



Roanoke Valley-Alleghany

REGIONAL commission

rvarc.org

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August 9, 2022

MEMORANDUM

TO: Executive Committee Members, RVARC

FROM: Jeremy Holmes, Executive Director

SUBJ: Executive Committee Meeting Scheduled for August 25, 2022 at 11:30 a.m.

I would like to call a meeting of the Regional Commission's Executive Committee on Thursday, August 25, 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 June 23, 2022 meeting, pp. 2 – 4
2. Work Program Process Updates:
 - a. Project Agreement Process
 - b. New White Paper Technical Reports
3. Discussion of Letters of Support
4. Presentation of Transportation Authority Models

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



MINUTES

The June Executive Committee Meeting of the Roanoke Valley-Alleghany Regional Commission was held on Thursday, June 23, 2022 at 11:45 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 11:42 a.m.

Roanoke Valley-Alleghany Regional Commission Executive Committee Members: Present: Phil North, Roanoke 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

2. APPROVAL OF CONSENT AGENDA

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

3. REQUEST FOR CLOSED MEETING

Mr. North stated "Pursuant to Section 2.2-3711 A. 1. Code of Virginia, 1950, as amended, for the purpose of discussion a personnel matter relating to the Executive Director's Annual Review", we convene a closed session at this time. Mr. Jeremy Holmes left the meeting.



4. Adoption of Certification of Resolution of Closed Meeting

Mr. North stated the following:

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 motion passed on a voice vote.

5. ACTION BY EXECUTIVE COMMITTEE AS RESULT OF CLOSED SESSION

Mr. North reported overall Mr. Holmes had a score of 64.4 out of a total of 75. This is an above average rating, for a short period of time, which is a good appraisal. Comments are included at the bottom. Mr. North reported Mr. Holmes is doing a great job in a short period of time and filled a number of vacant positions in a short period of time as well.

The Executive committee would like a monthly report of things that are being done, who met with or things going on. This will help with next year's evaluation. There appears to be some weakness in staff presentation skills and the Executive Committee would like for Mr. Holmes to take a more active role with reviewing presentations. Mr. North reported brevity of presentations could be obtained by having a time limit on presentation time and limit on the number of slides with not everything said being written on the slides. A standard template for presentations could help as well.

Mayor Grose likes verbal details as compared to numerical details. The timing of the Commission meetings runs up against 5pm and if the meeting goes over it causes members to get caught up in 5pm traffic. One of the important things we do as a regional commission is networking and if the meeting is finished before 5pm that allows time for networking.



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Mr. Holmes reported his goal is to have the Commission meetings to be efficient and communicate the results of our work and those are things that can be addressed.

Mr. North noted a presentation seminar for staff may help. Additionally, Mr. North noted some additional screens in the meeting room could help everyone see the presentations better. Mr. Holmes noted he was going to bring in Lee Hartman company to provide advice on screens for the board room to assist with technology needs.

MEETING ADJORNED

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

Submitted by:

Jeremy Holmes, Secretary,

Roanoke Valley-Alleghany Regional Commission