

# AGENDA

## RRPDC Executive Committee

December 13, 2018

8:15 a.m.

The Executive Committee meeting will convene in the RRPDC Board Room.

**There is a need for a Closed Session to discuss a personnel matter. Members are encouraged to make every effort to attend this meeting as a quorum will be required to call the Closed Session. It will be appreciated if members will arrive to the meeting on time.**

### Call to Order

### Certification of a Quorum

1. **Minutes for the November 1, 2018 Special Meeting and Minutes for the November 8, 2018 Meeting (Tab 1)**

Minutes from the Special Meeting held on November 1, 2018 and the regularly scheduled November 8, 2018 meeting are included for review and action.

**Action Requested:** Members are asked to take action to approve the November 1 and November 8, 2018 meeting minutes as presented.

2. **Review of Draft FY20 Budget (RRPDC Agenda Packet Tab 4)**

As required in the RRPDC Charter, members must take action in December to approve a draft budget for the upcoming fiscal year.

At their meeting on November 7, members of the Audit/Finance/Facilities Committee reviewed the Draft FY20 budget and gave direction to staff for additional edits which would be forwarded to members of the Executive Committee for review and action during the December meeting.

As announced during the November 8 Executive Committee meeting, a revised FY19 budget will be brought to members for review in February following the close of the second quarter.

**Action Requested:** Members are asked to take action to approve the Draft FY20 budget as presented and to recommend approval by the full RRPDC Board during this morning's meeting.

**3. Chair's Report**

A. Cancellation of January 10, 2019 Meeting

**Action Requested:** Members are asked to consider action to cancel the January 10, 2019 meeting.

B. Closed Session to discuss a personnel matter.

**4. Other Business**

**5. Adjourn**



**RRPDC EXECUTIVE COMMITTEE  
SPECIAL MEETING  
Minutes of Meeting  
November 1, 2018**

**Members Present**

Dorothy Jaeckle ..... Chesterfield County  
Tyrone Nelson, Vice Chair ..... Henrico County  
Cynthia Newbille, Chair ..... City of Richmond  
Larry Nordvig ..... Powhatan County  
Patricia Paige, Secretary ..... New Kent County  
George Spagna, Treasurer..... Town of Ashland

**Others Present**

Eric Gregory..... RRPDC Legal Counsel  
Mike Gray ..... City of Richmond/Public Outreach and Engagement Committee  
Anne Marie Lauranzon ..... Hanover County/Public Outreach and Engagement Committee  
Blair Keeley ..... West Cary Group  
Dawn Werry..... West Cary Group

**Staff Present**

Martha Shickle..... Executive Director  
Julie Fry ..... Executive Assistant  
Katherine Busser..... RRPDC Consultant  
Forrest Andrews..... Intern

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**Call to Order**

Chairwoman Newbille called the November 1, 2018, Special Meeting of the RRPDC Executive Committee to order at approximately 12:05 p.m. in the RRPDC Board Room. Chairwoman Newbille thanked members for their attendance and noted that this meeting was called for the sole purpose of discussing a recommendation from the RRPDC Public Outreach and Engagement Committee.

**Quorum**

Ms. Shickle, Executive Director, reported that a quorum of members was present.

**1. RRPDC Branding**

Chairwoman Newbille said she'd like for Ms. Shickle to provide some background information and then she'll ask Mr. Nordvig, as chair of the Public Outreach and Engagement Committee, to review the committee's recommendation.

Ms. Shickle thanked members for making time today to attend the meeting. She said Chairwoman Newbille will be unable to attend the regular meeting on November 8, and Chairwoman Newbille wanted to be able to move this topic forward so staff will know what the next steps will be relative to the website.

Ms. Shickle said one of the things staff has been working on is how to promote the agency through greater levels of approachability and transparency and to have a tool – the website – that will be more engaging to the public than the tool that is available at this time. The team at West Cary Group (WCG) has been working with staff to accomplish this goal.

