



601 S. Jefferson Street, Suite 110, Roanoke, VA 24011
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BOARD MEMBERS:

*Bob Cowell, City of Roanoke
Gary Larrowe, Botetourt County
Mike McEvoy, Citizen
Daniel R. O'Donnell, Roanoke County
James Taliaferro, II, City of Salem
Dr. Scott Midkiff, Virginia Tech
Keith Perry, Carilion*

MINUTES

The September 2021 Board Meeting of the Roanoke Valley Broadband Authority was held on September 17, 2021, at 8:30 a.m. at 601 Jefferson Street, Roanoke VA 24011

1. CALL TO ORDER, WELCOME AND ROLL CALL

Chairman McEvoy called the meeting to order at 8:32 a.m. and welcomed those in attendance.

Matt Miller, Secretary to the Broadband Authority, called the roll and reported that a quorum was present.

Roanoke Valley Broadband Authority Board Members: *Present:* Gary Larrowe, Botetourt County; Mike McEvoy, Citizen; Dan O'Donnell, Roanoke County, Jay Taliaferro, City of Salem; Bob Cowell, City of Roanoke; Dr. Scott Midkiff, Virginia Tech, and Keith Perry, Carilion was present via video from 3853 Ballyhack Trail, Roanoke, VA 24014.

OTHERS IN ATTENDANCE

Broadband Authority Staff: Tywanii Ross, Frank Smith, Barry Stacy

Roanoke Valley-Alleghany Regional Commission Staff: Matt Miller

Others: Sam Darby, Glenn Feldmann Darby & Goodlatte

2. Amendment of Agenda

Chairman McEvoy asked to add two items to the agenda. 1) Resolution on remote participation; and 2) Formation of an Audit Committee.

A resolution, "Adoption of the Authority's Policy on Board Member Participation in Meetings When Absent", was presented to the board. Mr. Larrowe moved for adoption of the resolution, which was seconded by Mr. Cowell. By a unanimous voice vote, the resolution was approved. A copy of the resolution is attached to the minutes.

Mr. McEvoy stated that the board needed to create an Audit Committee. Mr. Cowell made a motion to have Mr. Smith and Mr. McEvoy serve on the Audit Committee. Mr. Larrowe made a second to the motion. By a unanimous voice vote, the resolution was approved. A copy of the resolution is attached to the minutes.

3. **Approval of Minutes**

The April 16, 2021, minutes were presented. Dr. Midkiff moved for approval and Dan O'Donnell seconded the motion. The motion was adopted by a unanimous voice vote.

4. **Treasurer's Report**

Frank Smith gave an overview of the financial statements for July and August 2021. Mr. Smith mentioned that the year is going well and on track.

5. **RVBA Project Update**

Mr. Frank Smith gave a project update by presenting a slide show. The network is in the process of having upgrades for increased 10G and 100G support. The RVBA will be providing service to various Carilion facilities included the new development at Tanglewood. Five VATI grants were submitted to the state for projects in the region. Communications and public relations are being refined with improvements to the website and rebranding. Several RFPs have been issued relating to rebranding and marketing. Mr. Smith handed out a sample RVBA Board Update newsletter which will be initiated in October.

6. **Compensation Study for RVBA Employees**

Mr. McEvoy stated that there is a need to better understand how the staff of the RVBA should be compensated based on industry standards. Pearl Meyer was recommended as a firm that could conduct a compensation study for RVBA employees, and Mr. McEvoy is in the process of getting a quote and scope of work that would address current and future positions, as well as job descriptions. Mr. McEvoy will report back at a future meeting with more details.

7. **Approval of Mr. Smith's Annual Review**

Mr. Smith provided the board with a handout on performance goals based on his annual review in July. Mr. Cowell asked if a metric could be added about how revenue growth compares to the previous year. Dr. Midkiff asked if a cyber security review or audit could be added as a function of the review. Mr. McEvoy asked if external affairs and General Assembly type activities could be added. Mr. Cowell asked if Mr. Smith could be available to update councils or boards on a yearly basis. Mr. Larrowe asked if outside funding and grants could be added as a metric. Mr. Smith stated these items could be added to the performance list. Mr. O'Donnell made a motion to modify the contract for Mr. Smith as

discussed at the July meeting in closed session. Mr. Larowe gave a second to the motion which passed by a unanimous voice vote.

8. **Other Business**

a. The next regular meeting will be on November 19, 2021, at 8:30 AM.

9. **Adjournment**

The meeting was adjourned at 9:16 a.m.

Submitted by:

Matt Miller
Secretary to the Roanoke Valley Broadband Authority