



November 23, 2009

Memorandum #2009-192

TO: Nominating Committee

BY: Douglas L. Smith, Chair

RE: Nominating Committee Meeting, December 9, 2009

Attached is the agenda and related materials for the **Nominating Committee** meeting scheduled for **Wednesday, December 9, 2009, 1:30 – 3:30 p.m.**, in the **Regional Building, Conference Room D.**

CR/kg

Nominating Committee

Douglas L. Smith (PO), Chair

Bruce C. Goodson (JC)

Dennis W. Heuer (VDOT)

Jeanne Zeidler (WM)

Joe S. Frank (NN)

Michael S. Townes (HRT)

Paul D. Frain (NO)

Stan D. Clark (IW)

William D. Sessoms (VB)

cc: TPO Voting Members
TPO Voting Alternates
TPO Nonvoting Members
Dwight L. Farmer
Camelia Ravanbakht
Carlos Gonzalez

**AGENDA
NOMINATING COMMITTEE
DECEMBER 9, 2009**

CALL TO ORDER 1:30 pm

The Regional Building, 723 Woodlake Drive, Chesapeake, Virginia

CALL TO ORDER

PUBLIC COMMENT PERIOD (Limit: 3 minutes per individual)

APPROVAL OF AGENDA

AGENDA

1. Minutes of October 14, 2009
2. Citizen Transportation Advisory Committee: HRTPO Staff Update
3. Citizen Transportation Advisory Committee: Member Selection
4. Schedule Next Meeting

ADJOURNMENT

ITEM #1: MINUTES

Minutes of the October 14, 2009 Nominating Committee meeting are attached.

Attachment 1

RECOMMENDED ACTION:

Approve the minutes.

Summary Minutes
HRTPO Nominating Committee
Meeting of October 14, 2009

Chairman Smith called the HRTPO Nominating Committee to order at 1:46 p.m. in the Regional Board Room with the following in attendance:

TPO Nominating Committee Members:

Douglas L. Smith (PO), Chair
Paul D. Fraim (NO)
Joe S. Frank (NN)
Michael S. Townes (HRT)
Jeanne Zeidler (WM)

Absent:

Bruce C. Goodson (JC)
Dennis W. Heuer (VDOT)
Stan D. Clark (IW)
William D. Sessoms (VB)

HRTPO Staff:

Rob Case
Dwight Farmer
Carlos Gonzalez
Kathlene Grauberger
Camelia Ravanbakht

Others:

George Brisbin (Citizen)

Public Comment Period

Chairman Smith asked if there were any comments from the public. There being none, he continued with the agenda.

Freight Transportation Advisory Committee

Chairman Smith stated that as prescribed in the HRTPO Bylaws Article VII Section 8, the HRTPO Nominating committee was responsible for recommending candidates for the Freight Transportation Advisory Committee (FTAC). The Committee was responsible for nominating eight at-large members with the ninth being a voting member of the HRTPO Board, appointed by the HRTPO Chair.

Chairman Smith noted the Virginia Port Authority (VPA) had been of great assistance in the process and had agreed to staff the FTAC.

Chairman Smith directed the Committee's attention to Attachment 1 of the Agenda referencing ten candidates for the FTAC. He stated these potential members represented a wide range of freight capacities.

Mayor Frank suggested there might be possible candidates from either Northrop Grumman Newport News Shipbuilding or Ft. Eustis. Mr. Farmer stated the Military Traffic Management Command might produce a candidate or a liaison.

Seven candidates were chosen by the Committee to be nominated for the FTAC. The candidates were as follows:

1. Chris Luebbers – Group Manager International Marketing of Norfolk Southern Corporation
2. Butch Crane – Assistant Vice President of K-Line America, Inc.
3. Keith Helton – Executive Vice President of Givens Transportation – a third party logistics firm
4. Jeff Frye – Regional Transportation Manager of Target
5. Arthur W. Moyer, Jr. – Executive Vice President of Virginia Maritime Association
6. Bill W. Franks, Jr. – President of Lydall Distribution Services
7. Brien Craft – General Manager/Direct Imports of Walmart Stores, Inc.

Further discussion was held regarding the eighth at-large member and it was decided that Mayor Frank would contact Northrop Grumman Newport News Shipbuilding for a candidate.

Mr. Farmer asked the Committee if he should advise the candidates of their consideration for membership on the FTAC. The Committee agreed that it would be a good idea to inform them.

