

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
Minutes of Meeting
December 10, 2015

Members and Alternates (A) Present

Parker C. Agelasto.....	City of Richmond
Jonathan T. Baliles	City of Richmond
Karin Carmack	Powhatan County
Timothy M. Davey	Chesterfield County
Steve A. Elswick	Chesterfield County
Evan Fabricant.....	Hanover County
Daniel A. Gecker, Vice Chairman.....	Chesterfield County
Richard W. Glover	Henrico County
Kathy C. Graziano, Secretary.....	City of Richmond
Russell J. Gulley.....	Chesterfield County
Jimmy Hancock.....	Henrico County
James M. Holland.....	Chesterfield County
Dorothy Jaeckle.....	Chesterfield County
David A. Kaechele	Henrico County
Angela Kelly-Wiecek	Hanover County
Floyd H. Miles, Treasurer	Charles City County
Patricia S. O'Bannon.....	Henrico County
C. Harold Padgett	Hanover County
Ken Peterson.....	Goochland County
W. Canova Peterson	Hanover County
Randall R. Silber (A).....	Henrico County
Frank J. Thornton	Henrico County
Carson Tucker	Powhatan County
David Williams, Chairman.....	Powhatan County

Members Absent

Daniel Arkin	City of Richmond
Michelle Mosby.....	City of Richmond
Tyrone E. Nelson.....	Henrico County
Edward W. Pollard	New Kent County
Rodney Poole	City of Richmond
Faye O. Prichard.....	Town of Ashland
C. Thomas Tiller.....	New Kent County
Arthur S. Warren	Chesterfield County
Robert Witte	Henrico County

Others Present

John AmosRRPDC Legal Counsel
Dr. James Lane.....Goochland County Public Schools
Tyee Mallory..... Office of Sen. Tim Kaine

Staff Present

Barbara Jacocks Interim Executive Director/Director of Planning
Jo Evans.....Assistant Executive Director
Julie Fry Executive Secretary
Sulabh Aryal..... Planner
Anne Darby Senior Planner
Chuck Gates Manager, Community Affairs
Jin Lee Senior Planner
Kathy Robins Senior Planner
Greta Ryan..... Senior Planner
Jackie Stewart..... Manager, Special Projects
Sarah Stewart..... Senior Planner
Peter Sweetland Finance and Contracts Administrator

Call to Order

Vice Chairman Gecker called the regularly scheduled December 10, 2015 RRPDC meeting to order at approximately 9:05 a.m. in the RRPDC Board Room. Vice Chairman Gecker reported that Chairman Williams was having some car issues and would try to arrive to the meeting later. He then led members in the pledge of allegiance to the flag.

I. ADMINISTRATION

A. Certification by Commission Interim Executive Director of Meeting Quorum

Ms. Jacocks reported that a quorum of members was present.

B. Request for Additions or Changes to the Order of Business

Vice Chairman Gecker asked if there were any requests to change the agenda or order of business. No requests from members were received and Vice Chairman Gecker indicated the agenda would stand as presented.

C. Open Public Comment Period

Vice Chairman Gecker opened the public comment period, noting that if anyone wished to address the members, to please come to a microphone and provide his or her name, locality of residence, and if appropriate the name of any organization being represented. Vice

Chairman Gecker asked that any citizen speaker please limit comments to three minutes, and organizations should limit their comments to five minutes.

As there were no requests from the public to address members of the Board, Vice Chairman Gecker closed the public comment period.

At this time, Chairman Williams arrived at the meeting and thanked Vice Chairman Gecker for filling in until he arrived.

D. Approval of November 12, 2015 Meeting Minutes

Chairman Williams asked Ms. Graziano to present the minutes of the November 12, 2015 meeting.

Ms. Graziano asked if there were any changes or corrections to be made to the minutes. Ms. Jaeckle said she would like the minutes corrected to show she was in attendance at the November meeting. She was shown as being absent. Ms. Fry indicated that change would be made prior to the minutes being filed and thanked Ms. Jaeckle for the correction.

There were no other corrections or comments on the minutes, and on motion made by Mr. Tucker and seconded by Mr. C. Peterson, the minutes of the November 12, 2015 meeting were approved unanimously as corrected.

E. Approval of October 2015 Financial Report

Chairman Williams asked Mr. Miles to present the financial report for October 2015.

