



## RRPDC EXECUTIVE COMMITTEE

### AGENDA

April 11, 2019

8:15 a.m.

The Executive Committee meeting will convene in the RRPDC Board Room.

#### Call to Order

#### Certification of a Quorum

#### 1. Minutes for the March 14, 2019 Meeting (Tab 1)

Minutes from the regularly scheduled March 14, 2019 meeting are included for review and action.

**Action Requested:** Motion to take action to approve the March 14, 2019 meeting minutes as presented.

#### 2. Chair's Report

##### A. Executive Director's Performance Evaluation

The Chair will lead a discussion regarding process and schedule for the Executive Director's performance evaluation.

##### B. Appointment of Nominating Committee

The Chair may appoint a Nominating Committee to develop a slate of officers to serve during FY20. The slate will be presented to members of the Executive Committee during the June meeting for approval and recommendation to the Commission for consideration and action during the June 13, 2019 meeting.

Based on the current established rotation of jurisdictions to serve as officers, those scheduled to serve in FY20 are *Henrico County (Chairman); Town of Ashland (Vice Chairman); New Kent County (Treasurer); and Hanover County (Secretary)*. However, members of the Nominating Committee are not bound by policy to select nominees per the jurisdictional rotation. New officers will begin serving their one-year terms of office in July, 2019.

#### 3. Executive Director's Report

A. The Executive Director will review the Agenda for the Commission meeting time permitting.

#### 4. Other Business

#### 5. Adjourn



**RRPDC EXECUTIVE COMMITTEE  
Minutes of Meeting  
March 14, 2019**

**Members Present**

Dorothy Jaeckle.....Chesterfield County  
Angela Kelly-Wiecek ..... Hanover County  
Susan Lascolette..... Goochland County  
Cynthia Newbille, Chair ..... City of Richmond  
Tyrone Nelson, Vice Chair..... Henrico County  
Larry Nordvig..... Powhatan County  
Patricia Paige, Secretary ..... New Kent County  
George Spagna, Treasurer ..... Town of Ashland

**Others Present**

Joanne Wieworka .....Chesterfield County

**Staff Present**

Martha Shickle ..... Executive Director  
Diane Fusco .....Office Manager  
Julie Fry..... Executive Assistant  
Barbara Jacocks..... Regional Planning Director  
Chet Parsons ..... Director, Transportation

**Call to Order**

Chairwoman Newbille called the regularly scheduled March 14, 2019, RRPDC Executive Committee meeting to order at approximately 8:15 a.m. in the RRPDC Board Room.

**Quorum**

Ms. Shickle, Executive Director, reported that a quorum of members was present. Chairwoman Newbille recognized that today is Pi Day, or 3.14, or March 14 and she invited members to enjoy a variety of pies with staff following the meeting if their schedules permit.



## **1. Minutes for the February 14, 2019 Meeting**

Chairwoman Newbille said the minutes are included in the agenda packet under Tab 1 and asked members to review these. She said if there are no items to review, edits or modifications, she'd ask for a motion to approve the minutes as presented. Ms. Kelly-Wiecek mentioned minor typo on page 8, third paragraph down, but this was for the Board minutes and the correction will be made to the appropriate page.

Ms. Paige made a motion that the minutes from the February 14, 2019 meeting be approved as presented. The motion was seconded by Dr. Spagna. There was no additional discussion and the motion to approve the minutes of the February 14, 2019 Executive Committee meetings as presented carried unanimously. Ms. Jaeckle abstained because she was not present at the February meeting.

## **2. Chair's Report**

### **A. Formation of New Standing Committee**

Chairwoman Newbille said the next item was a recommendation put forth at the last meeting regarding formation of a new standing committee. This committee would provide an opportunity for a wide range of challenges, issues, and opportunities to be addressed within a variety of areas such as transportation, education, workforce and many others. Reverend Nelson put forth the idea at the last meeting that the committee would explore opportunities for the regions to work on and the would bring back ideas to the full body. Chairwoman Newbille asked if there are volunteers to work with Reverend Nelson on this committee and noted that she was not here when this committee idea was originally discussed.

