



**EXECUTIVE COMMITTEE  
AGENDA  
July 11, 2019  
8:15 a.m.**

The Executive Committee meeting will convene in the James River Board Room.

**Call to Order  
Certification of a Quorum**

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

Minutes from the regularly scheduled June 13, 2019 meeting are included for review.

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

**2. Closed Session to discuss personnel matters**

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

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.

**3. Old Business**

**Charter and Bylaws Review (Tab 2)**

Follow up from Eric Gregory's 6/13/19 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.

**Executive Director Evaluation Form (Tab 3)**

**Personnel Policy Revisions (Tab 4 of PRVA Board Packet)**

**Requested Action:** Motion that the Executive Committee approve the Personnel Policy Revisions.

**4. New Business**

**FY20 Committee Appointments (Tab 4)**  
**FY20 Meeting Topics**

**5. Other Business**

Action Item: The Executive Committee may take action to cancel the Executive Committee meeting scheduled for August 8, 2019 and recommend to the Commission that the August 8, 2019 full Board meeting also be cancelled.

**6. Adjourn**





**RRPDC EXECUTIVE COMMITTEE**

**Minutes of Meeting**

**June 13, 2019**

**Members Present**

Dorothy Jaeckle..... Chesterfield County  
 Angela Kelly-Wiecek..... Hanover County  
 Susan Lascolette ..... Goochland County  
 Floyd H. Miles, Sr..... Charles City  
 Tyrone Nelson, Vice Chair ..... Henrico County  
 Cynthia Newbille, Chair..... City of Richmond  
 Larry Nordvig..... Powhatan County  
 Patricia Paige, Secretary ..... New Kent 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 June 13, 2019, Executive Committee meeting to order at approximately 7:35 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 April 11, 2019 Meeting**

Chairwoman Newbille said the minutes are included in the agenda packet under Tab 1 and asked members to review. She said if there are no items to review, edits or modifications, she'd ask for a motion to approve the minutes as presented.

Ms. Lascolette made a motion to approve the April 11, 2019 meeting minutes as presented. The motion was seconded by Ms. Paige. There was no additional discussion and the motion to approve the minutes of the April 11, 2019 Executive Committee meeting as presented carried unanimously.

### **2. Closed Session to discuss personnel matters**

Chairwoman Newbille said there is a need to call a Closed Session to discuss a personnel matter. She asked if there was a motion to that effect.

Ms. Paige made a motion that the Executive Committee convene in a closed session pursuant to the Virginia Freedom of Information Act Section 2.2-3711 (A) (1), for the purpose of discussing personnel matters which requires discussion and consultation with legal counsel, pursuant to Section 2.2-3711 (A) (8), during which all recording of the meeting will cease. The motion was seconded by Ms. Lascolette.

She asked all those in favor of the motion to signify by saying "Aye." Those opposed so indicate by saying "Nay." The motion carried unanimously.

Recording of the meeting's proceedings ceased at this time.

Reconvened session.

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.

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

### **3. Executive Director’s Performance Evaluation**

Chairwoman Newbille introduced the next agenda item and asked members to review the document that was shared in the agenda packet prior to the meeting. Documentation of the samples collected from other regional councils were shared electronically prior to the meeting. She requested feedback prior to the July meeting with a goal of completing the performance evaluation at the August meeting.

Vice Chairman Nelson asked for clarification if the review would involve the entire Board or just the Executive Committee. Ms. Shickle confirmed the evaluation process is the responsibility of the Executive Committee, but input may be solicited from whoever they choose.

Ms. Kelly-Wiecek mentioned using a 360-evaluation tool because there are some issues that she cannot address and feels the current tool is internally weighted. She also mentioned that Hanover does a 360 review and receives surveys to complete.

Chairwoman Newbille mentioned other executive level evaluation forms and tools she has used on other Boards. Ms. Kelly-Wiecek said there is a need for a more collaborative approach. Ms. Jaeckle said it would be helpful to have more specific feedback from staff that feel communication is lacking.

