

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
Minutes of Meeting
September 8, 2016

Members and Alternates (A) Present

Parker C. Agelasto.....	City of Richmond
Karin Carmack	Powhatan County
Steve A. Elswick	Chesterfield County
Evan Fabricant.....	Hanover County
Mike C. Gray.....	City of Richmond
Kathy C. Graziano, Treasurer.....	City of Richmond
Gloria L. Freye	Chesterfield County
Leslie Haley.....	Chesterfield County
James M. Holland.....	Chesterfield County
Dorothy Jaeckle, Vice Chairman.....	Chesterfield County
Angela Kelly-Wiecek	Hanover County
Floyd H. Miles, Chairman.....	Charles City County
Tyrone E. Nelson, Secretary.....	Henrico County
Larry Nordvig.....	Powhatan County
Patricia S. O'Bannon	Henrico County
W. Canova Peterson	Hanover County
Edward W. Pollard	New Kent County
Randy Silber (A)	Henrico County
George Spagna	Town of Ashland
Frank J. Thornton	Henrico County
Randy Whittaker.....	Hanover County
Christopher Winslow.....	Chesterfield County

Members Absent

Chris Archer	Henrico County
Jonathan T. Baliles	City of Richmond
Tommy Branin	Henrico County
Timothy M. Davey	Chesterfield County
Richard W. Glover	Henrico County
Jimmy Hancock.....	Henrico County
Susan Lascolette	Goochland County
Michelle Mosby.....	City of Richmond
Rodney Poole	City of Richmond
C. Thomas Tiller.....	New Kent County
Carson Tucker	Powhatan County

Others Present

John Amos RRPDC Legal Counsel
Brad Armstrong Smart Beginnings
Cyane Crump Historic Richmond
Mark Olinger..... City of Richmond
Rich Schultz Smart Beginnings

Staff Present

Martha Shickle Executive Director
Julie Fry Executive Secretary
Sulabh Aryal Senior Planner
Tiffany Dubinsky Principal Planner
Billy Gammel Senior Planner
Barbara Jacocks Director of Planning
Josh Mallow Planner
Barbara Nelson Director of Transportation
Phil Riggan Planner
Jackie Stewart Manager, Special Projects
Peter Sweetland Finance and Contracts Administrator

Call to Order

Chairman Miles called the regularly scheduled September 8, 2016 RRPDC meeting to order at approximately 9:05 a.m. in the RRPDC Board Room. He then led members in the pledge of allegiance to the flag.

I. ADMINISTRATION

A. Certification by Commission Executive Director of Meeting Quorum

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

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

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

C. Open Public Comment Period

Chairman Miles 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. Chairman

Miles 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, Chairman Miles closed the public comment period.

D. Approval of July 14, 2016 Meeting Minutes

Chairman Miles asked Mr. Nelson to present the minutes of the July 14, 2016 to members for their consideration and action.

Mr. Nelson asked if there were any changes or corrections to be made to the minutes. There being no corrections or comments, Ms. Graziano moved for approval of the July 14, 2016 minutes as presented. The motion was seconded by Mr. Peterson. There was no additional discussion and the minutes of the July 14, 2016 meeting were approved unanimously as presented.

E. Acceptance of June and July 2016 Financial Reports

Chairman Miles asked Ms. Graziano to present the financial reports for June and July 2016.

Ms. Graziano said if there were no questions or corrections, she would ask for a motion to accept the June and July 2016 financial reports for file as presented. Mr. Nelson so moved and the motion was seconded by Dr. Spagna. There was no further discussion and the motion carried unanimously.

F. Chairman's Report

Chairman Miles indicated that possible conflicts with the October and November meeting dates had been brought to his attention. He said he and members of the Executive Committee would prefer to keep the meetings as scheduled as many members plan other activities around the meeting dates and times. He asked members for their input regarding the potential conflicts:

October 13: VCU's Real Estate Trends Conference

November 10: Retail Merchant's Annual Valor Awards Breakfast

Several members indicated they would be attending the Valor Awards Breakfast on November 10.

