



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

## REGIONAL COUNCIL 9 – EXECUTIVE COMMITTEE

APRIL 24, 2019

9:30 AM to 11:00 AM

UVA Research Park

1001 Research Park Boulevard, Suite #301,

Charlottesville

### MEETING MINUTES

#### Attendees

**Executive Committee Members:** Tom Click (Chair), Jim Cheng (Vice Chair), Brian Cole, David Pettit, Andy Wade, and Ed Scott

**Absent:** Miles Friedman

**Staff:** Shannon Holland, Helen Cauthen

#### 1. Welcome

Tom Click called the Executive Committee meeting to order at 9:35 AM. He noted that no members of the public were present.

#### 2. Consent

##### a. Approve Meeting Minutes for July 16, 2018

*Jim Cheng made a motion to approve the Minutes from the July 16, 2018 Executive Committee Meeting as presented. David Pettit seconded the motion. The motion carried.*

##### b. Capacity Building Budget FY 2020 DRAFT due to DHCD May 31, 2019

Tom Click opened a discussion on the DRAFT FY2020 Capacity Building Budget and Narrative included in the packet. He noted that this year a place holder budget for legal and contract services were added in the FY2020 budget. He noted that salary and fringe benefits include Central Virginia Partnership staff hours in addition to Shannon's. Shannon's budgeted hours will increase from 38 per week to 40 per week. According to a summary prepared by DHCD Region 9 falls in the middle as compared to other regions as far as Salary/Fringe dollars budgeted.

*David Pettit made a motion to recommend the budget as presented to the Council for approval. Jim Cheng seconded the motion. The motion carried.*

##### c. Region 9 Growth Plan Update due to DHCD August 1, 2019

Tom Click advised that the first Growth Plan update is due to DHCD by August 1<sup>st</sup> and guidelines have recently been provided by DHCD. Referring to the draft consultant Timeline and Scope he opened the project concept up for discussion. He noted that staff indicated there should be about \$30,000 remaining in FY2019 Capacity Building Budget and some of that money could go towards obtaining the services of a consultant. After much discussion, it was decided that a consultancy was the best approach to produce a meaningful product, considering capacity, timelines, etc.

*Brian Cole made a motion to follow procurement procedures to obtain consultant services as outlined and to authorize a budget for those services for up to \$30,000. Jim Cheng seconded the motion. The motion carried.*

##### d. Procurement Policy Revision - Small Expenditures

Referring to the draft Procurement Policy Revision provided in the packet, Tom Click noted that staff was recommending the Executive Committee consider adopting the same Small Procurement Policy as the City of Charlottesville. The policy is available online via the hyperlink in the revised Policy. Under this policy any purchases under \$10,000 would not require competition. Also, Goods and Services between \$10,000 and \$100,000 can be solicited by sending out 3 requests for quotes vs an RFP. Helen Cauthen noted that we should always be clear in solicitations that we are following policies of the GO Virginia Council, because the Central Virginia Partnership has different procedures and policies.

***David Pettit made a motion that in order to enable the Council to address time constraints, the Council should adopt the Small Purchase Policy as established by the City of Charlottesville and solicit services from partners that we trust and believe can do the work for the Growth Plan Update, as presented. Jim Cheng seconded the motion. The motion carried.***

**e. “Venture Hub” Business Plan RFP Selection & Contract**

At the February Meeting, the Council approved the sourcing of proposals for a “Venture Hub” Business Plan through an RFP Process and approved a budget of up to \$50,000. The Council also delegated the Entrepreneurship Task Force and the Venture Hub Team, led by staff, to solicit and choose a consultant. If you find the Scoring Summary in your packet, you’ll see that Consultant B, Camoin and Associates, was selected.

***Jim Cheng made a motion to approve the selection and David Pettit seconded the motion. The motion carried.***

***Jim Cheng made a motion to approve the Camoin contract, subject to approval by David Pettit, as legal counsel. Ed Scott seconded the motion. The motion carried.***

**f. Catalyst Accelerator Program Contract**

Tom Click noted that going forward DHCD is issuing single contracts for projects versus a Master Contract with project addendums, as is the case of all prior project contracts. The Partnerships attorney has provided edits on behalf of the Partnership and David Pettit has provided edits for the Council. David Pettit noted that UVA will need to look closely at the stipulated outcomes, etc. to ensure they are reasonable.

