



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

**PlanRVA Commission Meeting Minutes**  
**February 9, 2023 – 9:00 a.m.**  
**PlanRVA James River Board Room, 424 Hull Street, Suite 300,**  
**Richmond, VA 23224 and via Zoom**

**Members Present (A = Alternate)**

<b>Town of Ashland</b>		<b>Goochland County</b>		<b>New Kent County</b>	
Brent Chambers	X	Charlie Vaughters		John Lockwood (A)	
Dr. Daniel McGraw		Neil Spoonhower		Patricia Paige, Treasurer (virtual)	X
Kathy Abbott (A)		<b>Hanover County</b>		Amy Pearson	X
		Sean Davis, Chair	X		
<b>Charles City County</b>		Canova Peterson		<b>Powhatan County</b>	
Byron Adkins		Faye Prichard (A)		Michael Byerly, Vice Chair	
		Charlie Waddell	X	Steve McClung	
<b>Chesterfield County</b>		Randy Whittaker		Bobby Hall	X
Kevin Carroll	X				
Dr. Mark Miller	X	<b>Henrico County</b>		<b>City of Richmond</b>	
Tim Davey		Gregory Baka	X	Andreas Addison	X
Gloria Freye	X	Tyrone Nelson	X	Ann-Francis Lambert	
James Holland		Patricia O'Bannon	X	Stephanie Lynch	
Jim Ingle	X	Frank Thornton	X	Dr. Cynthia Newbille	X
Chris Winslow	X	Melissa Thornton		Rodney Poole	
				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 9:10 a.m.

**a. Pledge of Allegiance**

The Pledge of Allegiance was led by Mr. Chambers.

**b. Roll Call of Attendees and Certification of a Quorum**

Sidd Kumar, PlanRVA, 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 December 8, 2022, Meeting Minutes**

On motion by Cynthia I. Newbille, seconded by Frank Thornton, the members of the PlanRVA Commission voted to approve the agenda as presented (voice vote).

There were comments about removing the approval of minutes from future consent agendas so that members are able to abstain from voting on minutes. Chair Davis agreed and called for a separate vote on the approval of the December 8, 2022, meeting minutes.

On motion by Cynthia I. Newbille, seconded by Andreas Addison, the members of the PlanRVA Commission voted to approve the December 8, 2022, meeting minutes as presented (voice vote; Charlie Waddell, Jacob Giovia, Gloria Freye, Amy Pearson and Brent Chambers abstained).

## **3. Standing Committee and Other Reports**

### **a. Executive Committee & Chairman's Report**

Chair Davis reported that the Executive Committee did not have a quorum so no actions were taken. He briefed the commissioners on the presentation that was given on the Virginia Health Insurance Pool and noted that staff has been asked to continue exploring this benefit option. He also noted that the audit was submitted and approved.

### **b. Audit, Facilities & Finance Committee Report**

#### **1) Financial Report**

Dan Van Doornik, PlanRVA, directed commissioners to the financial report, which was provided in the agenda packet. He provided a recap of the report and offered to answer any questions. He offered clarification on a number of items in the report, including:

- 83.5% was the amount of sick leave in the report; the 74% reported was for sick and vacation (what has been used in that line item).
- Funds were moved from regional strategic planning to scenario planning to better make use of budgeted funds following the resignation/retirement of two previous staff members.
- The items that were not anticipated in the budget were from special projects.
- Interest income was underbudgeted and an annual rebate was received, resulting in a higher number.

Patricia O'Bannon made a motion, seconded by Cynthia I. Newbille, to approve the Financial report (voice vote).

#### **2) FY2023 Budget Update**

It was noted that the budget update was included in the financial report presentation.

### **c. Public Outreach & Engagement Committee Report**

#### **1) First Look Event Recap**

Ms. Shickle reported that the event was held January 12, 2023, for board, commission and authority members as well as the various vendors that have been involved in the construction of the offices. The event was a success.

### **d. Executive Director's Report**

Ms. Shickle reported that the most recent newsletter went out last week; the plan is to move from a quarterly to a monthly newsletter.

Commissioners were reminded that there are recent blog posts.

She and Chairman Davis are planning to make presentations at the nine localities. Rashaunda Lanier-Jackson and Gilbrith Gogel will be reaching out to locality staff to coordinate for scheduling. Public Outreach items, such as document bags, thermometers, water bottles, etc. can be provided if commissioners would like.

#### **1) Intergovernmental and Environmental Reviews**

Ms. Shickle noted that the reviews were included in the agenda packets. PlanRVA is required to track the information in the reports and submit it to the state.

### **4. Special Program – Scenario Planning**

Chet Parsons, PlanRVA, provided an overview of the ongoing scenario planning project, Pathways to the Future. Following the presentation, commissioners had questions and Mr. Parsons explained that the mission of the project is to better inform future decisions. Commissioners discussed the scenario planning process and the project currently underway.

### **5. Adjourn**

Chair Davis adjourned the meeting at 10:24 am.