

Richmond Regional Planning District Commission
MINUTES
May 8, 2003

Members/Alternates Present

Rebecca M. Ringley (M), Chairman.....County of New Kent
Angela L. LaCombe (M), Vice Chairman..... Town of Ashland
Roy J. Harrison, Jr. (M), Secretary..... County of Powhatan
Richard W. Ayers (M) County of Powhatan
Joseph E. Brooks (M)..... City of Richmond
Mark S. Daniel (M).....County of New Kent
Richard W. Glover (M)..... County of Henrico
Russell J. Gulley (M) County of Chesterfield
Harvey L. Hinson (A) County of Henrico
Michael L. Holmes (M) County of Charles City
Renny B. Humphrey (M) County of Chesterfield
E. Ray Jernigan (M)..... County of Henrico
David A. Kaechele (M)..... County of Henrico
John L. McHale (M) County of Chesterfield
Kelly E. Miller (M)..... County of Chesterfield
Patricia S. O'Bannon (M) County of Henrico
George K. Roarty (M)..... County of Chesterfield
James T. Taylor (A)..... County of Goochland
J. T. "Jack" Ward (M)..... County of Hanover

Members Absent

John E. Gordon, Jr. (M), Treasurer..... County of Hanover
Edward B. Barber (M) County of Chesterfield
Gentry Bell (M) County of Henrico
Malvern R. Butler (M)..... County of Goochland
John G. Dankos, Jr. (M)..... County of Hanover
James B. Donati (M)..... County of Henrico
William Russell Jones, III (M) City of Richmond
Joseph T. Lacy, Jr. (M)..... County of Goochland
Delores L. McQuinn City of Richmond
William J. Pantele (M)..... City of Richmond
Robert R. Setliff (M)..... County of Hanover
Frank J. Thornton (M) County of Henrico
Arthur S. Warren (M) County of Chesterfield

Others Present

John R. Amos.....RRPDC Legal Counsel (Amos & Amos PLLC)

Staff Present

Paul E. FisherExecutive Director
Katherine E. Barrett Executive Secretary
Jo Evans Assistant Executive Director
Daniel N. Lysy.....Director of Transportation
Jackie S. StewartDirector of Planning & Information Systems
Peter M. SweetlandFinance and Contracts Administrator

Call to Order

Chairman Rebecca Ringley called the regularly scheduled May 8, 2003 meeting to order at 1:00 p.m. in the RRPDC conference room.

I. ADMINISTRATION

A. Certification by Commission Executive Director of Meeting Quorum

Mr. Fisher certified that a majority of the members/alternates (18) were present to constitute a quorum.

B. Requests for Additions or Changes in Order of Business

There were no requests for additions or changes in the order of business.

C. Approval of Minutes of April 10, 2003 RRPDC Meeting

Mr. Harrison presented the minutes of the April 10, 2003 meeting. There being no corrections or additions, on motion of Mr. McHale, seconded by Mr. Holmes, the Richmond Regional Planning District Commission unanimously approved the minutes of the April 10, 2003 meeting.

D. Open Public Comment Period

There were no requests to address the Commission at this time and Chairman Ringley closed the public comment period.

E. Approval of March 2003 Financial Report

There being no corrections, on motion of Mr. Brooks, seconded by Mr. Harrison, the Richmond Regional Planning District Commission unanimously accepted for audit the financial report for March 2003.

F. Chairman's Report

There was no Chairman's report at this time.

G. Executive Director's Report for April 2003

In addition to the written status report included in the agenda, Mr. Fisher and several Board members provided a report on the Annual InterCity Visit to St. Louis, Missouri on April 27-29, 2003.

II. OLD BUSINESS

A. Approval of Revised Personnel Policies of the Richmond Regional Planning District Commission

Mr. Fisher stated that the revised draft document, *Personnel Policies of the Richmond Regional Planning District Commission* was presented to the Commission at its April 10, 2003 meeting. The Personnel and Operating Policies Committee reviewed this document at its February 13, 2003 meeting and recommended it with minor revisions to the Executive Committee on March 13, 2003. At that time the Executive Committee unanimously recommended it be presented to the full Commission. At its April 10, 2003 meeting, the Commission deferred action until the May 8, 2003 meeting.

The *Personnel Policies* manual was last adopted by the Commission in 1994. In most cases the revisions and/or new sections are for clarification, conformance with law, or documentation of current practice. However, three of the revisions are of sufficient policy significance to draw attention specifically to them.

1. Page 7: The first change of significance involves compensatory time. Currently our practice is that employees in exempt positions (exempt from eligibility for overtime pay) may take compensatory time off in return for having worked overtime. This compensatory time off is not on a one-for-one basis and is at the discretion of the Executive Director and the Division Directors. This change formalizes a policy regarding compensatory time accrual and use.

2. Page 27: The second major change concerns sick leave. Current policy is that an employee can accrue a maximum of 90 days of sick leave and that at the time of retirement, resignation, or uncontested termination will be paid on a ratio of one-for-three days accumulated sick leave up to a maximum of \$3,500.

