

Region 7 Council GO Northern VA

Date: October 23, 2018

Time: 9:30 AM - 11:00 AM

Northern Virginia Community College – Brault Building Board Room (Third Floor) 4001 Wakefield Chapel Road, Annandale, VA 22003



### GO Virginia Purpose Statement

"Create more higher paying jobs through incentivized collaboration, primarily through out-of-state revenue, which diversifies and strengthens the economy in every region"



### Agenda 9:30 AM – 11:00 AM

- I. Welcome and Introductions Sharon Virts, Vice Chair
- II. Roll Call Sue Rowland, Staff
- III. Minutes Review & Approval Sharon Virts
- IV. Guest Presentation Jennifer Ozawa, TEConomy
- V. Chair's Report Sharon Virts
- VI. Project's Committee -- Sid Banerjee, Chair
- VII. Treasurer's Report Marty Nohe, Treasurer
- VIII. Proposed Bylaws Revisions Paul Liberty
- IX. Director's Report Sue Rowland
- X. Other Business, and Adjourn



### Roll Call – Sue Rowland, Staff

- Members present, Members joining by phone
- Guests present (sign in sheet)

# Approval of Minutes – Sharon Virts

Review and Approve August 23, 2018 Minutes



# Presentation on State GO Virginia Board's Regional Study

Jennifer Ozawa, TEConomy Partners, LLC Contractor to GO Virginia Foundation



• [PENDING SLIDES FROM JENNIFER]



# Chair's Report

Sharon Virts, Vice Chair



### Executive Committee Met on September 24th

- Notes from that meeting are distributed in this package
- Committee membership list distributed in this package Thank you for signing up!
- Region's Economic Development officers will be presenting at the December, for dialogue led by Jerry Gordon.
- Special Note: This will be Jerry's last Council meeting, as he is retiring and moving away from the area.
- Conflict of Interest Statements are available to you today; Sue/Janet will have copies at any time you need to declare a real or perceived conflict.



# Project Committee Report

Sid Banerjee, Co-Chair



### Projects Committee Met on October 3

### Highlights

- Established small groups to work with projects
- Discussed short term and long term strategic activities for soliciting new projects
- Determined to recommend approval for Security University, pending evidence that match requirements are met
- Timeline for next applications to be determined



### Advisory Work Groups for Projects

- Northern Virginia Tech Talent Pipeline
   Sharon Virts, Eileen Ellsworth, and Aneesh Chopra
- Alex/Arl Strengthening Workforce
   Nicholas Jordan and Todd Rowley
- NOVA's Fab Lab
   Sid Banerjee and Bobbie Kilberg
- IF Security University is approved, members for this work group Rick Pearson and Todd Rowley



### Short Term / Long Term Project Solicitation

- Interest remains strong; continue to receive "cold calls" from prospective projects
- Use the outline of "pipeline" components adopted by the Council following work of ad hoc committee
- Programmatic Priorities Platform draft based on that document to serve as intro to RFPs released, once approved; by November 15<sup>th</sup>?
- Discussions on long term strategic approaches to further outline actions to begin at next meeting, led by Anup Ghosh and John Wood



### Security University Application

### **Main Components**

- Request is for \$500,000 to "upskill IT/ cyber workforce -veterans, women, un/underemployed, people of color" regionwide
- Apprenticeship Program Grant would fund instructors, facility, class materials
- ROI 300 cyber jobs; \$2.1m in added state revenues
- Proven track record in schools' graduates



### Timeline for project applications

- To be set at next Projects Committee Meeting
- GO Virginia State Board meetings are quarterly in 2019
- Application due dates to State GO VA Board: November 2, February 8, May 10, August 9, and October 28
- Corresponding GO No Va Council meeting dates: October 23<sup>rd</sup>,
   December 19<sup>th</sup>, February 20<sup>th</sup>, April 17<sup>th</sup>, and June 27<sup>th</sup> (dates not set after July 1<sup>st</sup>)



