



Executive Committee

AGENDA

October 10, 2019

8:15 a.m.

James River Board Room

Call to Order

Certification of a Quorum

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

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

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

2. Closed Session to discuss personnel matters: Executive Director's Performance Evaluation (Tab 2)

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

Documentation of the samples collected from other regional councils were shared electronically prior to the July meeting and discussed briefly. Members requested additional time to review the materials. No additional comments were received following the July 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.

3. Charter and Bylaws Revision Update (Tab 3)

Eric Gregory will provide an overview of the recommended revisions to the Commission's Charter and Bylaws document. An overview of the sections recommended for revision have been reviewed during previous meetings in FY2019.

Requested Action: Motion to forward the recommended revisions to the Full Commission for review at the November 14, 2019 regular meeting. The recommended changes should be circulated among the local government legal counsel prior to the next meeting.

4. FY2020 Meeting Schedule and Topics (Full Commission Meeting Package Tab 4)

Staff has prepared a draft schedule for review and approval. Ms. Shickle will review the October Commission full meeting agenda as well.

Requested Action: Motion to approve the draft schedule and to direct the Executive Director to coordinate the topics for future meetings.

5. Other Business

Commissioners may bring any other matter forward for discussion.

6. Adjourn

Targeted Adjournment is 8:50 am.



**EXECUTIVE COMMITTEE
MINUTES
July 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
George Spagna, Treasurer Town of Ashland

Others Present

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

Staff Present

Martha Shickle..... Executive Director
Diane Fusco..... Office Manager

Call to Order

Chairwoman Newbille called the regularly scheduled July 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 June 13, 2019 Meeting (Tab 1)

Requested Action: Motion to approve the June 13, 2019 meeting minutes.

Ms. Lascolette made a motion to approve the June 13, 2019 meeting minutes and Mr. Spagna seconded the motion.

The motion was carried with Ms. Jaeckle abstaining as she did not have a chance to review the minutes in advance.

2. Closed Session to discuss personnel matters

Requested Action: Motion to enter into a closed session to discuss a personnel matter and financial matter:

Dr. Spagna made a motion to enter into Executive Committee to enter into closed session

“I move that the Executive Committee convene in closed session pursuant to Virginia Freedom of Information Act Section 2.2-3711 (A) (1), for the purpose of discussing personnel matters concerning specific RRPDC employees; and, pursuant to FOIA Section 2.2-3711 (A) (8) for purposes of discussion and consultation with legal counsel retained by the agency concerning these personnel matters and also concerning an incident of financial fraud and related investigation, during which all recording of the meeting will cease.”

Mr. Spagna seconded the motion and the Executive Committee entered in to closed session at approximately 8:20 a.m.

The Executive Committee reconvened at 9:00 a.m.

Chairwoman Newbille adjourned the closed session and asked each member to certify that, to the best of their knowledge, only public matters lawfully exempted from open meeting requirements and that only such public business matters as were identified in the motion by which the closed session was convened, were heard, discussed, or considered. Members were polled for their response.

Name	Aye	Nay	Abstain	Absent
Spagna	x			
Miles				X
Jaeckle	X			
Lascolette	X			
Kelly-Wiecek	X			
Nelson	X			
Paige				X
Nordvig	x			
Newbille	x			

3. Old Business

Charter and Bylaws Review (Tab 2)

Mr. Gregory reviewed primary sections to be included in the proposed Charter and Bylaws revisions and requested that any other suggested changes be forwarded to him for review.

- Location of Commission – revision to location requirement for Commission office considering upcoming end of lease for current office space.
- Commission Members – number of individual representatives per locality and potential voting impacts.
- Allowing consecutive terms for Chair.

Mr. Nordvig had comments and agreed to follow up with Mr. Gregory after meeting in interest of time.

