



**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY
PERSONNEL COMMITTEE**

**MEETING SUMMARY
PlanRVA James River Board Room
August 17, 2021**

Members and Alternates Present:

Jurisdiction/Agency	Member	Present	Absent
Chesterfield County	Kevin P. Carroll (virtual)	X	
Goochland County	Neil Spoonhower, Chair	X	
Hanover County	W. Canova Peterson		X
New Kent County	Patricia A. Paige	X	
City of Richmond	Mayor Levar M. Stoney	X	

Others Present:

Martha Heeter PlanRVA
 Chet Parsons PlanRVA
 Eric Gregory PlanRVA Legal Counsel
 Janet Lawson Hanover County
 Mary Martin Selby Chesterfield County
 Yvette George Henrico County
 Mona Adkins-Easley City of Richmond
 Wanda Cornwell Town of Ashland
 Dironna Clarke City of Richmond

The Central Virginia Transportation Authority (CVTA) Personnel Committee meeting was held in person in PlanRVA’s James River Board Room. The technology used for this meeting was YouTube Live Streaming and was open and accessible for participation by members of the public. A recording of this meeting is available on the [Plan RVA YouTube Channel](#).

CALL TO ORDER

The Central Virginia Transportation Authority (CVTA) Personnel Committee Chair Neil Spoonhower presided and called the August 17, 2021 CVTA Personnel Committee (TAC) meeting to order at 3:00 p.m.

CERTIFICATION OF MEETING QUORUM

Chet Parsons certified that a quorum was present.

1. Consideration of Amendments to the Action Meeting Agenda

There were no requested changes to the meeting agenda. Seeing and hearing no objections the August 17, 2021 agenda was approved as presented.

2. Approval of July 12, 2021 CVTA Personnel Committee Meeting Summary

There were no comments or corrections to the meeting summary. On motion of Levar Stoney, seconded by Patricia Paige, the CVTA Personnel Committee unanimously approved the minutes of the July 12, 2021 meeting as presented (voice vote).

3. Public Comment Period

There were no requests to address the committee.

4. CVTA Personnel Committee Chair's Report

Chair Spoonhower expressed his appreciation for everyone joining the meeting in-person in PlanRVA's James River Board Room, including the HR Director's from many of the region's member jurisdictions.

5. HR Roundtable Report and Recommendations

Chair Spoonhower expressed his appreciation for everyone joining the meeting in-person in PlanRVA's

6. General Discussion and Next Steps

Fulfilling a previous request from the Personnel Committee, the HR Roundtable presented a slate of staffing options for consideration. Three options were presented, each with a varying mix of new staff, existing local support, and contracted services.

Personnel Committee members were in full agreement that the following two steps should be considered as priority actions:

- An Executive Director should be hired as soon as possible, with the Personnel Committee coordinating with the HR Roundtable to develop a proper job description, posting materials and budget impacts for CVTA consideration. This hire would follow Option 1, utilizing existing support structures in the short term.
- Once in place, the Executive Director would be expected to guide the process through Option 2, 3, or some hybrid model to ensure staffing needs are satisfied.

The Personnel Committee Chair will coordinate with the CVTA Finance Committee to share its findings at their regular September 8th, 2021 meeting and get feedback on next steps.

The recording of the committee discussion can be viewed on the [PlanRVA YouTube channel](#).

- ## **7. Next Meeting:** The CVTA Personnel Committee will reconvene before the September 24th, 2021 meeting of the full Authority. The next meeting will be scheduled after coordinating with CVTA Finance Committee at their regular September 8th, 2021 meeting.

8. Adjournment

Chair Spoonhower adjourned the meeting at 3:50 p.m.

CAP/MSH