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AGENDA PlanRVA Commission

December 8, 2022 – 9:00 a.m.
**Capital Region Airport Commission, Booty Armstrong Boardroom,
1 Richard E. Byrd Terminal Drive, Richmond, VA 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_VTITIFxIReWHEre34nuoRA*

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. **Pledge of Allegiance**

b. **Roll Call of Attendees and Certification of a Quorum** (Firestone)

c. **Confirmation of Member Participation from a Remote Location** (as needed) (Davis)

Action requested (if there are member requests to participate remotely): 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 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).

d. **Public Comments** (Davis)

This meeting is being held in-person and via Zoom. A link to the Zoom webinar, where individuals may register to participate, is posted at the top of this agenda.

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 to the email address at the top of this agenda. 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 at this time. Please indicate by raising your hand (in-person participants) or through the Q&A/Chat function 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.

2. **Consent Agenda** (Davis)
 - a. **Agenda Amendments / Approval**
 - b. **Approval of November 10, 2022, Meeting Minutes** - page 3
Requested action: Motion to approve the consent agenda items (voice vote).
3. **Standing Committee and Other Reports**
 - a. **Executive Committee & Chairman's Report** (Davis)
 - b. **Audit, Facilities & Finance Committee Report** (Holland/Van Doornick)
 - 1) **New Office Space Update**
 - 2) **FY2022 Audit Report**
Requested action: motion to authorize the Audit, Facilities & Finance Committee to review and 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.

Note: The Full Commission will have opportunity to review the complete report at the next regular meeting and members will have access to the report as soon as available.

 - c. **Public Outreach & Engagement Committee Report** (Davey/Lanier-Jackson)
 - 1) **Brand Implementation Update**
 - 2) **First Look Event - January 12, 2023**
 - d. **Executive Director's Report** (Heeter)
4. **Special Program – PlanRVA's Data Analysis Capabilities** (Adhikari)
Principal Data Manager, Sarin Adhikari, will provide an overview of current data analysis projects and discuss future objectives for this Line of Business.
5. **Adjourn** - targeted adjournment time is 10:30 a.m.



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PlanRVA Commission Meeting Minutes

November 10, 2022 – 9:00 a.m.

Community Foundation, 3409 Moore St., Richmond, VA 23230 and Via Zoom

Members Present (A = Alternate)

Town of Ashland		Goochland County		New Kent County	
Brent Chambers	X	Neil Spoonhower	X	John Lockwood (A)	
Dr. Daniel McGraw	X			Patricia Paige, Treasurer	
Kathy Abbott (A)		Hanover County		Amy Pearson (virtual)	X
		Sean Davis, Chair	X		
Charles City County		Canova Peterson	X	Powhatan County	
Byron Adkins	X	Faye Prichard (A)		Michael Byerly, Vice Chair	X
		Charlie Waddell	X	Steve McClung	
Chesterfield County		Randy Whittaker	X	Bobby Hall	
Kevin Carroll	X				
Tara Carroll		Henrico County		City of Richmond	
Tim Davey		Gregory Baka		Andreas Addison	
Gloria Freye		Tyrone Nelson		Ann-Francis Lambert	
James Holland	X	Patricia O'Bannon (virtual)	X	Stephanie Lynch	
Jim Ingle	X	Frank Thornton	X	Dr. Cynthia Newbille	X
Chris Winslow	X	Melissa Thornton		Rodney Poole	
		Greg Baka (virtual)	X	Ellen Robertson (A)	
				Jacob Giovia	X

The technology used for the PlanRVA Commission 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 Commission 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 9:02 a.m.

a. Pledge of Allegiance

The Pledge of Allegiance was led by Neil Spoonhower.

b. Roll Call of Attendees and Certification of a Quorum

Janice Firestone, Chief Clerk, called the roll and certified that a quorum was present.

c. Public Comments

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

2. Consent Agenda

a. Agenda Amendments / Approval

b. Approval of October 13, 2022, Meeting Minutes

On motion by Christopher Winslow, seconded by Cynthia I. Newbille, the members of the PlanRVA Commission voted to approve the Consent Agenda (voice vote; Byron Adkins, Kevin P. Carroll and Randy Whittaker abstained).

3. Standing Committee and Other Reports

a. Executive Committee & Chairman's Report

Chair Davis reported that the Executive Committee discussed the hybrid work schedule currently used by staff. Committee members discussed amending the policy. A final recommendation from the committee will be brought forward to the full Commission.

b. Audit, Facilities & Finance Committee Report

James M. Holland and Ms. Heeter provided this report, which included the following:

1) Committee Meeting

The Audit, Facilities & Finance Committee will meet on November 17th.

2) New Office Space Update

Ms. Heeter reported that the office construction is progressing on time and under budget. The Certificate of Occupancy is expected to be issued November 23rd. A walk-through is scheduled for November 21st. Move-in is expected to start November 28th. Staff should be able to begin working in the space the week of December 5th.

Staff will be developing guidelines for outside agency use of the new space and security and those will be brought to the Executive Committee and full Commission in the near future.

c. Public Outreach & Engagement Committee Report

Ms. Heeter reported that the committee will meet on November 16th. The latest edition of the newsletter was well-received. An update on the blog was provided along with an update on recent staff activities.

1) Brand Implementation Update

Ms. Heeter reported that the committee will discuss the following topics:

- Logo reset
- Website refresh
- Potential video opportunities to share with localities
- Possible "First Look" event at the new office space. Vendors who were a part of the relocation/office build-out will be invited.

d. Executive Director's Report

Ms. Heeter announced that the Virginia Department of Emergency Management awarded \$385,000 in grant funding to the Commission.

1) Intergovernmental and Environmental Reviews

The Intergovernmental and Environmental Reviews were provided in the packet for member review.

Chair Davis reported on the recent Habitat for Humanity dedication in Goochland County.

He announced that PlanRVA was well-represented and received three impact awards at the recent NADO Conference in Pittsburg.

Patricia O'Bannon arrived (virtually) at approximately 9:25 a.m.

4. Special Program - Shared Values in Action

Sherrie Armstrong (Community Foundation for a Greater Richmond) and Brian Anderson (ChamberRVA) were introduced and provided an update on what the Community Foundation does as well as a report on "An Action Framework for Equitable Growth".

They provided a debriefing the Shared Values in Action Summit held on September 30th. The next steps for developing a regional planning framework were reviewed.

Committee members had comments about the education ratings and the fact that they apply to the entire region and are also split out by individual localities. The impact of educational disparity on the region was discussed.

5. Adjourn

Prior to adjourning, Chair Davis opened a discussion on recent comments made by the Governor and potential state legislation. He noted that more information will be shared with the Commission as it is gathered.

Frank Thornton applauded staff for providing the special program and asked for a copy of the framework document.

Charlie Waddell shared comments on the potential legislation as well as the special program that was presented.

Cynthia I. Newbille expressed her appreciation for the special program presentation and shared thoughts on a path forward and the role PlanRVA can play in the matter. She noted that a legislative agenda from PlanRVA might be a beneficial document going forward.

W. Canova Peterson commented on the upcoming VACo meeting and noted it is a good opportunity bring VACo on-board and let the jurisdictions' voices be heard.

Patricia O'Bannon commented on previous PlanRVA participation at the General Assembly.

Chair Davis adjourned the meeting at 10:22 am.