



## Management / Financial Advisory Committee

Monday August 25, 2025 • 1:30 p.m.  
2<sup>nd</sup> Floor Board Room, 509 East 18<sup>th</sup> St. Norfolk, VA  
**Hybrid In-Person/Zoom Teleconference**

### MEETING MINUTES

#### **Call to Order**

Lisa Cipriano of The City of Newport News called the MFAC meeting to order which began at 1:30pm.

Roll Call was taken for the meeting resulting in a quorum.

#### **Committee members in in-person attendance**

Andrea Kerley, City of Chesapeake  
Angelique Shenk, City of Hampton  
Brian DeProfio, Chair, City of Hampton  
Constantino Velissarios, City of Newport News  
Hank Morrison, City of Virginia Beach  
John Stevenson, City of Norfolk  
Laura Fitzpatrick, City of Chesapeake  
Lisa Cipriano, City of Newport News

#### **Committee members in virtual attendance**

Angela Hopkins, City of Newport News  
Avery Daugherty, DRPT  
Brian Hostetter, City of Norfolk  
Grant Sparks, DRPT  
Hunter Anderson, City of VA Beach  
Kevin Chatellier, City of VA Beach  
Pamela Marino, City of Norfolk  
Sheila McAllister, City of Newport News

#### **Hampton Roads Transit Staff (in-person)**

Adrian Tate, Assistant Director of Finance  
Angela Glass, Director of Budget, and Financial Analysis  
Antoinette White – Int Dir of Serv Plan and Scheduling  
Conner Burns, Chief Financial Officer  
Donna Brumbaugh, Director of Finance  
Jamira DeWeese, Accounting Coordinator  
John Powell, Telecommunications Specialist



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Karen Kitsis, Sr Director of Planning & Development  
Kim Wolcott, Chief Human Resources Officer  
Malika Blume, Director of Internal Audit  
Noelle Pinkard, Organizational Advancement Officer  
Ray Amoruso, Chief Planning and Development Officer  
Robert Travers, Attorney  
Shelia Gulledge, Director of Technology PMO  
William Harrell, President and Chief Executive Officer

### **Hampton Roads Transit Staff in virtual attendance**

Alexis Majied, Chief Communications and External Affairs Officer  
Ashley Johnson, Assistant Director of Budget and Financial Analysis  
Benjamin Simms, Chief Transit Operations Officer  
Blue Bell, Budget Analyst  
Danielle Hill, Director of Human Resources  
Dawn Sciortino, Chief Safety Officer  
Dudley Clarke, Contract Budget Analyst  
Farahnaz Karimi Tabrizi, Staff Accountant  
Keianna Harris, Special Project Assistant  
Kiesha Branch, Director of Capital Programs  
Matthew Stumpf, Budget Analyst  
Monique Battle, OPS Project and Contract Administrator  
Sheri Dixon, Director of Revenue Services  
Shleaker Rodgers, Staff Auditor  
Sibyl Pappas, Chief Engineering & Facilities Officer  
Sonya Luther, Director of Procurement  
Tammara Askew, Data Analyst II  
Trevia Taylor, Sr Manager of Scheduling

### **Others in virtual attendance**

Jeff Raliski, HRTPO  
Jeff Sanchez, Key Performance LLC



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July 2025's MFAC documents below were posted on the GoHRT.com website and distributed electronically to Committee members. The meeting package includes:

- Agenda
- July 21, 2025 Meeting Minutes
- July 2025 FY2025 Financial Report

### **Approval of Meeting Minutes**

Lisa Cipriano made the motion for approval of the following MFAC meeting minutes:

- **Meeting Minutes – June 23, 2025**
- **Meeting Minutes – July 21, 2025**

*The motion unanimously passed.*

### **Old Business**

The following old business was discussed with the Committee:

- Quarterly Grant Projects Update – September 2025
- Revenue/Expense Reconciliation of Capital Projects 2025
- Budget Projection Update – October 2025
- FY2024 Audit Update
- Monthly Balance Sheet – October 2025
- Action Items

### **Quarterly Grant Projects & Revenue/Expense Reconciliation of Capital Projects**

This will be a combined discussion at the MFAC meeting in September 2025.

### **Budget Projection**

There will be a budget projection in October 2025.



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### **FY2024 Audit**

There is an unmodified opinion with no findings mentioned. The anticipated delivery will be in October 2025.

### **Monthly Balance Sheet**

The balance sheet will be formally done when the agency is caught up on audits. Once FY2024 balance sheet is obtained, a comparison will be made alongside FY2023.

### **New Business**

The following new business was discussed with the Committee:

- SOP Update

### **SOP (System Optimization Plan)**

A recommendation for a workshop to discuss the questions regarding the peninsula cities to start in the month of September.

### **Action Items – August**

- ***Budget hours vs actual hours per locality***
- ***Overhead rate in FY2026 – indirect costs over direct costs***
- ***Schedule of state funds - Deferred ARPA***
- ***Add third row to Passenger Revenue – to show the ERC Fairbox variance***
- ***Quarterly updates on the Budgetary Stability Fund account***

### **Adjournment**

The meeting was adjourned at 2:39 pm.



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