

Richmond Regional Planning District Commission
Minutes of Meeting
February 14, 2002

Members/Alternates Present

Patricia S. O'Bannon (M), ChairmanCounty of Henrico
Rebecca M. Ringley (M), Vice Chairman County of New Kent
Angela L. LaCombe (M), TreasurerTown of Ashland
John E. Gordon, Jr. (M), SecretaryCounty of Hanover
Chris W. Archer (M).....County of Henrico
Richard W. Ayers (M)County of Powhatan
Gregory R. Baka (M)County of Henrico
Edward B. Barber (M)County of Chesterfield
W. R. Britton, Jr. (A) County of Charles City
Joseph E. Brooks (M)City of Richmond
Malvern R. Butler (M)County of Goochland
Mark S. Daniel (M)..... County of New Kent
Russell J. Gulley (M)County of Chesterfield
Roy J. Harrison, Jr. (M)County of Powhatan
Harvey Hinson (A).....County of Henrico
Michael L. Holmes (M) County of Charles City
David A. Kaechele (M).....County of Henrico
John L. McHale, III (M)County of Chesterfield
Kelly E. Miller (M).....County of Chesterfield
James Taylor (A)County of Goochland
Frank J. Thornton (M)County of Henrico
J. T. "Jack" Ward (M).....County of Hanover
Arthur S. Warren (M)County of Chesterfield

Members Absent

John G. Dankos, Jr. (M).....County of Hanover
James B. Donati (M).....County of Henrico
Richard W. Glover (M).....County of Henrico
Gwen C. Hedgepeth (M).....City of Richmond
Renny B. Humphrey (M)County of Chesterfield
William Russell Jones, III (M)City of Richmond
Joseph T. Lacy, Jr. (M)County of Goochland
Delores L. McQuinn (M)City of Richmond
Joseph D. O'Connor (M)County of Hanover
George K. Roarty (M).....County of Chesterfield

Others Present

John R. Amos..... RRPDC Legal Counsel
Anne Dale Workforce One
Dee Audet Workforce One

Staff Present

Paul E. Fisher Executive Director
Katherine E. Barrett Executive Secretary
Jo A. Evans Assistant Executive Director
Daniel N. Lysy Director of Planning
Peter M. Sweetland Finance and Contracts Administrator
Jackie S. Stewart Director of Planning and Information Systems
Patricia A. Villa Communications Coordinator

Call to Order

Chairman Patricia O’Bannon called the regularly scheduled February 14, 2002 meeting to order at 1:00 p.m. As a reminder, Chairman O’Bannon stated that the acoustics of the Commission room are such that side conversations make it difficult for the Chair and staff to hear discussions relevant to the issue on the table. Therefore, Ms. O’Bannon asked members to refrain from side discussions which may be disruptive to others.

I. ADMINISTRATION

A. Certification by Commission Executive Director of Meeting Quorum

Mr. Fisher certified that a majority of the members were present to constitute a quorum.

B. Requests for Additions or Changes to the Agenda

There were no additions or changes at this time.

C. Approval of Minutes of January 10, 2002 RRPDC Meeting

There being no corrections or additions, on motion of Mr. Brooks, seconded by Mr. Barber, the Minutes of the January 10, 2002 meeting were approved.

D. Open Public Comment Period

There were no requests to address the Commission at this time and Chairman O’Bannon closed the public comment period.

E. Approval of December 2001 Financial Report

Ms. LaCombe noted on page 2, line 9 of the financial report that the Ending Balance should be corrected to read December 31, 2001 instead of November 30, 2001.

There being no further corrections, on motion of Mr. Butler, seconded by Mr. McHale, the financial report for December 2001 was accepted for audit.

F. Chairman's Report

Chairman O'Bannon reported that she continues to serve on behalf of the Richmond Regional Planning District Commission as a member of Congressman Cantor's Congressional Safety and Security Council of the 7th District of Virginia. She noted that funding is not good at the State level; however, at the Federal level, monies are available for anti-terrorism. One of the suggestions that Chairman O'Bannon made to the Council was to improve the notification system used to advise the public of emergency situations. Congressman Cantor will be holding a press conference in the near future to release the recommendations of the Security Council.