Executive Director Evaluation Form (Tab 3)

Ms. Shickle asked if there was any input on the evaluation form to be used for the Executive Director evaluation. Ms. Lascolette clarified input was being sought for the actual tool to be used for the evaluation and not input for the evaluation. Chairwoman Newbille confirmed this was the case and asked for input as soon as possible and offered to accept input through Monday, July 15.

Personnel Policy Revisions (Tab 4 of PRVA Board Packet)

Ms. Shickle pointed out that revisions are included in the meeting packet. This includes stipulation that an employee must have at least 5 years of service before being eligible for retirement with access to health benefits. She offered to review in more detail during the full Commission meeting.

4. New Business

FY20 Committee Appointments (Tab 4)

Executive Committee members had no changes to the proposed FY2020 roster of committee members.

FY20 Meeting Topics

Ms. Shickle offered to distribute a summary of proposed topics for meetings following the Commission meetings. Chairwoman Newbille reminded Executive Committee members to send any topics they would like included to Ms. Shickle for consideration.

5. Other Business

Mr. Nelson moved to cancel the August meeting and Dr. Spagna seconded the motion. The motion carried unanimously.

6. Adjourn

No other business was identified, and the Executive Committee adjourned by Chairwoman Newbille at approximately 9:05 AM.



Executive Director Performance Evaluation- Board

Please indicate your assessment of the director's performance level for each category.

- 1- Below expectations: fails to meet all expectations but indicates potential to function effectively in the position.
- 2- Meets expectations: consistently meets the basic requirements for the position.
- 3- Exceeds expectations: Superior performance; most work is characterized by accomplishments beyond the job requirements.

No Response will indicate an answer coded as "unable to rate" and will be considered that the respondent does not have enough information or experience on the Commission to rate the Executive Director's performance.

Financial Leadership

The Executive Director...

- Sets the tone for financial discipline and importance of financial balance to achieve the mission and vision
- Ensures adequate internal systems are in place to protect the organization's financial health
- Continuously explores opportunities to strengthen the organization's financial position and organizational growth and development
- Engages the board and committee in robust dialogue about financial reports and plans, providing sufficient and clear information about progress and results achieved
- Ensures an annual audit of financial operations, with a careful and thorough review by the board
- Achieved financial results in the past year that met or exceeded financial goals for the organization's growth

Executive Director's Comments:

Commissioner Rating & Comments

0- Unable to Rate 1- Below Expectations 2- Meets Expectations 3- Exceeds Expectations

Strategic Development

The Executive Director...

- Collaborates with the board and Executive Committee to set the strategic direction for the organization
- Develops, communicates and leads the implementation of the strategic plan in a manner consistent with the organization’s mission, vision, and values
- Engages internal and external stakeholders to develop strategies and plans to move the organization in the desired direction
- Ensures that short-term and long-term goals and priorities are communicated and well-understood by the board, employees, and the community
- Considers evolving internal and external trends and factors, and adjusts plans as necessary

Executive Director’s Comments:

Commissioner Rating & Comments

0- Unable to Rate 1- Below Expectations 2- Meets Expectations 3- Exceeds Expectations

Board Relations

The Executive Director...

- Keeps the Board well-informed of important developments and issues
- Ensures a positive working relationship with Board founded on honesty, trust and collaboration
- Recommends appropriate actions and policies for Board consideration, providing clear and timely information to inform deliberation and decision-making when appropriate
- Directs the functions of the organization in accordance with the mission, vision and direction established by the Board
- Ensures continuous opportunities for Commissioners to engage on issues/topics facing the region and to receive updates from community stakeholders.

Executive Director's Comments:

Commissioner Rating & Comments

0- Unable to Rate 1- Below Expectations 2- Meets Expectations 3- Exceeds Expectations

Leadership and Organizational Culture

The Executive Director...

