

PlanRVA Audit, Finance & Facilities Committee

Meeting Minutes

April 21, 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)
Charles City County	Byron Adkins	X
Chesterfield County	Jim Holland	
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	Chet Parsons, CVTA
Janice Scott	

1. Welcome, Roll Call and Introductions

Chair Davis welcomed everyone and called the Audit, Finance and Facilities Committee meeting to order at approximately 9:30 a.m.

2. Confirmation of Member Participation from a Remote Location

There were no members participating remotely.

3. Administrative Items

a. Approval of January 27, 2025, Meeting Minutes

On motion Neil Spoonhower, seconded by Byron Adkins, the members of the committee voted to approve the meeting minutes as presented (voice vote).

b. Consideration of Amendments to the Agenda

There were no requested amendments to the agenda.

c. Open Public Comment

There were no requests to address the committee.

4. Financial Management System

Lauren Shephard, PlanRVA, reported that ensuring compliance in financial stability is one of the Commission's key imperatives. As part of that, staff is requesting the agency move to a new financial management system. Staff continue to explore agency needs and vendor options. The plan is to have a system that will combine time reporting and payroll.

5. FY2026 Budget Update

Ms. Shephard presented an update on the upcoming fiscal year proposed budget. She highlighted some of the priorities of the budget.

Committee members discussed budget concerns, the current ongoing review of funding streams and contract obligations.

There was further discussion about staff compensation levels. Staff was asked to provide benchmark information to the Commission. Ms. Shickle reported that the Thomas Jefferson Planning District Commission and NADO have both recently completed salary surveys. That information will be shared with the Commission.

Ms. Shephard noted that flexibility in the budget format is requested as the agency continues to refine the general ledger structure.

6. FY2025 Quarter 3 Financial Statements

Ms. Shephard presented these items and provided an explanation of the updated reporting format and charts. There was discussion about the quarter's finances and expenses related to the planned office conversion.

7. Adjourn

Committee members discussed dates for the next meeting. Wednesday, May 21st at 9:00 a.m. was set for the next meeting.

The meeting was adjourned at approximately 10:24 a.m.