

**Regular Meeting of the Board of Directors of the
Eastern Shore Broadband Authority
November 20th, 2025
2:00 p.m. at 4174 Lankford Hwy, Exmore, VA 23350**

AGENDA

- 1. Call to Order**
- 2. Agenda Adoption**
- 3. Public Comment**
- 4. Approval of Minutes**
- 5. System Status & Build Report**
- 6. Old Business**
 - a. VATI FY22 Report**
 - b. BEAD Program Progress**
- 7. New Business**
 - a. Review staff complaint policy**
 - b. Consider 2026 Board Meeting Schedule**
- 8. Treasurers Report**
- 9. Board Comments**
- 10. Closed Session**
 - a. Contracted Revenue** (Section 2.2-3711 Paragraph 33) ⁽³⁾
 - b. Discussion of proprietary business strategy** (Section 2.2-3711 Paragraph 5) ⁽²⁾
 - c. Review of prospective business** (Section 2.2-3711 Paragraph 5) ⁽²⁾
 - d. Personnel Discussion** (Section 2.2-3711 Paragraph 1) ⁽¹⁾
- 11. Adjournment**

Next Board Regular Meeting: January 22nd, 2026

1. Closed Session: Section 2.2-3711 of the Code of Virginia of 1950, as amended; (A) Paragraph 1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

2. Closed Session: Section 2.2-3711 of the Code of Virginia of 1950, as amended; Paragraph 5: Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

3. Closed Session: Section 2.2-3711 of the Code of Virginia of 1950, as amended; Paragraph 33: Discussion or consideration by a local authority created in accordance with the Virginia Wireless Service Authorities Act (§ 15.2-5431.1 et seq.) of confidential proprietary information and trade secrets subject to the exclusion in subdivision 19 of § 2.2-3705.6.

MINUTES

Regular Meeting of the Board of Directors of the Eastern Shore of Virginia Broadband Authority

September 25, 2025

Board members in attendance were: John Reiter, Elaine Meil, Mike Mason, Kelvin Pettit, and Charles Kolakowski

ESVBA management participating in the meeting who were in attendance: Robert Bridgham (Zoom call) and Leah Hoopes (Secretary)

Members of the public attending were: None

Mr. Reiter called the meeting to order at 2:00 pm.

AGENDA ADOPTION

Mr. Pettit moved to amend the agenda to add "Annual review of Director's salary" under the personnel section of Closed Session. Ms. Meil seconded. Motion passed unopposed.

PUBLIC COMMENT

None

REVIEW OF MINUTES

Mr. Mason moved to approve the Regular Board Meeting Minutes from July. Mr. Kolakowski seconded. Motion passed unopposed.

SYSTEM STATUS & BUILD REPORT

1. WiFi Hotspots- There are currently 26 of the 28 hotspots in service. Ebenezer Church is still offline.
2. Residential Broadband- Mr. Bridgham reported that the

Authority has 4550 active residential customers. He stated that there are 90 customers in service in Harborton, 28 in Bobtown, 244 in Church Neck, 64 in Sanford, 49 on Cheapside, 4 on Cobbs Station, 109 in Accomac, 15 in Townsend, 810 in Greenbackville, 98 in Atlantic, 78 in Wattsville/Horntown, 181 in Oak Hall, 112 in Hallwood, 102 in Painter/Quinby, 124 in Eastville, 201 in Nassawadox, 9 in Oyster, 407 in Exmore, 155 in Belle Haven, 47 in Cheriton, 55 in Wachapreague, 547 in Onancock, 483 in Cape Charles, 223 in Parksley, 4 in Nocks Landing, 49 in Saxis, 115 on Chincoteague, and 147 on Tangier.

3. WISP EVPL Program- Mr. Bridgham informed the BOD that there are still 59 sites are in service.
4. Microcommunity Program- There are 42 communities that are in service.
5. USDA grants
 - a. Bailey Neck & Mt Nebo CDF- Project has been started and cable placing will begin soon. Underground construction has been started but delayed due to weather and flagging.
 - b. Custis Neck & Locustville- USDA notified that the project cleared the environmental review and is now in the final contract phases.
6. Assistance Programs- Mr. Bridgham presented a report showing details for all of the assistance programs.

OLD BUSINESS

NEW BUSINESS

- A. VATI FY22 Report- Audit has been completed and ESVBA should be receiving the additional 10% reimbursement in November.

TREASURER'S REPORT

None

BOARD COMMENTS

None

CLOSED SESSION

Motion to enter into closed session according to Section 2.2-3711 of the Code of Virginia of 1950, as amended;) Paragraph 1: Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board. Nothing in this subdivision, however, shall be construed to authorize a closed meeting by a local governing body or an elected school board to discuss compensation matters that affect the membership of such body or board collectively. Paragraph 33: Discussion or consideration by a local authority created in accordance with the Virginia Wireless Service Authorities Act (§ [15.2-5431.1](#) et seq.) of confidential proprietary information and trade secrets subject to the exclusion in subdivision 19 of § [2.2-3705.6](#)., made by Mr. Kolakowski, seconded by Mr. Mason. The following board members were present: Mr. Reiter, Ms. Meil, Mr. Mason, Mr. Pettit, and Mr. Kolakowski, and voted affirmative.

After closed session, the Chair reconvened the meeting. Motion was made by Ms. Meil, seconded by Mr. Mason that the Board had entered the closed session for that purpose as set out in Paragraph 1 and 33 of Section 2.2-3711 of the Code of Virginia of 1950, as amended. Roll call vote taken Vote was that no other business discussed than as advised in Paragraph 1 and 33. The following board members were present: Mr. Reiter, Ms. Meil, Mr. Mason, Mr. Pettit, and Mr. Kolakowski, and voted affirmative.

Ms. Meil motioned to raise the Executive Director's salary by 3%. Mr. Mason seconded. Motion passed unopposed.