- Provides focused and effective leadership that ensures commitment to the organization's mission and vision
- Sets an organizational tone that attracts, retains, motivates and develops a highly qualified workforce
- Encourages all to capitalize on opportunities to improve productivity, quality and patient satisfaction
- Ensures the right people are in place to carry out the organization's strategic direction
- Ensures that ongoing and relevant educational programs and training opportunities are provided to ensure effective skill-building among employees
- Embeds the importance of the consumer experience throughout the organization
- Promotes cultural competency throughout the organization

Executive Director's Comments:

Commissioner Rating & Comments

0- Unable to Rate 1- Below Expectations 2- Meets Expectations 3- Exceeds Expectations

Leadership Team Relations and Development

Ashland | Charles City | Chesterfield | Goochland | Hanover | Henrico | New Kent | Powhatan | Richmond

Richmond Regional Planning District Commission

2911 Forest Hill Avenue, Suite 200 | Richmond, VA 23235 | (804).323.2033

The Executive Director...

- Recruits and develops a cohesive leadership team to implement organizational goals and strategies
- Ensures meaningful and challenging goals for performance improvement
- Holds leadership accountable for achieving performance goals
- Maintains an open, honest, trusting and collaborative relationship with senior leaders
- Develops future leaders within the organization

Executive Director's Comments:

Commissioner Rating & Comments

0- Unable to Rate 1- Below Expectations 2- Meets Expectations 3- Exceeds Expectations

Agency Representation and Sustainability

The Executive Director...

- Maintains and supports positive relationships with member jurisdictions
- Identifies programmatic priorities and works with staff leadership to pursue strategies for supporting our work
- Works with potential funders to identify opportunities to pursue new programs to meet established goals

Executive Director's Comments:

Commissioner Rating & Comments

0- Unable to Rate 1- Below Expectations 2- Meets Expectations 3- Exceeds Expectations

Government Relationships

The Executive Director...

- Encourage open communication and dialogue with local government officials (elected and appointed)
- Develops and maintains effective relationships with local government officials and their associated departments
- Ensures a positive working relationship with local and regional government agencies founded on honesty, trust and collaboration

Executive Director's Comments:

Commissioner Rating & Comments

0- Unable to Rate 1- Below Expectations 2- Meets Expectations 3- Exceeds Expectations

Overall Satisfaction

Overall, I am satisfied with the performance of our Executive Director during FY19

Commissioner Rating & Comments

0- Unable to Rate 1- Below Expectations 2- Meets Expectations 3- Exceeds Expectations

What I appreciate most about our Executive Director is:

The one thing I would ask our Executive Director to work on is:

What are the two most important goals/priorities that will need focus for the upcoming year?



Executive Director Evaluation- Leadership Team

Please respond to the following questions in relation to the performance of the Executive Director of the Richmond Regional Planning District Commission.

PERFORMANCE LEVELS

The five levels and their definitions are as follows:

-
- 1- Unsatisfactory: consistently falls below expectations and appears unable to function effectively in the position.
 - 2- Minimally satisfactory: fails to meet all expectations, but indicates potential to function effectively in the position
 - 3- Meets expectations: consistently meets the basic requirements for the position
 - 4- Exceeds expectations: superior performance; most work is characterized by accomplishments beyond the job requirements
 - 5- Substantially Exceeds expectations: extraordinary performance; work is expert and exemplary
-

An individual would need to achieve an overall average of "3" or better to be considered "fully satisfactory" by meeting all the expectations of his/her position. This should result in a more candid assessment of performance. It is important to recognize that the five-point rating scale is not the equivalent of an academic grading scale whereby letter grades such as A, B, C, D, and F are used to indicate levels of performance. If such a comparison were to be made, then a rating of a "3" would be the equivalent of an "A" with higher scores of "4" and "5" representing ascending levels of extra credit. Any factor rated "1, 2 or 5" requires a written explanation.

The Executive Director works well and achieves appropriate outcomes with outside organizations (i.e. state and federal agencies, member jurisdictions, community partner organizations, and funders, etc.)

Rating & Comments

- 1- Unsatisfactory 2- Minimally satisfactory 3- Meets Expectations
- 4- Exceeds Expectations 5- Substantially Exceeds Expectations

The Executive Director Serves as a strong public advocate in the community for PlanRVA's mission and programmatic initiatives.

