

**Minutes  
Executive Committee Meeting  
Board of Directors of the Virginia Economic Development Partnership Authority  
February 26, 2021  
Electronic (Zoom) Meeting**

**Call to Order**

The meeting was called to order at 10:00 a.m. by Chair Ned Masee, who noted that a quorum was present.

Committee Members Present: Bill Hayter, Secretary Aubrey Layne, Ned Masee, Dan Pleasant, Marianne Radcliff, and Xavier Richardson

Committee Members Absent: Secretary Brian Ball and Rick Harrell

VEDP Staff Present: David Devan, Jason El Koubi, Sandi McNinch, Stephen Moret, Carrie Vuori, and Adam Watkins

Guests Present: None

Chair Masee welcomed the members to an electronic meeting of VEDP's Executive Committee. The Governor declared a state of emergency due to the potential spread of COVID-19. Because an in-person meeting is unsafe and the Committee wishes to discharge its lawful purposes, duties and responsibilities, the Committee is permitted by the Virginia Freedom of Information Act, as amended by the State Budget, to meet by electronic means.

The Committee was gathered in a Zoom environment that is open to the public. The agenda suggests that the Committee will enter into a closed meeting for a portion of our meeting. When the Committee is ready to enter into a closed meeting, the Board members and VEDP support staff necessary to support the closed meeting will receive a message on their Zoom screens inviting them to the closed meeting. When the closed meeting is concluded, attendees will be able to leave the closed meeting and join the public meeting by clicking on the appropriate button located in the bottom right corner of their Zoom screen and the public portions of the meeting will continue. Should anyone from the public get disconnected from the public Zoom environment and be unable to re-engage, he or she should call (804) 278-7702 and speak to Jennifer Garrett. We will do our best to re-engage and will halt the public portion of the meeting until the connection can be re-established.

Chair Masee gave reminders of a few things that will be different than the Committee's in-person meetings:

- Everything on the public Zoom environment will be recorded and the recording will be posted on VEDP's website.
- During the public comment period, any member of the public wishing to make a comment may simply unmute and speak at that time, or use the Chat function and ask to be given an opportunity to speak.

- Likewise, during the meeting, Committee members may simply unmute themselves to speak or use the Chat function.

Chair Masee thanked the Committee members for rearranging their schedules to join this very important meeting.

**Public Comment Period**

Chair Masee solicited public comments. There were none.

**Closed Meeting:**

**Post-COVID Growth Strategy**

I MOVE THAT THE EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS OF THE VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP AUTHORITY CONVENE A CLOSED MEETING PURSUANT TO VIRGINIA CODE §2.2-3711(A)(50) TO ENGAGE IN A DISCUSSION OR CONSIDERATION OF THOSE PORTIONS OF VEDP'S STRATEGIC PLAN, MARKETING PLAN OR OPERATIONAL PLAN, THAT MAY RELATE TO TARGET COMPANIES, SPECIFIC ALLOCATION OF RESOURCES AND STAFF FOR MARKETING ACTIVITIES, AND SPECIFIC MARKETING ACTIVITIES THAT WOULD REVEAL TO THE COMMONWEALTH'S COMPETITORS FOR ECONOMIC DEVELOPMENT PROJECTS THE STRATEGIES INTENDED TO BE DEPLOYED BY THE COMMONWEALTH, THEREBY ADVERSELY AFFECTING THE FINANCIAL INTEREST OF THE COMMONWEALTH.

The motion above was made by Secretary Layne and seconded by Ms. Radcliff to move into a closed meeting. The motion was unanimously approved by roll call vote.

Upon the vote:	Chair Masee	Aye
	Mr. Hayter	Aye
	Secretary Layne	Aye
	Mr. Pleasant	Aye
	Ms. Radcliff	Aye
	Mr. Reinhart	Aye

Mr. Moret asked that VEDP staff be allowed to stay for the closed meeting and Chair Masee agreed.

