



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

**July 16, 2020  
5:00 pm**

## *Minutes*

### **Members Present:**

Mayor Richard Conner, Town of Appomattox  
Jon Hardie, Campbell County Board of Supervisors  
Trevor Hipps, Appomattox County Board of Supervisors  
Robert Hiss, Bedford County Administrator  
Megan Lucas, Lynchburg Regional Economic Alliance  
Dean Rodgers, Amherst County Administrator  
Frank Rogers, Campbell County Administrator  
Mayor Dwayne Tuggle, Town of Amherst, Chair  
Bonnie Svrcek, City of Lynchburg  
Trenay Tweedy, City of Lynchburg

### **Members Absent:**

Jimmy Ayers, Amherst County Board of Supervisors  
Susan Adams, Appomattox County Administrator  
Sara Carter, Amherst Town Manager  
Waverly Coggsdale, Altavista Town Manager  
Beverley Dalton, Altavista Town Council  
Bruce Johannessen, Bedford Town Council  
Mark Peake, Senate of Virginia  
Gary Shanaberger, Appomattox Town Manager  
John Sharp, Bedford County Board of Supervisors  
Russell Thurston, Brookneal Town Manager  
Bart Warner, Bedford Town Manager

### **Others Present:**

Ben Bowman, CVPDC Workforce Development Director  
Chris Bryant, Central Virginia Community College  
Dr. John Capps, Central Virginia Community College  
Gary Christie, Central Virginia Planning District Commission, Executive Director  
Mallory Cook, Central Virginia Planning District Commission  
Jason Ferguson, Central Virginia Community College  
Kelly Hitchcock, Central Virginia Planning District Commission  
Rosalie Majerus, Central Virginia Planning District Commission  
Tim Saunders, Central Virginia Workforce Development Board

## **Welcome, Moment of Silence, and Introduction of New Members**

Dwayne Tuggle, Chair, welcomed the Commission and began the meeting with a moment of silence.

Richard Conner, the newly elected Mayor of the Town of Appomattox was welcomed as a new addition to the PDC. Mayor Tuggle also thanked Mayor Paul Harvey for his nine years of service to the PDC.

### **1. Approval of the June 18, 2020 Meeting Minutes**

Upon a motion by Frank Rogers, seconded by Megan Lucas, the minutes of the June 18, 2020 meeting passed unanimously as presented.

### **2. Financial Update**

Rosalie Majerus reported that final year-end numbers for FY 2020 are still being finalized and the year-end report should be available at the next PDC meeting.

Staff anticipated that the year would begin with a deficit of \$50,000, which previously factored in hiring of a new planner. Because the planner position was not filled and has been suspended until a later date, the anticipated overage for the year is between \$2,000-\$5,000. These amounts do not include the distribution to the training center.

### **3. Consideration of a recommendation of the Executive Committee to pledge up to \$134,000 over two fiscal years from PDC reserves to the Central Virginia Community College as a match for a GO Virginia grant that would hire two staff members for the Career and Technical Education Center**

Gary Christie explained that over the past year, the PDC has discussed priorities for workforce development in the region and determined that advanced manufacturing is a key area to support in conjunction with the establishment of a CTE academy through the community college. There is a GO Virginia grant available that will total \$266,000 if matched with \$134,000 from the localities. The Executive Committee previously met with representatives from CVCC and recommended that the PDC invest the needed match \$134,000 from PDC reserves.

Dr. John Capps thanked the Commission for their consideration of funding this grant match. Dr. Capps reported that development of a CTE academy was previously discussed with all of the regional superintendents in 2019 and CVCC began planning for this academy.

The program has the ability to include high school students, recent graduates, as well as adult learners and anyone else pursuing a career in high-demand jobs. This is a one-time request for funding, after which the CTE academy will be self-sustaining with funds from the Governor's G3 program.

The two positions that would be filled from this funding are a CTE Academy Director to oversee the operations of the academy, and a Business Engagement Liason to work as a

liaison between the school districts, the academy, and businesses in the region to focus on recruitment.

Chris Bryant requested that all of the localities consider writing letters of support on behalf of this grant to strengthen the application, which is due on October 8.

