partnership	Talent Dev.	IT/Comm	PVCC
ECB	58,675	58,675		Central Virginia Site Readiness	Sites	Light Mfg	Central Virginia Partnership
ECB	75,000		84,600	CvilleBioHub	Grow Existing Business	Biotech	CvilleBioHub
TOTAL	\$ 727,447	\$ 540,300	\$ 1,479,600				

TARGET FRAMEWORKS AND INDUSTRIES

To align projects with the Region 9 Growth Plan, a primary framework and target industry is assigned for each project. Approved projects have addressed all frameworks with the exception of Innovation/Entrepreneurship and all target industries with the exception of Financial & Business Services. With the GO Virginia Board taking action statewide on the Innovation/Entrepreneurship Ecosystem, it is expected opportunities will present. Also, some of the projects could indirectly serve the Finance and Business Services Industry, such as in the area of cybersecurity.



ENGAGEMENT – BUSINESS, EDUCATION AND LOCALITIES

Incentivizing regional collaboration between business, education and localities is one of the goals of GO Virginia. Region 9 has made significant strides toward achieving this goal.

Business: Approved projects have received documented financial support from eleven businesses totaling over \$430,000. The largest contribution was \$250,000 from DMG MORI to GWC PTEC for a machine.

Education: There are four institutions of higher education in Region 9. (UVA, PVCC, GCC, LFCC) Each of these institutions has been engaged in one or more of the approved projects. Additionally, two have supported projects with documented in-kind or cash contributions totaling \$79,000.

Localities: To date, all eleven localities within the Region 9 footprint have been involved with approved projects by supporting financially, developing the project, or writing Letters of Support. Nine of eleven localities have provided in-kind or cash contributions in order to meet the minimum match project requirement. Minimum locality match dollars are critical for moving projects forward. The total amount localities have committed toward minimum match is \$171,200. Of that total, \$71,200 was in cash and \$100,000 was in-kind.

FY2018 PROJECT SOLICITATION

There were 38 project inquiries or discussions with potential applicants this year. Each inquiry fell within at least one of the four project frameworks specified in the Growth Plan. Financial & Business Services is the only target industry that has not been a primary target for a project.

FRAMEWORKS

- 19 Talent Development
- 10 Innovation/Entrepreneurship
- 5 Sites
- 4 Growing Existing Businesses

TARGET INDUSTRIES

- 12 Light Manufacturing (broadly applied)
- 11 IT/Communications
- 7 Unknown
- 5 Food & Beverage Manufacturing
- 3 Biotech
- 0 Financial & Business Services

FY2019 PROJECT PIPELINE

There are eight projects currently in discussion for FY2019. Five are carrying over from FY2018. The other three are expected to develop following completion of the three ECB projects. Three of these projects have potential to be Inter-Regional projects, as well.

FRAMEWORKS

- 3 Talent Development
- 2 Innovation/Entrepreneurship
- 2 Sites
- 1 Growing Existing Businesses

TARGET INDUSTRIES

- 4 Light Manufacturing (broadly applied)
- 3 IT/Communications
- 1 Biotech

**2018
REGION 9
GO VIRGINIA GRANT REVIEW TIMELINE
6.20.2018**

Region 9 Proposal Deadline	Region 9 Council Meeting	Board Proposal Deadline	Board Meeting
	January 3 Prince Michel, Leon, VA	January 11	February 13
January 26	February 22 UVA Research Park	March 12	n/a
February 23	March 27 Germanna Community College		April 10*
April 3	May 8 UVA Research Park	May 11	June 12
May 30	June 28 Germanna Community College	July 13	August 14
July 25	August 29 9:30 am to 11:30 am UVA Research Park	September 7	October 9
September 25	October 26 2:30 pm to 4:30 pm Prince Michel, Leon, VA	November 2	December 11

Per Capita (Regional) and Inter-Regional (Competitive) reviewed at each State Board Meeting, as of 6.12.2018 GO Virginia Board Meeting

For Questions:

Shannon Holland

GO Virginia Director, Region 9

Central Virginia Partnership for Economic Development

434-979-5610 ext. 103

sholland@centralvirginia.org