Over the past few RRPDC meetings, discussions have been held regarding the agency's brand identity and the options available to employ a logo. Mr. Keeley, with WCG, will review a slide deck, which is available in the meeting packet. He will also review what has been completed over the last couple of months to incorporate feedback as received at the committee level and from Board members during previous meetings. The focus of these discussions was to ensure it's easier to understand who the RRPDC is and what it does, to ensure the website has good navigability and that the agency is setting a tone of approachability and accessibility for the public with regard to regional planning.

Ms. Shickle said she'll ask WCG to review the slides and then she'll ask Mr. Nordvig to summarize the work of the Public Outreach and Engagement Committee and the committee's recommendation for the Executive Committee's consideration and action.

Ms. Shickle noted that the meeting needs to conclude by 1:00 p.m. due to several other meeting commitments.

Mr. Keeley said he will review how the proposed brand itself will be put to use in a number of different ways, such as printed materials and digital representations. He said what will be presented are suggestions and not necessarily final designs.

On page 2 of the presentation, Mr. Keeley pointed out how the brand representation could appear on stationary/letterhead. He noted that a very clean design is being presented that includes the brand identity and agency contact information. WCG has added all of the locality names as well. He said this will be a common thread in all of the printed and digital representations presented today. A watermark was added just to show how the map can be included in letterhead form. Business cards could be two-sided to show contact information and the regional map. Mr. Keeley pointed out that the two-sided business cards and use of a watermark on letterhead can increase printing costs.

On page 3, there is an example of what a PowerPoint template might look like, including a cover page and content page. Imagery pertinent to the subject could be used. On each page, including the interior page, the agency identity is included at the bottom of the page. A list of localities could be added as necessary or desired.

Mr. Keeley noted on page 4, there is a representation of a one-page collateral – a one-sheeter – that can be used in a number of different ways. Some of the color palette, which will be discussed later, can be introduced as well.

The next page, page 5, shows a couple of examples of how maps may be used. These are in a vector format that allows any of the localities to be used as needed. Each locality has a specific color related to it. There is an example on page 6 of how the map can be used to pull out the specific locality information.

The color palette is represented on page 7. The row of colors on top is the current palette used when referencing the different program areas or localities. Mr. Keeley said the second set of colors shows how they can be more vibrant, powerful, and contemporary. The brand colors are shown on the left and will stay consistent throughout any media representation. Ms. Werry added that each color will correspond to a different priority/program area.

Mr. Keeley indicated that on pages 8-9, proposed website renderings will be reviewed. He said these are the shells to which color, imagery, and content can be applied. Mr. Keeley said at the top of each web page, the PlanRVA brand identity will be shown. There are two navigation bars at the top of the page. One is the global navigation bar that appears on each of the other programmatic websites – RRTPO, CVEMA, etc. Under the global navigation bar is the local navigation bar which will be associated with the specific website page being viewed.

Under the navigation bars is a marquee that can show images from each of the localities as well as those related to specific or current topics. Mr. Keeley noted the images will come from the localities and will be identified with a copyright mark of sorts on the right hand side. Content will fall out of this that can be changed as needed. Content can be linked to specific program areas. The baseline shows each of the localities and allows visitors to go directly to the locality website.

Page 10 is an example of how a locality-specific page could look. The regional map can be used, and each locality can be pulled out to show data related to that locality. Mr. Keeley said there will also be live links to each locality's website. Whenever a link is clicked, the new page will open in a new tab, leaving the PlanRVA tab on the browser.

The navigation bar, as shown on page 11, will offer a roll-over option so that when a cursor is placed on a program, information will be shown underneath, or further directions will be available on where to go for more details. There is also an example shown of how the different RRPDC partnerships can be listed.

Program areas are shown on page 12. The look and feel of this page is similar to that of the homepage. Mr. Keeley said the color palette will be incorporated into the program boxes. Imagery used will be pertinent to and from the actual locality.

Ms. Shickle said WCG took the feedback from previous Board meetings and incorporated it into what was presented to the Public Outreach and Engagement Committee at its last meeting.

