

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
Minutes of Meeting
December 14, 2017

Members and Alternates (A) Present

Parker C. Agelasto.....City of Richmond
Angela Cabell Powhatan County
Timothy M. Davey Chesterfield County
Steve A. Elswick Chesterfield County
Evan Fabricant..... Hanover County
Jen Giovannitti Powhatan County
Mike C. Gray.....City of Richmond
Leslie Haley..... Chesterfield County
Jimmy Hancock..... Henrico County
James M. Holland..... Chesterfield County
Dorothy Jaeckle, Chair Chesterfield County
Angela Kelly-Wiecek Hanover County
Kristen LarsonCity of Richmond
Susan Lascolette Goochland County
Floyd H. Miles.....Charles City County
John Moyer..... New Kent County
Tyrone E. Nelson, Treasurer Henrico County
Larry Nordvig..... Powhatan County
Patricia O’Bannon Henrico County
W. Canova Peterson Hanover County
Randy Silber (A) Henrico County
George Spagna, SecretaryTown of Ashland
Randy Whittaker..... Hanover County
Christopher Winslow..... Chesterfield County

Others Present

Katherine BusserCapital Region Collaborative
Eric Gregory RRPDC Legal Counsel
Lisa KyleOffice of Congressman Dave Brat
Molly MacBean..... VanGo
Cassandra Patterson..... Richmond City Health Department

Staff Present

Martha Shickle Executive Director
Julie Fry..... Executive Assistant
Chuck Gates Deputy Executive Director
Barbara Nelson Deputy Executive Director
Barbara Jacocks.....Director of Planning

Jin Lee Senior Planner
Peter Sweetland Director of Finance

Call to Order

Chairwoman Jaeckle called the regularly scheduled December 14, 2017 RRPDC meeting to order at approximately 9:05 a.m. in the RRPDC Board Room. She 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

Chairwoman Jaeckle asked if there were any requests to change the agenda or order of business. As there were no requests to make any changes to the agenda, Chairwoman Jaeckle indicated the agenda would stand as presented.

C. Open Public Comment Period

Chairwoman Jaeckle opened the public comment period, noting that if anyone wished to address the members, to please stand and provide his or her name, locality of residence, and if appropriate the name of any organization being represented. Chairwoman Jaeckle 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, Chairwoman Jaeckle closed the public comment period.

D. Approval of October 12, 2017 Meeting Minutes

Chairwoman Jaeckle asked Dr. Spagna to present the October 12, 2017 minutes to members for their review. Dr. Spagna said if there were no corrections, he would make a motion to approve the October 12, 2017 meeting minutes as presented. The motion was seconded by Mr. Nelson. There was no additional discussion and the minutes of the October 12, 2017 meeting were approved unanimously as presented. Ms. O'Bannon and Mr. Miles abstained from the vote as they were not present at the October 12 meeting.

E. Acceptance of the September and October 2017 Financial Reports

Mr. Nelson said if there are no questions on the reports, he will make a motion to accept the September and October, 2017 financial reports as presented for file. The motion was

seconded by Dr. Spagna. There was no further discussion and the motion to accept the September and October 2017 financial reports as presented carried unanimously.

F. Chair's Report

Chairwoman Jaeckle indicated she did not have a formal report this month.

Cancellation of January 11, 2018 Meetings

Chairwoman Jaeckle said that traditionally, both the Executive Committee and full Board meetings for the month of January are cancelled to allow local jurisdictions time during their organizational meetings to appoint any members to the RRPDC Board that may be required. She asked if there was a motion to cancel the RRPDC Executive Committee and full Board meetings scheduled to be held on January 11, 2018. Mr. Nordvig so moved; Ms. Lascolette seconded the motion. There was no additional discussion and the motion was approved unanimously.

RRPDC's Future Ad Hoc Committee

Chairwoman Jaeckle asked Mr. Davey to provide an update on the work being completed by the RRPDC's Future Ad Hoc Committee.

Mr. Davey reminded members of the Ad Hoc Committee who are present this morning that they will meet immediately following adjournment of this morning's Commission meeting.

