



**Executive Committee
GoToMeeting Virtual Meeting
Meeting Minutes
August 13, 2020
8:15 a.m.**

Members Present

LOCALITY	NAME	X (attended)
Charles City County	William Coda	
Chesterfield County	Christopher M. Winslow	X
City of Richmond	Dr. Cynthia Newbille	X
Goochland County	Neil Spoonhower	X
Hanover County	Sean Davis, Secretary	
Henrico County	Tyrone Nelson, Chair	X
New Kent County	Patricia Paige, Treasurer	X
Powhatan County	Larry J. Nordvig	X
Town of Ashland	Mr. Daniel McGraw	X

Others Present

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

Staff Present

Martha Heeter.....Executive Director
 Terry Eckhout..... Director of Finance
 Diane Fusco.....Office Manager
 Sidd Kumar.....Project Coordinator

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



Attendance Roll Call & Certification of a Quorum

Ms. Heeter read an opening statement for Electronic Meetings.

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

Public Comment Period

There were no requests for comments from the public.

Minutes for the June 11, 2020 Meetings

On motion of Mr. Spoonhower, seconded by Dr. Newbille, the PlanRVA Executive Committee approved the minutes of the June 11, 2020 meeting. A roll call was completed to confirm, and the motion carried unanimously (Appendix A).

Charter Revisions Update

Mr. Gregory provided an update on proposed charter revisions. Topics include office location, idea of super vote, and rotation of chairman. He indicated he will follow up with the localities and move forward with draft proposal of revisions. Mr. Spoonhower asked if there were any localities that owed feedback and Mr. Gregory said he is waiting for Ashland and Charles City County.

Personnel Policy Review

Ms. Heeter discussed extension of the deadline for use of vacation leave from December 31, 2020 to June 30, 2021 due to COVID-19.

On motion of Mr. Winslow, seconded by Mr. Spoonhower, the PlanRVA Executive Committee approved the extension of vacation leave deadline. The item will be included in the September Full Commission agenda.

Additional recommended changes to Personnel Policy

Ms. Heeter discussed changes being considered due to Covid19 as well as changes due to normal review of personnel policies. These changes include paid time off program transition, leave buyback program, payroll frequency, and early retirement program.

Chairman's Report

Chairman Nelson mentioned a letter that was recently sent out to local boards and council chairs that included PlanRVA financial statements and positive results of the fund balance restoration. He thanked the team and the Audit, Facilities, and Finance committee for bring back a level of stability.



Nominating Committee Report

Dr. Newbille asked Ms. Heeter to provide an update on the nominating committee that also included Dr. Spagna. Ms. Heeter discussed the informal rotation of officers for the Executive Committee. For FY2021 Mr. Spoonhower of Goochland County has agreed to serve as Chair, Mr. Davis of Hanover County as Treasurer, and Mr. Nordvig of Powhatan County will serve as Secretary.

Ms. Heeter said she is still looking for someone to serve as Vice Chair. Mr. McGraw from Ashland and Mr. Winslow of Chesterfield offered to step up to fill the Vice Chair position if needed.

It was agreed the nominating committee would meet again to discuss the new slate of officers and filling the Vice Chair position. Chairman Nelson agreed to fill the spot on the nominating committee that has been vacated by Dr. Spagna.

Mr. McGraw offered to step aside, and Mr. Winslow agreed to accept the Vice Chair position if the committee agreed. Dr. Newbille said she will present the new slate of officers to the full commission.

Executive Director's Report

Ms. Heeter mentioned the CVTA resolution that will be brought before the full commission. She asked for support from the Executive Committee for her plan to move forward with additional staff to handle this work. This item will be brought before the Finance committee prior to sharing with the full commission.

Mr. Winslow and Dr. Newbille thanked Chairman Nelson for his leadership.

There were no comments from the public.

Adjourn

Chairman Nelson adjourned the meeting at approximately 8:55 a.m.



APPENDIX A

PlanRVA Executive Committee - Voting Record

Date of Meeting: August 13, 2020

Item 3a. Minutes for the June 11, 2020 Meeting

<u>Locality</u>	<u>Member</u>	<u>AYE</u>	<u>NAY</u>	<u>Abstain</u>
Chesterfield County	Christopher Winslow	X		
City of Richmond	Dr. Cynthia Newbille	X		
Goochland County	Neil Spoonhower	X		
Henrico County	Tyrone Nelson, Chair	X		
New Kent County	Patricia Paige	X		
Powhatan County	Larry Nordvig			X
Town of Ashland	Daniel McGraw			X