Chairwoman Newbille said Mr. Nordvig will present the recommendation as developed by the Public Outreach and Engagement Committee (POEC).

Mr. Nordvig said the purpose of any committee is to take a look at details so the larger group is not burdened with that task. Mr. Nordvig said the POEC is fortunate to have some RRPDC Citizen members on the committee, and he thanked Mr. Gray and Ms. Lauranzon for being in attendance today.

Mr. Nordvig said, historically, RRPDC has not done a very good job with public outreach. He said he believes the agency has not had the right tools to use, such as the current website. Mr. Nordvig said this is why a rebranding exercise was undertaken.

The POEC has listened to what the RRPDC Board said with regard to feedback provided on how to improve the agency's brand. The Executive Committee will be asked to adopt the POEC's recommendation so that website development can move forward using the new brand identity.

Mr. Nordvig quickly reviewed concerns raised by the Board during its last meeting:

- use of *plan* vs. *planning* to show action: the POEC determined the word *plan* can be used both as a verb and noun
- use of RVA to denote the entire Richmond Region: the POEC felt that over time, the use of RVA has come to mean the entire region and is even being used by some of the localities; the addition of the regional map also addresses this concern
- concerns with Virginia Code requirements for PDC naming: *The Regional Commission*, one of the two substitute names as listed in the Code, is being used; Mr. Gregory was very helpful in this discussion; the tagline was changed from *Better Together* to *The Regional Commission*

Mr. Nordvig said on the icon itself, an arrow was added to show forward motion. Currently there are several logos being used by the agency, and this one will provide consistency throughout the program areas. Mr. Nordvig indicated that the POEC felt use of the regional map in the logo would not be helpful in describing what the agency does. Instead, elements of the regional map are included on the website to highlight each of the jurisdictions. Mr. Nordvig said he also likes the use of the map on business cards. The logo needs to be iconic and easily recognizable, and he wasn't sure if the regional map would be identifiable to a majority of the general public.

Mr. Nordvig said members of the Executive Committee should determine if what has been presented today by WCG is acceptable and if the proposed brand identity, including the logo, tagline, and color palette, can be used to move forward with development of the website.

Mr. Nelson asked if the full Board has seen what was presented today.

Ms. Shickle said the full Board saw PlanRVA with a tagline of *Better Together*. Ms. Busser added that since the October meeting, use of the map has been added, and the names of the nine localities have been included on all representations. Ms. Shickle said the full, legal name of the agency – Richmond Regional Planning District Commission – has also been added to each representation.

Chairwoman Newbille said the Public Outreach and Engagement Committee is recommending that the Executive Committee adopt the PlanRVA brand identity as presented and to direct staff to work with WCG to move forward with the development of the website using the new brand identity.

Ms. Shickle said if members of the Executive Committee take action to accept the recommendation of the POEC, staff will work with WCG to develop the collateral pieces. Staff will also continue to work with the POEC on the rollout of the website and related materials.

Mr. Nelson asked if the recommendation needs to be taken back to the full Board. Chairwoman Newbille said it was agreed that the Executive Committee should take final action on the POEC's recommendation. An update on the action will be provided to the full Board at its next meeting.

Chairwoman Newbille thanked WCG for hearing and addressing the concerns raised by the Board. She asked if the Executive Committee was ready to vote on the recommendation.

Mr. Nelson moved that the Executive Committee adopt the PlanRVA brand identity as presented and to direct staff to work with West Cary Group to move forward with the development of the website using the new brand identity. The motion was seconded by Dr. Spagna. There was no additional discussion and the motion carried unanimously.

Ms. Jaeckle said she feels all of the concerns have been addressed and noted that while some members may not like the use of RVA, she thought it did encompass the entire region.

Mr. Nordvig said he agreed with Ms. Jaeckle's assessment. He said as elected officials, there is an obligation to hear what are ultimately the concerns of the region's citizens.

