

**RICHMOND REGIONAL PLANNING DISTRICT COMMISSION**  
**Minutes of Meeting**  
**July 12, 2018**

**Members and Alternates (A) Present**

Nolen Blackwood (A) .....City of Richmond  
Angela Cabell ..... Powhatan County  
Timothy M. Davey ..... Chesterfield County  
Steve A. Elswick ..... Chesterfield County  
Evan Fabricant..... Hanover County  
Gloria Freye..... Chesterfield County  
Kimberly Gray.....City of Richmond  
Dorothy Jaeckle..... Chesterfield County  
Susan Lascolette ..... Goochland County  
Sandra Marshall.....Henrico County  
Tyrone Nelson, Vice Chair.....Henrico County  
Cynthia Newbille, Chair.....City of Richmond  
Patricia O’Bannon ..... Henrico County  
Patricia Paige, Secretary ..... New Kent County  
Randy Silber (A) ..... Henrico County  
George Spagna, Treasurer .....Town of Ashland  
Randy Whittaker..... Hanover County  
Chris Winslow..... Chesterfield County

**Others Present**

Eric Gregory ..... RRPDC Legal Counsel  
Molly McBean..... Van Go  
Jackie Stewart..... Citizen, Charles City County

**Staff Present**

Martha Shickle ..... Executive Director  
Barb Nelson..... Deputy Executive Director  
Julie Fry..... Executive Assistant  
Barbara Jacocks..... Director of Planning  
Katherine Busser ..... RRPDC Consultant  
Jin Lee ..... Senior Planner  
Brenda Stone-Cannaday ..... HR Coordinator

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**NOTE:** The building lost power and, as a result, the recording device was inoperable. Minutes for this meeting are written based on staff notes.

## **Call to Order**

Outgoing Chairwoman Jaeckle called the regularly scheduled July 12, 2018 RRPDC meeting to order at approximately 9:10 a.m. in the RRPDC Board Room. She then led members in the pledge of allegiance to the flag.

## **Certification by Commission Executive Director of Meeting Quorum**

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

### **I. ADMINISTRATION**

#### **A. Request for Additions or Changes to the Order of Business**

Outgoing Chairwoman Jaeckle asked if there were any requests to change the agenda or order of business.

Ms. O'Bannon requested that the minutes of the June 14, 2018 meeting be removed from the Consent Agenda as she wished to abstain from the vote to approve the minutes; however, she intends to vote to accept the Financial Report that is included on the Consent Agenda.

There were no objections to this request, and Outgoing Chairwoman Jaeckle indicated the minutes would be removed from the Consent Agenda as requested by Ms. O'Bannon.

As there were no other requests to change the agenda, Outgoing Chairwoman Jaeckle indicated the agenda would stand as changed.

#### **B. Open Public Comment Period**

Outgoing 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. Outgoing Chairwoman Jaeckle asked that any 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, Outgoing Chairwoman Jaeckle closed the public comment period.

#### **C. 1. June 14, 2018 Meeting Minutes (Tab 2) – Item removed from Consent Agenda**

Outgoing Chairwoman Jaeckle said unless there are corrections or changes to be made to the minutes of the June 14, 2018 meeting, she will ask for a motion to approve the minutes as presented. Dr. Spagna so moved and the motion was seconded by Ms. Lascolette. There was no discussion and the motion to approve the June 14, 2018 meeting minutes as

presented was approved unanimously. The following members abstained from the vote as they were not in attendance at that meeting: Ms. Cabell, Ms. Marshall, Mr. Nelson, Ms. O'Bannon, Ms. Paige, and Mr. Whittaker.

## **C.2. CONSENT AGENDA – May 2018 Financial Report (Tab 3)**

Outgoing Chairwoman Jaeckle said if there is no request to remove this item from the Consent Agenda for additional discussion, she will ask for a motion to approve the Consent Agenda as presented. Ms. O'Bannon so moved and the motion was seconded by Mr. Blackwood. The motion carried unanimously.

## **D. Commissioner/Executive Committee Appointments and Officer Rules**

Outgoing Chairwoman Jaeckle reminded members that during last month's meeting, action to elect a Secretary to serve during FY19 was tabled until such time as New Kent County appointed a member of its Board of Supervisors to sit on the RRPDC Board. Outgoing Chairwoman Jaeckle said she'd like to welcome Ms. Patricia Paige to the RRPDC Board. Outgoing Chairwoman Jaeckle reported that during this morning's Executive Committee meeting, members agreed to recommend that Ms. Paige be elected by the full RRPDC Board to serve as RRPDC Secretary.

Mr. Elswick moved that the RRPDC Board take action to elect Ms. Patricia Paige, representing New Kent County, to the position of RRPDC Secretary for FY19 as recommended by the Executive Committee. Mr. Nelson seconded the motion. There was no discussion and the motion carried unanimously.