Frank Rogers asked for the impact on the PDC reserves if the board moves forward with this pledge. Gary Christie explained that the PDC seeks to always keep \$600,000 in reserve funding for eight months of operating expenses. The reserve account currently has over \$845,000 and giving the full amount of \$134,000 leaves \$113,000 in the reserve that can be spent later if needed.

Mr. Rogers also asked about the options for funding if the PDC does not provide the requested \$134,000. Dr. Capps explained that the funding would need to be sought elsewhere, as GO Virginia requires a match in funding from the localities that they serve. These funds can come from businesses in the region, but GO Virginia prefers applications that show localities' direct investments.

Jon Hardie expressed that these funds may be better used to support students directly, as opposed to administrative positions for the program. Dr. Capps explained that this funding could be considered for scholarships for students, however, GO Virginia grants cannot be used for scholarship funding.

Treney Tweedy noted that soft skills and abilities to maintain employment are important and asked how this program may help to sustain these individuals. Dr. Capps explained that many of these skills are currently being taught in CTE classes now, as this problem has been discussed in sessions with employers in the past.

A motion to approve the recommendation of the Executive Committee to pledge the \$134,000 of reserve funding as a match for the GO Virginia grant was presented. The vote was:

Aye – Richard Conner, Trevor Hipps, Robert Hiss, Megan Lucas, Dean Rodgers, Dwayne Tuggle, Bonnie Svrcek, Treney Tweedy

Nay – Jon Hardie, Frank Rogers

The motion carried.

#### **4. Update on our region's Workforce Development Programs**

Ben Bowman provided performance updates from the workforce programs from the past several years as well as anticipated changes and growth for adult, dislocated worker, and youth programs.

Staff are working to open the Career Center again soon with new protocols in place to maintain health and safety guidelines. When open, the center will operate by appointment only.

Tim Saunders shared some of the staff efforts to meet needs of the individuals served electronically including virtual career fairs and job search resources for workers.

Jon Hardie asked if staff could provide transition rate of participants in the programs, industry-recognized certifications that are earned in programs, and percentages of funding streams were used on training specifically. Ben Bowman said that a report was just completed at the end of June and can be made available to PDC members for review.

**5. Consideration of a resolution for project applications submitted for Smart Scale funding by localities for projects within the boundaries of the PDC**

A motion was made by Jon Hardie, seconded by Trevor Hipps to approve the resolution supporting the submission of project applications for Smart Scale funding within the boundaries of the CVPDC, and it was unanimously approved.

**6. Consideration of an amendment to the CVPDC Bylaws regarding the Chair's ability to serve successive terms**

There has been a discussion over the last several meetings about a proposed change to the bylaws authorizing the Chair to serve more than one consecutive year. A vote for this change requires a supermajority.

At the last meeting, Mr. Hardie noted that the wording was not clear within the proposed amendment. Staff had an attorney review the proposed changes and provided a new recommendation for this amendment.

Gary Christie advised that the options moving forward are to either table the amendment indefinitely or proceed with the vote at the next available opportunity with a supermajority present.

Mayor Tuggle shared that all of the Town of Amherst representatives believe it is best to vote on the measure when the Commission is able to do so instead of tabling indefinitely. Jon Hardie stated that while the language is better, the original bylaws should remain the same.

This item will be tabled until the next meeting.

**7. Election of Officers for 2020-2021**

Mayor Conner of Appomattox has joined the Commission, replacing former Mayor Harvey who has been serving as Vice Chair. As the current rotation for Chair goes to the Appomattox mayor, staff recommends tabling this item until the next meeting to allow continued discussion with Mayor Conner as well as the next potential Vice Chair, John Sharp of Bedford County.

If a nominating committee is needed, tabling until the next meeting will allow time to prepare for such action.

By consensus, this matter will be tabled until the next meeting.

**8. Resolution of appreciation for Amherst Mayor Dwayne Tuggle for service as Chair of the CVPDC during 2019-2020**

Frank Rogers thanked Mayor Tuggle for his work as Chairman of the Commission and his support to the region.

Upon a motion made by Frank Rogers, seconded by Megan Lucas, the resolution of appreciation for Mayor Dwayne Tuggle's service as Chair to the PDC was unanimously approved.

**9. Other Business from Staff and Members**

There was none

The next meeting is scheduled for September 17, 2020, pending there are no business matters for the Commission to review in August.

**Adjourn** - There being no further business, the meeting adjourned at 6:22 p.m.