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PlanRVA Commission Meeting Minutes

September 3, 2026 – 9:30 a.m.

PlanRVA James River Boardroom, 424 Hull Street, Suite 300, Richmond, VA 23224 and via Teams

Members and Alternates Present (X), Virtual (V):

36 votes / 19 for quorum

Town of Ashland	2	**Goochland County**	2	**New Kent County**	3
***Anita Barnhart**	X	***Jonathan Lyle**	X	Rev. Milton Hathaway	
Steve Trivett (A)		Neil Spoonhower (A)		*Amy Pearson	
Brent Chambers	V	Guy Kemmerly		***Jordan Stewart, Chair**	X
Charles City County	1	**Hanover County**	5	**Powhatan County**	3
***Ryan Patterson**, Vice Chair		***Sean Davis**		***Bill Donati**	V
Byron Adkins (A)		Sue Dibble (A)		*Steve McClung	
Chesterfield County	7	Larry Leadbetter		Robert Powers (A)	
*Kevin Carroll	X	*Faye Prichard	X	Jessica Winall	
Tim Davey	X	Charlie Waddell	X	**City of Richmond**	6
***Jim Ingle**	X	**Henrico County**	7	Dr. Priscilla Eddings	X
*Dr. Mark Miller	X	Chris Bast	X	*Katherine Jordan (2)	
Frank Petroski	X	***Rev. Roscoe Cooper (2)**	X	Dakia Knight	V
*Jessica Schneider	X	Jaron Dandridge		***Cynthia Newbille (2)**	**X**
*Dr. LeQuan Hylton	X	*Rev. Tyrone Nelson			
		*Jody Rogish	X		
		*Dan Schmitt			
		*Misty Roundtree			

The technology used for the PlanRVA Commission meeting was a web-hosted service created by Teams 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.

A. Call to Order, Welcome & Opening Remarks

Chair Jordan Stewart virtually welcomed all attendees and called the meeting to order at approximately 9:38 a.m.

After the Pledge of Allegiance, Sarah-Keel Crews, PlanRVA, called the roll for attendance and certified that a physical quorum was present. Chair Stewart welcomed attendees and recognized three Commission members participating remotely: Mr. Donati, Ms. Knight, and Mr. Chambers. With no other members participating remotely, she requested a motion to confirm her decision to approve the remote participation of Mr. Donati, Ms. Knight, and Mr. Chambers in accordance with PlanRVA's policy governing meetings held through electronic communications. A motion was made by Dr. Cynthia Newbille and seconded by Ms. Jessica Schneider. Following a vote, the motion was approved with no opposition, and Chair Stewart welcomed the remote participants to the meeting.

Next, she recognized guests in attendance and invited them to introduce themselves. Brian Anderson of ChamberRVA and Kevin Catlin, County Administrator for Chesterfield County, introduced themselves. Chair Stewart thanked them for attending and noted that Mr. Catlin would be speaking later in the meeting.

Chair Stewart also thanked PlanRVA staff for attending. She then asked whether members had any proposed amendments to the agenda. No amendments were identified. Chair Stewart asked whether any members of the public wished to provide comment, either in person or virtually. Ms. Crews confirmed that no public comments had been received, and no public comment was offered.

Misty Roundtree joined the meeting in person at 9:48am.

Dr. LeQuan Hylton joined the meeting in person at approximately 9:50 a.m.

B. Strategic Vision Alignment & Update

Regional Pulse
Chair Stewart moved the meeting into the strategic vision alignment and update portion of the agenda and introduced the Regional Pulse presentation. Ms. Shickle provided introductory remarks, recognizing the work of PlanRVA's data team and describing a summer-long partnership with the Virginia Early Childhood Foundation. She explained that the Foundation, a statewide organization that invests in early childhood education and childcare through federal funding, asked PlanRVA to develop a data methodology for assessing early childhood care and education access within Virginia's Ready Regions. The methodology will be shared with other planning district commissions across the Commonwealth, allowing them to conduct similar analyses in their respective regions. Ms. Shickle noted that the work advances PlanRVA's economic development strategy, supports regional sector leadership, and was funded through a contract.

