



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

**Members Present**

<b>LOCALITY</b>	<b>NAME</b>	<b>X (attended)</b>
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 acclamation. Mr. McGraw agreed on this approach.

Ms. Heeter suggested use of the consent agenda and voting by acclamation. 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 28<sup>th</sup> 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**

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

<b><u>Locality</u></b>	<b><u>Member</u></b>	<b><u>AYE</u></b>	<b><u>NAY</u></b>	<b><u>Abstain</u></b>
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		