Rating & Comments

- 1- Unsatisfactory 2- Minimally satisfactory 3- Meets Expectations
- 4- Exceeds Expectations 5- Substantially Exceeds Expectations

The Executive Director implements processes to improve communication and collaboration within the agency.

Rating & Comments

- 1- Unsatisfactory 2- Minimally satisfactory 3- Meets Expectations
- 4- Exceeds Expectations 5- Substantially Exceeds Expectations

The Executive Director manages successfully the agency's operations as well as all resources entrusted to him/her.

Rating & Comments

- 1- Unsatisfactory 2- Minimally satisfactory 3- Meets Expectations
- 4- Exceeds Expectations 5- Substantially Exceeds Expectations

The Executive Director effectively leads the PlanRVA staff in implementing strategic objectives and annual goals.

Rating & Comments

- 1- Unsatisfactory 2- Minimally satisfactory 3- Meets Expectations
- 4- Exceeds Expectations 5- Substantially Exceeds Expectations

The Executive Director creates an environment in which all staff and employees can realize their full potential and achieve the common goals of the organization.

Rating & Comments

- 1- Unsatisfactory 2- Minimally satisfactory 3- Meets Expectations
- 4- Exceeds Expectations 5- Substantially Exceeds Expectations

The Executive Director demonstrates integrity in all dealings and establishes an agency culture in which personal accountability and adherence to sound ethical principles are required.

Rating & Comments

- 1- Unsatisfactory 2- Minimally satisfactory 3- Meets Expectations
- 4- Exceeds Expectations 5- Substantially Exceeds Expectations

The Executive Director demonstrates the ability to introduce and sustain significant organizational change where needed or appropriate.

Rating & Comments

- 1- Unsatisfactory 2- Minimally satisfactory 3- Meets Expectations
- 4- Exceeds Expectations 5- Substantially Exceeds Expectations

The Executive Director values and is a champion for differences of perspective, life experience, and cultural backgrounds to enrich the organization.

Rating & Comments

- 1- Unsatisfactory 2- Minimally satisfactory 3- Meets Expectations
- 4- Exceeds Expectations 5- Substantially Exceeds Expectations

The Executive Director develops and maintains overall positive staff morale by encouraging and modeling a participatory climate.

Rating & Comments

- 1- Unsatisfactory 2- Minimally satisfactory 3- Meets Expectations
- 4- Exceeds Expectations 5- Substantially Exceeds Expectations

The Executive Director seeks input, recommendations and feedback from Leadership Team.

Rating & Comments

- 1- Unsatisfactory 2- Minimally satisfactory 3- Meets Expectations
- 4- Exceeds Expectations 5- Substantially Exceeds Expectations

The Executive Director responds well to input, guidance, and constructive feedback offered by any staff of the organization.

Rating & Comments

- 1- Unsatisfactory 2- Minimally satisfactory 3- Meets Expectations
- 4- Exceeds Expectations 5- Substantially Exceeds Expectations

The Executive Director effectively executes the Strategic Plan and programmatic initiatives using a results-oriented approach.

Rating & Comments

- 1- Unsatisfactory 2- Minimally satisfactory 3- Meets Expectations
- 4- Exceeds Expectations 5- Substantially Exceeds Expectations

The Executive Director develops appropriate goals and objectives to advance the mission of PlanRVA.

Rating & Comments

- 1- Unsatisfactory 2- Minimally satisfactory 3- Meets Expectations
4- Exceeds Expectations 5- Substantially Exceeds Expectations

The Executive Director provides and plans for staff development and succession planning.

Rating & Comments

- 1- Unsatisfactory 2- Minimally satisfactory 3- Meets Expectations
4- Exceeds Expectations 5- Substantially Exceeds Expectations

The Executive Director understands and allocates financial and human resources appropriately to achieve PlanRVA's goals and objectives.