Mr. Peterson asked if there were any important agenda items that would require a quorum of members to be present in November or if that meeting could be cancelled.

Mr. Fabricant asked if the date could be kept as scheduled and the time of the meeting changed. Chairman Miles said that was a possibility, as is the cancellation of the November meeting.

Ms. Shickle said the preliminary budget presentations are typically given to the Executive Committee members in November, but there is no other pressing agenda item for the full Board meeting in November. Chairman Miles asked if the Executive Committee could meet in November and the full Commission meeting cancelled.

Ms. Kelly-Wiecek said she would make a motion to cancel the full Commission Board meeting on November 10 and to delay the start time of the Executive Committee until 10:00 a.m. The motion was duly seconded. Chairman Miles asked if there was any discussion.

Mr. Nordvig asked if there was any action that would be required during the November Board meeting. Ms. Shickle said no action items have been identified yet other than the minutes and financial report.

Ms. Jaeckle said she agreed that the Executive Committee should meet in November but that the meeting should not convene until 10:00 or 10:15 a.m.

Mr. Spagna said his class schedule at Randolph Macon has been developed around the RRPDC meetings being held at the set times. He said to move the meeting would cause a ripple effect for him and for his students as well. Ms. Jaeckle said if the Executive Committee meeting is moved to a later start time, it would be adjourned around the same time the full Board meeting typically adjourns.

Chairman Miles asked for clarification on the original motion. Ms. Kelly-Wiecek said the original motion was to cancel the full Board meeting for November and to move the start time for the November Executive Committee meeting to 10:00; the motion did receive a second. Mr. Nelson offered a friendly amendment to move the start time to 10:30.

Mr. Nelson said he would be willing to amend his amendment so the meeting could convene at 10:15 a.m. Ms. Kelly-Wiecek said she would amend her motion to have the start time for the November 10, Executive Committee meeting to be 10:15 a.m. with a goal of ending no later than 11:00 a.m., and the full Commission Board meeting will be cancelled. The motion was seconded by Mr. Nelson. There was no additional discussion and the motion carried unanimously.

G. Executive Director's Report

Ms. Shickle brought members' attention to the staff activity report, which is included in the agenda book under Tab 3 and details key projects being advanced by staff on behalf of the localities. She said that as staff works to reformat the report so that it more closely follows the agency's work program, she would appreciate feedback from members on how the report can be changed to better meet the needs of members.

Ms. Shickle reminded members that during the July meeting, Ms. Nelson indicated the possibility of bringing resolutions forward to members during today's meeting that would relate to SMART SCALE applications for sections of I-64 outside of the TPO boundary.

The section of I-64 included in the application is within the TPO boundary and therefore does not require an endorsing resolution from the RRPDC Board. The application was acted on during the last RRTPO Board meeting.

II. CONSENT AGENDA

Chairman Miles noted there are no items on the Consent Agenda this month.

III. UNFINISHED BUSINESS

There was no Unfinished Business to bring before members.

IV. NEW BUSINESS

A. Smart Beginnings Greater Richmond – Brad Armstrong, Chairman; Rich Schultz, Executive Director

Chairman Miles asked Ms. Shickle to introduce the guest speakers.

Ms. Shickle said today's speakers are Brad Armstrong, who is the Chair of the Smart Beginnings Board, and who has been with the Leadership Council since 2006 and the inception of Smart Beginnings. Rich Schultz is the Executive Director of Smart Beginnings. Ms. Shickle noted that Smart Beginnings is serving as the backbone, coordinating entity for the Early Childhood Education piece of the Capital Region Collaborative's (CRC) Education priority area. Smart Beginnings has been instrumental in convening all stakeholders in this priority area and moving forward to identify strategies that will positively impact educational achievement in the region. Mr. Armstrong and Mr. Schultz will provide information on these strategies and initiatives that may be coming before the localities for consideration.

Mr. Armstrong thanked members for allowing Smart Beginnings to come before them today to discuss something that he feels is of critical importance to the region.

