Members and Alternates Present:

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

Others Present:

- Martha Heeter
- Chet Parsons
- Eric Gregory
- Janet Lawson
- Mary Martin Selby
- Yvette George
- Mona Adkins-Easley
- Wanda Cornwell
- Dironna Clarke

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](https://www.youtube.com). 

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.