



Abigail Spanberger
Governor

Carrie Chenery
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

Tamarah Holmes, PhD
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

August 19, 2026

MEMORANDUM

TO: Energy Efficiency and Weatherization Task Force Members

FROM: DHCD Staff

SUBJECT: Task Force Meeting – August 24, 2026

Enclosed is the agenda and information package for the Energy Efficiency and Weatherization Task Force meeting to be held on **Monday, August 24, 2026**. The Task Force will convene at 12:30 p.m. at the **Virginia Department of Social Services** located in Innsbrook at 5600 Cox Road in Glen Allen, Virginia. Lunch will be provided at the meeting.

Please contact DHCD staff as soon as possible to let us know if you will not be able to attend. We can be reached at andrew.malloy@dhcd.virginia.gov or at 804-836-5094. Please let us know if you have any questions or if there is anything we can do to be of assistance.

Enclosure



Virginia Department of Housing and Community Development | Partners for Better Communities
Main Street Centre | 600 East Main Street, Suite 300 Richmond, VA 23219
www.dhcd.virginia.gov | Phone (804) 371-7000 | Fax (804) 371-7090 | Virginia Relay 7-1-1

AGENDA

Energy Efficiency and Weatherization Task Force

Monday, August 24, 2026

12:30 PM

Virginia Department of Social Services

5600 Cox Road, Glen Allen, VA 23060

Electronic Meeting Access Information

Microsoft Teams Joining Information: [Click here to join the meeting](#)

Meeting ID: 259 951 686 081 467 | Passcode: Jr2Rb9HR

Call in (audio only) +1 434-230-0065 | Phone Conference ID: 901 248 971#

- | | | |
|-------|--|--------------------|
| I. | OPENING | |
| a. | Call to Order | DHCD Staff |
| b. | Roll Call | DHCD Staff |
| c. | Election of Officers | DHCD Staff |
| II. | TASK FORCE BY-LAWS | DHCD Staff |
| | <i>Action Item</i> | |
| III. | ELECTRONIC MEETING POLICY | DHCD Staff |
| | <i>Action Item</i> | |
| IV. | OVERVIEW OF LEGISLATION | DHCD Staff |
| V. | WEATHERIZATION ASSISTANCE PROGRAM (WAP)/
WEATHERIZATION DEFERRAL REPAIR (WDR)
OVERVIEW | DHCD Staff |
| VI. | HOME EFFICIENCY REBATE
PROGRAM OVERVIEW | VA Energy |
| VII. | UNFINISHED BUSINESS | Task Force Members |
| VIII. | NEW BUSINESS | Task Force Members |
| IX. | PUBLIC COMMENT | Chair |
| X. | FUTURE TASK FORCE MEETING DATES | DHCD Staff |
| | o October 2026 | |
| XI. | ADJOURNMENT | Chair |

VIRGINIA ACTS OF ASSEMBLY - 2026 SESSION

CHAPTER 540

An Act to direct the Department of Housing and Community Development to establish an Income-Qualified Energy Efficiency and Weatherization Task Force; report.

[H 3]

Approved April 13, 2026

Be it enacted by the General Assembly of Virginia:

1. § 1. *The Department of Housing and Community Development (the Department) shall establish, in collaboration with the Department of Energy, and with assistance from the Department of Social Services, the Income-Qualified Energy Efficiency and Weatherization Task Force (the Task Force). The purpose of the Task Force shall be to determine barriers to access and enrollment in the current energy efficiency programs for income-qualified energy customers and to evaluate and develop a plan to address any necessary improvements regarding coordination among state and federal government agencies for utility services and resources to more effectively deliver energy-efficient housing, weatherization resources, and energy efficiency upgrades for income-qualified individuals and households in the Commonwealth, including small and large multifamily buildings, single-family dwellings, and manufactured homes. The Task Force shall provide a report of its recommendations to remedy current issues identified by the Task Force by September 30, 2027.*

