



AGENDA Executive Committee

December 10, 2020 -- 8:15 a.m.

Members of the public may observe the meeting via YouTube:

<https://www.youtube.com/channel/UC9ASolCv7PbihiCYdncLsOA>

Members will receive a link to the Zoom meeting via email prior to the meeting.

1. **Welcome and Introductions** (Spoonhower)
 - a. **Statement regarding Virtual Meetings for PlanRVA** **page 2**
 - b. **Roll Call of Attendees and Certification of a Quorum** (Heeter)
2. **Old Business**
 - a. **Action Item: Meeting Minutes** (Nordvig).....**page 4**

Requested Action: Motion to accept the October 21 and November 12, 2020 meeting minutes.

- b. **Update Item: Charter Agreement Revision Update** (Gregory)
(included in Commission Meeting materials)

3. **New Business**
 - a. **Action Item: Payroll Frequency Proposal** (Eckhout)
(included in Commission Meeting materials)

Adjourn

Targeted Adjournment is 8:55 am.

**Opening Statement for Electronic Meetings
PlanRVA Regional Commission Executive Committee Meeting
December 10, 2020**

Due to the 2020 COVID-19 virus, meetings of the Richmond Regional Planning District Commission have transitioned to a virtual format in accordance with provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia during the current period of the Governor's State of Emergency Declaration for COVID.

While we meet in a remote/virtual format, we remain committed to public accessibility and opportunity to participate. Staff provided notice of this meeting to members and the public on Monday November 30, 2020. As this meeting will be recorded, audio and visual recordings and materials will be accessible through the PlanRVA website. Any member of the public participating as an observer during the meeting may submit comments or questions at any time via email at info@PlanRVA.org. Additional information for how members of the public may participate are included in the meeting materials and on our website.

For the members who are participating in the meeting today, we ask that you identify yourself first when speaking so we can accurately record the activities of the meeting. Please remember to mute your line when not speaking to minimize additional noise and feedback. You may unmute your line at any time to request acknowledgement from the Chair. Staff will be monitoring the chat functions throughout the meeting to assure we do not overlook anyone wishing to participate, as appropriate, in the discussion.

If anyone has questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate, they should communicate by email if viewing via YouTube or chat if within the Zoom platform.

Staff certifies that we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

PlanRVA has taken steps to improve accessibility in a virtual setting for the Regional Commission and its subcommittees and work groups. More information on how to engage is contained below.

Public Participation

Members of the public are invited to participate in public meetings of PlanRVA and their respective committees. The following are new ways members of the public can participate in and follow the business of PlanRVA during this time:

1. **Be an Observer:** Anyone wishing to participate as an observer in a public meeting may do so. Members of the public may observe the meeting via YouTube Live Streaming by clicking on the following link:
<https://www.youtube.com/channel/UC9ASolCv7PbihiCYdncLsOA>
2. **Share Your Opinion and Ask Questions:** Anyone wishing to submit comments or questions prior to the meeting may do so via email at info@PlanRVA.org. All written comments received by 5 pm the business day preceding the meeting will be provided to members of the public body within a reasonable time period and included in the administrative record.
3. **Inclusive Agenda:** All comments and questions submitted via email during or after the meeting will be reviewed following the meeting and to the extent practical, responses may be provided or posted on the PlanRVA website.

**Executive Committee – Special Meeting
October 21, 2020, 8:30 AM
PlanRVA Office - James River Board Room
Meeting Minutes**

Members Present

<u>LOCALITY</u>	<u>NAME</u>	<u>X (attended)</u>
Charles City County	William Coad	X
Chesterfield County	Christopher M. Winslow, Vice-Chair	X
City of Richmond	Dr. Cynthia Newbille	
Goochland County	Neil Spoonhower, Chair	X
Hanover County	Sean Davis	X
Henrico County	Tyrone Nelson	X
New Kent County	Patricia Paige	X
Powhatan County	Larry J. Nordvig, Secretary	
Town of Ashland	Mr. Daniel McGraw (<i>virtual attendee via Zoom</i>)	X

Others Present

Eric Gregory.....Hefty, Wiley & Gore, PC

Staff Present

Diane Fusco.....Office Manager

Call to Order

Certification of a Quorum

1. Closed Session – Chairman Spoonhower

Requested Action: Motion to enter a closed session to discuss a personnel matter pursuant to VA Code.

