



**Commission Meeting
Zoom Virtual Meeting
Meeting Minutes
February 11, 2020
9:00 a.m.**

Members Present (A = Alternate)

<u>Charles City County</u>		<u>Town of Ashland</u>		<u>Goochland County</u>	
William Coad	X	Kathy Abbott (A)		Susan Lascolette (A)	
Michelle Johnson (A)		Mr. Daniel McGraw	X	Neil Spoonhower, Chair	X
Rhonda Russell (A)	X				
<u>Chesterfield County</u>		<u>City of Richmond</u>		<u>Hanover County</u>	
Kevin Carroll	X	Andreas Addison	X	Sean Davis	
Tim Davey	X	Nolen Blackwood (A)		Anne Marie Lauranzon	
Gloria Freye	X	Jacob Giovia	X	Canova Peterson	X
Leslie Haley	X	Michael Jones (A)		Faye Prichard (A)	
James Holland	X	Ann-Francis Lambert	X	Randy Whittaker	X
Jim Ingle	X	Stephanie Lynch			
Jesse Smith (A)	X	Dr. Cynthia Newbille	X		
Chris Winslow, Vice-Chair	X	Rodney Poole			
		Ellen Robertson (A)			
<u>Henrico County</u>		<u>New Kent County</u>		<u>Powhatan County</u>	
Gregory Baka	X	John Lockwood (A)	X	Michael Byerly	X
Thomas M. Branin		John Moyer	X	Bobby Hall	
William Mackey	X	Patricia Paige	X		
Tyrone Nelson, Past Chair	X				
Patricia O'Bannon	X				
Daniel J. Schmitt					
Frank Thornton	X				

Others Present:

Eric Gregory.....Hefty, Wiley & Gore, PC

Staff Present

Martha Heeter.....Executive Director
Diane Fusco.....Office Manager
Sidd Kumar.....Project Coordinator



The PlanRVA Regional Commission meeting was held by electronic communication means as set forth by the April 22, 2020 actions of the General Assembly in response to the continued spread of novel coronavirus, or COVID-19. The technology used for this meeting was a web-hosted service created by Zoom 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](#).

Call to Order

Chairman Spoonhower called the PlanRVA Commission meeting to order at approximately 9:00 a.m.

Pledge of Allegiance

Mr. Winslow led the Commission in the Pledge of Allegiance to the Flag of the United States of America.

Attendance Roll Call & Certification of a Quorum

Ms. Fusco took attendance by roll call and confirmed a quorum was present.

Public Comment Period

Since there were no requests from the public to address members of the Commission, Chairman Spoonhower closed the public comment period.

Consent Agenda

Ms. Heeter summarized the 2021 Grant Application Authorization which was included in the items for consent.

Ms. Paige made a motion to approve the items on the consent agenda. Vice-Chair Winslow seconded the motion which carried unanimously by a vote of acclamation.

Charter Revisions

Governing Bodies of member jurisdictions continue to review and discuss the proposed of charter revisions with expectation that additional progress will be made over the coming months. Mr. Peterson made a motion to defer this item to the March meeting. Ms. O'Bannon seconded the motion which carried unanimously by a vote of acclamation.

Fiscal Year 2021 Key Imperatives

Ms. Heeter gave an overview of Key Imperatives identified for Fiscal Year 2021 following introduction from Chairman Spoonhower. She detailed five areas of focus critical to the success of the agency.

Ms. O'Bannon asked if the Central Virginia Transportation Authority is part of the TPO or PlanRVA. Ms. Heeter stated PlanRVA has an agreement with the transportation organization to provide staff support services and the agreement is between the Commission and the Authority.



Mr. Spoonhower expressed his thoughts and stated that it is a bold and a great move to showcase our resolutions to member jurisdictions in a public setting.

Ms. Heeter advised that the slides would be distributed to Commissioners following the meeting for their review. Anyone wishing to comment should do so prior to the next meeting so that suggested edits may be incorporated. The final document will be included in the agenda for March with a request for approval.

Audit, Facilities & Finance Committee

Mr. Holland indicated the committee authorized Ms. Heeter to move forward with obtaining technical assistance and asked Ms. Heeter to elaborate during her report. Positive steps have been made in January and February to be able to cut certain operating expenses and maximize our revenue.

Ms. Heeter reviewed the December financial statements. The YTD profit and loss statement reports a negative loss for this fiscal year. The loss can be attributed to factors including holidays and leave taken (resulting in fewer billable hours), total income lagging year to date budget projections, and less than expected share of total personnel costs reimbursable through grants. Ms. Heeter confirmed the agency is working to improve its financial position and has requested technical assistance from Warren Whitney as approved by the Finance Committee.

Dr. Newbille made a motion to approve the November and December 2020 financial statements. Mr. Holland seconded the motion which carried unanimously by a vote of acclamation.

Public Outreach and Engagement Committee

Mr. Davey summarized next steps of the committee and provided detail on the progress made thus far on the RFP for public engagement including strategy and the emergency preparedness campaign. The document was shared to the public on February 1st and PlanRVA hosted a webinar on February 5th to obtain questions and engagement with different consultants. Proposals are to be submitted no later than February 26th and will be reviewed at the beginning of March. Staff will be working with the Committee to finalize selection of firms who will serve on the on-call bench for the Commission over the next four fiscal years.

Mr Davey invited all Commissioners to consider joining the Public Outreach and Engagement Committee; anyone interested may reach out directly to him.

Executive Director's Report

Ms. Heeter provided a verbal update to the Commissioners on several work efforts and projects at PlanRVA within the core program areas of Community Development, Emergency Management, the Environment and Transportation.

Ms. Heeter made specific mention of the newly launched Better Together webinar series, public awareness efforts of the Don't Trash Central VA campaign and staff's participation in



the governor's coastal resiliency master planning framework. She also noted the upcoming MPO recertification and ongoing preparation for this review scheduled to occur later this year.

Chairman Spoonhower expressed appreciation to staff at PlanRVA for their dedication and work.

Commissioner Comments

Chairman Spoonhower opened this section of the agenda with an invitation for Commissioners to share news from their locality or other information regarding current challenges or successes. He kicked off the session by providing an update for Goochland County, noting a need to address shut ins who need to receive a vaccine. He asked anyone who has information relevant to this to please let him know.

Mr. McGraw noted updates for the Town of Ashland including renovation of a hotel on the I-95 corridor. He also mentioned an arts grant that will be used to provide music lessons for at risk youth and a Railroad Park project.

Ms. Paige said New Kent County is working on a COVID-19 call center for residents that should be up and running in early March and includes transportation efforts for residents that need it. She also noted a scholarship update for first generation black students and activities in recognition of Black History Month.

Mr. Holland noted collaboration efforts in Chesterfield County related to vaccine rollout. He said it is important to have good data and communications to citizens. He also announced the kick off for Chesterfield's celebration of Black History Month in partnership with Virginia State University. He encouraged everyone to learn one new fact about African American history, write it down and share it.

Chairman Spoonhower thanked those who shared and encouraged future updates for all localities.

Adjourn

Chairman Spoonhower adjourned the meeting at approximately 10:15 a.m.