Mr. Miles said if there were no corrections, he would move to accept the October 2015 financial report as presented. The motion was seconded by Mr. C. Peterson. There was no further discussion and the motion carried unanimously.

F. Chairman's Report

Chairman Williams said he was sorry to have arrived late this morning as a result of his vehicle's breakdown.

Chairman Williams noted that traditionally the RRPDC Executive Committee and full Board meetings are cancelled for the month of January. The Executive Committee is recommending that the Board take action this morning to cancel both January meetings as no urgent issues for an agenda have been identified.

Mr. Tucker made a motion that the RRPDC Executive Committee and full Board meetings for the month of January be cancelled as recommended by the Executive Committee. The motion was seconded by Ms. Graziano. There was no discussion and the motion carried unanimously.

G. Interim Executive Director's Report

Ms. Jacocks brought members' attention to the staff activity report, which is included in the agenda book under Tab 3 and details work being advanced by staff on behalf of the localities. She said staff will be happy to address any questions on what is included in the report.

Ms. Jacocks reported that the new Executive Director, Martha Shickle, will begin on Wednesday, December 16. Staff will be working closely with her to set up meetings with staff and the jurisdictions' CAOs and Managers.

Ms. Jacocks reported that she attended the 2015 Virginia Economic Summit, hosted by the Virginia Chamber of Commerce. Discussions at the Summit centered around improving the long-term economic health and business climate in the Commonwealth and becoming less reliant on the federal government for resources.

Ms. Jacocks said that she and Mr. Gates will be attending the Urban Crescent education meeting in Fredericksburg tomorrow, as directed by members of the Board. There will be about 16 representatives from the region attending, including school superintendents and elected officials. She noted this is a very timely discussion as today's Regional Forum series will be presented by Dr. James Lane, Superintendent of Goochland County Public Schools.

II. CONSENT AGENDA

There were no items included on the Consent Agenda for this meeting.

III. UNFINISHED BUSINESS

There was no Unfinished Business to bring before the Board.

IV. NEW BUSINESS

A. Regional Forum Series – Goochland County: Strategic Plan for Goochland County Public Schools

Chairman Williams asked Mr. K. Peterson to introduce today's speaker.

Mr. K. Peterson said that so far, as part of the Regional Forum series, members have heard presentations on public safety issues, planning issues, and technology issues in the localities. Today's presentation will focus on the education of the next generation. Today's speaker is Dr. James Lane, Superintendent of Goochland County Public Schools. Dr. Lane has been with the County for only about three years. In that time, he has implemented many dramatic improvements in the school system, which he will discuss today. Dr. Lane's focus has been to provide a safe environment for the school children,

which has resulted in a decline in disciplinary actions in the schools. Mr. K. Peterson pointed out that long-term suspensions in the schools are down to zero.

Instead of focusing on the SOL minimums, Dr. Lane has focused on maximizing the potential of each student over the course of the school year to ensure each student has a full year of development as opposed to just being able to pass the SOLs. Dr. Lane is also leveraging technology and is working to improve graduation rates. Mr. K. Peterson said all of these improvements have impacted everyone in the school system. Graduation rates for African American students have surpassed those for Caucasian students. Mr. K. Peterson noted that the Board of Supervisors has maintained a very close working relationship with the School Board, District Superintendent of schools, and the County Administrator, including several team building exercises.

Dr. Lane thanked Mr. K. Peterson for his introduction and for the opportunity to present information on the initiatives that have been introduced into the Goochland County Public Schools system. Dr. Lane said he is also serving as the chairman of the District 1 Superintendents Group over the next year. This group meets monthly to discuss projects that can be applied regionally.

Dr. Lane said the growth seen in the public schools has been unbelievable. He said all of the accomplishments would not have been possible without the support of the Board of Supervisors.

Goochland County Schools has shifted its focus to teach core values to the students: excellence, creativity, courage, honor, and optimism.