ADIJOURNMENT

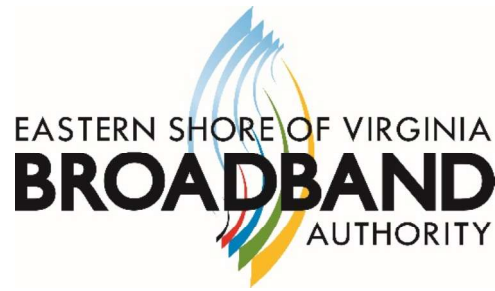
Mr. Kolakowski moved to adjourn at 3:18pm.

These minutes were approved at the _____ meeting of
the Board of Directors of ESVBA.

Presiding Officer

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Leah Hoopes, Secretary



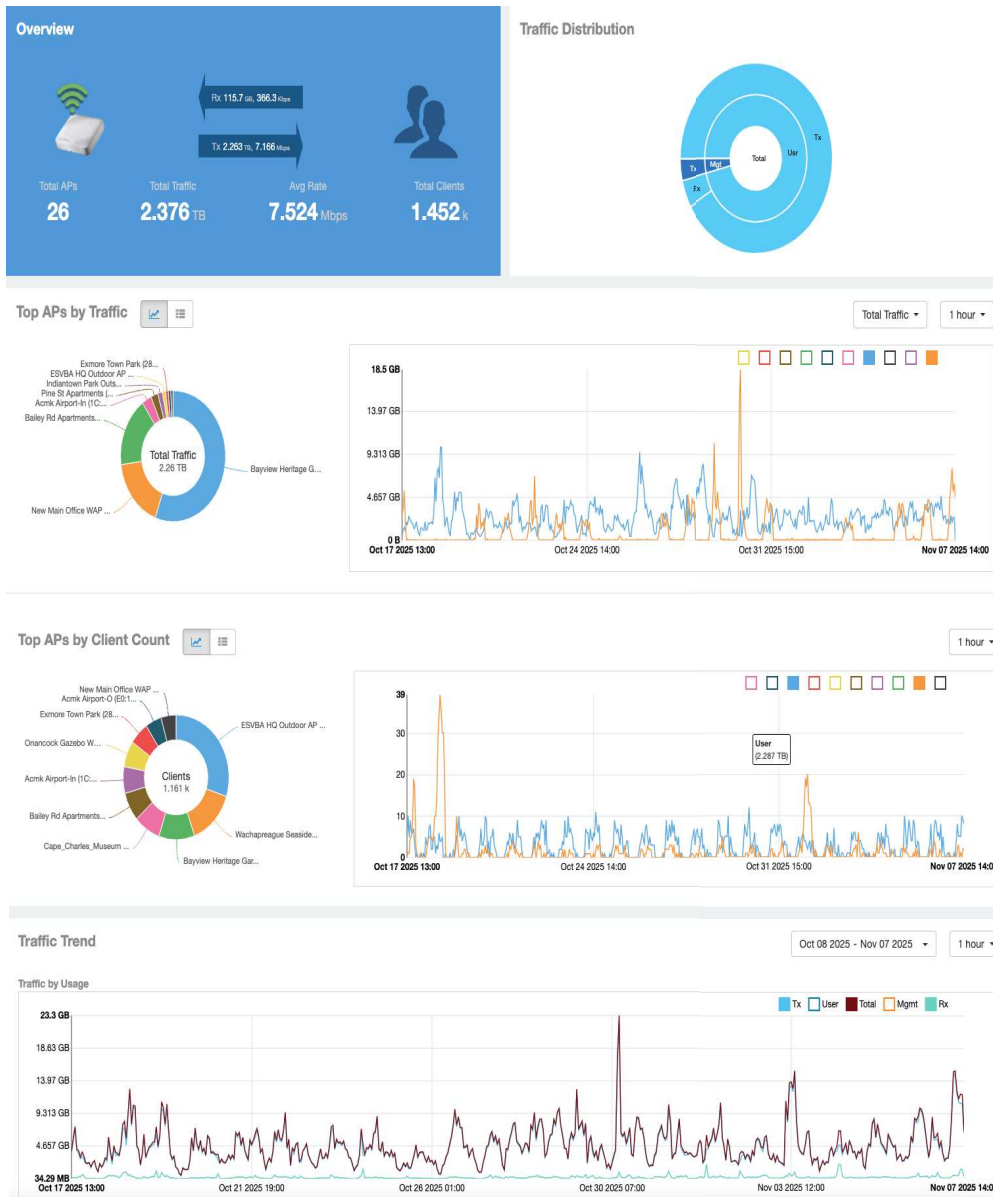
Status Report November 2025

Status Report Topics

1. WiFi Hotspots
2. Residential Broadband
3. WISP EVPL Program
4. Microcommunity Program
5. USDA Grants
 - a. Bailey Neck & Mt. Nebo CDF
 - b. Custis Neck & Locustville
6. Assistance Programs

WiFi Hotspots

ESVBA WiFi Hotspot Report: November 2025



ESVBA Sites

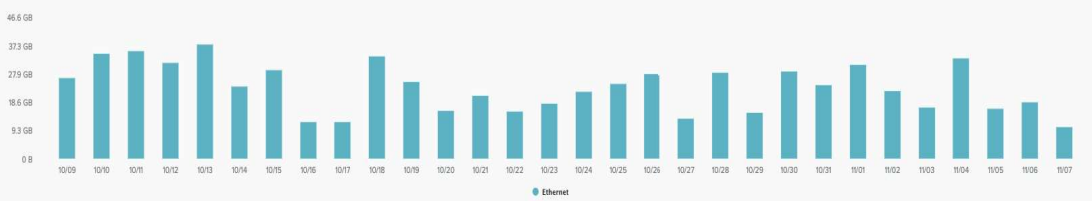
PRODUCT: IBR900
NCOS VERSION: 7.22.40
ACCOUNT: Accomack County School Dist, VA

