



## Executive Committee

### AGENDA

May 14, 2020 -- 8:15 a.m.

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### Call to Order & Certification of a Quorum

#### 1. Welcome and Introductions (Nelson)

- a. Statement regarding Virtual Meetings for PlanRVA (Tab 1)
- b. Roll Call of Attendees (Fusco)

#### 2. Old Business

##### a. Minutes for the March 13, 2020 Meeting (Davis/Tab 2)

Minutes from the March 13, 2020 meeting are included for review.

**Requested Action:** Motion to approve the March 13, 2020 meeting minutes.

##### b. Charter Amendment Updates (Gregory)

Mr. Gregory will give a brief update regarding the Charter revision process.

**No Action Requested.** This item is for information only; no action is requested.

##### c. Executive Director Evaluation (Gregory)

This item is added from instruction following the January review.

#### 3. New Business:

##### a. Review of Commission Meeting Meeting Agenda Items for Action

###### i. Consent Agenda Items (Heeter/9 am Agenda Tabs 2, 3 and 4)

1. Meeting Minutes from March 13, 2020
2. Rural Transportation Work Program for FY21
3. Personnel Policies for COVID-19

###### ii. Financial Management Procedures (Eckhout/ 9 am Agenda Tab 6)

###### iii. FY2020 Budget Amendments (Eckhout/ 9 am Agenda Tab 7)

###### iv. Electronic Meeting Procedures and Guidance Documents (Heeter/ 9 am Agenda Tab 8)



**Requested Action(s):** Motion(s) to recommend items for approval at the May 14 Full Commission meeting.

**b. Fiscal Year 2021 Budget Discussion** (Heeter)

Ms. Heeter will give an overview of anticipated revenues, requested staff capacity for FY2021 and timeline for budget review.

**No Action Requested.** This item is for information only; no action is requested.

**4. Executive Director's Report** (Heeter)

Ms. Shickle will provide a verbal agency update.

**No Action Requested.** This item is for information only; no action is requested.

**5. Other Business** (Nelson)

**6. Adjourn**

Targeted Adjournment is 8:55 am.

**Requested Action:** Motion to Adjourn the meeting.

**Opening Statement for Electronic Meetings  
PlanRVA Regional Commission Meeting, May 14, 2020**

Since the Governor declared the state of emergency on March 12, 2020, in response to the COVID-19 pandemic, state and local governmental bodies have been providing for the continuity of government by meeting remotely by telephonic or electronic means in compliance with the Virginia Freedom of Information Act, guidance provided by the Attorney General, and their respective legal counsel.

On April 22<sup>nd</sup>, the General Assembly approved a budget amendment to authorize all public bodies, including regional bodies, such as PlanRVA, likewise to meet by electronic means, without a physical quorum assembled together, during a Governor-declared state of emergency, as long as certain conditions are met, so as to provide for the continuity of governmental operations. This new authority became effective immediately upon passage.

The 2020 COVID-19 virus makes it impractical and unsafe, even potentially life-threatening, for a quorum of this body to physically assemble in one location, pursuant to Va. Code § 2.2-3708.2(A)(3). Further, the virus makes it impractical and unsafe for the public, and the agency's staff, to gather in the same location to participate in this meeting. The health, safety, and welfare of our community is of paramount importance.

Therefore, we have determined the authority to conduct today's meeting electronically, pursuant to the provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia, and in light of the Governor's State of Emergency Declaration for COVID-19. The matters included on the agenda address important and essential matters of continuing the work of government through this agency and therefore it is appropriate to convene during this time.

While we do not know the exact duration of the current practice of electronic meetings, we will continue to function in this manner until such time as it is deemed advisable to return to in-person meetings. At this time, we expect meetings to occur in electronic format through the current Declaration, or June 10, 2020.

Staff provided notice of this meeting and the means by which we are virtually gathered to members of the public on Monday May 4, 2020 through electronic posting on the PlanRVA website and email distribution of notice to members, alternates, and known interested parties, including the media.