Dr. Sarin Adhikari of PlanRVA presented selected findings from the ongoing regional assessment of early childhood care and education access across 17 localities in the PlanRVA and Crater Planning District Commission regions. The study examines where childcare needs are greatest, where households face barriers to care, whether the early childhood

workforce can meet demand, and where investments could have the greatest impact. Dr. Adhikari emphasized that childcare access is also an economic-development and workforce issue because it affects family stability, residential and employment choices, and reliable workforce participation.

The assessment uses Census block-group data to analyze conditions at the neighborhood level. Family access is measured by the number of licensed childcare seats reachable within a 15-minute drive in urban areas and a 25-minute drive in rural areas, while accounting for vehicle availability and public transit. These factors are combined into a weighted accessibility score ranging from very low to very high. The lowest levels of access are concentrated in Petersburg and portions of Chesterfield County, with smaller low-access areas elsewhere in the region, generally reflecting overlapping limits in capacity, transportation, and vehicle ownership.

The study also evaluates whether childcare providers can access enough workers to meet staffing needs and whether workers are located within practical travel distances of available jobs. At the locality level, 13 of the 17 localities in Ready Region Central were found to be workforce constrained, with estimated demand exceeding supply by more than 15 percent. Charles City was the only locality with estimated workforce capacity above demand; Dr. Adhikari noted that relative housing affordability may help explain this result. At the block-group level, the analysis identifies workforce opportunity zones and shortage zones and applies a floating catchment-area method to account for workers traveling beyond their immediate neighborhoods. This approach compares the available workforce within 15- or 25-minute travel areas with staffing demand from licensed providers competing for workers in the same area. Stronger workforce-access clusters were found in northern Richmond, central and eastern Henrico County, and the Tri-Cities, which also generally performed well in family access. The weakest workforce access was found in rural areas, including Charles City, Surry, Sussex, and Greensville Counties, where recruitment or transportation support may be needed.

Dr. Adhikari explained that the combined analysis provides a detailed picture of where childcare demand, workforce availability, affordability, and service access align or do not align. The results are intended to guide investments in workforce development, provider expansion, training, transportation, and housing affordability. The data is organized at the Census block-group level and is designed to be updated as new information becomes available. Analytical work is complete, and PlanRVA is preparing final reports and deliverables for the Virginia Early Childhood Foundation.

Members asked how the findings could support planning for new schools, planned pre-kindergarten classrooms, and other local needs. Staff explained that Thrive Birth to Five, which supports the Richmond-Central Virginia Ready Region, will be a principal user of the study and will help translate findings into advocacy and program decisions. PlanRVA noted that, although it does not deliver early childhood services, the assessment is relevant to its work in transportation, housing, workforce development, planning, and economic mobility. Staff indicated that they would work with localities and school systems to make the information useful for local decision-making.

Members requested clarification about the study's scope and definitions. Dr. Adhikari explained that provider data includes licensed childcare providers only and excludes informal arrangements, including care provided by relatives or unlicensed caregivers. The

analysis focuses on children from birth through age five and separates infant-and-toddler and preschool populations. Members emphasized that childcare affects households across income levels and has implications for workforce participation, community stability, and long-term child outcomes.

Dr. Adhikari confirmed that completed data will be available at the block-group level, allowing localities to examine conditions in relatively small areas. The final materials were not yet public because they were being packaged for the Virginia Early Childhood Foundation, with a project completion deadline of September 30. PlanRVA staff stated that they would discuss next steps with the Foundation and convey the Commission's interest in receiving the findings in a dynamic, usable format after the Foundation's review and approval process.

Members raised concerns regarding the accuracy and timeliness of population data, particularly in rapidly growing localities. Estimates of children were derived from 2020–2024 American Community Survey data through a related Reinvestment Fund analysis. Members noted that local school enrollment, pre-kindergarten waiting lists, development approvals, building permits, and capital-improvement plans could provide more current measures of emerging demand. They also suggested incorporating workforce-pipeline information from Brightpoint Community College and other early childhood education programs, including enrollment, graduation, placement, and employment-location data, as well as potentially relevant health-care utilization data available through the Virginia Hospital and Healthcare Association.

