



Photo: Canal Walk, Richmond

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 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.

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
September 12, 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_G9Edp7GzR-qavcPmj8W4DQ

Welcome and Introductions (*Dr. McGraw*)

Pledge of Allegiance (*Dr. McGraw*)

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

A. Administrative Items

1. **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).

2. **Consideration of Amendments to the Agenda** (*Dr. McGraw*)

3. **Public Comment Period** (*Dr. McGraw*)

4. **Approval of Meeting Minutes- August 1, 2024** (*Dr. Newbille*) – page 3

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

B. Other Business

1. **FY25 Goals** (*Ms. Shickle*) – page 6

Discussion Item: Members will review and discuss goals proposed by Ms. Shickle for Fiscal Year 2025.

2. **Pulse Member Locality Survey** (*Ms. Shickle*) – page 8

Discussion Item: Members will review and finalize survey questions for distribution.

C. Adjournment – target adjournment time: 9:25 a.m.

Executive Committee Meeting Minutes

August 1, 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, Chair	X
Charles City County	Byron Adkins	X
Chesterfield County	Jim Ingle	X
Goochland County	Neil Spoonhower	X
Hanover County	Sean Davis	X
Henrico County	Reverend Tyrone Nelson	
New Kent County	Jordan Stewart, Vice Chair	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

Chair McGraw called the meeting to order at 8:33 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

There were no members participating remotely.

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 April 11, 2024, Meeting Minutes

On motion by Jim Ingle, seconded by Sean Davis, the members of the PlanRVA Executive Committee voted to approve the meeting minutes as presented (voice vote).

2. Personnel Items

a. Closed Session

Jordan Stewart made a motion, seconded by Cynthia Newbille, 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).

The Commissioners entered closed session at approximately 8:49 a.m. At the conclusion of the closed session, the Chair called the regular meeting back to order at 9:21 a.m.

Note: Byron Adkins left the meeting during the closed session at 9:01 a.m.

Certification of Closed Session

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 (roll call vote; see below):

Name	Vote:
Dr. Daniel McGraw, Chair	Aye
Byron Adkins	Aye
Jim Ingle	Aye
Neil Spoonhower	Aye
Sean Davis	Aye
Jordan Stewart, Vice Chair	Aye
Steve McClung	Aye
Dr. Cynthia Newbille	Aye

On motion by Cynthia Newbille, seconded by Jim Ingle, the members of the PlanRVA Executive Committee each voted to set the compensation level for the Executive Director of the Richmond Regional Transportation Planning Organization (RRTPO) at \$225,000 (roll call vote; see below):

Name	Vote:
Dr. Daniel McGraw, Chair	Aye
Byron Adkins	Aye
Jim Ingle	Aye
Neil Spoonhower	Aye
Sean Davis	Aye
Jordan Stewart, Vice Chair	Aye
Steve McClung	Aye
Dr. Cynthia Newbille	Aye

Agency Strategy/ Regional Strategic Plan

a. Debrief June 13, 2024, Joint Annual Meeting

Martha Shickle, Executive Director, opened a discussion about the meeting that was held in June and distributed a document highlighting key

Chair McGraw indicated he would like to see the Commission explore the issues of homelessness and drug use. Cynthia Newbille reported that Richmond is currently in discussions on those issues and she welcomes the opportunity to be part of the Commission's discussion.

Adjournment

Chair McGraw adjourned the meeting at 9:27 a.m.

FY2025 Goals- Martha Shickle

1. Coalesce Our Regional Strategic Plan

Continue to develop, update, and implement core planning documents in the agency's functional areas and engage the community through these efforts. Develop Regional Indicators in coordination with our partners to help the region measure progress.

- a. Establish Framework for Planning Components (Deliverables) and Annual Reporting
- b. Engage Commission in Setting Priorities
- c. Leverage Commission Meetings, Joint Annual Meeting, and PlanRVA Day to drive Strategy
- d. Launch Civic Engagement Innovation Lab

2. Support Member Jurisdictions through Local Planning Assistance

Local Planning Assistance is carried out across all of PlanRVA's Program Areas and may be provided directly by PlanRVA staff or through the bench of consultants maintained by the agency.

- a. Launch On-Call Services Program
- b. Identify 1 project per jurisdiction to initiate in FY2025
- c. Continue Regional Roundtable Meetings (Planning Directors, PIOs/Communicators, Clerks, Small Jurisdictions' Economic Developers)
- d. Inventory Local/Regional Planning Projects & Develop Report for Executive Committee and Full Commission

3. Serve as the Regional Data Hub

Serve as a data clearinghouse for locality members, the US Census, and various data partners per VA Code. Continue to prioritize developing and disseminating data for the region, including the development of metrics and data tracking at the regional level, to show progress toward our vision and goals for the Regional Strategic Plan.