Mr. Armstrong began his presentation with a quote from President John Adams – "Facts are stubborn things...." He said there are several facts surrounding education that impact the region:

1. current brain research shows conclusively that what happens before kindergarten largely determines future cognitive functioning; 90 percent of a child's brain development happens before age five – sensory pathways, language, higher cognitive function
2. children who begin kindergarten behind their peers are rarely able to catch up and fall further behind as each school year passes
3. children who live in poverty are six times more likely to start kindergarten significantly behind children from middle or higher income homes; at 36-months of age, children with college educated parents know about 1200 words; children

with working class parents know about 600 words; children whose parents are on welfare know about 300 words

- a. by age two, poor children are already behind their peers in listening, counting, and other skills essential to literacy
 - b. 61 percent of low-income children have no children's books at home
 - c. poor children hear as many as 30 million fewer words than their more affluent peers
 - d. by age three, a child's vocabulary can predict third grade reading achievement
 - e. by age five, a typical middle-class child recognizes 22 letters of the alphabet compared to 9 letters for a child from a low-income family
4. when these children fall behind they are much more likely to drop out of school, become pregnant as teens, be unemployed, commit a crime, or be incarcerated
 5. the most effective investment for economic and workforce development is in early childhood; the earlier the investment, the greater the return
 - a. for each dollar invested during prenatal and 0-3 care, there is a \$7 return
 6. the vast majority of the community – even many legislators, business leaders, parents, and educators – are not aware of the vast amount of learning that occurs before a child enters school

Mr. Armstrong said that several years ago, the United Way created a program called Success by 6, and the Chamber created the Youth Matters program. In 2009, the two programs merged to become Smart Beginnings, and formed a Leadership Council; funding was provided through the United Way. In 2015, Smart Beginnings took on a more formal structure with a Board of Directors and it is currently housed at the Chamber. Mr. Armstrong provided a listing of current Board members, including business leaders, local government and school leaders, as well as representatives from service providers.

The footprint of Smart Beginnings is similar to that of the RRPDC. Smart Beginnings includes the Tri-Cities area and all of Dinwiddie County, representing about 66,000 children ages 0-5. About 20 percent of these children are living in poverty. Approximately 14,000 children start kindergarten each fall.

Smart Beginnings is a regional initiative that brings together private organizations, businesses, and citizens to ensure that all of the region's children, from birth through five years of age, enter school healthy, well-cared for, and ready to succeed in school and in life.

Mr. Armstrong provided a map that illustrated the locations of Smart Beginnings offices around the state. These offices are assisted through the efforts of the Virginia Early Childhood Foundation and they all have a similar mission.

Mr. Armstrong said that the reason Smart Beginnings is tied so closely to the Chamber is that Smart Beginnings is an economic development, social services, and workforce program. The Virginia Early Childhood Foundation and the Virginia Chamber of

Commerce have partnered to make early childhood one of the key building blocks of Blueprint Virginia.

Mr. Armstrong said Smart Beginnings is trying to accomplish the following:

- drive public awareness of the importance of early childhood
- increase capacity of quality programs
- build connections between families and providers
- increase sustainable business models for providers
- develop special programs (i.e., coordinated kindergarten registration)
- facilitate coordination among providers, schools, and local governments
- drive funding for key priorities

Mr. Schultz continued by providing a look ahead at some of the ongoing efforts taking place in cooperation with many partners:

- Strategic Plan 2017-2020 and launch of 2017-2020 Regional Plan for Children's School Readiness; sharing data with partners
- state and local advocacy to bring about broad public awareness
- resource development
- marketing and outreach to key stakeholders
- quality in early care and education
- innovation and best practices models to support sustainable service providers
- evolving role as the convener/backbone for early childhood

Mr. Schultz said that Smart Beginnings has worked with its partners to develop local and regional data that can be shared with the localities to pinpoint local-level school readiness. He said Smart Beginnings is happy to present this information to local governments and other organizations in an effort to increase awareness. Mr. Schultz said there is still a lot of work to be done to move the needle forward with regard to children of color and those who are in economically disadvantaged circumstances.

