

**SOUTHSIDE PLANNING DISTRICT COMMISSION**  
**Joint Meeting of the Executive Committee and CEDS Committee**  
**June 25, 2020**

A Joint Meeting of the Executive Committee and CEDS Committee of the Southside Planning District Commission (SPDC) was held on June 25, 2020 at the Commission's Conference Room, 200 South Mecklenburg Avenue, South Hill, Virginia. Chairman Kim Callis called the meeting to order at 11:00 a.m.

Due to the nature of the COVID-19 Declaration of a State of Emergency and pursuant to Code 2.2-3708.2, this meeting was held by electronic communications, via the Zoom electronic platform. The catastrophic nature of this declared emergency made it impractical and unsafe to assemble a quorum in a single location and the purpose of this meeting was to discuss or transact the business statutorily required or necessary to continue the operations of the Southside PDC. This meeting was recorded as required by FOIA for electronic meetings. Roll call votes were taken on all action items.

Director Gosney called the roll. With 9 Commissioners being present, a quorum was met for this meeting. The Roll Call is as follows:

<b>BRUNSWICK COUNTY</b>	Present	Absent
Bernard Jones, Sr.		<b>X</b>
Leslie Weddington – Treasurer	<b>X</b>	
John Zubrod	<b>X</b>	
<b>HALIFAX COUNTY</b>		
Stanley Brandon		<b>X</b>
Garland Ricketts	<b>X</b>	
Scott Simpson		<b>X</b>
<b>MECKLENBURG COUNTY</b>		
Andy Hargrove	<b>X</b>	
Charlie Simmons	<b>X</b>	
Glanzy Spain	<b>X</b>	
<b>SOUTH BOSTON</b>		
Winston Harrell	<b>X</b>	
George Leonard	<b>X</b>	
<b>SOUTH HILL</b>		
Kim Callis - Chairman	<b>X</b>	
<b>TOTAL</b>	<b>9</b>	<b>3</b>

<b>CEDS COMMITTEE</b>	<b>Present</b>	<b>Absent</b>
Mary Jane Elkins	<b>X</b>	
Todd Howell	<b>X</b>	
Jerry Lovelace	<b>X</b>	

*\*The CEDS Committee is comprised of the Executive Committee and the three members listed above.*

Staff in Attendance:

Deborah Gosney, Executive Director  
Stephanie Creedle, Finance Director/HR  
Lisa McGee, Administrative Assistant  
Chad Neese, GIS/Transportation Planner  
Ann Taylor Wright, Contract Staff

Guests in Attendance:

Susan Kyte, Media

**PUBLIC COMMENT PERIOD**

Chairman Callis asked for public comments. Hearing none, the public comment period was closed.

**APPROVAL OF THE AGENDA**

Chairman Callis asked that the Agenda be modified to include the 2020 Comprehensive Economic Development Strategy (CEDS) Update.

ANDY HARGROVE MADE A MOTION THAT THE AGENDA BE APPROVED AS PRESENTED WITH MODIFICATION TO ADD THE 2020 CEDS UPDATE. THE MOTION WAS SECONDED BY GEORGE LEONARD AND BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY.

**2020 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) UPDATE**

Executive Director Gosney introduced Ann Taylor Wright to the Executive Committee as she is a new Contract Staff Person for the PDC. Mrs. Wright assisted with the 2020 Comprehensive Economic Development Strategy (CEDS) and presented the rough draft to the Committee. She discussed the following in her presentation:

- She highlighted the four main elements that comprise the CEDS which are –
  - Summary background of economic conditions of the Region.
  - SWOT analysis to identify regional strengths, weaknesses, opportunities and threats.
  - Strategic Direction/Action Plan to build on findings from the SWOT analysis and incorporate elements from other regional plans.
  - Evaluation framework to include performance measurements to assess the implementation of the CEDS and impact of the regional economy.

- She discussed the major economic sectors and their effect on the Region. These sectors are:
  - Demographic and Socioeconomic Data
  - Environment
  - Infrastructure Assets
  - Industry
  - Workforce
  - Housing
  - Health Services and Public Safety
  - Education
  - Cultural and Recreational Resources
- A key component of the CEDS process is the input of the CEDS Committee. Mrs. Wright noted that a Community Input Session was held at the SPDC on December 17, 2019 to conduct the SWOT analysis. Participants included the CEDS Committee, in addition to leaders representing various economic sectors throughout the region. The Berkley Group, a local government consulting firm, facilitated the event. The SWOT analysis shapes the vision, goals, objectives, and performance measures inclusive of the CEDS.
- Mrs. Wright stated that the 30-day Public Comment Period is the next step and will be advertised in the newspaper, posted on the website, and forwarded to local governments and stakeholders through direct email notifications.
- The deadline for adoption of the CEDS is January 2021; however, it is anticipated that it will be adopted in July 2020.

