



AGENDA Executive Committee

November 12, 2020 -- 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 PlanRVA** **page 2**
- b. **Roll Call of Attendees and Certification of a Quorum** (Fusco)

2. Closed Session

Requested Action: Motion to convene in a closed session pursuant to Virginia Freedom of Information Act Section Section 2.2-3711 (A) (1), for the purpose of discussing personnel matters concerning the performance of 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.

***A separate Zoom link will be provided to members to access the Closed Session.**

3. Old Business

- a. **Action Item: Meeting Minutes** (Nordvig).....**page 4**

Requested Action: Motion to accept the October 8 and October 21, 2020 meeting minutes.

- b. **Action Item: FY2021 Position Openings Update** (Heeter)

Requested Action: Motion to recommend authorization to fill the part time, temporary position for CVTA Board Support as advertised.

- c. **Charter Agreement Revisions** (Gregory)
included in Commission Meeting materials

Requested Action: Motion to recommend authorization to distribute proposed charter amendments to member jurisdictions for approval.

Adjourn

Targeted Adjournment is 8:55 am.



**Opening Statement for Electronic Meetings
PlanRVA Regional Commission Meeting, November 12, 2020**

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 November 2, 2020. 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.

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

By reading this statement, staff certifies that we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

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.

<PAUSE for Roll Call>



PlanRVA has taken steps to improve accessibility in a virtual setting for the Regional Commission and its subcommittees and work groups. More information on how to engage is contained below.

Public Participation

Members of the public are invited to participate in public meetings of PlanRVA and their respective committees. The following are new ways members of the public can participate in and follow the business of PlanRVA during this time:

1. **Be an Observer:** Anyone wishing to participate as an observer in a public meeting may do so. Members of the public may observe the meeting via YouTube Live Streaming by clicking on the following link:
<https://www.youtube.com/channel/UC9ASolCv7PbihiCYdncLsOA>
2. **Share Your Opinion and Ask Questions:** Anyone wishing to submit comments or questions prior to the meeting may do so via email at info@PlanRVA.org. All written comments received by 5 pm the business day preceding the meeting will be provided to members of the public body within a reasonable time period and included in the administrative record.
3. **Inclusive Agenda:** All comments and questions submitted via email during or after the meeting will be reviewed following the meeting and to the extent practical, responses may be provided or posted on the PlanRVA website.



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

Members Present

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

Pledge of Allegiance

Chairman Spoonhower led the Executive Commission in the Pledge of Allegiance to the United States of America.

Attendance Roll Call & Certification of a Quorum

Chairman Spoonhower read the opening statement for Electronic Meetings.

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

Public Comment Period

Chairman Spoonhower opened the meeting to public comment. Ms. Heeter confirmed there were no requests for comments from the public.

Old Business

At the September Commission meeting there was a request to streamline meetings particularly with regard to the number of roll call votes during virtual meetings.

Ms. Heeter reviewed previous discussions on voting procedures and identified options to reduce the time taken for roll call voting. Options include:

- Regular/Broader use of a Consent Agenda (reducing total number of actions)
- Consensus based decision making
- Voting by acclamation
- Visual Voting

Mr. Gregory provided additional information on the options for voting and typical items included in a consent agenda would be noncontroversial in nature.

Chairman Spoonhower asked the Executive Committee to provide guidance to the Full Commission and suggested consensus-based decision making and voting by acclimation. Mr. McGraw agreed on this approach.

Ms. Heeter suggested use of the consent agenda and voting by acclimation. Items could be pulled out of the consent agenda if necessary. The consent agenda would be used to bundle routine or administrative actions and the agenda would distinguish items that require discussion but may not require a vote.

Facilitate votes by acclamation whereby members of the body may indicate action in the affirmative requiring a roll call vote if/when dissenting opinion is raised.



Mr. Winslow suggested preceding with that recommendation. Chairman Spoonhower agreed with recommending this to the Full Commission.

