



MINUTES
December 12, 2019
James River Board Room

Members and Alternates (A) Present

Gregory Baka	Henrico County
Nolen Blackwood (A)	City of Richmond
Angela Cabell	Powhatan County
Steve Elswick	Chesterfield County
Timothy Davey	Chesterfield County
Dorothy Jaeckle	Chesterfield County
Angela Kelly-Wiecek, Secretary	Hanover County
Susan Lascolette	Goochland County
Anne Marie Lauranzon	Hanover County
Tyrone Nelson, Chair	Henrico County
Dr. Cynthia Newbille	City of Richmond
Larry Nordvig	Powhatan County
Patricia Paige, Treasurer	New Kent County
Canova Peterson	Hanover County
Daniel Schmitt	Henrico County
Dr. George Spagna, Vice Chair	Town of Ashland
Randy Whittaker	Hanover County
Christopher Winslow	Chesterfield County

Others Present

Eric Gregory	Hefty, Wiley and Gore
Tyler Walter	Chesterfield County, Dept. of Planning/Zoning

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

Chairman Nelson called the regularly scheduled December 12, 2019 meeting to order at approximately 9:20 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.

Requests for Additions or Changes to Order of Business

There were no requests for additions or changes to the order of business. A motion to approve the agenda as presented was made by Mr. Nordvig and seconded by Mr. Davey. The motion carried unanimously.

1. Public Comment Period

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

2. Minutes for the November 14, 2019 Meeting

Dr. Newbille pointed out she was absent from the November 14th meeting, but Ms. Shickle confirmed absences are not captured in the minutes, only those in attendance are listed.

Mr. Peterson made a motion to accept the November 14, 2019 minutes as presented; Ms. Paige seconded the motion and the minutes were accepted. The motion carried unanimously.

3. Regional Forum: Socio-Economic Data and Scenario Planning

Ms. Shickle stated the regional forum section of the agenda was added as an implementation step of the strategic planning process and an opportunity for leaders gathered from around the region to come together and discuss issues facing the region. Topics were identified by survey of Commissioners earlier this year and scheduled according to the Commission's work program/calendar and availability of outside speakers. This month's forum topic was a carry over from the October meeting.

Chet Parsons, Director of Transportation provided an update on the Socio-Economic Data Report completed for the RRTPO and share the status of our capacity development for Scenario Planning in long range planning. Mr. Parson's presentation can be found here: <https://prezi.com/view/jaTgqJ0KfDSb4erWR6lb/>

Ms. Kelly-Wiecek asked about the jobs and housing balance and the trend with people working from home and the impact on commuting. Mr. Parsons said this is considered in the survey data used and there may be additional data sets in the future. Ms. Shickle commented that the trend nationwide in areas the size of our region is about 5% are not commuting to work. That the question is now asked in surveys indicates there is an awareness of this growing trend.

Mr. Parson also mentioned the freelance culture and people working from various locations. Ms. Shickle said there is now better technology available to track locations.

Mr. Davey asked about data source regarding future growth of jobs and where the jobs are going to be located. Mr. Parsons stated projections come from various sources as well as talking to experts (economic development professionals, etc) from around the region.

Chairman Nelson thanked Mr. Parsons for his informative presentation.

4. Reports

a. Executive Director's Report

i. Intergovernmental and Environmental Review Summary

Information was included for review. No Commissioners had questions about the report.

Ms. Shickle let the Commissioners know the PlanRVA staff holiday celebration is planned for Monday, December 16 at 12:30 p.m. to 2:30 p.m. in the office; all are invited all to attend.

b. Executive Committee/Chairman's Report

i. Cancellation of January Meetings

Chairman Nelson mentioned the January meetings are normally cancelled and asked for a motion to cancel the full commission meeting but said there may be a need for the Executive Committee to meet on January 9th.

Mr. Nordvig moved to cancel the full commission meeting on January 9th and Dr. Spagna seconded the motion. The motion carried unanimously.

Chairman Nelson recognized the Commissioners who will be leaving their appointments at the end of this calendar year - Parker Agelasto, Angie Cabell, Steve Elswick, Dorothy Jaeckle, and Floyd Miles. He recognized and expressed appreciation for their service and commitment to not only the commission but to their communities and the region.

