



e: PlanRVA@PlanRVA.org
 p: 804.323.2033
 w: www.PlanRVA.org

PlanRVA Executive Committee Meeting Minutes

February 12, 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):

<u>LOCALITY</u>	<u>NAME</u>	X (attended)
Town of Ashland	Anita Barnhart	
Charles City County	Ryan Patterson	
Chesterfield County	Jim Ingle	X
Goochland County	Jonathan Lyle	
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	V

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 8:44 a.m. After the Pledge of Allegiance, Sarah-Keel Crews took roll and noted that there was not a physical quorum. This meant the committee could only discuss items, not vote.

The committee could not approve Dr. Newbille’s remote participation, due to the lack of a physical quorum, but it was noted before the meeting that she would be participating virtually.

Chair Stewart moved on to the financial management system update with Ms. Lauren Shephard, since there was not a physical quorum.

Ms. Lauren Shephard said that effective January 1st, they had gone live in the new financial management system, Jamis, and she credited the cross-functional implementation team for meeting every critical deadline and milestone. She noted the vendor complimented staff for taking ownership of learning the system and developing internal user documentation for key processes, reducing reliance on vendor “hand-holding” and supporting continuity of operations.

She said Jamis is already in active use for timesheets, and labor and payroll have been successfully processed in the new system. Staff have migrated UPWP historical costs, and an invoice has already been prepared and processed. She added that accounts payable and recruiting are also operating in Jamis, including using the system to backfill an open position and accept applications.

Lauren emphasized implementation is still underway: remaining work includes migrating additional historical grant cost data and implementing NACHA functionality to streamline electronic payments through file uploads. Once data loads are complete, she anticipates another four to six weeks of focused effort on reporting and forecasting, along with continued staff training beyond timekeeping (including expense training scheduled that day). She also explained Jamis should improve financial agility and risk management by providing near real-time visibility into costs—especially labor—so program managers can quickly quantify exposure and adjust if federal or other funding is paused or terminated, and by strengthening AP controls to avoid non-reimbursable spending.

Sean Davis said the Commission has periodically discussed appropriate reserve levels for years, but attention sharpened in early 2025 as leadership recognized grant activity and reimbursements could slow, pause, or stop. He described a guiding principle reinforced in leadership discussions: if PlanRVA is not paid for the work, it cannot do the work—prompting a closer look at how reserves, receivables, and contracted obligations affect operational risk. He noted reserves were overly dependent on receivables (about 12% cash / 88% receivables) and outlined a strategy to move toward a healthier target, while being mindful of when a “plan” becomes formal Commission policy requiring full Commission action; the intent is to preview with the Executive Committee and then bring to the full Commission for any needed approval. Substantively, leadership converged on a goal of sustaining operations for roughly six months during significant cash-flow disruption, with a more balanced starting mix of approximately 50/50 cash and receivables and a defined “floor” to support more disciplined financial decisions.

B. Administrative Items

Mr. Bill Donati entered the meeting at approximately 8:54 a.m.

Chair Stewart took a moment to pause the conversation and ask if Mr. Donati could step in and carry Powhatan’s vote. Mr. Donati confirmed that he was filling in for Mr. McClung and would carry the vote for Powhatan County.

Mr. Donati’s presence created a physical quorum, so the group voted on Dr. Newbille’s remote participation. On a motion made by Rev. Roscoe Cooper, second by Jim Ingle, all voted unanimously to allow for remote participation.

Sean Davis clarified that the ultimate reserve target remains six months of operating coverage, but the timeline is phased: the first milestone is three months of reserves by the end of calendar year 2027, with the remaining three months to be built afterward as the approach becomes more “plug-and-play.” He noted the 50/50 cash vs. receivables concept is intended to be flexible and may evolve as better data becomes available, and he corrected any earlier misunderstanding that the full six-month target would be reached by the end of 2027.

