

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
Minutes of Meeting
April 13, 2017

Members and Alternates (A) Present

Parker C. Agelasto.....City of Richmond
Angela Cabell Powhatan County
Timothy M. Davey Chesterfield County
Evan Fabricant..... Hanover County
Gloria L. Freye Chesterfield County
Kimberly Gray.....City of Richmond
Harvey Hinson..... Henrico County
James M. Holland..... Chesterfield County
Dorothy Jaeckle, Vice Chairman..... Chesterfield County
Angela Kelly-Wiecek Hanover County
Susan Lascolette Goochland County
Floyd H. Miles, Chairman.....Charles City County
Tyrone E. Nelson, Secretary..... Henrico County
Cynthia Newbille.....City of Richmond
Larry Nordvig..... Powhatan County
Patricia S. O'Bannon..... Henrico County
Randy Silber (A) Henrico County
George SpagnaTown of Ashland
Frank J. Thornton Henrico County
Randy Whittaker..... Hanover County
Christopher Winslow..... Chesterfield County

Members Absent

Tommy Branin Henrico County
Karin Carmack Powhatan County
Steve A. Elswick Chesterfield County
Mike C. Gray.....City of Richmond
Leslie Haley..... Chesterfield County
Jimmy Hancock..... Henrico County
Kristen LarsonCity of Richmond
Eric Leabough Henrico County
John Moyer..... New Kent County
W. Canova Peterson Hanover County
Rodney PooleCity of Richmond
C. Thomas Tiller..... New Kent County

Others Present

Brad Armstrong Smart Beginnings
Monica Callahan Smart Beginnings
Cyane Crump Historic Richmond
Eric Gregory..... RRPDC Legal Counsel
Jacque Hale Smart Beginnings
Pat Kinlaw..... Henrico County Public Schools
Rich Schultz Smart Beginnings

Staff Present

Martha Shickle Executive Director
Julie Fry Executive Assistant
Chuck Gates Deputy Executive Director
Barbara Nelson Deputy Executive Director
Sulabh Aryal..... Senior Planner
Tiffany Dubinsky Principal Planner
Billy Gammel Senior Planner
Barbara Jacocks Director of Planning
Jin Lee Senior Planner
Phil Riggan Planner
Kathy Robins Senior Planner
Greta Ryan..... Senior Planner
Jackie Stewart..... Manager, Special Projects
Peter Sweetland Director of Finance

[PLEASE NOTE: The recording equipment malfunctioned and minutes have been prepared using staff notes.]

Call to Order

Chairman Miles called the regularly scheduled April 13, 2017 RRPDC meeting to order at approximately 9:05 a.m. in the RRPDC Board Room. Members joined 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.

Mr. Spagna said he would like to make a motion that, under Unfinished Business, Item III.A – Emergency Management Program Funding, this item be postponed until the next RRPDC Board meeting. The motion was seconded by Ms. Lascolette. There was no discussion and the motion passed unanimously.

No other requests from members were received and Chairman Miles indicated the agenda would stand as changed.

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.

The Chairman recognized Ms. Blair Blanchette, who stated she represents the Chesapeake Bay Foundation. Ms. Blanchette reported that her office is located in the City of Richmond.

Ms. Blanchette said that a flyer is being distributed with information regarding the Foundation's upcoming boat tour of the Chesapeake Bay area. This event will be held on Thursday, May 18, 2017, from 9:00 a.m. until 12:00 noon, departing from Jordan Point Marina near Hopewell. She said this is a semi-annual event that offers a chance for participants to learn about water quality issues and to share solutions with local government zoning, planning, and environmental engineering staffs. Included during the trip will be refreshments, peregrine and eagle spotting, trawling for fish, water quality sampling, and opportunities to share best practices regarding water quality.

She said she would like to invite Commission members and locality staffs to participate in this event. Contact information to RSVP is included on the flyer.

Mr. Agelasto added that he has been on a previous tour and found it to be a very good experience.