§ 2. *The Department shall select the members of the Task Force. In addition to one representative each from the Department, the Department of Energy, and the Department of Social Services, the Task Force shall include a representative from the staff of the Commission on Electric Utility Regulation, a representative of the Division of Consumer Counsel of the Office of the Attorney General, and no less than 12 nonlegislative citizen members of the Commonwealth, including at least one clean energy advocate, a representative of the residential construction industry, a representative from a firm based in the Commonwealth and specializing in residential and commercial building energy performance, building diagnostics, or energy code compliance, an energy burden advocate, an income-qualified ratepayer advocate, a representative of a state institution of higher education, and no more than three utility providers that offer energy efficiency programs. The Task Force shall also include at least one income-qualified ratepayer located in the Commonwealth who has either received weatherization assistance or attempted to obtain weatherization assistance, at least one member representing an organization that provides home energy assessments and weatherization services from each region of the Commonwealth, at least one member representing an organization that provides affordable housing advocacy, and any other representative deemed appropriate by the Department. The members of the Task Force shall, by majority vote, select a chairperson and may select other officers or establish subcommittees as the members deem necessary.*

§ 3. *As used in this act, unless the context requires a different meaning:*

"Income-qualified individual or household" means a person or household in the Commonwealth whose income is no more than 60 percent of the Virginia median income or 200 percent of the federal poverty level, whichever is higher, or any individual or household that qualifies for an income-qualified assistance program.

"Manufactured homes" means homes, which may include mobile homes, that are built in the controlled environment of a manufacturing plant and are transported in one or more sections on a permanent chassis.

"Total cumulative energy savings" means energy savings attributable to specific energy efficiency upgrades or deferral repairs.

"Weatherization" means the process of protecting a home's interior from outdoor elements.

"Weatherization deferral repairs" means repairs funded by the Department's Weatherization Deferral Repair Program, or any other programs that provide weatherization assistance, that are necessary to make homes weatherization ready.

"Weatherization-ready repairs" means any repairs necessary to ensure that a home is eligible to receive efficiency and health and safety measures.

"Whole-home energy efficiency retrofit" means renovations or upgrades following a comprehensive energy assessment that are designed to increase housing quality, resident health, safety, resilience, and efficiency of a home while reducing energy costs, with such upgrades including but not limited to removing mold, lead, and asbestos, upgrading electrical panels, providing weatherization, improving energy efficiency, or conducting repairs necessary for electrification.

§ 4. *On or before September 30, 2027, the Task Force shall submit a report of its findings and recommendations to the Governor, the Chairs of the House Committee on Labor and Commerce and the Senate Committee on Commerce and Labor, the Secretary of Health and Human Resources, the Secretary of Natural and Historic Resources, the State Corporation Commission, and the Commission on Electric Utility*

Regulation. The report shall (i) describe the federal, state, and utility funding resources available to support the energy efficiency and weatherization needs of income-qualified individuals and households in the Commonwealth; (ii) describe the barriers that should be addressed and the additional resources needed in order to meet the existing energy efficiency and weatherization needs of all income-qualified individuals and households; (iii) describe any barriers unique to the weatherization and energy efficiency needs of individuals and households residing in multifamily buildings and manufactured homes, with due consideration to the needs of residents of both small and large multifamily buildings; (iv) provide policy recommendations to coordinate federal, state, and utility resources; and (v) submit a plan, including estimated budget, prospective timeline, and potential funding sources, to ensure that weatherization-ready repairs and whole-home energy efficiency retrofits are provided to all eligible income-qualified individuals and households in the Commonwealth residing in multifamily buildings, single-family dwellings, and manufactured homes by December 31, 2034. The report shall also provide recommendations to grow and sustain the workforce needed to provide these services. The Task Force may prepare any supplements or revisions to its report that it deems appropriate.

§ 5. The report required by this act shall include, at a minimum, (i) an estimate and analysis of the total number of income-qualified individuals and households by geography and housing type in the Commonwealth; (ii) the number of income-qualified individuals and households that remain in need of energy efficiency and weatherization improvements by geography and housing type in the Commonwealth; (iii) the total number of income-qualified individuals and households who were made weatherization-ready through pre-weatherization repairs; (iv) the number of households by geography and housing type who have applied for weatherization and been deferred and the number of households that have applied for weatherization but are still on a service provider's waitlist, including how long they have been on the waitlist; (v) the number of income-qualified individuals or households that received energy efficiency upgrades, weatherization assistance, or deferral repairs from government-sponsored or utility-sponsored programs to date, and the corresponding bill and total cumulative energy savings achieved; (vi) any implementation barriers, including workforce issues, preventing or inhibiting households from accessing and enrolling in weatherization and energy efficiency programs; and (vii) any other information necessary to inform policy decisions that seek to increase and improve the engagement of income-qualified households in weatherization and any energy efficiency programs available to such households.

