



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

**Members Present**

<u>LOCALITY</u>	<u>NAME</u>	<b>X (attended)</b>
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  
 Chet Parson.....Transportation Director

The PlanRVA Regional Commission 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. A live stream of the meeting was available through YouTube to assure open access by members of the public. All recordings are available on our [Plan RVA YouTube Channel](https://www.youtube.com/PlanRVA) at [www.youtube.com/PlanRVA](https://www.youtube.com/PlanRVA).

**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**

Dr. Newbille offered a motion to approve the minutes from the February 11, 2021 meeting, which was seconded by Ms. Paige. Chairman Spoonhower asked for a vote by acclamation which carried unanimously.

### **Charter Revision Update**

Members shared updates on the status of local government approvals of the proposed Charter revisions with specific emphasis on the implications of local government representation, voting and member dues. Mr. Peterson suggested referral of the funding issues to the Finance Committee for further review and recommendations as necessary. Vice Chair Winslow agreed with Mr. Peterson and made a motion to refer the matter to the Finance Committee for consideration at the next meeting.

Reverend Nelson advised the members that he was not aware of any decisions by Henrico County to reduce member dues in light of the Charter amendments.

Chairman Spoonhower asked the Finance Committee to review financial impacts of reduced funding from Chesterfield County and to provide an update will at the next Executive Committee meeting. He then advised that Goochland County will wait to vote on charter revisions until Finance Committee meets. Ms. Paige agreed in advising New Kent County will do the same.

Dr. Newbille asked when Finance Committee will next meet. Ms. Heeter confirmed the committee will meet on Tuesday March 23 at 1:30 p.m. Dr. Newbille stated she will follow up with Chairman Spoonhower on recommendations to fill the seat for the City of Richmond and will attend as a representative of the City until a member can be identified and appointed.

Reverend Nelson confirmed Henrico is not looking to change funding in FY2022.

### **FY2021 Imperatives**

Chairman Spoonhower asked the committee for comments from Ms. Heeter's presentation of the Key Imperatives for FY2021 during last month's meeting. No comments were made.

## **New Business**

Ms. Heeter requested approval to convert two Part-Time positions to Full-Time effective May 1, 2021. The request would allow for transition of two VCU Wilder Fellows working for the Commission as part-time employees to full time; PlanRVA would not participate with Wilder program for FY22.

PlanRVA has been participating with the VCU Wilder Fellowship program for the last few years which enabled the Commission to leverage graduate level talent from the school of Government Affairs and Public Service. PlanRVA hosted five Wilder Fellows over the course of participation in program and has been a fantastic experience.

The cost of this transition would be approximately \$6,000 fFY21. Ms. Heeter has been working with Chet Parsons on this proposal and is available to provide specifics regarding benefits to the transportation program.

Mr. Peterson asked if the transitioned full-time positions were already being included for next fiscal year's budget; Ms. Heeter said yes. Chairmain Spoonhower entertain asked if the Committee would like to enter a motion to approve the transition from Part-time to Full-time for the two positions.

Vice Chair Winslow made the motion; Dr. Newbille seconded the motion; the roll call vote passed unanimously

Chairman Spoonhower acknowledged PlanRVA's ability to attract quality talent and Ms. Heeter asked Mr. Parsons to pass along kudos to Barbara Jacocks and Sarah Stewart for their role in supervising the two Fellows.

## **Adjourn**

Chairman Spoonhower adjourned the meeting at approximately 8:50 a.m.