Mr. Holland asked the capacity of the boat and what time anyone interested in participating should arrive at the marina. Ms. Blanchette said the boat's capacity is 28 persons; however, seating is more comfortable with 22-25 persons on board. She said anyone interested should arrive at the marina by 8:30 a.m. for the 9:00 departure time.

Chairman Miles thanked Ms. Blanchette for the information. As there were no other requests from the public to address members of the Board, Chairman Miles closed the public comment period.

D. Approval of March 9, 2017 Meeting Minutes

Chairman Miles asked Mr. Nelson to present the minutes of the March 9, 2017 meeting to members for their consideration and action.

Mr. Nelson asked if there were any changes or corrections to be made to the minutes.

Ms. Freye said she had reported to Ms. Fry earlier this week that there were some minor typing errors that did not impact content, and Ms. Fry indicated corrections would be made prior to the minutes being filed.

There being no other corrections or comments, Mr. Nelson moved for approval of the March 9, 2017 minutes as presented. The motion was seconded by Mr. Spagna. There was no additional discussion and the minutes of the March 9, 2017 meeting were approved unanimously as presented with the understanding that typing errors identified by Ms. Freye will be corrected prior to filing.

E. Acceptance of February 2017 Financial Reports

Chairman Miles asked Ms. Shickle to present the financial reports for February 2017.

Ms. Shickle said if there were no questions, she would ask for a motion to accept the February 2017 financial reports as presented for file. Mr. Winslow so moved and the motion was seconded by Mr. Nelson. There was no further discussion and the motion carried unanimously.

F. Chairman's Report

Chairman Miles reported that during this morning's Executive Committee meeting, members approved a resolution of appreciation for Mr. Carson Tucker, who represented Powhatan County on the RRPDC Board. He asked if there was a motion to endorse the Executive Committee's action. A motion was duly made and seconded. There was no discussion and the motion carried unanimously.

Chairman Miles noted that the resolution will be sent to Mr. Tucker by staff on behalf of the RRPDC Board.

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 said she would like to highlight a couple of the report items. She and Ms. Nelson participated in a discussion hosted by the Greater Washington Partnership (GWP) regarding megaregions. She said the discussion included topics regarding transportation

issues in the Richmond region, as well as programs currently in place or being evaluated to respond to these issues. Also discussed was whether the GWP can provide leadership and support to expedite delivery of solutions to improve mobility in the Richmond region.

Ms. Shickle said she and Ms. Nelson are continuing to monitor meetings hosted by the Hampton Roads Management Roundtable regarding cooperative opportunities between the Richmond and Hampton Roads regions with regard to ports and high speed rail.

Ms. Shickle said she would also like to announce that she received notification this week that Billy Gammel, Senior Planner, will resign to accept a position with the Virginia Department of Housing and Community Development. She asked Mr. Gammel to stand and be recognized. Ms. Shickle said Mr. Gammel has been working for RRPDC since 2010 and has assisted with many projects on behalf of the region's jurisdictions. She said she'd like to ask that members join her in recognizing Mr. Gammel's efforts and service with a round of applause.

II. CONSENT AGENDA

Chairman Miles noted there are two items on the Consent Agenda this month:

- A. Authorization to File and Execute an Application for Funding with the Virginia Department of Transportation for Federal Highway Planning and Research Funds to Provide Transportation Planning Assistance to the Rural Jurisdictions within the District (Tab 4)
- B. Authorization to File and Execute FY18 Federal and State Grant Applications and Agreements on Behalf of the RRPDC for the Richmond Regional TPO FY18 Unified Planning Work Program (Tab 5)

Chairman Miles said if there were no requests to have either item taken from the Consent Agenda for discussion, he would ask for a motion to approve the Consent Agenda. A motion was duly made and seconded. There was no discussion and the motion carried unanimously.

Mr. Holland asked if the Greater Richmond Partnership could help identify regional transportation funding mechanisms such as those in place in Northern Virginia and Hampton Roads.

Mr. Agelasto said there is a population threshold tied to transportation funding. He said the region will need a united voice to have this threshold changed in the State Code before additional funding can be awarded.

Ms. Shickle said this discussion is already underway by the RRTPO Board, and she thought this discussion was better suited to the TPO's efforts.

