

AGENDA

RRPDC Executive Committee

September 14, 2017

8:15 a.m.

The Executive Committee meeting will convene in the RRPDC Board Room.

Call to Order

Certification of a Quorum

1. Minutes for the July 13, 2017 Meeting – George Spagna (Tab 1)

The minutes for the July 13, 2017 Executive Committee meeting are provided for the Committee's review and action.

Action Requested: Staff recommends that members take action to approve the July 13, 2017 RRPDC Executive Committee meeting minutes.

2. Chair's Report – Dorothy Jaeckle

A. Appointment of Standing and Ad Hoc Committees (RRPDC Agenda Book Tab 3)

The Chair will announce these appointments to members of the full Board during this morning's meeting. Letters were sent to each of the jurisdiction's CAOs/Managers requesting input on any changes the local governing bodies may want to make to the appointments. No feedback was received from the governing bodies requesting changes.

No action is required by Commission members.

B. Meeting Schedule through 2017 (RRPDC Agenda Book Tab 5)

The Chair will review future meeting schedule and topics with the Executive Committee Members for review and discussion.

While no action is required by Executive Committee or Commission members, it is included for reference and will be reviewed at the full meeting.

3. Other Business

A. Executive Director's Update – Martha Shickle

- a. **Banking Solutions:** Staff is recommending RRPDC open a new checking and credit card account with Bank of America following a series of fraudulent checks being cashed on the RRPDC's current SunTrust account; the new institution is recommended in order to assist with administrative matters associated with managing the account and to take advantage of lower fees.
- b. **Overview of approach to Key Task Staff Report in Board Packet:** The Key Tasks Staff report continues to undergo evolution; staff is working to streamline the content of the report in order to provide useful information to Commissioners on the delivery of key products or milestones and to better communicate the work being completed by RRPDC staff.
- c. **Reminder of Action to transmit the Agenda books digitally going forward:** In August, a request was sent to Commissioners and Interested Parties asking them to notify RRPDC staff if a hard copy of the meeting materials was desired; if not, meeting materials for Commission meetings will be distributed electronically going forward.
- d. **Preview of FY2017 Financial Outcomes:** Staff will provide an overview of financial performance for FY2017 in anticipation of October's Audit Report.

4. Adjourn

RRPDC EXECUTIVE COMMITTEE
Minutes of Meeting
July 13, 2017

Members Present

Dorothy Jaeckle, Vice Chair Chesterfield County
Floyd H. Miles, Chairman Charles City County
Tyrone Nelson, Secretary Henrico County
Dr. Cynthia Newbille City of Richmond
Larry Nordvig Powhatan County
George Spagna Town of Ashland

Members Absent

Angela Kelly-Wiecek Hanover County
Susan Lascolette Goochland County
C. Thomas Tiller New Kent County

Others Present

Eric Gregory RRPDC Legal Counsel

Staff Present

Martha Shickle Executive Director
Julie H. Fry Executive Assistant
Chuck Gates Deputy Executive Director
Brenda Stone Human Resources Coordinator
Peter Sweetland Director of Finance

Call to Order

Chairman Miles, called the regularly scheduled July 13, 2017, RRPDC Executive Committee meeting to order at approximately 8:35 a.m. in the RRPDC Board Room.

Quorum

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

1. Approval of Minutes – June 8, 2017 Executive Committee Meeting

Chairman Miles asked Mr. Nelson to present the minutes of the June 8, 2017 Executive Committee meeting. Mr. Nelson asked if there were any changes or edits to the minutes as presented. None were identified. As there was no additional discussion, Mr. Nelson moved that the June 8, 2017

Executive Committee meeting minutes be approved as presented. The motion was seconded by Ms. Jaeckle. There was no additional discussion and the motion carried unanimously.

2. Chairman's Report

Cancellation of August Meetings

Chairman Miles reminded members that traditionally, the August Executive Committee and full Commission Board meetings are cancelled if no pressing agenda topics have been identified. He said he would like to recommend that the August meetings be cancelled.

Chairman Miles asked if there was a motion to recommend cancellation of the August meetings to the full Commission Board during this morning's meeting. Ms. Jaeckle so moved and the motion was seconded by Mr. Nordvig. There was no additional discussion and the motion carried unanimously.

3. Closed Session

Chairman Miles said there is a need to call a Closed Session to discuss a personnel matter. He asked if there was a motion to that effect.

Ms. Jaeckle moved that the Executive Committee go into closed session pursuant to Section 2.2-3711 (A) (1), *Code of Virginia*, 1950, as amended, for the purpose of discussing a personnel matter, during which all recording of the meeting will cease. Mr. Nordvig seconded the motion.

Chairman Miles said there is a motion before the Committee that the Committee go into closed session for the purpose of discussing a personnel matter, during which all recording of the meeting will cease. Such closed session will be exempt from the public meeting requirements of Code Section 2.2-3707, pursuant to subsections A.1 of the Code Section 2.2-3711. He asked if there was discussion on the motion. There being no discussion, the motion carried unanimously.

Chairman Miles asked Ms. Shickle, Mr. Gregory, and Ms. Stone to remain in the meeting and asked all other staff and guests to leave the meeting.

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

Reconvened Session

Chairman Miles adjourned the Closed Session and asked members if they each 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. He asked the Executive Assistant to poll the members for their response.

Ms. Jaeckle Aye
Ms. Kelly-Wiecek Absent
Ms. Lascolette Absent
Mr. Miles Aye
Mr. Nelson Aye

Dr. Newbille Aye
Mr. Nordvig Aye
Dr. Spagna Aye
Mr. Tiller Absent

4. Other Business

No additional business was identified.

5. Adjourn

As there was no additional business to bring before the Executive Committee, Chairman Miles adjourned the meeting at approximately 9:00 a.m.



Martha Shickle
Executive Director

Floyd H. Miles, Sr.
Chairman