§ 6. The report required by this act shall make publicly available information from the last five years that identifies by census tract or zip code how many income-qualified households received energy efficiency improvements, weatherization, or weatherization repairs from any program administered by the Department or funded by an electric or gas utility, the cost of these improvements, and, if available, the amount or estimated amount of energy saved.

§ 7. In order to carry out the duties required by this act, the Task Force shall meet at least six times between July 1, 2026, and September 30, 2027. The meetings of the Task Force shall follow procedures for public open meetings. A majority vote of the members at a meeting with a quorum shall be required for the Task Force to approve the report or any supplements or revisions to such report.



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COMMONWEALTH of VIRGINIA

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DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Memorandum

To: Energy Efficiency and Weatherization Task Force Members

From: DHCD Staff

Subject: Task Force Membership

Date: August 19, 2026

Chapters 540 and 541 of the 2026 Acts of Assembly (HB3/SB5) directs the Department of Housing and Community Development (DHCD) to appoint members to the Task Force. The following individuals have been appointed by the Director of DHCD and meet the specific criteria outlined in the authorizing legislation:

Department of Housing and
Community Development

Tim Pettit

Department of Energy

Caetano de Campos Lopes

Department of Social
Services

Denise Surber

Commission on Electric
Utility Regulation

Carrie Hearne

Division of Consumer
Counsel of the Office of the
Attorney General

John Farmer

clean energy advocate

Benjamin Woods

Virginia Energy Efficiency
Council



<i>residential construction industry</i>	Doug Wilkerson	TruTeam
<i>firm specializing in residential and commercial building energy performance, building diagnostics, or energy code compliance</i>	Andrew Grigsby	Viridiant
<i>energy burden advocate</i>	Chase Counts	Association of Energy Conservation Professionals
<i>income-qualified ratepayer advocate</i>	Dana Wiggins	Virginia Poverty Law Center
<i>state institution of higher education</i>	Dr. Phil Agee	Virginia Housing Research Center (Virginia Tech)
<i>utility provider</i>	Anitra Watson	Dominion Energy
<i>utility provider</i>	Jacob Holmes	Appalachian Power Company
<i>utility provider</i>	Allison Kaufman	Old Dominion Electric Cooperative
<i>income-qualified ratepayer</i>	VACANT	
<i>organization that provides home energy assessments and weatherization services</i>	Amy Bowen	Appalachian Community Action & Development Agency
<i>organization that provides home energy assessments and weatherization services</i>	Mark Jackson	Community Housing Partners
<i>organization that provides home energy assessments and weatherization services</i>	Pat Frere	Bay Aging
<i>organization that provides home energy assessments and weatherization services</i>	Petrina Carter	Tri-County Community Action Agency
<i>organization that provides home energy assessments and weatherization services</i>	Bryan Burris	project:HOMES



<i>affordable housing advocate</i>	Erik Johnston	Virginia Community Action Partnership
<i>deemed appropriate by DHCD</i>	Melissa Thomas	Climate Equity Working Group
<i>deemed appropriate by DHCD</i>	Jamie Grant	Rappahannock Tribe





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DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Memorandum

To: Energy Efficiency and Weatherization Task Force Members

From: DHCD Staff

Subject: Task Force Bylaws, Virtual and Hybrid Meeting Policies

Date: August 19, 2026

Chapters 540 and 541 of the 2026 Acts of Assembly (HB3/SB5) establishes the purpose, direction, membership, and deliverables of the Energy Efficiency and Weatherization Task Force. The authorizing legislation also directs the Task Force to follow procedures for public open meetings. Enclosed for the Task Force's review and approval is the Task Force's Bylaws based on the provisions of HB3/SB5 and Chapter 37 of Title 2.2 of the Code of Virginia (Virginia Freedom of Information Act).

Also enclosed for the Task Force's review and approval are the Policy for Remote Participation of Members (Hybrid Policy) and the Policy for All-Virtual Public Meetings. Code of Virginia §2.2-3708.3 outlines the requirements and procedures by which public bodies may utilize electronic (virtual) meetings to transact public business. One such requirement is that the public body must adopt any such electronic meeting policies.