Chairman Miles noted that when he was a member of the General Assembly, delegations from Hampton Roads and Northern Virginia always presented a united front for funding requests. He said the Richmond delegation has not reached that level of cooperation.

III. UNFINISHED BUSINESS

A. Funding Options for Emergency Management Program

Item postponed by action taken under Item I.B.

IV. NEW BUSINESS

A. Smart Beginnings Program Update

Chairman Miles asked Ms. Shickle to introduce this morning's guests.

Ms. Shickle said she was pleased to welcome Mr. Brad Armstrong, Chair of the Smart Beginnings board, who will update members on the Smart Beginnings regional plan.

Mr. Armstrong said he would like to introduce Mr. Pat Kinlaw, superintendent of Henrico County Public Schools, who sits on the Smart Beginnings board. Mr. Kinlaw noted that the Smart Beginnings Regional Plan was launched in May. He said many RRPDC members may be familiar with the coordinated regional kindergarten registration efforts, which are part of the Regional Plan. He said the Smart Beginnings Strategic Plan is to ensure that all children in the region are ready to begin school.

Mr. Armstrong provided a brief background on the Smart Beginnings organization, noting its footprint is very similar to that of RRPDC. Smart Beginnings wants to be considered the "backbone" organization for coordinated early childhood efforts. He said he feels that there is a moral obligation to ensure that all children have every opportunity for a good start to their education.

He reviewed the mission of Smart Beginnings, which is "...to lead the transformation of the early childhood system by building regional partnership and capacity for change."

Mr. Armstrong pointed out that early childhood development provides the best return on investments, about \$7.00 for every \$1.00 invested. The key age for development of a child's brain is from birth through five years of age.

Mr. Armstrong noted there is a strong history of collaboration in the region with regard to early childhood. He said there is a state foundation that oversees all of the Smart Beginnings offices around the state. He said he considers the office here in Richmond to be the flagship office.

Of children 0-5 years of age, about 21 percent of those living in the Richmond region live in poverty, and about 71 percent are living with parents who both work. Mr. Armstrong noted that the number of Hispanic students has increased to about 10 percent.

Mr. Armstrong provided information on the number of private and public partners who are working on early childhood efforts.

Ms. O'Bannon asked if public broadcasting is partnering with Smart Beginnings. Mr. Armstrong said public broadcasting has been a partner since the inception of the effort.

Ms. Hale continued the presentation by saying their partners are from various outlets, including schools, localities, and media outlets.

The Regional Plan centers on a vision and core values. Ms. Hale reviewed each of the goals and provided examples, strategies, and success measures for each. She said there are four primary goals:

1. Greater Awareness and Enrollment
2. Collaborative and Intentional Pathways
3. Policy Alignment and Public Will
4. Organizational and Professional Capacity

Mr. Fabricant asked how expectant and new parents find out about the different services being offered. He asked if home visits were the primary vehicle to pass along this information.

Ms. Hale said gaining knowledge about available programs relies on building relationships between parents and providers, such as pediatricians. She noted that some of the services are income-based and those providers will have a better idea as to whether parents may be eligible for the services. Many localities use evidence-based models to determine eligibility.

Mr. Armstrong said there is an effort to strengthen partnerships in order to make sure eligible parents can be identified and then informed about services.

Ms. O'Bannon said she believed Head Start was one of the earlier models. Ms. Hale noted that eligibility can be determined through early intervention, home visits, and pre-schools that are associated with public schools.

Ms. Lascolette asked how impacts on children are measured. Ms. Hale said outcomes depend on the various program measures, such as PALS (Phonological Awareness Literacy Screening) testing in kindergarten. She said the local snapshots distributed to members show those scores in the jurisdictions.

Ms. Lascolette asked if there is any historical data on improvement. Ms. Hale said over the last ten years, improvement has been noted and she referred members to the handout.

Mr. Agelasto asked why some organizations that work with this type of development efforts are not on the list of partners. Ms. Hale said their listing is specific to pre-K organizations and some of those Mr. Agelasto may be looking for are K-12 centered.