G. Executive Director's Report

In addition to the written report included in the agenda, Mr. Fisher reported on the following items:

1. The Regional Competitiveness Committee met on January 28, 2002, and unanimously approved the following:
 - ✍ Application form for agencies submitting FY 03 funding request.
 - ✍ Schedule for distributing, receiving, reviewing and acting on the applications.
 - ✍ Application distribution list
 - ✍ Process for developing the revised competitiveness plan for program reauthorization which must be completed by March 2003.

The Regional Competitiveness Committee will meet in the near future to review the applications.

2. The Regional Emergency Response Technical Advisory Committee and other chief responders from the nine member localities met on Friday, February 8, 2002, and developed a master list of issues they want to address over the next few months to develop solutions to a few issues. Also, the participants were asked to provide a shorter list on emergency response issues which is to be brought to the attention of Congressman Cantor's Congressional Safety and Security Council of the 7th District of Virginia. The following list of issues came from that discussion:
 - ✍ Improved communications among first responders
 - ✍ Improved information flow from the federal level to the local level
 - ✍ Funding for localities to support the expenses incurred responding to post September 11 events
 - ✍ Funding for hospital resources to improve their capabilities
 - ✍ Additional funding for regional geographic information system development and operation
3. The Taxicab Advisory Board, chaired by Mr. Barber, held a public hearing on January 29, 2002 to receive input on improving taxicab service in the region.
4. The Regional Planning Commissioners Forum will be held on March 8, 2002 at the Convention Center.
5. The Virginia Association of Planning District Commissions held its Winter Meeting on February 13, 2002, and there were several speakers from Governor Warner's administration. First, Secretary of Natural Resources Tayloe Murphy spoke on issues of growth management, and a strategic approach to growth through the Planning District Commissions and local governments. Second, former Lt. Governor John Hager gave a presentation on his new role in the Office of Commonwealth Preparedness, and specifically mentioned his awareness that the Richmond Regional Planning District Commission had established a Regional Emergency Response Technical Advisory Committee. He indicated that he planned to use the resources of the Richmond Regional Planning District Commission. Third, Lt. Governor Tim Kaine gave some remarks about the state of the Commonwealth and the need to examine the tax and revenue structure for the State.

Also at the VAPDC meeting, Mr. Art Collins, Executive Director of the Hampton Roads Planning District Commission brought to the group's attention that the Hampton Roads Planning District

Commission is working with PBS television to develop an information campaign on behalf of the localities to convey to the public what the implications of the current budget situation are and the historic way of generating revenue in the state is adversely affecting local governments. Mr. Collins asked other planning districts if they would be interested in partnering with Hampton Roads to make this a statewide public television campaign. They have prepared a video which Mr. Fisher stated that he would get a copy to show at a future RRPDC meeting which addresses the disparity in local and state tax efforts. Mr. Fisher will also get more information from Mr. Collins.

6. Mr. Fisher noted an article in the Chesterfield Observer which carried the headline "Planning District Reviews Eastern Midlothian." The opening paragraph reads, "The Richmond Regional Planning District Commission will present a report this month on the recommendations for a proposed urban village for Chesterfield County and the City of Richmond." Then it quotes Mr. Fisher as saying, "we are in a very early stage and any further study will require some consultant assistance." Mr. Fisher stated that the PDC is not doing a study. Mr. Fisher stated that he has been approached by Chesterfield County and the City of Richmond and they have asked Mr. Fisher to prepare a very draft scope of work to look at the Midlothian and Chippenham corridor. The newspaper states, "Fisher and Chesterfield Planning Director Tom Jacobson were cautious in discussing the project." Mr. Fisher said that's because there is no project yet.