## **2. Other Business/Adjourn**

Ms. Shickle said she would like to report that Dr. Spagna and members of the Audit/Finance/Facilities Committee met last week to hear a report on the FY18 audit. Mr. Mark Rhodes, with Dunham, Aukamp, and Rhodes, was in attendance to review the audit and to answer questions from the committee members. The Audit/Finance/Facilities Committee is recommending that the Executive Committee and full Board accept the FY18 audit report.

Ms. Shickle said the Executive Committee is set to meet on November 8 as previously scheduled. The only agenda item will be to hear a report from Mr. Rhodes on the audit. The audit report is also the only agenda item for the full RRPDC Board.

Ms. Shickle asked, if there is a risk of a quorum not being in attendance at the next Executive Committee meeting, whether members would like to cancel that meeting and hear the audit report in the full Board meeting instead of hearing it twice. She said Mr. Gregory has indicated canceling the Executive Committee meeting is a procedural action. Chairwoman Newbille added that she will not be able to attend next week's meetings.



Dr. Spagna said he felt the Executive Committee should meet as scheduled in order to allow members an opportunity to ask questions prior to the report being presented to the full Board.

Mr. Nordvig said he agreed that the Executive Committee should hear the report prior to it being given to the full Board.

Chairwoman Newbille said she hears the consensus of member is to keep the Executive Committee meeting as scheduled and confirmed the Executive Committee will meet at 8:15 a.m. on November 8.

Ms. Shickle said another topic she'd like to present for members to think about and then discuss at a future meeting is whether the start time of the Executive Committee and full Board meetings should be changed. She said she believes the 8:15 a.m. start time can be difficult for some members. She said there may be some benefit to aligning the start times to coincide with those of the RRTPO. The RRTPO Executive Committee meets at 8:30 a.m. and that full RRTPO Board meets at 9:30 a.m. Ms. Shickle said she thinks the different start times between the RRPDC and RRTPO can be confusing for members who serve on both.

Ms. Jaackle said she thought if the full Board meeting was pushed back to 9:30 there may be a risk of losing a quorum if the meeting runs much later than 10:00.

Chairwoman Newbille said she'd like for members to think about the suggestion and it will be brought back for discussion at a future Executive Committee meeting. She asked if there was any additional business to bring forward.

As there was no additional business to bring before the Executive Committee, on motion duly made and seconded, Chairwoman Newbille adjourned the meeting at approximately 12:45 p.m.



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Martha Shickle  
Executive Director

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Cynthia Newbille  
Chair

**RRPDC EXECUTIVE COMMITTEE**  
**Minutes of Meeting**  
**November 8, 2018**

**Members Present**

Dorothy Jaeckle ..... Chesterfield County  
Susan Lascolette..... Goochland County  
Tyrone Nelson, Vice Chair ..... Henrico County  
Larry Nordvig ..... Powhatan County  
Patricia Paige, Secretary ..... New Kent County  
George Spagna, Treasurer..... Town of Ashland

**Others Present**

Mark Rhodes ..... Dunham, Aukamp, and Rhodes  
Jill Swinger ..... Warren Whitney

**Staff Present**

Martha Shickle ..... Executive Director  
Julie Fry ..... Executive Assistant

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**Call to Order**

Vice Chairman Nelson called the regularly scheduled November 8, 2018, RRPDC Executive Committee meeting to order at approximately 8:20 a.m. in the RRPDC Board Room.

**Quorum**

Ms. Shickle, Executive Director, reported that a quorum of members was present.

**1. Minutes for the October 11, 2018 Meeting**

Vice Chairman Nelson said the minutes are included in the agenda packet under Tab 1. He said if there are no corrections, he'd ask for a motion to approve the minutes as presented. Dr. Spagna so moved and the motion was seconded by Ms. Paige. There was no additional discussion and the motion to approve the October 11, 2018 Executive Committee meeting minutes as presented carried unanimously.

