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

Members Present (A = Alternate)

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

b. Roll Call of Attendees and Certification of a Quorum

Janice Firestone, Program Manager, called the roll for attendance and certified that a quorum was present.

Confirmation of Member Participation from a Remote Location

Chair Davis asked remote participants to request approval and state their reason for participating remotely. The following members requested approval to participate remotely:

- William Coad. Reason: personal matter, specifically a scheduling conflict that prevents his attendance in-person.
- Patricia O'Bannon. Reason: personal matter, specifically a scheduling conflict that prevents her attendance in-person.
- Charlie Vaughters. Reason: personal matter, specifically a scheduling conflict that prevents his attendance in-person.

Chair Davis announced his approval of the requests to participate remotely.

On motion by W. Canova Peterson, seconded by Cynthia I. Newbille, the PlanRVA Commission voted to confirm that the Chair's decision to approve the members' request to participate from a remote location was in conformance with the PlanRVA Policy for Remote Participation of Members; and, the voice of the remotely participating members could be heard by all persons at the primary or central meeting location (voice vote).

The quorum was updated to show the presence of the remote members.

c. Public Comments

There were no public comments received or requests to address the Commission.

2. Agenda Amendments/Approval

On motion by Michael Byerly, seconded by Patricia A. Paige, the members of the PlanRVA Commission voted to approve the agenda as presented (voice vote).

3. Approval of February 9, 2023, Meeting Minutes

On motion by Cynthia I. Newbille, seconded by Charlie Waddell, the members of the PlanRVA Commission voted to approve the meeting minutes as presented (voice vote; Michael Byerly, W. Canova Peterson and Daniel McGraw abstained).

4. Standing Committee and Other Reports

a. Executive Committee & Chairman's Report

Chair Davis reported that the Executive Committee took action to move the meeting start time to 8:30 a.m. and the committee is recommending that the full Commission meetings be moved to 9:30 a.m.

Gregory Baka arrived at approximately 9:20 a.m.

On motion by Jim Ingle, seconded by Gloria Freye, the members of the PlanRVA Commission voted to change the PlanRVA Commission meeting start time to 9:30 a.m. (voice vote).

Chair Davis also reported on staff's recommendation to remain with the Local Choice program for FY24 and continue to explore other options for future years. There was a concurrence by commissioners to remain with the current program.

Martha. Shickle, Executive Director, reported on the Executive Committee's discussion on the FY2024 Annual Work Program Priorities.

Ms. Shickle also reviewed the additional options for PlanRVA to provide assistance to local governments that were suggested, including front office support, serving as a clearinghouse across the jurisdictions for information sharing, local ordinance review and providing recommendations to localities for implementation of regionally beneficial programs and ideas. This will be brought to the full Commission in May.

Kevin P. Carroll arrived at approximately 9:25 a.m.

Chairman Davis acknowledged Greta Ryan and announced her retirement later this month. Ms. Shickle commended Greta on her contribution to PlanRVA and noted some of her achievements.

b. Audit, Facilities & Finance Committee Report

Ms. Shickle provided this report and noted that the committee is scheduled to meet again April 25, 2023.

c. Public Outreach & Engagement Committee Report

Tim Davey, Committee Chair, reported that the committee is scheduled to meet again March 23, 2023.

Ms. Shickle reported on the newly created agenda cover sheets and upcoming events.

d. Executive Director's Report

I. FY2023 Key Imperatives Update

Ms. Shickle provided this update and reported on progress that has been made on the key imperatives over the last several months.

II. 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.

5. Special Program – Emergency Management Update

Katie Moody, PlanRVA, provided an overview of the Emergency Management Alliance and its current programs, efforts, an overview of grant fund usage, the alliance's new website and some particular achievements over the past years.

Jess Robison, Alliance Chair, and Bill Lawson, Vice-chair, reported on some of the issues the Alliance is facing and described how it handles challenges. Chair Robison noted the importance of networking and teamwork throughout the region.

William Coda left the meeting (connection was lost) at approximately 10:20 a.m.

Commissioners had comments and questions. Chair Robison provided details on how the alliance is prepared to handle emergencies around the country and world should they occur in this area. A schedule of upcoming exercises will be put together and provided to the Commission.

It was noted that the Emergency Management Alliance will be invited to participate in the ongoing scenario planning project.

6. Adjourn

Chair Davis adjourned the meeting at 10:28 am.