***Brian Cole made a motion to approve the Catalyst Accelerator Program contract subject to final approval by David Pettit, as legal counsel. Andy Wade seconded the motion. The motion carried.***

**3. Director Update**

**a. Entrepreneurship Implementation Per-Capita Grant Opportunity**

Shannon Holland noted that the PowerPoint slides in the packet provide up to date details on the opportunity to fund investments in the Region 9 Entrepreneurship Ecosystem by setting aside up to \$300,000 funding from regional Per Capita funds. The funding, if approved by DHCD, would require a 50 cents on the dollar match. DHCD expects that a process must be used to gauge interest and capacity of entities interested in coordinating or partnering. Shannon Holland recommends that the Council keep this opportunity top of mind, but wait until after the “Venture Hub” Business Plan report is published, as it will likely inform the best investment of resources. After discussion, it was decided not to recommend setting aside funds now, but to share with the full Council at the May 2 meeting to ensure it is top of mind and a consideration as FY2020 project funds are disbursed.

**b. Nominating Committee**

Shannon Holland reminded the members that Council Nominations are due May 15, 2019. There is one At-Large Seat to be vacated by Elizabeth Smith. Of the four members whose terms are expiring, all four are interested in serving again including Tom Click, Jim Cheng, Brian Cole, and Leigh Middleditch. Thus far, there are 3 nominations.

Per the Bylaws, Tom Click, as Chair, is to appoint a Nominating Committee to prepare a slate for the June 25 Meeting. After discussion, the following members were recommended for that committee: David Pettit, Ed Scott, Pace Lochte, Patrick Mauney, and Ray Knott.

Shannon Holland shared that due to staff changes at DHCD, policy thought leadership appears to be shifting. She noted that it is of concern because thus far three projects have been faced with disallowed match funding sources that were previously approved in the grant application process. Shannon will follow up with DHCD leadership about these changes and update the Council, as needed.

Dr. Kim Blosser, Lord Fairfax Community College, on behalf of the three community colleges with

services in Region 9, is requesting that the Executive Committee consider a Bylaw change that would stipulate that all three community colleges have a seat on the Council. Currently, the three community colleges are to decide amongst themselves who the two serving members will be. Much discussion ensued around issues such as quorum, the need to add an additional private sector member if another public sector member is added, size of boards, Bylaws, long term and short terms visions, etc.

***David Pettit made a motion to present three options to the Council for consideration at the May 2 meeting: 1) Amend the Bylaws to designate one community college per Planning District; 2) Amend the Bylaws to add an Ex-Officio seat for a community college president; and 3) leave the Bylaws as written. Brian Cole seconded the motion. The motion carried.***

#### **4. Discussion**

##### **Driving Agenda for FY 2020**

##### **a. Tom Tom Festival Update**

Tom Click gave a recap of the Tom Tom events. Those that attended were pleased with the GO Virginia related events at Tom Tom and were supportive of participating next year.

##### **b. Capacity Building Match Planning**

Shannon Holland suggested the Executive Committee keep the possibility that we may, at some point, be required to provide match dollars for Capacity Building Budgets.

##### **c. How to Drive Projects**

Tom Click noted that asking Task Forces to meet more to drive projects and objectives was probably not realistic. He suggested giving members more action items might accomplish the same objective.

##### **d. Legal services**

During the budget discussion, Shannon Holland mentioned that there may be times we need to seek legal services when Council needs conflict with David Pettit's many professional responsibilities. David Pettit stipulated that this line item was not added to pay for his services; he will not charge for his services. Shannon clarified that this line item would create another option for obtaining legal services, as needed.

##### **e. Inter-Regional Projects**

Tom Click asked if there were any projects that may develop into Inter-Regional projects. Shannon Holland noted that the Central Virginia Cybersecurity project and the CvilleBioHub project could both potentially develop into Inter-Regional projects as the ECB grants come to a close.

#### **5. Other Business**

No other business was discussed.

#### **6. Adjourn**

***Brian Cole made a motion to adjourn at 11:15 AM. Jim Cheng seconded the motion. The motion carried.***