



**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 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 | | |