



AGENDA **Executive Committee**

July 14, 2022 - 8 a.m.

James River Board Room- PlanRVA

Register to attend the meeting virtually at:

https://planrva-org.zoom.us/webinar/register/WN_Usy5nYJ8Spi5IRNBzJ5KoA

Members of the public may observe the meeting on our YouTube Channel at

www.youtube.com/PlanRVA

View our complete [Public Participation Guide](#) for other ways to participate.

1. Welcome and Introductions (Winslow)

- a. **Roll Call of Attendees and Certification of a Quorum** (Gogel)

2. Meeting Minutes- May 12, 2022 and June 9, 2022 (Paige)

Requested Action: Motion to approve meeting minutes as presented.

3. Executive Director Compensation Ad Hoc Committee Report

Requested Action: Motion to 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 employees, which requires discussion and consultation with legal counsel, pursuant to Section 2.2-3711 (A) (8), during which all recording of the meeting will cease.

Potential Action: Upon return to open session and required certifications, members will take action as necessary following conclusion of the closed session.

4. CVTA Support MOU

Requested Action: Motion to approve execution of the CVTA Support MOU pending final review by legal counsel.

5. New Office Space Project Budget and Timeline Update

Information Item: Members will hear an update from staff on the project and review recommendations from the Audit, Facilities and Finance Committee to address short falls in the budget following receipt of construction bids.

Requested Action: Motion to authorize allocation of additional funds to the project for office relocation and construction and to amend the project timeline based on revised construction schedule.

6. FY2023 Meeting Schedule

Adjourn

Ashland | Charles City | Chesterfield | Goochland | Hanover | Henrico | New Kent | Powhatan | Richmond

Richmond Regional Planning District Commission | 9211 Forest Hill Avenue, Suite 200 | Richmond, VA 23235

PlanRVA Executive Committee Agenda July 14, 2022–page 1



**Executive Committee
Meeting Minutes
May 12, 2022 -- 8 a.m.**

James River Board Room- PlanRVA

| LOCALITY | NAME | X (attended) |
|---------------------|-------------------------------|-------------------------|
| Charles City County | Byron Adkins | |
| Chesterfield County | Christopher M. Winslow, Chair | X |
| City of Richmond | Dr. Cynthia Newbille | X |
| Goochland County | Don Sharpe | X |
| Hanover County | Sean Davis, Vice Chair | |
| Henrico County | Reverend Tyrone Nelson | |
| New Kent County | Patricia Paige, Secretary | X |
| Powhatan County | Michael Byerly, Treasurer | X |
| Town of Ashland | Dr. Daniel McGraw | X |

Others Present:

Eric Gregory (Hefty, Wiley & Gore, PC)

Staff Present:

Chet Parsons, Dan Van Doornik, Sidd Kumar, Martha Heeter, Gilbrith Gogel

Welcome and Introductions

Chair Winslow called the meeting to order at 8:00 AM.

Roll Call of Attendees and Certification of a Quorum

Ms. Gogel took roll call of attendees and certified a quorum was present.

Motion for Approval of Minutes

Dr. Newbille made a motion to approve the committee meeting minutes from April, which was seconded by Mr. Byerly and approved unanimously. Dr. McGraw abstained as he was not present at the April meeting.

New Office Update

Ms. Heeter provided an update on the office space project. She listed the names involved in the process which includes Sidd Kumar, Dan Motta, Janice Firestone, Leigh Medford, Chet Parsons, Ken Lantz, Diane Fusco and Gilbrith Gogel. Staff have been working on taking inventory of furniture within the current office space and evaluating what will be brought to the new space. The construction documents are almost complete; the set of plans will be sent to the committee by the end of next week. She advised the design and electrical engineering caused some cost increases but those will be balanced out and the project overall is expected to stay within budget. Staff are

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also currently scoping out possible meeting locations if the office space is not ready immediately following move out from the current building.

Ms. Paige entered the meeting during the office space update and Mr. Gregory advised Chair Winslow to revisit the vote to pass the April meeting minutes. Dr. Newbille made the motion, which was seconded by Mr. Byerly, and the minutes were approved unanimously. Dr. McGraw abstained from the vote.

CVTA Staffing Update

The PlanRVA Employee Classification and Pay Schedule was included in the agenda so that members could review the change that was made to accommodate the salary range for the advertised CVTA Executive Director position. The CVTA is still working through the recruitment process and should have updates on the progress of that work over the next month.

