

Richmond Regional Planning District Commission
MINUTES
January 10, 2002

Members/Alternates Present

Patricia S. O'Bannon (M), ChairmanCounty of Henrico
Rebecca M. Ringley (M), Vice Chairman County of New Kent
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
John G. Dankos, Jr. (M).....County of Hanover
Richard W. Glover (M).....County of Henrico
Russell J. Gulley (M) County of Chesterfield
Harvey Hinson (A).....County of Henrico
David A. Kaechele (M).....County of Henrico
Kelly E. Miller (M) County of Chesterfield
George K. Roarty (M)..... County of Chesterfield
M. D. Stith (A) County of Chesterfield
J. T. "Jack" Ward (M).....County of Hanover
Arthur S. Warren (M) County of Chesterfield

Members Absent

Angela L. LaCombe (M), TreasurerTown of Ashland
John E. Gordon (M), SecretaryCounty of Hanover
Mark S. Daniel (M)..... County of New Kent
James B. Donati (M)County of Henrico
Roy J. Harrison, Jr. (M)County of Powhatan
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
John L. McHale, III (M) County of Chesterfield
Delores L. McQuinn (M)City of Richmond
Joseph D. O'Connor (M)County of Hanover
Frank J. Thornton (M)County of Henrico

Others Present

John R. Amos..... RRPDC Legal Counsel
Rob Anderson Greater Richmond Chamber of Commerce
Randy SilberCounty of Henrico
Bruce Vermeulen Richmond Workforce Investment Board
Link ParikhParikh Advanced Systems
Dee AudetWorkforce One
Dan Johnson..... Workforce One
Anne Dale Workforce One

Staff Present

Paul E. Fisher Executive Director
Katherine E. BarrettExecutive Secretary
Jo A. EvansAssistant Executive Director
Daniel N. Lysy Director of Transportation
Jackie S. StewartDirector of Planning and Information Systems
Peter M. Sweetland Finance and Contracts Administrator
Patricia A. Villa Communications Coordinator

Call to Order

Chairman Patricia O’Bannon called the regularly scheduled January 10, 2002 meeting to order at 1:00 p.m.

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. Approval of Minutes of December 13, 2001 RRPDC Meeting

There being no corrections or additions, on motion of Mr. Butler, seconded by Mr. Kaechele, the Minutes of the December 13, 2001 meeting were approved.

C. Open Public Comment Period

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

D. Approval of November 2001 Financial Report

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

E. Chairman's Report – No report.

F. Executive Director's Report for December 2001

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

1. The full Richmond Regional Competitiveness Committee is scheduled to meet on January 28, 2002 at 12:00 Noon.
2. The Greater Richmond Chamber of Commerce's 10th Annual InterCity Visit to Pittsburgh is scheduled for April 18-20, 2002. Mr. Fisher will attend.
3. The Regional Emergency Response Planning Technical Advisory Committee has scheduled a workshop on February 8 from 10:00 a.m. to 2:00 p.m. The purpose of the workshop is for local fire, police, sheriff, and rescue personnel to meet in a regional setting to share experiences and to identify areas for enhanced regional resources coordination, education, and training. Mr. Fisher also noted that he has been asked to serve on the Steering Committee for the Metropolitan Medical Response System that is being administered by the City of Richmond under contract with the U.S. Department of Health.
4. The Executive Committee has authorized the staff to participate again this year in the Habitat for Humanities project. The project is scheduled for April 5. Members of the Commission are welcome to participate.

II. OLD BUSINESS

A. Workforce One Reimbursement Request For FY 01 Regional Competitiveness Program

Mr. Fisher reported that staff received and reviewed a reimbursement request from Workforce One for \$79,596.00 in expenditures made during November for work under the FY 01 contract. Three line items support the invoice for \$65,648.00: \$61,182 for the development and analysis of

occupational forecasting data under Goal 1 Objective B; and Goal 2 Objective A, enhancing guidance counselor network for \$4,064.00 and \$402.00 for developing effective networking within schools.