Dr. Lane said during his three-year tenure, while the schools have been locally focused, there has been national recognition:

- Apple Computers – distinguished program for innovation, leadership, and educational excellence (global program)
- Data Flashlight Award
- Government Finance Officers Association Distinguished Budget Award
- Center for Digital Education Top 10 Technology

Dr. Lane said the process to improve the County's school system involved the following:

- 12-month process to build and simplify vision
- partnerships with CarMax and Luck Stone to think strategically
- focus on defining purpose with clarity
- relationship with County Board of Supervisor enabling open engagement with budget, trust within the community, and transparency

Copies of the Goochland County Public Schools Strategic Plan for 2014 – 2020 (Inspire 2020) were distributed to members for their information. This is distributed to the community each year. Dr. Lane said it was determined that by changing the way of

thinking about how students are educated, instead of continuing the same practices, would be the best way to make a difference.

The vision for the school system is “Inspiring and preparing the next generation to make a positive impact.” The mission is “To maximize the potential of every learner.”

Dr. Lane indicated that values-based leadership influences everything that is done in the school system. Teachers are interviewed extensively to ensure they will fit within what the system is trying to accomplish.

There are three goals for the school system:

- prepared for life through deeper learning
- improved school climate
- safe schools with effective management

Dr. Lane said his focus today will be on deeper learning: to maximize each student’s academic potential through engaging experiences and deeper learning, preparing students for the challenges of learning, and working in the modern global economy. To accomplish this goal, there are objectives and strategies that have been set.

Reaching the objectives of deeper learning can be obtained by:

- starting with, but going beyond, the standards
- learner-centered classroom environments
- student choice, student voice
- individualized and personalized design
- opportunities for collaboration
- utilization of 21st century skills using technology
- developing academic mindset
- ubiquitous access to technology
- project-based learning

Goochland County Public Schools has implemented 1:1 technology and will provide a Kajeet device to all students. The school system selected this device because it filters the internet specifically for access by children.

Dr. Lane said the schools have adopted a process that focuses on the following:

- substitution
- augmentation
- modification
- redefinition

Henrico County began the first 1:1 technology project in 2001, and Chesterfield County is in the process of implementing the largest Chromebook deployment in the world. Dr. Lane said this enhances anywhere/anytime learning.

Each day in every classroom, there should be projects, personalization, and play – the 3 Ps. Students need to work at their own level and have fun in the process.

Goochland County Public Schools has initiated STEM camps that are held twice a year. Projects should involve all aspects of STEM education. Teachers are also offered children's engineering classes via James Madison University.

Dr. Lane said that he is very appreciative that the Board of Supervisors supported the idea of bringing Junior ROTC into the school system. This teaches children values, citizenship, the benefits of physical activity, and what it means to be an American citizen.

There is also a focus on career and technical education. Every student should leave high school with a skill that can translate directly into the workforce. Every student should also have an equal opportunity to go to college. The school system focuses on high-end technology jobs or jobs that are known to be available in the community. In addition to culinary arts, there is also an opportunity for students to study heavy equipment coupled with engineering.

Dr. Lane emphasized that students thrive in an environment focused upon student engagement with learning. There are five elements of engagement:

- engagement: high attention and high commitment
- strategic compliance: high attention and low commitment
- ritual compliance: low attention and low commitment
- retreatism: no attention and no commitment
- rebellion: diverted attention and no commitment

Goochland County Public Schools determined there needed to be a rebalancing assessment to create other ways to measure achievement other than depending on SOLs. Schools now focus on growth based assessment and performance based assessment.

Dr. Lane provided information on measuring performance – achievement versus growth. If test scores are coupled with value-added measures, a more complete picture of student learning results.

Dr. Lane also provided information that illustrated how achievement and growth assessments are impacted by being economically disadvantaged.

Another initiative being utilized in the school system is GTIP (tiered intervention) that focuses on the following:

- curriculum maps

- common assessments
- data analysis
- professional learning communities
- tiered interventions
- evaluation

Information was also provided on the results of all of these initiatives “by the numbers.”

Dr. Lane said it’s important for the school system to tell its own story and not depend on others or test scores to tell the story. He said a news story is sent to media each week to highlight something positive going on in the school system. Forty (40) town hall meetings have been held jointly with the School Board and the Board of Supervisors in the community.

Regionalism is already pervasive through efforts of several organizations, including:

- Autism Education Consortium
- Maggie Walker Governor’s School
- Bridging Richmond
- Partners in the Arts
- Metropolitan Educational Research Consortium
- regional professional development

Dr. Lane said the region should determine its own common metrics.