A Chesterfield County example underscored the need to interpret population growth carefully. Although the County has grown overall, public-school enrollment has remained relatively flat for approximately three years, with one district having more than 400 fewer students than when the member was first elected. Growth has reportedly been driven largely by residents age 55 and older and young professionals rather than households with young children, suggesting that future needs may center on maintaining, modernizing, or replacing existing school facilities rather than building new ones. Chair Stewart thanked members and staff for the discussion, noted the potential to incorporate early childhood access into a broader future Commission topic, and indicated that the Commission would revisit the subject at a future meeting.

Community Voice

Ms. Shickle then introduced Kristin Hott, PlanRVA, by connecting the Weaver Awards initiative to PlanRVA's regional economic mobility work, particularly the driver of just and responsive governance. She noted that the initiative reflects PlanRVA's commitment to meaningful citizen participation, community engagement, and inclusive decision-making. Ms. Shickle stated that PlanRVA is believed to be the only public-sector organization in the country participating in the Aspen Institute's Weaver Awards Program, thanked Ms. Hott for leading the effort, and recognized the YMCA for referring the opportunity and supporting the process.

Ms. Hott explained that PlanRVA was selected in November as one of 25 national community hosts for the Weaver Awards, an Aspen Institute Weave: The Social Fabric Project initiative. The program provides private funding to recognize residents, small groups, and small organizations that are already building relationships and strengthening community connections. "Weaving" involves sustained, intentional relationship-building

rather than a one-time event; eligible efforts must be locally focused, inclusive, mutual, and ongoing. The program is available throughout PlanRVA's nine localities.

Applications open in June and close in August, supported by PlanRVA outreach and information sessions. To reduce barriers to participation, PlanRVA developed bilingual English- and Spanish-language community connection cards and permitted written or recorded application responses. The application process is intended to recognize existing community-building efforts rather than require applicants to create new projects or navigate a traditional, complex grant process.

PlanRVA convened a 20-member regional volunteer review committee—the Weaver Award Application Review Partners, or WARP—to evaluate applications and identify local leaders and organizations strengthening community connections. PlanRVA expects to notify at least 20 recipients annually, with awards ranging from $2,500 to $5,000. Awards will be distributed in November, followed by a coordinated national announcement on December 2.

Ms. Hott emphasized that PlanRVA's community-host application was grounded in RVA Rising and its economic mobility goals. During 12 information sessions, staff described how local "weavers" support economic mobility through work related to childcare, youth development, public safety, housing, food security, arts and culture, and other local priorities. PlanRVA received 131 completed applications, including at least one from each locality; 72 applicants were small organizations and 59 were individuals. Sixty percent identified as Black, Indigenous, multiracial, or people of color, and many applicants were women.

Ms. Hott noted that PlanRVA was invited to assist with selecting the next cohort of community hosts and will reinvest the related stipend in its local Weaver Awards work. She expressed hope that neighboring planning district commissions will participate in the future, enabling expansion of the Weaver model across a broader region. Chair Stewart thanked Ms. Hott for her leadership and creativity and expressed appreciation that every PlanRVA locality was represented among the completed applications.

Kevin Carroll left the meeting at 10:30am

Spotlight Topic
Chair Stewart thanked Kristin Hott for her presentation and invited questions from members. With no questions raised, Chair Stewart expressed appreciation for Ms. Hott's work and stated that the Commission looked forward to learning the identities of the Weaver Award recipients. Ms. Hott noted that community connection cards would be available in the lobby for members to take and distribute. Because the cards do not include program-specific dates, they may also be used for outreach during next year's application cycle.

Chair Stewart then transitioned to the next agenda item and invited Brian Anderson to the podium. She welcomed Mr. Anderson, noting his familiarity with the Commission, and expressing appreciation for his participation.

Rev. Milton Hathaway joined the meeting in-person at 10:43am

Anita Barnhart left the meeting at 10:59am

Brian Anderson, President and CEO of ChamberRVA, briefed the Commission on RVA Rising and ChamberRVA's role in advancing its rewarding-work economic mobility driver. He emphasized that ChamberRVA serves the same regional footprint as PlanRVA and that progress depends on collaboration among local governments, businesses, nonprofits, educational institutions, and other partners.