# Treasurer's Report

Marty Nohe, Treasurer



### Treasurer's Report

- Finance Committee met on September 20th
- Financial Reports for September provided in meeting package
- Note explanation added for \$100K advance from DHCD
- Council's FY18 Audit as part of NVRC's audit awaiting report from auditors
- NVRC's Executive Committee has asked to receive these financial reports – first set provided last week
- Finance Committee meetings set for 2<sup>nd</sup> Thursday each month



## **Proposed Bylaws Revisions**

Sharon Virts on behalf of Paul Liberty, Governance Committee Chair



### **Proposed Bylaws Revision**

### **Revisions Proposed**

- Amends membership of the Executive Committee to include immediate past Chair
- Establishes the Outreach/Education Committee as a new standing committee, detailing responsibilities
- Amends provisions related to press communications



# Director's Report

Sue Rowland



### Director's Report - Sue Rowland

- Status of project remittance requests
- Agreement with GMU Center for Regional Analysis extended to assist with G&D Plan Amendments due to State GO Va Board by August 2019
- First quarterly project reports due to DHCD Oct 30; those in hand included in meeting package
- Council Support Organizations Monthly Meeting held
   October 16<sup>th</sup> focus on site development by VEDP



### **Other Business**

**Sharon Virts** 



### Next Meeting Dates

- Wednesday, December 19
- Wednesday, February 20
- Wednesday, April 17
- Thursday, June 27



# Adjournment

Thank You!





#### **GO Northern Virginia Region 7 Council**

Northern Virginia Community College Brault Building 4001 Wakefield Chapel Road, Annandale, VA 22003

August 23, 2018 Meeting Minutes

#### Call to order and Introductions:

The Honorable Tom Rust presided being chair, and called the Council to order at 9:30 AM.

New members were invited to introduce themselves by Tom: Rick Pearson of Neustar, Loudoun County and Nicholas Jordan of Capital Bridge Holdings, Arlington County.

#### II. Attendance and Roll Call – Sue Rowland, Staff

**Members present:** Sid Banerjee, Hon. Ralph Buona, Hon. Laurie DiRocco, Eileen Ellsworth, Anup Ghosh, Tom Gibson (by phone), David Guernsey (by phone), Nicholas Jordan, Bobbie Kilberg, Paul Liberty; Hon. Marty Nohe, Carolyn Parent, Rick Pearson, Scott Ralls, Todd Rowley, Hon. Tom Rust, Jen Siciliano (by phone), Danny Vargas, and Todd Yeatts.

**Members absent:** Dr. Scott Brabrand, Aneesh Chopra, Hon. John Foust, Jerry Gordon, Greg Leisch, Matt McQueen, Sharon Virts, Charlene Wheeless, and John Wood

**Staff Present:** Sue Rowland, and Janet Valdes-Dapena (by phone)

**Guests present (sign in sheet):** Ron Diversa; Avi Dey, Cafe Twin Rx; Theresa Mayer, VA Tech; Jennifer Ozawa, TEConomy; Jim Dyke, GO VA state Board; Christine Callsen, VA Tech;

Sue Rowland announced that a quorum was present.

#### III. Minutes Review & Approval

Motion to approve the May 2 minutes was made by Todd Rowley, seconded by Sid Banerjee, and approved. Motion to approve the June 27 minutes was moved by Todd Rowley, seconded by Danny Vargas, and approved.

#### IV. Presentation on "Cyber-X"

Tom introduced the guest presentation by the Honorable Jim Dyke, member of GO Virginia State Board and with McGuireWoods, LLC; and Theresa Mayer, Vice President for Research and Development at Virginia Tech, who provided an overview of the Cyber-X initiative funded by the 2018 General Assembly.

Tom and Jim noted the new name of the project informally called "Cyber X" is officially named the Commonwealth Cyber Initiative Blueprint Development or CCI.

Mr. Dyke began with the purpose of the CCI to grow better collaboration of the universities and others statewide, and to develop better understanding of the workforce needs in the IT and cybersecurity businesses, particularly in Northern Va. Their first charge is to produce a blueprint, due to the state GO Virginia Board by December 1.

