



Meeting Minutes

July 14, 2022 — 9:00 a.m.
James River Board Room- PlanRVA

The PlanRVA Regional Commission meeting was held using electronic communication means as set forth by the Emergency Declaration set forth by the Richmond City Council 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 unrestricted access by members of the public. All recordings are available on our PlanRVA YouTube Channel at www.youtube.com/PlanRVA

Members Present (A = Alternate)

<u>Charles City County</u>		<u>Town of Ashland</u>		<u>Goochland County</u>	
Byron Adkins - Virtual	X	Kathy Abbott (A)		Don Sharpe	
		Brent Chambers		Neil Spoonhower (A)	X
		Dr. Daniel McGraw - Virtual	X		
<u>Chesterfield County</u>		<u>City of Richmond</u>		<u>Hanover County</u>	
Kevin Carroll	X	Andreas Addison		Sean Davis, Vice Chair	X
Tara Carroll	X	Jacob Giovia - Virtual	X	Canova Peterson	X
Tim Davey	X	Ann-Francis Lambert		Faye Prichard (A)	
Gloria Freye		Stephanie Lynch		Charlie Waddell	X
James Holland	X	Dr. Cynthia Newbille - Virtual	X	Randy Whittaker	X
Jim Ingle	X	Rodney Poole			
Chris Winslow, Chair	X	Ellen Robertson (A)			
<u>Henrico County</u>		<u>New Kent County</u>		<u>Powhatan County</u>	
Gregory Baka	X	John Lockwood (A)		Michael Byerly, Treasurer	X
Tyrone Nelson		Patricia Paige, Secretary - Virtual	X	Steve McClung	X
Patricia O'Bannon	X	Amy Pearson	X	Bobby Hall - Virtual	X
Frank Thornton	X				
Melissa Thornton - Virtual	X				

1. Welcome and Introductions

Chair Winslow called the meeting to order at approximately 9:00 a.m.

- a. Pledge of Allegiance to the Flag of the United States of America
- b. Roll Call of Attendees and Certification of a Quorum

Janice Firestone, Program Coordinator, called the roll and certified that a quorum was present.

c. Public Comments

With no requests from the public to address members of the Commission, Chairman Winslow closed the public comment period.

2. Consent Agenda

a. Approval of Agenda

On motion made by Cynthia I. Newbille, duly seconded, the agenda was approved by acclamation vote.

b. May and June Meeting Minutes

On motion by Cynthia I. Newbille, seconded by W. Canova Peterson, the May 12 and June 2, 2022, minutes were approved by acclamation vote.

3. Special Program: Emergency Management Alliance of Central Virginia

Jessica Robison, Emergency Management Coordinator, and Bill Lawson, Deputy Emergency Management Coordinator, of the Emergency Management Alliance of Central Virginia presented a summary of current activities and accomplishments from FY2022 and an overview of what the Alliance does:

The Alliance Provides:

- Sponsor Professional Development & Education
 - Presentations, conferences training (using grant dollars!)
- Regional SharePoint - templates & materials
 - Planning templates
 - Outreach materials
 - Exercises “in a box”
 - Regional Plans (Hazard Mitigation)
- Regional Support and Coordination
 - Training and exercise (bodies and planning)
 - Facilitation
 - Access to Subject Matter Experts
 - Sub-regional networks for response activities
 - Volunteer coordination and support
- Advocacy
 - Regional Issues
 - Work with PDC to be more inclusive
 - Virginia Emergency Management Association (VEMA)
 - Tribal groups

4. Standing Committee and Other Reports

a. Executive Committee & Chairman’s Report

Chair Winslow announced that the Commission will go into closed session to discuss a personnel matter and asked for a motion to convene the closed session.

Cynthia I. Newbille made a motion, seconded by Sean M. Davis, to 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 specific employees, which requires discussion and consultation with legal counsel, pursuant to Section 2.2-3711 (A) (8), during which all recording of the meeting will

cease, the members of the PlanRVA Commission voted unanimously to enter closed session.

The Commissioners entered closed session at approximately 9:29 a.m. At the conclusion of the closed session, the Chair called the regular meeting back to order at 10:15 a.m.