The proposed changes would eliminate the maximum number of sick leave days that could be accrued and would increase the maximum amount of reimbursement to \$7,500.

3. Page 30: The third major change is a new policy related to retiree health and dental insurance. Currently, the RRPDC has no policy providing for retirees to continue participating in agency sponsored health and dental insurance plans until becoming eligible for Medicare.

The proposed new policy would allow any regular full time employee who is vested in one of the agency's retirement plans and retires, and begins to collect a retirement benefit, to participate in agency-sponsored health and dental insurance. For employees with 20 years or more of employment by RRPDC the agency would pay the premium. A sliding scale for other amounts of service would apply. Retirees with less than five years of service would have to pay the entire premium. The RRPDC would budget funds each year for its anticipated obligation for this benefit, just as it budgets for the health insurance for current employees.

The Personnel and Operating Policies Committee also recommended an additional policy stating that if a regular full time employee is called to active military duty at a pay rate less than their RRPDC salary, the RRPDC will pay the difference. There are currently no military personnel on staff.

Mr. Fisher stated that he and Ms. Evans met with Mr. George Cauble, Henrico County Director of Human Resources on May 7 to discuss changes to the *Personnel Policies*. Mr. Fisher distributed a copy of an errata sheet of proposed changes resulting from the discussion with Mr. Cauble. Mr. Fisher also reported that he had received an e-mail from Mr. Mike Yeatts of Chesterfield County stating that he had reviewed the *Personnel Policies* and had no changes.

Chairman Ringley reported that the Executive Committee met earlier today and recommended the revised Personnel Policies for approval by the Commission.

Following discussion, on motion of Mr. Glover, seconded by Mr. Miller, the Richmond Regional Planning District Commission voted unanimously to incorporate the errata sheet into the *Personnel Policies* document and defer action until the June meeting allowing the opportunity for local government Human Resources and Legal Departments to review the document.

III. NEW BUSINESS

A. Approval of Final FY 03 RRPDC Budget and Work Program

Ms. Jo Evans, Assistant Executive Director gave a PowerPoint presentation showing changes in the FY 03 Budget and Work Program. Ms. Evans noted that in December staff presented a balanced budget for FY 03 that included an estimated \$96,400 in cost savings to carryover to FY 04. Appropriate fiscal management practices resulted in a further reduction of \$70,000 in expected current-year expenditures bringing to \$166,400 the total estimated carryover from FY 03 to FY 04. The FY 03 budget was also revised to reflect:

- 1) current year actual expenditures through February;
- 2) actual salary and start date for the recently filled principal planner position in the Urban Transportation Planning Division; and
- 3) a request for transfer of pass-through PL funds by Chesterfield County.

On motion of Mr. Miller, seconded by Mr. Gulley, the Richmond Regional Planning District Commission unanimously approved the final FY 03 RRPDC Budget and Work Program as presented.

B. Approval of FY 04 RRPDC Budget and Work Program

Ms. Jo Evans, Assistant Executive Director gave a PowerPoint presentation showing changes in the FY 04 Budget and Work Program. Ms. Evans noted that in December staff presented a balanced budget for FY 03 that included an estimated \$96,400 in cost savings to carryover to FY 04. The FY 04 balanced budget also included a 1.55% salary increase and filling the remaining principal planner position that has been vacant in the Planning and Information Systems Division since the fall of 2001.

Ms. Evans noted the updated budget estimates that include:

1. actual salary and start date for the recently filled principal planner position in the Urban Transportation Planning Division;

2. allocations of PL and 5303 funds designated for this region in FY 04;
3. transfer of PL funds from FY 03 to FY 04 at the request of Chesterfield County; and
4. 2002 population estimates from the Weldon Cooper Center for Public Service.

Appropriate fiscal management practices in the current year have resulted in a further reduction of \$70,000 in expenditures in addition to the \$96,400 previously mentioned, bringing to \$166,400 the total estimated carryover from FY 03 to FY 04. The FY 04 budget nets the increase in the carryover against a reduction in member dues from revised population estimates, a reduction in the PL base allocation, an increase in the PL rollover, and an increase in the 5303 base allocation resulting in a \$9,000 increase in operating revenues for FY 04 from the budget presented in December. Supplementing the additional revenue with a cut of \$7,300 in the base computer budget allowed for an average 3 percent salary increase for staff while leaving intact the filling of the principal planner position in the Planning and Information Systems Division.

In addition to updates to the budget, revisions were made to the preliminary work program for FY 04 which was distributed to members with the December 12, 2002 agenda.

On motion of Mr. Ayers, seconded by Ms. O'Bannon, the Richmond Regional Planning District Commission unanimously approved the FY 04 RRPDC Budget and Work Program as presented.

IV. OTHER BUSINESS

A. Announcements

There were no announcements at this time.

B. Committee Reports

There were no committee reports at this time.

C. For Your Information

Mr. Fisher stated that informational material was provided in the agenda.

V. **ADJOURNMENT**

There being no further business, Chairman Ringley adjourned the meeting at 2:00 p.m.

Paul E. Fisher
Executive Director

Rebecca M. Ringley
Chairman