



AGENDA

Executive Committee

February 10, 2022 -- 8 a.m.
James River Board Room- PlanRVA

Register to attend the meeting virtually at:
https://planrva-org.zoom.us/webinar/register/WN_Ty8fP77mQBmckz-Pu8A8EQ

Members of the public may observe the meeting on our YouTube Channel at
www.youtube.com/PlanRVA

View our complete [Public Participation Guide](#) for other ways to participate.

- 1. Welcome and Introductions** (Winslow)
 - a. Roll Call of Attendees and Certification of a Quorum** (Heeter)
- 2. Action Item:** [December Meeting Minutes](#) (Paige/page 3)
[January Meeting Minutes](#) (Paige/page 6)
- 3. Information Items** (Heeter)
 - a. 2022 Local Appointments, Alternates** (page 9)
 - b. PlanRVA Succession Management Plan** (page 10)
- 4. Old Business- Office Space Leasing** (Winslow)

Requested Action: Motion to enter a Closed Session for discussion of PlanRVA's office lease negotiations. (Sect. 2.2-3711(A)(3) and (A)(29)).
- 5. Adjourn**



Opening Statement for Electronic Meetings

Meetings public bodies in the Commonwealth of Virginia may be held using a virtual platform as an alternative to in person attendance in accordance with provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia during the period of a State of Emergency Declaration.

Currently there is a statewide Emergency Declaration from Governor Youngkin as well as a local Emergency Declaration from Mayor Stoney of the City of Richmond- both related to the ongoing impacts of the novel COVID-19 virus and its variants. Therefore, members of the Regional Commission are permitted to participate via remote/virtual platform. This statement is intended to provide notice to the public of the circumstances under which remote participation of members may occur and is permitted.

While we meet in a remote/virtual format, PlanRVA remains committed to public accessibility and affording all the opportunity to participate. Staff provided advance notice of this meeting to members and the public including instructions for access. Information for how members of the public may participate are hyperlinked in the meeting agenda and posted on our website.

Staff certifies that we have followed the approved procedures for appropriate notice of this meeting and how members may participate.



**Executive Committee
Zoom Virtual Meeting
Meeting Minutes
December 9, 2021
8 a.m.**

Members Present

<u>LOCALITY</u>	<u>NAME</u>	X (attended)
Charles City County	William Coda	X
Chesterfield County	Christopher M. Winslow, Chair	X
City of Richmond	Dr. Cynthia Newbille (virtual)	X
Goochland County	Neil Spoonhower	X
Hanover County	Sean Davis, Vice Chair	X
Henrico County	Reverend Tyrone Nelson	
New Kent County	Patricia Paige, Secretary	X
Powhatan County	Michael Byerly, Treasurer	X
Town of Ashland	Dr. Daniel McGraw (virtual)	X

Others Present

Brian Berkey, Tennant Advisory Group, Thalhimer

Staff Present

Janice Firestone, Transportation Program Coordinator

Gilbrith Gogel, Administrative Assistant

Martha Heeter, Executive Director

Sidd Kumar, Project Coordinator

Rashaunda Lanier-Jackson, Community Engagement Manager

The PlanRVA Executive Committee meeting was held using electronic communication means. The technology used for this meeting was a web-hosted service created by Zoom. The meeting was available via live stream through YouTube to assure open access for members of the public. All recordings are available on the [Plan RVA YouTube Channel](https://www.youtube.com/PlanRVA) at www.youtube.com/PlanRVA.

Call to Order

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

Richmond Regional Planning District Commission

Executive Committee Meeting Minutes – October 14, 2021 – page 1

Mr. Winslow called the PlanRVA Executive Committee meeting to order at approximately 8 a.m.

Attendance Roll Call & Certification of a Quorum

Ms. Firestone took attendance by roll call and confirmed a quorum of the body was present.

Meeting Minutes

Mr. Spoonhower made a motion to approve the minutes of the minutes October 14, 2021, meeting minutes. Dr. Newbille seconded the motion which was carried by acclamation.

Old Business

Meeting Room Technology Upgrades

Ms. Heeter gave a brief update on the updates to the board room. Equipment has been ordered and once delivered will be installed and configured. While delivery is subject to worldwide supply chain issues, staff is hoping the work will be completed in time for the meetings scheduled for beginning of 2022.

Office Space Planning and Leasing

Ms. Heeter advised a closed session was scheduled to review the latest findings from the market survey, site tours and RFPs released for evaluation of prospective office space.