Citizen Transportation Advisory Committee

Chairman Smith stated that as prescribed in the HRTPO Bylaws Article VII Section 8, the Nominating Committee was responsible for recommending candidates for the Citizen Transportation Advisory Committee (CTAC). He indicated that after discussions with HRTPO Chairman Sessoms and Mr. Farmer, a criteria and process was established regarding the CTAC. There was currently an application on the HRTPO website for a 30-day solicitation period from October 8 – November 6, 2009 for anyone who was interested in serving on the CTAC. Chairman Smith commented that since the CTAC would be comprised of at least twenty members, it would be appropriate to have at least one member from each jurisdiction on the committee.

It was discussed whether to change the current application to include a section for references. Mr. Gonzalez noted that staff did consider asking for references, but as an alternative, asked for areas of interest and experience.

Mayor Fraim asked if elected officials could serve on the CTAC in the capacity of citizen. Mayor Frank stated the HRTPO had implied the CTAC would only be comprised of citizens that do not hold any official positions within a jurisdiction.

Chairman Smith stated after November 6th, the first set of applications would be evaluated and it would be determined whether the Committee needed to include an interview process. The Committee decided to re-submit the online application to include a section regarding references and an optional reference letter. A progress report would be given to the HRTPO Board in November with a list of final applicants ready by the December Board Meeting.

It was decided the Committee would meet again in the November 16-20, 2009 timeframe.

There being no further business, the meeting adjourned at 2:27 p.m.

ITEM #2: CITIZEN TRANSPORTATION ADVISORY COMMITTEE: HRTPO STAFF UPDATE

As prescribed in the HRTPO Bylaws Article VII Section 8, the Nominating Committee is responsible for nominating candidates for the Citizen Transportation Advisory Committee (CTAC). At the September 16, 2009 meeting, the HRTPO Board authorized the Nominating Committee to nominate candidates for membership on the CTAC. During the October 14, 2009 meeting, the Nominating Committee confirmed the HRTPO staff CTAC membership criteria and process recommendations, as well as approved an application for interested individuals to serve on the CTAC.

An application period for interested applicants was in effect from October 8, 2009 to November 6, 2009. During this time, the HRTPO staff received 63 applications from all jurisdictions except James City County and the City of Poquoson.

A recommendation was received by a HRTPO Board Member to extend the CTAC application deadline and Staff is currently accepting additional applications. A handout will be provided at the meeting of these additional applications.

Mr. Carlos Gonzalez, Public Involvement and Community Outreach Administrator, will brief the Nominating Committee on the CTAC membership criteria as well as provide a summary of the applicants' statistical information and regional demographic data (Attachment 2).

Attachment 2

RECOMMENDED ACTION:

Proceed to recommendation of CTAC members.

Hampton Roads Transportation Planning Organization Member Locality Statistical Demographic Information

Table 1. 2008 Estimates by Age Group

Table 2. 2008 Estimates by Gender

Table 3. 2008 Estimates by Race



Table 1. 2008 Estimates by Age Group (This data excludes data from ages 17 and under)

Locality	18-34		35-60		60+		Total
	Number	Percent	Number	Percent	Number	Percent	
Chesapeake city	49,757	31%	79,629	50%	31,162	19%	160,548
Gloucester County	6,254	23%	14,135	52%	6,836	25%	27,225
Hampton city	37,512	34%	50,744	46%	22,640	20%	110,896
Isle of Wight County	5,525	21%	13,914	54%	6,501	25%	25,940
James City County	9,608	20%	22,307	46%	16,458	34%	48,373
Newport News city	41,454	32%	63,357	49%	24,448	19%	129,259
Norfolk city	74,292	43%	69,598	40%	30,584	18%	174,474
Poquoson city	1,730	20%	4,672	54%	2,309	27%	8,711
Portsmouth city	23,365	32%	32,498	45%	16,273	23%	72,135
Suffolk city	19,328	32%	29,906	49%	11,481	19%	60,716
Virginia Beach city	99,056	31%	158,769	50%	60,411	19%	318,235
Williamsburg city	7,452	64%	2,274	19%	2,001	17%	11,727
York County	10,132	22%	26,263	56%	10,141	22%	46,536
Total	385,465	31%	568,066	47%	575,921	48%	1,194,776
		regional average		regional average		regional average	

Source: 2008 Population Estimates by Age and Sex (July 1, 2008). Demographics and Workforce Section, Weldon Cooper Center for Public Service, University of Virginia.

