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**PlanRVA Audit, Finance & Facilities Committee
 Zoom Meeting Minutes
 January 24, 2023 – 1:30 p.m.**

LOCALITY	NAME	X (attended)
Chesterfield County	Jim Holland, Chair	X
Hanover County	W. Canova Peterson	X
Henrico County	Patricia O'Bannon	X (virtual)
New Kent County	Patricia Paige	X
Powhatan County	Michael Byerly	
City of Richmond	Andreas Addison	

The technology used for the PlanRVA Executive Committee meeting was a web-hosted service created by Zoom and YouTube Live Streaming 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](#). Virtual participation of this meeting by members of the Executive Committee is authorized under the City of Richmond Res. No. 2020-R025, - declaration of a local emergency due to the potential spread of COVID-19, adopted March 16, 2020. The resolution is available [here](#).

Staff Present

Martha Heeter
 Janice Firestone
 Dan Van Doornik
 Diane Fusco

1. Welcome, Roll Call and Introductions

Chair Holland welcomed everyone and called the Audit, Finance and Facilities Committee meeting to order at approximately 1:30 p.m.

2. Administrative Items

a. Approval of October 25, 2022, meeting minutes

On motion by Patricia O'Bannon, seconded by W. Canova Peterson, IV, the members of the Audit, Finance & Facilities Committee voted unanimously to approve the minutes as presented (voice vote).

Jurisdiction/Agency	Member	Aye	Nay	Abstain	Absent
Chesterfield County	Jim Holland, Chair	X			
Hanover County	W. Canova Peterson	X			
Henrico County	Patricia O'Bannon	X			
New Kent County	Patricia Paige			X	
Powhatan County	Michael Byerly				X
City of Richmond	Andreas Addison				X

b. New Office Space Update

Martha Heeter reported that the move came in under budget. Quotes have been received for wall-mounted monitors in the board room. Other board room equipment related quotes are expected soon. The network installation went well.

3. Financial Report

a. Financial Review as of December 31, 2022

Dan Van Doornik provided this report and reviewed the significant items on the financial report. Committee members discussed the financial and work-flow related impacts of the recent retirement/resignation of two former staff members.

There was a question about eco-tourism. Ms. Shickle reported that it is a partnership among the coastal Virginia communities and explained some of the costs related to it. She will have staff provide further information.

Mr. Van Doornik reported that January is expected to be a much more productive month as holiday leave has been completed.

On motion by W. Canova Peterson, seconded by Patricia A. Paige, the members of the Audit, Finance & Facilities Committee voted unanimously to recommend full Commission approval of the financial reports, subject to the noted corrections (listed below). (voice vote).

- Regional Strategic Planning should be listed as Scenario Planning. A fourth line will be added to add the transfer from Appomatrix River to Active Transportation (rather than Scenario Planning).
- Correct discrepancy on page 5, local funding summary chart as it compares to page 6, line 4310.
- Correction to non-operating activities line.

b. FY2023 Budget Update

Mr. Van Doornik reported that the budget needs to be reworked for the remainder of the fiscal year due to changes in revenue.

there was a discussion about the current audit firm and the delay in deliverables from the firm. The matter will be on the next Executive Committee agenda.

4. Other Items

a. Future Meetings Schedule

- April 25th @ the Current (Regular Meeting). This meeting will include a budget review.

5. Adjournment

The meeting was adjourned at approximately 2:30 p.m.