Commission Meeting
Hybrid In Person and Virtual Meeting
Meeting Minutes
June 10, 2021
9:00 a.m.

Members Present (A = Alternate)

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

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The PlanRVA Regional Commission meeting was held using 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 at www.youtube.com/PlanRVA.

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

Attendance Roll Call & Certification of a Quorum
Following members standing for the Pledge of Allegiance to the United States of America and review of the statement regarding virtual meetings, Ms. Heeter took attendance by roll call and confirmed a quorum was present.

Public Comment Period
With no requests from the public to address members of the Commission, Chairman Spoonhower closed the public comment period.

Approval of Consent Agenda Items
Mr. Thornton made a motion to approve the items included in the Consent Agenda including the June 10, 2021 Meeting Agenda and May Meeting Minutes. Mr. Addison seconded the motion which was carried by acclamation.

Executive Committee and Chairman's Report
Chairman Spoonhower recognized new members of the Commission, including Mr. Byerly who, while not new the Commission, will be serving on the Executive Committee from Powhatan County. Mr. Charlie Waddell from Hanover County was also introduced.

Mr. Spoonhower made the following announcements:

- PlanRVA was recognized recently for its partnership with the Emergency Management Alliance of Central Virginia (the Alliance) and the Community Foundation for a greater Richmond in establishing the COVID-19 Emergency Response Fund. The United Way of Greater Richmond and Petersburg announced this project among its Steps to Success Awards winners and the Virginia Emergency Management Association announced the effort as Recovery Program of the Year.
- Martha Heeter was elected as President of the SouthEast Regional Directors Institute Council of Peers in May. She will serve a two-year term in this role.

Audit, Facilities & Finance Committee
Mr. Holland presented a summary of the Committee's activities for May including an overview of the continued positive results for the fiscal year through April 30th. The Committee also reviewed the FY2022 budget in preparation for the presentation in the June Commission meeting.

Mr. Holland made a motion to accept the financial statements as presented. Mr. Peterson seconded the motion which was approved by acclamation.

Ms. Heeter provided an overview of the FY2022 annual budget which included anticipated revenue through various confirmed and pending grant awards and projected expenses for the year ending June 30, 2022. She included in the request for approval of the budget, the following additional actions:

- Establishment of a 3% pool to award salary increases effective July 1, 2021
- Authorization to create and fill four new full-time regular positions
- Establishment of a pool to effect position reclassifications due to changing responsibilities in the coming fiscal year

Mr. Holland made a motion to approve the FY2022 budget and requested actions. Mr. Thornton seconded the motion.

Mr. Peterson offered a friendly amendment to the motion to approve the budget as presented and the additional actions with a modification to incorporate a salary increase for the Executive Director at 6% effective July 1, 2021 and a $5,000 (gross) one-time annual salary adjustment pursuant to the Executive Committee's deliberations regarding Ms. Heeter's annual performance evaluation. Mr. Nelson seconded this motion for a friendly amendment. Both Mr. Holland and Mr. Thornton agreed to the amendment. The motion, as amended, was approved by roll call vote.

Following a question regarding compensation of staff involved in the start-up of the Central Virginia Transportation Authority, Mr. Spoonhower advised that the Executive Committee acted earlier in the fiscal year to acknowledge and award staff members who have served a leadership role assuming more than regular responsibilities for this effort.

Public Outreach and Engagement Committee

The Community Engagement Strategy and Implementation Plan is underway. This project is funded through a capacity building grant awarded by the Community Foundation for a greater Richmond. Staff hosted a prioritization workshop on May 25th which included Commissioners Davey and Winslow. Approval of the FY2022 budget and new positions is an affirmative step in the direction of building our capacity to fulfil our objectives for community engagement. The Committee will use this Strategy and Implementation Plan as a guide for focusing efforts in FY2022. Mr. Davey will be reaching out to members in recruitment of additional members to join the committee.

In addition, the Richmond Regional Transportation planning Organization (RRTPO) adopted an updated Title VI Plan last week. This is a first step in the process of assuring our ongoing compliance with the Civil Rights Act requirements associated with our federally funded programs. The newly approved Title VI Plan will serve as the standard across all federally funded programs. Staff is working to operationalize this plan to assure we are adhering to the Plan's commitments with specific emphasis on purchasing and employee relations.

Nominating Committee Report and Election of Officers
Reverend Nelson provided the nominating committee report as follows:

The nominating committee for the FY2022 slate of officers included Dr. Newbille (Richmond) and Reverend Nelson (Henrico). The Committee met on June 7, 2021. It was agreed that continuing with the officer rotation is critical to assuring local engagement in the Commission. As such, the rotation is suggested as follows with the corresponding officer nominations for FY2022:

Chair Year	Locality	FY2022 EC Member	FY2022 Position
2022	Chesterfield	Winslow	Chair
2023	Hanover	Davis	Vice Chair
2024	Powhatan	Byerly	Treasurer
2025	New Kent	Paige	Secretary
2026	Ashland	McGraw	
2027	Charles City	Coada	
2028	Richmond	Newbille	
2029	Henrico	Nelson	
2030	Goochland	Spoonhower	

Mr. Peterson made motion to close the nominations. Mr. McGraw seconded the motion which was approved by acclamation. Reverend Nelson made motion to approve the slate of officers for FY2022 as presented. Mr. Peterson seconded the motion which was approved by roll call vote.

Executive Director's Report
Ms. Heeter provided an update on staff activities and progress in meeting the FY2021 key Imperatives approved by the Commission. The following are highlights of that report:

- The Program Dashboard is under final review following edits suggested by the Commissioners last month. It will return to monthly meeting materials beginning in July.
- Key Imperatives for FY2021 have been accomplished. Staff is working to develop new Imperatives for FY2022 for review by the Executive Committee in July with full Commission review to follow.
- The Better Together Webinar scheduled for June has been cancelled. We'll pick up the regular monthly schedule in July with a new lineup of exciting partnerships to showcase in the new year. Invitations are forthcoming to hold the time, 3rd Thursday of the month at 2 p.m.
- Intergovernmental and Environmental Reviews for the period were included in meeting materials for reference.

Old Business
Mr. Gregory provided a brief overview of the proposed Bylaws Amendments that were introduced last month. The Amendments are intended to align with the newly amended Charter Agreement. Ms. Haley made motion to approve the Bylaws Amendments as presented. Dr. McGraw seconded the motion which was approved by roll call vote.

New Business
No new business was raised.

Commissioner Comments Local Updates and Discussion
Dr. McGraw made an announcement of the Ashland Town Hall opening ceremony on June 15th.
Ms. Paige recognized Mr. John Lockwood who attended the meeting from the New Kent Board of Supervisors (her Alternate).
Mr. Thornton offered metaphorical bouquet of flowers to Ms. Heeter and Mr. Spoonhower for their efforts this past year.
Mr. Holland shared his appreciation for Mr. Spoonhower's leadership this past year and congratulated all the Chesterfield County graduates in their accomplishments.

Adjourn
Chairman Spoonhower adjourned the meeting at approximately 10:30a.m.

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