Mr. Spoonhower made a motion to enter a Closed Session pursuant to Section 2.2-3711 (A) (3) and (A) (29), *Code of Virginia*, 1950, as amended, for the purpose of discussion or consideration of the acquisition of real property for a public purpose, or the disposition of publicly held real property, and negotiation of a public contract where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, during which all recording of the meeting will cease. Mr. Byerly seconded the motion which was carried by acclamation.

The Chairman asked staff and guests to leave the meeting. The recording and livestream of the meeting was stopped.

At the conclusion of the closed session, the Chairman reconvened the public meeting. Members of the Executive Committee certified 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.

NAME	AYE	NAY	Abstain	Absent
William Coad	X			
Christopher M. Winslow, Chair	X			
Dr. Cynthia Newbille (virtual)	X			
Neil Spoonhower	X			
Sean Davis	X			
Reverend Tyrone Nelson				X
Patricia Paige, Secretary	X			
Michael Byerly, Treasurer	X			
Dr. Daniel McGraw (virtual)	X			

FY2023 Local Member Contribution Requests

Ms. Heeter referenced materials provided in the agenda package regarding population figures from the 2020 US Census. These serve as the basis for PlanRVA's member dues and special assessment for the RRTPO. Staff is currently working with local staff to validate numbers and coordinate budget request submissions for FY2023.

Remote Participation in Public Meetings & 2022 Local Appointments, Alternates

Mr. Gregory would cover these topics in the full Commission meeting due to lack of time in the Executive Committee meeting.

January Meeting Schedule

Mr. Winslow advised that a special meeting of the Executive Committee may be necessary to review progress in the office space leasing effort. Members should stay tuned for communication on this and scheduling.

With no other business, the Executive Committee adjourned at 9:00 am.



**Executive Committee
Zoom Virtual Meeting
Meeting Minutes
January 27, 2022
9 a.m.**

Members Present

<u>LOCALITY</u>	<u>NAME</u>	X (attended)
Charles City County	William Coda	
Chesterfield County	Christopher M. Winslow, Chair	X
City of Richmond	Dr. Cynthia Newbille (virtual)	X
Goochland County	Donald Sharpe	X
Hanover County	Sean Davis, Vice Chair	X
Henrico County	Reverend Tyrone Nelson	X
New Kent County	Patricia Paige, Secretary	X
Powhatan County	Michael Byerly, Treasurer	X
Town of Ashland	Dr. Daniel McGraw (virtual)	X

Others Present

Neil Spoonhower (virtual), Goochland County Alternate
Jim Holland, Chesterfield County/ Audit, Facilities & Finance Committee Chair
Andreas Addison, City of Richmond/ Audit, Facilities & Finance Committee member
Patricia O'Bannon, Henrico County/ Audit, Facilities & Finance Committee member
Canova Peterson, Hanover County/ Audit, Facilities & Finance Committee member
Brian Berkey, Tennant Advisory Group, Thalhimer

Staff Present

Martha Heeter, Executive Director
Diane Fusco, Finance Manager
Chet Parsons, Director of Transportation
Sidd Kumar, Project Coordinator

The PlanRVA Executive Committee meeting was held using electronic communication means. The technology used for this meeting was a web-hosted service created by Zoom. The meeting was available via live stream through YouTube to assure open access for

members of the public. All recordings are available on the [Plan RVA YouTube Channel](https://www.youtube.com/PlanRVA) at www.youtube.com/PlanRVA.

Call to Order

Mr. Winslow called the PlanRVA Executive Committee meeting to order at approximately 9 a.m.

Attendance Roll Call & Certification of a Quorum

Ms. Heeter took attendance by roll call and confirmed a quorum of the body was present.

Office Space Planning and Leasing

Mrs. Paige made a motion to enter a Closed Session pursuant to Section 2.2-3711 (A) (3) and (A) (29), *Code of Virginia*, 1950, as amended, for the purpose of discussion or consideration of the acquisition of real property for a public purpose, or the disposition of publicly held real property, and negotiation of a public contract where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, during which all recording of the meeting will cease. Mrs. O'Bannon seconded the motion which was carried by acclamation.

The Chairman asked staff and guests to leave the meeting. The recording and livestream of the meeting was stopped. At the conclusion of the closed session, the Chairman reconvened the public meeting.

The members of the Executive Committee certified 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.

NAME	AYE	NAY	Abstain	Absent
Byerly	X			
Coad				X
Davis	X			
McGraw*				X
Nelson	X			
Newbille	X			
Paige	X			
Sharpe	X			
Winslow	X			

Spoonhower	X			
Holland	X			
Addison*				X
O'Bannon	X			
Peterson	X			

*Mr. McGraw was unable to rejoin the virtual open session; Mr. Addison had to leave the meeting before it concluded.

