

**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY  
PERSONNEL COMMITTEE**

**MEETING SUMMARY  
PlanRVA James River Board Room  
September 21, 2021**

**Members and Alternates Present:**

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

**Others Present:**

Martha Heeter, PlanRVA  
 Chet Parsons, PlanRVA  
 Janice Firestone, PlanRVA  
 Eric Gregory, PlanRVA Legal Counsel

**Others Present Virtually:**

Janet Lawson, Hanover County  
 Mary Martin Selby, Chesterfield County  
 Yvette George, Henrico County

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 September 21, 2021, CVTA Personnel Committee (TAC) meeting to order at 9:08 a.m.

**CERTIFICATION OF MEETING QUORUM**

Chet Parsons, PlanRVA, 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 September 21, 2021, agenda was approved as presented.

**2. Approval of [August 17, 2021, CVTA Personnel Committee Meeting Summary](#)**

Chair Spoonhower noted that Mr. Carroll was present virtually at the August meeting; the minutes will to be amended to reflect his attendance. On motion of Levar M. Stoney, seconded by Patricia A. Paige, the CVTA Personnel Committee unanimously approved the minutes of the August 17, 2021, meeting as amended (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, including the HR Director's from several of the member jurisdictions.

### **5. HR Roundtable Report and Recommendations**

Martha Heeter, PlanRVA, announced that HR Roundtable members Janet Lawson, Mary Martin Selby and Yvette George, would be providing the report and recommendations from the HR Roundtable. Three options were presented, each with a varying mix of new staff, existing local support, and contracted services. A copy of the report can be found at on the meeting page, under [Presentations](#).

### **6. General Discussion and Next Steps**

Personnel Committee members discussed and made suggestions about the Executive Director job description. There needs to be an extensive background check conducted. There was a discussion about including a credit check as well as a social media/internet check as part of the background investigation for all the final candidates. More emphasis should be placed on the importance of candidates' financial background.

The recommended timeline was reviewed, and it was noted that the committee was charged with making a recommendation for the new hire. The full Authority will determine how the process goes forward. It was noted that the CVTA budget has allocated funds for the position. The HR Roundtable was not asked to look into the financial implications of recruiting expenses or the costs for PlanRVA to administer the position. A general idea of recruitment costs would be in the area of \$5,000. Projections will be prepared for the next Finance Committee meeting (October 13, 2021) to look at possible budget amendments.

Upon motion by Patricia A. Paige, seconded by Kevin P. Carroll, the Central Virginia Transportation Authority Personnel Committee voted unanimously (voice vote) to recommend the full Authority move forward with Phase 1 (Option 1), hire an Executive Director and use working groups made up of partners to begin the work; PlanRVA will provide administrative support as needed; all working group and additional staffing activity to be at the Authority's discretion.

It was noted that input from the HR Roundtable is still needed. Committee members expressed their appreciation to the members of the roundtable for bringing their knowledge and expertise to the process.

- 7. Next Meeting:** The CVTA Personnel Committee will reconvene after the September 24<sup>th</sup>, 2021, meeting of the full Authority. That meeting date will be determined after coordinating with the CVTA Finance Committee at their regular September 8<sup>th</sup>, 2021 meeting.

### **8. Adjournment**

Chair Spoonhower adjourned the meeting at 9:50 a.m.