Ms. Jaeckle said she enjoyed getting to know everyone and appreciates the opportunity to serve. Mr. Elswick and Ms. Cabell agreed with Ms. Jaeckle's comments. The Commission recognized them with a round of applause.

Chairman Nelson also recognized Sharon Robeson's upcoming retirement after 18 years of service to the agency and faithfully serving as the clerk of the Policy Board and subcommittees for the RRTPO. Ms. Robeson thanked the Board for all their hard work and was recognized with a round of applause. Chairman Nelson wished her all the best in her retirement.

c. Audit, Facilities & Finance Committee Report

i. October 30 Financial Statements

Dr. Spagna went over the October financials that were reviewed by the committee via conference call prior to the meeting. He stated current results show a net positive position of \$55,000 year to date and reflects a more concerted effort to have staff time spent on work that is reimbursable. He also reviewed the balance sheet and the current fund balance of just over \$923,000 showing progress toward meeting the \$1,000,000 goal by the end of Fiscal Year 2021.

Ms. Kelly-Wiecek asked about the chart reflecting the Operating budget and asked if this reflected the additional contributions through the localities. Ms. Shickle confirmed this only reflected Commission activities and not the special assessments.

Ms. Shickle reiterated that staff time is being spent working on reimbursable programs and the first quarter of this fiscal year reflected a budget that was higher than actual for contract services for Jill Swinger (Interim CFO). Those services were not needed due to the expertise of Ms. Eckhout and Ms. Swinger's time was only needed for audit related work.

Ms. Shickle said assessments from jurisdictions have come in ahead of schedule, but the net positive position of \$55,000 is in addition to the \$77,000 in special assessments collected to date.

Mr. Peterson stated he had trouble getting through the last conference call of the Finance committee and Ms. Shickle agreed to look in to the conference call service currently being used. He stated he did have concerns upon hearing that the agency is using an employment agency to fill staff positions.

Ms. Shickle confirmed Ajilon has been used in the past to hire for staff positions and most recently was used when filling the vacancy when Julie Fry retired. She said this occurred in the previous fiscal year.

Chairman Nelson confirmed the concern is that a "head hunter" was used to hire a non-executive position. Ms. Shickle said prior to her starting at the agency Ajilon had been used for administrative positions and they were called upon for help filling what became the Program Assistant position and found an excellent placement.

Ms. Kelly-Wiecek stated previously county resources were used to fill vacancies even at the executive level for the Commission and the TPO. She said this is important particularly in a time when everyone is working so hard to protect the operating budget.

Mr. Peterson reiterated that the resources available through the jurisdictions should be used whenever possible rather than spending money.



Chairman Nelson asked for a motion to accept the October 30 financial statements. Dr. Spagna made the motion and Ms. Lascolette seconded and the motion carried unanimously.

d. Public Outreach and Engagement Committee Report

Mr. Nordvig provided an overview of the last committee brainstorming session. He said the focus is to spotlight and raise awareness of cooperation within the region. The committee would like to have people in local politics and in the public sphere to get out more, so the public becomes more aware of what they do.

Mr. Nordvig mentioned spotlighting supervisors and other individuals within the region and sharing information via social media, websites, newsletters, etc. He also mentioned outreach at the local level by going to high schools, universities, and encouraging student participation.

He mentioned the Powhatan Leadership Institute and replicating this in other localities and creating participation in town hall meetings and providing PlanRVA exposure to citizens.

Mr. Nordvig pointed out new commission members will start with PlanRVA in the new year and it is important to let them know what the agency is all about including the public outreach efforts.

The committee is also considering live streaming of meetings or having a video archive available to the public. The brainstorming session considered staff spotlights as well and publicizing projects that will have an impact to the public.

Chairman Nelson thanked Mr. Nordvig for the update.

5. Other Business

No other business was identified, and Chairman Nelson reminded the Commissioners there will not be a full commission meeting in January, but the Executive Committee meeting on January 9, 2020 is still scheduled. He said if the meeting is cancelled it would be communicated.

6. Adjourn:

The meeting was adjourned at 10:10 a.m. by Chairman Nelson.