With no other business, the Executive Committee adjourned at 10:50 am.

DRAFT

PlanRVA Roster 2022

<u>Charles City</u>				<u>Goochland</u>	
William Coad	EC	Dr. Daniel McGraw	EC	Don Sharpe	EC
	A		PC	Neil Spoonhower	A/ PO&E
		Kathy Abbott	A		
<u>Chesterfield</u>		<u>Richmond</u>		<u>Hanover</u>	
Chris Winslow, Chair	EC	Dr. Cynthia Newbille	EC	Sean Davis, Vice Chair	EC
Kevin Carroll		Andreas Addison	AFFC	Canova Peterson	AFFC
Leslie Haley	AFFC	Ann-Francis Lambert			
James Holland	AFFC	Stephanie Lynch		Randy Whittaker	PC
Jim Ingle		Rodney Poole	PC	Charlie Waddell	C/ PO&E
Gloria Freye	PC	Jacob Giovia	C/ PO&E	Faye Prichard	A
Tim Davey	C/ PO&E	Ellen Robertson	A		
<u>Henrico</u>		<u>New Kent</u>		<u>Powhatan</u>	
Tyrone Nelson	EC	Patricia Paige	EC	Michael Byerly, Treasurer	EC/ AFFC
Patricia O'Bannon	AFFC	Amy Pearson	PC	Steve McClung	
Frank Thornton	PO&E/ (A)	John Lockwood	A	Bobby Hall	PC
Melissa Thornton	PC				
Gregory Baka	C				

Executive Committee Appointee = EC

Planning Commission Appointee = PC

Citizen Appointee = C

Audit, Facilities & Finance Committee = AFFC

Public Outreach & Engagement = PO&E

Alternate Appointee = A



Succession Plan

November 2021



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PlanRVA Leadership Development and Emergency Succession Plan

1. Rationale

Ensuring that the functions of the Executive Director are clear and documented among staff and governing entities is critical to safeguarding the organization in times of unplanned or unexpected change. Such risk management is also helpful in facilitating planned leaderships transitions.

This document provides a leadership development and emergency succession plan for PlanRVA. This plan provides guidance for PlanRVA's executive succession procedures and its commitment to sustaining a healthy functioning organization. PlanRVA's governing entity is the Richmond Regional Planning District Commission (the Commission). The purpose of this plan is to ensure that the organization's leadership has adequate information and a strategy to effectively manage PlanRVA in the event the Executive Director is unable to fulfill their duties.

2. Plan Implementation

The Commission authorizes the Commission Chair to implement the terms of this emergency succession plan in the event of a planned or unplanned temporary or short-term absence.

- It is the responsibility of the *Executive Director* to inform the Commission Chair of an unplanned temporary or short-term absence, and to plan accordingly.
- It is the responsibility of the *Director of Transportation* to immediately inform the Executive Director of an unplanned temporary or short-term absence. The Executive Director will notify the chairs of both the Richmond Regional Planning District Commission (RRTPO) and the Commission.
- It is the responsibility of the *Director of Regional Planning and GIS* and the *Planning Manager – Environmental Program* to immediately inform the Executive Director of an unplanned temporary or short-term absence.
- It is the responsibility of the *Director of Finance* and the *Finance Manager* to immediately inform the Executive Director of an unplanned temporary or short-term absence.
- All other employees are responsible for notifying their immediate supervisor of an unplanned temporary or short-term absence.
- As soon as feasible, following notification of an unplanned temporary or short-term absence of the Executive Director, the Commission Chair shall convene an Executive Committee meeting to affirm the procedures prescribed in this plan, or to modify them if needed, at its discretion.

3. Priority Functions of the Executive Director at PlanRVA

The complete Executive Director position description (July, 2015) is attached to this plan. (See Appendix A).

Among the duties listed in the position description, the following are considered to be the key functions of the Executive Director and have a corresponding temporary staffing strategy (see Section #3 for further guidance about temporary staffing).

The positions assigned in the Temporary Staffing Strategy are based on PlanRVA's organizational structure as of November 1, 2021. In the event this plan is implemented and assigned positions are vacant or no longer available, the Commission Chair (or the Director of

Transportation, as Interim Executive Director as appropriate) shall select other senior staff to support each of the key Executive Director functions.

