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**PlanRVA Executive Committee Meeting Minutes**

**September 25, 2025 – 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):**

LOCALITY	NAME	X (attended)
Town of Ashland	Dr. Daniel McGraw	X
Town of Ashland	Mayor Steve Trivett	X
Charles City County	Ryan Patterson	
Chesterfield County	Jim Ingle	X
Goochland County	Neil Spoonhower	X
Hanover County	Sean Davis	
Henrico County	Roscoe Cooper	
New Kent County	Jordan Stewart, Chair	X
Powhatan County	Steve McClung	
City of Richmond	Dr. Cynthia Newbille	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](#).*

**A. Call to Order, Welcome & Opening Remarks**

Chair Jordan Stewart welcomed all attendees and called the meeting to order at approximately 8:31 a.m. Janice Scott, PlanRVA, called the roll for attendance and certified that a quorum was present. There were no members participating remotely.

Chair Stewart welcomed Mayor Steve Trivett, Town of Ashland, and welcomed him to the Commission. Chair Stewart also introduced and welcomed Sarah-Keel Crews, Manager of Executive and Board Operations. Ms. Crews addressed the committee and shared her background information.

As there were no requested amendments to the agenda nor were there any citizens present who wished to offer public comment, Chair Stewart proceeded with the Administrative Items. Note: Roscoe Cooper arrived at 8:35 a.m.

On motion by Daniel McGraw, seconded by Cynthia Newbille, the PlanRVA Executive Committee voted to approve the meeting minutes as presented (by voice vote).

On motion by Roscoe Cooper, seconded by Daniel McGraw, the PlanRVA Executive Committee voted to convene in closed session pursuant to Virginia Freedom of Information Act Section 2.2-3711 (A) (29) and 3711 (A) (1), for the purpose of discussing personnel matters, during which all recording of the meeting will cease (by voice vote).

Chair Stewart asked staff and guests to leave the meeting. The recording and livestream of the meeting was stopped. Members entered closed session at approximately 8:38 a.m.

At the conclusion of the closed session, Chair Stewart reconvened the public meeting (9:46 a.m.)

**Certification of Closed Session**

Ms. Scott called the roll for present PlanRVA Executive Committee members to certify that, to the best of their knowledge, only public matters lawfully exempted from open meeting requirements and that only such public business matters as were identified in the motion by which the closed session was convened, were heard, discussed, or considered (by roll call vote).

<u>Member</u>	<u>Vote</u>
Dr. Daniel McGraw	Aye
Mayor Steve Trivett	Aye
Jim Ingle	Aye
Neil Spoonhower	Aye
Roscoe Cooper	Aye
Jordan Stewart, Chair	Aye
Dr. Cynthia Newbille	Aye

Following conclusion of the closed session certification, Cynthia Newbille made a motion to adjust the previously approved salary adjustment for the Executive Director from 9% to 5% with an effective date of July 1, 2025. Daniel McGraw seconded the motion.

Martha Shickle provided an overview of the RVA Rising effort as it relates to PlanRVA’s Regional Strategic Vision and Annual Work Program for FY2026.

On motion by Daniel McGraw, seconded by Cynthia Newbille, the PlanRVA Executive Committee voted to authorize the Executive Director to sign the Declaration of Cooperation (by voice vote).

Ms. Shickle presented the recommended Succession Management Plan that was updated following discussion at the April Executive Committee meeting.

On motion by Jim Ingle, seconded by Steve Trivett, the PlanRVA Executive Committee voted to recommend Commission approval of the updated Succession Management Plan at the November 13, 2025, full Commission meeting (by voice vote).

Chair Stewart reviewed her plans for committee assignments for FY26 with members and achieved consensus as follows:

Audit, Finance and Facilities Committee: Sean Davis, Neil Spoonhower, Cynthia Newbille. Sean Davis was selected to serve as Chair of that committee.

Public Outreach and Engagement Committee: Chris Bast, Tim Davey, Milton Hathaway, Frank Petroski, Charlie Waddell, Ryan Patterson, Dwain Cosby and Brent Chambers and Jessica Schneider. Tim Davey was selected to serve as Chair of that committee.

Chair Stewart led the Executive Committee in a discussion of future meeting topics for FY2026. The following were discussed:

- Solid Waste
- Affordable housing
- Energy
- Health
- Mental
- K12
- Early childhood
- Out of school time
- Workforce
- Homelessness

Ryan Patterson arrived at 9:25 a.m.

Ms. Shickle provided an overview of the new meeting agenda format and explained that the goal is to have an agenda structured to invite conversation rather than just presentations.

Chair Stewart adjourned the meeting at approximately 9:28 a.m. The next meeting is scheduled for November 13, 2025, at 9:30 a.m. in the PlanRVA James River Boardroom.