



**MINUTES**  
**October 10, 2019**

**Members and Alternates (A) Present**

Gregory Baka..... Henrico County  
 Angela Cabell ..... Powhatan County  
 Steve Elswick ..... Chesterfield County  
 Gloria Freye..... Chesterfield County  
 Timothy Davey..... Chesterfield County  
 Kimberly Gray..... City of Richmond  
 Mike Gray ..... City of Richmond  
 Dorothy Jaeckle ..... Chesterfield County  
 Angela Kelly-Wiecek, Secretary ..... Hanover County  
 Kristen Larson ..... City of Richmond  
 Anne Marie Lauranzon ..... Hanover County  
 William Mackey ..... Henrico County  
 John Moyer ..... New Kent County  
 Tyrone Nelson, Chair ..... Henrico County  
 Larry Nordvig ..... Powhatan County  
 Patricia O'Bannon ..... Henrico County  
 Patricia Paige, Treasurer ..... New Kent County  
 Canova Peterson ..... Hanover County  
 Dr. George Spagna, Vice Chair ..... Town of Ashland  
 Randy Whittaker ..... Hanover County

**Others Present**

Josh Gillespie ..... Chesterfield County  
 Eric Gregory ..... Hefty, Wiley and Gore  
 Tyler Walter ..... Chesterfield County  
 Thomas J. Shields ..... University of Richmond  
 Genevieve Siegel-Hawley ..... Virginia Commonwealth University

**Staff Present**

Terry Eckhout ..... Director of Finance  
 Diane Fusco ..... Office Manager  
 Barbara Jacocks ..... Principal Planner  
 Sidd Kumar ..... Project Coordinator  
 Dan Motta ..... Wilder Fellow  
 Chet Parsons ..... Director of Transportation  
 Martha Shickle ..... Executive Director

## **Call to Order/Pledge of Allegiance**

Chairman Nelson called the regularly scheduled October 10, 2019 meeting to order at approximately 9:10 a.m. in the James River Board Room. He then led members in the Pledge of Allegiance to the flag of the United States of America.

## **Certification of Meeting Quorum**

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

### **1. Requests for Additions or Changes to Order of Business**

Chairman Nelson asked if there were any requests to change the agenda or order of business. With no requests for changes to the agenda, Mr. Nordvig made a motion to approve the agenda as presented. Ms. Lauranzon seconded the motion and the agenda was approved.

### **2. Public Comment Period**

Seeing no requests from the public to address members of the Commission, Chairman Nelson closed the public comment period.

### **3. Minutes for the July 11, 2019 Meeting**

Mr. Peterson made a motion to accept the minutes as presented; Ms. O'Bannon seconded the motion and the minutes were accepted.

### **4. Regional Forum**

Chairman Nelson pointed out that the Regional Forum section of the agenda was added in response to findings from Strategic Planning Process; members expressed interest in increasing opportunity to hear presentations on regional issues and using time together to discuss these topics as a group. Over the summer, a short list of potential topics for the year was developed for the Commissioners to rank their level of interest. "Changing Demographics in the Region" was among the highest and scheduled for the October Regional Forum portion of the agenda. Chairman Nelson asked Ms. Shickle to introduce the speakers for the regional forum discussion.

\*\*A copy of the presentation given by Dr. Siegal-Hawley and Dr. Shields is available at <https://planrva.org/home/about-the-commission/planrva-commission-meetings/>.

\*\*A copy of the report distributed at the meeting is available online at <https://homeofva.org/wp-content/uploads/2019/01/livetogether-report.pdf>.

Following the presentation, there was discussion on several issues including the following questions:

- What is the verification process for applications submitted under the Free and Reduced Lunch program? It was pointed out this varies by school division and may be dependent upon local policies.

**\*\***The following was provided by email following the meeting regarding this question:  
*Some schools in the region fall within the guidelines of the Community Eligibility Provision which allows high poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without collecting household applications. You can learn more about this online at <https://www.fns.usda.gov/school-meals/community-eligibility-provision>.*

- How is the overall share of poverty in the region growing as the population increases?
- What are the costs and results of Chesterfield County's program to support SAT classes during session (and cover costs) and beginning PSAT and prep work earlier in middle school?
- What, if any, research occurred regarding the distinction among school board governance (appointed vs elected) was identified as it relates to system performance?
- Did the research include data for IB programs and dual enrolment in addition to AP course offering and participation?

Ms. Shickle was asked to coordinate with the speakers to answer these questions if possible and provide as a follow up to the meeting. Chairman Nelson thanked the presenters and meeting attendees for the topical and engaging discussions.

Mr. Parsons' scheduled presentation on the implications of changing demographics from a planning and compliance perspective will be postponed until a future meeting due to time constraints.

## **5. Reports**

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

Ms. Shickle provided a summary of the staff report which is organized according to the strategic framework and provided two updates that were not included in the summary:

- Results of the 2019 grant applications submitted to the Virginia Department of Emergency Management were announced earlier in the week. The Emergency Management Alliance of Central Virginia was awarded a total of \$293,275 for seven projects in the competitive round. Localities in our planning district were awarded an additional \$158,350 for projects in Chesterfield, Henrico and Richmond. Together the region received 18% of the total \$2.5 mm available through the statewide application process.

**\*\***Following the Commission meeting, staff was informed that one of the awards included in the Governor's announcement was incorrectly categorized. \$19,000 for a Post Enhancement project was listed in the awards for the Emergency Management Alliance of

Central Virginia (administered through PlanRVA) and should have been included in the awards listed for the City of Richmond.