Mr. Davey said the committee decided to focus on the following:

- What does the RRPDC do?
- What is the RRPDC good at doing?
- What does the RRPDC aspire to do?

Mr. Davey said that Ms. Katherine Busser has volunteered her time to facilitate the committee's meetings and to help guide members as they develop a strategic plan for the agency. Ms. Busser has completed the first round of interviews with the region's CAOs and Managers to receive input from them on the three areas of focus. These results will be reviewed by committee members this morning to see how the input can be used to determine next steps.

Mr. Davey said a survey will be developed to distribute to a broader spectrum of stakeholders in the community, including all RRPDC members and other community partners that are aligned with RRPDC tasks, such as economic development, tourism, etc. A follow-up meeting with the CAOs and Managers has been set for early January to review input received during their interviews and the survey questions.

It is anticipated that Commission members will receive a more detailed report in March. Mr. Davey asked if there were any questions.

Chairwoman Jaeckle asked the Ad Hoc Committee members in attendance be recognized. She noted that Ms. Newbille is also on the committee; Ms. Newbille was not able to attend today's meeting. [Full committee membership: Mr. Davey, chair; Chairwoman Jaeckle, Ms. Cabell, Mr. Gray, Ms. Kelly-Wiecek, Ms. Lascolette, Mr. Moyer, Ms. Newbille, Mr. Nordvig, and Ms. O'Bannon; Ms. Shickle, and Ms. Busser, facilitator]

G. Executive Director's Report

Ms. Shickle brought members' attention to the staff Key Tasks 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 she will be glad to answer any questions on items in the report.

Ms. Shickle reported that during this morning's Executive Committee meeting, members reviewed a revised Personnel Policies Manual which will be brought to the full Board during the February meeting. Overall, the updates were not significant and were undertaken to clarify policies and to ensure compliance with all state and federal laws.

Ms. Shickle said that in November, two AmeriCorps VISTA volunteers joined the Capital Region Collaborative team. They will be working with the Collaborative's Workforce Preparation Action Team, focusing on Opportunity Youth (Jésus Suriel), and on overall community outreach and awareness (Grace Johnson) of what the Collaborative is doing.

Ms. Giovannitti added that Mr. Suriel has already provided excellent support to the Action Team and they are all looking forward to his continued assistance.

Ms. Shickle said some members may be aware that there has been ongoing discussion on how to increase the number of full time employees to assist with the Collaborative's work. Staff is looking for creative ways to leverage community partners. The agency has a partnership with the University of Richmond's Bonner Scholar Program and will continue this relationship. Ms. Hall has done a good job in being able to identify ways to bring talent to the effort without bringing an ongoing funding commitment. The VISTA Program is a two-year commitment which will bring in two new volunteers for the second year. These volunteers work 40 hours per week.

The Central Virginia Emergency Management Alliance (CVEMA) has adopted a Continuous Improvement Plan. They have been focused on what their regional agenda should look like going forward. RRPDC provides staff support to CVEMA, which allows the agency an opportunity to determine the agency's role in assisting CVEMA's agenda.

RRPDC has agreed to be the fiscal agent for four grant awards made to CVEMA. The awards are for CERT exercises, supplies for CVEMA's Shelter Committee, communications and public outreach efforts, and a second award for other types of supplies. While this involves a low level of staff support, it does allow the agency an opportunity to work with the region's local emergency management programs in a support role.

Ms. Shickle reported she learned this morning that CVEMA has been selected to participate in VCU's Create-a-Thon. One of the priorities in the Continuing Improvement Plan is to raise public awareness regarding emergency preparedness. The Create-a-Thon, which will take place in the spring, will provide assistance with this effort.

Mr. Fabricant asked what types of supplies are being purchased for the shelters. Ms. Shickle said the supplies are geared toward what would be needed to set up a shelter, such as gloves, masks, and other emergency supplies.

II. CONSENT AGENDA

Chairwoman Jaeckle noted there are no items included on the Consent Agenda this month.

