

Photo: Half Way House Restaurant, Chesterfield County

PlanRVA
Executive Committee

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NOTES

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PlanRVA is where the region comes together to look ahead. Established in 1969, PlanRVA promotes cooperation across the region's nine localities and supports programs and organizations like the Richmond Regional Transportation Planning Organization, Central Virginia Transportation Authority, the Emergency Management Alliance of Central Virginia, Lower Chickahominy Watershed Collaborative and Don't Trash Central Virginia.

e: PlanRVA@PlanRVA.org
p: 804.323.2033
w: www.PlanRVA.org

PlanRVA Executive Committee Meeting Agenda

Thursday, November 12, 2026 – 8:30 a.m.
PlanRVA's James River Boardroom, 424 Hull Street, Suite 300
and via Teams (webinar link located on agenda cover page)

PlanRVA Newsletter: The Better Together Connector (linked)

A. Call to Order, Welcome & Opening Remarks *(10 minutes)*

1. **Pledge of Allegiance**

2. **Roll Call & Certification of a Quorum** *(Sarah-Keel Crews)*

3. **Confirmation of Member Participation from a Remote Location** *(Chair Stewart)*
   Motion to confirm that the Chair's decision to approve or disapprove the member(s) request to participate from a remote location was in conformance with the PlanRVA Policy for Meetings Held Through Electronic Communication Means; and, the voice of the remotely participating member(s) can be heard by all persons at the primary or central meeting location (by voice vote).
   Action Item.

4. **Recognition of Guests** *(Chair Stewart)*

5. **Consideration of Amendments to the Agenda** *(Chair Stewart)*

6. **Public Comment Period** *(Chair Stewart)*

B. Administrative Items *(10 minutes)*

1. **Approval of September 3, 2026, Meeting Minutes** *(Rev. Cooper)* – page 4
   Motion to approve the meeting minutes as presented (by voice vote).
   Action Item.

2. **Audit, Facilities & Finance Committee Update** *(Sean Davis)*
   Committee Chair Davis will provide an update on current activities of the Committee.
   Information Item.

3. **Executive Director's Report** *(Martha Shickle)*

    a. **AI Policy Update** – page 9
    Members will hear an update on staff efforts related to developing an AI Policy Program for the agency.
    Action Item.

    b. **Personnel Updates**
    Members will hear an update on current recruitment efforts underway.
    Information Item.

    c. **Future Meeting Topics**
    Members will have the opportunity to discuss topics for meetings in 2027.
    Discussion Item.

C. Adjournment

1. **Next Meeting:** Thursday, February 11, 2026, at PlanRVA in the James River Boardroom. 424 Hull Street, Richmond, VA 23224

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w: www.PlanRVA.org

PlanRVA Executive Committee Meeting Minutes

September 3, 2026 – 8:30 a.m.

PlanRVA James River Boardroom, 424 Hull Street, Suite 300, Richmond, VA 23224 and via Teams

Members and Alternates Present (X), Virtual (V):

9 votes / 5 for quorum

LOCALITY	NAME	X (attended)
Town of Ashland	Anita Barnhart	X
Charles City County	Ryan Patterson	
Chesterfield County	Jim Ingle	X
Goochland County	Jonathan Lyle	X
Hanover County	Sean Davis	
Henrico County	Rev. Roscoe Cooper	X
New Kent County	Jordan Stewart, Chair	X
Powhatan County	Bill Donati	
City of Richmond	Dr. Cynthia Newbille	X

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.

A. Call to Order, Welcome & Opening Remarks

Chair Jordan Stewart welcomed all attendees and called the meeting to order at approximately 8:36 a.m. After the Pledge of Allegiance, Sarah-Keel Crews took roll and noted that there was a physical quorum. Lauren Shephard, PlanRVA, Chet Parsons, CVTA, and Eric Gregory, Hefty, Wiley, & Gore, were also present.

B. Administrative Items

There were no members or guests online or amendments to the agenda, so Chair Stewart transitioned to the next agenda item and asked for a motion to approve the minutes. On a motion by Rev. Roscoe Cooper, second by Anita Barnhart, all voted in favor of approving the minutes.

Eric Gregory joined the meeting at 8:38 a.m.

Chair Stewart then moved on to discuss the upcoming fiscal year, and what meeting topics the group should have.