Mr. Schultz said he'd like to close by offering a quote from a teacher who was recognized this past spring for her outstanding work: "We are planting gardens of potential." He said he feels that the gardens reflect the resources that can be provided to them. He thanked members for allowing Smart Beginnings to provide this information to them.

Mr. Thornton asked who he should contact to bring the presentation to other groups. He also wanted to point out that in order to reach many of the milestones that were presented today, there will need to be opportunities for jobs and transportation to those jobs. Mr. Armstrong said Smart Beginnings is partnering with other agencies in low-income areas to create a center that will provide not only child care but job training and medical services as well. He said that while the focus is on the children, they cannot lose sight of the parents.

Mr. Schultz said when families are in distress, they are in distress in many ways. Smart Beginnings wants to work to bring all providers together so parents have a trusted source to go to for help. He said as to Mr. Thornton's request for contact information, he'd ask if RRPDC staff could provide the presentation to members. Contact information is on the last slide.

Mr. Peterson noted that very few child care providers can take children until they are about two and a half years old because of building code and state licensing restrictions. Additionally, the cost of quality care can be prohibitive. Mr. Armstrong said caring for infants requires more staff and is more difficult for child care centers to maintain. This is a key part of working to develop economically viable system for child care providers. Mr. Schultz added that in the data collection process, he was surprised to see how large the gap is with regard to care available for ages 0-3.

Mr. Peterson asked if there are any ongoing programs to educate the parents on how to become educators themselves. Mr. Armstrong said efforts are underway to bring together all of those who are involved in teaching parenting skills in order to coordinate the services and to add child care so parents can attend the classes. Outreach to ob-gyns is also important, as is outreach to churches and other places where new parents may be found in order to get the information to them.

Mr. Schultz said he has been meeting with these organizations to see what's being done and what's being done well, in addition to learning how parents are accessing the information.

Mr. Fabricant said that many of the low-income children are living in single parent homes. He said he believes the strongest ally in outreach will be churches which can handle the morality issues of being a parent. He said he felt that partnering with churches to deliver this message will complete the skills that parents need. He said all children must be taught to read and write but they also need to learn other things. Mr. Armstrong said it will be important to find a place people in this sort of situation can trust. He said Smart Beginnings is working to be inclusive in reaching out to doctors, churches, and other similar places where people feel comfortable about receiving the information they need to improve their parenting skills. Mr. Schultz noted that there can be great savings economically to the system if a child can be reached early. Mr. Fabricant said he agreed that early investments will forestall a child's descent into crime, and he thanked Mr. Armstrong and Mr. Schultz for their efforts.

Ms. Kelly-Wiecek asked if there was a plan to incorporate libraries into what Smart Beginnings is doing. She said one of the newer trends are the small, free libraries that are popping up in neighborhoods – take a book, leave a book. She asked if Smart Beginnings is encouraging the use of libraries to increase reading and vocabulary skills. Mr. Armstrong said libraries are already involved with Smart Beginnings. He said it is crucial to get books into the hands of children. He said that unfortunately, many of the small, free libraries are only in the more affluent neighborhoods.

Ms. Kelly-Wiecek said that Eagle Scouts are always approaching Hanover County to find projects, and she suggested that Scouts might be willing to build and place these free library structures as well as to organize book drives to fill them. She said Angel Tree might be another way to get books out to children. Businesses might also be willing to coordinate book drives. Mr. Armstrong said he appreciated the idea of getting the Scouting community involved.

Mr. Schultz noted that in Hanover County, there is a locality planning group and he'll make sure they know about this idea as well. He said Smart Beginnings has also worked with a group called Reach Out and Read, which works directly through pediatricians. He said this group is always looking for partners. Mr. Schultz said that all of the libraries have been active partners in developing the regional plan.

Ms. Jaeckle said Chesterfield County asked churches and non-profits to sponsor and maintain the small free libraries in the County, noting this is the second summer the program has operated.

Mr. Nelson said he would like to reemphasize the words *trust* and *relationship*. He said if people are not trusting or feel they are not cared for as human beings, then any other resources or efforts will not matter. Providers need to care and need to be seen as people who are trusting and who want to build relationships.