Enclosures



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ENERGY EFFICIENCY AND WEATHERIZATION TASK FORCE

By-Laws

ARTICLE I NAME

The Energy Efficiency and Weatherization Task Force, hereinafter referred to as the “Task Force.”

ARTICLE II AUTHORIZATION

The Task Force is established pursuant to Chapters 540 and 541 of the 2026 Acts of Assembly (HB3/SB5).

ARTICLE III LOCATION

The Office of the Task Force shall be in the Department of Housing and Community Development (the “Department”). The Department shall collaborate with the Virginia Department of Energy, and the Virginia Department of Social Services may assist.

ARTICLE IV POWERS AND DUTIES

The Task Force shall have all rights, powers and duties bestowed by and be subject to the limitations and restrictions set forth in the Code of Virginia.

ARTICLE V PURPOSE

Task Force shall determine barriers to access and enrollment in the current energy efficiency programs for income-qualified energy customers and to evaluate and develop a plan to address any necessary improvements regarding coordination among state and federal government agencies for utility services and resources to more effectively deliver energy-efficient housing, weatherization resources, and energy efficiency upgrades for income-qualified individuals and households in the Commonwealth, including small and large multifamily buildings, single-family dwellings, and manufactured homes. The Task Force shall provide a report of its recommendations to remedy current issues identified by the Task Force by September 30, 2027.

ARTICLE VI MEMBERSHIP

The Department shall select the members of the Task Force and membership is subject to the approval of the Director of the Department. The Task Force shall include a representative from the Department, the Department of Energy, the Department of Social Services, the Commission on Electric Utility Regulation, the Division of Consumer Counsel of the Office of the Attorney General, and no less than 12 nonlegislative citizen members of the Commonwealth, including at least one clean energy advocate, a representative of the residential construction industry, a representative from a firm based in the Commonwealth and specializing in residential and commercial building energy performance, building diagnostics, or energy code compliance, an energy burden advocate, an income-qualified ratepayer advocate, a representative of a state

institution of higher education, and no more than three utility providers that offer energy efficiency programs. The Task Force shall also include at least one income-qualified ratepayer located in the Commonwealth who has either received weatherization assistance or attempted to obtain weatherization assistance, at least one member representing an organization that provides home energy assessments and weatherization services from each region of the Commonwealth, at least one member representing an organization that provides affordable housing advocacy, and any other representative deemed appropriate by the Department.

If a Task Force member is absent from a meeting, they may designate a member of their organization to participate in the Task Force meeting pending approval from the Director of the Department. Task Force members shall notify the Secretary of the Task Force if they will be absent and if they choose a designee. Designees of the Task Force members shall be considered members for quorum purposes.

ARTICLE VII SUBCOMMITTEES

The Task Force may establish subcommittees to consider specific issues pending approval from the Director of the Department.

ARTICLE VIII OFFICERS

The Task Force shall elect a Chairperson and Vice Chairperson from among its membership at the first meeting of the Task Force. The Task Force may elect other officers from among its membership, as the members deem necessary.

The Chairperson shall preside at all meetings of the Task Force at which they are present and shall vote as any other member. The Chairperson may make appointments to Task Force subcommittees as deemed appropriate. Members may request appointments to certain subcommittees or appointments to serve on all Task Force subcommittees. The Chairperson may appoint a chairperson for each subcommittee.

The Vice Chairperson shall, in the absence of the Chairperson, have authority to perform all duties and exercise all powers of the Chairperson and shall perform other duties as the Task Force may direct.

Staff from the Department shall serve as Secretary to the Task Force. The Secretary shall attend all meetings of the Task Force, keep a record of proceedings, and notify members of all meetings.

ARTICLE IX MEETINGS

The Task Force shall meet at least six times between July 1, 2026, and September 30, 2027 and follow procedures for public open meetings. Meetings shall be called by the Director of the Department, in consultation with the Chairperson and the Secretary. Meetings shall be posted on the Commonwealth Calendar at least 10 calendar days prior to the meeting. Each meeting shall have a public comment period. Participation from the public is limited to the designated

public comment period unless otherwise authorized by the Chairperson.

The Secretary, in consultation with the Director of the Department and the Chairperson, will prepare an agenda for distribution to the members prior to the scheduled meetings. During a meeting of the Task Force and upon approval by a quorum of the members, items not appearing on the agenda may be discussed under New Business.