Table 2. 2008 Estimates by Gender (This data excludes gender data from ages 17 and under)

Locality	Female		Male		Total
	Number	Percent	Number	Percent	
Chesapeake city	84,247	52%	76,301	48%	160,548
Gloucester County	14,114	52%	13,111	48%	27,225
Hampton city	56,874	51%	54,022	49%	110,896
Isle of Wight County	13,508	52%	12,432	48%	25,940
James City County	25,373	52%	23,000	48%	48,373
Newport News city	69,836	54%	59,423	46%	129,259
Norfolk city	85,062	49%	89,412	51%	174,474
Poquoson city	4,469	51%	4,242	49%	8,711
Portsmouth city	37,473	52%	34,662	48%	72,135
Suffolk city	32,332	53%	28,384	47%	60,716
Virginia Beach city	165,009	52%	153,227	48%	318,235
Williamsburg city	6,491	55%	5,236	45%	11,727
York County	24,067	52%	22,469	48%	46,536
Total	618,855	52%	575,921	48%	1,194,776
		regional average		regional average	

Source: 2008 Population Estimates by Age and Sex (July 1, 2008). Demographics and Workforce Section, Weldon Cooper Center for Public Service, University of Virginia.

Table 3. 2008 Estimates by Race (This data includes all age groups)

Locality	White		Black		Asian		Other		Total
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	
Chesapeake city	143,805	65%	66,196	30%	5,218	2%	4,892	2%	220,111
Gloucester County	33,669	87%	3,873	10%	288	1%	826	2%	38,656
Hampton city	69,048	47%	69,333	48%	3,043	2%	4,070	3%	145,494
Isle of Wight County	25,768	73%	8,944	25%	272	1%	488	1%	35,472
James City County	51,472	82%	8,758	14%	1,156	2%	1,028	2%	62,414
Newport News city	92,749	52%	76,293	42%	4,788	3%	5,784	3%	179,614
Norfolk city	114,768	49%	104,888	45%	7,081	3%	7,483	3%	234,220
Poquoson city	11,149	94%	272	2%	231	2%	177	1%	11,829
Portsmouth city	44,251	44%	53,169	53%	882	1%	2,275	2%	100,577
Suffolk city	45,511	55%	34,282	42%	1,123	1%	1,386	2%	82,302
Virginia Beach city	307,257	71%	87,306	20%	23,919	6%	15,264	4%	433,746
Williamsburg city	9,985	80%	1,617	13%	618	5%	261	2%	12,481
York County	48,454	79%	8,507	14%	2,495	4%	1,571	3%	61,027
Total	997,886	68%	523,438	28%	51,114	2%	45,505	2%	1,617,943

Source: U.S. Census Bureau 2008 Estimates by Race downloaded from the Weldon Cooper Center for Public Service, University of Virginia.

ITEM #3: CITIZEN TRANSPORTATION ADVISORY COMMITTEE: MEMBER SELECTION

As prescribed in the HRTPO Bylaws Article VII Section 6, the CTAC shall consist of up to thirty members, each of whom shall be a resident of a HRTPO member locality, and shall fairly reflect the geographic diversity of the HRTPO membership. Members shall be appointed by the HRTPO Board based on the Nominating Committee's recommendations. It is expected that the Nominating Committee Chair will provide monthly progress reports to the HRTPO Board, leading to a HRTPO Board appointment of a slate of CTAC members at the December 16, 2009 HRTPO Board meeting.

A. CTAC MEMBER SELECTION

As established by the Nominating Committee at the October 14, 2009 meeting, the CTAC should reflect a balanced socio-economic, demographic, geographic, and interest group representation. Per the HRTPO Bylaws, CTAC members shall fairly reflect the geographic diversity of the HRTPO membership. As such, the CTAC should maintain a membership composition where private citizens consist of a two-third majority over regional interest groups.

RECOMMENDED ACTION:

Recommend 21 to 30 members to serve on the Citizen Transportation Advisory Committee.

B. CTAC MEMBER TERMS

As prescribed in the HRTPO Bylaws, the Nominating Committee is responsible for recommending which CTAC applicants will serve staggered terms of one, two, and three years for the first three years. Thereafter, all members shall be appointed to three-year terms.

RECOMMENDED ACTION:

Recommend which CTAC members will serve staggered terms of one, two, and three years for the first three years.