



RRPDC EXECUTIVE COMMITTEE

Minutes of Meeting

November 14, 2019

Members Present

Dorothy Jaeckle..... Chesterfield County
 Angela Kelly-Wiecek, Secretary..... Hanover County
 Susan Lascolette Goochland 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
 Mark Rhodes..... Dunham, Aukamp & Rhodes, PLC

Staff Present

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

Call to Order

Chairman Nelson called the regularly scheduled November 14, 2019, Executive Committee meeting to order at approximately 8:17am.

Certification of a Quorum:

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

1. Minutes for the October 10, 2019 Meeting

Chairman Nelson called attention to the minutes which were included in the agenda packet under Tab 1 and asked members to review. He said if there are no items to review, edits or modifications, he would ask for a motion to approve the minutes as presented.

A motion was made by Dr. Spagna to approve the minutes and Mr. Nordvig seconded the motion. The motion was adopted unanimously to approve the October 10, 2019 minutes.

Chairman Nelson reviewed agenda items and suggested moving audit findings up in the agenda order to be followed by the closed session. He introduced Mark Rhodes to present the audit findings.

2. FY2019 Draft Annual Audit

Mr. Rhodes asked the Executive Committee to let him know of any questions or concerns once he provides a high-level overview of the annual audit. He started with page one and noted it is the independent auditor's report and page three reflects an unmodified report or clean opinion indicating there were no findings or concerns raised in the audit. There were no deficiencies or significant weaknesses found in internal controls.

Mr. Rhodes stated changes from one year to the next are identified in the statement and the agency budgeted to essentially break even for the end of FY2019; he indicated performance was better than the budget forecasted.

Ms. Lascolette asked a question about information found on page seven of the audit draft and confirmed the 2018 total net position of \$307,993 reflected an improvement of \$88,641 at the end of FY2019. Mr. Rhodes confirmed this was the case.

Mr. Nordvig asked about process for the audit and potentially having a more regular review of audit findings. Mr. Rhodes asked if the auditor is coming in more frequently for Mr. Nordvig's locality and Mr. Nordvig indicated a consultant is available to come in quarterly. Mr. Rhodes said this can be done and Ms. Shickle pointed out the Audit, Facilities & Finance committee meets monthly to review financials. Mr. Nordvig said this is not quite as comprehensive as what an auditor reviews from a process controls perspective. Mr. Rhodes stated his firm is available for phone calls and if the issue is not time intensive would normally not involve a charge.

Ms. Eckhout said she knows the Director of Finance for Powhatan and there is consultation throughout the region with her colleagues due to a new GASB regulation involving leases that is effective in December. She said she has talked to Mr. Rhodes about this already. She also noted an Assistant Director of Finance in New Kent has been working on collaboration about the new GASB regulation with the localities in the region.

Mr. Nordvig said he appreciates the collaboration and it will help prevent any surprises at the end of the year after the audit is performed.

Richmond Regional Planning District Commission

Ms. Lascolette raised a question regarding page 26 and employees covered by benefit terms. She asked for the number of active employees. Ms. Shickle confirmed there are 22 full time employees with benefits and 3 employees are part-time. Mr. Rhodes confirmed the information shown in the draft is from 2018 and there are currently 19 active members.

Chairman Nelson confirmed with Mr. Rhodes that his firm has been conducting the audit for five years. Mr. Rhodes stated the audit is clean with no findings for internal controls or compliance.

Dr. Spagna made a motion to forward the FY2019 Draft Audit to the Full Commission with a recommendation approve the audit as presented. Mr. Nordvig seconded the motion; it carried unanimously.

3. Cooperation Agreement for Multi-Jurisdiction Analysis of Impediments to Fair Housing Choice

Chairman Nelson asked Ms. Shickle to review this item before it goes before the Full Commission during the later meeting. Ms. Shickle said the agency has been requested to support project administration and management for an Analysis of Impediments to Fair Housing for specific communities in ours and the tri-cities region that are required to conduct this assessment. The requirement is tied to the receipt of federal funds through the US Department of Housing and Urban Development (HOME and CDBG funding).

Ms. Jaeckle asked who made the request and Ms. Shickle said it came from Henrico County staff coordinating the cooperative project among Chesterfield, Henrico, City of Richmond, Colonial Heights, Petersburg, and Hopewell. Ms. Jaeckle noted that she does not appreciate the federal requirements associated with these grants. Ms. Lascolette asked who requires the assessment and Ms. Shickle stated it is required by the US Department of Housing and Urban Development (HUD).

Ms. Shickle said the localities feel they can complete the assessment at a lower cost by working together rather than each completing a separate analysis. The agency has been asked to manage the RFP and the consulting contract. Ms. Lascolette asked about the budget and Ms. Shickle confirmed the budget is \$125,000 and the agency would be paid \$15,000 within that budget for the agency's costs associated with administering the project.

Chairman Nelson also asked for recommendation of review and approval by the full commission of the proposed agreement – Impediments to Fair Housing. Ms. Kelly-Wiecek made the motion and it was seconded by Dr. Spagna. The motion was adopted unanimously.

Ms. Jaeckle stated she does not like the idea of federal money coming with these kinds of stipulations and Chairman Nelson suggested she share her thoughts during the full commission meeting.

Chairman Nelson said he did not feel there was enough time to discuss charter and bylaws and asked for a motion to enter in to closed session.

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

Ms. Kelly-Wiecek made a motion that the Executive Committee convene in a 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.

The motion was seconded by Dr. Spagna.

Chairman Nelson 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.

Chairman Nelson adjourned the closed session.

Ms. Kelly-Wiecek clarified that the closed session did not include discussion of financial fraud as stated in the earlier read motion to enter in to closed session. Only personnel matters were discussed during closed session and Mr. Gregory confirmed this was the case.

Ms. Fusco 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 as clarified 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 |

5. Other Business

No other items were identified for discussion.

Chairman Nelson noted the Charter and Bylaws review will be included in the next meeting’s agenda.

6. Adjourn

Ms. Jaeckle made a motion to adjourn the meeting which was seconded by Ms. Lascolette. Chairman Nelson adjourned the meeting at approximately 9:10 am.

minutes approved at 12/12/19 meeting

Diane J. Fusco