Key Executive Director Functions	Temporary Staffing Strategy
Oversees the work operations and staff	<p>Director of Transportation (Chet Parsons)</p> <p><i>In the absence of the Executive Director:</i> The Director of Transportation (Chet Parsons) has the authority to act on behalf of the Executive Director.</p> <p>The Finance and Grants Manager (Diane Fusco) will report to the Director of Transportation (Chet Parsons) on Finance and Human Resources matters.</p> <p>The Mobility Coordinator (Ken Lantz) will report to the Director of Transportation (Chet Parsons) on safety issues.</p> <p>The Director of Planning and GIS (Mark Bittner) will coordinate on areas outside of transportation with and report to the Director of Transportation (Chet Parsons).</p> <p>The Planning Manager-Environmental Programs (Sarah Stewart) will report to the Director of Planning and GIS (Mark Bittner) on Environmental Programs.</p> <p>The Community Engagement Manager (Rashaunda Lanier-Jackson) will report to the Director of Transportation (Chet Parsons) on community engagement initiatives.</p>
Supports technical staff	The Director of Planning and GIS (Mark Bittner)
Coordinates, directs, and implements regional programs	<p>The Director of Transportation (Chet Parsons) will continue to have direct oversight of Transportation.</p> <p>The Planning Manager-Environmental Programs (Sarah Stewart) will continue to have direct oversight of Environment (including Emergency Management programs).</p> <p>The Director of Planning and GIS (Mark Bittner) will continue to have direct oversight of regional planning, Housing and Community Development.</p>
Provides strategic oversight and identifies priorities	The Director of Transportation (Chet Parsons) will provide oversight to ensure there is coordination among the leadership team in identifying strategic priorities.

Represents the Commission on regional organizations and makes presentations to internal and external constituents.	<p>The Director of Transportation (Chet Parsons) will be responsible for most general agency presentations. Other staff who will make presentations on behalf of the Commission include:</p> <p>The Director of Planning and GIS (Mark Bittner)- Partnership for Housing Affordability</p> <p>The Community Engagement Project Coordinator (Sidd Kumar)- YRVA and related ChamberRVA Committees. The Mobility Coordinator (Ken Lantz)- Advisory Groups for housing and other human services</p> <p>The Community Engagement Manager (Rashaunda Lanier-Jackson)- RVA Engage.</p>
Leads the agency in expanding discussion and effecting increased regional cooperation and policy development.	<p>The Director of Transportation (Chet Parsons)</p> <p>The Planning Manager-Environmental Programs (Sarah Stewart)</p> <p>The Director of Planning and GIS (Mark Bittner)</p>
Oversees administration of financial activities	<p>The Director of Finance (Dan van Doornick with VACo/VML Finance) will oversee the administration of financial activities.</p> <p>The Finance and Grants Manager (Diane Fusco) will support the Director of Finance on payroll and other tasks.</p>
Interprets and communicates the impact of local, state, and federal plans and programs on regional activities.	The Director of Transportation (Chet Parsons) will be the lead for high-level activities. The Planning Manager-Environmental Programs (Sarah Stewart) and the Director of Planning and GIS (Mark Bittner) will assist, as needed, for specific programs.
Commission Administration and Support	The Director of Transportation (Chet Parsons)
Human Resources	The Director of Transportation (Chet Parsons) and the Finance and Grants Manager (Diane Fusco)
Direct Project Management	Contingent upon project, as designated by the Director of Transportation (Chet Parsons), if needed.

4. Succession planning in the event of a temporary, planned or unplanned absence – Short-Term

a. Definitions

- A temporary absence is one in which it is expected that the Executive Director will return once the events precipitating the absence are resolved.
- An unplanned absence is one that arises unexpectedly, in contrast to a planned leave such as vacation or a sabbatical.
- A temporary absence is between 15 and 30 days.
- A temporary short-term absence is between 30 and 90 days.

b. Temporary Staffing Strategy

- For temporary planned or unplanned absences of 30 or fewer days, the Temporary Staffing Strategy described above may become effective.
- In the event of a temporary short-term planned or unplanned absence for the *Executive Director*, the Commission Chair shall determine if the Temporary Staffing Strategy is sufficient for this period of time and make a recommendation to the Executive Committee.
- In the event of a temporary short-term planned or unplanned absence for the *Director of Transportation*, the Executive Director shall determine if the Temporary Staffing Strategy is sufficient for this period of time and make a recommendation to the Commission Chair.
- In the event of a temporary short-term planned or unplanned absence for the *Director of Regional Planning and GIS* and the *Planning Manager – Environmental Program*, the Executive Director shall determine if the Temporary Staffing Strategy is sufficient for this period of time.
- See Appendix B for the temporary staffing strategy of the leadership team. PlanRVA will also develop temporary staffing strategies for the *Director of Finance* and *Finance Manager* positions by March 31, 2022.

c. Appointing an Interim Executive Director

Based on the anticipated duration of the absence, the anticipated return date, and accessibility of the current Executive Director, the Executive Committee may recommend appointment of an Interim Executive Director to the Commission, as well as continue to implement the Temporary Staffing Strategy. The Commission will vote upon the recommended Interim Executive Director candidate, if applicable.