Mr. Schultz said the need to engage parents as stakeholders in the planning efforts has also been identified. Several localities in the region will be involved in these efforts.

Chairman Miles thanked Mr. Armstrong and Mr. Schultz for their presentation.

B. Revised RRPDC Personnel Policy – Martha Shickle

Chairman Miles asked Ms. Shickle to review the revised Personnel Policy with members.

Ms. Shickle said she will provide an overview of the process used to develop the proposed Policy and she will follow up with some of the more significant changes.

About a year ago, RRPDC staff formed a working group to guide a review of the current Personnel Policy. The group has remained active as the process has moved forward. Ms. Shickle said that all staff members have been encouraged to offer input throughout the process. Last year the Regional Human Resources (HR) Roundtable was convened to assist with the review. She said this group was sidetracked for a while during the search for a new Executive Director. The HR Roundtable is comprised of human resource professionals from each of the region's localities. The HR Roundtable offered input on emerging best practices and legal requirements.

Ms. Shickle said the revised Policy is not being presented as a "tracked change" document because the format was completely overhauled. The entire document was restructured in response to staff input that the current manual is confusing and required going back and

forth between chapters to obtain needed information. The revised Policy has been organized around the life cycle of an employee – establishment of a new position through retirement.

The current manual has reference to office management procedures and practices versus only policies. Staff is working to develop a companion document called Office Management Practices and Procedures (OMPP). For example, if there is a policy around attendance, then the forms and instructions on how to use the forms will be in the OMPP. Both documents will be comprised in an Employee Handbook. It will be formatted as a digital document to allow for easy revisions should forms change. Hyperlinks will be used when federal and state codes are referenced instead of including the entire text of the code in the document.

Ms. Shickle said on recommendation of the RHRR, the tone of the new Policy will guide the employee's success instead of being one that tells the employee what he/she should not be doing (exceptions being with regard to disciplinary actions, etc.). The Policy should tell the employee what needs to be done in order to be successful at RRPDC.

The changes will not impact current employees, but there is a re-enforced focus to use existing staff capacity and capabilities prior to creating a new position.

The current policy provides the opportunity for up to a two percent salary increase at the successful conclusion of a six-month probationary period. Currently there are no specifics as to what would merit the two percent increase or an incremental increase. This will be eliminated because if an employee merits a specific salary, the employee will be hired at that salary. The RHRR also recommended that the probationary period be increased to 12 months, which is consistent with the other localities in the region. Accrued leave was also tied to the completion of the probationary period. The new Policy allows for leave to be taken, with approval from a supervisor, as it is accrued with no waiting period.

The new Policy borrowed from Henrico County's Standards of Conduct to replace "what not to do." This aligns with the current evaluation forms being used by RRPDC.

Ms. Shickle said in discussions with the RHRR regarding dress code, there were several takes on this policy among the jurisdictions. It was recommended that staff be encouraged to conduct and present themselves in a professional manner instead of dictating what can and cannot be worn.

Some upgrades and revisions were made to the technology sections of the current manual. The agency has currently upgraded its network security. Only agency-issued equipment can access the secure network drives. Guests have a separate network that prohibits access to the network drives.

Ms. Shickle said some revisions were made to the section on secondary employment, noting it must be approved by the employee's supervisor and cannot encroach on the work done by RRPDC or during the time an employee is expected to work at the RRPDC.

There have been some revisions and clarification with regard to the regulatory requirements of drugs, alcohol, workplace violence, conflicts of interest, political activity, and criminal behavior. The new Policy will reference the new laws enacted by the General Assembly relating to ethics and conflicts of interest.

The current policy has a reference to random drug testing. This current policy has not been enforced and the size of the agency does not easily lend itself to such a policy. This has been eliminated and replaced with guidelines for cause-based testing. These changes were made on advice from the RHRR.

Ms. Shickle said the current policy requires that the RRPDC Board take action to approve any additional holiday time as established by the Governor for state employees. It is being proposed that the agency follow the same holiday schedule as the Commonwealth of Virginia. Historically, the agency has also offered Easter Monday as a holiday, which will be maintained. The localities have varying schedules with regard to Easter. Some take Good Friday while others have no day off over the Easter weekend. For those that don't have a day off for Easter weekend, the localities offer flex holidays that can be used by their employees. The overall number of holidays for RRPDC is consistent with what the localities offer.

