



**Central Virginia Planning
District Commission**
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Central Virginia Planning District Commission Regular Meeting Draft Minutes March 21, 2024; 5:00 p.m.

CVPDC Offices
828 Main Street, 12th Floor
Lynchburg, VA 24504

Members Present:

Chairman Richard Conner, Appomattox Town
Dwayne Tuggle, Town of Amherst
Frank Rogers, Campbell County
Tom Lawton, Campbell County
Greg Patrick, City of Lynchburg, Proxy for Wynter Benda
Jeff Helgeson, City of Lynchburg
Jeremy Bryant, Amherst County
Drew Wade, Amherst County
Robert Hiss, Bedford County
Terry McGhee, Appomattox Town
Reggie Bennett, Altavista Town
John Spencer, Appomattox County
Megan Lucas, Lynchburg Regional Business Alliance

Staff Present:

Alec Brebner
Kirsten Trautman
Sandra Dobyns
Kelly Hitchcock

Others Present:

Delegate Wendell Walker
Nat Marshall, Virginia Career Works
Traci Blido, Virginia Career Works
Nicole Overley, Office of the Secretary of Labor, Commonwealth of Virginia

1. Welcome and Introductions

Richard Conner called the meeting to order at 5:05. He welcomed the visitors who had come to present at the meeting.

Alec Brebner made note that Greg Patrick was serving as proxy for Winter Benda of Lynchburg at today's meeting.

2. Consideration of Requests for Electronic Participation

With none participating electronically, the chairman moved to the next item on the agenda.

3. Special Guests: Responding to Workforce Needs

a. Traci Blido, Executive Director, Virginia Career Works

Traci presented an overview of Virginia Career Works and the progress that they have made in the region to find and support job seekers.

b. Nicole Overley, Deputy Secretary for Workforce Development, Office of the Secretary of Labor, Commonwealth of Virginia

Nicole Overley spoke on the Workforce Ecosystem and how this would work in the state. Delegate Walker voiced his support for workforce development and what the new department is doing in the area. Megan Lucas asked Nicole if the future pathways have any overlap with GO Virginia or how the state's workforce ecosystem would interrelate. Nicole mentioned that in the future there could be room for a broader plan to work collectively with GOVA but at this time there was not.

Delegate Walker, Traci Blido, Nicole Overley, and Nat Marshall all left the meeting at 5:48.

4. Meeting Minutes: Regular meeting, January 18, 2024

Jeff Helgeson made a motion to approve the meeting minutes of the January 18th meeting. Meghan Lucas seconded the motion for approval. All were in favor and the motion passed.

5. Intergovernmental Review: Bedford Rural Business Development Grant

Alec explained that the Town of Bedford is applying for a Rural Business Development Grant from the US Department of Agriculture to execute a Downtown Strategic Plan within its comprehensive planning process. In applying for this grant, the Town is required to complete an intergovernmental review.

Alec said that while an intergovernmental review is usually done through email, Town staff wanted to take advantage of the meeting and ask the board (one per locality) to fill out the forms provided on whether they approve this or not. If there were no objections, a letter of support from the CVPDC by the executive director would be provided to the Town of Bedford.

Frank verified that it was a \$50,000 grant to the Town of Bedford with no match from the PDC, and no formal action, other than filling out the letters of endorsement. No motion was need for this act.

Alec confirmed this and thanked everyone for their cooperation.

6. Organizational Reports

a. Financial Report

Sandy stated that the only thing of note she had was that the health insurance costs would be up less than two percent.

b. Executive Director's Report

Alec reminded everyone that the executive committee meeting would meet on April 11th.

c. Brownfields Assessment Program

Kelly Hitchcock then did a brief presentation on the Brownfields Assessment program and its progress to date. A \$500,000 EPA Brownfield Community-Wide Assessment grant with no cash match was awarded in 2022 for a three-year grant period, from July 1, 2022, to September 30, 2025. The program has been very successful, with an estimated \$132,000 in pending Phase-I and Phase-II Assessment efforts underway. Staff anticipates the grant will be closed to new candidates (funding expended) in the summer of 2024.

Frank Rogers noted his gratitude to the PDC staff and was grateful for what the brownfields program was doing for the area. Terry McGhee also added his gratitude to Kelly and the Brownfields program for what it had done to help the Town of Appomattox.

Jeff Hegelson left the meeting at 6:00 p.m.

d. Housing Market Analysis

Kelly provided a brief summary of the regional housing study and how that is also moving forward. She reviewed that the PDC received a \$100,000 Community Impact Grant (CIG) with no cash match required from Virginia Housing to execute a regional housing study. The CVPDC then procured Housing Forward Virginia to guide a housing market analysis to provide the region with a clear understanding of housing needs and affordability challenges in addition to recommendations to address identified issues.

The Central Virginia Planning District Regional Housing Study Executive Summary is available at CVPDC offices. The full report, in both interactive web-based and PDF formats, would be available on the CVPDC website.

7. Annual Leave Adjustment for Deputy Director of Planning

Deputy Director of Planning, Kelly Hitchcock, was unable to fully use the allocation of annual leave to which she is entitled by CVPDC personnel policies due to workload and staff shortages throughout 2023. Salary savings to date in FY2024 total about \$60,000.

Alec said that the request of the Commission is to approve a one-time payout in the amount of \$1,584.60 as compensation to Kelly.

Jeremy Bryant made a motion to approve this allocation. Meghan Lucas seconded the motion, and all were in favor. The motion passed.

8. Regional Roundtable

Richard opened the floor to the board to share any updates that were happening in their area.

Megan briefly went over the four projects that are currently taking place in the Lynchburg area.

Jeremy Bryant left the meeting at 6:25.

9. Adjournment

Richard entertained a motion to adjourn the meeting. Frank Rogers made a motion to adjourn, and Meghan Lucas seconded the motion. All were in favor and the meeting adjourned at 6:26 p.m.