



**Commission Meeting  
Zoom Virtual Meeting  
Meeting Minutes  
March 11, 2021  
9:00 a.m.**

**Members Present (A = Alternate)**

<b><u>Charles City County</u></b>		<b><u>Town of Ashland</u></b>		<b><u>Goochland County</u></b>	
William Coad	X	Kathy Abbott (A)		Susan Lascolette (A)	
Michelle Johnson (A)	X	Mr. Daniel McGraw	X	Neil Spoonhower, Chair	X
Rhonda Russell (A)	X				
<b><u>Chesterfield County</u></b>		<b><u>City of Richmond</u></b>		<b><u>Hanover County</u></b>	
Kevin Carroll	X	Andreas Addison	X	Sean Davis	
Tim Davey	X	Nolen Blackwood (A)	X	Anne Marie Lauranzon	
Gloria Freye	X	Jacob Giovia	X	Canova Peterson	X
Leslie Haley		Michael Jones (A)		Faye Prichard (A)	
James Holland	X	Ann-Francis Lambert		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)			
<b><u>Henrico County</u></b>		<b><u>New Kent County</u></b>		<b><u>Powhatan County</u></b>	
Gregory Baka	X	John Lockwood (A)		Michael Byerly	X
Thomas M. Branin		John Moyer	X	Bobby Hall	X
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. A live stream of the meeting was available through YouTube to assure open access by members of the public. All recordings are available on our [Plan RVA YouTube Channel](https://www.youtube.com/PlanRVA) at [www.youtube.com/PlanRVA](https://www.youtube.com/PlanRVA).

### **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 Commissioners 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.

### **Old Business**

Dr. Newbille made a motion to accept the February 11<sup>th</sup> meeting minutes. Mr. Addison seconded the motion.

### **Executive Director's Report**

Ms. Heeter shared an update regarding the Better Together Webinar Series PlanRVA launched in November. As a reminder, Commissioners and key partner organization leaders and stakeholders are the primary audience of the series. The program is intended to provide an opportunity to hear firsthand about examples of regional collaboration across our region.

The Webinars are streamed live on the PlanRVA YouTube Channel and archived there for later viewing. Ms. Heeter reviewed the list of topics that have been covered so far. In November, we featured the Emergency Management Alliance of Central VA. In December, we had a discussion with several executives of the region's education foundations. In January, we hosted a panel of speakers addressing housing planning activities across the region. In February, we hosted a panel including Dan Schmitt (Henrico) who gave an update on the Richmond Region's Tourism Master Plan. Attendance at each session is growing with the strongest participation in the last session thanks to partnership with Richmond Region Tourism's additional promotion.

Ms. Heeter thanked the Commissioners who attend for their participation and involvement. It has been a great way to showcase the strong examples of cooperation in the region.



Ms. Heeter shared another update on a new effort underway to better report the activities of staff to the Commission. She has been working with Chairman Spoonhower to develop a program dashboard that is expected to be included in the next meeting's materials. Staff launched a similar report for the RRTPO which has received strong feedback from the members of the Policy Board.

### **Executive Committee and Chairman's Report**

Chairman Spoonhower recognized the one-year anniversary of the global pandemic, its impacts on our community and expressed gratitude everyone for their leadership during this time.

Ms. O'Bannon gave an update on the status of COVID Vaccinations available at the Richmond Raceway the weekend of March 13<sup>th</sup> 2021.

### **Charter Revisions**

Chairman Spoonhower reported findings from Executive Committee meeting. We have been advised of Chesterfield County's intention to cap the population for calculation of member dues at the maximum population level included in the proposed Charter amendments. This will have an impact on our revenues for FY2022 as the current dues request was made based on the total population of Chesterfield County. He advised that the Executive Committee acted to refer this issue to the Audit, Facilities, and Finance Committee for consideration at their next meeting. Staff will provide an assessment of the fiscal impact of this change and offer recommendations. Chairman Spoonhower recommends waiting to bring the issue to the Full Commission until further review can occur.

### **PlanRVA Staffing**

Chairman Spoonhower updated the committee with staff news at PlanRVA. He shared that Terry Eckhout, Director of Finance had resigned as of March 8<sup>th</sup> and that he is working closely with Mr. Holland (chair of the Audit, Facilities and Finance Committee) and Ms. Heeter to develop a transition plan. He also shared that both Chesterfield and Henrico County have provided staff support through this process and gave thanks for their support. PlanRVA is currently utilizing services from VML/VACo Finance through engagement of a fractional Director of Finance to address needs resulting from the vacancy.

### **Fiscal Year 2021 Key Imperatives**

Chairman Spoonhower entertained a motion to approve the Key Imperatives for FY2021 that were presented by Ms. Heeter last month. Mr. Peterson made the motion and Mr. Holland seconded it; the motion was carried by unanimous vote of acclamation.

### **Audit, Facilities & Finance Committee**

Mr. Holland confirmed he and the members of the Committee working closely with Ms. Heeter to review the agency financials and monitor the status of the Commission's finances. Mr. Holland asked Ms. Heeter for overview of financial statements and narrative that were included in the meeting's materials.

Ms. Heeter gave an overview of the statements and narrative, with specific attention to the staff review of the billings for the first and second quarter. Due to some corrections made in these, adjustments were made to December statements and included in the request for acceptance of the financials. Staff is working through review of year to date billing and matching expenditures to revenues; Ms. Heeter indicated the February and March financial statements are expected to look more positive. She gave thanks to Mr. Holland, Chairman Spoonhower and members of the Committee for their attentiveness over the last few months.

Mr. Holland made motion to accept the adjusted financial statements for December and the January financial statements; Ms. O'Bannon seconded the motion which carried by vote of acclamation.

### **Public Outreach and Engagement Committee**

Mr. Davey gave an update on PlanRVA's activities for use of the Community Foundation grant (\$50,000) to support improvements to public outreach and stakeholder engagement. The staff led a comprehensive solicitation process through development and issuance of an RFP, proposal review and virtual interviews. PlanRVA received 15 proposals and six have been selected for invitation to join an on-call bench. He and Mr. Thornton participated in the interviews and were very pleased with the quality of the proposals and presentations.

### **Commissioner Comments**

Chairman Spoonhower opened this portion of the agenda with an invitation for Commissioners to share news from their locality or provide other information regarding current challenges or successes.

Ms. Paige from New Kent County updated the group on the county's newly opened Covid-19 vaccine call center and the status of vaccine clinics that have been established.

### **Adjourn**

Chairman Spoonhower adjourned the meeting at approximately 9:36 a.m.