



**EXECUTIVE COMMITTEE  
MINUTES  
July 11, 2019**

**Members Present**

Dorothy Jaeckle..... Chesterfield County  
Angela Kelly-Wiecek..... Hanover County  
Susan Lascolette ..... Goochland County  
Tyrone Nelson, Vice Chair ..... Henrico County  
Cynthia Newbille, Chair ..... City of Richmond  
Larry Nordvig..... Powhatan County  
George Spagna, Treasurer ..... Town of Ashland

**Others Present**

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

**Staff Present**

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

**Call to Order**

Chairwoman Newbille called the regularly scheduled July 11, 2019, Executive Committee meeting to order at approximately 8:15 a.m. in the James River Board Room.

**Certification of a Quorum**

Ms. Shickle, Executive Director, reported that a quorum of members was present.

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

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

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

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

## 2. Closed Session to discuss personnel matters

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

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

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

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

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

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

### **3. Old Business**

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

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

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

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

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

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

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

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

### **4. New Business**

#### **FY20 Committee Appointments (Tab 4)**

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

#### **FY20 Meeting Topics**

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

## 5. Other Business

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

## 6. Adjourn

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



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Martha Shickle  
Executive Director



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Tyrone Nelson  
Chair