## **E. Installation of Officers for FY19**

Outgoing Chairwoman Jaeckle asked Mr. Gregory, RRPDC Legal Counsel, to administer the oath of office to the officers-elect:

Chair: Cynthia Newbille, City of Richmond  
Vice Chair: Tyrone Nelson, Henrico County  
Treasurer: George Spagna, Town of Ashland  
Secretary: Patricia Paige, New Kent County

Mr. Gregory asked the officers-elect to stand to take the oath of office. Following administration of the oath of office, he congratulated the new officers. Members of the Board joined in congratulating the new officers with a round of applause.

## **F. Chair's Report**

- Recognition of Outgoing Chair

Chairwoman Newbille said she'd like to thank Ms. Jaeckle for the opportunity to have served under her leadership. She said she appreciated the work and time

investment Ms. Jaeckle made to RRPDC during her tenure as Chair. Chairwoman Newbille said on behalf of members and staff, she'd like to present a gift to Ms. Jaeckle as a token of everyone's appreciation. Members thanked Ms. Jaeckle for her service with a round of applause.

Ms. Jaeckle thanked members and said she wished she had had more time to give to RRPDC during her tenure as Chair. She said the agency has great potential and she believes with Ms. Shickle's leadership, that potential can be met.

- August Meeting Schedule

Chairwoman Newbille reported that during this morning's meeting, members of the Executive Committee took action to cancel the August 9, 2018 Executive Committee meeting and recommended that members of the RRPDC Board take similar action to cancel the full RRPDC Board meeting scheduled for August 9, 2018.

Ms. O'Bannon so moved and the motion was seconded by Ms. Marshall. There was no discussion and the motion to cancel the full RRPDC Board meeting scheduled for August 9, 2018, carried unanimously.

#### **G. Executive Director's Report (Tab 1)**

- Recognition of Jackie Stewart, RRPDC Strategic Relations Officer

Ms. Shickle reminded members that during last month's meeting, she reported that Ms. Stewart provided notice of her intention to retire from her position with RRPDC on June 30, 2018, after almost 23 years of service. Ms. Shickle said a motion to endorse a proclamation recognizing Ms. Stewart's service is requested. A copy of the proclamation is included in the agenda packet under Tab 4.

Ms. O'Bannon made a motion that members of the RRPDC Board endorse the proclamation honoring Ms. Stewart upon her retirement as it is presented in the agenda packet. Mr. Nelson seconded the motion. There was no discussion and the motion carried unanimously.

Ms. Shickle said she'd like to read the proclamation for inclusion in the agency's permanent record:

## ***PROCLAMATION***

To Congratulate Jacqueline S. Stewart  
Upon Her Retirement From  
The Richmond Regional Planning District Commission

***WHEREAS***, Jacqueline “Jackie” S. Stewart has announced her retirement from the Richmond Regional Planning District Commission, effective June 30, 2018, after more than twenty-two years of loyal service; and

***WHEREAS***, Jackie began her career with the Richmond Regional Planning District Commission in July of 1995; and

***WHEREAS***, Jackie graciously served the localities of the Richmond Region in numerous capacities over the years which helped to develop and inform a strong understanding of the issues facing our region’s communities; and

***WHEREAS***, Jackie happily assumed responsibility for new duties within the Richmond Regional Planning District Commission over the years which required her to put her appetite for learning to good use; and

***WHEREAS***, Jackie has served as the agency’s historian on so many programs and projects in which the Richmond Regional Planning District has been involved over the years; and

***WHEREAS***, Jackie has applied her passion for addressing community issues to her work in the Richmond Region, focusing on early childhood education, homelessness and combatting the perils of senior isolation; and

***WHEREAS***, Jackie is leaving the Richmond Regional Planning District Commission, but not our community, for new adventures;

***NOW, therefore, let us recognize*** Jacqueline S. Stewart for her dedication, graciousness, and commitment to the Richmond Region and her nearly twenty-three years of public service at the Richmond Regional Planning District Commission as follows:

1. Through proclamation of gratitude and recognition;
2. Through presentation of this proclamation as a reminder that although she is retiring, she has had a significant impact on the Richmond Region; and
3. That a copy of this proclamation be made a part of the official records of the Richmond Regional Planning District Commission.

This Proclamation is hereby adopted by the Board of the Richmond Regional Planning District Commission on this twelfth day of July in 2018.

Signed by the Chair and Executive Director.

Ms. Stewart thanked members for their recognition and said it had been a pleasure to work for RRPDC. She said she began her career in the region by working for the Commonwealth of Virginia in a department that eventually became the Department of Conservation and Recreation. While there, the area her work supported encompassed the current footprint of the RRPDC region. Ms. Stewart said she is looking forward to continuing her work in the region through her new volunteer position with Charles City County's Center for Community Engagement. She said this office works with the public schools on such issues as housing, health, and hunger. Ms. Stewart said her work will keep her in touch with several regional nonprofits that are involved in similar efforts.