This request is the fifth of six monthly requests that are anticipated to be received from Workforce One through January of 2002 for a total of \$320,000. Reimbursements for expenditures made during the first three months total \$59,119.00.

The addendum to the FY 01 contract with Workforce One approved by the Commission at its September 13, 2001 meeting states "The final date for submission of reimbursement requests shall be January 8, 2002, for transactions through December 31, 2001" with the understanding that Commission would take action on the request at its January meeting.

Several provisions in the contracts between the RRPDC and agencies receiving competitiveness funds govern the financial oversight required by the RRPDC. These provisions require that: "...funds shall only be used for the purposes and activities covered in the funding proposal and revised benchmarks provided to VDHCD."; and "All invoices shall be supported by progress reports specified in "Special Terms and Conditions." Payment of all invoices will be subject to acceptance by the COMMISSION of the work performed. All costs are subject to audit by the COMMISSION's auditor." These provisions are met by staff and Commission review of financial reports prepared by the funded agencies and supporting progress reports.

Mr. Fisher also reported that staff has received and reviewed the December reimbursement request from Workforce One for work performed under the FY 01 contract in the amount of \$180,004.00. These invoices cover expenses by Workforce One relating to expanding the pool of qualified workers: \$5,381.00, identifying and communicating the needs of the business community: \$44,316.00, and improving access to workforce information: \$130,307.00.

This is the sixth of six monthly requests received from Workforce One for reimbursements totaling \$318,719.00 from the FY 01 contract addendum approved by the Commission at its September 13, 2001 meeting.

All but \$1,748.00 of the FY 01 funds have been expended by Workforce One. The remaining funds will revert to the pool of available funds to be allocated in the future by the Competitiveness Committee.

Following general questions and comments, on motion of Mr. Ayers, seconded by Mr. Britton, the Richmond Regional Planning District Commission unanimously approved the November and December 2001 FY 01 Workforce One reimbursement requests for a total amount of \$259,600.00.

III. NEW BUSINESS

Request to Add Item to the Agenda

On motion of Mr. Miller, seconded by Mr. Butler, the Richmond Regional Planning District Commission suspended the rules to add Item III. A., Resolution Opposing Potential Legislation to Grant By-Right Placement for Manufactured Housing in any Residentially Zoned District.

On motion of Mr. Miller, seconded by Mr. Butler, the Richmond Regional Planning District Commission approved discussion and action of Item III.A.

A. Resolution Opposing Potential Legislation to Grant By-Right Placement for Manufactured Housing in any Residentially Zoned District

Mr. Miller stated that the Virginia Housing Study Commission has recommended legislation to the General Assembly establishing by-right placement of manufactured homes in all residentially zoned districts. Mr. Miller said that this legislation would take away authority of the local governments zoning process. Mr. Miller noted that there are vacant lots throughout Chesterfield County where manufactured homes could be placed if the legislation is approved. Mr. Miller read a resolution adopted by the Chesterfield County Board of Supervisors, and requested that the Richmond Regional Planning District Commission adopt a similar resolution.

Following Mr. Miller's remarks, there was discussion regarding the legislation and zoning in rural areas. Mr. Britton stated that he could see a conflict in Charles City County where the bill speaks to not mobile homes but manufactured homes which could be considered double wide mobile homes. Mr. Britton said it was not the single wide mobile homes that he understood the bill referred to. Even if Charles City County were to rezone to an R-1, R-2 or R-3, they would still fall under the rural area, and they do not have the authority to say yes or no. Mr. Britton felt it was different in the rural counties. Mr. Miller stated that the resolution from the Virginia Housing Commission stated that the minimum width would be 24 feet. Mr. Britton said yes, and that is not a single wide—that's my

point. Mr. Miller said that is not the case in Chesterfield County. Mr. Britton stated that the proposed resolution is stated as a total situation for Richmond Regional and he did not believe, according to Charles City County Board of Supervisors, that they would support the resolution.

There was additional discussion relative to the bill, as well as Mr. Amos' recommended changes to the resolution which added the purpose of PDCs.