Chairwoman Newbille asked if the Executive Committee would like to see a self-evaluation as well as employee evaluation of the Executive Director. Ms. Shickle asked for clarification on what would be helpful and Ms. Kelly-Wiecek said she would like a more formal, comprehensive way to complete the review.

Ms. Jaeckle mentioned survey instrument recommendations being sent out previously from Ms. Stone-Cannaday; Ms. Shickle confirmed that the Executive Committee elected to move forward with the staff engagement survey at the lower cost last year. That survey was completed last August but that she did not receive a performance evaluation last year from the Executive Committee.

Chairwoman Newbille suggested that she could work with Ms. Shickle to provide the elements that would be helpful based on her experience. Since Monday, July 1 is the deadline for the distribution of packet materials for the July 11 meeting, Ms. Shickle said it would be helpful to have feedback by June 27<sup>th</sup> if feedback should be incorporated into the agenda materials.

Chairwoman Newbille asked for all members to commit to the June 27<sup>th</sup> date if the revised sample could be distributed in time. Ms. Kelly-Wiecek confirmed that feedback on evaluation form would be needed by June 27<sup>th</sup>. Ms. Lascolette also confirmed that feedback should be sent to Martha. Chairwoman Newbille confirmed she will work with Ms. Shickle on an appropriate tool and accomplish this based on the initial timeline of June 27<sup>th</sup>.

#### **4. Charter and Bylaws Revision Update**

Eric Gregory provided an update on the status of the Charter and Bylaws review and potential revisions. Mr. Gregory stated he has worked with staff on the direction of potential bylaw revisions and changes to the Charter and would like feedback on whether to go forward with those items or if there are other items the Executive Committee would like to consider.

Changes focus on the Charter, but there are areas with some cross over with the Bylaws, or sections that will need revisions based on Charter changes.

1. Mr. Gregory confirmed that officers are elected as individuals by the commissioners, not by virtue of their locality. The customary practice has been rotation, but this is not required and any change in practice does not require a Bylaw or Charter change, just a change in practice to become more consistent with the Documents.
2. Location of Commission – Article 1, Section 2 requires the Commission to be located in the City of Richmond. If a change is wanted with regard to the location specification this would require a Charter change. Mr. Gregory pointed out that the Charter addresses the location of the commission itself, not the location of meetings. However, Bylaws do require meetings to be held at commission offices, unless the Chair designates otherwise.

The Bylaws could be changed, or the Chair could designate an alternate location which would allow the footprint of the office to be downsized. Mr. Gregory pointed out meetings at another location could improve accessibility and meetings must be open to the public.

3. Commission members – Article 2, Sections 1, 2 and 5. Another potential revision involves an opportunity to reduce the number of individual representatives from each locality to better suit members' needs. Rather than having multiple representatives, each locality could elect to have one representative who could cast all the votes allotted to the jurisdiction. The weight of the locality would not change, but it would be easier to manage a quorum and there would be less meetings for elected officials to attend.

Ms. Kelly-Wiecek asked about the voting requirement and if each representative would be able to vote as a block for the locality. Mr. Gregory advised this would be up to the local governing body to determine and the Commission would keep record of the authority's decision.

Mr. Nordvig commented he likes the streamlining of meetings, but he is on a split board that would have differing views. If the vote was given to the majority that would be a problem. He feels multiple representatives gives a more representative view from the locality.

Chairwoman Newbille pointed out this doesn't have to be decided at this meeting. Mr. Gregory said there is not a deadline and if changes are not desired they don't have to be made. Ms. Shickle said the only urgency is with the office location requirement due to the current lease coming to an end in October 2021. October 2019 would be the timeframe to make a decision if revisions will be made given the anticipated timeline to circulate any Charter amendments to the localities for consideration and action at the local level.

Mr. Gregory said Charter revisions are cumbersome and each locality must be visited with changes and all changes must be consistent. Ms. Shickle said the Commission is relying on Mr. Gregory and his relationships with local government counsel to determine desire to move forward.