All Task Force meetings shall be open to the public and include a public comment period. Task Force meetings shall have a public comment period limited to 30 minutes. The public comment period may be extended at the discretion of the Chairperson. Public comment participants must state their full name and may state the organization they represent. Written public comments shall be sent to the Secretary of the Task Force.

ARTICLE X QUORUM

A majority of the members of the Task Force shall constitute a quorum. Designees of the Task Force members shall be considered members for quorum purposes. A majority vote of the members at a meeting with a quorum shall be required for the Task Force to approve the report or any supplements or revisions to such report.

ARTICLE XI PARLIAMENTARY PROCEDURE

In all matters of procedure not specifically covered by these By-Laws, the most recent edition of Roberts Rules of Order shall be observed.

ARTICLE XII AMENDMENTS

These By-Laws may be amended by a two-thirds majority of voting membership at any regular meeting provided that the members are notified of the nature and effect of any proposed amendment at least ten days in advance of the meeting. The By-Laws shall be amended to conform to statutory requirements.

Amended August 24, 2026.

ENERGY EFFICIENCY AND WEATHERIZATION TASK FORCE FOR ALL-VIRTUAL PUBLIC MEETINGS

1. AUTHORITY AND SCOPE

a. This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.

b. This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Board of Supervisors. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2.

2. DEFINITIONS

a. “**Task Force**” means the Energy Efficiency and Weatherization Task Force or any committee, subcommittee, or other entity of the Energy Efficiency and Weatherization Task Force.

b. “**Member**” means any member of the Task Force.

c. “**All-virtual public meeting**”, means a public meeting conducted by the Task Force using electronic communication means during which all members of the body who participate do so remotely rather than being assembled in one physical location, and to which public access is provided through electronic communication means, as defined by Va. Code § 2.2-3701.

d. “**Meeting**” means a meeting as defined by Va. Code § 2.2-3701.

e. “**Notify**” or “**notifies**,” for purposes of this policy, means written notice, including, but not limited to, email or letter, but does not include text messages or messages exchanged on social media.

3. WHEN AN ALL-VIRTUAL PUBLIC MEETING MAY BE AUTHORIZED

An all-virtual public meeting may be held under the following circumstances:

a. It is impracticable or unsafe to assemble a quorum of the Task Force in a single location, but a state of emergency has not been declared by the Governor or Board of Supervisors; or

b. Other circumstances warrant the holding of an all-virtual public meeting, including, but not limited to, the convenience of an all-virtual meeting; and

c. The Task Force has not had more than two all-virtual public meetings, or more than 50 percent of its meetings rounded up to the next whole number, whichever is greater, during the calendar year; and

- d. The Task Force's last meeting was not an all-virtual public meeting.

4. **PROCESS TO AUTHORIZE AN ALL-VIRTUAL PUBLIC MEETING**

- a. The Task Force may schedule its all-virtual public meetings at the same time and using the same procedures used by the Task Force to set its meetings calendar for the calendar year; or

- b. If the Task Force wishes to have an all-virtual public meeting on a date not scheduled in advance on its meetings calendar, and an all-virtual public meeting is authorized under Section 3 above, the Task Force Chair, in consultation with staff, may schedule an all-virtual public meeting provided that any such meeting comports with VFOIA notice requirements.

5. **ALL-VIRTUAL PUBLIC MEETING REQUIREMENTS**

The following applies to any all-virtual public meeting of the Task Force that is scheduled in conformance with this Policy:

- a. The meeting notice indicates that the public meeting will be all-virtual and the Task Force will not change the method by which the Task Force chooses to meet without providing a new meeting notice that comports with VFOIA;

- b. Public access is provided by electronic communication means that allows the public to hear all participating members of the Task Force;

- c. Audio-visual technology, if available, is used to allow the public to see the members of the Task Force;

- d. A phone number, email address, or other live contact information is provided to the public to alert the Task Force if electronic transmission of the meeting fails for the public, and if such transmission fails, the Task Force takes a recess until public access is restored;

- e. A copy of the proposed agenda and all agenda packets (unless exempt) are made available to the public electronically at the same time such materials are provided to the Task Force;

- f. The public is afforded the opportunity to comment through electronic means, including written comments, at meetings where public comment is customarily received; and

- g. There are no more than two members of the Task Force together in one physical location.

