



**Central Virginia Planning  
District Commission**  
828 Main Street, 12th Floor  
Lynchburg, VA 24504  
Electronic Meeting - GoToMeeting

**June 29, 2020  
1:00 pm**

## *Executive Committee Minutes*

### **Members Present:**

Sara Carter, Amherst Town Manager  
Robert Hiss, Bedford County Administrator  
Dean Rodgers, Amherst County Administrator  
Frank Rogers, Campbell County Administrator  
Mayor Dwayne Tuggle, Town of Amherst, Chair  
Bonnie Svrcek, City of Lynchburg

### **Members Absent:**

Susan Adams, Appomattox County Administrator  
Waverly Coggsdale, Altavista Town Manager  
Gary Shanaberger, Appomattox Town Manager  
Russell Thurston, Brookneal Town Manager  
Bart Warner, Bedford Town Manager

### **Others Present:**

Ben Bowman, Central Virginia Workforce Development Board  
Chris Bryant, Central Virginia Community College  
John Capps, Central Virginia Community College  
Gary Christie, Central Virginia Planning District Commission, Executive Director  
Mallory Cook, Central Virginia Planning District Commission  
Matt Perkins, Central Virginia Planning District Commission

### **Welcome, Recognition of Call Participants**

Dwayne Tuggle, Chair, welcomed the Committee and other attendees via GoToMeeting.

### **1. Career and Technical Education Academy Request for Funding**

Dr. John Capps from CVCC reported that they plan to move forward with the Career and Technical Education Academy with funding through a Go Virginia grant, which requires matching funds from localities.

Chris Bryant explained that the grant CVCC is seeking is for a total of \$400,000, with Go Virginia providing \$266,000 and a requested match of \$134,000 from the localities. These funds would be responsible for covering the two salaries needed to successfully launch the CTE academy. The application process will require letters of endorsement from the participating localities, and the goal for the application submission is July 8.

Dean Rodgers asked about involvement from the school superintendents. Chris Bryant explained that they have been working with all of the superintendents during the previous grant application processes who have shared their support of the CTE academy and believe they will receive full support and letters of recommendations from each locality's superintendent.

Bonnie Svrcek asked about using the CVPDC fund balance to match the requested \$134,000, as well as whether the expense can qualify as COVID-19 relief. Gary Christie affirmed that the current reserve has sufficient funding to cover this expense if the Commission chooses to do so. Dr. Capps recommended that the localities consider some form of contribution to the match if it is largely funded by the PDC, as it will look better in the grant application.

Mr. Bryant explained that the application can be delayed to the next quarter if necessary, to ensure the match funding has been secured.

A motion was made by Bonnie Svrcek, seconded by Sara Carter, to propose to the PDC board at the July 16 meeting that the requested \$134,000 be paid from the PDC fund balance, and it was unanimously approved.

## **2. Grant Application(s) for a Regional Workforce Plan**

Gary Christie reported that the Workforce Development Board will be required to develop a new strategic plan over the next several months, as mandated by the state every four years. For the next strategic plan, the goal is to seek community and stakeholder input that may involve outside consulting work with funding from grants.

As the Workforce Development Board is a committee of the PDC and not freestanding organization, they cannot apply for a grant on their own and this will require action from the PDC at a later date.

Robert Hiss recommended that the Board consider a equity/inclusivity component to help address connecting with and supporting specific communities in the region.

## **3. Regional Alternate Dispatch/Training Facility**

The Radio Board also works as a Committee of the PDC and requires action from the PDC Board for funding and grant applications. The Radio Board has been in discussion about establishing another alternate dispatch center in the event that a dispatch center is inaccessible or compromised in any way that can also support training needs.

Dean Rodgers suggested a program in which each locality's current dispatch center can be better outfitted to suit the needs of training dispatchers, as well as the possibility of working in conjunction with CVCC on these programs.

Mayor Dwayne Tuggle stated that relying only on other localities' dispatch centers in crises may be a greater challenge for dispatchers. Frank Rogers suggested that working with CVCC could create an opportunity to address both concerns, using CVCC training facilities as the alternate location as well.

#### **4. How to Get our Elected PDC Members More Involved in our PDC Work**

While the PDC is able to meet requirements for quorums at meetings, it is healthy for the elected members of the board to be engaged in the PDC meetings and business. Staff are looking for recommendations on how to better engage the elected officials to participate more frequently in PDC meetings.

Frank Rogers recommended providing workplans and topics of relevance to the PDC before committee appointments to encourage governing bodies to appoint elected officials who have interest in the topics presented.

Dean Rodgers recommended encouraging elected officials to report updates from various committee meetings at locality meetings to encourage more participation and showcase work that is being done to constituents.

Mayor Tuggle stated that in previous communication with other elected officials, many were unfamiliar with any of the work being performed by the PDC. By helping elected officials to understand more about what the PDC does, it may help to increase their interest and participation. He also requested that staff schedule a separate meeting with elected officials only to discuss this topic.

#### **5. Discussion on Interest in Report of How CARES Act Funds are Disbursed in the Region**

Gary Christie asked the Committee if there would be any interest in submitting information regarding each locality's distribution of CARES Act funds for staff to compile and distribute. By consensus, the Committee recommended proceeding with this action.

#### **6. Regional Planning Snippets of Ideas that We're Thinking About**

Staff will be organizing a meeting with economic developers about grant writing to provide support and help inform each other about various opportunities and grants being pursued in the region. This meeting will be scheduled for a later date in July.

The Managers/Administrators meeting is scheduled for July 9 at the Bedford County Administration Building.

The Long Range Transportation Public Meeting will be conducted electronically on Tuesday, June 28.