In order to comply with the provisions of Virginia law and to improve accessibility to the discussions intended for today, this meeting will be recorded. Audio (visual) recordings of the meeting and materials will be posted on the PlanRVA website within 48 hours of this meeting.



Any member of the public participating as an observer during the meeting today may submit comments or questions at any time during the meeting via email at [info@PlanRVA.org](mailto:info@PlanRVA.org) or by using the online chat functions of the meeting platform. Those individuals who are observing by phone may be called upon to share questions or comments. This meeting agenda includes two opportunities for members of the public to address this body. All comments and questions submitted during the meeting will be reviewed following the meeting and to the extent practical, responses will be provided or posted on the PlanRVA website.

We ask that everyone identify themselves first when speaking so we can more accurately record the activities of the meeting. All lines have been muted by the meeting administrator to minimize additional noise and feedback. You may unmute your line at any time to request acknowledgement from the chair. Staff will be monitoring the chat functions throughout the meeting to assure we do not overlook anyone wishing to participate, as appropriate, in the discussion.

I will now ask our clerk to certify we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

Please indicate your presence by saying "AYE" when your name is called during a roll call. Staff members will be asked to identify themselves and anyone else who wishes to identify themselves following the roll call of members will be invited to do so.

Does anyone have any questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate?

**Executive Committee  
Meeting Minutes  
March 12, 2020**

**Members Present**

<u>LOCALITY</u>	<u>NAME</u>	<u>X (attended)</u>
Charles City County	William Coada	
Chesterfield County	Christopher M. Winslow	X
City of Richmond	Dr. Cynthia Newbille	X
Goochland County	Neil Spoonhower	
Hanover County	Sean Davis, Secretary	X
Henrico County	Tyrone Nelson, Chair	X
New Kent County	Patricia Paige, Treasurer	X
Powhatan County	Larry J. Nordvig	
Town of Ashland	Dr. George Spagna, Chair	X

**Others Present**

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

**Staff Present**

Martha Heeter.....Executive Director  
 Terry Eckhout..... Director of Finance  
 Diane Fusco.....Office Manager  
 Sidd Kumar..... Project Coordinator

**Call to Order & Certification of a Quorum**

Chairman Nelson called the meeting to order at approximately 8:20 a.m. Ms. Heeter confirmed a quorum was present.

**1. Minutes for the January 9, 2020 Meeting**



Chairman Nelson called attention to the minutes included in the agenda packet under Tab 1 and asked members to review. He said if there are no items to review, edits or modifications, he would ask for a motion to approve the minutes as presented.

A motion was made by Dr. Spagna to approve the minutes and Mr. Spoonhower seconded the motion. The motion was adopted unanimously to approve the January 9, 2020 minutes.

## **2. Tenant Advisory Services Discussion**

Dr. Spagna said members of the Audit, Facilities and Finance Committee meet with three firms offering tenant advisory services to the Commission in anticipation of the October 2022 office space lease agreement expiration. The committee recommends using one of these firms to determine the plan going forward whether this means reconfiguring the existing space or moving to a new space.

The preference at this time of the three firms who presented to the committee is Cushman and Wakefield who is represented by Brian Berkey. Dr. Spagna asked for feedback from the Executive Committee.

Chairman Nelson thanked Dr. Spagna and opened the topic for discussion. Mr. Spoonhower asked about the cost of using such a firm. Dr. Spagna confirmed the cost is incurred by the landlord of the building, but other services would be additional. Mr. Spoonhower also asked if county resources, like the Goochland Economic Development Authority, had been considered for these types of services.

Dr. Spagna pointed out the current charter restriction of the PDC being located within the City of Richmond and each firm interviewed did provide information on spaces currently available for lease. Mr. Spoonhower agreed the PDC should move forward with the firm that makes the most sense if no additional taxpayer funds are involved. Dr. Spagna asked if the Executive Committee would like to interview prospective firms or if the Finance Committee can move forward.