d. Standing Appointees to the Position of Interim Executive Director may include one of the following:

- The current Commission Chair. If the current Commission Chair accepts the position, they will take a temporary leave from the Commission.
- An Executive Committee member or a current Commission member.
- An existing senior member of the staff.
- In the event the available staff is new to the position or fairly inexperienced with PlanRVA, the Executive Committee may consider another appointee or the option of splitting executive duties among designated appointees.

e. Cross-Training Plan

- The Executive Director shall develop a training plan for each staff member who will perform a key function of the Executive Director listed in Section 3.

- These plans will be developed by June 30, 2022, and will be attached to this document.

f. Authority and Restrictions of the Interim Executive Director

- The Interim Executive Director shall have full authority for day-to-day decision making and independent action as the regular Executive Director.
- Decisions that shall be made in consultation with the Commission Chair and/or Executive Committee include staff hiring and terminations, financial issues, taking on a new project, and taking public policy positions on behalf of the organization.
- For additional communication guidelines, refer to the organization's operating policies on transitions. These documents will be developed by June 30, 2022.

g. Compensation

- The staff member appointed as Interim Executive Director may receive interim compensation, an end of year bonus, or additional benefits. This shall be determined by the Executive Committee based on the duration of the assignment and available resources.
- A current or former commission member appointed as Interim Executive Director may enter into an independent contractor or employment agreement, depending on the circumstances of their availability.

h. Commission Oversight and Support to the Interim Executive Director

- The Interim Executive Director reports to the Commission Chair. In the event the Commission Chair becomes the Interim Executive Director, the Vice Chair shall be appointed Commission Chair.
- The Executive Committee shall be aware of the special support needs of the Interim Executive Director in this temporary role. The Executive Committee shall convene monthly when an Interim Executive Director is appointed.

i. Communications Plan

- Within 48 hours after an Interim Executive Director is appointed, the Commission Chair and the Interim Executive Director shall meet to develop a communications plan including the kind of information that will be shared and with whom.
- The following chart identifies key supporters and a primary contact to facilitate communication.

Key Supporters	Communication Responsibility
Local government administrators	Commission Chair
State and federal agency funders	Commission Chair
Regional partner organizations and affiliated entities (RRTP, CVTA, EMACV)	Commission Chair
State, regional, and national associations	Commission Chair

- As soon as possible, the Commission Chair and Interim Executive Director shall implement the communications plan to announce the organization's temporary leadership structure to staff, the Commission, and key supporters.
- Updated contact information is maintained by Commission staff and organized by stakeholder designation.
- Within 5 business days, the Commission shall distribute a press release or directly notify stakeholders, as appropriate to the situation.

5. Succession plan in the event of a temporary, unplanned absence – Long-term

a. Definition

- A long-term absence is 90 days or more.

b. Procedures

- Procedures and conditions to be followed shall be the same as for a temporary short-term absence with the following additions:
 - The Executive Committee shall give immediate consideration, in consultation with the Interim Executive Director, to temporarily filling any management position left vacant by an Interim Executive Director, or reassigning priority responsibilities where help is needed to other staff. This is in recognition that, for a term of 90 days or more, it may not be reasonable to expect the Interim Executive Director to carry the duties of multiple positions.
 - The Commission Chair and Executive Committee are responsible for gathering input from staff and reviewing the performance of the Interim Executive Director according to the organization's Performance Review Policy. A review shall be completed prior to the conclusion of a 90-day appointment.

6. Succession plan in the event of a PERMANENT unplanned absence

a. Definition

- A permanent absence is one in which it is firmly determined that the Executive Director will not be returning to the position.

b. Procedures

- Procedures and conditions to be followed shall be the same as for a temporary short-term absence with the following additions:
 - The Commissioners shall consider the need to hire an Interim Executive Director from outside the organization instead of appointing an Interim Executive Director. This decision shall be guided, in part, by internal candidates for the Executive Director position, the expected time frame for hiring a permanent executive, and the management needs of the organization at the time of the transition.
 - The Commission shall appoint a Transition Committee to develop and implement the organization's Executive Succession Plan.

c. Hiring an Interim Executive Director

- If an Interim Executive Director is hired, the Commission Chair and Executive Committee shall negotiate an independent contractor or employment agreement with a defined scope of work.
- The scope of the agreement with an Interim Executive Director shall be determined based on an assessment of the organization's needs at the time of the leadership transition.

