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PlanRVA Audit, Finance & Facilities Committee
Meeting Minutes
May 22, 2024 – 9:30 a.m.

<u>LOCALITY</u>	<u>NAME</u>	<u>X (attended)</u>
Chesterfield County	Jim Holland, Chair	X
New Kent County	Jordan Steward	X
City of Richmond	Andreas Addison	
Ex Officio	Sean Davis	

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](#).

Others Present	
Martha Shickle	Sidd Kumar
Janice Scott	Dan Van Doornik
Diane Fusco	Eric Gregory, Legal Counsel

1. Welcome, Roll Call and Introductions

Chair Holland welcomed everyone and called the Audit, Finance and Facilities Committee meeting to order at approximately 9:31 a.m. A quorum was present.

2. Confirmation of Member Participation from a Remote Location

There were no members participating remotely.

3. Administrative Items

- a. **Approval of August 22, 2023, Meeting Minutes**
- b. **Approval of October 31, 2023, Meeting Minutes**
- c. **Approval of February 1, 2024, Meeting Minutes**
- d. **Approval of March 20, 2024, Meeting Minutes**

On motion by James Holland, seconded by Jordan Stewart, the members of the Audit, Finance and Facilities Committee voted to approve the meeting minutes as presented (voice vote).

4. Financial Statements, period ended April 30, 2024

Dan Van Doornik provided an update on the agency’s financial performance through the end of March 2024. Committee members discussed the agency’s revenues and expenditures. The annual payments of local contributions from member jurisdictions were also discussed. These dues are billed on July 1 and are due by July 31.

It was noted that all expenses from the move to the current office space have been incurred. Replacement of furniture in the enclosed offices is ongoing. Plans are underway to add additional cubicle workspaces. These expenditures are planned in the FY25 budget.

5. FY2025 Work Program Priorities

Ms. Shickle presented the proposed key imperatives/work program priorities. She explained that they were reviewed and revised by the Public Outreach and Engagement Committee the day before.

6. FY2025 Proposed Budget

Mr. Van Doornik reviewed the proposed budget. He explained the significant changes in revenue per line item and any changes in format from the previous year. The agreements with the CVTA and RRTPO were discussed.

The pass-through revenue and expenditures were reviewed. It was noted that the amount shown for salaries and wages does not include a pay increase. Mr. Van Doornik explained the options that are being explored for salary increases.

On motion by James Holland, seconded by Jordan Stewart, the members of the Audit, Finance and Facilities Committee voted to recommend approval of the FY25 proposed budget as presented (voice vote).

7. FY2025 Committee Priorities

Committee members discussed priorities for FY2025. Chair Holland asked that exploring possible changes in the agency's financial institute relationship be a priority. Mr. Van Doornik reported we are entering the third and final year with the audit firm so a review of that and exploration of potential changes with the new RFP will also be a priority. Adding to the membership of the committee and ensuring there is a Chair and Vice Chair will be important.

8. Upcoming Meeting Schedule

- a. June 13, 2024 – Joint Annual meeting
 - FY25 meeting schedule will be adopted.

9. Adjourn

The meeting was adjourned at approximately 11:05 a.m.