Rating & Comments

- 1- Unsatisfactory 2- Minimally satisfactory 3- Meets Expectations
4- Exceeds Expectations 5- Substantially Exceeds Expectations

The Executive Director implements appropriate internal controls, policies, practices, and procedures to protect PlanRVA from fraud and abuse.

Rating & Comments

- 1- Unsatisfactory 2- Minimally satisfactory 3- Meets Expectations
4- Exceeds Expectations 5- Substantially Exceeds Expectations

The Executive Director communicates the Commission's financial status and needs to appropriate stakeholders.

Rating & Comments

- 1- Unsatisfactory 2- Minimally satisfactory 3- Meets Expectations
4- Exceeds Expectations 5- Substantially Exceeds Expectations

Overall, I am satisfied with the performance of our Executive Director during the past 12 months

Rating & Comments

- 1- Unsatisfactory 2- Minimally satisfactory 3- Meets Expectations
- 4- Exceeds Expectations 5- Substantially Exceeds Expectations

What I appreciate most about our Executive Director is:

The one thing I would ask our Executive Director to work on is:

What are two most important goals/priorities that will need focus for the upcoming year?

Which question on this evaluation do you feel identifies the area in which the Executive Director could use the most improvement? Please provide the question number.

Which question on this evaluation do you feel identifies the area in which the Executive Director has shown the most improvement? Please provide the question number.

**CHARTER AGREEMENT
OF THE
RICHMOND REGIONAL PLANNING DISTRICT COMMISSION**

This Charter Agreement to organize a Planning District Commission made this 14th day of August, 1969, by and between the undersigned governmental subdivisions as authorized by the Virginia Area Development Act (Title 15.1, Chapter 34, Sections 15.1-1400, et seq., Code of Virginia (1950), as amended), and subsequently amended this _____ day of _____, 2020, as authorized by the Regional Cooperation Act, Chapter 42 of Title 15.2 of the Code of Virginia (as amended) (Va. Code § 15.2-4200, et seq.):

NOW, THEREFORE, it is agreed that:

**ARTICLE I
Name, Location, Authority, Purpose**

Section 1

The name of this organization shall be the Richmond Regional Planning District Commission, hereinafter called the "COMMISSION."

Section 2

The office of the COMMISSION shall be in the City of Richmond, Virginia centrally located within the Region.

Section 3

The COMMISSION shall be a public body corporate and politic with all the powers and duties granted to it by the laws of the Commonwealth of Virginia including the Virginia Area Development Act.

Section 4

The purpose of the COMMISSION shall be to promote the orderly and efficient development of the physical, social, and economic elements of the Planning District by planning and encouraging and assisting governmental subdivisions member jurisdictions to plan for the future.

**ARTICLE II
Membership**

Section 1

COMMISSION members shall be appointed by the respective governing bodies of those political subdivisions member jurisdictions which are parties to this Charter Agreement provided, however, that at least a majority, but not substantially more than a majority, of the

COMMISSION's members shall be elected officials of the governing bodies of the ~~governmental subdivisions~~member jurisdictions within the Planning District with each participating county, city, and town of more than 3,500 population having at least one representative, and the other members being qualified voters and residents of the District who hold no office elected by the people.

Section 2

~~Governmental subdivisions~~Member jurisdictions which are parties to this Charter Agreement shall appoint members to the COMMISSION to fill the number of voting seats on the following basis:

Number and Type of ~~Membership~~Voting Seats

<u>Population</u>	<u>Governing Body</u>	<u>Planning Commission</u>	<u>Citizen</u>
3,501 - 7,500	1	-	-
7,501 - 25,000	1	1	-
25,001 - 50,000	2	1	-
50,001 - 100,000	2	1	1
100,001 - 175,000	3	1	1
175,001 - 250,000	4	1	1
250,001 - and up	5	1	1

Appointed Governing Body members may represent more than one voting seat if that is preferred by the member jurisdiction. Elected Officials are the only members eligible to represent more than one voting seat for the member jurisdiction.

