



*Photo: Bon Air Historic Area Sign,
Chesterfield County*

PlanRVA Public Outreach & Engagement 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 Collaborative and Don't Trash Central Virginia.



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AGENDA

PlanRVA Public Outreach and Engagement Committee
March 28, 2024 – 9:00 a.m.
PlanRVA James River Board Room, 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_12Txrz1GRvWX1O4QtFkdjA

1. **Welcome and Introductions:** *Mr. Davey*
2. **Roll Call Roll Call of Attendees and Certification of a Physical Quorum:** *Ms. Scott*
3. **Confirmation of Member Participation from a Remote Location:** *Mr. Davey*
Requested action: 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).
4. **Approval of Previous Meeting Minutes:** *Mr. Davey*
 - a. **August 24, 2023, Meeting Minutes** – page 4
 - b. **November 22, 2023, Meeting Minutes** – page 6
 - c. **January 23, 2024, Meeting Minutes** – page 8**Requested action:** motion to approve the meeting minutes as presented (voice vote).
5. **Outreach Recap - Status Grid:** *Ms. Shickle*
 - a. **Commissioner and Locality Engagement**
 - b. **Public Engagement**
 - c. **Hosted Partner Events**
6. **FY2024 Work Program Priorities:** *Ms. Shickle*
 - a. **Whole Community Preparedness - Emergency Management Alliance**
 - b. **Long Range Transportation Plan**
 - c. **Social Pinpoint**
 - d. **AI/ Public Comments**

- 7. Upcoming Events:** *Ms. Shickle*
 - a. Scenario Planning Workshop - April 15**
 - b. Civic Action Series - 2024 Kickoff**
 - c. Joint Annual Meeting - June 13**
 - d. PlanRVA Day - June 13**

- 8. FY2025 Work Program Priorities:** *Ms. Shickle*
 - a. Civic Engagement Innovation Lab**
 - i. Social Pinpoint**
 - ii. Arts and Engagement**
 - iii. AI in Public Comments**

- 9. Adjourn**



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**PlanRVA Public Outreach & Engagement Committee
 Zoom Meeting Minutes
 August 24, 2023 – 9:00 a.m.**

LOCALITY	NAME	X (attended)
Town of Ashland	Brent Chambers	
Chesterfield County	Tim Davey, Chair	X
Goochland County	Neil Spoonhower	X
Hanover County	Charlie Waddell (virtual)	X
Henrico County	Gregory Baka	
New Kent County	Amy Pearson	
Powhatan County	Bobby Hall	X
City of Richmond	Jacob Giovia (virtual)	X

Staff Present	
Janice Firestone	Sidd Kumar
Gilbrith Gogel	Martha Shickle
Holly Gordon	Phil Riggan

The technology used for the 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](#).

1. Welcome, Roll Call and Introductions

Chair Davey welcomed attendees and called the meeting to order at approximately 9:00 a.m.

2. Roll Call of Attendees and Certification of a Physical Quorum

Attendees introduced themselves and Ms. Firestone certified that a quorum was present.

3. Confirmation of Member Participation from a Remote Location

The Chair approved remote participation and noted there wereThe quorum was updated to show the presence of the remote member.

4. Approval of March 23, 2023, minutes

On motion by Neal Spoonhower, seconded by Charlie Waddell, the members of the committee voted to approve the meeting minutes as presented (voice vote).

5. Community Engagement Manager Recruitment Update

a. Introduction of Ms. Holly Gordon

Martha Shickle, Executive Director, introduced Holly Gordon, Community Engagement Manager. Ms. Gordon shared highlights of her background and professional experience.

6. FY2024 Work Program Priorities

Ms. Shickle provided a history of the committee and noted a major theme of the committee is identifying who PlanRVA's audience is. Communications and public engagement for planning processes are other components. She outlined the Community Engagement Strategy, the framework for the committee's work.

Committee members reported on how the community outreach and education efforts have been received in their respective communities and what other services they feel PlanRVA could provide to them.

After discussion about PlanRVA's available services that can be offered to localities, it was decided that future committee agendas will contain an update on recent work with localities.

a. Special Events, Public Outreach Opportunities

Ms. Shickle reported that staff conducted a debrief for PlanRVA Day. The feedback from attendees has been outstanding. Plans are underway to make it an annual event in connection with the joint annual meeting.

Planning for the 2024 Transportation Forum is also underway in partnership with ChamberRVA.

PlanRVA is participating in upcoming Squirrels and Kickers games. More information about those events will be sent out soon.

b. Commissioner Training, Orientation and Onboarding

Ms. Shickle reported that many local officials are not running for reelection in 2024 so there will be numerous new Commissioners. Orientation and onboarding will be very important for those new board members. Plans are underway to improve the process.

