



MINUTES
July 11, 2019

Members and Alternates (A) Present

| | |
|--------------------------------|---------------------|
| Gregory Baka..... | Henrico County |
| Steve Elswick..... | Chesterfield County |
| Gloria Freye..... | Chesterfield County |
| Timothy Davey..... | Chesterfield County |
| Kimberly Gray..... | City of Richmond |
| Dorothy Jaeckle..... | Chesterfield County |
| Angela Kelly-Wiecek..... | Hanover County |
| Anne Marie Lauranzon..... | Hanover County |
| Susan Lascolette..... | Goochland County |
| William Mackey..... | Henrico County |
| Tyrone Nelson, Vice Chair..... | Henrico County |
| Cynthia Newbille..... | City of Richmond |
| Larry Nordvig..... | Powhatan County |
| Patricia O'Bannon..... | Henrico County |
| Canova Peterson..... | Hanover County |
| Daniel Schmitt..... | Henrico County |
| George Spagna, Treasurer..... | Town of Ashland |
| Christopher Winslow..... | Chesterfield County |

Others Present

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

Staff Present

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|---------------------|--------------------------|
| Martha Shickle..... | Executive Director |
| Diane Fusco..... | Office Manager |
| Chet Parsons..... | Director, Transportation |

Call to Order/Pledge of Allegiance

Outgoing Chairwoman Newbille called the regularly scheduled July 11, 2019 meeting to order at approximately 9:10 a.m. in the James River Board Room. She then led members in the pledge of allegiance to the flag.

Certification of Meeting Quorum

Ms. Shickle, Executive Director, reported a quorum was present.

1. Requests for Additions or Changes to Order of Business

Outgoing Chairwoman Newbille asked if there were any requests to change the agenda or order of business. Ms. O'Bannon requested that the June 13 minutes be removed from the consent agenda. Outgoing Chairwoman Newbille agreed to proceed with that modification.

2. Public Comment Period

Speakers may address the Commission for up to three (3) minutes on any matters relevant to the body. Any speakers are requested to give their name, locality in which they reside, and if appropriate, the organization they represent.

As there were no requests from the public to address members of the Commission, Outgoing Chairwoman Newbille closed the public comment period.

3. Consent Agenda

- a. Intergovernmental and Environmental Review Summary (Tab 2)

Action Requested: Motion to approve items included in the Consent Agenda.

A motion was made to approve the items included in the consent agenda. Reverend Nelson seconded the motion and the motion carried unanimously.

4. Minutes for the June 13, 2019 Meeting (Tab 1)

Ms. O'Bannon had no comments but asked to abstain and confirmed that she had asked to have this agenda item moved from the consent agenda previously.

Outgoing Chairwoman Newbille asked for a motion to approve the June 13 minutes. Dr. Spagna moved to approve the minutes and Reverend Nelson seconded the motion. There was no discussion and the motion to approve the June 13, 2019 meeting minutes as presented was approved unanimously.

Ms. O'Bannon and Ms. Lauranzon abstained from the vote as they were not in attendance at the June 13 meeting.

5. Installation of Officers for Fiscal Year 2020

Outgoing Chairwoman Newbille confirmed the new officers for Fiscal Year 2020:

Chair: Tyrone Nelson, Henrico County
Vice Chair: George Spagna, Town of Ashland
Treasurer: Patricia Paige, New Kent County
Secretary: Angela Kelly-Wiecek, Hanover County

Outgoing Chairwoman Newbille had the new officers-elect stand to take the oath of office and congratulated the new officers following the administration of the oath. Members of the Board joined in congratulating the new officers with a round of applause.

6. Executive Committee Report

Chairman Nelson mentioned a lengthy conversation during the Executive Committee in closed session and said it had not been possible to go through all the items on the Executive Committee agenda.

Chairman Nelson asked Ms. Shickle to review the executive committee report for the Commissioners. Ms. Shickle updated the members on progress to amend the Commission's Charter and Bylaws. The intent is to present draft Charter amendments to the Executive Committee for review in October. Staff is working to set a schedule for FY2020 meeting topics based on the survey responses from Commissioners. Anyone who wishes to rank the proposed topics in the survey may still do so.

a. Committee Appointments

Ms. Shickle reviewed the current committee appointments and asked the Commissioners to review the list of appointees included under Tab 3 of the agenda package. She reviewed the proposed membership roster for the Public Outreach and Engagement Committee and the Audit, Facilities and Finance Committee that were established last fall.

