



**EXECUTIVE COMMITTEE  
AGENDA  
June 13, 2019  
7:30 a.m.**

The Executive Committee meeting will convene in the James River Board Room.

**Call to Order  
Certification of a Quorum**

**1. Minutes for the April 11, 2019 Meeting (Tab 1)**

Minutes from the regularly scheduled April 11, 2019 meeting are included for review.

**Requested Action:** Motion to approve the April 11, 2019 meeting minutes.

**2. Closed Session to discuss personnel matters**

**Requested Action:** Motion to enter into a closed session to discuss a personnel matter pursuant to VA Code.

**3. Executive Director's Performance Evaluation (Tab 2)**

Documentation of the samples collected from other regional councils were shared electronically prior to the meeting.

**Requested Action:** Motion to approve an instrument for evaluation of the Executive Director and to set a time by which the evaluation will be complete.

**4. Charter and Bylaws Revision Update**

Eric Gregory is available to provide a status update on the status of the review.

**There is no requested action at this time.**

**5. Agenda Review**

- a. Personnel Policy Revisions (PRVA Board Packet- Tab 3)

**Requested Action:** Motion to recommend approval of the proposed Personnel Policy Updates.

**6. Other Business**

**7. Adjourn**









**RRPDC EXECUTIVE COMMITTEE  
Minutes of Meeting  
April 11, 2019**

**Members Present**

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

**Others Present**

Eric Gregory..... Hefty, Wiley and Gore  
Jill Swinger..... Warren Whitney

**Staff Present**

Martha Shickle..... Executive Director  
Mark Bittner ..... Director, Regional Planning & GIS  
Diane Fusco..... Office Manager  
Chet Parsons..... Director, Transportation

**Call to Order**

Chairwoman Newbille called the regularly scheduled April 11, 2019, Executive Committee meeting to order at approximately 8:15 a.m. in the James River Board Room.

**Certification of a Quorum**

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

**1. Minutes for the March 14, 2019 Meeting**

Chairwoman Newbille said the minutes are included in the agenda packet under Tab 1 and asked members to review. She said if there are no items to review, edits or modifications, she'd ask for a motion to approve the minutes as presented.

Mr. Nordvig made a motion that the minutes from the March 14, 2019 meeting be approved as presented. The motion was seconded by Ms. Lascolette. There was no additional discussion and the motion to approve the minutes of the March 14, 2019 Executive Committee meetings as presented carried unanimously.

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

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

Chairwoman Newbille said she has asked Ms. Shickle to provide an evaluation form template that can be used for the Executive Director's evaluation. The forms are being updated for the staff and a more appropriate evaluation form for the Executive Director will be helpful. This form will be presented for consideration at the June meeting.

Ms. Jaeckle asked if the Executive Committee will be able to review the sample performance evaluation documents prior to the June meeting. Ms. Shickle said her goal is to send the proposed evaluation form prior to the next meeting and can include copies of the samples she collects from other agencies.

Ms. Shickle confirmed the recommended template will be sent for review and feedback prior to the June meeting. Chairwoman Newbille said that due to the May meeting cancellation the template, or tool, will be discussed at the June meeting, not the actual performance evaluation.

### **B. Appointment of Nominating Committee**

Chairwoman Newbille said it is not necessary to appoint a nominating committee since there is only one person per jurisdiction on the committee and the rotation is known.

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.

Dr. Spagna said he is not running for a fifth term on Ashland town council, however he is willing to fill the Vice Chairman position for the Executive Committee per the rotation schedule. He clarified that he would not be able to act as Chair for 2020 since this will coincide with the end of his Town Council term.

Chairwoman Newbille said for the next term the established rotation of officers by jurisdictions should work as planned.

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

Ms. Shickle provided a review of the agenda for the upcoming Board meeting and consent agenda items. The first item she reviewed was the resolution to approve funding for the rural transportation initiatives for the state supported program. The resolution ensures that the Board plans to appropriate the funds for the match commitment of \$14,500. Dr. Spagna suggested reviewing the same information with the Board to determine if there is any desire to have this item removed from the consent agenda.

Ms. Shickle reviewed a slide deck from her presentation that addresses carryover items from the last meeting as well as some additional details designed to provide more clarity. She said the staff recommendation is for the Board to consider new methodology for determining the fund balance that includes a floor and ceiling. The floor is based on the last four years of expenses projected at three months and the ceiling at a projection of six months. She said this methodology creates a mechanism to have floor and ceiling rates that adjust with changing trends with the agency.

Ms. Shickle indicated during the Board meeting she will review the methodology used to determine the current fund balance based on what she has been able to decipher from information available from 2004 when it was initially established. She has also created tables that demonstrate what a special per capita and flat assessment would mean. She feels progress has been made this year and recommends delaying a special assessment until the current fiscal year is closed and the situation can be reviewed.

Ms. Shickle acknowledged the agency is currently out of compliance based on the current policy. Ms. Kelly-Wiecek asked about the staff recommendation and Ms. Shickle said this is her recommendation to the Audit, Facilities and Finance Committee based on working with Ms. Swinger, Ms. Seay from Hanover County, and local government managers.

Ms. Kelly-Wiecek said she would like to understand the calculation used for the current fund balance and how the rent impacts this calculation based on the example Ms. Shickle mentioned. Ms. Shickle confirmed the liability associated with the rent is impacted by the amount of time left on the lease because the penalty specifies full payment of the remaining lease term.

Ms. Lascolette asked if Ms. Shickle had been able to determine how the fund balance of \$1,000,000 was originally decided upon. Ms. Shickle reviewed the elements that were considered when this amount was determined based on the minutes from meetings in 2003 and 2004.