One of the recently announced regional efforts is CodeRVA that promotes high school innovation that will focus on computer science:

- students will complete all high school credits during their 9th and 10th grade years
- all courses will be personalized/blended learning experiences
- all courses will be built on integration of subject matter and pedagogy will be project-based
- all courses will be integrated with a Computer Science component and the school will be 1:1 with technology

Students will remain at high school; however in 11th and 12th grades, they will work for a company in Richmond called MaxxPotential. This company has formed partnerships with local businesses to incurse work that will pay students to complete “low level” computer science/coding jobs typically outsourced overseas.

Students can be “promoted” while working with Maxx just as they would be in the real job world and can graduate high school making as much as \$25 per hour. All jobs will have a focus on computer science – CyberSecurity, Software Engineering, etc.

While working at Maxx, the region’s community colleges (Reynolds and Tyler) have agreed to offer their entire two-year degree programs to students online. All students will

graduate with a two-year degree and extensive workforce experience – college and career ready.

Dr. Lane said he'd be glad to answer any questions.

Mr. Holland thanked Dr. Lane for his presentation and congratulated him on his work. He said it is also important to ensure that students are versed in civics and financial literacy.

Ms. O'Bannon asked Dr. Lane if CodeRVA will be a year-round school. Dr. Lane said this will be a trimester model. He said he is a big proponent for year-round schools; however, this approach can be expensive for school districts.

Mr. K. Peterson said one of the challenges around the region is the composite index for funding schools. He said Goochland County is capped at 80 percent.

Chairman Williams asked for clarification on the name of the device that is given to all students. Dr. Lane said it is a Kajeet, which is similar to a wifi device. The internet is filtered so it is appropriate for children. At this time, CarMax is providing grant funding to cover the costs of the device.

Mr. Thornton asked how the region's schools compare globally. Dr. Lane said a study was completed several years ago that pulled Virginia out of the rest of the country. Virginia outperformed all countries that are shown to outperform the United States as a whole. He said the state of education in Virginia is very strong. He said he believes the federal government is coming to understand that state and local governments are the most able in determining what works best for their own students. Dr. Lane said in his experience in teaching abroad earlier in his career, he found out that when assessments are made, most of the time, only the top tier of students is assessed. In the United States, all students are used in those assessments.

Chairman Williams thanked Dr. Lane for his presentation.

Ms. Jacocks said she would like to add that RRPDC is being positioned to collect and analyze data that can benefit the entire region. She noted that last week, RRPDC hosted a meeting for regional partners to discuss common interest and projects that use data.

B. Revised FY16 and Preliminary FY17 Budgets

Chairman Williams asked Ms. Jacocks to review the budget information.

Ms. Jacocks noted that the RRPDC bylaws require that a budget for the next fiscal year be presented to members for their consideration and action. This information was provided to the Executive Committee during the November meetings. The Executive Committee provided feedback that was incorporated into what members will see today.

Ms. Jacocks said what will be presented regarding the FY17 budget is very preliminary as some of the revenue sources will not be confirmed until after the first of the year.

Ms. Jacocks noted that in May, it was anticipated that funds would be added back to the fund balance. However, there was a need to use \$5,695.00 from the undesignated fund balance. As a result, the audited FY15 total fund balance on June 30, 2015 was \$1,176,298.

Changes impacting the FY16 budget since May 2015 included:

- Personnel
 - resignation of Executive Director (effective 6/15/15)
 - resignation of Administrative Secretary (effective 6/12/15)
 - addition of a full time BRT planner (effective 8/1/15) and one intern to assist with the BRT project (effective 8/3/15) through a special assessment
 - addition of a Manager for the Capital Region Collaborative (effective 8/24/15) funded 50/50 by the private sector and the localities
 - updated fringe and indirect costs as a result of the FY15 audit

- Office lease negotiations
 - revise and extend the current lease for five years
 - savings of \$115,000 in the current fiscal year
 - cumulative savings of \$220,000 over the next five years

- Other changes
 - professional development – training, travel, organizational dues
 - funding for designated staff and the Executive Director
 - funding for the Executive Director to participate in the Greater Richmond Chamber’s 2016 InterCity Visit
 - computer operations

- upgrades to network hardware and software

What is being presented this morning is a budget that includes personnel adjustments for the second half of 2016. In May, the Board took action to approve a budget that took into consideration the need to bring planner salaries into alignment with the market. These adjustments are included in the 2016 revised budget for the second half of the fiscal year. Also included is a mid-year salary adjustment for targeted positions (Senior Planner and below) and the upgrade of two Planner positions to Senior Planners as a career path move (from intern to Planner over the past five years).