Ms. Shickle noted that she did not hear that any members wished to step down from the committees and noted the Audit, Facilities and Finance Committee felt it would be appropriate for Ms. Paige to join that committee as the new Treasurer for the Executive Committee. This would be the only change to those who have served over the past year.

Chairman Nelson asked if there were any comments regarding what Ms. Shickle shared about the committee appointees and there was no further discussion.

b. Personnel Policy Revisions

Ms. Shickle noted that the personnel policy revisions were an agenda item for discussion at the last meeting and the primary focus of discussion and feedback then was on retiree health insurance benefits.

She has consulted with the HR roundtable which is comprised of representatives from the localities' Human Resources departments and received helpful feedback and information on how the localities treat retirees with regard to post employment health benefits. Ms. Shickle reviewed the current Commission policy which allows retirees to continue to access health benefits until age 65 and the premium amount is based on years of service with the agency.

The staff recommendation is to amend the policy to continue to allow access to health benefits, but the agency would no longer contribute to the premium cost. Ms. Shickle noted the Commissioners had also expressed a desire to have the policy amended to include a provision about the length of service with the Commission before being eligible to retire with these benefits. She directed attention to Page 26, section 6.62 and the recommendation that the employee serve for at least 10 years with the Commission to be eligible to retire with access to health insurance. Ms. Shickle noted this is consistent with policies for Chesterfield and Henrico.

Mr. Nordvig asked about the age necessary for retirement and VRS implications. Ms. Shickle noted it is not connected with age, but years of service and to be vested a person must have 5 years of service. She noted a retiree must be under the age of 65 and not otherwise eligible for insurance to have access to the agency's health insurance plan.

Ms. Shickle confirmed for Ms. Lascolette that current retirees are grandfathered in with current benefits. She also confirmed an employee must be VRS eligible for retirement to be eligible for access to agency health benefits as a retiree.

Chairman Nelson asked if there were any additional questions and Mr. Nordvig referred to page 16 of 31 concerning computer back-ups and training personnel on the IT system. He asked for details on how the agency operates and how the employee is expected to operate. Mr. Nordvig specifically asked about protocol to prevent hacking.

Ms. Shickle referenced an onboarding document and user guide for new employees and an introduction to the agency's virtual environment. Mr. Nordvig asked about new employee training and suggested adding fraud training. Ms. Shickle agreed this was an important aspect to add to onboarding for new employees.

Chairman Nelson asked if official action was needed in relationship to the personnel policy updates. Ms. Shickle said when the Board is ready, a request for action to approve the changes would be required.

Chairman Nelson asked how much more time was needed to bring this before the Board for action. Ms. O'Bannon asked about compensatory time and if this was only available for exempt employees and Ms. Shickle confirmed this was correct.

Only non-exempt employees are eligible for overtime pay which is paid at time and one-half. Compensatory time is accrued on a one to one basis of time, not wages for exempt employees. .

Chairman Nelson suggested October meeting as timeframe to bring the personnel policy changes to a vote for action.

Mr. Peterson noted this was supposed to go in to effect as of July 12, 2019 assuming it was approved today. Chairman Nelson suggested bringing the revisions to a vote now. Mr. Peterson made the motion to approve and Mr. Nordvig seconded the motion with suggested changes effective July 12, 2019.

Ms. Lascolette confirmed effective date of July 12, 2019.

Mr. Nordvig asked about absences of three days and asked who makes the determination for termination. Ms. Shickle confirmed there is reasonable protection and there is a difference between items that happen that are out of someone's control.

Ms. Kelly-Wiecek pointed out that the language of the policy is good but she does have experience where absence is an issue, so it is necessary to be protected from unreasonable absences. She noted that she hopes there will be a full time HR person at the agency soon.

Mr. Elswick asked if anyone is eligible for retirement in the next 90 days. Ms. Shickle confirmed there is no one planning to retire in the near future and members of staff that are eligible for retirement would not be covered under the health plan due to their eligibility for Medicare.