6. **RECORDING IN MINUTES:**

Minutes are taken as required by VFOIA and must include the fact that the meeting was held by electronic communication means and the type of electronic communication means used.

7. **CLOSED SESSION**

If the Task Force goes into closed session, transmission of the meeting will be suspended until the public body resumes to certify the closed meeting in open session.

8. **STRICT AND UNIFORM APPLICATION OF THIS POLICY**

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the matters that will be considered or voted on at the meeting.

REVIEW AND APPROVAL

This Task Force policy was reviewed and approved on August 24, 2026.

ENERGY EFFICIENCY AND WEATHERIZATION TASK FORCE POLICY FOR THE REMOTE PARTICIPATION OF MEMBERS

1. AUTHORITY AND SCOPE

a. This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.

b. This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Board of Supervisors. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2. This policy also does not apply to an all-virtual public meeting.

2. DEFINITIONS

a. **“Task Force”** means the Energy Efficiency and Weatherization Task Force or any committee, subcommittee, or other entity of the Energy Efficiency and Weatherization Task Force.

b. **“Member”** means any member of the Energy Efficiency and Weatherization Task Force.

c. **“Remote participation”** means participation by an individual member of the Energy Efficiency and Weatherization Task Force by electronic communication means in a public meeting where a quorum of the Energy Efficiency and Weatherization Task Force is physically assembled, as defined by Va. Code § 2.2-3701.

d. **“Meeting”** means a meeting as defined by Va. Code § 2.2-3701.

e. **“Notify”** or **“notifies,”** for purposes of this policy, means written notice, such as email or letter. Notice does not include text messages or communications via social media.

3. MANDATORY REQUIREMENTS

Regardless of the reasons why the member is participating in a meeting from a remote location by electronic communication means, the following conditions must be met for the member to participate remotely:

a. A quorum of the Task Force must be physically assembled at the primary or central meeting location; and

b. Arrangements have been made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location. If at any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the meeting location, the remotely participating member shall no longer be permitted to participate remotely.

4. **PROCESS TO REQUEST REMOTE PARTICIPATION**

a. On or before the day of the meeting, and at any point before the meeting begins, the requesting member must notify the Chairperson (or the Vice-Chair if the requesting member is the Chair) that they are unable to physically attend a meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance, (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, or (iii) a personal matter and identifies with specificity the nature of the personal matter.

b. The requesting member shall also notify the Secretary of their request, but their failure to do so shall not affect their ability to remotely participate.

c. If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed in (i)—(ii) above.

d. The requesting member is not obligated to provide independent verification regarding the reason for their nonattendance, including the temporary or permanent disability or other medical condition or the family member's medical condition that prevents their physical attendance at the meeting.

e. The Chairperson (or the Vice-Chair if the requesting member is the Chair) shall promptly notify the requesting member whether their request is in conformance with this policy, and therefore approved or disapproved.

5. **PROCESS TO CONFIRM APPROVAL OR DISAPPROVAL OF PARTICIPATION FROM A REMOTE LOCATION**

When a quorum of the Task Force has assembled for the meeting, the Task Force shall vote to determine whether:

a. The Chair's decision to approve or disapprove the requesting member's request to participate from a remote location was in conformance with this policy; and

b. The voice of the remotely participating member can be heard by all persons at the primary or central meeting location.

6. **RECORDING IN MINUTES:**

a. If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, or a family member's medical condition that requires the member to provide care to the family member, the Task Force shall

record in its minutes (1) the Task Force's approval of the member's remote participation; and (2) a general description of the remote location from which the member participated.

b. If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as how many times the member has attended remotely due to a personal matter, and a general description of the remote location from which the member participated.

c. If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this policy or VFOIA, shall be recorded in the minutes with specificity.

7. **CLOSED SESSION**

If the Task Force goes into closed session, the member participating remotely shall ensure that no third party is able to hear or otherwise observe the closed meeting.

8. **STRICT AND UNIFORM APPLICATION OF THIS POLICY**

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The Chair (or Vice-Chair) shall maintain the member's written request to participate remotely and the written response for a period of one year, or other such time required by records retention laws, regulations, and policies.

REVIEW AND APPROVAL

This Task Force policy was reviewed and approved on August 24, 2026.