**2. Review of Draft FY18 Audit**

Vice Chairman Nelson asked Ms. Shickle to introduce this item.

Ms. Shickle said Mr. Rhodes, with Dunham, Aukamp, and Rhodes, is in attendance this morning. She indicated he met with the newly formed Audit/Finance/Facilities Committee about three

weeks ago to review the audit with members of the committee. She asked Mr. Rhodes to review the report with the Executive Committee and suggested that Dr. Spagna report on the Audit/Finance/Facilities Committee's recommendation.

Mr. Rhodes said he'll provide a brief overview of the report and said if members have any questions, they should stop him to ask.

The first page of the report notes that the audit produced an unqualified opinion, meaning no significant errors were noted. On page 2, there is a correction of error as stated in Note 11 (page 33) to the financial statements, accounts receivable, accounts payable, and accrued salaries were under accrued for the fiscal year ending June 30, 2017. This corrected error does not change the final audit opinion.

Page 4 provides the Management Discussion and Analysis Report (MD&A) which gives an overview of events over the course of the fiscal year. The staff positions that had been billable were lost leaving more administrative positions that were not billable. This contributed to the overall shortage of revenue.

Page 9 in the packet shows the Statement of Net Position. There was an error in the math shown on the sheet, which has been corrected. Members should have a copy of the corrected page at their seat. The corrected balance is \$307,993. Page 11 has also been corrected to show reconciliation between the fund balance and net position. The amount now includes the difference in expected and annual earnings and changes assumptions that were not included in the formula. These new changes resulted from the retirement plan actuarial report. Each year the Virginia Retirement System (VRS) make changes based on last year's information. More detailed information on the change in the fund balance is shown on page 12.

Mr. Rhodes said footnotes begin on page 13. He said he would skip ahead to page 32, which highlights calculations for the fringe benefit and indirect rate. This has been slightly modified. The allocation for grants that allow both fringe and indirect costs will be a wash. The change relates to how leave hours are included as a fringe instead of indirect costs. Some grants will not allow for the indirect costs but will allow fringe costs. The fringe rate increased as a result and the indirect rate decreased. For the grants that accept both, for revenue purposes, it's a wash.

Page 36 shows that the audit was conducted according to auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*. The audit shows a clean opinion. Internal control compliance is discussed on page 38 and shows no findings during the audit. Page 41 shows the comparison of budget to actual revenues and expenses governmental fund.

Mr. Rhodes said he'd be glad to answer any questions.

Mr. Nordvig asked if the audit showed the need to make any substantial changes in the way the agency operates. Mr. Rhodes said some changes have already been made as a result of a personnel change. No other changes were recommended in practice or in control measures.

Mr. Nordvig asked if the RRPDC's personnel costs are in line with those of other PDCs Mr. Rhodes' firm audits. Mr. Rhodes said personnel costs are impacted by the grants that are awarded to the agency. He said these types of revenue sources can change from one PDC to the next. Some PDCs have access to local grants to help with personnel costs. Mr. Rhodes noted that RRPDC is larger than some other PDCs he works with.

Ms. Lascolette asked for clarification on fringe benefit calculations with regard to different programs. Mr. Rhodes said the calculations don't change between programs. This relates back to whether or not the grant will allow for reimbursement of indirect as well as fringe costs. The VDOT grant allows for both types of reimbursement. However, the grant from the Department of Emergency Management (VDEM) does not allow indirect costs to be reimbursed. He said the agency is losing funds because vacation and other leave time was listed as indirect costs. If the grant allows both, it's a wash. For grants that don't allow reimbursement of indirect costs, by adding the leave time to fringe, the funds can be reimbursed. He said this method is more in line with how other localities handle grant reimbursements.

Ms. Shickle added that this year the agency was required to pay back to VDEM \$31,000 in indirect costs that had been reimbursed on a 2015 grant. VDEM notified the agency that the indirect costs were not allowed and needed to be repaid. Ms. Shickle said this repayment initiated discussion with Ms. Swinger to see if there was a better method that could be used to capture all of the reimbursements possible.

