

**Minutes of the
COMMISSION ON LOCAL GOVERNMENT
March 7, 2025
11:00 AM
All-Virtual Meeting via Microsoft Teams**

Members Present

Heather Cordasco
Ceasor Johnson
Robert Lauterberg, Chair
Terry Payne, Vice Chair
Edwin Rosado

Members Absent

None

DHCD staff present for all or part of the meeting:

Trisha Lindsey, Policy and Legislative Director
Andrew Malloy, Senior Policy Analyst
Sulaiman Safi, Policy and Legislative Services Coordinator
Chase Sawyer, Policy and Legislative Services Manager

Call to Order

Commissioner Lauterberg, Chair of the Commission on Local Government, called the regular meeting to order at 11:02 a.m.

Roll Call

The roll was called by Mr. Malloy. Mr. Malloy reported that a quorum was present.

Approval of Agenda

A motion was made by Commissioner Cordasco and seconded by Commissioner Rosado to approve the draft agenda. The motion passed on a unanimous voice vote (YEAS: Cordasco, Johnson, Lauterberg, Payne, Rosado; NAYS: None).

Approval of Minutes

A motion was made by Commissioner Rosado and seconded by Commissioner Johnson to approve the minutes of the January 3, 2025, regular meeting of the Commission. The motion passed on a unanimous voice vote (YEAS: Cordasco, Johnson, Lauterberg, Payne, Rosado; NAYS: None).

Public Comment

Commissioner Lauterberg opened the floor for public comment. After seeing no speakers, Commissioner Lauterberg closed public comment.

Staff's Report

Mr. Sawyer provided an update on the hiring process for the Senior Public Finance Analyst position, stating that the review of applications is currently underway.

Mr. Sawyer provided an update on the agency's collaboration with the Department of General Services (DGS) to prepare a

Request for Proposal (RFP) related to the development of a list of private-sector turnaround specialists with expertise in local government finance and interventions. Mr. Sawyer noted that the RFP is in relation to the requirements of SB645 (2024) and the Commission’s regulations associated with fiscally distressed localities.

Electronic Meetings Policy Update

Mr. Malloy presented proposed changes to the Commission’s Electronic Meetings Policy based on direction received by the Commission at its January 3, 2025, meeting. Mr. Malloy reminded the Commission that the first proposed change related to quorum requirements when a commissioner with a severe disability or who is a caregiver for such a person is approved for electronic participation, and that the second proposed change related to the timing of the notice a commissioner must provide the Chair when requesting to participate electronically for personal matters.

The Commission discussed additional clarifying language regarding the electronic participation of a commissioner who is a caregiver for an individual with a medical condition (Reason 2). A motion was made by Commissioner Rosado and seconded by Commissioner Payne to amend Reason 2 of the proposed Electronic Meetings Policy by inserting “or other individual that” after “...family member of a Commissioner...” The motion passed on a unanimous voice vote (YEAS: Cordasco, Johnson, Lauterberg, Payne, Rosado; NAYS: None).

The Commission discussed the inclusion of an expiration date within the Commission’s Electronic Meetings Policy. A motion was made by Commissioner Payne and seconded by Commissioner Rosado to amend the Approval and Review section of the proposed Electronic Meetings Policy by adding “and shall expire following the first meeting of the Commission in 2026.” The motion passed on a unanimous voice vote (YEAS: Cordasco, Johnson, Lauterberg, Payne, Rosado; NAYS: None).

A motion was made by Commissioner Rosado and seconded by Commissioner Payne to approve the proposed Electronic Meetings Policy as amended. The motion passed on a unanimous voice vote (YEAS: Cordasco, Johnson, Lauterberg, Payne, Rosado; NAYS: None).

Cases Before the Commission

Mr. Malloy provided an update, stating that no new cases had been received since the last meeting.

Regulatory Items

Mr. Malloy provided an update on the regulatory reduction action initiated by the Commission pursuant to Executive Order 19. Mr. Malloy stated that the process is transitioning from the Proposed Stage to the Final Stage. Mr. Malloy noted that the public comment period for the Proposed Stage closed on February 28, 2025, with no comments received. Mr. Malloy stated that staff will now proceed with preparing the necessary documents to advance the process to the Final Stage.

Additionally, Mr. Malloy provided an update on the fiscally distressed localities regulations (SB645, 2024). Mr. Malloy reminded the Commission that the emergency regulations are currently in effect. Mr. Malloy noted that the public comment period for the Notice of Intended Regulatory Action (NOIRA) Stage ended on March 2, 2025, with no comments received. Mr. Malloy stated that staff will now prepare the documents to advance the process to the Proposed Stage.

2025 General Assembly Session

Mr. Safi introduced himself to the Commission and delivered a presentation on the Local Fiscal Impact Statement (FIS) process. Mr. Safi highlighted the importance of the Local FIS process and its statutory basis under § 30-19.03 of the Code of Virginia, which requires the Commission to determine whether bills referred for local fiscal impact analysis impose either a “net increase in expenditures” or a “net reduction in revenue” on localities. Mr. Safi’s presentation covered the Local FIS process, the challenges associated with it, and the role of local governments in the process. Commissioners discussed the Local FIS process and its significance to the legislative process.

Schedule of Regular Meetings

The Commission reviewed the upcoming meetings schedule. Commissioners shared their availability for the currently scheduled meetings and possible alternative meeting dates. The Commission agreed to move the July 11 meeting to July 18. The Commission also agreed to move the September 5 meeting to September 12. Staff agreed to more clearly denote in the calendar invites the location of the meetings.

Other Business

There was no other Commission business.

Adjournment

A motion was made by Commissioner Johnson and seconded by Commissioner Payne to adjourn the meeting of the Commission. The motion passed on a unanimous voice vote (YEAS: Cordasco, Johnson, Lauterberg, Payne, Rosado; NAYS: None). The meeting adjourned at 12:05 p.m.