Dr. Spagna mentioned the floor and ceiling approach is more consistent with how Ashland arrives at their fund balance. He said both ways of arriving at the fund balance were reviewed by the committee and as long as the Board knows the methodology used to arrive at the numbers, the floor and ceiling method is acceptable.

Ms. Shickle noted that ideally the fund balance policy would be reviewed before the agency is out of compliance. Ms. Kelly-Wiecek said she is still concerned about what policies exist that allowed the fund balance to become out of compliance in the first place. She said solid financial policies need to be in place to prevent this from happening again.

Chairwoman Newbille reviewed the considerations currently before the Executive Committee – additional funding to bring the fund balance in to compliance, current policy remains in place and review progress at a later time or change the policy to accept floor and ceiling methodology. Ms. Kelly-Wiecek indicated Ms. Shickle's full presentation is needed before a decision is made and there may be the need for an Executive Committee recommendation to the full board.

Ms. Lascolette said if the agency remains with the current fund balance amount she would like to review expenses before any special assessment is proposed. Vice Chairman Nelson asked if the agency could remain with the current fund balance amount and Chairwoman Newbille confirmed that could be a course of action, but the current policy would still need to be changed.

Ms. Shickle noted that as of February 28<sup>th</sup> the reserve fund balance is \$767,000 and at the end of the 2018 fiscal year the balance was \$780,000. There is a \$219,000 variance from existing fund balance policy and the June 30, 2018 fiscal year end balance.

Vice Chairman Nelson asked about Ms. Lascolette's comment regarding reducing expenses and if she was suggesting this come from the operating budget. Ms. Kelly-Wiecek said it is important to consider where funds are being cut because the agency could be in a position again where it doesn't have staff with the expertise to perform grant funded work.

Chairwoman Newbille confirmed Ms. Shickle's presentation will be made at the full Board meeting before a decision is made. Ms. Lascolette asked if we have a projection of fund balance at the end of this fiscal year. Ms. Shickle said the budget that the Board approved in February projects a net loss for the year of \$450,000. The fund balance would be at roughly \$780,000 at the end of the fiscal year. Ms. Shickle



expects to be able to contribute \$50,000 to the fund balance at the end of the next fiscal year assuming all other factors remain the same.

Chairwoman Newbille advised Ms. Shickle's full presentation be given to the Board prior to any decision being made.

#### **4. Other Business**

Chairwoman Newbille asked Ms. Shickle to address the May meeting conflict. Ms. Shickle said the week in May that is designated as Tourism Week and Richmond Region Tourism's annual event is scheduled in conflict with the May Executive Committee and Board meeting.

Ms. Lascolette and Dr. Spagna asked if there were any pressing issues to address at the May meeting. Ms. Shickle confirmed any items on the May agenda could be scheduled in June.

Chairwoman Newbille asked if there was a consensus to cancel the May meeting. There was agreement to cancel the May meeting and reconvene in June. Dr. Spagna said the Finance &

Audit committee is meeting soon and agreed to have a preliminary budget distributed prior to the June meeting.

#### **5. Adjourn**

As there was no additional business to bring before the Executive Committee, Chairman Newbille adjourned the meeting at approximately 8:55 a.m.

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Martha Shickle  
Executive Director

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Cynthia Newbille  
Chair







Exceeds (2)      Does not meet (0)      Explanation for areas where expectations are exceeded or not met

**1. Personal Characteristics (20%)**

Exhibits integrity, stability, maturity and professionalism in				
A	decision making and interactions			
<b>Seeks opportunities for professional development and</b>				
B	improvement and supports such in others			
<b>Exhibits enthusiasm, cooperative demeanor and willingness</b>				
C	to adapt (Self Starter)			
<b>D Exercises initiative and creativity; is visionary</b>				
D				
<b>E Responds well to requests, advice and constructive criticism</b>				
E				
<b>Total Score</b>				
		0	0	0

**2. Professional Skills (25%)**

<b>Administers programs in accordance with regulations and</b>				
A	achieves positive ratings in compliance reviews			
<b>Prepares a balanced budget in an accessible and intelligent</b>				
B	manner			
<b>Effectively manages budget with no unplanned loss of</b>				
C	operating funds, prolonged legal difficulties or audit findings			
<b>Anticipates &amp; analyzes problems and develops effective</b>				
D	solutions			
<b>E Assists with decision making without usurping authority</b>				
E				
<b>Total Score</b>				
		0	0	0

**3. Relationships (20%)**

<b>Sets meeting agendas thoughtfully; disseminates complete,</b>				
A	accurate and timely information			
<b>Supports the actions of the Commission both internally and</b>				
B	externally			
<b>Establishes positive working relationships:</b>				
<b>C Internally with staff</b>				
C				
<b>D Externally with member jurisdictions and stakeholders</b>				
D				
<b>E With Commissioners</b>				
E				

**Total Score**

**0 0 0 0**

**0**

**4. Policy Execution (20%)**

Promotes the mission of the organization and leads the agency in expanding discussion and effecting increased regional cooperation and policy development

A regional cooperation and policy development

Supports strategic development and administration of programs that elevate the region

C Effectively advances the organization and work program

D Exhibits commitment to principles of a public body

Carries out directives of the Commission in a timely and efficient manner

**Total Score**

**0 0 0 0**

**0**

**5. Agency Leadership (15%)**

A Recruits and retains competent personnel

Manages compensation and benefits appropriately to maintain competitiveness and attractiveness

C Supports development of training of staff

Promotes a positive environment focused on productivity and service to the region

D Encourages teamwork, innovation and effective problem solving

**Total Score**

**0 0 0 0**

**0**

**TOTAL**

**0**

**Goals/Performance Targets for Upcoming Period**

A

B

C

D

E