Mr. Agelasto said a lack of socialization can also impact children's ability to learn. He asked how Smart Beginnings is addressing this. Ms. Hale said the development of soft skills relies on partnerships to promote the teaching of development of those skills through play.

Ms. O'Bannon asked if Smart Beginnings worked with parents to teach them how to get their children ready for school. Ms. Hale said they have no direct services but work with agencies at all governmental levels, as well as schools, to promote parental contact and involvement.

Ms. O'Bannon commented that workforce development should involve the parents as well with regard to teaching soft skills.

Ms. Hale said the role of Smart Beginnings is to:

- Build capacity at regional and local levels
- Harness best practices
- Maximize resources to gain efficiencies
- Promote accountability through data collection and analysis
- Secure outcomes-driven investments

She said there are two events planned in May – a kick-off event on May 4 and a Partnership Celebration on May 5. She said Smart Beginnings is hoping to receive resolutions of support from each of the local jurisdictions.

Mr. Thornton said he did not see any community-based presentations or events on the list provided by Ms. Hale. Ms. Hale said this is a short-term list and will be expanded.

[At this time, the recording equipment began to work properly and minutes are based on the recording and staff notes.]

Ms. Jaeckle noted that many quality private daycare providers will not take children whose parents receive public assistance. Ms. Hale said the majority of childcare centers in the region are considered small businesses. She said about 76 percent are small businesses, including those that are part of a franchise. She noted that having private care providers at the table is important and they are a part of Smart Beginnings.

Ms. O'Bannon said public broadcasting also produces materials and calendars to supplement their educational programming. These materials are sent to parents. She said that's why she was interested in making sure public broadcasting is involved with Smart Beginnings. Ms. Hale said Smart Beginnings is mobilizing partners to help get the work done.

Mr. Fabricant asked what would be required for RRPDC to pass a resolution in support of Smart Beginnings. Ms. Shickle said she would recommend that an RRPDC resolution follow those passed by each of the localities. She said staff will work with Smart Beginnings to coordinate that effort.

Chairman Miles thanked Ms. Hale and Mr. Armstrong for their presentation.

B. Review of Proposed Changes to RRPDC Bylaws

Chairman Miles asked Mr. Gregory to review this item.

Mr. Gregory said there is a track-changes color copy of the proposed amendments to the Bylaws at each member's seat. He noted that a letter is included in the agenda packet that outlines the proposed changes. Most of the proposed revisions are to make the Bylaws consistent with the Charter, which is crucial. Mr. Gregory said Bylaws cannot be in conflict with the Charter and the Charter supersedes the Bylaws. Many of the provisions in the Bylaws were duplicative of the Charter. Whenever there was duplicative language, overlaps, or redundant language, it is being recommended that this be eliminated. The documents need to be in their proper place with regard to how the organization operates.

Mr. Hinson asked what precipitated the need to amend the Bylaws. Mr. Gregory said after several years, any organization should review Bylaws to see if they are still applicable to the organization. Ms. Shickle added that as the new Executive Director, she has been reviewing the agency's foundational documents to understand the workings of the organization. With a new attorney being brought into the agency, she and Mr. Gregory found through their early discussions that there was duplicative language which could have negative implications if not addressed.

Ms. O'Bannon asked if this was recommended when the RRTPO passed its review. Ms. Shickle said that particular federal recommendation was only applicable to the RRTPO Bylaws. Mr. Gregory added the TPO is undergoing a review of its current Bylaws to ensure federal compliance.

Ms. Newbille asked if two of the City of Richmond's four members are absent, would all four votes be allowed. Ms. Shickle said the TPO has weighted voting but the PDC does not. Each PDC member has one vote. If the jurisdiction has an alternate voting member, that member can vote in place of one of the absent elected officials if that has been coordinated.

Mr. Gregory clarified that each RRPDC member has one vote.

Ms. Kelly-Wiecek asked if localities can appoint one alternate voting member for each of its elected official members. Ms. Shickle said the Bylaws currently stipulate one alternate voting member per jurisdiction may be appointed. She said if members want to change this, that would be their prerogative. That change has not been addressed with this review.

