



e: [PlanRVA@PlanRVA.org](mailto:PlanRVA@PlanRVA.org)  
 p: 804.323.2033  
 w: [www.PlanRVA.org](http://www.PlanRVA.org)

**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)**

<b>Town of Ashland</b>		<b>Goochland County</b>		<b>New Kent County</b>	
Brent Chambers	X	Neil Spoonhower	X	John Lockwood (A)	
Dr. Daniel McGraw	X			Patricia Paige, Treasurer	
Kathy Abbott (A)		<b>Hanover County</b>		Amy Pearson (virtual)	X
		Sean Davis, Chair	X		
<b>Charles City County</b>		Canova Peterson	X	<b>Powhatan County</b>	
Byron Adkins	X	Faye Prichard (A)		Michael Byerly, Vice Chair	X
		Charlie Waddell	X	Steve McClung	
<b>Chesterfield County</b>		Randy Whittaker	X	Bobby Hall	
Kevin Carroll	X				
Tara Carroll		<b>Henrico County</b>		<b>City of Richmond</b>	
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 17<sup>th</sup>.

#### **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 23<sup>rd</sup>. A walk-through is scheduled for November 21<sup>st</sup>. Move-in is expected to start November 28<sup>th</sup>. Staff should be able to begin working in the space the week of December 5<sup>th</sup>.

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 16<sup>th</sup>. 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 30<sup>th</sup>. 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.