Its charge is to fully develop an ecosystem that brings business and universities to the table to match preparation of workers and research, programs, apprenticeships. VT is leading a Hub in NoVA, where the bulk of the activity will be. "Spokes" statewide will be other universities and community colleges statewide with research capacity in this area.

Dave Guernsey asked what is meant by involving the private business; Ms. Mayer responded that they hope to involve both the businesses that create the IT capacities as well as businesses that host their own IT capabilities in house. Teresa introduced herself, noting that she works with her counterparts in the other universities statewide. She used a powerpoint deck during her presentation (attached).

She noted that CCI will more clearly identify the needs of business, the degrees necessary, and what changes would better serve the state to be an importer of talent.

In discussing the charge of the Blueprint, Teresa highlighted the Advisory Council, and invited recommendations for others to participate. She also explained the relationship to the VRIC (Va Research and Investment Committee).

The CCI will focus on reducing the gap in the cyber workforce in Northern Virginia. It will also work toward business development including start-ups, to diversifying businesses throughout the state, and to secure wider varieties of funding to support these activities.

A healthy discussion with the Council members followed the presentation. In discussion, Council members pointed to the need to recognize that degrees are no longer required by many key IT companies, that the public is unaware of the risks of new technologies on their own day-to-day lives and is less aware of the value of this workforce needs, and that at the same time, responses to openings in the region can be overwhelming large.

#### **V. Chair's Report** - Tom Rust

Since the last meeting, Tom announced that the state GO Virginia Board unanimously agreed to award the NVTTP Apprenticeship Project application submitted in July. Tom noted that Sid would provide additional details later in the meeting.

An informal welcome meeting for the new Council members was held, providing those members a time to meet and to receive a briefing on the Council's structure and activities.

As reported previously, the state Board is asking each Council to work with the consulting firm TEConomy to enhance its recent VRIC work with information that is regional, matching the GO Virginia regional Councils. A work group will be required to assist. Jennifer Ozawa will lead in No Va, working on a short time-frame. Jennifer was introduced. TEConomy staff are already working closely with CCI, and will be making interviews with people in the region for insites and information. Further, data will be developed that is not readily available to the Council now.

The Executive Committee met on July 26th, and will do so monthly to support the Council's decision to meet bi-monthly. Memos to the full Council will be provided on the actions of the Executive Committee, the first one having been sent to the Council.

It was agreed that the Council's bylaws should be revised to reflect activities that have developed over the first year, and with the addition of an Outreach/Education Committee named among the standing committees.

The Chair will schedule meetings with members of the General Assembly representing northern Virginia to update on them on the activities of the Council. Outlining other decisions of the Executive Committee, Sharon Virts will schedule a meeting with the Greater Washington Partnership to share activities, and a Conflict of Interest document will be available to the members at the next meeting.

Tom noted that it is very important to him that each member of the Council choose at least one committee in which to participate. An email has been sent asking for choices. About half of the Council has responded, and Tom asked that anyone undecided contact him directly.

The Executive Committee endorsed taking a "board of directors" approach with each awarded project, and charged the Projects Committee with establishing small work groups to provide evaluation, input and mentoring. This approach is expected to help assure success of each project by assisting each with overcoming hurdles that are identified to and by the Council.

For future projects, the Council has already determined to focus its funding; to assist in communicating that, a "Programmatic Priorities Platform" will be developed to outline what the Council is looking for. Sid Banerjee has agreed to lead that group, to include Sharon Virts, Carolyn Parent, and Scott Ralls. Others are invited to join. This Platform will be used by Sue as a "cover sheet" to Requests for Proposals to be released in the fall. Tom reminded all that this regional Council has \$4.2 million to release to projects, and that work on other Competitive Fund projects with other regions has yet to be fully developed.

The Executive Committee desires to work more closely with the Economic Development Directors representing the regions jurisdictions, and wants to both better understand the goals of each office and to look for ways to constructively work together. It was suggested that the

Council bring on a consultant to assist it with that work, and that the work of the TEConomy project would also be beneficial.

#### V. Sid Banerjee, Co-Chair

Sid began his report to the Council by outlining the activities that led to the successful approval of the fourth project submitted to the state GO Virginia Board. The NVTTP Apprenticeship Project is awarded \$1 million in Per Capita funds, to initiate work in creating a program at NVCC that will result in 400 apprentices within two years.

