



**Executive Committee  
GoToMeeting Virtual Meeting  
Meeting Minutes  
September 10, 2020  
8:15 a.m.**

**Members Present**

<b>LOCALITY</b>	<b>NAME</b>	<b>X (attended)</b>
Charles City County	William Coda	
Chesterfield County	Christopher M. Winslow, Vice-Chair	X
City of Richmond	Dr. Cynthia Newbille	X
Goochland County	Neil Spoonhower, Chair	X
Hanover County	Sean Davis, Treasurer	X
Henrico County	Tyrone Nelson	X
New Kent County	Patricia Paige	X
Powhatan County	Larry J. Nordvig, Secretary	
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 Spoonhower called the PlanRVA Executive Committee meeting to order at approximately 8:15 a.m.



## **Attendance Roll Call & Certification of a Quorum**

Ms. Heeter read the 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 was a motion to amend the agenda to reflect two opportunities for public comment as announced in the meeting's opening statement.

On motion of Mr. Davis, seconded by Mr. McGraw the Executive Committee approved amending the agenda to include an additional opportunity for public comment as detailed in the opening statement. A roll call was completed to confirm, and the motion carried unanimously (Appendix A).

Chairman Spoonhower opened the meeting to public comment. There were no requests for comments from the public.

## **Minutes for the August 13, 2020 Meetings**

On motion of Mr. Davis, seconded by Rev. Nelson, the Executive Committee approved the minutes of the August 13, 2020 meeting. A roll call was completed to confirm, and the motion carried unanimously (Appendix A).

## **Executive Committee and Chairman's Reports**

Ms. Heeter referenced draft personnel policy updates which were included in the agenda packet. The information is provided as an update only with no actions necessary at this time as staff is still working to finalize a final draft for Commission review and approval. Suggestions and feedback are welcomed.

Some changes are driven from 2020 General Assembly actions. Other items are intended to manage remote work schedules due to the current environment and provide additional guidance for necessary flexibility. The goal is to have items ready for action by the October Commission meetings depending on feedback from staff and legal review.

Mr. Winslow asked what staff concerns were with converting current vacation and sick leave process to a PTO system. Ms. Heeter described concerns for conversion of unused sick leave accruals to PTO balances and likelihood that total leave allocations would be decreased for staff.

Mr. Davis discussed conversion issues encountered in his locality. He asked if there has been any discussion over staff not losing their banked sick leave. Ms. Heeter said there are many options to still consider related to a conversion of paid time off.



Chairman Spoonhower suggested having additional information available when the staff survey is complete and include specific changes from the General Assembly. Ms. Heeter agreed to provide comments that will provide rationale for changes – compliance with new rules, HR best practices, or changes led by staff.

### **New Positions**

Ms. Heeter introduced the topic of recruitment for new positions with the intention to find out what information would be helpful for the Executive Committee and Full Commission to consider approval. She provided some background on the budget that was developed last year that included these positions and the agreement that she would come back at a later date with more specifics.

Ms. Heeter discussed the three positions currently being considered. She said she feels the most urgent need is to fill the position designed to manage board support.

Mr. Winslow said he sees the need for the first position particularly with the creation of the CVTA and would support this position. Rev. Nelson commented that the addition of staff is needed to do the work that needs to happen.

Dr. Newbille asked if action was needed from the Executive Committee and confirmed her support of the positions.

Ms. Shickle asked for approval to advertise and recruit for the first position (Manager 4/5) with understanding the Commission must approve prior to filling it.

On motion of Dr. Newbille and seconded by Mr. Winslow, the Executive Committee agreed to initiation of recruitment for the Manager 4/5 position with plan to request Commission approval in October. A roll call was completed to confirm, and the motion carried unanimously (Appendix A).

### **Chairman's Report**

Chairman Spoonhower noted he would save his comments for the Full Commission meeting.

### **Executive Director's Report**

Ms. Heeter mentioned the CVTA launch and work to move that forward. She also discussed audit that is currently underway with audit report due to Commission in November.

Information was also provided on current activities related to staff members' return to the office. Some meetings that are being held in person with proper restrictions in place to accommodate current CDC guidelines

### **Public Comment Period**

There were no comments from the public.



**Adjourn**

On motion of Dr. Newbille and seconded by Rev. Nelson Chairman Spoonhower adjourned the meeting at approximately 8:55 a.m.

**APPENDIX A**

**PlanRVA Executive Committee - Voting Record**

**Date of Meeting: September 10, 2020**

**Amend agenda to include additional public comment period**

<b><u>Locality</u></b>	<b><u>Member</u></b>	<b><u>AYE</u></b>	<b><u>NAY</u></b>	<b><u>Abstain</u></b>
Chesterfield County	Christopher Winslow, Vice-Chair	X		
City of Richmond	Dr. Cynthia Newbille	X		
Goochland County	Neil Spoonhower, Chair	X		
Hanover County	Sean Davis, Treasurer	X		
Henrico County	Tyrone Nelson	X		
New Kent County	Patricia Paige	X		
Town of Ashland	Daniel McGraw	X		

**Item 2a. Minutes for the August 13, 2020 Meeting**

<b><u>Locality</u></b>	<b><u>Member</u></b>	<b><u>AYE</u></b>	<b><u>NAY</u></b>	<b><u>Abstain</u></b>
Chesterfield County	Christopher Winslow, Vice-Chair	X		
City of Richmond	Dr. Cynthia Newbille	X		
Goochland County	Neil Spoonhower, Chair	X		
Hanover County	Sean Davis, Treasurer	X		
Henrico County	Tyrone Nelson	X		
New Kent County	Patricia Paige	X		
Town of Ashland	Daniel McGraw	X		



**Item 3b. Recruitment for Manager 4/5 Position**

*(filling position will be pending approval from Full Commission)*

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