Ms. Paige said the recruitment committee is virtually interviewing Tier 1, which includes a group of 5 candidates, on Monday. Ms. Paige and Mr. Spoonhower and the HR roundtable will be conducting the interview process and will make a recommendation to the CVTA. Salary recommendations will be presented to the Finance Committee as well.

Ms. Paige made a motion to approve the additional classification to support CVTA, which was seconded by Mr. Byerly and approved unanimously.

FY2023 Budget

Ms. Heeter provided a high-level overview of the FY2023 Budget. The budget was reviewed by the Audit, Facilities & Finance Committee at their last meeting and is recommended for approval in the full Commission meeting. Staff was able to achieve a balanced budget for the upcoming fiscal year that incorporates funding for the award of salary increases for staff. This is a 5.9% salary increase pool, a number based on the published figures for cost of living in January by the U.S. Social Security Administration. This would be available all employees who have completed their probationary period. A separate pool was also incorporated for one time salary adjustments (bonuses) to be awarded mid-year, but this will be contingent upon the budget "holding" for the first two quarters. Ms. Heeter foreshadowed information that would be discussed later in the meeting around employee recognition and retention efforts.

Ms. Heeter acknowledged the work Mr. van Doornik has done to develop a more robust representation of PlanRVA revenues and expenses. She explained that this will enable us to monitor financial performance more closely over the course of the year and to clearly show the board how the revenues and expenses flow by line of business. The budget is comprised of three parts, which include an overview, a detailed budget, and a line of business budget. The Audit, Facilities & Finance Committee recommends approval of the budget.

Ms. Paige asked about the allocation of bonuses to staff. Ms. Heeter advised that bonuses will be based on performance and recommendations from supervisors. There will be a launch of a new performance evaluation system through the current HR platform, BambooHR. This will allow for a more dynamic system to be able to set employee goals and track progress. A set of parameters were provided to supervisors to help make a recommendation of what should be awarded to each of their employees. The entire staff will be going through training for this new program. The decision for the launch of this system came after an evaluation of various tools to assist with the identified need for an employee intranet. The system has been helpful to implement PlanRVA's equitable recruitment program. Ms. Heeter explained the features of the tool more in depth, including the ability for colleagues or external partners to participate in an employee's review process.

Mr. Byerly made a motion to recommend approval of the FY2023 Budget, this was seconded by Ms. Paige and passed unanimously.

Executive Director Performance Evaluation

Per the bylaws' Article VII, Section 2c, The Executive Committee shall be responsible for the annual performance and salary evaluation of the Commission's Executive Director. Ms. Heeter reminded the Executive Committee that this is the time of year for the evaluation. Mr. Winslow asked for recommendations for how to see this forward. Chair Winslow said in the past the Executive Director has been asked to review themselves. Following this, the committee can assess how the organization has been doing and identify if there are areas for improvement. He stated that a closed session is appropriate for these discussions. Ms. Paige suggested that in future, the timing of the Executive Director's evaluation should be in alignment with the budget cycle to make sure that salary increase is accounted for in the budget. Ms. Heeter advised that the budget anticipates that 5.9% increase will be given to the Executive Director upon approval from the Executive Committee. Mr. Winslow requested that a closed session take place during the next Executive Committee meeting and tasked Ms. Heeter with completing a self-evaluation.

FY2023 Personnel Priorities

Ms. Heeter provided an overview of FY2023 personnel priorities. PlanRVA has been working to implement a stronger employee engagement program for the upcoming fiscal year. Ms. Heeter described the effort to put together a more formalized program for employee recognition, staff events and training programs. Later this month, staff will begin a training program delivered through the Chesterfield County Learning Center focusing on how to leverage the tools more effectively in the Office 365 suite and to improve internal and external communications.

Rashaunda Lanier-Jackson is working with Gilbrith to weave in priorities from our Community Engagement Strategy to address goal 4, which is about increasing education among staff on the principles of equity and inclusion. These programs have been well received by staff and has created space to continue to learn about the history of the communities across the region and the needs of residents. PlanRVA will continue to partner with localities and community organizations to schedule learning opportunities in the coming year.

The new office space represents an opportunity to cocreate a new culture and set of expectations among our staff. The office space project team has been working with the group of staff volunteers mentioned earlier in the meeting to support the space planning process. Dr. Newbille commented on the training programs and advised support of educational progression, mentioning options for staff participation in online and module programs as well as in brick-and-mortar institutions in the region. Ms. Heeter made a note to promote staff participation in these programs. Chair Winslow mentioned that Chesterfield offers career opportunities and salary increases as result from expanding skill sets. Ms. Heeter mentioned there have also been "fly-in" and other opportunities made available to staff. She stated that it's important to PlanRVA that staff get involved in conferences and other programs they attend.