Home | GeoView | Devices | Configuration | NetCloud OS | Modems | **Data Usage** | Health | Extensibility | Installation | Settings

Summary | **WAN** | Client

Updated: 10/27/2025 09:55 PM UTC

Ethernet 717.5 GB ↑ 3.3%	Modems 0 B No Trend Data	Wi-Fi as WAN 0 B No Trend Data
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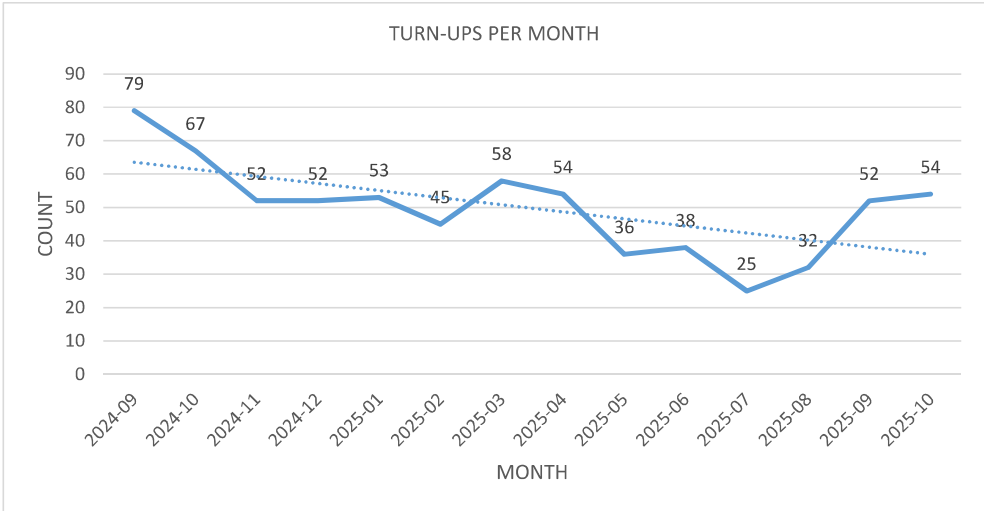
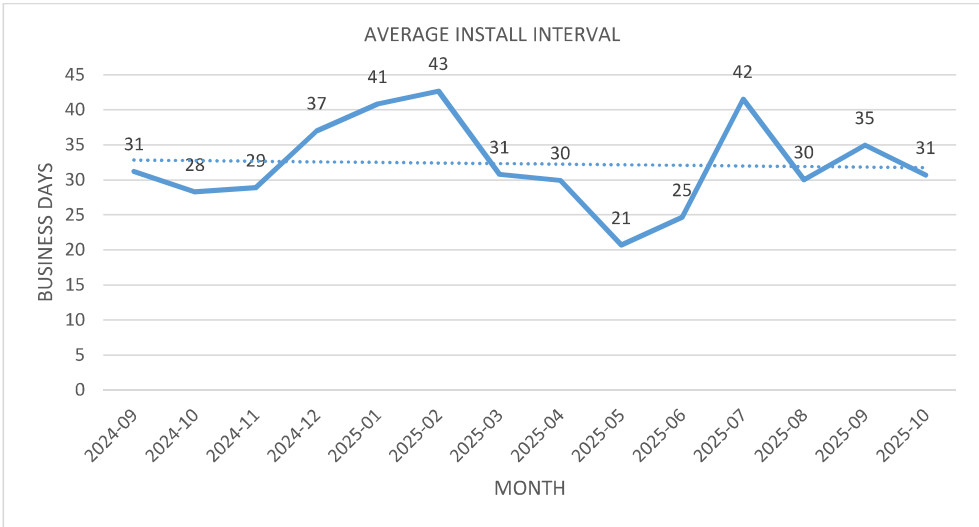
Router	Ethernet	Wi-Fi as WAN	5G SA	5G NSA	LTE	3G	2G	1G	Uncategorized	Total Data ↓
ESVBA McComas	689.2 GB	-	-	-	-	-	-	-	-	689.2 GB
ESVBA Poth Trailer Park...	26.9 GB	-	-	-	-	-	-	-	-	26.9 GB
ESVBA AS West Rd	2 GB	-	-	-	-	-	-	-	-	2 GB
ESVBA Seaside Trailer P...	439 MB	-	-	-	-	-	-	-	-	439 MB