Ms. Jacocks noted that these adjustments had been delayed during the recession; however, with the economy beginning to turn around, there is an opportunity to recognize the continued service and work of these planners. The breakdown of the personnel changes is as follows:

Urban Transportation Program Funds	\$9,000
Emergency Management Program Funds	\$800

General Fund \$700

The revised estimated FY16 year end budget figures are:

Undesignated Fund Balance on 6/30/16	\$176,298
Estimated Addition in FY16	<u>\$118,600</u>
Estimated FY16 Ending Undesignated Fund Balance	\$294,898

Ms. Jacocks moved on to review a preliminary look at the FY17 budget, recognizing that there are still some unknowns with regard to revenue sources, which are being held flat:

- state appropriations held at the FY16 amount – this revenue will be determined by the General Assembly in January 2016
- member dues estimates – final population figures will not be released by Weldon-Cooper until January 2016
- PL/5303 funding is authorized by VDOT and DRPT in the February/March timeframe; it is anticipated this amount will increase over the FY16 amount
- outstanding grant applications (not included in the budget) –

Hazard Mitigation Plan update	\$27,500
Regional Community Indicators	\$10,000
Chesapeake Funders (CRC)	\$ TBD
Coastal 309 Chickahominy River	<u>\$ TBD</u>
Total Potential Revenue	+ \$37,500

Assumptions with regard to expenses for FY17 include:

- full year staffing for the following positions:
 - executive director
 - administrative secretary
 - Capital Region Collaborative manager
 - senior planner in Urban Transportation Planning Division
 - fringe and indirect rates held flat; this will change with the completion of the FY16 audit
- computer operations – removal of the one-time upgrades to be completed in FY16
- \$79,000 savings in rent from the original lease

Ms. Jacocks noted that no additional personnel adjustments will be made in FY17. The one-time adjustment made in January 2016 will carry a six-month impact in FY16 and moving into FY17, the proposed budget shows a 12-month impact.

Total personnel impact	<u>\$20,000</u>
Urban Transportation Program Funds	\$14,600
Emergency Management Program Funds	\$1,800
General Fund	\$3,600

Ms. Jacocks said that at the end of FY16, on June 30, 2016, it is anticipated that the undesignated fund balance will be approximately \$294,898. Staff is projecting the use of \$49,600 in FY17, leaving a projected ending undesignated fund balance of \$245,298 on June 30, 2017. Once grant applications have been awarded, it is anticipated those funds will close the gap in the anticipated use of \$49,600. Over the biennium, fund balance use is shown as the following:

Audited at 6/30/15	\$1,176,298
Projected at 6/30/17	<u>\$1,245,398</u>
Total biennial change	+ \$69,000

In FY17, it is expected that the agency will be at full staffing levels. Indirect and fringe benefits will remain at the FY15 audited rates and will be updated following the FY16 audit in October 2016. One-time expenses for computer operations have been removed, and the \$79,000 in rent savings has been incorporated.

Ms. Jacocks provided information on one-time and ongoing lease savings and how these funds are being used:

One-time: \$127,200	Executive Director	
		Interim \$14,500
		Recruitment \$6,000
		Benefits \$14,500
	IT Maintenance Upgrade	<u>\$31,700</u>
	Total	\$66,700

Ongoing: \$58,200 Salary Adjustments \$31,500

Ms. Jacocks said members are being asked to approve the revised FY16 and the preliminary FY17 budget as required in the RRPDC bylaws. She said she and Ms. Evans will be glad to answer any questions.

Mr. Glover asked when the CRC Manager was hired. Ms. Jacocks said Ms. Hall began on August 24, 2015. She was hired at an annual salary of \$60,00 per year, and this is for a two-year commitment.

Mr. C. Peterson asked if the new Executive Director should be provided an opportunity to review the personnel changes before the budget is approved.

Ms. Jacocks noted this had also been discussed during this morning's Executive Committee meeting. What is being presented is being based on the five-year history of the positions and the functionality and performance of the individuals in those positions. She said this represents a career path move based on the needs of the agency and the abilities of the planners.