III. UNFINISHED BUSINESS

Chairwoman Jaeckle reported there is no Unfinished Business this month.

IV. NEW BUSINESS

A. FY18 Mid-Year Budget Review and Draft FY19 Preliminary Budget

Chairwoman Jaeckle asked Ms. Shickle to present this item.

Ms. Shickle said she would first like to bring members' attention to the budget sheets that have been placed at each member's seat. An update to the budget was needed earlier this week which did not allow enough time to distribute the sheets to members prior to this morning's meeting. These sheets are replacements for the FY18 sheets in the agenda packet under Tab 4.

The revisions were needed because member jurisdictions pointed out to staff that the member dues assessments for FY18 were higher than they should have been. Historically, a budget is adopted in December, which is the basis for local member dues. The previous methodology involved applying a multiplier to the most recent population figures in order to estimate future population growth. Ms. Shickle said she did not realize a multiplier had been used. When localities were invoiced for FY18 dues, the amounts were based on the population figures developed with the multiplier instead of the released Census figures. The agency will be refunding the difference between what should have been invoiced and what was invoiced. The budget amendment reflects the impact of these refunds on the current budget revenue. The overall change to the net income is a decrease in anticipated net income of about \$5,000 to a projected net income of around \$1,000.

The Executive Committee has had an opportunity to review the budget twice. She asked if members had any questions. Ms. O'Bannon asked where the adjusted net income is on the sheets. Ms. Shickle said it was on the first sheet, at the bottom of the page. The figures that have changed are enclosed in boxes.

Ms. Shickle said the current budget does not include any funding for salary adjustments. At this point, across the board increases will not be offered this year to staff.

Mr. Silber asked how the reimbursements will be made to the localities. Ms. Shickle said it seemed cleaner from an accounting perspective to process a reimbursement directly back to the jurisdiction. She said staff has already been in touch with the finance staff in Henrico County, who have provided instructions on how to submit the reimbursement. Checks will be processed within the next few weeks.

Chairwoman Jaeckle said the Executive Committee recommended approval of the revised FY18 budget. She asked if there was a motion to approve. Ms. Lascolette so moved, and the motion was seconded by Mr. Davey. There was no additional discussion and the motion carried unanimously.

Ms. Shickle said the preliminary FY19 budget is included in the agenda packet. The projected revenues are listed by type. She said the revenue sheets do not include any TPO carryover funds. Staff will continue to identify other funding sources for projects.

Dues assessments are calculated on the population figures released by Weldon Cooper in January 2017. These will be adjusted once the new figures are released next month. Localities will not be invoiced until after the release of the January figures. The amounts will include the match funds for support of the RRTPO and support funding for the Capital Region Collaborative. Staff has already provided these preliminary figures to locality staffs for budgeting purposes, noting that they will be updated when Weldon Cooper releases its data in January.

Mr. Nordvig noted personnel and healthcare costs are some of the largest expenditures for any company. He said on the Healthcare line of the budget sheet, he sees the amount included and wonders if staff routinely reviews these costs to ensure the agency is getting the best deal possible. He asked if the agency is considering new programs, such as Wellness Programs, that can help hold costs down.

Ms. Shickle said no changes to the plan offerings have been made since she's been with the agency. However, plans are in place to review healthcare benefits with the upcoming cycle. RRPDC participates in The Local Choice plan, which is a pooled plan for smaller jurisdictions, agencies, school systems, etc. This helps smooth out the variability of healthcare costs. This also allows a choice of plans to offer to employees. The Local Choice has reduced the requirement from 25 employees to 20 employees to allow a choice of two plans. Ms. Shickle said staff has not discussed looking into the wider market to see what else may be available. She said in her experience, good deals are only offered for the first couple of years. Because of the agency's size, there is a lot of variability in costs for future years.

The Commonwealth of Virginia is also looking at a state-sponsored plan that staff has reviewed. With this plan, there is no opt-out clause. What staff has been able to find out about premiums does not make it look like a viable option at this point. Ms. Shickle said

that Ms. Stone-Cannaday had completed a benefits comparison to see how the agency compares to other companies of similar size.