Residential Broadband

Residential Report as of 11/14/2025

Area	Date Opened	# of Servicable Homes (1/17/25)	Number of Active Circuits	% Active Customers	Number of Signed customers pending construction	% Signed awaiting install	Combined Take Rate (active + signed)	Number of customers with contracts	% Awaiting cust signature
Accomac	Dec-17	756	112	14.81%	1	0.13%	14.95%	0	0.00%
Atlantic	Mar-18	475	99	20.84%	2	0.42%	21.26%	0	0.00%
Belle Haven	Sep-18	1008	158	15.67%	1	0.10%	15.77%	0	0.00%
Bobtown/Pungoteague/Keller	Mar-17	1048	29	2.77%	0	0.00%	2.77%	0	0.00%
Cape Charles	Nov-18	1249	490	39.23%	5	0.40%	39.63%	0	0.00%
Cheapside	Dec-17	539	49	9.09%	0	0.00%	9.09%	0	0.00%
Cheriton	Oct-18	435	47	10.80%	0	0.00%	10.80%	0	0.00%
Chincoteague	Jan-19	5109	113	2.21%	5	0.10%	2.31%	2	0.04%
Church Neck	Mar-17	623	250	40.13%	2	0.32%	40.45%	0	0.00%
Cobbs Station	Dec-17	165	4	2.42%	0	0.00%	2.42%	0	0.00%
Eastville	Jun-18	994	125	12.58%	0	0.00%	12.58%	0	0.00%
Exmore	Sep-18	2298	402	17.49%	1	0.04%	17.54%	1	0.04%
Greenbackville	Jan-18	1260	806	63.97%	12	0.95%	64.92%	2	0.16%
Hallwood	May-18	1183	112	9.47%	2	0.17%	9.64%	0	0.00%
Harborton	Nov-16	284	92	32.39%	1	0.35%	32.75%	1	0.35%
Nassawadox	Aug-18	953	204	21.41%	2	0.21%	21.62%	0	0.00%
Nocks Landing	Jan-19	168	4	2.38%	0	0.00%	2.38%	0	0.00%
Oak Hall	May-18	474	182	38.40%	5	1.05%	39.45%	1	0.21%
Onancock	Nov-18	2208	561	25.41%	1	0.05%	25.45%	2	0.09%
Oyster	Aug-18	94	9	9.57%	0	0.00%	9.57%	0	0.00%
Parksley	Jan-19	1576	223	14.15%	1	0.06%	14.21%	1	0.06%
Quinby/Painter	Jun-18	880	100	11.36%	1	0.11%	11.48%	0	0.00%
Sanford	Dec-17	489	64	13.09%	0	0.00%	13.09%	0	0.00%
Saxis	May-20	249	50	20.08%	1	0.40%	20.48%	0	0.00%
Tangier	May-21	348	148	42.53%	1	0.29%	42.82%	3	0.86%
Townsend/Latimer Siding	Jan-18	369	15	4.07%	0	0.00%	4.07%	0	0.00%
Wachapreague	Oct-18	371	58	15.63%	0	0.00%	15.63%	0	0.00%
Wattsville-Horrtown	Mar-18	585	77	13.16%	1	0.17%	13.33%	0	0.00%

Totals: 26,190 4,583 45 13



October 2025 Disconnect Report

There was **a total of 25 disconnects**, which broke down as follows:

- 13 Customers moved or sold property
- 1 gave no reason for the disconnect
- 9 transferred services
- 1 circuit disconnect
- 1 switched to another provider

September 2025 Disconnect Report

There was **a total of 12 disconnects**, which broke down as follows:

- 6 Customers moved or sold property
- 3 gave no reason for the disconnect
- 3 transferred services

WISP EVPL Program

- Fifty-nine (59) sites in service and operational, no change.

Microcommunity Program

- There now 42 microcommunities in-service and operational

USDA Bailey Neck & Mt. Nebo CDF

- Aerial work is complete, underground has two more weeks of work and splicing is underway.

USDA Custis Neck & Locustville CDF

- We received the notice from the USDA that the project cleared the environmental review and is now in the final contract phases. We continue to check with USDA about the status of this and it continues to sit.

Assistance Programs

ESVBA Assistance Programs Report

November-25

ESVBA Installation Assistance Program (IAP)

Active in 2021 and funded with \$189k

Number of subs enrolled:	156
Total funding from program:	\$ 48,015
Average Assistance / Sub:	\$ 307.79

Accomack Installation Assistance Program (IAP)

Active in 2021 and funded with \$50k

Number of subs enrolled:	0
Total funding from program:	\$ -
Average Assistance / Sub:	\$ -

DHCD Line Extension Cust Assistance Program (LECAP)

Active as of: June 2022, VA funding exhausted

Number of subs enrolled:	11
Total funding from program:	\$ 115,205
Average Assistance / Sub:	\$ 10,473

ESVBA VATI FY22 Special Assistance

Active as of: June 2022 and funded with \$2.44M

Number of subs enrolled:	272
Total funding from program:	\$ 1,101,070
Average Assistance / Sub:	\$ 4,048