Dr. Newbille made a motion to adjourn the Executive Committee meeting, Mr. Byerly seconded, which was approved unanimously. Chair Winslow adjourned the meeting at 8:50 am.



**Executive Committee
Meeting Minutes
June 9, 2022 – 9 a.m.**

James River Board Room- PlanRVA

| LOCALITY | NAME | X (attended) |
|---------------------|-------------------------------------|-------------------------|
| Charles City County | Byron Adkins | X |
| Chesterfield County | Christopher M. Winslow, Chair | X |
| City of Richmond | Dr. Cynthia Newbille (Virtual) | X |
| Goochland County | Don Sharpe | |
| Hanover County | Sean Davis, Vice Chair | X |
| Henrico County | Reverend Tyrone Nelson (Virtual) | X |
| New Kent County | Patricia Paige, Secretary (Virtual) | X |
| Powhatan County | Michael Byerly, Treasurer | X |
| Town of Ashland | Dr. Daniel McGraw | X |

Others Present:

Eric Gregory (Hefty, Wiley & Gore, PC)

Staff Present:

Martha Heeter, Gilbrith Gogel, Chet Parsons, Sidd Kumar

Welcome and Introductions

Chair Winslow called the meeting to order at approximately 9:00 a.m. He extended a welcome to Byron Adkins, the new representative of Charles City County.

Roll Call of Attendees and Certification of a Quorum

Ms. Gogel took roll call of attendees and certified that a quorum was present.

Executive Director Performance Appraisal

Mr. Byerly made a motion to enter closed session, which was seconded by Dr. McGaw; the motion was approved unanimously through a roll call vote.

Following conclusion of the closed session, members of the Executive Committee 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.

It is noted in the record that Rev. Nelson and Mr. Davis arrived during the closed session. Rev. Nelson and Ms. Paige left the meeting before the closed session was finished.

| Name | Aye | Nay | Absent |
|-------------|------------|------------|---------------|
| B. Adkins | X | | |
| M. Byerly | X | | |
| S. Davis | X | | |
| D. McGraw | X | | |
| T. Nelson* | | | X |
| C. Newbille | X | | |
| P. Paige* | | | X |
| D. Sharpe | | | X |
| C. Winslow | X | | |

Compensation Subcommittee

Chair Winslow appointed a subcommittee for purposes of discussing executive compensation and benefits. The subcommittee consists of Dr. Newbille, Ms. Paige, Mr. Davis, Dr. McGraw, and Chair Winslow. A meeting date will be forthcoming.

CVTA Support MOU

Mr. Gregory provided an overview of a new MOU between PlanRVA and the CVTA in relation to the new Executive Director position. The CVTA Executive Director will report directly to the CVTA but will be a PlanRVA employee for purposes of compliance with personnel policies and procedures and administration of salary and benefits.

Ms. Heeter announced the retirement of longstanding staff member Jin Lee, who has been with PlanRVA for 34 years. She reflected on his stellar work at PlanRVA and praised him for his service and accomplishments.

Chair Winslow adjourned the Executive Committee at approximately 10 a.m.

Memorandum of Understanding
Central Virginia Transportation Authority
Richmond Regional Planning District Commission

This Memorandum of Understanding (MOU) is executed as of July 1, 2022 by and between the Central Virginia Transportation Authority (Authority) and the Richmond Regional Planning District Commission (PlanRVA) and describes the support services provided by PlanRVA to the Authority and the terms by which the Authority will continue to engage PlanRVA for these services.

WHEREAS, PlanRVA provides support services to the Richmond Regional Transportation Planning Organization, also designated as the Richmond Metropolitan Planning Organization, pursuant to a Memorandum of Understanding dated December 31, 1984, which includes administrative and technical staff support to the Metropolitan Planning Organization for the purpose of producing and administering the approved annual work program and other transportation planning services, and therefore PlanRVA has demonstrated capability in providing support services to transportation planning and other regional organizations; and

WHEREAS, the Commissioners of PlanRVA authorized an offer of support services to the Authority by approval of Resolution 21-01 during their August 13, 2020 regular meeting; and

WHEREAS, the Authority accepted this offer of support services in concept during their organizational meeting on August 27, 2020 and directed the members of the Finance Committee to negotiate this MOU; and

WHEREAS, the Authority continued the support services agreement for fiscal year 2022; and

WHEREAS, the Authority requested further support from PlanRVA for fiscal year 2023 and beyond, based on initiation of a new staffing structure and an understanding of required support services for the continued operations and administration of the Authority.