C. FY 2026 Key Imperatives and Work Program Priorities

Discussion ensued regarding potential topics for the Commission's upcoming meeting year. Chair Stewart noted that the Commission had used a similar process the previous year and that staff had effectively incorporated members' feedback into relevant, data-informed meeting topics. Members identified several potential subjects for future discussion, including RVA Rising, the Commission's legislative agenda, education and school-board collaboration, and regional water supply planning.

A member suggested a presentation on RVA Rising, which Chair Stewart acknowledged as a timely opportunity to refresh members on the initiative, its components, and the respective roles of the Commission and local governments. Staff indicated that a presentation could be prepared for a future meeting.

Members also discussed continuing work related to the regional legislative agenda. Education emerged as a significant area of interest, particularly the value of stronger working relationships among local governing bodies and school boards. One member proposed inviting school board chairs from jurisdictions across the region to discuss collaboration, shared advocacy priorities, and methods for working collectively on state-level issues. Members observed that education is connected to many regional priorities, including transportation, mobility, housing, and local government budgets.

The discussion included concerns about state education funding formulas, including the Local Composite Index (LCI), state-required local matches, and unfunded mandates. Members described the challenge of local governments being required to absorb costs that may otherwise compete with funding for transportation, transit, and other local priorities. Several members noted that better communication and coordination between boards of supervisors, city councils, school boards, constitutional officers, and state legislative delegations could help establish shared understanding and more unified advocacy. Members emphasized that any Commission discussion should remain within PlanRVA's mission while producing a meaningful, practical outcome. Chair Stewart

suggested that members and staff work together to develop a proposed approach for consideration at a future meeting, potentially including a virtual discussion.

Water supply was also identified as a timely regional issue. Members discussed the importance of regional cooperation among localities and utilities, as well as the need to plan for future water supply needs. Staff noted that localities in the region are required to collaborate on a water supply plan by 2029 and that additional funding has been awarded to support continued convening of utility directors. The first step in the planning process will involve forecasting water withdrawals and usage. Members agreed that this work could provide useful information about regional water demand across sectors and help inform future policy discussions.

The group acknowledged that data centers are an active issue in many localities and can have significant water and infrastructure implications. However, Chair Stewart expressed a preference that any Commission discussion of water remain broader than data centers alone, noting that a narrowly focused data-center discussion could be divisive and detract from other regional priorities. Members agreed that water supply planning should be approached thoughtfully, with attention to timing, regional needs, and the Commission's role.

Chair Stewart summarized the preliminary list of possible future topics as RVA Rising, the regional legislative agenda, education and school-board collaboration, and water supply planning. She stated that these subjects provide a strong starting point for staff and members to refine as the upcoming meeting calendar is developed. She then noted that the formal agenda items had concluded and introduced a Chair's prerogative new-business item regarding Ms. Shickle's nomination to attend the UVA Darden School of Business' Executive Program.

Ms. Shickle explained that the program is a four-week, in-residence executive education program divided into two two-week sessions: one beginning in early October and a second occurring in late April and early May 2027. The program also includes asynchronous virtual learning and executive coaching between the in-person sessions. Ms. Shickle had been nominated for a 50 percent scholarship, and the application deadline had been extended to allow the Executive Committee time to consider funding her participation.

She explained that the program is designed for senior leaders across public, nonprofit, and private-sector organizations. Ms. Shickle noted that its curriculum aligns with PlanRVA's operational and regional priorities, including the practical application and ethical use of artificial intelligence and automation, data analysis, organizational improvement, strategic planning, and cross-sector leadership. She stated that the program would support PlanRVA's FY 2027 work and help position the organization for FY 2028 planning, particularly as the agency advances technology improvements, seeks new managed IT services, strengthens internal systems, and pursues diversified funding opportunities.

Ms. Shickle also noted that the program would create valuable opportunities to engage with leaders from other sectors and expand PlanRVA's regional and professional network. Chair Stewart stated that she had previously discussed professional development opportunities with Ms. Shickle and had confirmed with Finance Chair Mr. Davis and staff that PlanRVA had sufficient funds to support the program. The total cost to PlanRVA after the scholarship would be $32,250, and members noted that anticipated interest earnings

for the fiscal year would exceed that amount. Committee members expressed strong support for investing in Ms. Shickle's leadership development, emphasizing the anticipated benefits to PlanRVA, its member jurisdictions, and the region.

