

**Executive Committee Meeting Minutes
September 8, 2022 – 8:00 a.m.
James River Board Room- PlanRVA and Via Zoom**

LOCALITY	NAME	X (attended)
Charles City County	Byron Adkins	X
Chesterfield County	Christopher M. Winslow	
City of Richmond	Dr. Cynthia Newbille - Virtual	X
Goochland County	Neil Spoonhower (A)	X
Hanover County	Sean Davis, Chair	X
Henrico County	Reverend Tyrone Nelson	
New Kent County	Patricia Paige, Treasurer	
Powhatan County	Michael Byerly, Vice Chair	X
Town of Ashland	Dr. Daniel McGraw, Secretary	

The technology used for the PlanRVA Executive Committee meeting was a web-hosted service created by Zoom and YouTube Live Streaming 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](#). Virtual participation of this meeting by members of the Executive Committee is authorized under the City of Richmond Res. No. 2020-R025, - declaration of a local emergency due to the potential spread of COVID-19, adopted March 16, 2020. The resolution is available [here](#).

1. Welcome and Introductions

Chair Davis called the meeting to order at approximately 8:06 a.m.

a. Roll Call and Certification of a Quorum

Ms. Firestone took roll call of attendees and certified a quorum was present.

2. Request for Approval of July 14, 2022, minutes

Neil Spoonhower made a motion, seconded by Cynthia I. Newbille, to approve the July 14, 2022, meeting minutes. The motion was approved unanimously (voice vote).

3. CVTA Support MOU

Members reviewed the final draft agreement scheduled for consideration by the CVTA in September. Martha Heeter reported that staff only received comment from one person Mr. Perry Miller, who suggested the Term section be revised to be clearer:

*under Term, the language is not precise:
“and shall automatically renew for subsequent five-year terms, upon mutual agreement by the parties, provided the arrangement remains mutually agreeable.”
There is no automatic renewal if it requires mutual agreement. Not sure why it would need an extension of term in the agreement to begin with.*

Staff suggests Mr. Gregory be instructed to make edits to address Mr. Millers comments for inclusion in upcoming CVTA meeting materials. The Finance Committee is scheduled to review on September 14th and the full Authority on September 23rd with a requested action to approve and authorize execution.

4. FY2023 Committee Assignments

Members reviewed the recommendations for committee assignments in FY2023. Staff has requested membership of the Audit, Facilities and Finance Committee remain in place at least through the office relocation to assure continuity in this project's oversight. The proposed committee does include the addition of Ms. Paige as Treasurer. All members of the Public Outreach and Engagement Committee expressed a desire to continue to serve.

Per Section 1 of Article VII of the Commission Bylaws, the Chair may appoint the members of standing committees with concurrence of the Executive Committee. Chair Davis asked committee members to indicate if there was any opposition to the committee appointments as recommended. There was no opposition and the committee was in concurrence.

5. New Office Space Project Budget and Timeline Update

Martha Heeter reported that there have been no changes to the project schedule and budget since July. The permitting process is going well and staff is anticipating the schedule to hold provided all permits are issued by September 13th.

Staff is still planning to work remotely in November with the last in-person meeting held on-site at the Stony Point office on October 14th. Meetings for PlanRVA, RRTPO and CVTA will be hosted at alternative locations for the rest of the calendar year to allow for the move and testing of AV equipment.

6. Key Imperatives- FY2023

Ms. Heeter provided a brief presentation of the five Proposed Key Imperatives for FY2023. Executive Committee. Members were invited to review and give comment through the end of the month as the Key Imperatives will be presented to the full Commission at the October meeting.

Members discussed tying last year's imperatives to the proposed ones to show how the organization has progressed over the past year. Increasing participation in rural planning was also discussed. Solidifying the long-term roles/strategy of PlanRVA's staffing and technical support to the CVTA was another suggestion.

7. Virginia Health Insurance Program Update

Chair Davis reported that there was not enough participation to introduce the program to PlanRVA at this time. A presentation is being planned for early 2023.

8. Other Items/ Announcements

Ms. Heeter reported that PlanRVA was selected for recognition for three projects through the National Association of Development Organization (NADO) Impact Awards. The conference will be held Monday, October 17th through Wednesday, October 19th in Pittsburgh, PA.

Adjournment

Chair Davis adjourned the meeting at 8:43 a.m.