Ms. Lascolette asked if staff was able to identify what each grant allows prior to accepting the award. Ms. Shickle said currently the agency is not allowed to ask for indirect cost reimbursements from any VDEM grant. The new method won't change the way other grants are handled, but it will help with VDEM grants and other similar grants.

Ms. Swinger said philosophically, this approach makes more sense since personnel costs are the highest ones the agency has. Benefits need to be attached to the person who is working on the grant-funded task.

Ms. Swinger asked Mr. Rhodes for clarification on why compensated absences and capital are included on the statement of net position and excluded on the government balance sheet. Mr. Rhodes said these are not considered current expenses but considered long term expenses.

Dr. Spagna said the Audit/Finance/Facilities Committee reviewed the audit report with Mr. Rhodes in October and asked many of the same questions. He said the committee was pleased to hear the agency had a clean audit. The committee also discussed the change to the fringe and indirect cost allocations. He said the committee recommends that the Executive Committee endorse the report and recommend approval by the full Board during this morning's meeting.

Vice Chairman Nelson said during the full Board meeting, he would ask Dr. Spagna to begin the discussion with a report from the Audit/Finance/Facilities Committee, followed by the report from Mr. Rhodes. Vice Chairman Nelson asked if there was a motion to accept the Draft FY18 Audit Report as presented and to recommend acceptance by the full Board during this morning's

meeting. Ms. Jaeckle so moved and the motion was seconded by Mr. Nordvig. There was no additional discussion and the motion carried unanimously.

### **3. Chair's Report**

Vice Chairman Nelson said he is substituting for Chairwoman Newbille this morning, who had a conflict and was not able to attend. He said he does not have a formal report but would like to point out that during the December meeting, Chairwoman Newbille and Ms. Shickle will report on a conference they both attended in October.

### **4. Executive Director's Report**

Ms. Shickle reported that Ms. Paige participated on an interview panel last week for the Director of Transportation position. There were several others on the panel, including representatives from partner agencies. Four candidates were interviewed via Skype. The panel has selected two finalists who have been invited to visit the RRPDC office on Monday, November 19. The candidates will be seated in separate rooms while members of the RRTPO Executive Committee and key staff move between the rooms to meet with the candidates. She invited RRPDC Executive Committee members to participate if they'd like to do so.

Ms. Shickle said the panel hopes to be able to make a final selection following that meet-and-greet. Ms. Shickle said the panel felt that either candidate would be a good addition to the agency as they are both very qualified. The panel felt it was important for the candidates to meet with the staff they will be working with on a daily basis.

Ms. Shickle said she is checking references currently and hopes to be able to make an offer that will allow a formal announcement to be made to members during the December meetings. She said the target start date will be on or before January 1, 2019.

Ms. Shickle also reported that there are additional planner positions being advertised. Two interviews have been held for a Planner I and Planer III positions. She said staff is working hard to fill vacancies that will allow additional hours to be charged back to grant-funded tasks.

Vice Chairman Nelson asked if the two candidates for the Director of Transportation position were local. Ms. Shickle said they are not. One is currently living in Washington state and the other is in West Virginia. Both have roots in Virginia and are interested in returning to the area. One candidate worked for RRPDC previously as an intern many years ago.

Ms. Lascolette asked if relocation costs will be paid. Ms. Shickle said the agency has paid these types of costs in the past, and she believes given the position, it would be appropriate to offer assistance with relocation. This is not a grant reimbursable expense. She noted that the Richmond region has a lower cost of living than either of the markets where the candidates are now located. She said this will keep the salary point at a good level for the agency.

Ms. Paige added the interview panel feels that both candidates are well qualified and the consensus of the panel is that either candidate will work well for the agency. The panel also felt it would be

in the agency's best interest to have the candidates visit the office and meet with staff and RRTPO Executive Committee members. The candidates have two different personalities, but either one will be a welcome addition to staff. Ms. Paige said the other two candidates might possibly be suitable for other future positions.