Sid remarked that of the three current projects (NVTTP, Alex/Arl Strengthening Workforce, & NVCC Fab Lab), agreements should be finally signed with NVTTP and the NVCC Fab Lab. The last agreement will be completed following the formal approval of the project by the Arlington County Board in September.

Quarterly Activity Reports of work already underway by the projects has been submitted to the Council previously, and the first Remittance Requests are expected shortly.

Sid reviewed for the members the oversight model in place under the Agreements, and the role of NVRC (the Council's Support Organization) in managing the review of program performance necessary for review and approve of requests for funding. That role includes monitoring program performance, milestones, deliverables, and serving as the Council's "fiduciary" agent. Go Virginia Region 7 represents projects to DHCD for state-level assessments and as such, should have situational awareness of progress, challenges, successes, obstacles.

The concept of the "board of directors" model ("Advisory Boards" or "Work Groups") for each project was presented to the Executive Committee to provide for the Council's oversight. The groups will be subsets of the Projects Committee, and report to the Council at each meeting. These groups will work with Sue and NVRC to provide the communications to and from DHCD through the Council for each project.

The Projects Committee will meet in September to (1) formalize the advisory board structure and members for each project; (2) develop recommendations to the Council for areas to award (the Programmatic Priorities Platform); and (3) to restate procedures to secure project applications (RFP development, timelines, etc).

Dr. Ralls added that the Council can help expedite processes to move faster. Academic time moves slower than economic time. State government moves even slower. While oversight is needed, expedited processes are also needed. Laurie DeRocco, chair of NVRC, noted her appreciation for the Council's body of support.

#### VI. Treasurer's Report

Marty Nohe, Treasurer, provided the Financial Reports submitted to the Council. Monthly meetings of the Finance Committee would beginning in September.

He also announced that the first annual audit would soon be underway as a part of the NVRC's own audit. A Procedures Manual is under development, to document the financial methods to be used by the support organization in receiving and dispersing Council funds.

#### VII. Director's Report

Sue reported items of interest to the Council from the most recent DHCD Support Organization meeting. Matt Weaver has been hired to fill the DHCD Policy and Legislative Director position. DHCD staff reminded all that Council purchases over \$5,000 must comply with the state's procurement requirement. Sue noted that the amendments to the Growth & Diversification Plans are due to the state GO Virginia Board by August of 2019. She also noted that project activities reports are due to DHCD 30 days after each quarter.

#### VIII. Other Business and Next Meeting Dates

There was no other business. Tom reminded the membership of the scheduled meetings:

Tuesday, October 23 Wednesday, December 19 Wednesday, February 20 Wednesday, April 17 Thursday, June 27

#### X. Adjournment

The meeting was adjourned at 10:58 a.m.

#### **BALANCE SHEET**

As of September 30, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BB&T	91,350.67
Total Bank Accounts	\$91,350.67
Accounts Receivable	
Accounts Receivable (A/R)	3,203.15
Total Accounts Receivable	\$3,203.15
Other Current Assets	
Unbilled receivables	57,749.26
Total Other Current Assets	\$57,749.26
Total Current Assets	\$152,303.08
TOTAL ASSETS	\$152,303.08
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	52,303.08
Total Accounts Payable	\$52,303.08
Other Current Liabilities	
Grant Advance	100,000.00
Total Other Current Liabilities	\$100,000.00
Total Current Liabilities	\$152,303.08
Total Liabilities	\$152,303.08
Equity	
Retained Earnings	0.00
Net Income	0.00
Total Equity	\$0.00
TOTAL LIABILITIES AND EQUITY	\$152,303.08

#### Note

GO Northern Virginia received a \$100,000 grant advance from DHCD at the beginning of the grant period to fund the project startup. This advance is being shown as a liability on the GO Northern Virginia books, and will ultimately be applied against future billings.