Chairwoman Newbille thanked Ms. Stewart for her commitment to the region.

- Strategic Planning Update

Ms. Shickle asked members to refer to the handout of slides that was placed at each member's seat. She said she'd review the first few slides quickly as they have been provided to members previously. Slide 3 shows each of the phases for strategic planning; staff is now entering the third phase.

Ms. Shickle said that staff will begin to develop plans that will achieve the listed work products. She further reviewed the strategic vision and values as developed through work by the RRPDC's Future Ad Hoc Committee.

Ms. Shickle reviewed each of the strategic objectives and elements of the implementation plan. She said updates will be provided to members during each Board meeting. She noted that specific benchmarks are set for each quarter throughout the fiscal year.

Ms. Shickle said following discussions she's had with Chairwoman Newbille, a new governance structure will be proposed. This will include the Executive Committee as a standing committee to oversee and guide strategy and goals, governance, regional priorities, people and culture, and stakeholders. A more expanded role for the Audit and Finance Committee will be proposed in order to provide oversight of the agency's financial operations. An Operations Committee will be proposed to assist with operations, technology, and facilities.

Ms. Shickle said for those members who are familiar with efforts being undertaken by the Richmond Regional Transportation Planning Organization (RRTPO) regarding Public Outreach, it will be proposed that those efforts be expanded to include the entire agency and not just tasks undertaken by the RRTPO.

As the agency prepares to celebrate its 50th anniversary, staff will be engaged to build a culture that matches the new strategy. Ms. Shickle reminded members that last year, the agency entered into a contract with West Cary Group to assist with development of a new website for the agency. Once work began on the

development of a strategic plan, West Cary Group was asked to suspend their work to identify content for the website until the new strategic plan was in place. West Cary Group has now been asked to expand its scope of work to include a branding strategy.

Ms. Shickle said staff will be engaged to provide input on how the agency's and the region's stories can be told to the greater community. She said the new website should celebrate the region. Members will be given an opportunity to provide input as well.

Ms. O'Bannon asked if a new logo will be developed for the agency. Ms. Shickle said West Cary Group has been asked to provide suggestions on a new logo that will also encompass the RRTPO and create a synergy with the RRPDC.

Ms. O'Bannon said thought needs to be given to where and how a new logo will be used. Ms. Shickle said West Cary Group is helping the agency look at the broader impact of branding.

Ms. Jaeckle said the RRPDC's Future Ad Hoc Committee also recommended the use of press releases when important events happen.

Ms. O'Bannon asked if a short video about the agency and region could be developed. Ms. Shickle said as part of the scope of work, West Cary Group will provide suggestions for other opportunities to tell the region's story.

Mr. Davey reported that the incoming ChamberRVA president is also committed to telling the success stories of the region by involving each of the localities. Ms. Shickle noted that several of the region's anchor organizations are preparing to celebrate their 50th anniversaries, and she hopes there will be an opportunity to partner with these organizations.

Ms. Gray asked if thought had been given to using the VCU Brand Center where possible. Ms. Busser said the agency will be glad to reach out to them as the process moves forward.

Chairwoman Newbille said she'd like to thank Ms. Jaeckle, members of the Ad Hoc Committee, and Ms. Shickle for their work on the development of the strategic plan. She said she's looking forward to even more regional cooperation over the next few months.

### **III. OTHER BUSINESS**

Chairwoman Newbille asked if there were any announcements or other business to bring before the Board. She recognized Mr. Fabricant.

Mr. Fabricant said he's served as the Citizen Representative from Hanover County for the past ten years. He said he has notified Ms. Kelly-Wiecek that he is going to need to step away from the RRPDC Board in order to spend more time with his growing business. He said a new Citizen Representative will be appointed to take his place.

Mr. Fabricant said he'd like to thank Hanover County for giving him the opportunity to serve in this capacity. He said he appreciates the leadership of all of the elected officials who sit on the RRPDC Board.

Mr. Fabricant said the Richmond region is a great place to live, and he knows that under the leadership of the local elected officials and RRPDC, it will remain a great place to live.

Ms. Jaeckle said she appreciated Mr. Fabricant's commitment to the region through his service on the RRPDC Board.

Mr. Whittaker announced that the Hanover Tomato Festival is being held on Saturday, July 14, at Pole Green Park in Hanover County. He invited all members to attend.

#### **IV. ADJOURNMENT**

Chairwoman Newbille asked if there was other business to bring before the Board. No other business was identified, and on motion duly made and seconded, Chairwoman Newbille adjourned the meeting at approximately 9:45 a.m.

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Martha Shickle  
Executive Director

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Cynthia Newbille  
Chair