



Roanoke Valley-Alleghany

**REGIONAL**  
**commission**

[rvarc.org](http://rvarc.org)

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June 5, 2023

**MEMORANDUM**

TO: Executive Committee Members, RVARC

FROM: Jeremy Holmes, Executive Director

SUBJ: Executive Committee Meeting Scheduled for June 12, 2023 at 11:30 a.m.

I would like to call a meeting of the Regional Commission's Executive Committee on Monday, June 12, 2023 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 May 18, 2023 meeting, pp. 2 – 4
2. Executive Director Annual Performance Evaluation (Closed Session), Request for Closed Meeting Pursuant to VA Code 2.2 -3711 A.1

*Pursuant to Section 2.2-3711 A. 1. of the Code of Virginia, 1950, as amended, for the purpose of discussion a personnel matter relating to the Executive Director's Annual Review.*

3. End Closed Meeting and Reconvene Regular Meeting
4. Adoption of Certification Resolution of Closed Meeting, p. 5
5. Action by the Executive Committee as a Result of the Closed Meeting
6. Building Discussion
7. Other Business

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

**Member Governments:** Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke, Cities of Covington, Roanoke and Salem, Towns of Clifton Forge, Rocky Mount and Vinton



## **MINUTES**

The May Executive Committee Meeting of the Roanoke Valley-Alleghany Regional Commission was held on Thursday, May 18, 2023 at 11:36 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 11:36 a.m.

*Roanoke Valley-Alleghany Regional Commission Executive Committee Members: Present: Phil North, Roanoke County; Mayor Grose, Town of Vinton; Billy Martin, Botetourt County, Steven Clinton, Botetourt County and Dean Martin, Roanoke County.*

### **OTHERS/GUESTS IN ATTENDANCE**

Roanoke Valley-Alleghany Regional Commission Staff: Jeremy Holmes and Sherry Dean

### **2. AMEND AGENDA**

Chairman Phil North motioned to amend agenda to add Cyber Attack to Other Business item on agenda. Mr. Billy Martin made a second and the motion passed on a voice vote.

### **3. APPROVAL OF CONSENT AGENDA**

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

### **4. Building Maintenance and Investment Discussion**

Mr. Holmes reported he had spoken to a real estate agent, Stephen Pendergrass, who put together a building value range and is looking at comparable office space but we don't have

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the office space information yet. The building range value is \$935,000 to \$1.4 million but depends on the state of deferred maintenance items. Mr. Pendergrass was fairly supportive of not selling since the building is in a growing area, has free downtown parking and is structurally sound. The charter states if the building is sold the assets have to be distributed to the localities and the Commission is required to be located in the City of Roanoke. The maintenance firm we were using closed and we are looking for a new maintenance company but they did give us a priority list of items that need to be fixed in the building. A discussion was held on various aspects of the building. Mr. North asked Mr. Holmes to prepare a list of the maintenance items needed and to calculate the square footage used and exclude the square footage not used. Also Mr. Holmes is to find out what spaces are available and what the cost would be for a three to five year lease. Mr. North also advised Mr. Holmes to let the CAOs know about the building and find out what they think.

## **5. FY24 Work Program and Budget**

Mr. Holmes reported the FY24 work program was complete and he realized we missed establishing a work program committee this year but would make sure to have one next year. The bylaws require a work program committee. Many of our grants have mandated work to be completed each year already. Locally, the newest area in the work program and the biggest requests come from projects on affordable housing. We are also still working with the Roanoke Valley Collective Response and have applied for an Opioid Abatement Authority grant to continue to fund them for the next five years. The work program will go to the next Commission meeting. The committee members reviewed and asked questions on the work program and FY24 Budget. Mr. North motioned to recommend the FY24 Work Program and Budget to the Commission Board for approval, Mr. Billy Martin made a second and the motion passed on a voice vote.

## **6. Executive Director Evaluation and Executive Committee meeting**

Mr. North asked the committee members to complete the Executive Director Evaluation handed out in the meeting and return the evaluations to him and he will summarize and return them to Ms. Dean. The next Executive Committee meeting will be on June 12, 2023 at 11:30am and there will be a closed session to discuss the evaluation summary.

## **7. Support Letter**

Mr. Holmes reported he had received a requested letter of support for a grant funding application from the Renovation Alliance who is a nonprofit. We have supported this group in the past and this support letter is for USDA grant funding for their Rural Preservation program. This is the only nonprofit applying for these funds in this area. There were no objections to the support letter.



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## **8. Cyber Attack**

Mr. Holmes reported last week he received a call from Dell wanting to know if he had ordered \$60,000 of laptops to be sent to Idaho and he had not. Mr. Holmes' personal email was hacked by a scammer who was setting up lease agreements with Dell in the Commission name. Dell caught it and the Commission is not responsible for any charges the scammer made.

### **MEETING ADJORNED**

The meeting was adjourned at 1:17 p.m.

Submitted by:

Jeremy Holmes, Secretary,

Roanoke Valley-Alleghany Regional Commission



## **CERTIFICATION RESOLUTION**

### **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 12<sup>th</sup> day of June, 2023*