



AGENDA Executive Committee

March 11, 2021 -- 8:15 a.m.

Members of the public may observe the meeting via YouTube:

<https://www.youtube.com/channel/UC9ASolCv7PbihiCYdncLsOA>

Members will receive a link to the Zoom meeting via email prior to the meeting.

1. Welcome and Introductions (Spoonhower)

- a. **Statement regarding Virtual Meetings for PlanRVApage 2**
- b. **Roll Call of Attendees and Certification of a Quorum (Heeter)**

2. Old Business

- a. **Action Item: Meeting Minutespage 3**

Requested Action: Motion to accept the meeting minutes.

- b. **Update Item: Charter Agreement Revision Approvals Update**

Discussion Item: Members will share updates on the status of local government approvals and address any concerns.

- c. **FY2021 Key Imperatives (Item included in full Commission meeting packet)**

Action Item: Motion to recommend Commission approval of the FY2021 Key Imperatives.

3. New Business

- a. **Staff Capacity Request**

Action Item: Motion to authorize reclassification of two part time positions to full time positions in Fiscal Year 2021.

Adjourn

Targeted Adjournment is 8:55 am.

**Opening Statement for Electronic Meetings
PlanRVA Regional Commission Executive Committee Meeting
March 11, 2021**

Due to the 2020 COVID-19 virus, meetings of the Richmond Regional Planning District Commission have transitioned to a virtual format in accordance with provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia during the current period of the Governor's State of Emergency Declaration for COVID.

While we meet in a remote/virtual format, we remain committed to public accessibility and opportunity to participate. Staff provided notice of this meeting to members and the public on Monday March 3, 2021. As this meeting will be recorded, audio and visual recordings and materials will be accessible through the PlanRVA website. Any member of the public participating as an observer during the meeting may submit comments or questions at any time via email at info@PlanRVA.org. Additional information for how members of the public may participate are included in the meeting materials and on our website.

For the members who are participating in the meeting today, we ask that you identify yourself first when speaking so we can accurately record the activities of the meeting. Please remember to mute your line when not speaking 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.

If anyone has questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate, they should communicate by email if viewing via YouTube or chat if within the Zoom platform.

Staff certifies that we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.



**Executive Committee
Zoom Virtual Meeting
Meeting Minutes
February 11, 2020
8:15 a.m.**

Members Present

LOCALITY	NAME	X (attended)
Charles City County	William Coad	
Chesterfield County	Christopher M. Winslow, Vice-Chair	X
City of Richmond	Dr. Cynthia Newbille	X
Goochland County	Neil Spoonhower, Chair	X
Hanover County	Canova Peterson, Treasurer	X
Henrico County	Tyrone Nelson	X
New Kent County	Patricia Paige	X
Powhatan County		
Town of Ashland	Mr. Daniel McGraw	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 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 Zoom 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 Spoonhower called the PlanRVA Executive Committee meeting to order at approximately 8:15 a.m.



Attendance Roll Call & Certification of a Quorum

Chairman Spoonhower referred to the opening statement for Electronic Meetings included in the agenda packet.

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

Meeting Minutes

Chairman Spoonhower notified the Executive Committee that the Commission's Secretary, Mr. Nordvig from Powhatan, resigned his position on the Board of Supervisors for Powhatan County. Powhatan County will notify staff when a replacement for Mr. Nordvig's appointment has been made.

Mr. Winslow offered a motion to approve the minutes from the December 10, 2020 meeting, which was seconded by Dr. Newbille. Chairman Spoonhower asked for a vote by acclamation which carried unanimously.

Charter Revision Update

Ms. Heeter stated there was an action taken from the last Executive Committee meeting to postpone the discussion of the Charter Revisions until February to allow for continued local deliberation. She advised that the subject is also included in the full Commission meeting agenda and asked that Mr. Winslow provide an update.

Mr. Winslow explained one jurisdiction was not ready to pass the full package of amendments and recommended the full body try for the previously approved and recommended revisions less additional apportionment of seats relative to the increase in population.

Mr. Peterson asked the Committee if there is any room for movement on the Charter revisions update relative to the jurisdiction that is still having an issue.

Dr. Newbille advised that the City of Richmond's Council will consider the matter at their next council session on February 22nd and confirmed concerns were raised relative to the items pertaining to increased number of votes for jurisdictions in excess of 250,000 population.

Chairman Spoonhower advised that he would ask for a motion in the Full Commission meeting to defer the discussion on the charter revisions to the March meeting to allow for the additional time for the City Council to consider a revised set of revisions.

FY2021 Imperatives

Chairman Spoonhower introduced the item with brief comments summarizing the assignment he'd recommended to Ms. Heeter- to prepare an overview of the organization's major objectives, or imperatives, for Fiscal Year 2021. Ms. Heeter reviewed the five identified Imperatives for Fiscal Year 2021: stabilize financial position, manage core

operations, increase revenues, drive new initiatives, and advance special priorities. She highlighted each imperative and steps to achieve each goal and timeline.

Chairman Spoonhower thanked Ms. Heeter for sharing the imperative and asked the Executive Committee for feedback. Mr. Winslow said he found the information helpful and Dr. Newbille agreed the presentation was strategic and well laid out.

Ms. Heeter would review these with all Commissioners at the full body's meeting later that morning as an information item. All Commissioners will be invited to submit feedback prior to the March Commission meeting when the Imperatives will be resubmitted for approval.

Adjourn

Chairman Spoonhower adjourned the meeting at approximately 8:45 a.m.

DRAFT