## **b. Executive Committee Report**

### **50<sup>th</sup> Anniversary Celebration Recap**

Chairman Nelson thanked members for their participation at the 50<sup>th</sup> Anniversary Celebration event and expressed his appreciation for the work of staff members and Commissioners who made the event so successful. It was a great opportunity to reflect on 50 years of collaboration.

Ms. O'Bannon asked if the agency met the goals that were established for the 50<sup>th</sup> Anniversary milestone. She asked if there is a cost analysis available. Ms. Larson pointed out the Public Outreach and Communications committee has been monitoring progress for these goals. Ms. Larson said progress has been quietly moving along. Chairman Nelson asked for a follow up on the list of goals and outcomes and associated costs. Ms. Shickle will put together the status and expense of activities related to the 50<sup>th</sup> Anniversary events.

### **Bylaws and Charter Revisions Update**

Mr. Gregory reviewed the draft Charter agreement changes that were briefly discussed in the Executive Committee meeting earlier in the morning. Some revisions are more substantive than others and focus would be given in his comments on those proposed changes.

The proposed changes regarding office location will allow more flexibility with selection of a new office location in anticipation of the current lease agreement expiration in 2022.

The proposed changes for voting assignments is intended to allow each member jurisdiction and their governing body ability to determine the best manner for representation and authority when voting. The revision allows for greater flexibility when all members are not present to vote, increased clarity regarding Alternate voting and may help with attendance challenges.

The proposed changes to the section on Alternates would allow for the possibility to have one or multiple alternates at the discretion of the appointing locality. This determination would be made by the local jurisdiction and governing body. Mr. Elswick noted that only elected officials may vote. There was some discussion on this point and Ms. O'Bannon brought up the use of a proxy by the alternate. Mr. Gregory agreed to follow up on this item as currently several jurisdictions' Alternate appointees are not elected officials.

Chairman Nelson asked Commissioners to review the proposed revisions to the Charter and provide any additional input to Ms. Shickle by October 21 so comments can be incorporated into the next agenda packet. There will be additional discussion at the November meeting.

## **FY2020 Meeting Schedule and Topics**

Chairman Nelson asked members to review meeting topics included in the agenda materials. Mr. Parson's planned presentation regarding demographic shifts and impacts on the Transportation program will be incorporated into the scheduled presentation about Scenario Planning in December.

Changes in meeting times were discussed and Chairman Nelson mentioned shifting the Executive Meeting time to 8:30 a.m. (from 8:15 a.m.) for an hour which would push the full Commission meetings' start time to 9:30 a.m.

Mr. Elswick suggested that the Executive Committee start at 8:00 a.m. rather than making a change that would have an impact on the larger group by starting the full Commission meeting later. He also pointed out the need to add orientation for new members to the meeting schedule.

Chairman Nelson suggested keeping the Commission meeting at 9:00 a.m. and postponed discussion of the Executive Committee meeting start time to a later date

Chairman Nelson agreed to wait until the February meeting to see how many members will need Orientation following the November Election and January appointments after discussion and a suggestion from by Ms. Paige.

### **6. Audit, Facilities & Finance Committee Report**

#### **July 31 and August 30 Financial Statements**

Dr. Spagna referred to Tab 5 of the agenda packet and stated August results are ending with net positive by nearly \$15,000.00. He explained that some staff positions had not been filled at the start of the fiscal year, but they have now been filled, and staff billing will increase in future reports.

At the next committee meeting, the auditor will review the draft audit report and there will also be a review of the September financials prior to the November meeting.

Mr. Elswick asked about the status of filling the vacancy of Ms. Fry's Executive Assistant position (she retired in April). Ms. Shickle said that several responsibilities assigned to Ms. Fry have been reassigned to personnel in the agency, so the specific position held by Ms. Fry of Executive Assistant has not been filled. Currently, Ms. Fusco has taken on some of the responsibilities including assistance in clerking for the Commission. Mr. Elswick asked if this is being done to save money; his clerk reports having difficulty coordinating with Ms. Shickle's office. He stated he would have his clerk contact Ms. Shickle directly so they could discuss any concerns. Ms. Shickle confirmed that the decision was driven by the opportunity to reduce administrative costs.

Dr. Spagna made a motion to accept the July and August Financial Statements as presented and Mr. Nordvig seconded the motion. The Financial statements were accepted as presented.

## **7. Public Outreach and Engagement Committee Report**

### **Update on current activities and initiatives**

Mr. Nordvig provided an update on Public Outreach activities, areas of focus, and major partners. He mentioned several activities in which staff has participated this quarter including a visit to the VCU Rice Center, City Hall and a session with Mayor Stoney, presentations to Foster Grandparents program participants at Senior Connections, and outreach at a Flying Squirrels game during Public Safety night. Plan Safe workshops also occurred throughout the region in September and PlanRVA participated in PARKing Day hosted by Venture Richmond.

Staff is working to increase its public engagement activities in specific areas of focus for the agency (transportation, emergency management, and the environment) and gave an example of a staff proposal to pursue region wide efforts for an anti-litter campaign. Ms. Paige asked about the anti-litter campaign and if this work was being done in conjunction with CVWMA. Mr. Nordvig confirmed this is the case.

### **8. Other Business**

Chairman Nelson reported that the Executive Committee is currently discussing the process for completing Ms. Shickle's performance evaluation. Members of the Commission are invited to offer feedback on the form that will be used for the evaluation. Ms. Shickle will send the form to the Commissioners for suggestions on the form and requested input be provided by October 21.

### **9. Adjournment**

With no other business, Chairman Nelson adjourned the meeting at approximately 10:40 a.m.

*Diane F. Fusco* ✓

minutes approved at 11/14 meeting