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**PlanRVA Audit, Finance & Facilities Committee
 Zoom Meeting Minutes
 October 25, 2022 – 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
New Kent County	Patricia Paige	
Powhatan County	Michael Byerly	
City of Richmond	Andreas Addison	X

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	Others Present
Martha Heeter	Sean M. Davis, Commission Chair
Janice Firestone	Mike Gaza, Thalhimer (virtual)
Ken Lantz	Eric Gregory, Legal Counsel
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. Approval of August 16, 2022, meeting minutes

On motion by W. Canova Peterson, IV, seconded by Patricia O'Bannon, 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			

3. New Office Space and Relocation Update

a. Project Budget and Timeline

Martha Heeter reported that the constructions is on schedule and a certificate of occupancy is expected to be issued on November 21, 2022. She noted that the offices at Stony Point have been decommissioned and staff will be working remotely until the new offices are done. Meeting locations have been reserved for all the scheduled in-person meetings during the interim period. In terms of cost, the current budget is less than what was expected.

4. Other Items

a. Future Meetings Schedule

- November 17th, 10:30 a.m. @ the Current (Regular Meeting)
- January 24th, 1:30 pm @ the Current (Regular Meeting)
- April 24th, 1:30 pm @ the Current (Regular Meeting)

5. Adjournment

The meeting was adjourned at 1:52 p.m.