

Executive Committee Meeting Minutes

November 10, 2022 – 8:00 a.m.

James River Board Room- PlanRVA 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 Paige, Treasurer	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 8:01 a.m.

a. Roll Call and Certification of a Quorum

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

2. Request for Approval of October 13, 2022, minutes

Cynthia I. Newbille made a motion, seconded by Patricia A. Paige, to approve the October 13, 2022, meeting minutes. The motion was approved (voice vote).

3. Old Business

a. New Office Space Project Budget and Timeline 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 walkthrough 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 back to the Executive Committee for approval.

Ms. Heeter and Chair Davis explained the parking options and the planned security measures.

Chair Davis noted that the hybrid work schedule currently used by staff has been reviewed. Committee members discussed amending the policy as well as the importance of allowing flexibility.

b. Key Imperatives- FY2023

Ms. Heeter provided a brief review of the key imperatives.

4. Adjournment

Chair Davis adjourned the meeting at 8:48 a.m.