The revised Policy also eliminates the statement that professional memberships will be funded by the agency. Ms. Shickle said this is a budgetary position and not a policy. She said professional memberships will be allowed based on available funding.

With regard to salary increases, the revised Policy offers some clarification on the types and timing of increases, such as merit, market evaluations, one-time stipends/bonus, etc.

The steps within the disciplinary procedures have been revised to eliminate the verbal reprimand. The RHRR advised that positive or negative verbal feedback should not be viewed as disciplinary action but as part of the professional development process. Disciplinary action follows a progressive movement and will be part of the employee's file. While grievance procedures are not required for PDCs, Ms. Shickle said it was felt that in being consistent with what the localities offer, the grievance procedure will be maintained. A link to the state code that guides the procedure will be included in the new Policy.

Ms. Shickle said that concluded her overview and she believed Mr. Amos had some suggestions for edits.

Mr. Amos, RRPDC legal counsel, noted that the RRPDC Mission Statement is not included in the Policy. He said it is included in a number of other agency documents and he wondered if this was something that should be included in the revised Policy. He said that would be up to the Board and staff to decide.

On page 10, section 4.3 Drug and Alcohol Free Workplace, Mr. Amos said the second line references "...unlawful manufacture, distribution, possession, or use of a controlled

substance....” The word *sale* should be included following the word *manufacture*. He said there is no provision for an employee to inform a supervisor if there is a suspicion of use of a controlled substance by another employee in the workplace. He said he felt some language should be included regarding the obligation of an employee to report such use. The employee himself/herself is required by the Policy to notify the agency if he/she has been convicted of a criminal drug statute.

On page 13, section 4.8 Criminal Charges, Mr. Amos said there is no reference to an employee having to report being under a protective order. He said while it is not a crime to be under a protective order, unless it is violated, a protective order does trigger several state and federal requirements, such as not being able to possess a firearm. He recommended that a person subject to a protective order should also be included in the list of charges that are required to be reported.

Under section 4.10 Use of Electronic Devices, Mr. Amos said he would suggest that as the policy continues on page 14, the policy states, “...employees are expected to use these resources (including telephone, mobile device communications, fax, electronic mail, internet) responsibly and professionally and shall make no intentional use of these resources for any unlawful purpose.” He said he would add a phrase to prohibit use of a cell phone while operating a motor vehicle.

Chairman Miles thanked Mr. Amos for his suggestions.

Mr. Pollard said that on page 3, it is noted that RRPDC is an “at will” employer and that an employee “...may be dismissed from employment at any time, for any reason.” He said the phrase “for any reason” is too broad. This could be used to dismiss an employee for wearing an inappropriate piece of clothing. Yet, in the section regarding disciplinary action, there is a reference to being discharged for “just cause.” Mr. Pollard said he felt the same phrase should be used with reference to the statement regarding at-will employment.

Mr. Amos said the disciplinary reference is related to misconduct. He said in Virginia, employment is at-will particularly for monetary reasons. Mr. Nelson said other at-will references he’s seen state that an employee may be dismissed for any reason other than discrimination, such as gender, race, etc. Mr. Amos suggested that on page 3, the sentence could be changed to read, “...may be dismissed from employment at any time.” The words *for any reason* could be dropped.

Ms. Freye said on page 7, section 3.5 Probationary Period, in the last paragraph, she thought there would be other portions of the grievance procedure that could be utilized by an employee who has been terminated. Ms. Shickle said an employee could file a grievance for any type of workplace violence. Employees are ineligible to grieve disciplinary action. Ms. Freye said she felt some clarification is needed. Ms. Shickle said in the actual grievance procedure, the specific offenses that can be grieved are listed. She said staff will clarify that in section 3.5.