#### PROFIT AND LOSS

July - September, 2018

	TOTAL
Income	
Grant Revenue	7,683.41
Total Income	\$7,683.41
GROSS PROFIT	\$7,683.41
Expenses	
Administrative Expenses	
Fiscal and Admin Support (NVRC)	2,133.59
Printing, Reproduction, advertising	5.50
Supplies, Equipment, Other Admin Exp	167.60
Total Administrative Expenses	2,306.69
Contract Services	
Legal Support	1,000.00
Total Contract Services	1,000.00
Mileage and Travel Reimbursement	124.26
Other Misc Expenses	-1,108.54
Uncategorized Expense	5,361.00
Total Expenses	\$7,683.41
NET OPERATING INCOME	\$0.00
NET INCOME	\$0.00

#### **BALANCE SHEET**

As of June 30, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BB&T	51,316.00
Total Bank Accounts	\$51,316.00
Accounts Receivable	
Accounts Receivable (A/R)	39,153.93
Total Accounts Receivable	\$39,153.93
Other Current Assets	
Unbilled receivables	53,269.00
Total Other Current Assets	\$53,269.00
Total Current Assets	\$143,738.93
TOTAL ASSETS	\$143,738.93
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	43,738.93
Total Accounts Payable	\$43,738.93
Other Current Liabilities	
Grant Advance	100,000.00
Total Other Current Liabilities	\$100,000.00
Total Current Liabilities	\$143,738.93
Total Liabilities	\$143,738.93
Equity	
Retained Earnings	
Net Income	0.00
Total Equity	\$0.00
TOTAL LIABILITIES AND EQUITY	\$143,738.93

#### PROFIT AND LOSS

July 2017 - June 2018

	TOTAL
Income	
Grant Revenue	212,968.01
Total Income	\$212,968.01
GROSS PROFIT	\$212,968.01
Expenses	
Administrative Expenses	
Fiscal and Admin Support (NVRC)	3,769.59
Printing, Reproduction, advertising	209.44
Supplies, Equipment, Other Admin Exp	788.37
Total Administrative Expenses	4,767.40
Contract Services	
Growth and Diversification Plan Development	93,500.00
Growth and Diversification Plan	13,000.00
Implementation Support	
Leadership / Management	
Director (NVRC)	15,251.75
Interim Director (MArtha)	54,423.00
Meeting Support (NVRC)	8,836.15
Total Leadership / Management	78,510.90
Project Management and Administration	
Assist with Competitive Applications	468.75
Per Capita Project Support (NVRC)	15,034.50
Per Capita Project Support, Add'l Funds to NVRC	819.00
Total Project Management and Administration	16,322.25
Total Contract Services	201,333.15
Marketing Outreach and Web Support	687.50
Meeting Related Expenses	1,394.53
Mileage and Travel Reimbursement	3,676.89
Other Misc Expenses	1,108.54
Total Expenses	\$212,968.01
NET OPERATING INCOME	\$0.00
NET INCOME	\$0.00



#### GO Northern VA Council Executive Committee

Meeting Notes September 24, 2018, 9 a.m. Clarabridge offices, 14000 Campus Commons, Reston, VA

**In Person:** Tom Rust, Sharon Virts, and Sid Banerjee **By Phone**: Marty Nohe, Paul Liberty, and Carolyn Parent

Staff: Sue Rowland and Janet Valdes-Dapena

Review notes from last Exec Comm and Council meeting (distributed previously) were approved.

#### Review committee membership

The group reviewed the committee membership gaps and identified slots for folks who had not yet self-selected. The group discussed potential chair for Outreach/Education committee.

#### Conversation with John Wood (Tom)

Tom reported on his recent conversation with John Wood regarding a potential project. Related to teachers for cyber security programs targeting dual-enrollment programs. Tom has discussed with the GO Virginia Board chair, Dubby Wynne, who has indicated it appears to align well with that Board's objectives. Discussions ensued on what additional information would be needed. The project would be considered during the regular RFP process. Members volunteered to follow-up tasks.

#### Report on Projects Committee meeting and activities (Sid)

Sid reported on the status of agreements with the projects. He also reported that the Projects Committee is meeting on Oct 3<sup>rd</sup> to make decisions in follow-up to charges from the Council.