Members discussed the importance of ensuring an appropriate return on PlanRVA's investment. The Executive Committee agreed that funding should be contingent upon Ms. Shickle completing the certificate program. Members also discussed establishing a service commitment, with a general preference for a three-year commitment rather than five years. Ms. Shickle agreed to work with Chair Stewart and Mr. Gregory to develop a written commitment or agreement for consideration at the November meeting. The agreement would recognize the value of PlanRVA's investment and may include a repayment structure if Ms. Shickle were to leave the organization before completing the agreed service period.

The Executive Committee then approved funding Ms. Shickle's Darden Executive Program tuition in the amount of $32,250, contingent upon completion of the certificate and development of an appropriate service commitment agreement. Chair Stewart then asked for a motion. Rev. Cooper made the motion, and it was seconded by Dr. Cynthia Newbille. Ms. Crews conducted a roll call vote, and all voted in favor of approving the motion.

Ms. Shickle then provided a staffing update, reporting that three PlanRVA employees had recently accepted new professional opportunities. Eli Podyma, who has led PlanRVA's environmental work, accepted a position with the state soil and water conservation district. Ms. Shickle noted Mr. Podyma's significant contributions to the development of PlanRVA's first regional natural resources plan, his work with tribal organizations and the Lower Chickahominy Tribe, and his efforts to strengthen relationships with state partners. Heather Barrar, who supported PlanRVA through a partnership with the Crater Planning District Commission and FOlar, also accepted a new position. Ms. Shickle stated that additional information would be shared once appropriate, and that PlanRVA is coordinating with its partner organizations to consider the future of that collaborative arrangement.

Ms. Shickle also announced that Myles Busching had accepted a position with VHB, where he will continue to support projects in the Richmond region and across Virginia. She recognized Myles's approximately seven years of service to PlanRVA, his professional growth from his initial planner position, and his substantial contributions to the organization and region. Mr. Busching will remain with PlanRVA through October, providing time for transition planning and completion of key work, including the long-range transportation plan and certification report.

Ms. Shickle then reported that PlanRVA leadership had developed a recruitment and succession plan to address the vacancies following the Labor Day holiday. She emphasized the agency's commitment to maintaining project delivery and revenue while also creating advancement opportunities for existing staff. Leadership is encouraging qualified internal candidates to pursue open positions and is balancing the need for timely recruitment with intentional staff development. Chair Stewart commended Ms. Shickle's leadership and the quality of PlanRVA staff, observing that employees' advancement into new opportunities reflects both their professional capabilities and the organization's investment in their growth.

D. Adjournment

With no other business to discuss, Chair Stewart entertained a motion to adjourn. A motion was made by Dr. Newbille and seconded by Rev. Cooper. All voted in favor and Chair Stewart adjourned the meeting at approximately 9:22 a.m. The next meeting is scheduled for November 12, 2026, at 8:30 a.m. in the PlanRVA James River Boardroom.

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Memorandum

To: **PlanRVA Commissioners**

From: **Martha Shickle, Executive Director**

Re: **PlanRVA AI Policy Development Process**

Date: **November 12, 2026**

Agenda Item: C.3.b.

Background:

PlanRVA staff are developing a policy for the use of Artificial Intelligence (AI) tools in a manner that serves the public interest, upholds the trust of our nine member localities, and advances equitable regional outcomes.

Steps taken:

- Researching other PCD and Commonwealth Policy documents;
- Merging content from templates created by AI Ready RVA and Upper Coastal Peninsula Council of Governments (UCPCOG);
- Ad hoc staff committee review and edits
- Data Directions Inc. review and edits
- Final draft reviewed by Martha Shickle

Recommended Action:

Staff recommend the Executive Committee vote to authorize the Executive Director to develop and implement phase one policies for the use of AI, with the intention that PlanRVA will bring any additional findings, edits, or changes to the Commission to adopt at its February meeting. This development and implementation will include a separate procedure document to establish risk tiers, an approved-tool register, intake and approval workflow, data classification rules, procurement and contract clauses, records requirements, testing and monitoring, incident response, and automation controls.

Attachment:

A. PlanRVA AI Policy Draft

For additional information or questions about the process, please contact Emily Williams (ewilliams@planrva.org).