



*Photo: Atkinson's Hotel, Powhatan Courthouse*

## PlanRVA Executive Committee



### NOTES

This meeting is open to the public. Members of the public are invited to attend virtually. Please alert PlanRVA staff at [PlanRVA@PlanRVA.org](mailto: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](mailto: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.

Powered By:



*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.*



# AGENDA

**PlanRVA Executive Committee**  
**August 1, 2024 – 8:30 a.m.**  
**PlanRVA James River Boardroom, 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\\_MycJaOR6RiOlPqLuNEoO5A](https://planrva-org.zoom.us/webinar/register/WN_MycJaOR6RiOlPqLuNEoO5A)

**Welcome and Introductions** (*Dr. McGraw*)

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

## 1. Administrative Items

### a. Confirmation of Member Participation from a Remote Location

 (*Dr. McGraw*)

**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. Consideration of Amendments to the Agenda

 (*Dr. McGraw*)

### c. Public Comment Period

 (*Dr. McGraw*)

### d. Approval of Meeting Minutes- April 11, 2024

 (*Dr. Newbille*) – page 3

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

## 2. Personnel Items

### a. Closed Session

 (*Dr. McGraw*)

**Action requested:** motion to enter a closed session under FOIA Sect. 2.2-3711(A)(1) to discuss personnel matters concerning Commission employees (voice vote).

## 3. Agency Strategy/ Regional Strategic Plan

 (*Ms. Shickle*)

### a. Debrief June 13, 2024, Joint Annual Meeting

**Discussion Item:** Key themes from the facilitated session and next steps.

## 4. Adjournment – target adjournment time: 9:25 a.m.



## Executive Committee Meeting Minutes

April 11, 2024 – 8:30 a.m.

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

LOCALITY	NAME	X (attended)
Town of Ashland	Dr. Daniel McGraw, Secretary (virtual)	X
Charles City County	Byron Adkins	X
Chesterfield County	Jim Ingle	X
Goochland County	Neil Spoonhower	
Hanover County	Sean Davis, Vice Chair	X
Henrico County	Reverend Tyrone Nelson	X
New Kent County	Jordan Stewart	X
Powhatan County	Steve McClung	X
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](#).

### Welcome and Introductions

Vice Chair Davis called the meeting to order at 8:35 a.m. and welcomed all attendees.

### Roll Call and Certification of a Quorum

Janice Scott, Board Relations Manager, took roll call of attendees and certified a quorum was present.

### 1. Administration Items

#### a. Confirmation of Member Participation from a Remote Location

Vice Chair Davis announced his approval of the request of Daniel McGraw to participate remotely in the meeting for the following reason: A personal matter, specifically a scheduling conflict that prevents attendance in-person.

The members of the PlanRVA Executive Committee voted unanimously to confirm that the Vice Chair’s decision to approve the member’s requests to participate from a remote location was 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. Agenda Amendments / Approval

There were no requested amendments to the agenda.

**c. Public Comments**

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

**d. Approval of February 8, 2024, Meeting Minutes**

On motion by Cynthia Newbille, seconded by Byron Adkins, the members of the PlanRVA Executive Committee voted to approve the meeting minutes as presented (voice vote).

**e. FY2024 Meeting Schedule**

On motion by Byron Adkins, seconded by Steve McClung, the members of the PlanRVA Executive Committee voted to recommend the Commission cancel the May 9, 2024, Executive Committee meeting (voice vote).

**f. FY2024 Officer Elections**

Vice Chair Davis explained that officer elections need to be held for the remainder of the fiscal year. The proposed leadership is as follows:

- Chair, Sean Davis
- Vice Chair, Daniel McGraw
- Treasurer, Jordan Stewart
- Secretary, Byron Adkins

**g. FY2025 Nominating Committee Appointments**

Vice Chair Davis appointed the following members to the Nominating Committee:

- Byron Adkins
- Jim Ingle, Chair
- Steve McClung
- Cynthia Newbille

**2. Financial Updates**

**a. FY2024 Budget Update**

Martha Shickle, Executive Director, presented the proposed FY2024 Budget update to the committee.

**3. Personnel Items**

**a. Closed Session**

Sean Davis made a motion 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, during which all recording of the meeting will cease, the members of the PlanRVA Executive Committee voted unanimously to enter closed session (voice vote).

Note: Tyrone Nelson arrived at the meeting at 8:49 a.m.

The Commissioners entered closed session at approximately 8:49 a.m. At the conclusion of the closed session, the Vice Chair called the regular meeting back to order at 9:40 a.m.

Certification of Closed Session

On motion by Sean Davis, seconded by Byron Adkins, the members of the PlanRVA Executive Committee 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. PlanRVA Succession Management Plan Update**

On motion by Cynthia Newbille, seconded by Steve McClung, the members of the PlanRVA Executive Committee voted to recommend the Commission appoint Martha Shickle as Interim Executive Director of the Richmond Regional Transportation Planning Organization effective April 11, 2024. The Executive Committee members will review compensation packages prior to July 1, 2024. During the interim period, Ms. Shickle will receive compensation; that compensation will be paid retroactively (voice vote).

**4. Agency Strategy**

**a. JLARC Report on K-12 Funding**

**b. FY2025 Work Program & Budget Priorities**

Due to time constraints, these items were not heard.

**Adjournment**

Vice Chair Davis adjourned the meeting at 9:43 a.m.