Membership of work groups will be set for each of the projects, with a focus on eliminating risk or appearance of conflict of interest. It is expected the work groups will meet monthly with project leadership, at least at first.

Status of development of Programmatic Priorities Platform will be tackled at this meeting. Included should be discussion of coordination with other regions, to enhance development of Competitive Application and other collaborative activities.



He reported that remittance invoices have yet to be submitted by any of the projects. Sue is working with the projects to secure those as soon as possible once all agreement signatures are completed.

#### Report on Finance Committee meeting and activities (Marty)

Policies updates as may be recommended from the audit team will be reviewed by the Finance Committee. He reported that regular dates for meetings are being set.

He also reported that the Committee has recommended that a sentence or two be added to the relevant financial reports to explain how the initial \$100K provided the Council is shown and tracked.

#### Report on Governance Committee -- Status of revisions to bylaws (Paul)

Proposed revisions to the Council's bylaws have been submitted to his committee members for review. Highlights of changes incude:

- Expand Carolyn as former chair to exec committee
- Responsibilities to Outreach committee
- Who can speak for the regional council avoiding opinion vs. talking point.
- Staff Support: that language is under development.

Paul anticipates that the revisions should be ready for submission to the full Council for consideration at its next meeting.

#### October meeting agenda (Tom)

Presentation & discussions with Economic Development officers, led by Jerry Gordon – Tom has discussed with Jerry and he will be coordinating this presentation for the December meeting.

For the October meeting and in addition to the regular reports, the Projects Committee will give a full report on its activities and activities on the Projects Prioritization Plan and to solicit next round of applications; committee assignments will be shared; and bylaws revisions will be presented.

TEConomy will be invited to present on its regional study (part of the statewide study funded by the GO Virginia Foundation). Other potential economic environment speakers were discussed, should TEConomy not be available.



#### Collaboration with the Greater Washington Partnership

Best group for an initial meeting was discussed; Sharon will take the lead in logistics for that meeting.

#### **Draft Conflict of Interest Statement (Tom)**

Sue has an draft that will be made available to the membership at each Council meeting.

#### Draft of Remote Attendance to Meetings policy (Tom)

Sue has a draft of the Remote Attendance to Meetings policy, but has questions that she wants to research further. She will share with the Exec Committee when those questions are answered (primarily related to how the Councils are viewed in definition, that would further clarify the rules that apply).

#### Adjourned

There being no further business, the meeting was adjourned.

Region 7 (NOVA) Member List Updated 8/13/18	EXECUTIVE	FINANCE	GOVERNAT	at protects	COMMUN	CATIONS	
Name							
Sid Banerjee, Secretary; Chair Projects							
Committee	1			1		1	
Dr. Scott Brabrand				1		1	
Hon. Ralph Buona		1				1	
Aneesh Chopra				1		1	
Hon. Laurie DiRocco		1				1	
Eileen Ellsworth				1		1	
Hon. John Foust					1	1	
Anup Ghosh				1		1	
Tom Gibson		1				1	
<del>Jerry Gordon</del>						0	Resignng.
David Guernsey					1	1	
Nicholas Jordan			1	1		2	
Bobbie Kilberg				1		1	
Greg Leisch			1			1	
Paul Liberty, Governance Chair			1			1	
Matt McQueen			1			1	
Hon. Marty Nohe, Treasurer	1	1				2	
Carolyn Parent, Past Chair	1					1	
Rick Pearson				1		1	
Scott Ralls		1				1	
Todd Rowley			1	1		2	
Hon. Tom Rust, Chair	1	1	1	1	1	5	
Jen Siciliano			1			1	
Danny Vargas					1	1	
Sharon Virts, Vice Chair	1			1	1	3	

Council Member Listing by Term Length and Sector (Private sector in Blue; Executive Committee BOLD)

Region 7 (NOVA) Member List Updated 8/13/18	EXECUTIVE	FINANCE	GOVERNAT	ot project	COMMUN	Totals	
Name							
Charlene Wheeless					1	1	
John Wood				1		1	
Todd Yeatts					1	1	
TOTALS	5	6	7	12	7	36	