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PlanRVA Audit, Finance & Facilities Committee

Meeting Minutes

November 5, 2025 – 9:30 a.m.

PlanRVA James River Boardroom, 424 Hull Street, Suite 300,
Richmond, VA 23224 and via Zoom

Members and Alternates Present (X), Virtual (V):

LOCALITY	NAME	X (attended)
City of Richmond	Cynthia Newbille	X
Goochland County	Neil Spoonhower	X
Hanover County	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](#).

Others Present	
Martha Shickle	Sidd Kumar
Lauren Shephard	Mark Rhodes
Sarah-Keel Crews	Elizabeth Oatman

Welcome, Roll Call and Introductions

Chair Davis welcomed everyone and called the Audit, Finance and Facilities Committee meeting to order at approximately 9:31 a.m. There were no opening comments from committee members.

No members requested to participate remotely, and there was no public commentary, so Chair Davis moved onto administrative items.

Approval of the May 21, 2025, Meeting Minutes

On a motion by Neil Spoonhower, seconded by Sean Davis, the minutes were approved by voice vote. Dr. Newbille abstained due to her not being present at the last meeting.

Chair Davis took a moment of recognition for Jim Holland, who recently passed, as his contributions to the team were vital.

Audit presentation (Mark Rhodes of Dunham, Aukamp & Rhodes)

Mark Rhodes of Dunham, Aukamp & Rhodes presented the FY25 audited financial report. Member Neil Spoonhower noted that the new membership dues were not reflected, as the audit pertains to FY25. Chair Davis thanked staff and the auditor, acknowledging the heavy lift and noting a clean audit with no unexpected changes.

Closed Session *(Chair Davis)*

On a motion by Cynthia Newbille, seconded by Neil Spoonhower, the group approved to go into a closed session by voice vote. This was pursuant to Virginia Freedom of Information Act Section 2.2-3711 (A) (1), for the purpose of discussing personnel matters, during which all recording of the meeting will cease (by voice vote).

Certification of Closed Session *(Sarah-Keel Crews)*

Requested action: certify that, to the best of their knowledge, only public matters lawfully exempted from open meeting requirements and that only such public business matters as were identified in the motion by which the closed session was convened, were heard, discussed, or considered (by roll call vote).

A motion by Cynthia Newbille, seconded by Neil Spoonhower, provided a certification of a closed session. All voted in favor.

Discussion

Cynthia Newbille requested a future session to plan for organizational needs during the ongoing federal shutdown. Martha Shickle reported that leadership is monitoring the situation, meeting regularly, and will share existing plans; she is coordinating with Lauren on FY27 planning. Chair Davis requested a report from Ms. Shickle. Ms. Newbille asked about revenue opportunities via JAMIS. Neil Spoonhower emphasized defining exit strategies and risks for each grant and ensuring grant opportunities align with the mission and five-year plan. Lauren Shephard noted the agenda was sequenced to provide an accurate financial update, and the committee affirmed the need for a unified grants strategy.

Financial management system update *(Lauren Shephard)*

Lauren Shephard reported that the new JAMIS system will streamline management and billing of complex revenue, tag funds to value and risk, and reduce exposure from billing lags. In response to Neil Spoonhower's question about accounting for staff leave, Martha Shickle noted that JAMIS includes timekeeping to strengthen project cost tracking and provide greater financial certainty; Ms. Shephard added it will simplify processing and improve visibility for planning. Ms. Shephard also noted that the Central Virginia Transportation Authority (CVTA) will no longer be reported as a fiduciary fund of PlanRVA; the two employees supporting CVTA are included in PlanRVA's operating budget.

On a motion by Cynthia Newbille, seconded by Neil Spoonhower, the committee unanimously voted to accept the FY 2025 audited financial report and recommended it to the full board for approval.

Review of preliminary September 30, 2025, financials *(Lauren Shephard)*

This item was made available to committee members and will be provided in the packet for November 13th.

Adjourn

The meeting was adjourned at approximately 10:38 a.m.