

ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF NORFOLK  
Meeting Minutes

The Economic Development Authority of the City of Norfolk called, and held, its regular monthly meeting on Wednesday, October 4, 2023, at 12:03 PM, 4th floor of the Dominion Tower, 999 Waterside Drive, Suite 400 Norfolk, Virginia 23510.

**DIRECTORS PRESENT:**

Jeffrey Brooke – Chair  
Morgan Whayland – Vice Chair  
Jaeson Dandalides  
Antonio Sisco  
Richard Ottinger  
Carter Smith  
Simon H. Scott

**STAFF PRESENT:**

Sean Washington – Executive Director  
Dawn Ryan – Assistant Secretary-Treasurer

**STAFF ABSENT:**

Michael Paris – Secretary Treasurer

**COUNSEL PRESENT:**

Barry Hunter – Kaufman & Canoles, P.C.

**ABSENTEE DIRECTORS:**

Kim Brown  
George Polizos  
Henri Patten

**GUESTS:**

Tammie Dantzler– City of Norfolk City Auditor  
Brad Smith – City of Norfolk City Auditor  
Timothy Haycox – City of Norfolk City Auditor  
Ian Munro - Virginia Pilot/Daily Press  
Olivia Dingus – Whiting-Turner  
Ryan “Nikki” Southall- City of Norfolk Neighborhood Relations  
Brittney Hatcher – Department of Economic Development  
Mia Byrd Wilson– Department of Economic Development  
Alaa Sabbagh – Department of Economic Development  
Nihal Vasty– Department of Economic Development

## **MEETING CALLED TO ORDER**

Chairman Brooke called the meeting to order at 12:03 PM and thanked staff and Directors present for attending.

## **MINUTES**

Chairman Brooke asked the Directors to review the minutes of the September 6<sup>th</sup> meeting. There being no comments or corrections, Chairman Brooke entertained a motion to approve the minutes as presented. Director Sisco moved to approve the minutes, which was seconded by Director Smith and unanimously approved. (Vote 7-0-0).

After approving the minutes, Chairman Brooke initiated the meeting by expressing gratitude to former Chairman Sisco for his exemplary contributions. Additionally, he noted that both he and Vice Chair Whyland share the goal of efficiently conducting meetings, aiming to conclude them within an hour or less. They also emphasized their commitment to transparency and open communication within the meetings. To facilitate this, they suggested engaging in constructive dialogue and updating the directory.

## **AGENDA OVERVIEW**

Mr. Washington reviewed the agenda, which contained a City/EDA project update, Commercial Façade Resolution, Budget Committee Formation, and Holiday Event.

## **DIRECTORS REPORT**

Mr. Washington addressed the Board Members, informing them that the newly appointed Secretary-Treasurer, Michael Paris, has been on sick leave for the past two days. As a result, Mr. Washington will be delivering the financial report in his absence. He also mentioned that they anticipate receiving a draft of the audit for fiscal year 2023 next month, with the hope of presenting it for review and voting during that month. Mr. Washington assured the Board that both he and Michael Paris will be

available to address any questions that may arise. Mr. Washington presented a brief overview of the financial status.

Director Smith requested that a balance sheet be added to the financial reports.

Mr. Washington gave the Board a brief update on various projects, including city-wide initiatives. (Attachment #1)

## **NEW BUSINESS / UPDATES**

Mr. Washington introduced Mr. Vasty, who presented the Resolutions for the Commercial Corridors Program. He provided background information on the program, including the number of workshop attendees, total applications, those that advanced to technical review, and those proceeding to committee review scoring. He also disclosed the number of awards recommended for approval and the number of awards granted. Director Scott inquired as to how the EDA tracked compliance. In response, it was noted that the grants are made on a reimbursement basis and if there is a default, the grant can be recalled. Director Scott also wanted to know if the applicants are checked for being in good standing with the City, to which the response was yes.

In response to questions on the nature and amount of funds and the deadline for disbursement, Mr. Washington noted that 10% of the ARPA funds could be used for administration, and that all ARPA funds needed to be disbursed by June, 2025.

A motion was made by Director Dandalides to approve the Resolution for the Commercial Façade, and seconded by Director Sisco, with the motion being approved unanimously (Vote 7-0-0).

(Attachment #2).

Chairman Brooke introduced Vice Chair Whayland to discuss the Budget Committee Formation. Vice Chair Whayland emphasized the benefit of smaller committee structures to facilitate in-depth discussions regarding the EDA budget. This allows close collaboration with Mr. Washington and Mr. Paris to review budget details, monitor financial assumptions, and track fiscal year progress. The aim is to create

a more informed plan to better support the community. Chairman Brooke appointed Vice Chair Whyland, Director Scott, and Director Sisco to this committee.

Mr. Washington announced plans to organize a holiday event, providing an opportunity for collaboration between the Board and the City's Economic Development Department. The event will also serve as an occasion to invite former chairs and members. To accommodate everyone's schedule, dates and locations will be proposed, and Directors were encouraged to share their December availability dates and any specific dates of unavailability.

Chairman Brooke reminded the Board of some upcoming events and then adjourned the meeting at 1:20 PM.

Approved by \_\_\_\_\_  , Chairman

Attachments:

1. Director's Report – Presentation
2. Commercial Façade – Resolution