**Back in Open Meeting, Certification of Closed Meeting – Followed by a Roll Call vote:**

WHEREAS, THE EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS OF THE VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP AUTHORITY 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, THE ACT REQUIRES A CERTIFICATION BY THIS COMMITTEE THAT SUCH CLOSED MEETING WAS CONDUCTED IN CONFORMITY WITH THE ACT;

NOW, THEREFORE, BE IT RESOLVED, THAT THE COMMITTEE CERTIFIES THAT, TO THE BEST OF EACH MEMBER'S KNOWLEDGE, (I) ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS UNDER THE ACT WERE DISCUSSED IN THE CLOSED MEETING TO WHICH THIS CERTIFICATION RESOLUTION APPLIES, AND (II) 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 CLOSED MEETING BY THE COMMITTEE.

Upon the vote:	Chair Masee	Aye
	Mr. Hayter	Aye
	Secretary Layne	Aye
	Mr. Pleasant	Absent for the Vote
	Ms. Radcliff	Aye
	Mr. Reinhart	Aye

VEDP submitted an application last fall to the U.S. Economic Development Administration (EDA) for the Economic Adjustment Assistance grant program that was funded by the CARES Act. The grant would fund third-party consulting support to enhance our statewide and regional approaches for targeting and supporting post-COVID economic growth. Following positive feedback from the EDA on the substance of VEDP's proposal, the application is currently in EDA legal review (part of the final stages of the process), and the EDA has very recently requested a signed resolution from our Board of Directors authorizing the related work for VEDP.

Mr. Richardson made a motion to approve the attached resolution, which would authorize the EDA application and name Jason El Koubi and Adam Watkins as the authorized representatives to interact with EDA regarding the grant. Secretary Layne seconded the motion and the motion was unanimously approved by roll call vote.

Upon the vote:	Chair Masee	Aye
	Mr. Hayter	Aye
	Secretary Layne	Aye
	Mr. Pleasant	Absent for Vote
	Ms. Radcliff	Aye
	Mr. Reinhart	Aye

**Next Meeting and Adjournment**

The next meeting of the Executive Committee will be an electronic meeting via Zoom and will be held on March 17, 2021, time TBD.

There being no further business, the meeting was adjourned at 10:21 a.m.

Respectfully submitted,

DocuSigned by:

*Sandra Jones McNinch*

Sandra Jones McNinch

Acting Recording Secretary

Attachment: Resolution

**RESOLUTION OF THE EXECUTIVE COMMITTEE  
OF THE BOARD OF DIRECTORS OF THE  
VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP AUTHORITY**

The Virginia Economic Development Partnership Authority (“VEDP”), in the furtherance of its duty to encourage, stimulate, and support the development and expansion of the economy of the Commonwealth of Virginia, wishes to apply for funding (the “Funding”) through the United States Economic Development Administration (“EDA”). The Funding is summarized below:

Opportunity Number: PWEAA2020

Opportunity Title: FY 2020 EDA Public Works and Economic Adjustment Assistance Programs including CARES Act Funding

Funding Request: \$960,000

Required Match: \$240,000

As part of the application package (the “Application”) for the Funding, the EDA has asked for a resolution from the Board of Directors (the “Board”) of VEDP authorizing the Application and designating authorized representatives (the “Authorized Representatives”) to sign the Application, any Funding award, and any associated documents.

In accordance with the Bylaws of the Board, the Executive Committee of the Board has the ability to take any and all actions required of the Board when the Board is not meeting. At the time of the adoption of this Resolution, the Board is not currently meeting.

NOW, THEREFORE, at an electronic meeting of the Executive Committee duly called and held on February 26, 2021, be it resolved by the Executive Committee:

1. VEDP is authorized to submit the Application.
2. VEDP is authorized to provide the required match from the available, committed and unencumbered funds of VEDP.
3. Jason El Koubi, VEDP’s Executive Vice President, and Adam Watkins, VEDP’s Manager of Economic Competitiveness, are designated as the Authorized Representatives, with full power to sign the Application, any Funding award, and any other documents related to the Application and the Funding.
4. All actions previously taken by VEDP with respect to the Application and the Funding are authorized and ratified.

A true copy:

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Secretary, Board of Directors of the Virginia Economic  
Development Partnership Authority

Adopted by the Executive Committee at an Electronic Meeting  
Duly Called and Held on February 26, 2021