



Photo: Charles City County Courthouse

PlanRVA Executive Committee



NOTES

This meeting is open to the public. Members of the public are invited to attend virtually. Please alert the RRTPO at PlanRVA@PlanRVA.org if electronic transmission of this meeting fails for the public. Please refer to our [Statement Regarding Virtual Meeting Participation by Members of the Public](#) for more information.

Check out our complete [Public Participation Guide](#) online to learn about the different ways you can stay connected and involved.

Meetings are also live streamed and archived on our YouTube Channel at [Plan RVA - YouTube](#).

Members of the public are invited to submit public comments either verbally or in writing. Written comments can be submitted through the Q&A/Chat function on Zoom by email to PlanRVA@PlanRVA.org. Written comments will be read aloud or summarized during the meeting when possible and will be included in the meeting minutes. Verbal comments will be taken during the Public Comment Period on the agenda. Please use the Q&A/Chat functions on Zoom if you would like to comment. When acknowledged by the Chairman, please clearly state your name so that it may be recorded in the meeting minutes.

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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 Collective and Don't Trash Central Virginia.

AGENDA

PlanRVA Executive Committee
February 8, 2024 –8:30 a.m.
PlanRVA, 424 Hull Street, Suite 300,
Richmond, VA 23224 and via Zoom

If you wish to participate in this meeting virtually, please register via Zoom at the following link:
https://planrva-org.zoom.us/webinar/register/WN_oGc8BwqSm6oUiUgxJo2xw

Welcome and Introductions *(Davis)*

Roll Call of Attendees and Certification of a Physical Quorum *(Scott)*

1. Administration

a. Confirmation of Member Participation from a Remote Location *(Davis)*

Action requested: 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 Commission Policy for Remote Participation of Members; and, the voice of the remotely participating member(s) can be heard by all persons at the primary or central meeting location (voice vote).

b. Public Comments *(Davis)*

2. Agenda Amendments / Approval *(Davis)*

Action requested: motion to approve the agenda as presented (voice vote).

3. Approval of July 13, 2023, Meeting Minutes *(Davis)* – page 3

Action requested: motion to approve the meeting minutes as presented (voice vote).

4. PlanRVA Staffing Needs- FY2024 (Shickle) – page 5

a. Information Item: Staff Organizational Structure and Position Assignments

b. Action Requested: motion to approve fulfillment of two new staff positions to be assigned to the Transportation Program area. Positions may be filled as soon as March 1, 2024.

5. Update: JLARC Report on K-12 Funding

6. Adjournment – target adjournment time: 9:45 a.m.

Executive Committee Meeting Minutes

July 13, 2023 – 8:30 a.m.

PlanRVA James River Boardroom, 424 Hull Street, Suite 300,
Richmond, VA 23224 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	Charlie Vaughters	
Hanover County	Sean Davis, Chair	X
Henrico County	Reverend Tyrone Nelson	
New Kent County	Patricia Paige	X
Powhatan County	Michael Byerly, Vice Chair	X
Town of Ashland	Dr. Daniel McGraw, Secretary	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](#).

Welcome and Introductions

Chair Davis called the meeting to order at 8:32 a.m.

Roll Call and Certification of a Quorum

Janice Firestone, Program Manager, took roll call of attendees and certified a quorum was present.

1. Administration

a. Confirmation of Member Participation from a Remote Location

Chair Davis announced that one member requested approval to participate remotely:

- Cynthia Newbille. Reason: a family member's medical condition that requires the member to provide care for such family member.

Chair Davis announced his approval of the request to participate remotely.

On motion by Sean M. Davis, seconded by Daniel McGraw, the members of the Executive Committee voted to approve the member's request to participate from a remote location were in conformance with the PlanRVA Policy for Remote Participation of members; and, the voice of the remotely participating member could be heard by all persons at the primary or central meeting location (voice vote).

The quorum was updated to show the presence of the remote member.

b. Public Comments

There were no public comments received or requests to address the Commission.

2. Agenda Amendments/Approval

Daniel McGraw made a motion, seconded by Cynthia I. Newbille, to approve the meeting agenda as presented. The motion was approved (voice vote).

3. Request for Approval of May 12 and June 8, 2023, meeting minutes

Byron Adkins made a motion, seconded by Michael Byerly, to approve the May 12, 2023, meeting minutes as presented. The motion was approved (voice vote).

Byron Adkins made a motion, seconded by Michael Byerly, to approve the May 12, 2023, meeting minutes as presented. The motion was approved (voice vote; Cynthia Newbille abstained).

4. Nominating Committee

Chair Davis recapped the efforts to ensure continuity for the Commission. The matter will be on the full Commission agenda today for action to elect Commission leadership.

5. Other Business

Chair Davis opened a discussion on Committee Appointments and read a list of recommendations by Martha Shickle, Executive Director.

There was no other business brought forward by committee members.

6. Adjournment

Chair Davis adjourned the meeting at 8:40 a.m.



PlanRVA Management is requesting approval of the following 2 positions to be effective immediately upon appropriate authorization.

New Positions added to FY2024 Budget	Status	Actual/Target Start	Name
Planner	In Recruitment	03/01/24	
Planner	In Recruitment	03/01/24	

Action Requested:

Motion to approve fulfillment of two new staff positions to be assigned to the Transportation Program area. Positions may be filled as soon as March 1, 2024.

Rationale:

These positions are deemed necessary in order to address current workloads within the Transportation planning group. The vacancy in the Director of Richmond Regional TPO was created by the transition of the PlanRVA Director of Transportation to the CVTA Executive Director position and has not been filled as of this report.

Additionally, also pursuant to this transition, Planning Leadership was reorganized to advance the following organizational objectives

- Regional Strategic Planning: improve integration of all PlanRVA activity regarding the Regional Strategic Plan
- Opportunity for current PlanRVA staff
 - Senior leadership was advanced in order to formally recognize their leadership roles in their respective planning areas
 - Advancement of senior leadership is also providing future advancement of existing planning and operational staff

Financial Impact:

The addition of these two positions is not expected to impact total actual FY2024 Personnel Costs. The following table shows that the savings from the Director of Richmond Regional TPO position is expected to be sufficient to accomplish 2 goals

- Redistribution of wages for Planning Leadership as of the beginning of FY2024 (07/01/2023) among the reorganized Planning Leadership as of 01/01/2024
- Inclusion of the wages for the 2 new Planning positions, targeted to start 03/01/2023

Funding for the new positions for FY2025 is expected to be funded through existing carryovers from current VDOT PL and DRPT Sec 5303 funding as experienced during recent fiscal years. Additionally, these two funding sources are expected to increase notably during the next fiscal years (FY2025-FY2027).

Financia Impact: Summary Table		
Original Title		
Total of Planning Leadership Salaries as of 07/01/2023	441,831.24	
Director of Transportation		
n/a		
Deputy Director of Transportation		
REME Planning Manager		
Principal Planner		
New Title	Annual Salaries	FY2024 Expense
Total of Planning Leadership Salaries as of 01/01/2024	440,500.80	193,250.40
n/a		
Director of TPO		
Director of Transportation Planning		
Director of REME Planning		
Director of Community Development Planning		
Change from 07/01/2023	(1,330.44)	(248,580.84)
% change from 07/01/2023	-0.30%	-56.26%
Planner, New position 1	67,800.00	22,600.00
Planner, New position 2	85,000.00	28,333.33
	152,800.00	50,933.33
Net savings for FY2024		(197,647.51)