Certification of Closed Session

On motion by Cynthia I Newbille, seconded by Neil Spoonhower, the members of the PlanRVA Commission each voted to certify that, to the best of their 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.

b. Audit, Facilities & Finance Committee Report

i. New Office Space Update

James Holland reported that the Audit, Facilities & Finance Committee met on Wednesday July 13th to review the work of the project management team following receipt of construction bids on June 20th.

Three bids were submitted for the construction at 424 Hull Street and the committee reviewed the bid tabulation results on June 21st. During the meeting, members were able to see the impact of recent shifts in economic conditions; the apparent low bid for the project was \$115,469 over the original budget. The Committee directed staff to confirm the apparent low bidder and work to improve the costs in preparation for a final recommendation regarding the project costs and budget.

The Committee took two actions in their July 13th meeting:

1. Recommended project budget amendment to include an additional \$40,000 for the project, bringing the total PlanRVA contribution from reserves from \$257,054 to \$297,054. and
2. Recommended approval to contract with Urban Core for the project subject to budget approval.

The Executive Committee reviewed the two recommendations from the Audit, Facilities and Finance Committee and also recommends approval of the budget amendment and contract award.

On motion by Cynthia I. Newbille, seconded by W. Canova Peterson, the members of the PlanRVA Commission voted unanimously to approve the recommended budget amendment to include an additional \$40,000 for the project, bringing the total PlanRVA contribution from reserves from \$257,054 to \$297,054 and to authorize a contract with Urban Core for the project.

c. Public Outreach & Engagement Committee Report (Davey)

Tim Davey reported that staff is moving forward with the implementation of the new brand. The next committee meeting will include a more complete

report on the status and recommendations for next steps in updating our print and collateral material and incorporation of a consistent message across all of the agency's communications channels.

Mr. Davey also reported that the June 2nd Joint Annual Meeting with PlanRVA, CVTA and RRTPO at the VDOT District offices in South Chesterfield as a success. At the meeting remarks were heard from Transportation Secretary W. Sheppard Miller as well as the leaders of the three organizations: Frank Thornton (CVTA), Chris Winslow (PlanRVA) and David Williams (RRTPO) in celebration of the last year's accomplishments.

Members have received the first edition of PlanRVA's Better Together Regional Connector newsletter on July 6th. This quarterly newsletter recaps important actions of the Commission and the regional organizations we support including CVTA, the Emergency Management Alliance and the RRTPO. This is an electronic newsletter that is scheduled for publication quarterly.

d. Executive Director's Report

Ms. Heeter provided a report to the Commission and offered to answer any questions.

e. Nominating Committee Report

The Nominating Committee, consisting of Reverend Nelson and Mr. Spoonhower, convened on June 6, 2022, to review the historic rotation of jurisdictions in office and the current membership of the Executive Committee.

On motion by Neil Spoonhower, the members of the PlanRVA Commission voted unanimously to approve the slate of officers for Fiscal Year 2023 as follows: Chair: Sean Davis; Vice Chair: Mike Byerly; Treasurer: Patricia Paige; and Secretary: Daniel McGraw.

The new officers were sworn in and congratulated. Outgoing Chair Winslow and incoming Chair Davis both shared comments and expressed their appreciation. Mr. Winslow was presented with a gift in appreciation of his service as FY22 Chair.

5. New Business

a. SMART Scale Application Endorsements

Ms. Heeter presented this request and explained that it is a follow up action item from our last business meeting. Mr. Parsons informed the Commission that we have an opportunity to advance additional projects of regional significance in the SMART Scale program through PlanRVA.

On motion by W. Canova Peterson, seconded by Kevin P. Carroll, the members of the PlanRVA Commission voted unanimously to approve the applications for submission through SMART Scale.

b. FY2023 Meeting Calendar

Ms. Heeter reviewed the draft calendar and explained that the Executive Committee reviewed it at their meeting earlier today. Depending on the actions taken this morning, there may be a need to convene a special meeting to address the construction contract and proposed Employment Agreement.

Chair Davis announced there may be a need to meet in January, in which case the schedule can be updated.

Mr. Winslow requested that the joint meeting be added to the schedule.

On motion by Charlie Waddell, seconded by Cynthia I. Newbille, the members of the PlanRVA Commission voted unanimously to approve t the FY2023 Full Commission Meeting Schedule.

Chair Davis adjourned the meeting at 10:45 am.