

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #8I: MEMORANDUM OF UNDERSTANDING BETWEEN THE HRPDC & HRTPO REGARDING THE COMPOSITION OF THE PERSONNEL AND BUDGET COMMITTEE

SUBJECT:

Approval of a Memorandum of Understanding outlining the composition of the HRPDC/HRTPO Personnel and Budget Committee.

BACKGROUND:

The Personnel and Budget Committee of the HRPDC is an ad-hoc Committee of the HRPDC and has traditionally met to discuss such matters as the budget, audit, personnel policy and procedure changes and has been comprised of the Chair, Vice-Chair, Treasurer and Secretary and two other board members from the HRPDC. Given the formal functions of the HRPDC and HRTPO, it is recommended that composition of the Personnel and Budget Committee be reorganized to include the Chair and Vice Chair of both boards, the Treasurer, the Secretary, two Chief Administrative Officers (CAOs) - one from the Southside and Peninsula, and one additional elected official from the HRPDC (currently Mr. Louis Jones of Virginia Beach). A draft Memorandum of Agreement (MOA) is attached that outlines the relationship of the Personnel and Budget Committee to both the HRPDC and HRTPO boards.

Attachment 8-I

RECOMMENDED ACTION:

The HRPDC Personnel and Budget Committee recommend approval of the Memorandum of Understanding between the HRPDC and HRTPO as it relates to the composition of the Personnel and Budget Committee.