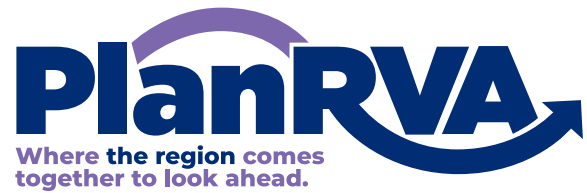




PLANRVA EXECUTIVE COMMITTEE



NOTES

This meeting is open to the public. Members of the public are invited to attend in-person or virtually. 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 www.youtube.com/c/PlanRVA.

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 or 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 during the Public Comment Period on the agenda. Please indicate by raising your hand (in-person participants, where applicable) or through the Q&A/Chat functions on Zoom (virtual participants) 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:



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

March 9, 2023 – 8:00 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_g0ZUd0VWRFSGzZpzm4zh_g

1. **Welcome and Introductions** (Davis)
 - a. **Roll Call of Attendees and Certification of a Quorum** (Firestone)
2. **Request for approval of meeting minutes: December 8, 2022, December 15, 2022, and February 9, 2023** (McGraw) – page 2
Action requested: a motion to approve the meeting minutes as presented (voice vote).
3. **Meeting Times - Executive Committee and Full Commission Meetings** (Davis)
Discussion item: members will be invited to provide input following recommendation in February to consider alternate meeting times for the Committee and Full Commission.
4. **FY2024 Health Insurance Update** (Shickle)
Discussion item: Ms. Shickle will provide an update regarding staff exploration following last month's presentation.
5. **FY2024 Annual Work Program Priorities** (Shickle)
Discussion item: Ms. Shickle will provide an overview of the timeline and invite suggestions from Committee members for priorities in FY2024.
6. **Adjournment – target adjournment time: 8:45 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.

Executive Committee Meeting Minutes

February 9, 2023 – 8:00 a.m.

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

LOCALITY	NAME	X (attended)
Charles City County	Byron Adkins	
Chesterfield County	Christopher M. Winslow	
City of Richmond	Dr. Cynthia Newbille	X
Goochland County	Neil Spoonhower	
Hanover County	Sean Davis, Chair	X
Henrico County	Reverend Tyrone Nelson	
New Kent County	Patricia Paige	X
Powhatan County	Michael Byerly, Vice Chair	
Town of Ashland	Dr. Daniel McGraw, Secretary	

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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

In lieu of a roll call, Chairman Davis listed the members who were present and noted that, due to the lack of a quorum, no actions would be taken by the committee.

2. Request for Approval of December 8 and December 15, 2022, meeting minutes

This item will be moved to the next meeting agenda.

3. New Office Space Update

Ms. Shickle reported that there is still a small punch list of items that are being worked on. Staff is settling into the new office space. Quotes are being solicited for furnishings and wall monitors for the James River Board Room. Partners have contacted PlanRVA to inquire about using the meeting space. A proposal will be developed and brought to the Executive Committee to set guidelines for use of the space by outside parties.

4. Virginia Health Insurance Program Presentation

Ms. Shickle introduced Tanner Baldwin and Cheri Herschman, VHIP, and described the ongoing efforts to bring this presentation to the committee. Mr. Baldwin and Ms.

Herschman gave a presentation on the Virginia Health Insurance Pool and explained the advantages of participation in a health insurance pool.

Reverend Tyrone Nelson arrived at approximately 9:00 a.m.

Following the presentation, committee members had questions about the comparative analysis with the current PlanRVA benefits. Ms. Shickle clarified that an analysis was done. A staff survey has been prepared for staff to determine alignment with staff members' current providers. The premiums are expected to be much less than with the current provider. A decision will need to be made within the next couple months. There was a consensus among committee members present to continue exploring this option.

5. Adjournment

Chair Davis adjourned the meeting at 9:07 a.m.