Ms. Jaeckle noted that education should be an area to stay away from because an outside body generally does not have luck getting buy-in with the local school superintendent. Ms. Jaeckle reiterated that she feels education is not the role of the agency, and it would be a waste of time. Chairwoman Newbille recognized this concern and agreed there are plenty of other areas to consider. She said there are many areas for regional collaboration that do not focus on the area of education.

Chairwoman Newbille asked if members were still inclined to form this new committee and if there are volunteers to come back with ideas. Ms. Shickle noted this is a carryforward from the strategic planning process and this group is one of the only places where elected officials from the nine local jurisdictions come together. There may be issues that the committee has interest in that don't tie directly to what their staffs works on.

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Ms. Paige and Ms. Kelly-Wiecek noted they do not remember discussing this new standing committee previously, so they are not sure what the intention was for the committee. Ms. Kelly-Wiecek agreed it has been discussed before and suggested tabling discussion until Reverend Nelson is in attendance.

Ms. Shickle noted she receives comments from commissioners about getting speakers, but she doesn't know what the appropriate topics or what is important without being told what's important to the committee. Chairwoman Newbille said she would like to have an opportunity for some discussion on areas like regional housing and thinks there are other areas where ~~we~~ members have concerns regionally and she would be interested in finding out more about those areas. She specifically mentioned "silver tsunami" and opportunities with seniors and millennials.

Ms. Kelly-Wiecek mentioned the strategic plan and framework that is now in place to evaluate projects and wonders if members can use this as a way to bridge what is being discussed. She's less interested in a yearly update but more about what other organizations are doing and what RRPDC can do to assist. She wouldn't want it to be repetitive but would prefer to use the framework to cherry pick pertinent topics and move forward.

Ms. Paige noted the purpose of the Commission and she is interested in the part about assisting and encouraging governmental sub-divisions to plan for the future. The challenge in New Kent County is related to increased growth. The county does not have a strategic plan, but the county does have comprehensive plan. She would like something to help with developing a strategic plan. She is interested in Smart Growth.

Ms. Jaeckle commented that this is a multi-faceted topic and as an example, reviewed growth in Chesterfield County and the resulting importance of infrastructure. She noted she has asked questions on what is the reasonable amount of growth and what can be absorbed but has not gotten the answer.

Chairwoman Newbille noted that topics appear to be bubbling up and again asked if members want a standing committee. Ms. Kelly-Wiecek suggested using Executive Committee to identify topics. The Executive Committee can look ahead to topics for next year and consider what's coming up in the General Assembly. Chairwoman Newbille suggested the July – September timeframe to have this discussion.

Dr. Spagna noted another standing committee would mean committing more time to meetings and members of group do not have time for more meetings. Chairwoman Newbille confirmed that the Executive Committee will take on this task.



This may mean another meeting or time added on to existing meetings. Chairwoman Newbille said she looks forward to scheduling a discussion after next meeting. Ms. Shickle noted anytime prior to July would work fine. Dr. Spagna noted June or July would be better than during academic year. Ms. Shickle agreed June would be a good time to brainstorm and this could be accomplished electronically.

Chairwoman Newbille thanked members for their suggestions and noted the next item on agenda is the Executive Director's Report

### **3. Executive Director's Report**

#### **A. Charter and Bylaws Review (Tab 2)**

Ms. Shickle noted that one task from the strategic planning process discussed last month was a review of the RRPDC Charter and Bylaws. She said she will review highlights of a list that was compiled by herself and Ms. Fry. These are items identified as challenges in the past. She noted the agenda packet contains copies of the Charter and Bylaws.

Ms. Shickle said she would like feedback on how to review the Bylaws and Charter. One item to review is the physical location of office. She would like to review this and other items to make sure these items won't cause challenges in the future. It is important to know the agency's limitations, particularly with the current lease coming to an end in two years.

Ms. Jaeckle asked if the current rent is reasonable. Ms. Shickle noted the agency is paying more per square foot than market value. There are opportunities to negotiate the lease differently.

Ms. Lascolette asked about the Charter specifying that the agency needs to be located in the City of Richmond. Ms. Shickle said she doesn't have an answer to this. Ms. Fry stated that in 1949, the group was started by the Richmond Planning Commission and it was Richmond focused.

