



Executive Committee

Minutes of Meeting

January 9, 2020

Members Present

Sean Davis.....Hanover County
 Angela Kelly-Wiecek, Secretary.....Hanover County
 Tyrone Nelson, Chair..... Henrico County
 Dr. Cynthia Newbille..... City of Richmond
 Larry Nordvig.....Powhatan County
 Dr. George Spagna, Vice Chair..... Town of Ashland
 Patricia Paige, Treasurer New Kent County

Others Present

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

Staff Present

Martha Shickle..... 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 8:50 AM. Ms. Shickle confirmed a quorum was present.

1. Minutes for the December 12, 2019 Meeting

Chairman Nelson called attention to the minutes which were 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 Dr. Newbille seconded the motion. The motion was adopted unanimously to approve the December 12, 2019 minutes.

Mr. Gregory confirmed Chairman Nelson has the authority to recognize new appointments to the Executive Committee.

Chairman Nelson confirmed Mr. Sean Davis has been appointed to represent Hanover County and Mr. Chris Winslow has been appointed to represent Chesterfield County on the Executive Committee.

Ms. Kelly-Wiecek is also in attendance at today's meeting as a past Executive Committee member and worked on items for discussion during the closed session. Chairman Nelson invited Ms. Kelly-Wiecek to attend today's closed session to report on items relevant to the closed session.

2. Closed Session

Chairman Nelson asked for a motion to enter in to closed session.

Dr. Newbille made a motion to enter in to closed session:

"Motion to convene in closed session pursuant to Virginia Freedom of Information Act Section 2.2-3711 (A) (1), for the purpose of discussing personnel matters concerning specific Commission employees; and, pursuant to FOIA Section 2.2-3711 (A) (8) for purposes of discussion and consultation with legal counsel retained by the agency concerning these personnel matters during which all recording of the meeting will cease.

Dr. Spagna seconded the motion and the motion carried unanimously.

----- CLOSED SESSION-----

Chairman Nelson asked for a motion to exit the closed session and a motion was made by Dr. Newbille and seconded by Dr. Spagna. The motion carried unanimously.

At the conclusion of the closed session Chairman Nelson reconvened the public meeting.

Chairman Nelson asked Ms. Fusco to poll members for their response to the following:

"Do each of you vote to certify that, to the best of your knowledge, only public matters lawfully exempted from open meeting requirements and that only such public business matters as were identified in the motion by which the closed session was convened, were heard, discussed, or considered?"

Name	Aye	Nay	Abstain	Absent
Davis	X			
Nelson	X			
Nordvig				X
Newbille	X			
Paige	X			
Spagna	X			
Winslow	X			

Mr. Gregory confirmed that a motion was needed from the Executive Committee to schedule a meeting at a date to be determined with Ms. Shickle, Ms. Kelly-Wiecek and Chairman Nelson. Mr. Gregory would also attend.

Such motion was made by Dr. Newbille and seconded by Dr. Spagna for the meeting to be scheduled which would close out the evaluation process for Ms. Shickle. The motion carried unanimously.

Chairman Nelson also asked if a motion was needed for the proposed 3% salary adjustments to be awarded to PlanRVA staff members as discussed in the closed session, but Mr. Gregory said this item was more of an affirmation of the budget decision and did not require a motion. Chairman Nelson advised that Ms. Shickle could move forward with this action.

Mr. Gregory said the other item was to move forward with targeted salary adjustments proposed for Myles Busching and Sarah Stewart which would require a motion. Dr. Spagna made a motion to authorize Ms. Shickle to award these adjustments per the discussion in the closed session which was seconded by Dr. Newbille. The motion carried unanimously.

Chairman Nelson also asked Mr. Gregory to advise the Committee regarding action to authorize cellular phone stipend for the Executive Director. Mr. Gregory advised a motion to authorize would be appropriate.

Dr. Newbille made a motion to authorize payment of \$50.00 per month for cellular phone reimbursement to Ms. Shickle; the motion was seconded by Dr. Spagna and was carried unanimously.

3. Adjourn

The meeting was adjourned at approximately 9:40am.