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AGENDA
PlanRVA Executive Committee
February 9, 2023 – 8:00 a.m.
PlanRVA James River Board Room, 424 Hull Street, Suite 300,
Richmond, VA 23224 and via Zoom

This meeting is open to the public. Members of the public are invited to attend in-person or virtually. Please alert PlanRVA at input@PlanRVA.org if electronic transmission of this meeting fails for the public. If such transmission fails, the commission will take a recess until public access is restored. Please refer to our [Statement Regarding Virtual Meeting Participation by Members of the Public](#) for more information.

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_7eMArd8nRByDMvy4ANbXwQ

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 www.youtube.com/c/PlanRVA.

- 1. Welcome and Introductions** (Davis)
 - a. Roll Call of Attendees and Certification of a Quorum** (Firestone)
- 2. Request for approval of December 8 and December 15, 2022, meeting minutes** (Davis) – page 2
Action requested: a motion to approve the meeting minutes as presented (voice vote).
- 3. New Office Space Update** (Shickle)
- 4. Virginia Health Insurance Program Presentation** (Tanner Baldwin)
- 5. Adjournment – target adjournment time: 8:50 a.m.**

Executive Committee Meeting Minutes

December 8, 2022 – 8:00 a.m.

Capital Region Airport Commission, Booty Armstrong Boardroom and Via Zoom

LOCALITY	NAME	X (attended)
Charles City County	Byron Adkins	X
Chesterfield County	Christopher M. Winslow	
City of Richmond	Dr. Cynthia Newbille	X
Goochland County	Neil Spoonhower	X
Hanover County	Sean Davis, Chair	X
Henrico County	Reverend Tyrone Nelson	X
New Kent County	John Lockwood (A)	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](#). Virtual participation of this meeting by members of the Executive Committee is authorized under the City of Richmond Res. No. 2020-R025, - declaration of a local emergency due to the potential spread of COVID-19, adopted March 16, 2020. The resolution is available [here](#).

1. Welcome and Introductions

Chair Davis called the meeting to order at approximately 8:08 a.m.

a. Roll Call and Certification of a Quorum

Ms. Firestone took roll call of attendees and certified a quorum was present.

2. Confirmation of Member Participation from a Remote Location

There were no Executive Committee members participating virtually.

3. Request for Approval of November 10, 2022, minutes

Neil Spoonhower made a motion, seconded by Cynthia I. Newbille, to approve the November 10, 2022, meeting minutes. The motion was approved (voice vote; John Lockwood abstained).

4. Old Business

a. New Office Space Update

Ms. Shickle reported on the vendors related to security at the new office and described the building access procedures. She noted that staff will be trained on the security policies. She detailed the efforts being made to ensure cyber security.

Reverend Tyrone Nelson arrived at approximately 8:15 a.m.

Chair Davis reported that, in order to get the FY2022 Financial Audit report accepted by the end of the year, the full Commission would need to authorize the Executive Committee to approve the report. The committee will need to convene a special meeting to review and approve the report.

Mr. Holland, Audit, Facilities and Finance Committee Chair, reported that the report has an unmodified/clean opinion.

Ms. Shickle introduced Dan Van Doornik, Financial Manager, who provided a brief report on the content of the audit report.

4. Adjournment

Chair Davis adjourned the meeting at 8:47 a.m.

Executive Committee Meeting Minutes

December 15, 2022 – 12:00 p.m.

PlanRVA, 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	X
City of Richmond	Dr. Cynthia Newbille	X
Goochland County	Neil Spoonhower	X
Hanover County	Sean Davis, Chair	X
Henrico County	Reverend Tyrone Nelson	
New Kent County	Patricia A. Paige	
Powhatan County	Michael Byerly, Vice Chair	
Town of Ashland	Dr. Daniel McGraw, Secretary	X

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1. Welcome and Introductions

Chair Davis called the meeting to order at approximately 8:08 a.m.

a. Roll Call and Certification of a Quorum

Janice Firestone, PlanRVA, took roll call of attendees and certified a quorum was present. All members were present virtually except for Chair Davis. Jim Holland, Chair of the Audit, Facilities and Finance Committee, and Mark Rhodes, auditor, were also present virtually.

2. FY2022 Financial Audit

Dan Van Doornik, PlanRVA, reviewed the changes to the audit report and noted that the changes did not affect the audit opinion.

On motion by Sean Davis, seconded by Cynthia I. Newbille, the members of the Executive Committee voted unanimously to approve the FY2022 Financial Audit for purposes of submission to the Virginia Auditor of Public Accounts and the Federal Clearinghouse by December 31, 2022, pending no findings or concerns reported by the auditor.

3. Adjournment

Chair Davis adjourned the meeting at 8:47 a.m.