



**Executive Committee**

**AGENDA**

**September 10, 2020 -- 8:15 a.m.**

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**Call to Order & Certification of a Quorum**

**1. Welcome and Introductions** (Spoonhower)

- a. Statement regarding Virtual Meetings for PlanRVA and Clerk’s Certification..... **page 3**
- b. Roll Call of Attendees and Certification of a Quorum (Fusco)

**2. Old Business**

- a. Minutes for the August 13, 2020 Meeting (Davis)..... **page 4**

Minutes from the August 13, 2020 meeting are included for review.

**Requested Action:** Motion to accept the August 13, 2020 meeting minutes (roll call vote).

**3. New Business:**

- a. Personnel Policy Review (Heeter)..... **page 8**

**i. FY2021 Policy Updates**

Meeting materials include draft revisions to the Personnel Policy document. This draft is provided for information only and will be included in the October meeting materials for action.

**No Action Requested:** This item is for information only at this time; recommended changes will be included in the September meeting agenda.

- b. FY2021 Position Openings (Heeter)..... **page 46**



i. **Request for Approval to Establish and Recruit for Three Positions**

The Commission must approve creation and funding of any new positions; the FY2021 budget that was approved in June provides for three new positions. The Executive Director is requesting authorization to create and recruit for three new positions as follows and in consultation with the Audit, Facilities & Finance Committee. Common titles will be assigned through recruitment. Each of the three positions support the Strategic Planning Framework; specific objectives are included.

**4. Reports, Updates and Discussion Items:**

a. **Chairman's Report** (Spoonhower)

b. **Executive Director's Report** (Heeter)

Ms. Shickle will provide a verbal agency update and review key items on the Full Commission agenda, time permitting.

**5. Public Comment Period** (Spoonhower)

Speakers may address the Commission for up to three (3) minutes on any matters relevant to the body. Speakers are requested to give their name, locality in which they reside, and if appropriate, the organization they represent. Members of the public may also submit comments through the Chat function.

**6. Adjourn**

Targeted Adjournment is 8:55 am.

**Requested Action:** Motion to Adjourn the meeting.