Mr. Fabricant asked for clarification on the amount listed for the Interim Executive Director. Ms. Jacocks said that amount reflects a temporary addition to her salary for her tenure as Interim Executive Director. Mr. Fabricant asked if Mr. Crum's salary was incorporated into what is being shown for FY17. Ms. Evans said his salary stopped just prior to the end of FY15 and is not reflected at all in the FY16 or FY17 budgets being presented today. There was a net saving from what Mr. Crum was being paid and the temporary salary amount being provided to Ms. Jacocks. This savings is reflected in the budget being presented.

Mr. Fabricant asked about the amount to be used for staff upgrades. Ms. Jacocks said that total is \$10,000. Mr. Fabricant said he could understand wanting to wait for input from Ms. Shickle. However, Ms. Jacocks has been tasked with making budgetary recommendations in her capacity as Interim Executive Director, and he is comfortable moving forward with what is being proposed based on the savings received. He said there would be a higher cost to replace the planners. With all of the transition that has been taking place, he feels this is a very good gesture.

Mr. Glover asked if the two planners will be additional hires. Ms. Jacocks said the two planners in question are already on staff, and these positions will be upgraded to a Senior Planner level. Mr. Glover asked if they worked with the TPO. Ms. Jacocks said one does support TPO work and the other supports PDC planning efforts. Mr. Glover asked if the TPO planner's salary will be funding by federal funds. Ms. Jacocks pointed out that this will be a combination of funds from both federal grants and general funds.

Mr. Thornton said he recommends that future employment recruitment focus on increasing diversity.

Mr. Fabricant made a motion that the revised FY16 and the preliminary FY17 budgets be approved as presented. Mr. Holland seconded the motion.

Mr. C. Peterson asked if the two planners, whose positions will be upgraded, are already performing at the advanced level. Ms. Jacocks said they are both doing that level of work.

Mr. K. Peterson pointed out that the final FY17 budget will be presented to members for their consideration in May 2016.

Mr. Amos said per the bylaws, this is a final budget. The Executive Committee has the authority to make modifications to it as needed prior to the vote in May.

Mr. K. Peterson said he would like to ensure that the new Executive Director has an opportunity to review the FY17 budget, and he would like to know the final grant amounts in order to ensure the FY17 budget, when presented in May, is a balanced budget.

There was no additional discussion and the motion carried unanimously.

V. OTHER BUSINESS

Chairman Williams said there are some members who will not be returning in 2016. One of these is Dave Kaechele (Henrico County Board of Supervisors), who has been on the RRPDC board since 1988. Chairman Williams said he would like to thank Mr. Kaechele for all of his efforts on behalf of his district and the region as a whole. Mr. Kaechele said a big part of what all elected officials do revolves around regional efforts, and the RRPDC is the forum for these efforts. He said he's been glad for the opportunity to work with everyone over the years and will continue to watch the region's efforts.

Chairman Williams said another long term member is Russ Gulley (Chesterfield County Planning Commission), who has been on the RRPDC Board since 2008, and has served Chesterfield County for twenty-four years. Mr. Gulley said it's been a pleasure to be involved with the RRPDC.

Chairman Williams noted that Art Warren (on the RRPDC Board since 1992) is not in attendance today, but he wanted to thank Mr. Warren as well for his service.

Chairman Williams said he also wanted to thank Dan Gecker for his contributions to the RRPDC Board (since 2008), his expertise, and knowledge. Mr. Gecker said he has enjoyed his time on the Board and appreciated the opportunity.

Chairman Williams said that while Faye Prichard will no longer represent the Town of Ashland on the RRPDC Board, she will be moving to the Hanover County Board of Supervisors. Ms. Kelly-Wiecek said it is anticipated that Ms. Prichard will serve as an Alternate Member to the RRPDC Board, and she will continue to serve on the Capital Region Collaborative.

Chairman Williams said this is a good time of year to reconnect with family and friends and he wished everyone a safe holiday season.

VI. ADJOURNMENT

As there was no additional business to bring before the Board, Chairman Williams adjourned the meeting at approximately 10:30 a.m.

Barbara V. Jacocks
Interim Executive Director

David T. Williams
Chairman