Ms. Heeter pointed out she has been in touch with the Henrico Economic Development Authority and they confirmed working with a tenant advisory firm is advisable. The Henrico authority does not negotiate leases, but they are prepared to assist as needed. Mr. Spoonhower said he doesn't see the risk with the committee moving forward.

Ms. Paige shared her experience with the firms and their clients and pointed out the need to be good stewards of the funds available. Dr. Spagna pointed out literature and proposals from each firm is available for anyone who would like to review.



Dr. Newbille agreed staff needs to be comfortable with the firm being used and Chairman Nelson said he doesn't think the Executive Committee needs to be involved with additional vetting of the tenant advisory firms.

Dr. Spagna agreed to continue to provide updates to the Executive Committee and the Board.

### **3. Overview of Commission Meetings**

Ms. Heeter let the Executive Committee know that during the full commission meeting additions to the agenda will be presented that include an update on the Covid19 virus and regional plans. Dr. Danny Avula, the health department director for Henrico County and the City of Richmond is expected to provide an update on current events and developments. Dr. Avula will also be providing an update to local government administrators at 10:30 a.m.

Chairman Nelson mentioned the operational center is also up and running and groups in the region are planning collectively. Changes are happening by the minute and moving at warp speed with discussions already happening about school closures.

Ms. Paige mentioned her personal experience with virus exposure while at an urgent care facility and indication that a Longwood student has tested positive. Chairman Nelson confirmed the case at Longwood has been reported by the Richmond Times Dispatch.

Ms. Heeter said Mr. Gregory will also provide insight on personnel policies and impacts on agencies, employers and continuity of operations. She said there are issues worth considering while keeping things moving in as safe a manner as possible.

Ms. Paige reiterated the importance of following the guidelines of the Virginia Department of Health.

Mr. Gregory said at the full commission meeting he will talk about employer issues, labor laws and how to deal with employees during this health crisis. He mentioned personal travel may need to be dealt with and what happens if an employee is required to self-quarantine. There will be questions about whether an employer is required to pay in certain scenarios.

Policies and procedures for employees working from home and other issues will be discussed during the full commission meeting. Mr. Gregory mentioned there are laws already developed for some of the issues, while others are still novel like the virus itself.

Mr. Davis mentioned in Hanover, Henrico, Chesterfield and the City of Richmond a pre-emptive plan was put in place with some employees working from home as a test run to make sure individuals were able log on to necessary systems.



Dr. Spagna said he would like to commend Chairman Nelson and Ms. Heeter for getting ahead of the curve and working towards a plan. He said it was annoying in Hanover when he and others learned of a local case through unofficial channels.

Mr. Gregory said because the issue is so fast moving, he wouldn't have thought these discussions and actions would be needed just two days ago. It is necessary to be proactive and there is a need for more aggressive action.

Ms. Heeter offered support and help to the jurisdictions. If there is a way the PDC can help the offer stands and she would like the agency to be available to free up time for government officials to spend time on pressing issues.

Mr. Spoonhower said he appreciates the support offered.

Mr. Gregory encourages each locality to get advice and support from their legal counsel as well.

Ms. Heeter said the agency is operating under the assumption that it will be business as usual going forward and the April agenda will include the regional forum and County Administrators from Hanover, Henrico, Chesterfield, and the Deputy Administrator from the City of Richmond. She said this will be an opportunity to reflect on regional cooperation given the current health crisis.

In May, Richmond Region Tourism is planned to present the regional tourism master plan.

In June or July, a panel discussion is planned for trail infrastructure with internal staff as well as external partners to cover bike and pedestrian connectivity from a TPO perspective and a review of current projects.

#### **4. Other Business: Resolutions of Appreciation for Outgoing Commissioners**

Dr. Spagna made a motion to approve resolutions of appreciation for Commissioners whose service ended on December 31, 2019. Dr. Newbille seconded the motion and it carried unanimously.

#### **5. Adjourn**

The meeting was adjourned at approximately 8:55 am.