Mr. Gregory reviewed additional potential changes to the Executive Committee and Ms. Jaeckle confirmed it is helpful to have a member of the Planning Commissions as a member of the Commission. Mr. Gregory also mentioned Article 4, Section 3 and Bylaws Article 6, Section 3, allowing the Chair to serve consecutive terms. Allowing consecutive terms may contribute to longevity and sustainability in leadership.

Another potential change is regarding budget timing. Currently budget approval is in December, but the localities have different budget cycles and it is difficult when the Commission does not know what to expect from each locality. Mr. Gregory suggested Ms. Shickle make recommendation on change to the timing.

Mr. Gregory asked for the Executive Committee to review the Charter and Bylaws by the next meeting. Ms. Shickle agreed to send the items to review based on points covered by Mr. Gregory by the next meeting.

Mr. Nordvig asked about location issue and why Richmond was originally chosen as the meeting place. Mr. Gregory suggested it was picked because at the time it was considered a central location.

## **5. Other Business**



Vice Chairman Nelson and Ms. Shickle introduced an alternative schedule of meetings for FY20 and reviewed potential topics for meetings. Ms. Shickle confirmed business needs of the Commission need to continue in a timely manner.

Ms. Jaeckle agreed that meetings should only be cancelled as needed and suggested the topics be shared with the entire Commission for their opinion and ranking.

Chairwoman Newbille suggested sending a letter to the City of Virginia Beach on behalf of the Commission to express support and condolences over the recent tragedy. She asked Ms. Shickle to draft the letter for the Executive Committee to review.

## **6. Adjourn**

As there was no additional business to bring before the Executive Committee, Chairman Newbille adjourned the meeting at approximately 9:05 a.m.

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Martha Shickle  
Executive Director

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Cynthia Newbille  
Chair



**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):

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.

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 to plan for the future.

**ARTICLE II  
Membership**

Section 1

COMMISSION members shall be appointed by the respective governing bodies of those political subdivisions 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 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 which are parties to this Charter Agreement shall appoint members to the COMMISSION on the following basis:

Number and Type of Membership

<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

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 to the COMMISSION who may serve in lieu of one of the elected officials of that governing body. He shall only serve in the absence of the designated governing body official. He 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 coincident with their elected terms of office. 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.

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 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 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 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 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. 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.

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



**BYLAWS OF THE  
RICHMOND REGIONAL PLANNING DISTRICT COMMISSION**

**ARTICLE I  
Name**

The name of this organization is the Richmond Regional Planning District Commission, hereinafter referred to as the “COMMISSION.” The COMMISSION was established pursuant to the Virginia Area Development Act (Title 15.1, Chapter 34, Sections 15.1-1400, et. seq., Code of Virginia (1950), as amended), recodified as the Regional Cooperation Act (Title 15.2, Chapter 42, Sections 15.2-4200 et. seq.). Further, the COMMISSION was established by joint resolutions of the governing bodies of its constituent member jurisdictions in 1969.

**ARTICLE II  
Definitions**

- (1) “Richmond Regional Planning District” comprises the City of Richmond, the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, and Town of Ashland. It includes all governmental subdivisions within Planning District 15 with a population in excess of 3,500.
- (2) The “COMMISSION” means the Richmond Regional Planning District Commission.
- (3) “Planning Agency” means any county, city, or town planning agency authorized under state or local laws to make and adopt a comprehensive plan, whether or not its jurisdiction is exclusive or concurrent.
- (4) The “Act” means the Regional Cooperation Act.
- (5) “He” means any member or officer of the COMMISSION, whether male or female.
- (6) “Year,” as it applies to the COMMISSION, shall be the fiscal year July 1 to June 30.
- (7) “Charter Agreement” means the agreement of the several governing bodies establishing this COMMISSION by resolution or ordinance in 1969.

**ARTICLE III  
Purposes and Duties**

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 Regional Cooperation Act. 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 to plan for the future.

**ARTICLE IV**  
**Membership**

Section 1

Membership in the COMMISSION shall be as set forth in the Charter Agreement.