d. Responsibilities of the Interim Executive Director

- An Interim Executive Director shall have full authority for day-to-day decision making and independent action as the regular Executive Director.
- Decisions that shall be made in consultation with the Commission Chair and/or Executive Committee include staff hiring and terminations, financial issues, taking on a new project, and taking policy positions on behalf of the organization.
- For additional communication guidelines, refer to the organization's operating policies. These documents will be developed by June 30, 2022.

e. Commission Oversight and Support to the Interim Executive Director

- The Interim Executive Director reports to the Executive Committee through the Commission Chair.
- The Executive Committee shall be alert to the special support needs of the Interim Executive Director in this temporary role. The Executive Committee shall convene monthly when an Interim Executive Director is hired.
- The Commission Chair and Executive Committee are responsible for gathering input from staff and reviewing the performance of the Interim Executive Director according to the organization's Performance Review Policy. An initial review shall be completed between 30 and 45 days and 90 days thereafter.

7. Approvals and maintenance of record

a. Emergency Succession Plan Approval

- This emergency succession plan shall be approved initially by the Commission.
- Thereafter, annually, the Executive Committee shall review the plan and recommend amendments to the full Commission as needed.

b. Signatories

- The Commission Chair, the Executive Director, and the appointees designated in the Emergency Succession Plan shall sign the plan.
- At all times the Commission Chair and Treasurer and at least one Director-level staff, in addition to the Executive Director, shall have signature authorization for checks and contracts for the organization.

c. Maintenance of record

- Copies of this plan shall be maintained by all members of the Commission, Director-level staff, and the organization's auditor in accordance with document retention requirements.

d. Financial Considerations

- It shall be the responsibility of the Executive Committee to review the organization's finances during an unplanned absence of the Executive Director.

Appendix A



EXECUTIVE DIRECTOR Richmond Regional Planning District Commission

The Richmond Regional Planning District Commission (RRPDC) is seeking a dynamic, highly energetic and entrepreneurial spirited individual to serve as Executive Director to lead the agency in expanding discussion and effecting increased regional cooperation and policy development.

The RRPDC is a regional planning agency with major emphasis in the areas of transportation, local technical assistance and information services including demographic, economic and geographic information systems. The Commission, which was formed by local governments under the authority of the 1969 Virginia Area Development Act, revised and retitled the Virginia Regional Cooperation Act in 1995, is comprised of elected officials and citizens who address mutual problems and develop solutions for the local governments which benefit from intergovernmental cooperation. The RRPDC currently houses the region's Transportation Planning Organization and coordinates a wide variety of transportation, regional planning, local government technical assistance and environmental planning programs.

The RRPDC, representing nine jurisdictions consisting of the Town of Ashland, the City of Richmond, and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, and Powhatan, serves the "Capital" area of the Commonwealth, which is a rapidly growing area of approximately one million residents with a high quality of life and known for its well managed and progressive governments.

Under the direction of the RRPDC Board, the Executive Director is responsible for the following:

- overseeing the work operations and staff of the Richmond Regional Planning District Commission
- planning, coordinating, directing, and implementing regional policies and programs relating to social, economic, physical, and transportation planning
- providing strategic oversight and identifying priorities for the RRPDC focused on the Richmond region
- representing the Commission on the Richmond Regional Transportation Planning Organization (RRTPO)
- serving as the Co-Director of the Capital Region Collaborative (CRC) with the President/CEO of the Greater Richmond Chamber of Commerce
- leading the agency in expanding discussion and effecting increased regional cooperation and policy development in a number of areas including land use, transportation and environmental planning
- overseeing the administration of the financial activities of the RRPDC, including preparation of the RRPDC Budget and Work Program
- providing technical expertise on a wide variety of transportation, planning, local government and environmental programs
- interpreting the impact of local, state, and federal plans and programs on regional activities
- conducting presentations and undertaking speaking engagements with internal and external constituents
- participating with state and professional organizations such as the Virginia Association of Planning District Commissions, Virginia Association of Counties, Virginia Chamber of Commerce, the American Planning Association, and the Urban Land Institute, and other similar organizations

Successful candidate should possess the following qualifications:

- strong management and effective leadership to deliver high quality programs and services in an efficient manner
- excellent oral and written communication skills to effectively communicate complex issues to groups with varying interests
- ability to interact with a variety of local governments and agencies that are managing a multitude of growth related issues
- strong commitment to the overall success of the organization
- capability to think independently and possess a "big picture" vision and strategic perspective
- ability to negotiate with various constituencies and manage outcomes to satisfy various stakeholder interests

Applicants must possess a bachelor's degree in Planning or Public Administration, or related field (Master's degree is highly preferred), and a minimum of ten years of experience in a responsible position in a comparably sized and progressive regional planning district commission or council, local government, a state or federal government agency, or private sector/non-profit organization is preferred. An extensive background investigation including fingerprinting for an FBI criminal check is required.