Ms. Kelly-Wiecek asked if The Local Choice plans offer any type of wellness savings or programs. Ms. Shickle said that The Local Choice will come in twice a year to provide information on wellness programs such as smoking cessation or stress management. She said the offerings are not as robust as they are with plans offered by the larger jurisdictions. Staff has contacted the wellness coordinators in the jurisdictions to see what programs are offered. Through Chesterfield County, Ms. Shickle has been able to be in touch with Bon Secours, which has offered to let the agency participate in some of the region-wide health-focused events. Ms. Stone-Cannaday has also reached out to RRPDC staff to see what types of fitness programs may be of interest.

Ms. Shickle said staff is trying out an idea to adopt one of the Collaborative's priority areas each year. This year staff is working with the Healthy Community Action Team to participate in community events.

Ms. O'Bannon asked for an update on the lease and sub-lease arrangements. Ms. Shickle reported that as of July 1, 2017, Leadership Metro Richmond (LMR) is no longer a subtenant of RRPDC. LMR has entered into its own lease agreement with the property owner. RRPDC is now paying rent only on the footprint with which members are familiar. LMR is still allowed to use the RRPDC Board Room and kitchen spaces. Ms. Shickle reported that the attorneys have reviewed the current lease to become familiar with its clauses, and there are still issues involving adequate cleaning and maintenance. Ms. Shickle said staff is working with the landlord and cleaning vendor to address these concerns.

The current lease agreement expires in 2022. Staff has been collecting some data that will be presented to members within the next year regarding space use and needs. At this time, in the current space, about 40 percent is used for actual office/work space. The remaining 60 percent is used as meeting space and other non-work areas such as hallways. When discussions regarding updates to the audio system were held with members, the decisions on what and how to upgrade were made in consideration of how the Board Room is currently being used. Ms. Shickle said that since rent is the second largest expense to the agency, she feels discussions on how the space is used will be important to hold within the next year.

Ms. O'Bannon asked if the Board Room is rented to other organizations. Ms. Shickle said there has been a practice in place for several years to charge for use of the room by other agencies or organizations, particularly if the use will involve the need for agency staff to stay late or provide set up assistance. Because of the current room configuration, it's not attractive to many others for meeting use. Removal of the table microphones does now allow the tables to be moved which makes the space a bit more attractive.

Ms. Larsen asked if the agency has a telecommute policy in place. Ms. Shickle said there is currently no one on staff who regularly telecommutes. However, there is a mechanism

in place to allow telecommuting in certain circumstances. For the most part, staff is here in the office on a regular basis.

Ms. Larsen said if staff begins to look at alternative space, she felt taking telecommuting into consideration will make sense as the current office norm is no longer that staff must come into an office to work for eight hours. She said telecommuting may be a more efficient use of time. Ms. Shickle agreed and noted that each person currently has more square footage for office space than is the norm. Co-location or a more flexible space will be options to consider in order to make the agency more efficient.

Ms. O'Bannon said that many companies offer internships for students and receive a stipend from the university or college for providing the internship opportunity. She asked if RRPDC has considered that sort of partnership. Ms. Shickle said during her tenure, while the agency has had interns, the agency has not been paid by the university to take on interns. The agency currently has partnerships with the University of Richmond Bonner Scholar program and the VCU Wilder Fellowship program. In these partnerships, the agency pays the students. Ms. Shickle said these partnerships allow the agency to increase capacity without long term commitments. Ms. Shickle said the Wilder Fellowship program is a step up from an internship. Currently the agency has two Wilder Fellows, two VISTA volunteers, and one Bonner Scholar.

Ms. O'Bannon said she thought the University of Richmond paid the company for taking on an intern. Ms. Shickle said the University of Richmond Bonner Scholar program pays the student directly; the agency does not pay the student. RRPDC receives no funding from the University. This is a four-year placement at no cost to the agency.