**ARTICLE V**  
**Terms of Office and Voting Rights**

Section 1

The terms of office and voting rights of COMMISSION members shall be as set forth in the Charter Agreement.

**ARTICLE VI**  
**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 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

Elections for said offices shall be held annually at the first meeting of the COMMISSION after June 1st of each calendar year. The term of each office shall be one year, commencing July 1 of the year in which he was elected, PROVIDED, however, that any office shall become vacant if the incumbent at any time during his term ceases to be a member of the COMMISSION. If any office shall become vacant for any reason, an election to fill the office shall be held at the next regular meeting of the COMMISSION at which a majority of the members are present, and the new officer so elected shall complete the unexpired term of the officer he succeeded.

Section 5

A majority vote of the COMMISSION members shall be required for election to any office.

## Section 6

### Duties and Powers:

#### a) Chairman

In addition to the well-recognized and inherent duties and powers of the office of Chairman, the Chairman shall sign all acts or orders necessary to carry out the will of the COMMISSION; and, he shall have the authority to delegate any routine ministerial function to a member or members of the staff. He shall exercise all of the check signing powers of the Treasurer in that officer's absence. He shall preside over all meetings of the COMMISSION except when not in attendance or while he is addressing remarks to an issue before the COMMISSION, if such remarks are not within the scope of authority inherent to a presiding officer; he shall be eligible to vote on all issues regardless of a tie vote; he is authorized to appoint standing and special committees with the concurrence of the Executive Committee and to appoint substitutes to serve on standing and special committees when any member of a committee is temporarily unable to serve.

#### b) Vice-Chairman

The primary responsibility of the Vice-Chairman shall be to serve as Acting Chairman of the COMMISSION in the absence of the Chairman. When the Vice-Chairman is serving as Acting Chairman in the absence of the Chairman, the Vice-Chairman shall be vested with authority to perform all the duties and exercise all the powers of the Chairman, including those vested in or delegated to the Chairman in these Bylaws and by any other action of the COMMISSION.

#### c) Treasurer

The Treasurer is the official custodian of the funds of the COMMISSION. As custodian, the Treasurer is responsible for having accurate knowledge of the COMMISSION's financial condition at all times. The Treasurer may delegate certain administrative and clerical tasks to the Executive Director or other paid staff of the COMMISSION. He may also delegate the following financial authority to the Executive Director: the signing, without the Treasurer's countersignature, of all payroll related checks drawn on the COMMISSION's authorized bank account, by the Executive Director; and, the signing, without the Treasurer's countersignature, of non-payroll related checks drawn on the COMMISSION's authorized bank account up to a maximum of three thousand dollars and no cents (\$3,000.00) by the Executive Director. The Treasurer shall be responsible for:

1. Making a brief report to the COMMISSION each month regarding the organization's current financial condition.
2. Advising the COMMISSION from time to time concerning the future financial needs of the COMMISSION.

3. Initiating the preparation of an independent audit of the COMMISSION's financial records as soon as possible after the end of the COMMISSION's fiscal year.
4. Countersigning, with the Executive Director, all non-payroll related checks in excess of three thousand dollars (\$3,000.00) drawn on the authorized bank account established by the COMMISSION.

d) Secretary

The Secretary shall be responsible for:

1. Arranging for the giving of notice of regular and special meetings of the COMMISSION.
2. Arranging for the keeping of minutes of the proceedings of the COMMISSION.
3. Authenticating by his signature the minutes and resolutions of the COMMISSION.

The Secretary may delegate certain administrative and clerical tasks to the Executive Secretary and other paid staff of the COMMISSION.

## **ARTICLE VII**

### **Committees**

#### Section 1

The COMMISSION may establish any, and as many, standing committees as it deems desirable. A motion to establish a standing committee shall receive a majority of the votes of the members present. The Chairman shall then appoint the members to the standing committee with the concurrence of the Executive Committee. The Executive Committee and the Charter and Bylaws Committee, shall, at a minimum, be composed of at least one representative from each jurisdiction composing the COMMISSION. All other committees may have such membership as are, in the opinion of the Chairman, appropriate for the task of the committee. At the request of a Commission member from a jurisdiction not represented on a committee, the Chairman shall appoint a member from that jurisdiction to the committee.