There was a discussion about possible events to introduce new Board of Supervisors representatives to PlanRVA.

c. Communications Channels and Media

Ms. Shickle reported on efforts that are planned to increase awareness of what PlanRVA does and is. The newsletter is being moved from quarterly to monthly. The blog has become more active.

7. YouTube Channel Improvements

Sidd Kumar, PlanRVA, reported on the improvements to the channel. Videos are organized into playlists with title slides containing information about what group each meeting is for and when the meetings were held.

8. Adjournment

The meeting was adjourned at approximately 10:20 a.m.



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**PlanRVA Public Outreach & Engagement Committee
 Meeting Minutes
 November 27, 2023 – 9:00 a.m.**

<u>LOCALITY</u>	<u>NAME</u>	<u>X (attended)</u>
Town of Ashland	Brent Chambers	X
Chesterfield County	Tim Davey, Chair	X
Goochland County	Neil Spoonhower	
Hanover County	Charlie Waddell	
Henrico County	Gregory Baka	
New Kent County	Amy Pearson	
Powhatan County	Bobby Hall	X
City of Richmond	Jacob Giovia	

Staff Present	
Janice Scott	Sidd Kumar
Gilbrith Gogel	Martha Shickle
Holly Gordon	Phil Riggan

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1. Welcome, Roll Call and Introductions

Chair Davey welcomed everyone and called the meeting to order at approximately 10:30 a.m.

Committee members discussed the recent Newly Elected Officials Reception.

2. Roll Call of Attendees and Certification of a Physical Quorum

A quorum was not present.

3. Confirmation of Member Participation from a Remote Location

There were no remote participants.

4. Approval of March 23, 2023, minutes

Due to lack of a quorum no action was taken on the meeting minutes.

5. Commissioner Training, Orientation and Onboarding

Ms. Shickle reported that the 2024 Commission will have a number of new members. Committee members discussed the following:

- Potential membership changes in their respective jurisdictions.
- The importance of seeking input from jurisdiction administrators.

- Using the February meeting as a “refresher” for current members as well as an information/onboarding session for new members or having a special meeting for orientation. Committee members will look into what might work best relative to their locality’s Board of Supervisors schedule.

Commissioners had the following suggestions for orientation content:

- History of the organization.
- How the Commission benefits the region and the localities.
- The benefits to the smaller jurisdictions that representatives from those localities may not be aware of.
- The convening that PlanRVA does.

6. RRTPO Community Transportation Advisory Committee (CTAC) Expanded Public Engagement Role

Holly Gordon, PlanRVA, reviewed the changes to the CTAC’s role as an RRTPO committee. There was a discussion about creating a monthly report for the committee members that would outline public engagement activities.

7. FY2024 Work Program Priorities

This item will be moved to the next agenda.

8. Adjournment

The meeting was adjourned at approximately 11:45 a.m.

**PlanRVA Public Outreach & Engagement Committee
Meeting Minutes
January 3, 2024 – 12:30 p.m.**

Committee Members Present	Locality
Brent Chambers	Town of Ashland
Tim Davey, Chair	Chesterfield County
Charlie Waddell	Hanover County
Amy Pearson	New Kent County
Other Commissioners Present	Locality
Andreas Addison	City of Richmond
Jim Ingle	Chesterfield County

Staff Present	
Janice Scott	Sidd Kumar
Ken Lantz	Martha Shickle
Holly Gordon	Kerry Ramos

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1. Welcome, Roll Call and Introductions

Chair Davey welcomed everyone and called the meeting to order at approximately 12:34 a.m.

2. Roll Call of Attendees and Certification of a Physical Quorum

A quorum was not present.

3. Approval of August 24 and November 27, 2023, minutes

Due to lack of a quorum no action was taken on the meeting minutes.

4. Commissioner Training, Orientation and Onboarding

a. Review of new SharePoint site for training, orientation and onboarding.

Janice Scott provided an overview of the newly created SharePoint site for members of the PlanRVA Commission, the RRTPO and the CVTA (and their committees). The site will house all orientation related files as well as meeting schedules, contact and other information.

Committee members offered feedback and suggestions. The site will be updated and a link will be sent to committee members so that they can test and navigate the site and provide further feedback in time for suggested changes to be incorporated prior to the February 8th orientation for new Commissioners.

b. Review of scheduled orientation (to be incorporated into PlanRVA Commission agenda – 2-8-24)

Martha Shickle provided an overview of the planned orientation. Committee members discussed the following:

- The importance of providing history of the organization information.
- The overload of information that a newly elected official receives.
- The benefits of having other Commissioners take part in the orientation presentations to offer their own perspectives.
- Adding the presentations given on 2/8 to the SharePoint site along with other pertinent informational links.

Ms. Shickle announced that a PlanRVA staff member will give a presentation on the region's demographics and regional indicators at the meeting.

5. Adjournment

The meeting was adjourned at approximately 11:45 a.m.