- a. Launch Proof of Concept Dashboard for Regional Indicators
- b. Identify local data needs and questions
- c. Develop Regional Demographics and Trends Data Site

4. Be the Regional Convenor

Provide backbone support to CVTA, EMACV, RRTPO, and LCWC. Convene various groups to support cooperative work leveraging regional expertise and promote networking and increased planning efficacy in our communities.

- a. Convene CAOs and Administrators at least twice annually
- b. Convene Regional Organization Leads
- c. Establish Regional Indicators Data Collaborative
- d. Launch Regional Safety Coalition
- e. Establish a new Framework for Locality/Stakeholder Engagement in Regional Planning Efforts

FY2025 Goals- Martha Shickle

5. Ensure Compliance and Agency Sustainability

Function in compliance with the Code of Virginia (Reg'l Cooperation Act) and other state and federal laws. Conduct agency operations in a responsible and proactive way to best meet the organizational objectives and needs of member localities, including sound financial management, staff retention and development, delivery of key work priorities, and continuous engagement with Commissioners, localities, and regional partners.

- a. Implement the FY2025 Work Program
- b. Stabilize the Finance Team
- c. Complete FY2025 Audit, IDC Rate Review
- d. Prepare for FY2025 MPO Certification Review
- e. Update Succession Management Plan, Salary Scale, and Professional Development System
- f. Review Title VI Plan, Update as Necessary, and Review Roles

Satisfaction Survey- PlanRVA

Planning District Commissions aim to engage and facilitate local government cooperation and state-local cooperation in addressing, on a regional basis, problems of greater than local significance. They are intended to foster intergovernmental cooperation by bringing local elected and appointed officials together and involving citizens and stakeholder groups to discuss common needs and determine solutions to regional issues.

This purpose is strongly reflected in PlanRVA's FY25 work program, which the Commission adopted on June 13, 2024. The work program highlights the following key imperatives for the agency and describes how they will be advanced in FY25:

- Coalesce our Regional Strategic Plan
- Be the Regional Convenor
- Support Member Jurisdictions through local planning assistance
- Serve as the Regional Data Hub
- Ensure Compliance and Agency Sustainability

The work program also provides detailed information about activities the agency will undertake in FY25 in the functional planning areas – Transportation, Economic Development, Hazard mitigation, Environment, Housing, and Energy. All of this information is available for review here: [PlanRVA-Administrative-Items-6-13-24pdf.pdf](#), with additional details on the Transportation activities in the Unified Planning Work Program (UPWP) available for review here (starting on page 41): [Agenda-Packet-RRTPO-Policy-Board-5-9-24-1.pdf \(planrva.org\)](#).

As PlanRVA prepares to undertake these efforts, the agency seeks feedback on our past performance to help us fine-tune our approaches and offerings for the coming year. We hope to take a pulse check again at the end of this fiscal year as we strive to improve our service to the region continuously. We look forward to hearing from you - thank you!

Please indicate your level of agreement with the following statements.

Q1: PlanRVA is effective at identifying important regional issues

open ended response to elaborate:_____

Q2: My locality is engaged satisfactorily by PlanRVA in regional planning efforts

Strongly Disagree Disagree Neutral Agree Strongly Agree

open ended response to elaborate:_____

Q3: My locality is receiving the support we need from PlanRVA

OR

PlanRVA is responsive to requests for services from its member localities

OR

PlanRVA provides high-quality technical assistance

Strongly Disagree Disagree Neutral Agree Strongly Agree

open ended response to elaborate:_____

Q4: I know who to connect with at PlanRVA if my locality needs support on a specific project or issue

Yes/No

Q5: I feel the PlanRVA Team is sufficiently conducting outreach to my locality and connecting appropriately with staff members and Commissioners

OR

PlanRVA staff are effective at forming professional working relationships with locality staff and organizations in the region

Strongly Disagree Disagree Neutral Agree Strongly Agree

open ended response to elaborate:_____

Q6: I am satisfied with the quality and content of communications from PlanRVA about current projects and planning efforts through blogs, newsletters, and social media

OR

PlanRVA communicates clearly and effectively with its member localities

Strongly Disagree Disagree Neutral Agree Strongly Agree

open ended response to elaborate:_____

Q7: I would like PlanRVA to provide additional support, services, or outreach to my locality.

Yes/No with open open-ended response to elaborate:_____
