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**PlanRVA Commission Meeting Minutes**  
**September 14, 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	<b>X</b>	John Lockwood (A)	
Dr. Daniel McGraw	<b>X</b>	Neil Spoonhower		Patricia Paige, Treasurer	
Kathy Abbott (A)		<b>Hanover County</b>		Amy Pearson (virtual)	<b>X</b>
		Sean Davis, Vice Chair	<b>X</b>		
<b>Charles City County</b>		Canova Peterson	<b>X</b>	<b>Powhatan County</b>	
Byron Adkins	<b>X</b>	Faye Prichard (A)		Michael Byerly	<b>X</b>
William Coada		Charlie Waddell	<b>X</b>	Steve McClung	
<b>Chesterfield County</b>		Randy Whittaker		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		Gregory Baka		Andreas Addison	
Gloria Freye	<b>X</b>	Tyrone Nelson		Ann-Francis Lambert	
James Holland		Patricia O'Bannon		Stephanie Lynch	
Jim Ingle	<b>X</b>	Frank Thornton		Dr. Cynthia Newbille	
Chris Winslow		Melissa Thornton		Rodney Poole	
				Ellen Robertson (A)	
				Jacob Giovia	<b>X</b>

The technology used for the 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](#).

**Welcome and Introductions**

Vice Chair Davis called the meeting to order at approximately 9:30 a.m.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Charlie Waddell.

**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**

Vice Chair Davis announced that the following member requested approval to participate remotely:

- Amy Pearson. Reason: a personnel matter, specifically a scheduling conflict that prevents in-person attendance.

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

On motion by Brent Chambers, seconded by Kevin P. Carroll, the PlanRVA Commission voted to confirm that the Chair's decision to approve the member's request 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 Mark Miller, the members of the PlanRVA Commission voted to approve the agenda as presented (voice vote).

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

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

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

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

Vice Chair Davis announced that the Executive Committee meeting was not held due to lack of a quorum.

The Contracted Services Ad Hoc Committee meeting is scheduled for October 4, 2023, at noon. The committee members will be Vice Chair Davis, Reverend Nelson, Ms. Paige, Mr. Spoonhower and Mr. Winslow

Martha Shickle, Executive Director, provided an overview of the Welcome Reception for Elected Officials that will be held on November 20, 2023. More details will be provided soon.

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

Dan Van Doornik, PlanRVA, reported on the recent committee meeting. He described the topics covered, including:

- Review of FY23 Financial Statements and Audit Update
- Discussion of Fund Balance Policy and future meeting topics

The next meeting is scheduled for October 31, 2023. Topics will include:

- Review FY23 Financial Statements and Audit Report
- Review FY24 Q1 Statements and Budget Updates

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

There was no update provided on this committee. Vice Chair Davis noted the committee's next meeting is scheduled for November 16, 2023.

**d. Executive Director's Report**

**i. Intergovernmental and Environmental Reviews**

PlanRVA is responsible for compiling a master list, which is an indicator of regional activity. As the regional clearinghouse, PlanRVA is responsible for distributing the list to jurisdictional staff for review and comment.

**5. FY24 Work Program and Budget Updates**

Ms. Shickle reported on the following:

- Grants Awarded:
  - Climate Pollution Reduction Planning Grant
  - \$1,000,000 award for multi-year planning effort
- Grants Pending:
  - Southeastern Crescent Regional Commission Local Development District Funding
  - US EDA CEDS Planning Grant
  - REVIVE Annual Evaluation
  - VDEM State Homeland Security Planning Grants
- Staffing Updates:
  - Chet Parsons: CVTA Executive Director
  - New Hires: Eli Podyma, Holly Gordon, Ellen Cook, Kerry Ramos and Margaret Frey
  - Vacancies: Grants position, Lead Staff to MPO

Ms. Gordon and Ms. Cook were introduced.

Ms. Shickle also announced that NADO is recognizing PlanRVA for three projects in the Transportation, Emergency Management and Resiliency project areas.

**6. Adjourn**

Vice Chair Davis adjourned the meeting at 9:56 a.m.