



RRPDC EXECUTIVE COMMITTEE

Minutes of Meeting

October 10, 2019

Members Present

Dorothy Jaeckle..... Chesterfield County
 Angela Kelly-Wiecek, Secretary..... Hanover County
 Tyrone Nelson, Chair..... Henrico County
 Larry Nordvig..... Powhatan County
 Patricia Paige, Treasurer New Kent County
 Dr. George Spagna, Vice Chair Town of Ashland

Others Present

Eric Gregory..... Hefty, Wiley and Gore

Staff Present

Martha Shickle..... Executive Director
 Terry Eckhout..... Director of Finance
 Diane Fusco..... Office Manager

Call to Order

In the absence of Chairman Nelson, Vice Chair Dr. Spagna called the regularly scheduled October 10, 2019, Executive Committee meeting to order at approximately 8:35am.

Due to heavy traffic related to an accident, Chairman Nelson was running late but arrived after the meeting started.

Certification of a Quorum:

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

1. Minutes for the July 11, 2019 Meeting

Dr. Spagna had two corrections to the July 11, 2019 minutes. Page two should indicate motion was made to enter in to closed session, not executive committee and “Mr. Spagna made motion” should be changed to “Dr. Spagna.” Minutes will be corrected, and no additional changes were requested.

A motion was made by Mr. Nordvig to accept the minutes with the identified amendments; Ms. Jaeckle seconded the motion. The motion was adopted unanimously to approve the July 11, 2019 minutes with noted corrections.

2. Closed Session to discuss personnel matters: Executive Director’s Performance Evaluation

Due to late start of the meeting it was decided to move ahead to the discussion on charter and bylaws before addressing this agenda item. Ms. Kelly-Wiecek also noted any personnel discussions that require a closed session would necessitate the presence of the Chair.

It was agreed during the meeting to postpone this agenda item to the November meeting. If there are comments related to tool to be used for the Executive Director performance evaluation (included with 10/10/19 agenda packet) they should be forwarded to Ms. Shickle. Comments regarding Ms. Shickle’s performance should be sent to Chairman Nelson. Any comments or suggestions should be sent no later than October 21.

3. Charter Revision Update

Mr. Gregory provided an overview of the recommended revisions to the Commission’s Charter. The Charter is being reviewed following the Strategic Planning Process with recognition of a potential office relocation in 2022 and a desire to assure no unintentional barriers are in place in anticipation of that future decision. An overview of the sections recommended for revision were reviewed during previous meetings in FY2019.

Mr. Gregory mentioned some draft changes were more of a housekeeping nature, but there are also more substantive changes under consideration. The first major area for review involves the location of the building considering a potential relocation in 2022.

Ms. Kelly-Wiecek asked about the definition or requirement for the building to be considered centrally located. Mr. Gregory stated specific parameters could be included such as a specified number of miles from the State Capitol but overall recommended not putting too many constraints in the Charter document that are specific or granular. Commissioners will have numerous opportunities to refine the requirements for office location in other governing documents including the organization’s Bylaws and in actual site identification and lease negotiation.

Ms. Jaeckle said the location should also consider accessibility. Ms. Shickle mentioned the work Mr. Bittner has done to locate sites that are accessible and centrally located for all localities.

Mr. Nordvig mentioned the consideration of rent and Mr. Gregory agreed there are many factors to consider when negotiating a lease.

Mr. Gregory moved on to Article 2, Section 2 regarding filling the number of voting seats. This involves having the member jurisdictions advise the Commission who is voting and how they will vote. Dr. Spagna asked if this would require a role call vote on any motion. Mr. Gregory noted this may be the case, but it is also dependent on the issue being voted upon.

Ms. Paige indicated there is a situation in New Kent where one person has the authority to cast two votes for the TPO.

Ms. Jaeckle said this defeats the purpose if the person who is designated to vote is absent. Mr. Gregory said an alternate can be designated to vote in a person's absence.

Ms. Shickle pointed out that the goal is to create a situation where the locality decides how they will be represented when members are absent or when there is representation by alternates. Mr. Nordvig expressed concern this approach may encourage absenteeism if the locality is able to send one person rather than four. Mr. Gregory said absenteeism is already occurring, and this approach is meant to allow for flexibility and the ability to still get votes when decisions need to be made.

Mr. Nordvig also mentioned that a person absent from a meeting means important discussions are missed that could lead to changes in opinion. He suggested the person representing a missing board member would need to have a written proxy. This could be used when the absence is known in advance.

Dr. Spagna suggested in the interest of time the discussion should be concluded and Mr. Gregory said the major changes had been discussed and the only other item to note was allowing the Chair to serve two consecutive terms, but no more than two consecutive terms.

At this time, Chairman Nelson had arrived, and it was agreed that an additional overview would be provided at the full Commission later in the morning.

4. FY2020 Meeting Schedule and Topics

Given the time, Chairman Nelson suggested moving the remaining agenda items for discussion during the full Commission meeting later in the morning. He confirmed the review of the Executive Director was still an open item needing resolution.

Richmond Regional Planning District Commission

Chairman Nelson said the Executive Committee will confirm the mechanism for completing the Executive Director review.

5. Other Business

No other items were identified for discussion.

6. Adjourn

Ms. Paige made a motion to adjourn the meeting which was seconded by Dr. Spagna. Chairman Nelson adjourned the meeting at approximately 9:00 am.

Diane F. Fusco ✓

minutes approved at 11/14 meeting