Ms. Newbille said she would be interested in considering that change. She said that this coming week, all four of the City's representatives will be out of town, and if there was a meeting, the City would have only one vote at the table as things currently stand. Ms. Jaeckle said that can be an issue at any time, but there are very few meetings where there is an action item that would require an imperative vote.

Ms. Shickle said if this happened across jurisdictions, there may be a situation where votes were being cast by a majority of non-elected officials. Ms. Newbille said the City would be able to appoint elected officials as alternate voters. Ms. Shickle said most of the larger jurisdictions already have all of their elected officials appointed as voting members. She said staff would need to do some analysis of the implications having more than one alternate may have on vote outcomes.

Mr. Hinson said there is good communication between the Henrico County voting members and the alternate member. He said by using a number of alternates in the room in place of appointed elected officials, the intent of the RRPDC could be watered down.

Ms. Newbille said the only reason she's bringing this up is that if this meeting occurred next week, all four of the City's elected official members would be out of town and unable to attend the meeting. She said she was not talking about the normal course of business.

Mr. Hinson said he's speaking to the purpose and intent of the PDC as it was created by the state and why it exists. He said there is importance for those elected officials around the region to come together on a regular basis to discuss things that are important to everyone.

Ms. Lascolette asked for clarification that text in red is stricken from the Bylaws so it will not be in conflict with the Charter. Mr. Gregory said that was correct. Ms. Lascolette noted that on page 3, where the breakdown of membership is listed, this information is also in the Charter. So to change the number of alternates, the Charter would need to be changed. Mr. Gregory said that was correct. Any amendments to the Charter would need to be approved individually by each member jurisdiction. He said this would be a significant process.

Ms. Kelly-Wiecek said in Section 4, the reference to attendance has been stricken. This is not in the Charter. Ms. Shickle said she believes, based on conversations held in January during the ad-hoc committee meeting, the attorney recommended the language be stricken because the RRPDC does not have the authority to remove any member. By practice, RRPDC staff will notify the jurisdiction regarding attendance. Mr. Gregory said he believed that was correct. Any action to remove or discipline a member should take place at the local jurisdiction level. This will also keep RRPDC from being involved in any controversial issues with regard to local politics.

Ms. Jaeckle said the memo being sent to the localities will state that anyone being considered for a leadership role should regularly attend the meetings. Ms. Kelly-Wiecek said localities will be encouraged to appoint members who will attend meetings.

Mr. Gregory said having this as a guideline offers more flexibility in the document discussed this morning by the Executive Committee.

Ms. Newbille said she appreciates the fact that amending the Charter is a more time-consuming exercise, but she would like to ask that a review of this option be made and recommendations provided based on those findings.

Mr. Gregory said if members would like to proceed with the proposed amendments as presented, the vote will take place during the June 8 meeting. Ms. Shickle said there is a requirement for 30 days between readings, and based on how meetings fall, the next meeting date to meet that requirement will be June 8.

Ms. Newbille asked if the Executive Committee would have time to discuss her request during next month's meeting. Ms. Shickle said she is not aware of any deadline to vote on the proposed amendments. Mr. Gregory recommended the Bylaws be amended now and any Charter review can be made following the Bylaws revision. If amendments are made to the Charter that require additional amendments to the Bylaws, then the Bylaws can be reviewed once again.

V. OTHER BUSINESS

Chairman Miles said during this morning's Executive Committee meeting, there was a recommendation to cancel the full Board meeting to be held on May 11. The Executive Committee will meet on May 11 at 9:00 a.m.

Chairman Miles asked if there was a motion to cancel the May 11 RRPDC Board meeting and to change the start time for the RRPDC Executive Committee meeting. Ms. Lascolette so moved and the motion was seconded by Mr. Nordvig. There was no additional discussion and the motion carried.

VI. ADJOURNMENT

As there was no additional business to bring before the Board, Chairman Miles adjourned the meeting at approximately 10:35 a.m.

Martha Shickle
Executive Director

Floyd H. Miles, Sr.
Chairman