THEREFORE, the Authority will engage PlanRVA to provide support services pursuant to the terms of this MOU, as follows:

TERM

The initial period of support services shall be through June 30, 2027 and shall automatically renew for subsequent five-year terms, upon mutual agreement by the parties, provided the arrangement remains mutually agreeable. This MOU's term may be modified or amended, subject to the provisions of this MOU.

Either party may terminate this MOU at the end of a fiscal year with at least one hundred eighty (180) days' notice prior to the start of the new fiscal year. If this MOU is terminated in compliance with this provision and other terms of the MOU, both parties agree to cooperate on winding down and severing operations in an amicable manner. PlanRVA shall turn over all records, property or other materials necessary for the effective transition of support staffing to the Authority no later than ninety (90) days following the close of the fiscal year.

SCOPE OF SERVICES

PlanRVA will provide the following support services to the Authority:

1. Executive Director and dedicated support staff
 - a. The Authority shall appoint an Executive Director over whom the Authority shall have sole authority. PlanRVA shall employ or contract with the Executive Director at the direction of the Authority and administer all payroll and benefits for the Executive Director and the Authority shall be responsible for all costs associated with the employment of the Executive Director.
 - b. The Authority shall provide for the ongoing direction, priority setting and annual performance expectations and evaluation of the Executive Director.
 - c. The Executive Director, with the Authority's approval and at its sole cost, shall have the authority to appoint additional support staff for the Authority, who shall be PlanRVA employees and whose payroll and benefits shall be administered by PlanRVA or to request additional staff support from PlanRVA, for which PlanRVA shall be compensated at an agreed upon rate.
 - d. The Executive Director shall have direct control, subject to the oversight of the Authority, of the management of the day-to-day administrative affairs of the Authority. The Executive Director shall propose activities to the Authority and shall carry out policies, programs, and projects approved by the Authority, and shall be responsible for preparing and presenting the annual budget. The Executive Director may not contemporaneously serve as a Member of the Authority.
 - e. The Executive Director, on specific authorization by the Authority, shall have the power to sign or countersign on its behalf any agreement or

- other instrument to be executed by the Authority including checks and vouchers in payment of obligations of the Authority.
- f. PlanRVA shall provide and administer insurance, credit card, travel, and professional development programs and fees or costs for the benefit of Authority support personnel, however, all costs incurred for such programs or benefits shall be paid by the Authority to PlanRVA , plus a 10% administrative fee.
 - g. To the extent permitted by law, the Authority shall indemnify, hold harmless, and release PlanRVA for or from any claims or losses caused by or associated with the conduct, performance, or negligence of the Authority Executive Director.
 - h. The Authority may contract with consultants and qualified professional contractors and other persons as the Authority determines to be necessary to carry out its duties and responsibilities. Such consultants or contractors may not contemporaneously serve as Members of Authority.
 - i. The Executive Director and other Authority support staff are subject to the PlanRVA personnel policy.
 - j. Compensation and benefits of Authority support staff shall be consistent with PlanRVA compensation and benefits plans and shall be administered as part of PlanRVA payroll system. Any fees associated with payroll and benefits administration of any Authority support staff shall be assessed directly to CVTA.
 - k. Health Insurance and Supplemental Benefits provided according to PlanRVA Health Coverage Plans and Offerings.
 - l. Retirement, Life Insurance and other investment benefits administered according to PlanRVA's participation in the Virginia Retirement System.
2. Administrative and Technical Support services to the Authority including, but not limited to:
- a. Administrative, clerk and support services to the Executive Director and Authority to assure effective meeting planning, preparation and record keeping, consistent with policies of the Authority and the Code of Virginia including, but not limited to:
 - i. Preparation of meeting logistics, coordination of member communications and public notices and record keeping for all regular and special meetings of the Authority and Committees established through the Bylaws or other governing documents
 - ii. Annual reporting, as required or requested, to the General Assembly, Auditor of Public Accounts, Department of Transportation, member jurisdictions.
 - b. Technical Support and Planning services to the Executive Director to:

- i. Fulfill the objectives of regional project prioritization and fund allocation, reporting and analysis.
 - ii. Fulfill the objectives of local revenue distribution monitoring and report review and records maintenance.
 - iii. Fulfill the objectives of transit revenue distribution monitoring and report review and records maintenance.
 - iv. Fulfill any additional planning and coordination objectives as deemed appropriate by the Executive Director to assure effective coordination between the responsibilities of the Richmond Regional Transportation Planning Organization and the Authority.
- c. General Operating and support services necessary to effectively manage the functional responsibilities of the organization including:
 - i. Purchasing activities in compliance with the Virginia Procurement Act and all relevant policies of the Authority
 - ii. Public and media relations, outreach and engagement
 - iii. Compliance related to procurement, records retention, freedom of information, conflict of interest and other related state and federal requirements of public authorities organized under Virginia Code
 - iv. Development of various operating and governance policies and procedures
 - v. Additional Services determined necessary and appropriate by the Executive Director including additional technical assistance, planning, outreach or other support services beyond the scope of this contract and in accordance with a separately negotiated work plan and cost estimate. Funding for these additional services provided by, or coordinated through, PlanRVA will be made available at the direction of the Executive Director and Authority through the annual budget process.
 - vi. Financial management and record keeping of Operating Expenses including reconciliation of expenses charged to the Authority's Operating Accounts, financial reporting and support to the annual audit of internal controls and financial statements
 - vii. Services related to pursuit of federal and state grant opportunities to effectively leverage resources available through the Authority.
 - viii. Shared support services coinvested to maintain coordination and efficiency.
- 3. Facilities, Equipment, Furnishings and supplies, Capital and Digital Assets, and other direct operating expenses including but not limited to:

- a. Office and Meeting Facilities according to square footage required for each employee assigned to CVTA at 80% level or greater and calculation of core/meeting facilities.
- b. Equipment and fixed asset management deemed indistinguishable from equipment and fixed assets maintained by PlanRVA.
 - i. CVTA shall pay for furnishings and equipment for its use.
- c. Website and other digital content development and maintenance.
- d. Direct operating expenses incurred on behalf of the Authority.

ACCOUNTABILITY AND REPORTING

PlanRVA shall maintain records of the services and materials provided to the Authority and charged to it, and those records shall be open to inspection by the Authority at any time during normal working hours of PlanRVA, upon reasonable advance notice by the Authority.

REMUNERATION

The Authority's annual administrative budget and appropriation of funds shall provide adequate funds to be paid to PlanRVA for the proper administration and support services pursuant to this MOU, including but not limited to the employment of the Authority Executive Director and other support staff and services provided or facilitated by PlanRVA.

Annual remuneration paid to PlanRVA shall cover, at a minimum, the total expenditures to be incurred by PlanRVA for the express purpose of supporting the Authority, including:

1. Salaries, benefits, tax payments and other related expenses of personnel identified as necessary for Authority operations, plus a 10% administrative fee.
2. Operating expenses of the Authority incurred by PlanRVA on good faith that reimbursement will be provided, plus a 10% administrative fee.
3. Office space leasing and cost to either maintain or dispose of capital assets, plus a 10% administrative fee.
4. Insurance, travel, and professional development fees or costs for the benefit of Authority support personnel, plus a 10% administrative fee.

Annual compensation schedule may be adjusted based on an agreed upon level of additional support services provided by PlanRVA in a given fiscal year.

AMENDMENT

This MOU may be modified or amended, in writing, subject to the approval of both parties.

IN WITNESS WHEREOF, PlanRVA and the Authority have each approved this MOU and caused this MOU to be executed by their respective duly authorized officers or agents as of the day and year first signed below.

Central Virginia Transportation Authority

By: _____

Date: _____

Name: _____

Position: _____

Richmond Regional Planning District Commission (PlanRVA)

By: _____

Date: _____

Name: Martha Heeter

Position: Executive Director



FY2023 Proposed Meeting Schedule

| Executive Committee | Full Commission |
|------------------------------------|--|
| July 14, 2022 8-9 am | July 14, 2022 9-10:30 am |
| August: No Meeting | August: No Meeting |
| September 8, 2022 8-9 am | September 8, 2022 9-10:30 am |
| October 13, 2022 8-9 am | October 13, 2022 9-10:30 am |
| November 10, 2022 8-9 am | November 10, 2022 9-10:30 am |
| December 8, 2022 8-9 am | December 8, 2022 9-10:30 am |
| January: No Meeting | January: No Meeting |
| February 9, 2022 8-9 am | February 9, 2022 9-10:30 am |
| March 9, 2022 8-9 am | March 9, 2022 9-10:30 am |
| April 13, 2022 8-9 am | April 13, 2022 9-10:30 am |
| May 11, 2022 8-9 am | May 11, 2022 9-10:30 am |
| June 8, 2022 8-9 am | June 8, 2022 9-10:30 am |

Ashland | Charles City | Chesterfield | Goochland | Hanover | Henrico | New Kent | Powhatan | Richmond

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