### **APPROVAL OF MINUTES**

The January 23, 2020 minutes were previously dispensed to members for review.

ANDY HARGROVE MADE A MOTION FOR APPROVAL OF THE JANUARY 23, 2020 MINUTES. THE MOTION WAS SECONDED BY LESLIE WEDDINGTON AND BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY.

### **TREASURER'S REPORT**

Treasurer Weddington presented the financial report as of May 2020 as follows: Assets, \$1,329,028.48; Liabilities, \$1,064,925.10; Retained Earnings, \$228,869.89; and Net Balance, \$35,233.49. Expenditures to date totaled \$746,075.99, which is 80 percent of the annual budget. The expenditures are on target for FY20.

GEORGE LEONARD MADE A MOTION THAT THE MAY 2020 TREASURER'S REPORT BE ACCEPTED AS PRESENTED. THE MOTION WAS SECONDED BY ANDY HARGROVE AND BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY.

## **FY21 BUDGET**

Finance Director Stephanie Creedle presented the FY21 Budget to the Executive Committee, which was recommended for approval by the Budget and Finance Committee, on June 16, 2020. The FY21 Budget summary page was reviewed first as it shows a comparison between the FY19 Budget, the FY19 January Amended Budget, the FY20 Budget, the FY20 Amended Budget and the proposed FY21 Budget. Ms. Creedle reviewed the following:

### **FY21 Revenue**

Member Jurisdiction Dues	\$ 123,992.50
Revenue Brought Forward	495,071.00
New Revenue Approved	355,771.00
Deferred Revenue	(36,500.00)
Interest Income	<u>12,000.00</u>
<b>Total Revenue</b>	<b>\$950,334.50</b>

### **FY21 Expenditures**

Direct Chargeable Salaries	\$329,728.85
Employee Fringe Benefits	215,580.45
Travel/Per Diem	10,000.00
Other Direct Cost – Grants	10,000.00
Other Direct Cost – S/L	40,000.00
Indirect Costs	<u>296,491.29</u>
<b>Total Revenue</b>	<b>\$901,800.59</b>

Ms. Creedle noted that Revenues exceed Expenditures by \$48,533.91. Topics discussed were Health Insurance, Membership Fees, Publications, Space, Utilities and Occupancy, Software Licensing and the addition of Contract Staff. Additionally, a 2.5% cost-of-living increase was included for Salaries.

LESLIE WEDDINGTON MADE A MOTION TO APPROVE THE FY21 BUDGET AS PRESENTED WITH THE ADDITION OF A 2.5% COST-OF-LIVING INCREASE FOR SALARIES. THE MOTION WAS SECONDED BY JOHN ZUBROD AND BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY.

### **FY21 MANAGEMENT PLAN**

Executive Director Gosney referred the Executive Committee to the Management Plan which was included in their meeting materials. She provided an overview of the Management Plan and explained its importance to our funding agencies while answering questions in each section as they arose.

LESLIE WEDDINGTON MADE A MOTION TO APPROVE THE FY21 MANAGEMENT PLAN AS PRESENTED. THE MOTION WAS SECONDED BY ANDY HARGROVE AND BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY.

### **FY21 EDA PLANNING GRANT**

The PDC was invited by the U. S. Department of Commerce – Economic Development Administration to submit an Application for Federal Assistance for a Partnership Planning Program investment in the amount of \$70,000. The Commission applies for this grant annually which helps the PDC assist with the Comprehensive Economic Development Strategy (CEDS) process as well as economic development projects. The PDC must commit to provide matching funds of \$70,000. Local member dues are utilized to meet this match requirement.

JOHN ZUBROD MADE A MOTION FOR ACCEPTANCE OF THE FY21 EDA PLANNING GRANT APPLICATION WITH A COMMITMENT OF \$70,000.00 IN MATCHING FUNDS. THE MOTION WAS SECONDED BY GLANZY SPAIN AND BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY.

### **VDOT RURAL TRANSPORTATION WORK PROGRAM AND UPDATE**

In FY21, each planning district commission/regional commission, that has rural area in Virginia, will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program with a required local match of \$14,500 utilizing local government member dues. GIS/Transportation Planner Chad Neese reviewed the list of activities in the proposed FY21 Rural Transportation Planning Assistance Work Program which includes:

- Grant Preparation – Prepare and assist with Enhancement Grants, Smart Scale and other transportation related grant applications.
- Regional Bicycle, Pedestrian and Trails Planning – Complete the update and consolidation of the two existing bike plans within the planning district into one regional plan. Continue planning efforts in support of the Tobacco Heritage Trail. Collect GPS data on the completed segments of the Tobacco Heritage Trail, as applicable.
- Title VI Program – Continue to administer the SPDC's Title VI program including: process any complaints, conduct an annual review of the program and submit an annual report, attend and/or facilitate training, collect relevant statistical data, monitor any sub-recipients, and eliminate any discrimination that is identified. Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance.
- Other Technical Assistance and Participation –
  - Participate in VTrans and Smart Scale webinars and meetings.
  - Participate in the Fall Transportation Meetings.
  - As needed, provide assistance, support and/or data for transportation related planning activities to local jurisdictions, public officials and the community.
  - Keep the SPDC website updated and current regarding transportation planning.
  - Provide support and assistance with the Tobacco Heritage Trail website, maps and social media page as necessary.
  - Utilize GIS, GPS, maps, data and/or provide technical assistance when requested by localities.
  - Work with VDOT staff in identifying locations for corridor studies and Arterial Management Plans based on safety and congestion data.

Mr. Neese then asked for a Resolution to be passed approving the FY21 Work Program for Rural Transportation Planning and committing the PDC to providing matching funds of \$14,500.

GLANZY SPAIN MADE A MOTION TO APPROVE THE FY21 WORK PROGRAM AND RESOLUTION FOR RURAL TRANSPORTATION PLANNING WITH A COMMITMENT OF \$14,500 IN MATCHING FUNDS. THE MOTION WAS SECONDED BY ANDY HARGROVE AND BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY.

### **EXECUTIVE DIRECTOR REPORT**

Executive Director Gosney provided to the Commissioner's her report entitled "A Year in Review – FY20 Executive Director's & Staff Report." This report is a comprehensive report of the PDC's activities for the entire fiscal year. Mrs. Gosney highlighted the following May and June 2020 activities which were:

- The PDC submitted the EDA COVID-19 Non-Competitive application totaling \$400,000 on June 1, 2020. This grant was available exclusively to Economic Development Districts (EDD's).
- The Staff has been working on the submission of three CDBG COVID-19 Small Business Development Grants, one for each of the three counties in the PDC footprint. The Letters of Interest for all three have been submitted and the required public hearings have been scheduled.
- The Staff has been developing changes to the EDA Revolving Loan Fund Admin Plan to accommodate COVID-19 related loan requests. To date, ten COVID micro loans have been made.
- The VAPDC Summer Conference will be a virtual conference this year due to COVID-19.
- The PDC has increased its Facebook presence significantly by posting pertinent COVID-19 information as it becomes available. It is the PDC's goal to become a resource for the region.
- The PDC submitted a VHDA application on May 28, 2020 for a grant to fund a Strategic Plan for the PDC. Mrs. Gosney explained to the Bylaws Committee that the process the PDC would go through to do a Strategic Plan would encompass proposed Bylaws changes.
- The next full Commission meeting will be July 16<sup>th</sup>, 2020. The meeting will be offered via Zoom and in-person due to COVID-19 restrictions. A poll will be emailed to Commissioners for their preference.

### **EXECUTIVE DIRECTOR EVALUATION**

Annually, a Performance Evaluation is conducted for the Southside Planning District Commission's Executive Director during its June Executive Board meeting.

PURSUANT TO SECTION 2.2-3712 OF THE VIRGINIA FREEDOM OF INFORMATION ACT, CHAIRMAN KIM CALLIS MOVED THAT THE SOUTHSIDE PLANNING DISTRICT COMMISSION EXECUTIVE COMMITTEE CONVENE IN CLOSED SESSION TO DISCUSS PERSONNEL ISSUES PURSUANT TO THE CLOSED MEETING EXEMPTION AT SECTION 2.2.-3711.29 OF THE CODE OF VIRGINIA. THE MOTION WAS SECONDED BY JOHN ZUBROD AND BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY.

ANDY HARGROVE MOTIONED HAVING CONVENED AND CONCLUDED A CLOSED MEETING PURSUANT TO SECTION 2.2-3712 OF THE VIRGINIA FREEDOM OF INFORMATION ACT, MEMBERS OF THE SOUTHSIDE PLANNING DISTRICT COMMISSION EXECUTIVE COMMITTEE CERTIFY THE FOLLOWING: 1) ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS UNDER THIS CHAPTER, AND 2) ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION BY WHICH THE CLOSED MEETING WAS CONVENED, WERE HEARD, DISCUSSED OR CONSIDERED IN THE MEETING BY THE PUBLIC BODY; JOHN ZUBROD SECONDED THE MOTION AND BY ROLL CALL VOTE ALL MEMBERS VOTED AFFIRMATIVELY.

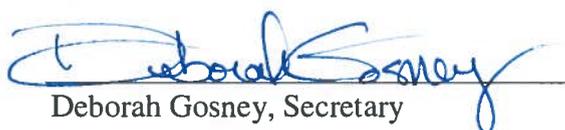
**ADJOURNMENT**

There being no further business, the meeting adjourned at 12:15 p.m.



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Kim Callis, Chairman SPDC



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Deborah Gosney, Secretary