Ms. Jaeckle stated it would be interesting to see analysis on the current location and what would be a more central location, taking into consideration distances traveled by members. She would like to see if the Bylaw could be changed to eliminate the location requirement. Ms. Shickle noted Mr. Bittner is working on an analysis of locations and has identified four areas. Staff needs to make sure the location is as accessible as possible and has appropriate meeting space. Other ways to use meeting space can also be considered.

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Chairwoman Newbille noted members will need to perform due diligence before making recommendations to change the Bylaws, and there will be implications related to cost.

Ms. Shickle would like to ask if there is anything that should not be open for discussion. Staff can ask legal counsel to work with the local CAOs and Managers, as well as their attorneys and then come back with suggestions and alternatives for this body to work on as opposed to having a holistic view. Ms. Shickle said she would like to have feedback on anything members do not want to consider.

Ms. Kelly-Wiecek asked about the addition of new members outside the current footprint. Ms. Shickle noted there have been recent requests and mentioned requests from Amelia and Cumberland Counties. Ms. Fry noted there were heated discussion over Amelia County's request several years ago.

Ms. Shickle noted ways that localities appoint members to the Board are sometimes inconsistent with the Bylaws. She said she would not recommend doing anything other than making the Bylaws agree with the way localities appoint members. Ms. Shickle confirmed RRPDC would abide by customs of jurisdiction.

Ms. Kelly-Wiecek agreed it makes sense to have attorneys review the Bylaws and bring forth any concerns. Dr. Spagna noted they should also address any inconsistencies between the Charter and the Bylaws.

#### B. Personnel Policy Update (Tab 3)

Ms. Shickle mentioned the policy for retiree health insurance has been a topic for discussion and said the current policy is included in the agenda packet for reference. She would like this body to recommend to the full Commission a proposed amendment to the Personnel Policy during the April meeting.

Currently, the agency provides access to health insurance benefits to VRS eligible retirees and the agency makes a financial contribution to the retiree's coverage only. Dependents are not covered. Contributions are based on the retiree's length of service at RRPDC. If the retiree has less than 20 years of service, there is a 5 percent reduction for every year fewer than 20. Ms. Shickle did a survey of what the localities offer, and the RRPDC retiree benefits are out of the norm. They are generous and quite expensive.



The Audit/Finance/Facilities Committee received information on current retirees who are receiving this benefit. Through 2026, when they will no longer be eligible to receive the benefit, the impact is about \$160,000 or \$30,000 per fiscal year. Ms. Shickle noted it is not the magic bullet to resolving the agency's financial problems, but it is something to consider. The Audit/Finance/Facilities Committee felt this is more of a personnel committee issue given the financial impact. The Committee recommendation is that policy be amended to reduce RRPDC's expenditures. Existing retirees should be grandfathered in to continue receiving the benefit as they do currently until they reach age 65. The amendment would state that retirees can continue to receive benefits until they reach 65; however, but they will pay 100 percent of the cost.

Ms. Shickle recommends draft amendment be provided to legal counsel and the HR roundtable for review. Ms. Lascolette asked if the agency is in an insurance pool, and Ms. Shickle confirmed the agency is in a pool, and noted the agency's employees' claims do affect premiums.

Ms. Kelly-Wiecek suggested a change to parameters about how long a person must be employed by RRPDC in order to receive the benefit. Ms. Shickle confirmed her recommendation is that the amendment would state an employee would be responsible for paying premium if they retired. Ms. Shickle noted the insurance marketplace is unpredictable.

Chairwoman Newbille confirmed there is a need to clarify the amount of time an employee must be employed by RRPDC before they would be eligible for access to this benefit upon retirement. Ms. Paige asked about the impact of retirees being in pool of active employees to the insurance premiums.

Chairwoman Newbille agreed that Ms. Shickle will bring information back to Executive Committee and will work with the HR Roundtable and The Local Choice for alternatives. No other business was identified to bring before the Executive Committee.

## 6. Adjourn

As there was no additional business to bring before the Executive Committee, Chairman Newbille adjourned the meeting at approximately 9:05 a.m.

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Martha Shickle  
Executive Director

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Cynthia Newbille  
Chair

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