Mr. Davis made a motion to enter in to closed session:

I move 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 the performance of specific Commission 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 during which all recording of the meeting will cease.



The motion was seconded by Mr. Winslow.

Chairman Spoonhower:

There is a motion before us that we go into closed session for the purpose of discussing personnel matters 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.

All those in favor signify by saying "Aye." Those opposed so indicate by saying "Nay."

The motion to enter in to closed session carried unanimously.

Ms. Fusco left the Board Room for the closed session.

2. Conclusion of Closed Session

Ms. Fusco polled the Commissioners present.

Do each of you vote to certify that, to the best of your 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?

Name	Aye	Nay	Abstain	Absent
Cooda	X			
Davis	X			
McGraw	X			
Nelson	X			
Paige	X			
Spoonhower	X			
Winslow	X			

3. Adjourn

Chairman Spoonhower adjourned the special meeting of the Executive Committee at approximately 10:30 AM.



**Executive Committee
Zoom Virtual Meeting
Meeting Minutes
November 12, 2020
8:15 a.m.**

Members Present

<u>LOCALITY</u>	<u>NAME</u>	X (attended)
Charles City County	William Coad	
Chesterfield County	Christopher M. Winslow, Vice-Chair	X
City of Richmond	Dr. Cynthia Newbille	X
Goochland County	Neil Spoonhower, Chair	X
Hanover County	Canova Peterson, Treasurer	X
Henrico County	Tyrone Nelson	X
New Kent County	Patricia Paige	X
Powhatan County	Larry J. Nordvig, Secretary	X
Town of Ashland	Mr. Daniel McGraw	X

Others Present

Eric Gregory.....Hefty, Wiley & Gore, PC
 Janet Lawson Hanover County
 Vaughan Crawley Henrico County

Staff Present

Martha Heeter..... Executive Director
 Terry Eckhout..... Director of Finance
 Diane Fusco.....Office Manager

The PlanRVA Executive Committee meeting was held by electronic communication means as set forth by the April 22, 2020 actions of the General Assembly in response to the continued spread of novel coronavirus, or COVID-19. The technology used for this meeting was a web-hosted service created by Zoom and was open and accessible for participation by members of the public. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).

Call to Order

Chairman Spoonhower called the PlanRVA Executive Committee meeting to order at approximately 8:15 a.m.

Attendance Roll Call & Certification of a Quorum

Chairman Spoonhower read the opening statement for Electronic Meetings.

Ms. Fusco took attendance by roll call and confirmed a quorum of the body was present.

Closed Session

Chairman Spoonhower indicated the Executive Committee would be moving in to closed session and asked members to use the additional Zoom link provided to access the closed session.

Mr. Gregory read aloud the following motion to convene in a closed session.

I move that the Executive Committee convene in a closed session pursuant to Virginia Freedom of Information Act Section 2.2-3711 (A) (1), for the purpose of discussing personnel matters concerning the performance of specific public officers, appointees, or Commission 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 during which all recording of the meeting will cease.

On motion of Mr. Peterson, seconded by Mr. McGraw the Executive Committee agreed to convene in a closed session; the motion was carried unanimously.

Conclusion of Closed Session

At conclusion of the closed session, Ms. Fusco polled the Commissioners present for affirmation of the following statement:

Do each of you vote to certify that, to the best of your 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?

Name	Aye	Nay	Abstain	Absent
Peterson	X			
McGraw	X			
Nelson	X			
Nordvig	X			
Newbille	X			
Paige				X
Spoonhower	X			
Winslow	X			

Chairman Spoonhower agreed to carry over the remaining agenda items to next month. Mr. Gregory said charter revisions would be reviewed at the full commission meeting.

Adjourn

Chairman Spoonhower adjourned the meeting at approximately 9:10 a.m.

DRAFT