Ms. Shickle indicated she plans to contact one of the other two candidates to see if he is interested in other opportunities at RRPDC. She said the panel felt the two candidates were not quite ready for a Director of Transportation level position. Ms. Shickle said she thinks the one candidate she plans to contact could be a good addition at a level right below the Director.

Ms. Shickle said the panel felt it was important to emphasize with all of the candidates that the agency is going to focus on succession planning. Over the past two years, some of the staff members who have left indicated they did so because they felt there were no advancement opportunities in the agency. It will be important for director-level staff to be equipped to assist in the development of their staffs.

Dr. Spagna said to have two well qualified candidates speaks well of the agency's profile so that they applied for the position and are willing to make the move from their current locations.

Mr. Nordvig asked if there was a standard length of time in an employment contract that allows the agency to part ways with the employees should things not work out. Ms. Shickle said the agency has not typically had employment contracts unless the employee is being hired for a specific grant-funded position that will end the employment when the grant term ends. She said the current personnel policy has a six-month probationary period. Some localities have longer probationary periods. During this period, job performance can be evaluated and feedback from partner agencies and staff can be gathered. Ms. Shickle said benefits are not held during that six-month period. Employees are eligible for benefits on their first day of employment.

Ms. Lascolette asked if relocation expenses would be repaid to the agency if the employee does not work out. Ms. Shickle said when she was hired, there was a relocation package included. She will refer back to that package to see if there was any reimbursement clause.

Vice Chairman Nelson asked if Ms. Shickle will report the recruitment status during the full Board meeting. Ms. Shickle said she'll be glad to provide an update.

## **5. Other Business**

Dr. Spagna said he'd like to report that the Audit/Finance/Facilities Committee has met twice over the last month. During yesterday's meeting, the committee reviewed the changes to the audit report that Mr. Rhodes covered earlier. He said there was also discussion on the current budget status and where the agency hopes to be during FY20.

Dr. Spagna said some of the topics discussed yesterday included holding off on a mid-year budget review until after the close of the second quarter. The practice in the past has been to offer this review in December. During the December meeting, a balanced budget proposal for FY20 will be brought to members for their review.

Dr. Spagna said the committee had lengthy discussions on how to close the gap between revenue and expenses. One of the things the committee asked staff to research are other grants that fit into the Strategic Plan. There was also discussion on the need to address the amount of money used to pay for rent in the current location, including lease renegotiations and breaking the lease to move to another location. Dr. Spagna said in the current market, there should be other options for space in the \$15-\$20 per square foot range. He said staff has expressed dissatisfaction with the cleaning service contract included in the lease. Ms. Shickle said the cleaning service will not vacuum unless staff puts in a request. She noted that Ms. Fry is in regular contact with the building manager to have the service return to take care of various cleaning needs.

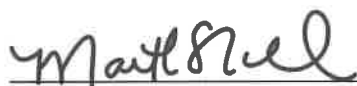
Ms. Jaeckle said one consideration is that any space the RRPDC considers needs to include a conference room that can accommodate the full Board. She asked if the room can be rented to other organizations. Ms. Shickle said there are other opportunities to bring to the Audit/Finance/Facilities Committee and to the Board. She said there have been suggestions that meetings could rotate locations or the agency could co-locate with other agencies to share a conference room. Ms. Shickle noted there is a requirement that the agency be located within the City of Richmond and it needs to be easily accessible to the public (bus line), in addition to the need for adequate conference space.

Ms. Jaeckle said it can be difficult to move locations.

Dr. Spagna said the committee also suggested that research be done on whether the agency can partner with a locality for healthcare coverage. Dr. Spagna said the committee will meet again in January to discuss options based on what staff can find.

## 6. Adjourn

As there was no additional business to bring before the Executive Committee, Vice Chairman Nelson adjourned the meeting at approximately 8:55 a.m.



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Martha Shickle  
Executive Director

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Tyrone Nelson  
Vice Chair