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**PlanRVA Commission Meeting Minutes**  
**May 18, 2023 – 9:30 a.m.**  
**PlanRVA James River Boardroom, 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	<b>X</b>	Charlie Vaughters		John Lockwood (A)	
Dr. Daniel McGraw	<b>X</b>	Neil Spoonhower		Patricia Paige, Treasurer	<b>X</b>
Kathy Abbott (A)		<b>Hanover County</b>		Amy Pearson	
		Sean Davis, Chair	<b>X</b>		
<b>Charles City County</b>		Canova Peterson		<b>Powhatan County</b>	
Byron Adkins	<b>X</b>	Faye Prichard (A)		Michael Byerly, Vice Chair	
William Coada		Charlie Waddell		Steve McClung	
<b>Chesterfield County</b>		Randy Whittaker	<b>X</b>	Bobby Hall	<b>X</b>
Kevin Carroll	<b>X</b>				
Dr. Mark Miller	<b>X</b>	<b>Henrico County</b>		<b>City of Richmond</b>	
Tim Davey	<b>X</b>	Gregory Baka		Andreas Addison	<b>X</b>
Gloria Freye	<b>X</b>	Tyrone Nelson		Ann-Francis Lambert	
James Holland		Patricia O'Bannon		Stephanie Lynch	
Jim Ingle (virtual)	<b>X</b>	Frank Thornton	<b>X</b>	Dr. Cynthia Newbille	
Chris Winslow		Melissa Thornton		Rodney Poole	
				Ellen Robertson (A)	
				Jacob Giovia	<b>X</b>

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](#).

**Welcome and Introductions**

Chair Davis called the meeting to order at approximately 11:26 a.m.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Chair Davis.

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

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

## **1. Administration**

### **a. 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:

- Jim Ingle. Reason: personal matter, specifically a scheduling conflict that prevents his attendance in-person.

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

On motion by Frank Thornton, seconded by Kevin Carroll, the PlanRVA Commission voted to confirm that the Chair's decision to approve the member's requests to participate from a remote location were in conformance with the PlanRVA Policy for Remote Participation of Members; and, the voice of the remotely participating member 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 member.

### **b. Public Comments**

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

## **2. Agenda Amendments/Approval**

On motion by Daniel McGraw, seconded by Byron Adkins, the members of the PlanRVA Commission voted to approve the agenda as presented (voice vote).

## **3. Approval of April 13, 2023, Meeting Minutes**

On motion by Kevin Carroll, seconded by Daniel McGraw, the members of the PlanRVA Commission voted to approve the meeting minutes as presented (voice vote; Byron Adkins abstained).

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

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

Chair Davis provided a brief overview of the budget process and its alignment with the agency priorities. He thanked Dan Van Doornik, Director of Finance, for the work he did preparing the budget.

#### **i. FY2024 Budget and Work Program**

Martha Shickle, Executive Director, reviewed the key imperatives and work program. The core key imperatives have not changed, but the activities within them have.

Mr. Van Doornik provided a more detailed overview of the budget summary. He reported on the improvements in the budget. Commissioners had questions and Mr. Van Doornik offered clarification on salary and fringe benefit figures.

A request was made to learn more about what is being done on inclusion in the recruitment practices. An update will be provided at the next meeting.

Brent Chambers left the meeting at approximately 12:10 p.m.

On motion by Sean M. Davis, seconded by Frank Thornton, the members of the PlanRVA Commission voted to approve the FY2024 Budget and Work Program (roll call vote; see Appendix A).

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

Ms. Shickle reported that preliminary financial figures will be available in July.

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

Tim Davey, Committee Chair, provided this report and noted some of the recent developments, such as the artwork in the James River Boardroom.

Ms. Shickle reported that the annual joint meeting is scheduled for June 1<sup>st</sup>. Following the meeting, PlanRVA Day will provide an opportunity for partner organizations to see the new office space. Some of the agency's activities will be spotlighted throughout the day.

**d. Executive Director's Report**

Ms. Shickle did not have a formal report.

**5. New Business**

**a. Remote Participation Report**

Eric Gregory, legal counsel, reviewed the requirements for remote participation of members.

Chair Davis indicated there may be a need to approach the FOIA Counsel and recommend the addition of an exception to in-person attendance for business or professional matters, such as obligations in their respective localities.

**b. FY2024 Meeting Schedule**

On motion by Daniel McGraw, seconded by Frank Thornton, the members of the PlanRVA Commission voted to approve the FY2024 meeting schedule (voice vote).

**6. Adjourn**

Chair Davis adjourned the meeting at 12:30 p.m.