On motion of Mr. Kaechele, seconded by Mr. Glover, the Richmond Regional Planning District Commission adopted the following amended resolution to be forwarded to all Virginia Senators and House of Delegates members and Virginia Planning District Commissions (Mr. Britton abstained):

WHEREAS, the Richmond Regional Planning District Commission, a public body corporate and politic, with all of the powers and duties granted to it by the laws of the Commonwealth has as its purpose the promotion of orderly and efficient development of the physical, social and economic elements of the Planning District by planning, encouraging and assisting governmental subdivisions to plan for the future; and,

WHEREAS, the members of the Planning District are: The Town of Ashland, the counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan and the City of Richmond; and

WHEREAS, the Richmond Regional Planning District Commission is committed to a public process with regard to all zoning cases and siting of housing within the county; and

WHEREAS, the Richmond Regional Planning District Commission is committed to protecting the property rights of all county citizens; and

WHEREAS, the Virginia Housing Study Commission voted unanimously at their November 28, 2001 meeting to recommend legislation to the 2002 General Assembly establishing by-right placement of manufactured homes in all residentially zoned districts; and

WHEREAS, the Richmond Regional Planning District Commission believes the enactment of such legislation would violate the property rights of citizens and undermine an open, public process by

which local governments consider citizen concerns and balance those concerns in the local planning process.

NOW, THEREFORE BE IT RESOLVED, that the Richmond Regional Planning District Commission, this 10th day of January 2002, opposes any legislative effort which would establish by-right placement of manufactured housing in any residentially zoned district.

B. Workforce One Presentation on Accomplishments of Workforce One Program

Mr. Fisher reported that the Workforce One program is in its fourth year of regional activities related to workforce development. Regional competitiveness funding has provided the Greater Richmond Chamber of Commerce with the resources necessary to fund and run the program. Through four years the Competitiveness Committee and Commission have allocated \$4.2 million of Regional Competitiveness Act funds to the Workforce One program.

A change in administration of the program occurred this past spring when Ms. Anne Dale became executive director of Workforce One.

Competitiveness funds allocated to the Workforce One program since its inception are:

FY 99 \$1,168,527.65	FY 01 \$1,042,427.00
FY 00 \$1,042,926.66	FY 02 \$ 963,978.95

Ms. Anne Dale, Executive Director of Workforce One, presented an update on the accomplishments of the Workforce One program. Ms. Dale distributed a copy of the accomplishments and discussed the following areas:

- Purpose of Workforce One
- Vision and Mission
- Goals
- Review
- Lessons Learned
- Challenges to Success
- Key Accomplishments
- Key Partners
- Major Initiatives
- Workforce One Staff
- Industry Action Group Initiatives

Community Action Group Initiatives
Workforce Development Model for Regional Collaborations
Business Service Center

C. Workforce One Report on Encumbered Funds

Mr. Fisher reported that the Workforce One program is in its fourth year of regional activities related to workforce development. Regional competitiveness funding has provided the Greater Richmond Chamber of Commerce with the resources necessary to fund and run the program. Through four years the Competitiveness Committee and Commission have allocated \$4.2 million of Regional Competitiveness Act funds to the Workforce One program.

During the first three years of the competitiveness program in the Richmond region, the Greater Richmond Chamber of Commerce received \$3.2 million in regional competitiveness funds. Of this amount, slightly more than \$700,000 has been encumbered, or earmarked, for program activities that were to occur after the end of the fiscal year for which the funds were initially allocated.

Competitiveness funds allocated to the Workforce One program since its inception are:

FY 99	\$1,168,527.65	FY 01	\$1,042,427.00
FY 00	\$1,042,926.66	FY 02	\$ 963,978.95

Ms. Anne Dale then presented a report on the status and disposition of funds encumbered through the first three years of the Workforce One program.

