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**PlanRVA Audit, Finance & Facilities Committee  
 Zoom Meeting Minutes  
 February 1, 2024 – 8:30 a.m.**

<u>LOCALITY</u>	<u>NAME</u>	<u>X (attended)</u>
Town of Ashland	Dr. Daniel McGraw	X
Chesterfield County	Jim Holland, Chair	X
City of Richmond	Andreas Addison	
Ex Officio	Sean Davis	X

The technology used for the 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](#).

<b>Staff Present</b>	
Martha Shickle	Sidd Kumar
Janice Scott	Dan Van Doornik
Myles Busching	Kerry Ramos

**1. Welcome, Roll Call and Introductions**

Chair Holland welcomed everyone and called the Audit, Finance and Facilities Committee meeting to order at approximately 8:45 a.m. He noted that, because the other voting member of the committee, Dr. McGraw, was not present at the last meeting, the committee will not take action to approve the previous meeting minutes.

**a. Confirmation of Member Participation from a Remote Location**

There were no members participating remotely.

**2. Administrative Items**

**a. Approval of August 22, 2023, Meeting Minutes**

**b. Approval of October 31, 2023, Meeting Minutes**

No action taken on these items.

**3. FY2024 Q2 Financial Statements**

Dan Van Doornik provided members with an update on the second quarter’s financial performance. He also provided a Treasurer’s report and noted that the balance sheet is sound.

Committee members had questions about funds that are due to the agency. Mr. Van Doornik reported that the accounts receivable billed category is primarily grant funds. Those are paid on a reimbursement basis (billed quarterly). Accrued revenue details funds that have been earned, but billing has not yet occurred.

On motion by James Holland, seconded by Sean Davis, the members of the Audit, Finance and Facilities Committee voted to recommend the full Commission accept the Financial Statements as presented.

#### **4. FY2024 Budget Update**

Mr. Van Doornik gave a presentation on the proposed updates to the FY2024 annual budget, including management's plan to fulfill the original year-end goal of "break-even", including changes to staff organizational structure, staff recruitment, and reduction in planned expenses for the remainder of the fiscal year.

#### **5. Proposed Discussion Items for Future Meetings**

- a.** FY2024 Budget Updates and FY2025 Budget
- b.** Fund Balance Policy
- c.** Budget Policy
- d.** Financial Management System Integration

Mr. Van Doornik explained the items that are planned for discussion at upcoming meetings through June 30, 2024. Ms. Shickle detailed plans to fill two open Planner positions. The targeted start date would be March 1, 2024, if the Commission authorizes filling the positions.

Chair Holland asked staff to research ways to counter the drop in revenue.

#### **6. Proposed Meeting Schedule**

- February 29, 2024 – 9:30 a.m.
- April 4, 2024 – 9:30 a.m. (RRTPO regular meeting proposed for cancellation)
- May 9, 2024 – 9:30 a.m. (No PlanRVA meeting in May)

#### **8. Adjourn**

The meeting was adjourned at approximately 9:28 a.m.