

AGENDA

RRPDC Executive Committee

July 12, 2018
8:15 a.m.

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

There will be a need for a Closed Session to discuss a personnel matter. Members are encouraged to make every effort to attend this meeting as a quorum will be required to call the Closed Session. It will be appreciated if members will arrive to the meeting on time.

Call to Order Certification of a Quorum

1. Minutes for the June 14, 2018 Meeting – George Spagna (Tab 1)

Action Item: Staff recommends that members approve the June 14, 2018 RRPDC Executive Committee meeting minutes.

2. Outgoing Chair's Report – Dorothy Jaeckle

a. Closed Session

The Chair will call for a Closed Session in order to discuss a personnel matter.

b. Commissioner/Executive Committee Appointments and Officer Roles

c. Upcoming Meetings

Action Item: As is customary, the Executive Committee may take action to cancel the Executive Committee meeting scheduled for August 9, 2018 and recommend to the Commission that the August 9, 2018 full Board meeting also be cancelled.

3. Strategic Planning Update – Martha Shickle

4. Other Business

5. Adjourn

RRPDC EXECUTIVE COMMITTEE
Minutes of Meeting
June 14, 2018

Members Present

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

Others Present

Eric Gregory..... RRPDC Legal Counsel
Brian Grubin Hefty, Wiley, and Gore

Staff Present

Martha Shickle Executive Director
Julie H. Fry..... Executive Assistant
Brenda Stone-Cannaday..... HR Coordinator

Call to Order

Chairwoman Jaeckle called the regularly scheduled June 14, 2018, RRPDC Executive Committee meeting to order at approximately 8:15 a.m. in the RRPDC Board Room.

Quorum

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

1. Minutes for the April 12, 2018 Meeting

Chairwoman Jaeckle said that unless there are any corrections to make to the minutes, she will ask for a motion to approve the minutes of the April 12, 2018 Executive Committee meeting as presented. Dr. Spagna so moved and the motion was seconded by Mr. Nordvig. There was no additional discussion, and the motion to approve the April 12, 2018 Executive Committee meeting minutes as presented carried unanimously.

2. Chair's Report

a. Closed Session

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

Ms. Newbille moved 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 the agency's office lease, during which all recording of the meeting will cease. The motion was seconded by Dr. Spagna.

Chairwoman Jaeckle said there is a motion before the body to go into closed session for the purpose of discussing personnel matters and the agency's office lease, which require discussion and consultation with legal counsel, pursuant to the cited provisions of the Virginia Freedom of Information Act, during which all recording of the meeting will cease.

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

Chairwoman Jaeckle asked Ms. Shickle, Mr. Gregory, Ms. Stone-Cannaday, and Mr. Grubin 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

Chairwoman Jaeckle 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. She asked Ms. Fry to poll the members for their response.

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

b. Report from Nominating Committee

Chairwoman Jaeckle asked the Nominating Committee to provide their report.

Ms. Kelly-Wiecek reported that she and Ms. Lascolette had consulted with other individuals to develop a slate of officers for FY19. She said the proposed slate of officers will be as follows:

Chair: Ms. Newbille, City of Richmond
Vice Chair: Mr. Nelson, Henrico County
Treasurer: Dr. Spagna, Town of Ashland

Ms. Kelly-Wiecek said Ms. Lascolette has learned through discussions with staff and others in New Kent County, that their Board of Supervisors plans to appoint a new member to serve on the RRPDC Executive Committee and full Board. This person will be poised to move into the Secretary's position following that appointment. The member has been involved with the RRTPO and is familiar with the operations of RRPDC. This appointment will restore New Kent County into the jurisdictional rotation of localities to serve as officers.

Since the New Kent County Board of Supervisors will not make this appointment until it meets in July, Ms. Kelly-Wiecek said she and Ms. Lascolette are recommending that the slate of officers be approved as presented, without a nomination for Secretary, until the new member from New Kent County has been appointed. They are proposing that a vote on the Secretary's position be held until after New Kent County's appointment of a new member to join the RRPDC Board.

Mr. Nordvig asked if New Kent County was next in line to serve as an officer. Ms. Kelly-Wiecek said New Kent County was actually in the rotation to serve last year. Mr. Nordvig asked which jurisdiction follows New Kent. Ms. Kelly-Wiecek said Hanover County is next in line after New Kent County.

Chairwoman Jaeckle asked if there was a motion to accept the slate of nominees to serve as officers in FY19 as recommended by the Nominating Committee. Ms. Lascolette so moved. The motion was seconded by Mr. Nordvig. There was no additional discussion and the motion carried unanimously.

Mr. Nelson said he'd like to apologize to members, but he needs to leave in order to attend his daughter's fifth grade graduation, which begins at 9:00. He said he, unfortunately, will be unable to stay for the full RRPDC Board meeting.

3. Strategic Plan Update

Ms. Shickle said she has attended four meetings of local governing bodies to present the Strategic Plan. From her perspective, Ms. Shickle said she thought the feedback was positive and that the jurisdictions are ready to move the Plan forward. She noted that Mr. Davey will provide more information during the full RRPDC Board meeting.

4. RRPDC FY19 Budget and Work Program Review

Ms. Shickle reported that the budget projections look good at this point. Staff is projecting a reduction in expenses from the current fiscal year and an increase in revenues. This increase will provide some cushion for the agency to use for a few capital expenses related to technology upgrades. Ms. Shickle said at a later date she will bring to the Board requested information on a compensation assessment for staff. She said these additional funds are not a result of temporary revenues that the agency receives from time to time.

5. Other Business

Chairwoman Jaeckle asked if there was any additional business or any announcements. No additional items for discussion were identified.

6. Adjourn

As there was no additional business to bring before the Executive Committee, on motion duly made and seconded, Chairwoman Jaeckle adjourned the meeting at approximately 8:55 a.m.



Martha Shickle
Executive Director

Dorothy Jaeckle
Chair