Chair Stewart moved to approval of the November 13 minutes, which were approved on a motion by Mr. Ingle, seconded by Rev. Cooper, with all voting in favor, then returned to the reserve discussion for follow-up. Lauren Shephard explained that the current fund balance policy sets a minimum overall fund balance (about \$1.0M) but does not specify the composition (cash on hand vs. receivables). She said PlanRVA ended FY25 around \$1.2M (above the threshold), clarified that the \$126,000 figure referenced is what's in the local government investment pool (with additional cash held in the operating Truist account), and emphasized the practical constraint that receivables can't pay bills until received.

Afterward, the group discussed whether the Commission could act the same day rather than waiting for the April meeting. They agreed it could proceed if members are fully briefed and the Commission formally amends the agenda at the start of the meeting, consistent with Virginia public body practice (effectively waiving the typical notice expectations when the body votes to amend). They also worked through logistics: drafting motion language, selecting an item title (e.g., Fund Balance/Reserve Policy Update or Strategic Financial Reserve Policy), and ensuring the record clearly reflects that any approval would adopt a roadmap toward the 2027 milestone, not an immediate attainment of the full target.

After the discussion ended, Chair Stewart let the committee know she was officially joining the Audit, Finance, and Facilities Committee to represent New Kent County. She then turned things over to Ms. Shickle, who gave an update on PlanRVA's Technology Assessment & Implementation.

Ms. Shickle reported PlanRVA's Virginia Housing grant award from last year remains stable and is not affected by federal reimbursement timing, highlighting the value of diversified funding. She said the grant is helping fund integration of the new financial management system (replacing a patchwork of ~five tools and manual Excel processes), which should reduce agency-wide inefficiencies. She added that this work also supports cybersecurity improvements with the managed services provider (enhanced device monitoring, protocols, and anti-phishing), supplemented by pro bono support from Data Directions and low-cost guidance via AI Ready RVA—increasingly important as grant terms require stronger data security controls.

She also noted PlanRVA's FHWA/FTA joint recertification review is underway, with an on-site visit on February 25 and a public meeting that evening; no Commission action is needed, and staff believe they are well-positioned despite a compressed federal timeline. She briefly addressed ongoing federal funding uncertainty—especially DHS-related—potentially affecting FEMA work, which PlanRVA is monitoring with VDEM, including about \$400,000 in State Homeland Security Grant Program pass-through funds for regional training/equipment. Finally, she flagged new state-driven digital accessibility/ADA requirements, stating PlanRVA will miss the April 1 deadline but will develop a compliance plan aligned with the website revamp.

The group then shifted to legislative efforts to increase state appropriations for Planning District Commissions, noting that two budget amendments have been introduced in both the House and Senate and that staff could provide the specific amendment details in a follow-up email.

Members described a “final push” before the General Assembly enters conference, with the Chair and Finance Committee members contacting key House and Senate budget subcommittee legislators to advocate for increased PDC funding—noting it could also help advance PlanRVA’s fund balance/reserve goals by bolstering cash reserves. They cited strong partner support (VML, VACo, RVA chamber, and the Virginia Association of Realtors) and reported positive House momentum, with Delegates Glass, McQuinn, and Kilgore ranking the request among their top three amendments; Senator Favola was expected to be supportive, pending confirmation.

Due to an April 9 conflict, Chair Stewart proposed that the next Executive Committee meeting be moved to April 16th. On a motion by Mr. Ingle, seconded by Mr. Davis, the committee voted unanimously to move the meeting to the proposed date. The committee also held a vote to recommend to the Commission that their meeting also move to April 16th. On a motion by Mr. Ingle, seconded by Mr. Davis, the committee unanimously voted to make that recommendation to the Commission. To stay on schedule, the Chair deferred the “Budget and Work Program Development” item to individual follow-up calls and offered to share remaining recommendations in advance.

For the next full board meeting, Dr. Newbille said her main concern (reserves/contingency) had been addressed and suggested no additional topics; the Chair agreed to follow up on dues raised from about six months prior. Dr. Newbille also requested formal recognition of staff for the major software implementation work, and Chair Stewart committed to ensuring staff are appropriately acknowledged.

C. Adjournment

With no other business to discuss, Chair Stewart adjourned the meeting at approximately 9:26 a.m. The next meeting is scheduled for April 16, 2026, at 8:30 a.m. in the PlanRVA James River Boardroom.