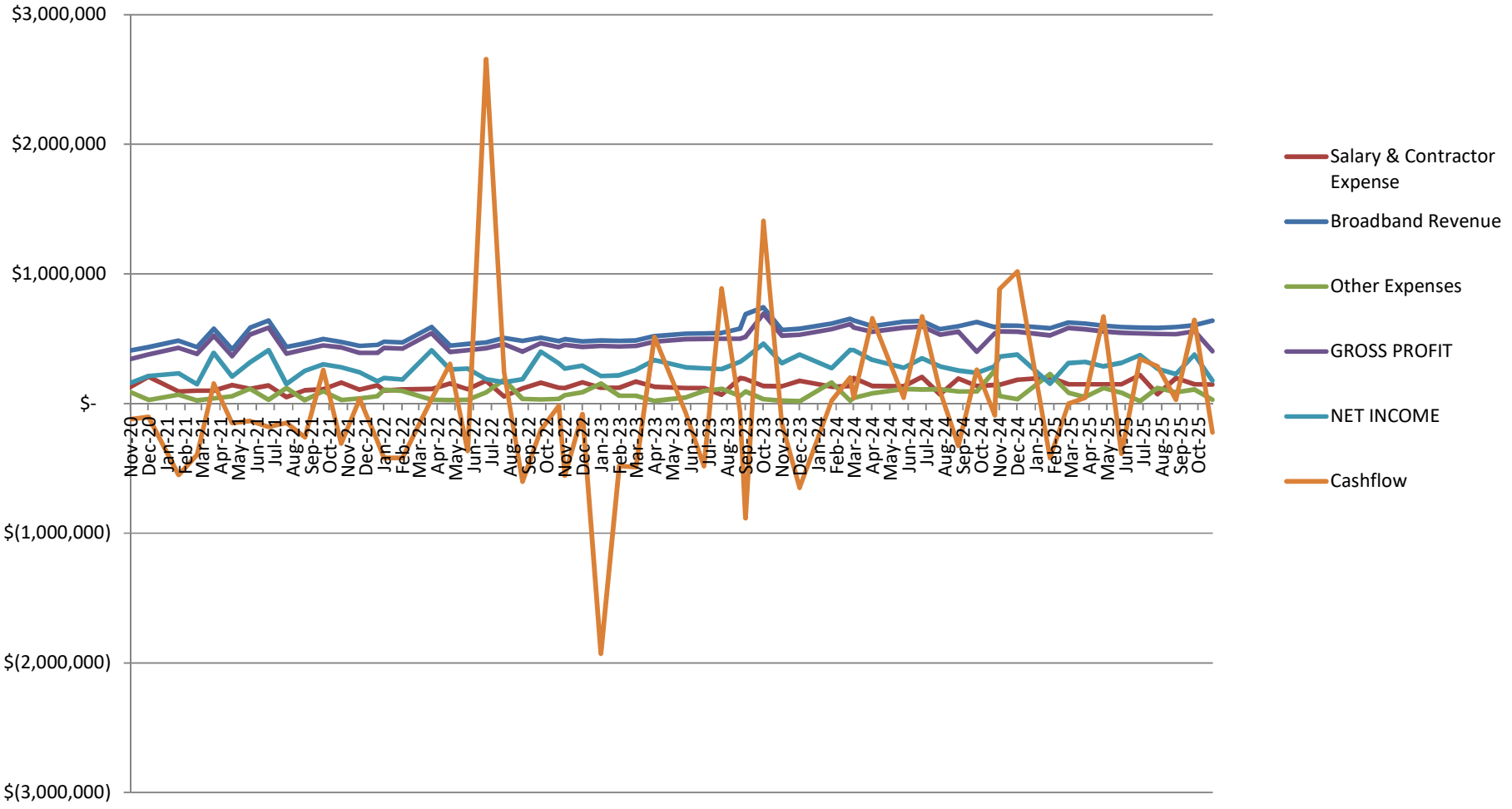
FCC ACP Program *

Number of subs enrolled:	183
Previous month's savings:	\$ 2,896

Total # of ESVBA Subscribers Assisted:	602
Total Assistive Funding Rendered:	\$ 1,264,290

* FCC ACP Program has sunset and users are no longer going to receive the benefit

