



Executive Committee

AGENDA

August 13, 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 and Clerk’s Certification.....page 3](#)
- b. Roll Call of Attendees and Certification of a Quorum (Fusco)

2. Public Comment Period (Nelson)

Speakers may address the Commission for up to three (3) minutes on any matters included in this meeting agenda. Speakers are requested to give their name, locality in which they reside, and if appropriate, the organization they represent. Members of the public may also submit comments through the Chat function.

3. Old Business

- a. [Minutes for the June 11, 2020 Meeting \(Davis\).....page 4](#)

Minutes from the June 11, 2020 meeting are included for review.

Requested Action: Motion to accept the June 11, 2020 meeting minutes (roll call vote).

- b. **Charter Revisions Update** (Gregory)

Mr. Gregory will update members including summary of input received from localities regarding the proposed Charter revisions.

4. New Business:

- a. **Personnel Policy Review** (Heeter)

i. Extension of Vacation Leave Deadline

Staff is requesting temporary extension of the specified deadline for use of vacation leave from December 31, 2020 to June 30, 2021 due to COVID-19. The extension will allow staff members who were unable to take leave in 2020 additional time to meet the deadline before leave is forfeited. If approved by the Executive Committee, the item will be included in the September Full Commission Agenda.



Requested Action: Motion to forward the item to the Full Commission with recommendation for approval (roll call vote).

ii. Overview of additional recommended changes to the Personnel Policy

No Action Requested: This item is for information only at this time; recommended changes will be included in the September meeting agenda.

5. Reports, Updates and Discussion Items:

a. Chairman's Report (Nelson)

b. Nominating Committee Report (Newbille)

Dr. Newbille will give an update on the status of nominations for FY2021 Slate of Officers.

c. Executive Director's Report (Heeter)

Ms. Shickle will provide a verbal agency update and review key items on the Full Commission agenda, time permitting.

6. Public Comment Period (Nelson)

Speakers may address the Commission for up to three (3) minutes on any matters relevant to the body. Speakers are requested to give their name, locality in which they reside, and if appropriate, the organization they represent. Members of the public may also submit comments through the Chat function.

7. Adjourn

Targeted Adjournment is 8:55 am.

Requested Action: Motion to Adjourn the meeting.



**Opening Statement for Electronic Meetings
PlanRVA Regional Commission Meeting, August 13, 2020**

In light of the 2020 COVID-19 virus and current guidance regarding physical distancing to reduce the potential for spread, meetings of the Richmond Regional Planning District Commissions have transitioned to a virtual format. Regional Public Bodies were granted authority to conduct meetings electronically, pursuant to the provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia during the period of the Governor's State of Emergency Declaration for COVID-19.

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 appropriate to return to in-person meetings.

Staff provided notice of this meeting and the means by which we are virtually gathered to members of the public on Monday August 3, 2020 through electronic posting on the PlanRVA website and email distribution of notice to members, alternates, and known interested parties, including the media.

This meeting will be recorded. Audio and 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 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.

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

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.

<PAUSE for Clerk's Response>

Now, please indicate your presence by saying "HERE" when your name is called during the roll call. Staff members will also 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. Ms. Fusco, please call the roll.

<PAUSE for Roll Call>



**Executive Committee
GoToMeeting Virtual Meeting
Meeting Minutes
June 11, 2020
8:15 a.m.**

Members Present

LOCALITY	NAME	X (attended)
Charles City County	William Coda	
Chesterfield County	Christopher M. Winslow	X
City of Richmond	Dr. Cynthia Newbille	X
Goochland County	Neil Spoonhower	X
Hanover County	Sean Davis, Secretary	
Henrico County	Tyrone Nelson, Chair	X
New Kent County	Patricia Paige, Treasurer	
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

The PlanRVA Executive Committee 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 GoToMeeting 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 Nelson called the PlanRVA Executive Committee meeting to order at approximately 8:15 a.m.



Attendance Roll Call & Certification of a Quorum

Ms. Heeter read an opening statement for Electronic Meetings.

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

Minutes for the March 13, 2020 and May 14, 2020 Meetings

On motion of Dr. Spagna, seconded by Mr. Spoonhower, the PlanRVA Executive Committee approved the minutes of the March 13, 2020 meeting and the May 14, 2020 meetings. A roll call was completed to confirm, and the motion carried unanimously (Appendix A).

Executive Director Evaluation

Mr. Gregory provided a summary of the evaluation process and current status. He reported that all outstanding matters have been resolved and stabilized.

Review of Commission Meeting Agenda Items for Action

Ms. Heeter provided a review of Commission Meeting items including overview of the FY2021 proposed Annual Budget. Dr. Spagna mentioned that the proposed budget includes a temporary reduction of \$0.05 per capita in member dues in recognition of the financial challenges localities pose in the wake of the pandemic and economic crisis.

On motion of Dr. Newbille, seconded by Dr. Spagna, the PlanRVA Executive Committee moves the FY2021 proposed Annual Budget forward to the Full Commission with a recommendation for approval. A roll call was completed to confirm, and the motion carried unanimously (Appendix A).

Executive Director's Report

Ms. Heeter shared updates on the PlanRVA office reopening and will continue to provide updates as the plans progress. The office is limited to employees and is currently closed to the public. Staff leadership is coordinating closely to schedule times when access to the office is necessary for employees. New guidelines are in development for reentry.

Nominating Committee for FY21 Slate of Officers

Chairman Nelson discussed the need to appoint a nominating committee for the FY21 slate of officers and asked Dr. Newbille and Dr. Spagna to serve. Both agreed if the process would be completed by the end of June.

July 9, 2020 Executive Committee Meeting

There was some discussion on the cancellation of the July meeting. Mr. Gregory expressed concern with the timing of the Transportation Authority, and this may create a need for the July meeting. There was agreement to keep the meeting on the calendar for now, with possibility of cancellation should that be an option.



Chairman Nelson thanked Dr. Spagna for his service to the Commission and Executive Committee. Dr. Spagna will be vacating his seat with PlanRVA on June 30th as he is no longer serving on Town Council.

Adjourn

Chairman Nelson adjourned the meeting at approximately 8:55 a.m.

DRAFT



APPENDIX A

PlanRVA Executive Committee - Voting Record

Date of Meeting: June 11, 2020

Item 3a. Minutes for the March 13, 2020 and May 14, 2020 Meetings

<u>Locality</u>	<u>Member</u>	<u>AYE</u>	<u>NAY</u>	<u>Abstain</u>
Chesterfield County	Christopher Winslow	X		
City of Richmond	Dr. Cynthia Newbille	X		
Goochland County	Neil Spoonhower	X		
Henrico County	Tyrone Nelson, Chair	X		
Town of Ashland	Dr. George Spagna	X		

Item 4a. i. FY2021 Annual Budget

<u>Locality</u>	<u>Member</u>	<u>AYE</u>	<u>NAY</u>	<u>Abstain</u>
Chesterfield County	Christopher Winslow	X		
City of Richmond	Dr. Cynthia Newbille	X		
Goochland County	Neil Spoonhower	X		
Henrico County	Tyrone Nelson, Chair	X		
Town of Ashland	Dr. George Spagna	X		