



Roanoke Valley-Alleghany

**REGIONAL**  
**commission**

[rvarc.org](http://rvarc.org)

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June 16, 2022

**MEMORANDUM**

TO: Executive Committee Members, RVARC

FROM: Jeremy Holmes, Executive Director

SUBJ: Executive Committee Meeting Scheduled for June 23, 2022 at 11:30 a.m.

I would like to call a meeting of the Regional Commission's Executive Committee on Thursday, June 23, 2022 at 11:30 a.m. The meeting will be in person and held at the RVARC office, in the RVARC board room. Lunch will be served. The following items will be discussed by the Executive Committee:

**AGENDA**

1. Consent Agenda:
  - a. Minutes of the May 26, 2022 meeting, pp. 2 – 4
2. Request for Closed Meeting Pursuant to VA Code 2.2 -3711 A.1  
*Pursuant to Section 2.2-3711 A. 1. of the Code of Virginia, 1950, as amended, for the purpose of discussion a personnel matter relating to the Executive Director's Annual Review.*
3. End Closed Meeting and Reconvene Regular Meeting
4. Adoption of Certification Resolution of Closed Meeting, p. 5
5. Action by the Executive Committee as a Result of the Closed Meeting
6. Other Business

Please let Virginia Mullen ([vmullen@rvarc.org](mailto:vmullen@rvarc.org)) know if you will be able to attend. I hope you can attend the meeting.



## **MINUTES**

The May Executive Committee Meeting of the Roanoke Valley-Alleghany Regional Commission was held on Thursday, May 26, 2022 at 11:40 a.m. at the Roanoke Valley-Alleghany Regional Commission office located at 313 Luck Ave., SW, Roanoke, VA.

### **1. CALL TO ORDER AND WELCOME**

Chairman Phil North called the meeting to order at 11:40 a.m. and welcomed those in attendance.

Roanoke Valley-Alleghany Regional Commission Executive Committee Members: Present: Phil North, Roanoke County; Steve Clinton, Botetourt County; Dean Martin, Roanoke County; Mayor Grose, Town of Vinton; Billy Martin, Botetourt County.

### **OTHERS/GUESTS IN ATTENDANCE**

Roanoke Valley-Alleghany Regional Commission Staff: Jeremy Holmes and Sherry Dean.

### **2. APPROVAL OF CONSENT AGENDA**

Mr. Billy Martin motioned, Mr. Dean Martin made a second and the consent agenda was approved by voice vote.

### **3. EXECUTIVE DIRECTOR REPORT**

#### **A. FY23 Commission Budget:**

Jeremy Holmes reported the Commission will be receiving, largely due to the Infrastructure and Jobs Act, a significant amount of additional transportation dollars through the PL, FTA and rural programs. Therefore, the FY23 budget looks larger due to the funding being received, at this time, but that funding is relatively short-term. The Commission will also receive additional funding from the Appalachian Regional Commission as well. Basically, any of the Commission federal planning



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partner projects that have received infusions of funding from the Infrastructure and Jobs Act show some increase, but we don't expect those funds to continue long-term.

There will be a big effect on the budget from the Virginia Housing Grant as we expect to start spending the money on construction. The Virginia Housing money up to this point has only been spent on the RFP and program development process. The housing projects should be accepted, in the next week, and we will move into the construction phase in the coming year and there will be large expenditures of reimbursements to the contractors. We are required to build 20 houses but it should be significantly more built based on the project applications received and most of the state PDC's are seeing much higher numbers built than what is required. The hope is this will be a program that continues in the future.

On the expense side, we are back up to full staff. There is also an additional transportation planner position in the budget in case there is a need to hire but it has not yet been decided because the extra funding is not an ongoing source that can be relied on in the future. This leave flexibility in the budget to meet any future needs.

The Virginia Department of Emergency Management grant was received to meet the requirement of updating the Regional Hazard Mitigation plan every five years. Mr. Holmes will get an update from Eddie Wells on the details and extent of work that is needed on the plan.

The General Assembly provides an annual contribution to PDC's in the state and the VAPDC does lobby, as there was a bill for a one-time \$30,000 PDC infusion to manage ARPA grant funded programs, but we have not heard any more on that. The Commission does not participate in lobbying.

The City of Roanoke received \$64.5 million in ARPA locality funding. There had been an ongoing, largely volunteer, collective response opioid crisis group and one of the goals of the ARPA funding was to address mental health and addiction crisis, as a result of the pandemic. The city provided the Commission \$390,000 to hire staff and formalize the Collective Response program and develop activities and programs in response to the opioid crisis and mental health services. The two chairs of the Collective Response, from the Bradley Free Clinic and Rescue Mission, spoke with Bob Cowell about who could house this program and asked the Commission to house the program. This was one-time funding and the staff hired understand there is a very limited scope but the hope is the Sackler lawsuit funding would become a sustainable source of funding for that program. Although after the funding was received, a judge dismissed the settlement and there are a lot of unknowns about



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where that will go. In the interim, the Collective Response group is looking for other funds and grants to sustain the program. None of their activities are being paid for with local regional member dollars.

Health insurance costs increased slightly. For the past two years the Commission has not had any health insurance cost increase. The Commission purchases health insurance through The Local Choice who procures insurance for many localities across the state. The Commission pays for employee health insurance but employees pay for their family insurance if they purchase it.

Last year the Executive Committee approved and implemented a step pay plan for the Executive Director to use to determine pay for staff. Ms. Dean reported the bylaws were written for the executive director to provide the management for the organization which takes daily administration off of the board.

Mayor Grose motioned to recommend the FY23 budget presented for adoption to the Commission Board at their June meeting, Mr. Billy Martin seconded. The motion passed on a voice vote.

#### 4. **EXECUTIVE DIRECTOR REVIEW**

Mr. North directed Ms. Dean to create an Excel spreadsheet of the Executive Director Evaluation form used in the past and add to it a calculation of the average of all scores and email it to the executive committee to complete. Mr. North would like the evaluations to be completed within two weeks. Mr. North will collect the reviews. The Executive Committee will meet on June 23, 2022 and go into closed session to discuss the executive director evaluations and merit increase.

#### **MEETING ADJORNED**

The meeting was adjourned at 1:40 p.m.

Submitted by:

Jeremy Holmes, Secretary,

Roanoke Valley-Alleghany Regional Commission

**Member Governments:** Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke, Cities of Covington, Roanoke and Salem, Towns of Clifton Forge, Rocky Mount and Vinton



## **CERTIFICATION RESOLUTION**

### **RESOLUTION CERTIFYING CLOSED MEETING WAS HELD IN CONFORMITY WITH THE CODE OF VIRGINIA**

**WHEREAS**, the Executive Committee has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-3712 of the Code of Virginia requires a certification by the Executive Committee that such closed meeting was conducted in conformity with Virginia law.

**NOW, THEREFORE, BE IT RESOLVED**, that the Executive Committee hereby certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Executive Committee.

*The 23<sup>rd</sup> day of June, 2022*