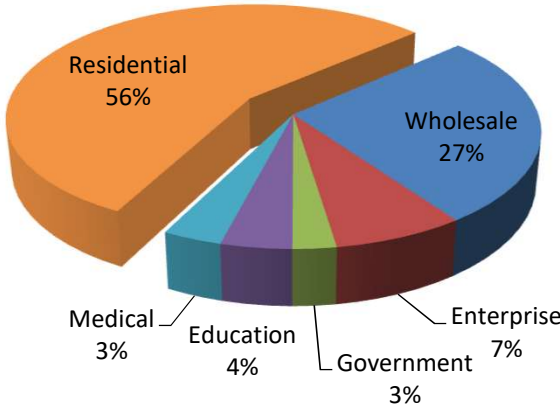
Nov '20 to Oct '25 Financials



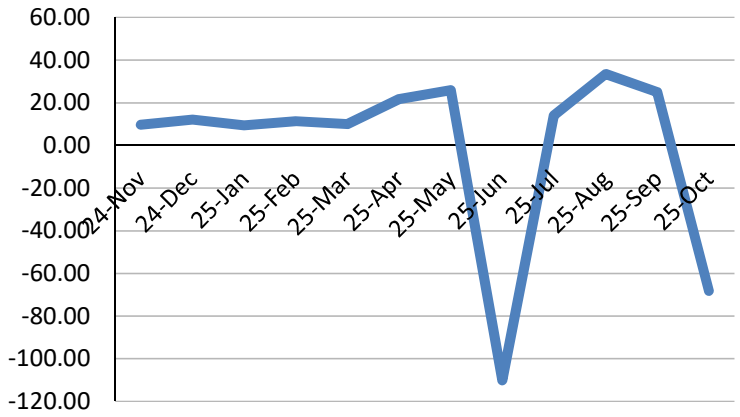
ESVBA Dashboard - November 2025

Financial Data

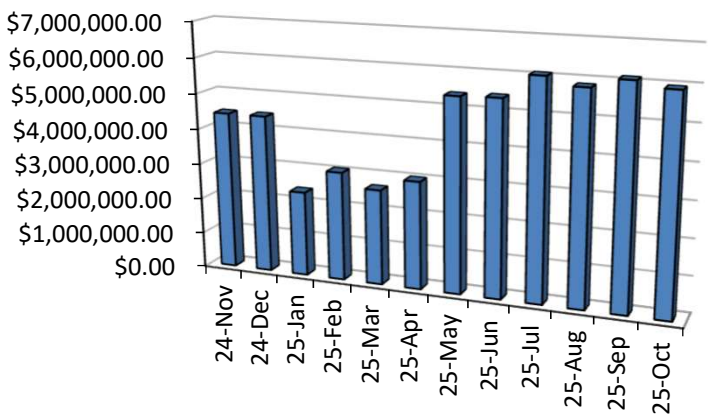
Revenue by Sector as of October 2025



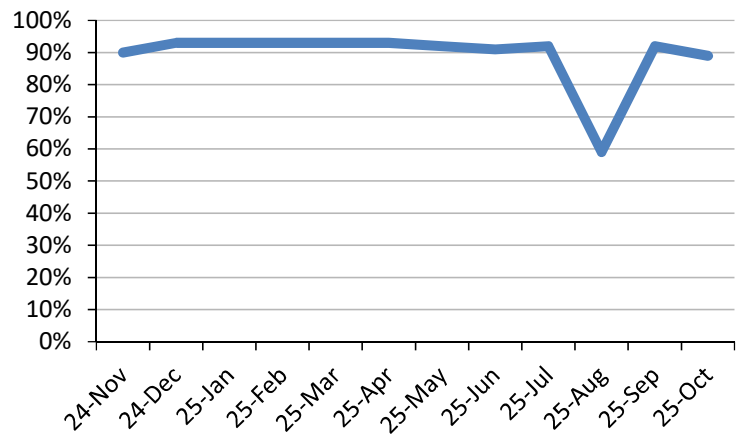
Quick Ratio



Cash & Cash Equivalents

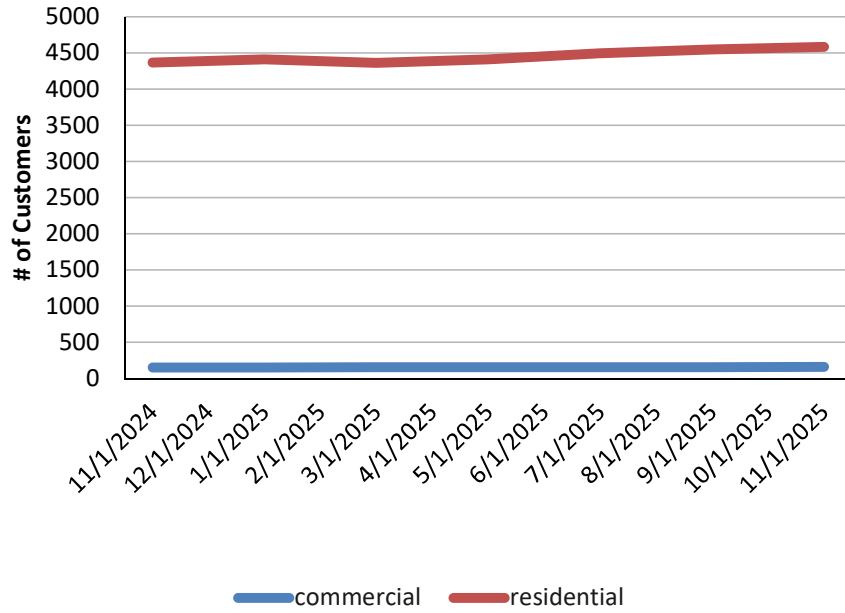


GROSS PROFIT MARGIN

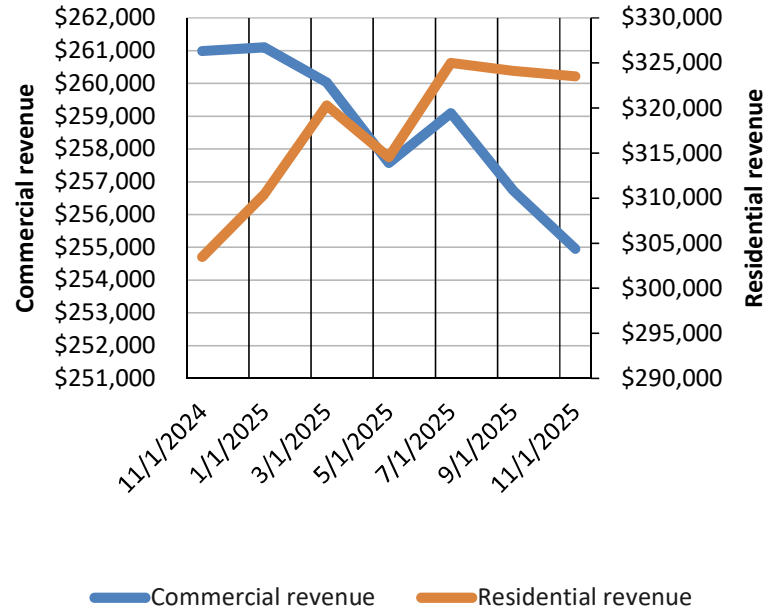


Customer Base

Customer Mix



Commercial vs. Residential Revenues



Eastern Shore of Virginia Broadband Authority

Board Balance Sheet

End of Oct 2025

Financial Row	Amount
ASSETS	
Current Assets	
Bank	
10010 - General Operating Account - BB&T (0720)	\$279,904.99
10020 - Capital Expansion Account - BB&T (0747)	\$819,813.16
10030 - Equipment Accrual - BB&T (0739)	\$673,914.31
10160 - Annual Accrual - BB&T (7622) Savings Acct	\$3,184,561.99
10165 - Expansion Proceeds BB&T Savings Acct (0070)	\$585,410.83
10180 - Merchant Services - BB&T (8016)	\$378,914.70
10200 - USDA - TowneBank (7682)	\$100.00
10990 - Petty Cash	\$150.00
Total Bank	\$5,922,769.98
Accounts Receivable	
11000 - Accounts Receivable	\$669,382.87
11010 - Reserve for Bad Debt	(\$201,163.86)
11020 - Due from Other Government (Retainage)	\$915,185.16
11030 - Performance Bond Escrow	(\$10,000.00)
Total Accounts Receivable	\$1,373,404.17
Other Current Asset	
11900 - Undeposited Funds	\$20,629.64
11920 - Customer overpayments	(\$78,689.20)
13100 - Inventory Asset	\$1,469,771.55
15000 - Plant in Service	\$33,804.93
Total Other Current Asset	\$1,445,516.92
Total Current Assets	\$8,741,691.07
Fixed Assets	
14100 - General Furniture Fixtures	\$64,788.41
14199 - Accumulated Depreciation - Furniture	(\$41,913.39)
14200 - Equipment:Computers, Printers, Equip, Software	\$118,921.77
14299 - Accumulated Depreciation - Equipment	(\$326,258.97)
15010 - Physical Plant Structure	\$37,307,558.99
15020 - Physical Plant Electronics	\$5,339,348.61
15040 - Physical Plant Towers	\$178,656.12
15050 - Physical Plant Mobile - (Mobile Carriers & Generators)	\$100,546.32
15060 - Physical Plant Huts	\$187,497.91
15070 - Physical Plant Tools & Equipment	\$47,981.73
15098 - Accumulated Depreciation - Plant In Service	(\$14,519,990.02)
15100 - Physical Plant Network & Software	\$22,281.96
15199 - Accumulated Depreciation - Software	(\$64,303.09)
15200 - Vehicles & Equipment	\$1,044,881.84
15299 - Accumulated Depreciation - Vehicles	(\$536,276.02)
16000 - Railway Easement	\$250,000.00
17000 - Land	\$10,000.00
Total Fixed Assets	\$29,183,722.17
Other Assets	
15001 - GASB 87 leased assets	\$473,948.00
15002 - Accumulated Depreciation-GASB 87 leased assets	(\$221,759.44)