For purposes of defining population of a jurisdiction under the terms of this Section, the numbers to be used will be the latest of the official U.S. Census count or the most recent preliminary population estimate prepared by the Center for Public Service at the University of Virginia.

Section 3

Vacancies on the COMMISSION shall be filled for the unexpired term in the same manner as the original appointment was made.

Section 4

Any member of the COMMISSION shall be eligible for reappointment but may be removed for cause by the governing body which appointed him.

Section 5

Each governing body belonging to the COMMISSION may appoint an alternate member or members to the COMMISSION who may serve in lieu of ~~one of~~ the elected officials of that governing body. ~~He~~ They shall only serve in the absence of the designated governing body official. ~~He~~ They may be an elected official or any citizen of that governmental subdivision.

ARTICLE III Terms of Office and Voting Rights

Section 1

The terms of office of COMMISSION members ~~who are also members of governing bodies shall be~~ shall be coincident with their elected terms of office determined by the respective governing body. ~~The terms of office of COMMISSION members who are also members of local planning commissions shall be coincident with their appointed terms of office as members of such planning commissions. The terms of office of the citizen members shall be three (3) years.~~ The terms of alternate members shall be coincident with the ~~elected~~ terms of office of their designated member of the governing body.

Section 2

Each member of the COMMISSION shall have one equal vote in all matters before the COMMISSION unless designated to represent more than one voting seat by the appointing member jurisdiction.

Section 3

Each alternate member appointed to the COMMISSION shall have one equal vote in all matters before the COMMISSION, but only in the absence of the elected official on the governing body for which ~~he~~ they have ~~has~~ been designated as an alternate member.

ARTICLE IV Officers

Section 1

Officers of the COMMISSION shall consist of a Chairman, Vice-Chairman, Treasurer, and Secretary who shall be elected by the membership of the COMMISSION.

Section 2

The Chairman, Vice-Chairman, Treasurer, and Secretary shall be elected for terms of one year.

Section 3

The Chairman shall ~~not~~ be eligible to serve no more than two consecutive terms. No jurisdiction shall have more than one representative serving as a COMMISSION officer except that the Treasurer, when reelected for a consecutive term, may serve even though another COMMISSION officer is from the same jurisdiction.

Section 4

The COMMISSION shall appoint an Executive Director who shall be an employee of the COMMISSION and shall serve at the pleasure of a majority of the membership.

ARTICLE V Addition, Withdrawal, or Removal of Members

Section 1

Any governmental subdivision within Planning District Number 15 which is not a party to this Charter Agreement at the effective date thereof may, thereafter, join the COMMISSION provided that such governmental subdivision is eligible for membership and that it adopts and executes this Agreement.

Section 2

Any governmental subdivision may withdraw from the COMMISSION by submitting to the COMMISSION in writing a notice of intent to withdraw. Such withdrawal shall not become effective until the end of the COMMISSION's then current fiscal year.

Section 3

Any governmental subdivision, which is a party to this Agreement, shall automatically cease to be a member of the COMMISSION if it fails to comply with ARTICLE VI of this Agreement.

ARTICLE VI Financial Obligations of Members

Section 1

All governmental subdivisions within Planning District Number 15 which are a party to this Charter Agreement shall contribute funds to the COMMISSION in accordance with an Annual Budget approved ~~in December of each year~~ prior to the beginning of the COMMISSION'S fiscal year, provided that said Annual Budget is adopted by the affirmative vote of three-fourths (3/4) of the members present and voting.

Section 2

In the event that the dues of a member jurisdiction are based on an estimate of population for that jurisdiction, the population estimate to be utilized will be the latest of the official U.S. Census count or the most recent preliminary population estimate prepared by the Weldon Cooper Center for Public Service at the University of Virginia.

Section 3

The local contribution of each governmental subdivision is due on July 1 of the current fiscal year and shall be paid in a single lump sum payment by each governmental subdivision prior to July 31 of that year.