This recruitment will remain open until **July 31, 2015, at 5 p.m.** Interested applicants should apply online at www.hanovercountyjobs.com and include a cover letter, resume, salary history and salary requirements, and three professional references. RRPDC is an Equal Opportunity Employer.

Appendix B

Essential Functions of Director of Transportation (Chet Parsons)

Essential Function (from Position Description)	Cross-Trained Staff	Candidates for Cross-Training
Oversees and coordinates the development and maintenance of the Long Range Transportation Planning processes for the Richmond region and coordinates with local, regional, state, and federal partners to realize the vision of that plan	Planning Manager (Sulabh Aryal)	Planning Manager (Myles Busching)
Coordinates with the RRTPO policy making and advisory bodies to establish an annual work program known as the Unified Planning Work Program in accordance with federal, state, and regional priorities	Executive Director (Martha Heeter)	Principal Planner (Barbara Jacocks)
Oversees the development of technical and policy plans, studies, and reports on transportation issues in accordance with the urban and rural Long Range Transportation Plans and Unified Planning Work Program	Planning Manager (Sulabh Aryal) Planning Manager (Myles Busching)	Senior Planner (Greta Ryan) Principal Planner (Barbara Jacocks)
Coordinates with the RRPDC Executive Director to assure adequate staffing is available to meet the needs and expectations of the RRTPO's UPWP and other regional transportation planning priorities	Planning Manager (Myles Busching)	Planning Manager (Myles Busching)
Manages staff assigned to complete work prioritized in	Principal Planner (Barbara Jacocks)	Principal Planner (Barbara Jacocks)

the Rural Transportation Work Program, UPWP, and in support of the RRTPO administrative and policy functions and performs associated necessary personnel functions of the management role		Director of Regional Planning and GIS (Mark Bittner)
Serves as primary liaison with state and federal partners regarding compliance with regulatory requirements and consistency with the 3C process including leadership in preparing for quadrennial certification reviews and regular submission of work status reports to the RRTPO, VDOT and DRPT	Executive Director (Martha Heeter)	Planning Manager (Myles Busching) Planning Manager (Sulabh Aryal)
Represents the RRPDC and RRTPO in local, regional, state, and federal forums with focus on regional transportation needs and priorities including service on various committees and stakeholder groups and representation of the regional planning work at conferences, seminars, and public information sessions	Depends up on topic, but may include: Planning Manager (Myles Busching) Planning Manager (Sulabh Aryal) Principal Planner (Barbara Jacocks) Senior Planner (Greta Ryan) Executive Director (Martha Heeter)	Planner (Dan Motta) Planning Manager-Environmental (Sarah Stewart) Planner (Rebekah Cazares)
Reviews legislative and programmatic initiatives of federal, state, regional and local agencies for summary to appropriate stakeholders including member jurisdictions, the RRTPO and local staff	Principal Planner (Barbara Jacocks)	Planning Manager (Myles Busching) Planning Manager (Sulabh Aryal)
Serves as lead staff to the CVTA	Executive Director (Martha Heeter)	Planning Manager (Myles Busching)

(New Essential Function)		
Coordinate with regional partners on identifying needs for TPO focus (New Essential Function)	Executive Director (Martha Heeter)	Principal Planner (Barbara Jacocks)

Essential Functions of Planning Manager (Environmental Programs)
(Sarah Stewart)

Essential Function (from Position Description)	Cross-Trained Staff	Candidates for Cross-Training
Identifies planning study needs and develops scopes of work for projects	Director of Regional Planning and GIS (Mark Bittner) and Planner (Rebekah Cazares) Principal Planner (Barbara Jacocks) Regional Emergency Management Coordinator (Katie Moody) (EM)	Planner (Rebekah Cazares)
Provides professional planning assistance to member communities on a variety of subjects	Topic dependent, but could include: Director of Regional Planning and GIS (Mark Bittner) Planner (Rebekah Cazares) Planning Manager (Myles Busching) Principal Planner (Barbara Jacocks) Planning Manager (Sulabh Aryal) Regional Emergency Management Coordinator (Katie Moody)	Planner (Rebekah Cazares) Planner (Dan Motta)
Manages complex planning work efforts through project leadership, staff supervision and consultant management	Topic dependent, but could include: Director of Regional Planning and GIS (Mark Bittner) Principal Planner (Barbara Jacocks) Planning Manager (Myles Busching) Planning Manager (Sulabh	Planner (Rebekah Cazares)