Mr. Agelasto said he understood the process by which the current policy has been revised, but he wondered if staff had been given an opportunity to provide input. Ms. Shickle said there is a staff working group that has been reviewing the sections as they were developed. She provided a presentation to the entire staff on August 31 to allow time for additional feedback from staff prior to today's presentation to the Board.

Mr. Agelasto said he feels that exit interviews can be helpful to determine what caused a person to decide to voluntarily leave a job.

Ms. Kelly-Wiecek said she believes there should be some reference to a dress code in the Policy. She said staff is a reflection of any organization and there should be some reference either in the Policy or in the OMPP.

Ms. Shickle said the intention is to include guidelines for professional dress and appearance in the OMPP. She said what she does not want to do is discipline a staff member if he/she has an accident in the kitchen and spills food on the clothing. She said a reference can be included in the Policy since the agency's employees do represent its members, and it is appropriate for members to offer guidance on how the employees should present themselves in public.

Mr. Peterson noted that Hanover County has transitioned to provide its employees with paid time off (PTO) and this appears to be the trend in most jurisdictions. He asked if RRPDC would continue the traditional annual leave/sick leave structure. Ms. Shickle said proposed revisions will be brought back to members regarding this issue. She said as the agency moves to comply with the new Fair Labor Standards Act and continues to receive feedback from employees, leave will be revised to make the agency's benefits more competitive. She said the same holds true with health care benefits. Staff has some models from the localities that can be used to make additional revisions. Ms. Shickle said she hopes to have additional proposed revisions in the spring. Because the agency is small, it's more difficult to absorb some changes based on what larger organizations provide to employees.

Mr. Fabricant said on page 13, section 4.10 Use of Electronic Devices, he wondered if there was any discussion of restricting internet use to only sites pertaining to conducting agency business. He said inappropriate use of time can be a drain of resources for employers.

Ms. O'Bannon said she appreciated hearing that RRPDC's wireless access has restrictions for guests. She said she thought some sort of guidance should be included to address what personal devices employees can use in the office in order to prevent malware and other security risks. She also discussed information she had received from her recent attendance at a cyber security conference.

Chairman Miles asked if members would like to defer any action on the revised Personnel Policy to the October meeting to allow Ms. Shickle time to make the suggested changes. Members agreed this would be a preferred option.

Ms. Haley asked if the Policy can be revised using track changes so members will be able to see what has been changed. Ms. Shickle said staff will be glad to use that format.

Ms. Jaeckle said she would be careful about wording to restrict employee actions, such as with internet use. She said the bottom line is that the work needs to be done and the employee needs to do so in a way that does not waste time. Mr. Fabricant said he felt there should be some specific parameters set.

Ms. Shickle said she would follow up with the HR Roundtable for their guidance. She said she does not want to put a Policy in place that cannot be enforced. She will find out from the RHRR what sort of monitoring could be used and if RRPDC could put that into practice.

Mr. Elswick said he would recommend that the Executive Committee take up this issue during its meeting in October instead of bringing it back to the full Board. He said he felt that the Executive Committee has the expertise to finalize the Policy and the full Board could deal with other agenda items.

Mr. Holland said there should be some reference to ethics and the use of time that is being funded by RRPDC. Employees should be reminded that they need to act in an ethical manner and to do what is right. Ms. O'Bannon said she agreed with this suggestion.

Mr. Elswick offered a motion that the revised Personnel Policy be brought back to the Executive Committee during the October 13 meeting for their review and appropriate action. Mr. Peterson seconded the motion. There was no discussion and the motion carried unanimously.

V. OTHER BUSINESS

Chairman Miles asked if there was any other business to bring before members.

Mr. Thornton asked if any consideration could be given to upgrading the current audio system in the Board Room. He said it is very difficult to hear what is being said on the other side of the room. Ms. Shickle said she will be glad to bring forward a budget proposal to upgrade the system.

Ms. O'Bannon said she would like to see a budget proposal to upgrade the chairs in the Board Room. Ms. Shickle said she could also bring forward a proposal for new chairs.

No other business was identified.

VI. ADJOURNMENT

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

Martha Shickle
Executive Director

Floyd H. Miles, Sr.
Chairman