Ms. Dale presented a brief overview of encumbered funds as follows:

1. Approximately \$700,000 encumbered in first three years.
2. First two years of encumbered funds have been reported on and approved by staff and Commission.
3. \$40,256 returned to Commission in December 2001.
4. \$91,500 budgeted for development and marketing of "Single Point of Contact"/Business Service Center.
5. \$320,000 unused funds for 00-01 year due to leadership transition, resulted in extension of contract with reimbursement of funds versus encumbrance of funds.

Program I – Developing Leadership

\$106,150	Encumbered Amount
\$ 55,901	Spent Amount
\$ 40,256	Return Amount
\$ 9,993	Remaining Amount

Program II – Connecting Continuous Learning

\$ 27,500	Encumbered Amount
\$ 20,000	Spent Amount
\$ 7,500	Remaining Amount

Program III – Connecting Companies

\$ 43,815	Encumbered Amount
\$ 11,325	Spent Amount
\$ 32,490	Remaining Amount

Program IV – Connecting Via Technology

\$ 34,610	Encumbered Amount
\$ 24,735	Spent Amount
\$ 9,875	Remaining Amount

Program V - Connecting Communities

\$131,190	Encumbered Amount
\$100,303	Spent Amount
\$ 30,887	Remaining Amount

Administration and Operations

\$ 41,267	Encumbered Amount
\$ 41,267	Spent Amount
\$ 0	Remaining Amount

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

Mr. Fisher reported that staff has received financial information from Workforce One on expenditures of FY 02 funds through November, 2001.

Through the first two quarters, the Commission has advanced Workforce One \$481,989.46 in FY 02 funds. Actual expenditures through November amount to \$241,773.00 leaving a surplus of \$240,216.46.

If the Commission advances Workforce One its third quarter payment of \$240,994.73, the total amount of FY 02 funds advanced would be \$722,984.19. Adding the third quarter advance to the surplus as of the end of November increases the surplus to \$482,767.73.

Mr. Fisher stated that staff has not received financial information for the month of December, 2001, and without that information he could not adjust the third quarter advance for the surplus through the first two quarters. Unless there are expenses in December that are extraordinary, Workforce One will have a surplus of about \$430,000.00 if the normal third quarter advance is made. This is based on average monthly spending of \$50,000.00.

Mr. Fisher recommended that the Commission table this item until the February meeting so that Workforce One may have adequate time to submit their second quarter financial report.

Mr. Gulley requested that staff prepare a pie chart showing the breakdown on each expense item related to the Workforce One and the Retail Institute Regional Competitiveness Program.

On motion of Mr. Britton, seconded by Mr. Miller, the Richmond Regional Planning District Commission tabled the request until the February meeting.

E. Second Reading and Approval of RRPDC Bylaws Amendment

Mr. Fisher presented the following amendment to the Richmond Regional Planning District Commission Bylaws for final approval by the Commission:

Article VIII, Section 2 (g)

A quorum of the Executive Committee shall consist of five members. In making any recommendation, adopting any plan or approving any proposal, action shall be taken by a majority vote of all members present; provided, a quorum is present.

On motion of Mr. Ayers, seconded by Mr. Miller, the Richmond Regional Planning District Commission unanimously adopted the amendment to the

RRPDC Bylaws as presented. Mr. Butler did not vote as he had left the meeting.

IV. OTHER BUSINESS

A. Announcements

Chairman O'Bannon introduced and welcomed Mr. Chris Archer, new Richmond Regional Planning District Commission member representing the County of Henrico Planning Commission.

Mr. Barber announced that the Taxicab Advisory Board has scheduled a meeting on January 28, 2002 at 7:00 p.m. at the Convention Center.

Mr. Britton reported that Mr. Michael Holmes, Charles City County Board of Supervisors, has been appointed to serve on the Richmond Regional Planning District Commission, replacing Mr. Floyd Miles.

B. Committee Reports

There were no committee reports at this time.

C. For Your Information

Mr. Fisher noted an informational item included in the agenda.

V. ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 2:45 p.m.

Paul E. Fisher
Executive Director

Patricia S. O'Bannon
Chairman