



**Executive Committee
Zoom Virtual Meeting
Meeting Minutes
October 14, 2021
8 a.m.**

Members Present

LOCALITY	NAME	X (attended)
Charles City County	William Coad	X
Chesterfield County	Christopher M. Winslow, Chair	X
City of Richmond	Dr. Cynthia Newbille	X
Goochland County	Neil Spoonhower, Past Chair	
Hanover County	Sean Davis, Vice Chair	X
Henrico County	Reverend Tyrone Nelson	X
New Kent County	Patricia Paige, Secretary	X
Powhatan County	Michael Byerly, Treasurer	X
Town of Ashland	Dr. Daniel McGraw	X

Others Present

Eric Gregory, Hefty, Wiley & Gore, PC

Staff Present

Martha Heeter, Executive Director
Janice Firestone, Transportation Program Coordinator
Sidd Kumar, Project Coordinator
Chet Parsons, Director of Transportation

The PlanRVA Executive Committee meeting was held using electronic communication means. The technology used for this meeting was a web-hosted service created by Zoom. The meeting was available via live stream through YouTube to assure open access for members of the public. All recordings are available on the [Plan RVA YouTube Channel](https://www.youtube.com/PlanRVA) at www.youtube.com/PlanRVA.

Call to Order

Mr. Winslow called the PlanRVA Executive Committee meeting to order at approximately 8 a.m.

Attendance Roll Call & Certification of a Quorum

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

Meeting Minutes

Office Space Planning Update

Ms. Heeter reported that staff is seeking input from members on the list of candidate properties. Visits are being scheduled for the afternoon of October 29, 2021. Discussion about overall market conditions as well as a reduction in total square footage allowing opportunities for cost savings in the future.

Meeting Room Technology Upgrades

Ms. Heeter reported that three proposals were received and shared the selected proposal. PlanRVA will be able to take advantage of a \$30k VDEM grant to fund most of the project. There was a discussion about a suggestion from the CVTA Finance Committee that a fee schedule be established for usage of the equipment by the CVTA, TPO (and potentially others). This is being explored as a more favourable option than having those organizations contribute funds toward the initial purchase and installation of the equipment.

FY2021 Financial Audit Update

The expectation is to seek Commission approval in December. Draft reports will be used for required submissions to meet established deadlines. Once the report has received full Commission approval, the drafts that were submitted will be replaced with the approved report (will be the same document).

Succession Management Plan Update

Ms. Heeter explained that the focus is to improve internal processes on staff retention. Knowledge Advisory Group has interviewed all staff and will provide suggestions on cross-training on recruitment and retention. There was a discussion about compensation, benefits, and the importance of staff recognition. At request of the Executive Committee, Ms. Heeter will return to the Committee with recommendations for improved compensation and benefits for staff.

With no other business, the Executive Committee adjourned at 9:00 am.