#### Section 2

One of the standing committees shall be the Executive Committee. The Chairman of the COMMISSION shall serve as a member and as the chairman of the Executive Committee. In addition, the Executive Committee shall consist of the officers of the COMMISSION, the immediate past Chairman of the COMMISSION, and one representative from each jurisdiction not having an officer on the COMMISSION. The Chairman shall appoint these additional members of the Executive Committee.

The Executive Committee shall have the following specific powers and duties:

- a) The Executive Committee shall be responsible for recommending the Annual Work Program and Budget to the COMMISSION.
- b) The Executive Committee shall be responsible for monitoring the COMMISSION's Annual Work Program and Budget and recommending all necessary modifications to the COMMISSION.
- c) The Executive Committee shall be responsible for the annual performance and salary evaluation of the COMMISSION's Executive Director.
- d) The Executive Committee shall be responsible for considering, and approving if warranted, all special personnel requests recommended by the COMMISSION's Executive Director, provided such personnel requests do not involve a change in authorized positions or the total annual personnel budget.
- e) The Executive Committee shall be responsible for determining attendance by members of the COMMISSION at State and National meetings and conferences.
- f) The Executive Committee shall be responsible for reviewing all actions of COMMISSION standing and special committees before the actions are brought to the attention of the COMMISSION, provided, however, that the Chairman of a standing or special committee may request consideration by the full COMMISSION of any action of his committee, regardless of the review by the Executive Committee.
- g) The Executive Committee shall have any other power granted to it in an open meeting of the COMMISSION, provided a quorum of the COMMISSION is present at said open meeting; and further provided that at least a majority of the total membership of the COMMISSION votes affirmatively to grant such power to the Executive Committee.
- h) A quorum of the Executive Committee shall consist of a majority of the Executive Committee's members. In making any recommendation, adopting any plan, or approving any proposal, action shall be taken by a majority vote of all members present, provided a quorum is present.

### Section 3

All policy committees shall be considered standing committees.

### Section 4

The Chairman may from time to time establish such special committees as he deems desirable and shall appoint the members thereto with the concurrence of the Executive Committee. An example of such a committee would be the Nominating Committee.

## Section 5

A majority of the members of any committee shall constitute a quorum of the committee. When there is less than a quorum, as required by these Bylaws, the lack of a quorum shall be noted in its report to the COMMISSION.

## Section 6

The Chairman of the COMMISSION shall be an ex-officio member of all committees, but without vote, except for standing committees to which he has been named as a regular member.

## Section 7

Citizens appointed to any committee shall have been residents of the appointing local jurisdiction for not less than two years.

## **ARTICLE VIII Meeting of the Commission**

### Section 1

Regular meetings of the COMMISSION shall be held on the second Thursday of each month. Special meetings may be called by the Chairman at his discretion, or must be called by the Chairman on petition of one-third (1/3) of the COMMISSION members. Meetings shall be at the offices of the COMMISSION unless otherwise designated by the Chairman.

### Section 2

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

### Section 3

A majority of the COMMISSION members shall constitute a quorum.

### Section 4

In making any recommendation, adopting any plan, or approving any proposal, action shall be taken by a majority vote of all members present, PROVIDED, a quorum is present and that in the case of an action involving more than one jurisdiction, the negative votes of a minority of the COMMISSION shall be made a matter of record. No vote by any member of the COMMISSION shall be construed as an official commitment of the agency or jurisdiction represented by the member unless so authorized by said agency or jurisdiction.

## Section 5

No action shall be taken upon any new business at the meeting in which it is introduced unless full information pertaining to same shall have been mailed to each COMMISSION member at least ten (10) days prior to the meeting at which such business is proposed to be acted upon. This requirement may be waived only by the majority consent of the commissioners present at the meeting in which such business is introduced and at which a quorum is present.