Financial Row	Amount
Total Other Assets	\$252,188.56
Total ASSETS	\$38,177,601.80
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	(\$38,697.07)
20050 - Accrued Interest Payable	\$16,790.67
Total Accounts Payable	(\$21,906.40)
Credit Card	
21010 - BB&T Visa 5701 LH	(\$83.82)
21030 - BB&T Visa 0439 RB	(\$156.71)
21060 - BB&T Visa 5625 KB	(\$43.86)
Total Credit Card	(\$284.39)
Other Current Liability	
20010 - Accrued Purchases	(\$61,009.27)
24010 - Direct Deposit Liabilities:USAC Reimbursements Deposits	\$54,532.70
25000 - ESVBA Installation Assistance Program	(\$48,015.00)
26100 - USAC Tax Payable	(\$3,224.22)
26200 - Va Communications Tax	(\$15,969.68)
Total Other Current Liability	(\$73,685.47)
Total Current Liabilities	(\$95,876.26)
Long Term Liabilities	
27500 - BB&T Loan for Expansion	\$2,269,000.00
27700 - GASB 87 lease liability	\$238,879.84
28000 - Deferred Income	\$138,700.32
Total Long Term Liabilities	\$2,646,580.16
Equity	
Retained Earnings	\$34,385,094.44
Net Income	\$1,241,803.46
Total Equity	\$35,626,897.90
Total Liabilities & Equity	\$38,177,601.80

Eastern Shore of Virginia Broadband Authority
Board Income Statement
Sep 2025, Oct 2025

Financial Row	Sep 2025 Amount	Oct 2025 Amount	Total Amount
Income			
40000 - Broadband Income			
Education Income	\$21,923	\$23,223	\$45,146
Enterprise Income	\$43,356	\$43,050	\$86,406
Government Income	\$14,166	\$14,166	\$28,333
Medical Income	\$19,477	\$19,477	\$38,954
Other Income	\$3,533	\$240	\$3,773
Residential Income	\$319,365	\$322,900	\$642,266
Wholesale Income	\$154,782	\$154,876	\$309,658
Total - 40000 - Broadband Income	\$576,603	\$577,932	\$1,154,535
40900 - Installation Income			
Enterprise Income	\$5,500	\$5,000	\$10,500
Installation Income	-\$374	\$1	-\$373
Residential Income	\$18,125	\$11,950	\$30,075
Wholesale Income	\$1,051	\$1,051	\$2,102
Total - 40900 - Installation Income	\$24,302	\$18,002	\$42,304
46400 - Other Income			
Other Income	\$50	\$780	\$830
Wholesale Income	\$150	\$150	\$300
Total - 46400 - Other Income	\$200	\$930	\$1,130
46460 - Interest Income			
Other Income	\$3,170	\$0	\$3,170
Total - 46460 - Interest Income	\$3,170	\$0	\$3,170
Total - Income	\$604,275	\$596,865	\$1,201,140
Cost Of Sales			
50100 - Cost of Goods Sold:Internet Access	\$6,715	\$6,681	\$13,396
50300 - Cost of Goods Sold:3rd Party Dark service	\$27,847	\$27,847	\$55,694
50400 - Cost of Goods Sold:Utility Locates	\$454	\$0	\$454
50500 - Cost of Goods Sold:Pole Attachments	\$1,428	\$100	\$1,528
50600 - Cost of Goods Sold:3rd Party Transport	\$4,301	\$22,832	\$27,133
51010 - Cost of Goods Sold:Collocation/Hut Expense:Utilities	\$3,966	\$3,662	\$7,629
51020 - Cost of Goods Sold:Collocation/Hut Expense:Phone, Communic.	\$165	\$165	\$330
51030 - Cost of Goods Sold:Collocation/Hut Expense:Fuel	\$1,000	\$1,075	\$2,075
51090 - Cost of Goods Sold:Collocation/Hut Expense:Maintenance	\$2,572	\$3,100	\$5,672
Total - Cost Of Sales	\$48,447	\$65,463	\$113,910
Gross Profit	\$555,828	\$531,402	\$1,087,229
Expense			
61200 - Payroll Expenses:Wages & Benefits	\$149,032	\$147,132	\$296,164
62200 - Sales and Marketing:Marketing and Promotions	\$7,783	\$7,253	\$15,036
62300 - Sales and Marketing:Marketing Materials	\$0	\$250	\$250
63200 - Travel and Meetings:Mileage/Tolls Reimbursement	\$110	\$100	\$210
63400 - Travel and Meetings:Meals & Entertainment	\$33	\$31	\$64
63500 - Travel and Meetings:Other Travel	\$932	\$620	\$1,552
64100 - Advertising Expenses	\$448	\$0	\$448
64200 - Bank Charges & Fees	\$6,437	\$162	\$6,598
64280 - VATI Grant FY22 Special Construction	\$12,650	\$5,100	\$17,750
64320 - Dumpster/Trash Removal	\$307	\$307	\$615
64360 - Insurance - Liability, D and O	\$5,115	\$0	\$5,115
64370 - Janitorial Services	\$560	\$0	\$560
64400 - Office Supplies & Expense	\$631	\$58	\$689
64420 - Printing and Copying	\$0	\$315	\$315
64450 - Postage, Mailing & Shipping	\$570	\$16	\$586
64460 - Office IT Hardware/Software	\$3,992	\$695	\$4,687
64470 - Office Maintenance & Repair	\$645	\$0	\$645
64480 - Rent or Lease Payments	\$3,350	\$0	\$3,350