	<p>Aryal)</p> <p>Regional Emergency Management Coordinator (Katie Moody) (EM)</p> <p>Transportation Director, if time allows (Chet Parsons)</p>	
Participates in regional advisory boards and committees and represents the interests of the agency in stakeholder and other community group gatherings	<p>Topic dependent, but could include:</p> <p>Director of Regional Planning and GIS (Mark Bittner)</p> <p>Planner (Rebekah Cazares)</p> <p>Principal Planner (Barbara Jacocks)</p> <p>Planning Manager (Myles Busching)</p> <p>Planning Manager (Sulabh Aryal)</p> <p>Regional Emergency Management Coordinator (Katie Moody)</p>	<p>Planner (Rebekah Cazares)</p> <p>Planner (Dan Motta)</p>
Writes and presents formal and technical reports, working papers and correspondence	<p>Topic dependent, but could include:</p> <p>Planning Manager (Sulabh Aryal)</p> <p>Director of Regional Planning and GIS (Mark Bittner)</p> <p>Planning Manager (Myles Busching)</p> <p>Senior Planner (Greta Ryan)</p> <p>Regional Emergency Management Coordinator (Katie Moody)</p>	<p>Planner (Rebekah Cazares)</p> <p>Planner (Dan Motta)</p>
Represents the agency at	Topic dependent, but could	Planner (Rebekah Cazares)

public meetings and presents material through formal and informal presentations	<p>include:</p> <p>Principal Planner (Barbara Jacocks)</p> <p>Planning Manager (Sulabh Aryal)</p> <p>Director of Regional Planning and GIS (Mark Bittner)</p> <p>Planning Manager (Myles Busching)</p> <p>Planner (Rebekah Cazares)</p> <p>Regional Emergency Management Coordinator (Katie Moody)</p>	Planner (Dan Motta)
Recommends priorities, schedules, and funding sources to implement organizational and community goals and provides support in developing performance reports and other briefings related to agency management and programmatic compliance	<p>Topic dependent, but could include:</p> <p>Principal Planner (Barbara Jacocks)</p> <p>Planning Manager (Sulabh Aryal)</p> <p>Director of Regional Planning and GIS (Mark Bittner)</p> <p>Planning Manager (Myles Busching)</p> <p>Planner (Rebekah Cazares)</p> <p>Regional Emergency Management Coordinator (Katie Moody)</p>	<p>Planner (Rebekah Cazares)</p> <p>Planner (Dan Motta)</p>
Data analysis to support planning, reports, and presentations (New Essential Function)	<p>Director of Regional Planning and GIS (Mark Bittner)</p> <p>Planning Manager (Myles Busching)</p> <p>Planning Manager (Sulabh Aryal)</p> <p>Planner (Rebekah Cazares)</p>	<p>Planner (Rebekah Cazares)</p> <p>Planner (Dan Motta)</p>

	Planner (Dan Motta)	
Grant writing and administration (New Essential Function)	Principal Planner (Barbara Jacocks) Director of Regional Planning and GIS (Mark Bittner) Regional Emergency Management Coordinator (Katie Moody) Planning Manager (Sulabh Aryal)	Planner (Rebekah Cazares) Planning Manager (Myles Busching)

Essential Functions of Director of Planning and GIS

(Mark Bittner)

Essential Function	Cross-Trained Staff	Candidates for Cross-Training
Oversees information technology, data, and security	Senior Planner (Greta Ryan) Planner (Dan Motta)	Senior Planner (Greta Ryan) Planner (Dan Motta)
Manages IT managed services provider	Senior Planner (Greta Ryan) Planner (Dan Motta)	Senior Planner (Greta Ryan) Planner (Dan Motta)
Oversees the management of IT security, software licensing assignments, configurations and purchasing	Senior Planner (Greta Ryan) Planner (Dan Motta)	Senior Planner (Greta Ryan) Planner (Dan Motta)
Coordinates with Executive Director to ensure appropriate investments are made in technology to meet the agency's needs	Senior Planner (Greta Ryan) Planner (Dan Motta)	Senior Planner (Greta Ryan) Planner (Dan Motta)
Serves on senior leadership team and provides strategic advice on operations measures needed to be successful	Planning Manager-Environmental (Sarah Stewart)	Senior Planner (Greta Ryan) Planner (Dan Motta)
Oversees staff assigned to work on GIS functions	Senior Planner (Greta Ryan) Planner (Dan Motta)	Senior Planner (Greta Ryan) Planner (Dan Motta)
Manages planning projects on an as-needed basis	Planning Manager-Environmental (Sarah Stewart) Planning Manager (Myles Busching)	Not applicable