Minutes for the September 10, 2020 Meetings

On motion of Mr. Nordvig, seconded by Mr. Davis, the Executive Committee approved the minutes of the September 10, 2020 meeting. A roll call was completed to confirm, and the motion carried (Appendix A).

New Business

Personnel Policy Review Update

Ms. Heeter referenced draft personnel policy updates which were included in the agenda packet with recommended updates. These updates are included for information only with no action necessary at this time.

Ms. Paige asked why certain items and language was changed in the policy. She specifically asked about introductory period replacing probationary period. She noted some of the changes suggested the agency is leaning towards becoming a teleworking organization.

Ms. Heeter noted some changes are considered best practices and include recommendations from VRSA, the agency's insurance carrier. Mr. Gregory noted probationary period is an industry standard and there is some legal protection using this term.

Ms. Heeter asked for any additional comments by October 28th for inclusion in the next round of updates and inclusion in the November meeting materials.

New Positions

Ms. Heeter provided updates related to the previously presented Board Support position. Based on feedback the position has been changed from a manager position to a coordinator level as a part-time and temporary position. The position would be solely responsible for CVTA support.

Chairman's Report

Chairman Spoonhower notified the Executive Committee that Mr. Davis had to resign his position as Treasurer due to his employment in the financial industry.

Executive Director's Report

Ms. Heeter mentioned if the treasurer vacancy could be filled quickly an election could occur at the November meeting.

Adjourn

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



APPENDIX A

PlanRVA Executive Committee - Voting Record

Date of Meeting: October 8, 2020

Item 2b. Minutes for the August 13, 2020 Meeting

<u>Locality</u>	<u>Member</u>	<u>AYE</u>	<u>NAY</u>	<u>Abstain</u>
Chesterfield County	Christopher Winslow, Vice-Chair	X		
Goochland County	Neil Spoonhower, Chair	X		
Hanover County	Sean Davis, Treasurer	X		
Henrico County	Tyrone Nelson	X		
New Kent County	Patricia Paige	X		
Powhatan County	Larry Nordvig			X
Town of Ashland	Daniel McGraw	X		



**Executive Committee – Special Meeting
October 21, 2020, 8:30 AM
PlanRVA Office - James River Board Room
Meeting Minutes**

Members Present

<u>LOCALITY</u>	<u>NAME</u>	<u>X (attended)</u>
Charles City County	William Coada	X
Chesterfield County	Christopher M. Winslow, Vice-Chair	X
City of Richmond	Dr. Cynthia Newbille	
Goochland County	Neil Spoonhower, Chair	X
Hanover County	Sean Davis	X
Henrico County	Tyrone Nelson	X
New Kent County	Patricia Paige	X
Powhatan County	Larry J. Nordvig, Secretary	
Town of Ashland	Mr. Daniel McGraw (<i>virtual attendee via Zoom</i>)	X

Others Present

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

Staff Present

Diane Fusco.....Office Manager

Call to Order

Certification of a Quorum

1. Closed Session – Chairman Spoonhower

Requested Action: Motion to enter a closed session to discuss a personnel matter pursuant to VA Code.

Mr. Davis made a motion to enter in to closed session:

I move that the Executive Committee 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 the performance of 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.

The motion was seconded by Mr. Winslow.

Chairman Spoonhower:

There is a motion before us that we go into closed session for the purpose of discussing personnel matters which require discussion and consultation with legal counsel, pursuant to the cited provisions of the Virginia Freedom of Information Act, during which all recording of the meeting will cease.

All those in favor signify by saying "Aye." Those opposed so indicate by saying "Nay."

The motion to enter in to closed session carried unanimously.

Ms. Fusco left the Board Room for the closed session.

2. Conclusion of Closed Session

Ms. Fusco polled the Commissioners present.

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
Cooda	X			
Davis	X			
McGraw	X			
Nelson	X			
Paige	X			
Spoonhower	X			
Winslow	X			

3. Adjourn

Chairman Spoonhower adjourned the special meeting of the Executive Committee at approximately 10:30 AM.