Commission Votes 34  
 Quorum 18

**Valid Vote**  
 2/3 Quorum 23

**Motion Passed**  
 Present

Mem  
 ber  
 Votes

**Quorum Met**

**2/3 Quorum Not Met**

**21**

<b>Town of Ashland</b>		<b>2</b>	<b>2</b>
1	Elected Official	McGraw, Daniel	Present
0	Elected Official	Abbott, Kathy (A)	Absent
1	Planning Commissioner	Chambers, Brent	Present
<b>Charles City County</b>		<b>1</b>	<b>1</b>
1	Elected Official	Adkins, Byron	Present
0	Elected Official	Coada, William (A)	Absent
<b>Chesterfield County</b>		<b>7</b>	<b>7</b>
1	Elected Official	Winslow, Chris	Absent
1	Elected Official	Holland, Jim	Absent
1	Elected Official	Carroll, Kevin	Present
1	Elected Official	Miller, Mark	Present
1	Elected Official	Ingle, Jim	Present
0	Elected Official	Vacant (A)	Absent
1	Planning Commissioner	Freye, Gloria	Present
1	Citizen Member	Davey, Tim	Present
<b>Goochland County</b>		<b>1</b>	<b>0</b>
1	Elected Official	Vaughters, Charlie	Absent
0	Elected Official	Spoonhower, Neil (A)	Absent
<b>Hanover County</b>		<b>5</b>	<b>4</b>
2	Elected Official	Davis, Sean (Chair)	Present
1	Elected Official	Peterson, Canova	Absent
0	Elected Official	Prichard, Faye (A)	absent
1	Planning Commissioner	Whittaker, Randy	Absent
1	Citizen Member	Waddell, Charlie	Present
<b>Henrico County</b>		<b>7</b>	<b>3</b>
2	Elected Official	Nelson, Tyrone	Absent
2	Elected Official	O'Bannon, Pat	Absent
1	Elected Official	Thornton, Frank	Present
0	Elected Official	Vacant (A)	absent
1	Planning Commissioner	Thornton, Melissa	Absent
1	Citizen Member	Baka, Greg	Absent
<b>New Kent County</b>		<b>2</b>	<b>1</b>
1	Elected Official	Paige, Patricia	Present
0	Elected Official	Lockwood, John (A)	Absent
1	Planning Commissioner	Pearson, Amy	Absent
<b>Powhatan County</b>		<b>3</b>	<b>1</b>
1	Elected Official	Byerly, Mike	Absent
1	Elected Official	McClung, Steve	Absent
0	Elected Official	Vacant (A)	Absent
1	Planning Commissioner	Hall, Bobby	Present

<b>City of Richmond</b>		<b>6</b>	<b>2</b>
1	Elected Official	Newbille, Cynthia	Absent
1	Elected Official	Addison, Andreas	Present
1	Elected Official	Lambert, Ann-Francis	Absent
1	Elected Official	Lynch, Stephanie	Absent
0	Elected Official	Robertson, Ellen (A)	Absent
1	Planning Commissioner	Poole, Rodney	Absent
1	Citizen Member	Giovia, Jacob	Present
		<b>34</b>	21

Votes Present	Meeting Votes	Motion: Approve FY24 Work Program and Budget	M/S	20 Yay	0 Nay	1 Abstain
	2					
1	1	Present McGraw, Daniel		X		
0	0	Absent Abbott, Kathy (A)				
1	1	Present Chambers, Brent				X
	1					
1	1	Present Adkins, Byron		X		
0	0	Vacant Coad, William(A)				
	7					
0	0	Absent Winslow, Chris				
0	0	Absent Holland, Jim				
3	3	Present Carroll, Kevin		X		
1	1	Present Miller, Mark		X		
1	1	Present Ingle, Jim		X		
0	0	Vacant Vacant (A)				
1	1	Present Freye, Gloria		X		
1	1	Present Davey, Tim		X		
	0					
0	0	Absent Vaughters, Charlie				
0	0	Absent Spoonhower, Neil (A)				
	4					
3	3	Present Davis, Sean sec		X		
0	0	Absent Peterson, Canova				
0	0	Absent Prichard, Faye (A)				
0	0	Absent Whittaker, Randy				
1	1	Present Waddell, Charlie		X		
	3					
0	0	Absent Nelson, Tyrone				
0	0	Absent O'Bannon, Pat				
1	3	Present Thornton, Frank		X		
0	0	Vacant Vacant (A)				
0	0	Absent Thornton, Melissa				
0	0	Absent Baka, Greg				
	1					
1	1	Present Paige, Patricia		X		
0	0	Absent Lockwood, John (A)				
0	0	Absent Pearson, Amy				
	1					
0	0	Absent Byerly, Mike				
0	0	Absent McClung, Steve				
0	0	Vacant Vacant (A)				
1	1	Present Hall, Bobby		X		

2

0 0 Absent Newbille, Cynthia

1	1	Preser	Addison, Andreas		X		
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0 0 Absent Lambert, Ann-Francis

0 0 Absent Lynch, Stephanie

0 0 Absent Robertson, Ellen (A)

0 0 Absent Poole, Rodney

1	1	Preser	Giovia, Jacob		X		
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