

**Economic Development Authority of the City of Portsmouth
June 20, 2023
9:00 AM**

COMMISSIONERS PRESENT:

Malcom Mitchell – Chairman
Neal J. Barber – Vice Chairman
LaToya Boone
Theresa Saunders-Smith

ALSO PRESENT:

Brian Donahue – Secretary
Jeff Miller – Deputy City Attorney
Lavonda Graham-Williams – City Attorney
Vernon Tillage – City Council Liaison (9:24AM)

ABSENT:

Flora Berisha – Finance
Kyera Pope – Finance
Mimi Terry – Interim City Manager
Kelsey Swieringa – Assistant City Attorney
Cathy Drewry – Treasurer
Anthony Brown
Barbara Smith
William Moody – City Council Liaison
Alisa Winston – PRHA

Guest:

Mark Hugel – City Councilman
Steve Cook – Hampton Roads Workforce Council
Mikiela Grassley – City Assessor’s Office

Welcome & Call to Order

- The Chairman called the meeting to order at 9:10 a.m.

Roll Call

- Mr. Donahue called the roll. There was a quorum.

Minutes

- The minutes from the May 16, 2023, Regular Meeting were presented and adopted.

ACTION: On a motion by Mr. Barber and seconded by Ms. Saunders-Smith,
Roll Call Vote: Mr. Barber - yes; Ms. Drewry - absent; Mr. Mitchell - yes; Mrs. Saunders-Smith
- yes; Mrs. Smith – absent; Ms. Boone – yes; Mr. Brown - absent. Approved 4-0 vote.

Old Business

None

New Business

- **Hampton Roads Workforce Council Briefing:** Mr. Steve Cook, Chief Innovation Officer with the Hampton Roads Workforce Council (HRWC) provided a briefing on HRWC services and activities. The HRWC provides strategic workforce development services to assist businesses in accessing qualified workers and job seekers in search of employment and training opportunities. The HRWC operates career centers throughout the region, hosts hiring events, and facilitates training and certification programs. The HRWC is also providing student internship programs during the summer through the NextGen and Campus 757 initiatives. Mr. Cook advised that the HRWC is currently 45% federally funded and 55% funded through grants, private investment and local support.
- **Minority Participation:** Lavonda Graham-Williams, City Attorney provided a presentation on minority and women owned business participation and policy making. Attorney Graham-Williams discussed the important of data collection to support the establishment of policies and programs. The City is currently in the process of obtaining a Disparity Study that will guide any future policies. The EDA will be prominent in the development of policies and programs impacting small businesses. There was discussion on how such policies might impact economic development projects. Mr. Donahue suggested that he would like for the EDA to establish a committee to discuss the development of minority and women owned business policies and procedures and come back at a later date with some recommendations for consideration by the EDA.
- **Real Property Investment Grant- 818 County St., Suite A:** Aimee Tracy, Business Development Specialist presented a Real Property Investment Grant application for Ali's Mediterranean Restaurant, located at 818 County St., Suite A. The application is seeking \$25,000 in funding assistance for interior build-out improvements to support the opening of a new restaurant.

ACTION: On a motion by Mr. Barber and seconded by Ms. Saunders-Smith, the EDA moved to approve the award of grant funding for Ali's Mediterranean Restaurant at 818 County St., Suite A.
Roll Call Vote: Mr. Barber - yes; Ms. Drewry - absent; Mr. Mitchell - yes; Mrs. Saunders-Smith - yes; Mrs. Smith – absent; Ms. Boone – yes; Mr. Brown - absent. Approved 4-0 vote.

- **Real Property Investment Grant Extension- 1629 High St.:** Mrs. Tracy presented a Real Property Investment Grant extension request for Presidential Funeral Services, Inc. located at 1629 High St. to provide an additional 90-days for the completion of work.

ACTION: On a motion by Mrs. Saunders-Smith and seconded by Mr. Barber, the EDA moved to approve the extension for Presidential Funeral Services, Inc. at 1629 High St.
Roll Call Vote: Mr. Barber - yes; Ms. Drewry - absent; Mr. Mitchell - yes; Mrs. Saunders-Smith - yes; Mrs. Smith – absent; Ms. Boone – yes; Mr. Brown - absent. Approved 4-0 vote.

- **FY24 Business Investment Grant Program Guidelines:** Mr. Donahue presented proposed amendments to the guidelines for the EDA's Business Investment Grant programs for the 2024 fiscal year. The programs included the Real Property Investment Grant, Smart Start Business Development Grant and Smart Start Business Acceleration grant. Modifications included limiting participation of individuals under the Business Development Grant and Business Acceleration

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Grant to no more than two grant requests within a 5-year period; clarification that the Business Acceleration Grant is a matching reimbursement grant; and removing the requirement for a 30% expansion of the physical space for existing businesses under the Real Property Investment Grant.

ACTION: On a motion by Mrs. Saunders-Smith and seconded by Mr. Barber, the EDA moved to approve the FY24 Business Investment Grant Guidelines.

Roll Call Vote: Mr. Barber - yes; Ms. Drewry - absent; Mr. Mitchell - yes; Mrs. Saunders-Smith - yes; Mrs. Smith – absent; Ms. Boone – yes; Mr. Brown - absent. Approved 4-0 vote.

- **EDA Property Update:** Mr. Donahue provided an update on properties currently owned by the EDA.

Closed Meeting

There was no Closed Meeting.

Items submitted by Commissioners.

There were no items submitted by Board Members

Report Backs

- Mr. Donahue presented the EDA with a map of City and Economic Development Authority owned properties located within the boundaries of the Innovation District.
- Mr. Donahue followed up regarding staffing and EDA funding support for a real estate development position and advised that he will discuss the matter with the City Manager.
- Mr. Donahue advised the EDA that he will coordinate with Mr. Cliff Hayes, Chief Information Officer with the City of Portsmouth for a future briefing on the City's broad brand infrastructure.

Adjourn

The meeting adjourned at 10:59 a.m.

Respectfully submitted,



Brian Donahue, Secretary

Malcolm Mitchell, Chair