



**Commission Meeting
Meeting Minutes
July 8, 2021
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	X
Tim Davey	X	Nolen Blackwood (A)		Canova Peterson	X
Gloria Freye		Jacob Giovia	X	Faye Prichard (A)	
Leslie Haley	X	Michael Jones (A)		Charlie Waddell	X
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)			
<u>Henrico County</u>		<u>New Kent County</u>		<u>Powhatan County</u>	
Gregory Baka	X	John Lockwood (A)		Michael Byerly	X
Thomas M. Branin		John Moyer	X	Bobby Hall	
William Mackey	X	Patricia Paige	X		
Tyrone Nelson, Past Chair					
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 using electronic communication means as set forth by the Emergency Declaration set forth by the Richmond City Council 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.

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

Dr. Newbille made a motion to approve the items included in the Consent Agenda including the July Meeting Agenda and June Meeting Minutes. Mr. Davis seconded the motion which was carried by acclamation.

Office Inductions

Following brief comments by Chairman Spoonhower, Ms. Heeter facilitated inductions of the new officers for FY2022:

- Chair: Chris Winslow (Chesterfield)
- Vice Chair: Sean Davis (Hanover)
- Treasurer: Mike Byerly (Powhatan)
- Secretary: Patricia Paige (New Kent)

Executive Committee & Chair's Report

Mr. Winslow gave an update of the items discussed in the Executive Committee, including a recommendation to approve the proposed FY2022 Meeting Schedule which was included in the meeting materials. Mr. Peterson made a motion to approve the FY2022 PlanRVA Regional Commission Meeting Schedule; Ms. Haley seconded the motion which was approved by acclamation.

Committee Assignments

Mr. Winslow announced openings on the Audit/Facilities/Finance and Public Outreach/Engagement Committees and encouraged anyone wishing to join a committee to communicate with Ms. Heeter, the committee Chair or himself. He announced that Mr. Holland and Mr. Davey have agreed to continue as Chairs of the 2 committees and indicated

others had advised they would also be staying on. Following some discussion, the following list was identified as draft membership for the two committees:

- Audit, Facilities & Finance:
 - o Jim Holland
 - o Andreas Addison
 - o Mike Byerly
 - o Leslie Haley
 - o Canova Peterson
- Public Outreach & Engagement:
 - o Tim Davey
 - o Frank Thornton

Audit, Facilities & Finance Committee Report

Mr. Holland provided an overview of the Committee's activities since the last meeting. The Finance Committee met on June 22nd to review the financial statements for May. Mr. van Doornick was on hand to provide a detailed overview of the financials and his efforts this quarter to reconcile accounts receivable and earned revenue to assure billing is up to date. The May Financial Statements continue the desired progress for the year and report a healthy YTD net income. Mr. Holland made a motion to accept the May Financial Statements; Mrs. O'Bannon seconded the motion which carried by acclamation.

Public Outreach & Engagement Committee Report

Mr. Davey provided an update for the committee. The final design copy of the Community Engagement strategy was reviewed by staff last week which included the requested collateral from the scope of work. The document will be distributed to members of the committee following Committee review; it will be used as the roadmap for the coming year in guiding activities to improve public involvement and stakeholder/local government engagement. The committee will convene prior to the September meeting to begin work for the new FY.

Executive Director's Report

Ms. Heeter shared the latest copy of the Program Dashboard which will be provided to the Commission quarterly along with updates to the Key Imperatives which are expected to be finalized next month.

Old Business

There were no old business items to address.

New Business

No new business was raised.

Commissioner Comments

Mr. Winslow announced a new addition to agendas in FY22 which will include opportunity to highlight innovation in local planning for each jurisdiction. Chesterfield will begin these updates in September and Ms. Heeter will coordinate with local staff to set the line-up for future meetings.

Adjourn

With no other business, Chairman Winslow adjourned the meeting.