Section 4

An additional assessment may be made upon a governmental subdivision for particular services of a local nature, which are requested by said governmental subdivision and which may or may not be included in the Work Program adopted by the COMMISSION. This assessment shall be agreed upon ~~by the COMMISSION and~~with the appropriate governmental subdivision.

ARTICLE VII

Appointment of an Executive Committee and Adoption of Bylaws

Section 1

The COMMISSION may designate an Executive Committee and delegate to it such powers as the COMMISSION may determine, provided that these powers are not inconsistent with provisions of the ~~Virginia Area Development Act~~ Regional Cooperation Act, Chapter 42 of Title 15.2 of the Code of Virginia (as amended) (Va. Code § 15.2-4200, et seq.). Said powers will be specifically stated in the Bylaws of the Commission.

Section 2

The COMMISSION may adopt Bylaws and such other rules as it deems necessary to govern its operations.

ARTICLE VIII

Meetings

Section 1

The COMMISSION shall hold regular meetings on a schedule which will be determined by the membership.

Section 2

Meetings of the COMMISSION and its committees shall be open to the public as provided by the Virginia Freedom of Information Act.

**ARTICLE IX
Amendments**

Section 1

This Charter Agreement may be amended, supplemented, or superseded only by concurring resolutions of all member governmental subdivisions of the COMMISSION. All proposed amendments shall be submitted to the COMMISSION for its review and comment to the member governmental subdivisions.

**ARTICLE X
Date of Organization**

Section 1

The organization of the Richmond Regional Planning District Commission shall be effective on the 31st day of August, 1969, or at such time after this date when the Charter Agreement has been adopted and signed by that governmental subdivision whose population when added to the aggregate population of those who have already adopted and signed the Charter Agreement embraces the majority of the population within Planning District Number 15.

* * * * *

**Amendments Adopted By
Richmond Regional Planning District Commission
September 14, 1989
and
Final Ratification by All Nine Local Governments
January 10, 1990
Amendments Adopted By
Richmond Regional Planning District Commission
Month Day, 2020
and
Final Ratification by All Nine Local Governments
Month Day, 2020**



FY2020 Proposed Meeting Schedule and Topics

Executive Committee (8:15 am or 8:30 am?):

July 11, 2019:

- Executive Director Evaluation

August 8, 2019: Cancelled

September 12, 2019: Cancelled

October 10, 2019: Charter and Bylaws Revisions

November 14, 2019:

December 12, 2019:

January 9, 2020:

February 13, 2020:

- Personnel Policy Review (as needed)

March 12, 2020:

April 9, 2020:

- Officer Nominations (FY2021)

May 14, 2020:

June 11, 2020:



Full Commission (9 am or 9:30 am?):

July 11, 2019:

- Officer Inductions; Committee Appointments; FY20 Meeting Schedule
- Environmental Program Update: Water Quality, Compliance and Economic Vitality

August 8, 2019: Cancelled

September 12, 2019:

- 50th Anniversary Celebration (no business)

October 10, 2019:

- Changing Demographics in the Region & SocioEconomic Data Preview

November 14, 2019:

- FY2019 Annual Audit
- FY2021 Member Dues
- CAO/Manager Panel

December 12, 2019

- Scenario Planning for the Richmond Region

January 9, 2020:

- Recommend Cancelling for local governments to hold organizational meetings

February 13, 2020:

- Regional Housing Framework
- FY2020 MidYear Budget Review
- FY2021 Rural Transportation Work Program Resolution

March 12, 2020:

- Tourism Master Plan Update

April 9, 2020:

- Personnel Policy Review (as needed)
- Community Development & Local Government Technical Assistance
 - o Large Scale Solar
 - o Broadband

May 14, 2020:

- Emergency Preparedness Update
- Transportation Program Update

June 11, 2020:

- FY2021 Work Program and Budget
- FY2020 Officer Elections
- Environmental Program Update