Mr. Moyer asked if the agency pays the intern or the college. Ms. Shickle said the agency does both. In the Wilder Fellowship, the student receives a fellowship for coursework and the agency pays a tuition stipend on behalf of the Fellow.

Ms. O'Bannon said she knew in other circumstances, the University of Richmond has paid the company. Ms. Shickle said the agency is also looking for ways to partner with Virginia Union University and Virginia State University, in addition to the community colleges.

Chairwoman Jaeckle said if there was no additional discussion, she would ask for a motion to approve the Draft FY19 Preliminary Budget as presented by staff. Mr. Nelson so moved and the motion was seconded by Ms. Lascolette. There was no additional discussion and the motion to approve the Draft FY19 Preliminary Budget as presented carried unanimously.

V. OTHER BUSINESS

Chairwoman Jaeckle asked if there was any additional business.

GO Virginia

Mr. Peterson noted that there was an article in this morning's paper announcing that the majority of GO Virginia funds that were awarded recently went to Northern Virginia and Hampton Roads. He said unless the Richmond Region begins working together as a region, this type of funding will continue to bypass Richmond. Ms. Shickle said she can forward GO Virginia information to members that will provide more information on why the funds were awarded as they were. She said GO Virginia Region 4, which includes both the RRPDC and Crater PDC, submitted two projects for consideration. Projects that received funding were workforce-related, and all other projects were set to the side. The information Ms. Shickle will forward can provide information on the projects submitted.

Mr. Elswick asked if GO Virginia could provide a presentation to members after the first of the year on why the awards were given to Northern Virginia and Hampton Roads. Ms. Shickle said she will contact Mr. Wilson Flohr to see if he can speak to members in February.

Ms. O'Bannon asked if the population in the region was an issue – not enough people to meet the requirements. Ms. Shickle said funding for GO Virginia is tiered for each region. She said there are a lot of moving parts, and projects that are ready to go are the ones that are being moved ahead first. Region 4 was the last one to get its board into place. Northern Virginia and Hampton Roads had a better infrastructure in place that helped them be able to develop projects more quickly. She said there is a strong desire to have projects moving ahead prior to the start of the General Assembly session in order to demonstrate that funds are being awarded and work is moving ahead. She said because this is a private sector led initiative, she believes they are not familiar with how the public sector approaches moving projects ahead.

Mr. Moyer noted that the new incoming Secretary of Transportation is from Lynchburg, and he hopes by having someone from a smaller community leading that agency, the smaller jurisdictions will be pushed to the forefront with regard to funding. He said the major factor is being ready with projects. The region does not know what it wants which makes development of projects difficult, especially since it's hard to know what will be needed long term. He said the region needs to take necessary steps to begin to project what will be needed in the future.

Mr. Davey asked if Northern Virginia and Hampton Roads used organizations already in place, noting that Region 4 had to build an organization. Ms. Shickle said Hampton Roads was combined with the Eastern Shore. The Community Foundation has been really active in that infrastructure. A former director of that region's Economic Development Alliance was hired to lead that GO Virginia region. There were already a lot of pieces in place. The Northern Virginia Region is the GO Virginia region. There was a lot of reconciliation that needed to be done with the combining of RRPDC and Crater PDC to make Region 4. A new non-profit organization was set up to be the backbone of Region 4, and that team had to be put into place.

Ms. O'Bannon asked how much funding was provided. Mr. Davey said the award was for \$1.2 million. Ms. Shickle said the total funding package was \$38 million. She said during the VAPDC Executive Directors meeting last week, they all discussed how GO Virginia has been a game changer for some of the PDCs. This is allowing other regions to move forward projects that have been stalled.

RRPDC Holiday Hours of Operation

Chairwoman Jaeckle noted the agency's holiday schedule is listed for members' information.

VI. ADJOURNMENT

As there was no additional business to bring before the Board, on motion duly made and seconded, Chairwoman Jaeckle adjourned the meeting at approximately 9:45 a.m.

Martha Shickle
Executive Director

Dorothy Jaeckle
Chair