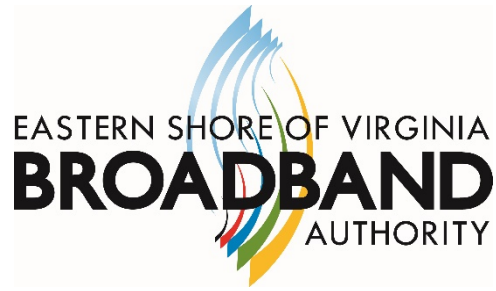
64700 - Taxes	\$572	\$0	\$572
64750 - Telephone & Telecommunications	\$624	\$98	\$723
64760 - Mobile Phones	\$0	\$520	\$520
64800 - Utilities	\$87	\$0	\$87
65100 - Professional Services:Accounting & Administration	\$168	\$0	\$168
65200 - Professional Services:Legal Fees	\$490	\$1,008	\$1,498
65300 - Professional Services: Business Development	\$0	\$975	\$975
67300 - Vehicle Fuel	\$2,389	\$1,744	\$4,132
67400 - Vehicle & Equip Maintenance & Repair Expenses	\$2,294	\$2,765	\$5,059
68100 - Physical Plant Maintenance/Agreements/Warranties/Software	\$13,108	\$816	\$13,924
68200 - Physical Plant Permits & Fees	\$710	\$0	\$710
68300 - Physical Plant Repairs	\$6,926	\$5,086	\$12,012
68400 - Physical Plant Tools & Safety Equipment	\$8	\$0	\$8
68500 - Physical Plant Shipping Freight & Delivery	\$1,305	\$0	\$1,305
Total - Expense	\$221,274	\$175,051	\$396,325
Net Income	\$334,554	\$356,351	\$690,905

Eastern Shore of Virginia Broadband Authority

Board Cash Flow Statement

Sep 2025, Oct 2025

Financial Row	Amount
Operating Activities	
Net Income	\$690,904.52
Adjustments to Net Income	
Accounts Receivable	(\$71,660.21)
Inventory Asset	\$6,958.06
Accounts Payable	(\$245,377.03)
Sales Tax Payable	\$2,868.06
Other Current Liabilities	(\$44,511.29)
Total Adjustments to Net Income	(\$351,722.41)
Total Operating Activities	\$339,182.11
Investing Activities	
Fixed Asset	(\$237,823.33)
Total Investing Activities	(\$237,823.33)
Financing Activities	
Long Term Liabilities	(\$2,101.52)
Total Financing Activities	(\$2,101.52)
Net Change in Cash for Period	\$99,257.26
Cash at Beginning of Period	\$5,844,142.36
Cash at End of Period	\$5,943,399.62

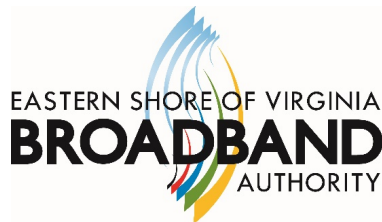


VATI Update 11/14/25

November completes the one-year extension to build special construction customers. We did complete a DHCD audit in May/June to ensure our project was accounted correctly and we received a clear from DHCD. Upon completion of the closeout report, the ESVBA should receive 90% of the retainage equaling \$815,185. Upon the ESVBA completing its 6-month post-closeout report we will receive \$60,000 and then there is a final 12-month post-closeout report we will receive the remaining \$40,000.

BEAD Update 11/14/25

DHCD is hopeful to get a decision around Thanksgiving for the preliminary awardees that it selected in August. They have asked the ESVBA to provide several pieces of data for the progression of the program and their belief they are moving forward. There will be a mandatory BEAD meeting on December 4th in Richmond to go over the processes and they will begin pre-contract discussions between December 8th-19th.



As adopted by the board in December 2022, the ESVBA handbook has the following complaint process for staff:

Action	Party Responsible	Deadline
Step 1: Initial Report	Employee	Within 3 Working Days of the incident (or as soon as possible).
Supervisor Response	Supervisor/Manager	~3 Business Days (Written summary of meeting/resolution provided to employee).
Step 2: Formal Review Request (for complaints that the response was unsatisfactory)	Employee	Within 3 Working Days of receiving the Step 1 summary.
Final Resolution	HR Manager/Investigator	Within 10 Working Days of receiving the Step 2 request.

STEP 1 Detail:

Action	Detail
Submission	The employee must submit the complaint in writing to their immediate Supervisor or Manager .
Meeting	The Supervisor/Manager will generally schedule a meeting within three business days of receiving the complaint to discuss the issue.
Outcome	Regardless of whether the issue is solved immediately, the Supervisor/Manager must provide a written summary of the meeting and any proposed resolution to the employee within three business days .

STEP 2 Detail:

Action	Detail
Escalation	The employee must submit a new written request for review to the HR Manager (or designated investigator). This request must include the original complaint and the Step 1 resolution summary.
Fact-Finding	The HR Manager reviews the case, may call additional meetings, and conducts any warranted additional fact-finding .
Final Decision	A final decision and a written summary of the resolution will be provided to the employee within ten working days after the HR Manager received the Step 2 request.

2026

January-25						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

22 JAN: Normal BoD Meeting

February-25						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March-25						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

26 MAR: Normal BoD Meeting



 Proposed Board Meeting

April-25						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May-25						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

28 MAY: Normal & Annual BoD Meeting

June-25						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

 Proposed Board Meeting
 Proposed Annual Meeting


July-25						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23 JUL: Normal BoD Meeting

August-25						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September-25						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

24 SEP: Normal BoD Meeting

 Proposed Board Meeting

October-25						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November-25						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December-25						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3 DEC: Normal BoD Meeting

 Proposed Board Meeting