Photo: Half Way House Restaurant, Chesterfield County

PlanRVA
Executive Committee

If you wish to participate in this meeting virtually, please register through this

WEBINAR LINK

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 Meeting 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**.

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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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PlanRVA Executive Committee
Meeting Agenda

Thursday, September 3, 2026 – 8:30 a.m.
PlanRVA's James River Boardroom, 424 Hull Street, Suite 300
and via Teams (webinar link located on agenda cover page)

PlanRVA Newsletter: The Better Together Connector (linked)

A. Call to Order, Welcome & Opening Remarks *(10 minutes)*

1. **Pledge of Allegiance**

2. **Roll Call & Certification of a Quorum** *(Sarah-Keel Crews)*

3. **Confirmation of Member Participation from a Remote Location** *(Chair Stewart)*
   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 Meetings Held Through Electronic Communication Means; and, the voice of the remotely participating member(s) can be heard by all persons at the primary or central meeting location (by voice vote).
   Action Item.

4. **Recognition of Guests** *(Chair Stewart)*

5. **Consideration of Amendments to the Agenda** *(Chair Stewart)*

6. **Public Comment Period** *(Chair Stewart)*

B. Administrative Items *(10 minutes)*

1. **Approval of April 16, 2026, Meeting Minutes** *(Rev. Cooper)* – page 3
   Motion to approve the meeting minutes as presented (by voice vote).
   Action Item.

C. FY2027 Key Imperatives and Work Program Priorities *(30 minutes)*

1. **Convene the Region: Future Meeting Topics and Schedule (FY2027)** *(Chair Stewart)*
   Members will discuss ideas for Commission meetings and events.
   Discussion item.

D. Adjournment

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PlanRVA Executive Committee Meeting Minutes

April 16, 2026 – 8:30 a.m.

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

Members and Alternates Present (X), Virtual (V):

9 votes / 5 for quorum

LOCALITY	NAME	X (attended)
Town of Ashland	Anita Barnhart	X
Charles City County	Ryan Patterson	
Chesterfield County	Jim Ingle	X
Goochland County	Jonathan Lyle	X
Hanover County	Sean Davis	X
Henrico County	Rev. Roscoe Cooper	X
New Kent County	Jordan Stewart, Chair	X
Powhatan County	Bill Donati	X
City of Richmond	Dr. Cynthia Newbille	

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.

A. Call to Order, Welcome & Opening Remarks

Chair Jordan Stewart welcomed all attendees and called the meeting to order at approximately 8:41 a.m. After the Pledge of Allegiance, Sarah-Keel Crews took roll and noted that there was a physical quorum.

B. Administrative Items

There were no guests online or amendments to the agenda. Chair Stewart then asked for a motion to approve the minutes. Rev. Cooper made a motion that was seconded by Mr. Sean Davis. All voted unanimously to approve the minutes.

Chair Stewart then shared an update with the committee about the upcoming officer rotation and the need to adjust the normal succession plan. Vice Chair Patterson and Charles City County were not prepared to assume the chair position for the next fiscal, or PlanRVA, year. To maintain continuity, Chair Stewart offered to remain in the chair role for an additional year, with all other officers moving up one position as planned and the existing rotation otherwise staying intact. Under this approach, no one would lose a place in the rotation except that Charles City County would forgo its turn this cycle. Members expressed support for the proposal, noting Chair Stewart's effective leadership, the value of stability, and the importance of preserving the established rotation for future years.

The discussion also clarified how the adjustment would affect future officers, including Goochland's place in the rotation and Reverend Cooper's move from secretary to treasurer, while confirming that the overall sequence would remain unchanged. Because serving as chair for two consecutive years conflicts with Article 6, Section 3 of the bylaws, counsel advised that the board would need to suspend that provision by motion and a two-thirds vote before approving the nomination.

A motion by Mr. Sean Davis was then made to nominate Jordan Stewart as chair for another year, maintain the existing officer rotation, and suspend the relevant bylaw provision to allow the nomination to proceed. The motion was seconded by Rev. Roscoe Cooper and approved by roll call vote with quorum present. Members thanked Chair Stewart for her willingness to continue serving and acknowledged Vice Chair Patterson's leadership in recognizing that the timing was not right for him to take on the chair role.

Mr. Donati entered the meeting at 8:56 a.m.

C. FY 2026 Key Imperatives and Work Program Priorities

Chair Stewart turned the meeting over to Martha Shickle, PlanRVA, who introduced the discussion of key imperatives and work program priorities by noting that PlanRVA is in budget season and beginning to plan activities for the next fiscal year, including the timeline for bringing forward the final work program and budget. As part of her update, Ms. Shickle shared that Barbara Jacocks, who leads the community development team, will retire effective June 30. Ms. Shickle explained that Barbara had informed her of this decision several months ago, giving staff time to consider the workflow, funding, and organizational implications of the vacancy as they shape next year's work program. She noted Barbara's long service to PlanRVA, including her role as interim executive director before Ms. Shickle's arrival, and said the board would be updated as plans are made to recognize her contributions.

The conversation then shifted to financial matters related to amounts some members believed PlanRVA may still be owed, with discussion about whether additional funds should be pursued and from what time period those amounts should be calculated. Staff and board members discussed possible starting points for that analysis, including when the relevant executive director was officially hired, and agreed that staff should prepare numbers for multiple time periods so the matter can be reviewed further. Members acknowledged that any effort to recover additional funds could be sensitive but also stressed the importance of protecting PlanRVA's financial position and reserves.

The board also discussed the need for stronger onboarding for newer members, particularly around planning, economic mobility, and forecasting topics. One member asked for more explanation of the data sources used for economic and population forecasting, especially because those projections can affect major local decisions such as school construction. In response, staff explained that PlanRVA uses Weldon Cooper population estimates as a required and relevant benchmark but is not bound by Weldon Cooper's long-range forecasts. Instead, PlanRVA develops projections using trend analysis, growth patterns, and other available information such as economic development announcements, and evaluates decisions against a set of five adopted future scenarios representing different growth conditions. Staff offered to meet separately with the member to provide additional orientation and background.

In the final part of the meeting, the board discussed upcoming meeting logistics and potential future agenda topics. Members agreed, without objection, to hold the June 11 meeting virtually to accommodate Ms. Shickle's attendance at a National Association of Development Organizations board conference that was later scheduled to conflict with the PlanRVA meeting. Several members expressed support for that arrangement, noting the value of Ms. Shickle's work in national leadership roles and confirming that the virtual format was permissible under the board's adopted policy.

The group also discussed future meeting topics, with Ms. Shickle noting that the proposed budget presentation would be a major item at the next meeting and inviting members to suggest additional subjects of interest. One possible topic raised for a future meeting was early childhood and childcare, which staff agreed to explore further and bring back for consideration.

The committee then reviewed its upcoming meeting calendar and made two schedule changes before forwarding the dates to the full commission. After discussing possible conflicts with overlapping regional meetings and holiday timing, members agreed to move the September 10, 2026, meeting to September 3, 2026, and the December 3, 2026, meeting to December 10, 2026. Members briefly reviewed the remaining dates, confirmed that the April meeting did not appear to conflict with local school spring breaks, and identified no additional major scheduling concerns. The meeting concluded with a request to prepare and distribute an updated version of the revised schedule.

D. Adjournment
With no other business to discuss, Chair Stewart adjourned the meeting at approximately 9:19 a.m. The next meeting is scheduled for June 11, 2026, at 8:30 a.m. in the PlanRVA James River Boardroom.