## Section 6

A regular meeting of the COMMISSION may be cancelled in either of the following ways:

- (a) By a two-thirds (2/3) vote of the membership present at any prior regular meeting of the COMMISSION, provided a quorum is present at such prior meeting, and further provided that those members voting in favor of canceling a future COMMISSION meeting must constitute at least a majority of the entire COMMISSION.
- b) By the Chairman responding to a special request to cancel a future regular meeting, provided notices of the cancellation must be mailed to all members at least ten (10) days prior to the date of the regular meeting. However, two regularly scheduled meetings in succession may not be cancelled.

## **ARTICLE IX Amendment of Bylaws**

Any proposed amendment to these Bylaws shall be proposed in writing to the members of the COMMISSION at a regular COMMISSION meeting at least thirty (30) days prior to the date that such proposed amendment is voted upon by the COMMISSION. A majority vote of all members of the COMMISSION shall be required to adopt any proposed amendment to the Bylaws.

## **ARTICLE X Staff**

There shall be an Executive Director, appointed by the COMMISSION, and such staff as the Executive Director deems necessary or desirable subject to the prior approval of the COMMISSION and provided the COMMISSION shall have created and funded the positions requested by the Executive Director.

## **ARTICLE XI Budget**

### Section 1

The COMMISSION shall adopt a budget annually as set forth in the Charter Agreement. The COMMISSION shall not amend its budget once adopted during the applicable fiscal year except pursuant to an affirmative vote of the same number of the entire membership of the COMMISSION required to adopt the budget.

**ARTICLE XII**  
**Parliamentary Procedure**

In all matters of parliamentary procedure not specifically covered by these Bylaws, the Roberts Rules of Order shall obtain.

**ARTICLE XIII**  
**Effective Date**

These Bylaws shall become effective immediately upon adoption.

\* \* \* \* \*

Final Revisions and Adoption By  
Richmond Regional Planning District Commission  
February 8, 1990

Amendments to ARTICLE VII – OFFICERS  
Adopted By  
Richmond Regional Planning District Commission  
November 14, 1991

Revisions Adopted By  
Richmond Regional Planning District Commission  
September 14, 2000

Revisions Adopted By  
Richmond Regional Planning District Commission  
March 8, 2001

Revisions Adopted By  
Richmond Regional Planning District Commission  
January 10, 2002

Revisions Adopted By  
Richmond Regional Planning District Commission  
June 8, 2017







## 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.

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

Richmond Regional Planning District Commission

9211 Forest Hill Avenue, Suite 200 | Richmond, VA 23235 | (804).323.2033



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

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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

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.





**Standing Committees**  
**Membership Listing**  
**FY20**

<b>COMMITTEE</b>	<b>MEMBER</b>	<b>JURISDICTION</b>	<b>TYPE</b>
Executive Committee	Tyrone Nelson, Chair	Henrico	Elected Official
	George Spagna, Vice Chair	Ashland	Elected Official
	Patricia Paige, Treasurer	New Kent	Elected Official
	Angela Kelly-Wiecek Secretary	Hanover	Elected Official
	Susan Lascolette	Goochland	Elected Official
	Larry Nordvig	Powhatan	Elected Official
	Floyd Miles	Charles City	Elected Official
	Dorothy Jaeckle	Chesterfield	Elected Official
	Cynthia Newbille, Past Chair	Richmond	Elected Official
Public Outreach and Engagement	Larry Nordvig, Chair	Powhatan	Elected Official
	Mike Gray	Richmond	Citizen
	Kristen Larsen	Richmond	Elected Official
	Anne Marie Lauranzon	Hanover	Citizen
	Frank Thornton	Henrico	Elected Official
	Chris Winslow	Chesterfield	Elected Official
Finance/Audit/Facilities	Patricia Paige, Chair	New Kent	Elected Official
	Kim Gray	Richmond	Elected Official
	Jim Holland	Chesterfield	Elected Official
	Pat O'Bannon	Henrico	Elected Official
	Canova Peterson	Hanover	Elected Official
	Nolan Blackwood	Richmond	Citizen
	George Spagna, Past Chair	Ashland	Elected Official