At this point, Mr. McHale referred to Mr. Fisher's remarks regarding the Regional Competitiveness Program, and asked if the direction from the Planning District Commission was different this year than last year. He stated that it appears that we are expanding the focus of the scope in the fifth year of a five year initiative and he did not remember that the Commission had discussed how to go forward. Mr. McHale stated his concern that the Commission may be expanding the scope when there is a lot of work that needs to be done in the project that has been laid out for us and approved by the Commission in Workforce One. Mr. Fisher stated that it has not recently been discussed by the Commission. Mr. Fisher stated that in his review of the application form used in prior years it mentioned workforce development as the only gap, rather than listing all three gaps (priorities). In addition to workforce development, the regional economic competitiveness plan, approved by the Commission, lists tourism development and multimodal transportation development to support the workforce. Therefore, when he put the package of material together for the Regional Competitiveness Committee he provided two

options—one, to use the existing application form and language; second, add a potential substitute page that would list all three gaps. The Regional Competitiveness Committee voted unanimously to add the substitute page, which lists all three gaps, to the application.

Ms. Ringley stated that during the Mr. Fisher's interview for the Executive Director's position, the Selection Committee asked Mr. Fisher to give an opinion on the RRPDC organization. Mr. Fisher made comments that the Committee found interesting regarding possible ways to improve the efficiency and productivity of the Richmond Regional Planning District Commission. Mr. Fisher's comments included changing the meeting schedule so that the Commission would meet quarterly and the Executive Committee would meet in the other months. Mr. Fisher also discussed including the Chief Administrative Officials more directly in RRPDC activities. Based on Mr. Fisher's discussions with the CAOs, they seemed willing to participate more actively as members of the RRPDC. Therefore, Ms. Ringley requested that Mr. Fisher prepare an analysis on the pros and cons based on his experience in other areas and his discussions with the CAOs. The report would be provided to the full Commission with prior discussion by the Executive Committee at its April meeting.

Mr. Miller expressed concern that there would be more authority in the hands of the Executive Committee, and he was not sure he could support the CAOs on the Commission. There were other members who also expressed concern regarding a possible reorganization, changing meeting schedules and membership on the Commission.

Following further discussion, the Commission agreed to request Mr. Fisher prepare an analysis for the full Commission of pros and cons and forward it to the Executive Committee for discussion at its April meeting.

II. OLD BUSINESS

A. Workforce One Advance Request for 3rd Quarter FY 02 Funds

Mr. Fisher distributed a revised summary sheet on the Workforce One request. Staff has received and reviewed financial information related to Workforce One's fiscal year 2002 expenses through December, 2001.

For fiscal year 2002, the Commission has advanced Workforce One \$481,989.46, through December, 2001, of which \$291,777.00 has been spent leaving surplus funds in the amount of \$191,068.00.

A full quarter's advance is \$240,994.73. Spending for Workforce One has averaged \$50,000.00 per month over the first six months of fiscal year

2002. The advance requested is \$240,994.73. Deducting the surplus funds of \$191,068.00 leaves \$49,926.73 as the amount necessary to bring the advance equal to the average quarterly amount.

Staff also received and reviewed with Workforce One staff information related to projected expenditures for the third quarter. Expenses are projected to total \$286,897.00. An additional advance of \$45,902.27 is necessary for total RCP funds available to Workforce One to match the projected expenditures. An additional five percent, totaling \$14,300.00, could be advanced to provide a cushion in the event actual expenses for the quarter exceed the projected amount.

The contract calls for four equal advances of \$240,994.73. However, the flow of work and expenditures fluctuates from quarter to quarter. Because expenditures for the first two quarters were less than the amount advanced, funds held by and advanced to Workforce One for the remaining two quarters will be larger than the average quarterly amount. Total RCP funds advanced to Workforce One for fiscal year 2002 will not exceed the contract amount of \$963,978.95, and the maximum amount of funds to be advanced to the program in the fourth quarter will be \$371,860.49.