Ms. Gray asked about the whistle blower protection policy and where it states if a person is not satisfied with their direct supervisor's reaction they are to go to the Executive Director. She asked what happens if the issue is with the executive director. She pointed out there should be a process in place for what should be done in this circumstance or how to escalate.

Chairman Nelson asked Ms. Gray to clarify what should be amended and she confirmed Section 3.12 to include whistle lower protection policy and explains if employee is uncomfortable going to the direct supervisor or Executive Director, the employee may go to the Executive Committee of this Board.

Mr. Peterson and Mr. Nordvig both accepted this amendment to the previous motion and the motion to adopt the proposed Personnel Policy with amendments carried unanimously.

c. August Meeting Cancellation

Action Requested: Motion to cancel the regular Commission meeting scheduled for August 8, 2019.

Ms. Kelly-Wiecek made the motion to cancel the August meeting. Mr. Nordvig seconded the motion and the motion was carried unanimously.

d. Virginia Beach Strong Letter

Ms. Shickle confirmed that the letter was sent on behalf of the Commission based on the item brought up at last meeting.

7. Audit, Facilities & Finance Committee Report

a. May 31 Financials (Tab 6)

Chairman Nelson asked Dr. Spagna to review the financial report and he turned over the review to staff since he was absent for the last committee report. Ms. Shickle asked Ms. Swinger to provide highlights of the financials.

Ms. Swinger reviewed May results which showed bottom line of \$7,000 generation in revenue versus budget of \$2,000.

She reviewed summary financials and noted federal funding is behind budget but will catch up in June. State funding was ahead of budget due to focused effort in the rural transportation program. There were no other capital expenses in May. Ms. Swinger confirmed there is much improvement over last fiscal year.

Ms. O'Bannon asked about Capital Region Collaborative budget and being below for local funding. Ms. Swinger said there is currently no one focusing on this work, so we are not earning revenue.

Ms. Shickle confirmed she is involved in ongoing conversation with the leadership of the Collaborative and the Chamber about this function. Chairman Nelson added that the localities are also involved in this discussion.

Action Requested: Motion to accept the monthly financial reports as presented.

Chairman Nelson asked if there were any additional questions and since there were none, Dr. Spagna moved to approve the May financials as presented. Ms. Gray seconded the motion and the motion carried unanimously.

8. Public Outreach and Engagement Committee Report

d. 50th Anniversary Celebration

Mr. Nordvig asked if there was a meeting scheduled on the same day as the anniversary event and Ms. Shickle confirmed there is not a meeting scheduled on the day of the open house event as discussed previously. Ms. Shickle confirmed the open house concept with light breakfast items being served and remarks to be made at some point.

She is waiting to confirm invitation list. Mr. Nordvig agreed to work with Ms. Shickle to schedule next meeting for Public Outreach and Engagement Committee.

9. Environmental Programs Update: Water Quality, Compliance and Economic Vitality - Sarah Stewart, AICP, PlanRVA Planning Manager

Chairman Nelson asked Ms. Shickle to introduce Ms. Stewart for this portion of the meeting. She reviewed the environmental program and noted the main themes of regional engagement and coordination, partnership with Virginia Coastal Zone Management Program, and DEQ Chesapeake Bay Water Quality Program. Ms. Stewart's presentation detailed many of the environmental programs underway including:

- Capturing Value of the Lower Chickahominy
- Below the Falls of the James
- Plant RVA Natives

Ms. Stewart distributed Plant RVA Natives booklets to the Commissioners. Chairman Nelson thanked Ms. Stewart for her informative presentation.

10. Other Business

Ms. O'Bannon previously mentioned a booklet from Henrico County regarding regional collaboration and brought copies to share. Brochures were passed out to the commissioners and lists many items that show examples of collaboration.

Chairman Nelson presented a gift to Outgoing Chair Newbille on behalf of the Commission. The gift basket contained many items donated by the localities and representative of the jurisdictions. The members thanked Outgoing Chair Newbille for her service with a round of applause.

Mr. Peterson invited all members to the Hanover tomato festival over the upcoming weekend.

11. Adjourn

Action Requested: Motion to Adjourn

No other business was identified to bring before the Board and Chairman Nelson adjourned the meeting at approximately 10:15 a.m.



Martha Shickle
Executive Director



Tyrone Nelson
Chair