Mr. Fisher recommended that the Commission approve a third quarter advance in the amount of \$110,129.00 which, when added to the balance of funds from the first two quarters' advances, totals \$301,197.00. The composition of the advance is shown below:

| | Components of Advance | Cumulative Total |
|--|-----------------------|----------------------|
| Balance after first two quarters | \$ 191,068.00 | \$ 191,068.00 |
| Additional amount needed to equal the average quarterly advance | \$ 49,926.73 | \$ 240,994.73 |
| Additional amount needed to equal 3 rd quarter projected expenditures | \$ 45,902.27 | \$ 286,897.00 |
| 5% Additional Margin | \$ 14,300.00 | \$ 301,197.00 |
| Total Recommended 3 rd Quarter Advance | \$ 110,129.00 | |

Following considerable discussion, on motion of Mr. Butler, seconded by Mr. Ward, the Richmond Regional Planning District Commission approved a 3rd quarter advance to Workforce One in the amount of \$95,829.00. Mr. Barber, Mr. Miller, Mr. Gulley, and Mr. Ward voted no.

B. Review of Regional Competitiveness Program Funded Expenditures (Charts requested by Commission)

In response to a request from the Board at the January meeting, Mr. Fisher briefly discussed the charts included in the agenda regarding Workforce One and The Retail Institute expenses related to the Regional Competitiveness program.

The charts included the following for Workforce One:

Actual Expenses for FY 2001
Actual Administrative Expenses for FY 2001
Actual Operating Expenses for FY 2001
Budgeted Expenses for FY 2002
Budgeted Administrative Expenses for FY 2002

The charts included the following for The Retail Institute:

Expenses through December 31, 2001 for FY 2002

III. NEW BUSINESS

A. The Retail Institute 2nd Quarter Reimbursement Request for FY 02 Funds

Mr. Fisher reported that staff received and reviewed the reimbursement request from Richmond Goodwill Industries—The Retail Institute in the amount of \$23,355.51 for expenditures made in the second quarter, fiscal year 2002. Through December 31, 2001, The Retail Institute has expended only 34% of their proposed budget.

Major expenses associated with the program are related to personnel costs and consist of job development, training, and recruitment. Those expenses amounted to \$16,185.96.

The Retail Institute offers training to individuals who desire a professional career in retail. Although the Institute will continue their computer-based, self-paced study in retail training they will be transitioning and expanding their services. The Retail Institute has applied and received approval to serve as a charter site for the National Retail Federation's customer service certification which they will also be working on over the next few months. If The Retail Institute is successful with qualification, they will become one of the National Retail Federation's permanent testing sites.

Additionally, The Retail Institute will be offering a 12-hour customer service training course to compliment the National Retail Federation's certification at no additional expense.

The Retail Institute staff will also host retail training seminars and workshops around the Richmond area in the surrounding counties (i.e., Goochland, Powhatan, New Kent, Charles City and Ashland) to improve access to their services.

Mr. Fisher recommended that the Commission approve the request for reimbursement in the amount of \$23,355.51 for the quarter ended December 31, 2001.

On motion of Mr. Butler, seconded by Mr. Warren, the Richmond Regional Planning District Commission unanimously approved The Retail Institute reimbursement in the amount of \$23,355.51.

B. Legislative Updates

Due to a lack of time, the Commission postponed the legislative update presentation.

C. Resolution of Appreciation to The Honorable Floyd H. Miles, Sr., The Honorable Charles D. McGhee, and Mr. Allen J. Taylor

On motion of Mr. Butler, seconded by Mr. Harrison, the Richmond Regional Planning District Commission unanimously approved the Resolutions of Appreciation.

IV. OTHER BUSINESS

A. Announcements

There were no announcements at this time.

B. Committee Reports

There were no committee reports at this time.

C. For Your Information

Mr. Fisher noted informational items included in the agenda.

V. ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 2:30 p.m.

Paul E. Fisher
Executive Director

Patricia S. O'Bannon
Chairman