RVA Rising is a 10-year regional alliance led by ChamberRVA, PlanRVA, the Community Foundation for a greater Richmond, United Way of Greater Richmond and Petersburg, and the Richmond Memorial Health Foundation. Rather than providing direct services, it seeks to improve economic mobility through coordination, data, shared storytelling, convening, and policy and strategy development. Its five focus areas are inclusive neighborhoods, rewarding work, quality education, health access, and responsive governance.

Mr. Anderson noted that a VCU workforce analysis identified 106 workforce programs and talent pipelines in the region. The primary challenge, he said, is aligning employers, education and training providers, and labor-market needs. Through the Brookings Regional Growth Network, the region is using a Next Generation Sector Partnership model to coordinate employers and training partners in high-growth sectors.

Construction, health care, information technology, and manufacturing are the initial target sectors. Construction and health-care partnerships are underway, while IT and manufacturing partnerships are expected to begin in 2027 with grant support. The construction partnership has found strong student interest in construction careers, with training capacity often the main limitation. The health-care partnership is focused on clearer career pathways and advancement from entry-level to higher-wage roles.

Mr. Anderson said the initiative will require approximately $600,000 annually in sustained regional investment; more than $600,000 has been raised toward an approximately $2.5 million campaign. He clarified that the presentation was informational and not a request for local government funding.

He encouraged local governments to remain engaged, share relevant expertise, and help identify employers and organizations for participation. In response to questions, he confirmed engagement with regional economic development authorities and noted that worker perspectives, unions, and apprenticeship programs are important components of the sector partnerships. Chair Stewart thanked Mr. Anderson and indicated that the Commission would revisit RVA Rising at a future meeting.

C. Decision Items

There were no comments regarding the consent agenda, so Chair Stewart entertained a motion to approve. On a motion by Tim Davey, seconded by Jody Rogish, all voted in favor to approve the consent agenda.

Chair Stewart reported that the Executive Committee had discussed potential future Commission meeting topics and that further one-on-one discussion with Ms. Shickle would be needed to refine them and ensure alignment with the Commission's mission and goals.

She stated that members could expect a more defined meeting plan within four to six weeks.

Lauren Shephard, PlanRVA, provided a financial update and reported that PlanRVA's FY 2026 audit had begun with the agency's new audit firm, Baker Tilly. The auditors have read-only access to PlanRVA's financial management system, approvals, and supporting documentation, which is expected to improve efficiency and transparency. A draft audit report is anticipated for the November Commission meeting. Ms. Shephard noted that the financial information presented was preliminary but favorable.

PlanRVA is projecting a preliminary surplus of approximately $985,000, with approximately $6.1 million in total assets, $3.9 million in liabilities, and a net position of about $2.2 million. Cash and accounts receivable were reported as strong, with no significant aged receivables. Revenue of approximately $7.5 million was 56 percent above budget, driven largely by grants received after budget adoption, changes in reporting for Central Virginia Transportation Authority-exclusive staff, and prior-year cost recovery from the Central Virginia Planning District Commission. Expenses of approximately $6.5 million were also above budget and largely offset the additional revenue.

Ms. Shephard clarified that the projected surplus is not a recurring operating surplus or entirely available cash. Approximately $434,000 reflects a one-time prior-year CVTA cost recovery adjustment, while about $155,000 reflects non-cash accounting items. After these adjustments, estimated net income is just under $400,000, with some remaining in accounts receivable and expected to convert to cash or working capital. Temporary vacancies in the data and finance teams also contributed to the favorable position.

PlanRVA began invoicing its largest transportation customer monthly rather than quarterly to improve cash flow and reduce the operating cash needed for routine operations. Operating cash exceeded $2 million during the prior month, enabling staff to transfer just over $1 million to the Local Government Investment Pool to earn interest. Staff has also developed cash forecasts that consider risks such as federal funding disruptions. Following completion of the audit, staff expects to recommend transferring a portion of operating cash into reserves, with the goal of reaching three months of core operating expenses in reserves before the Commission's December 2027 target.

In response to questions, staff explained that higher federal funding resulted from additional grants received after the budget was adopted and from a conservative spring 2025 budgeting approach that excluded grants not yet formally awarded. Ms. Shephard confirmed that FY 2025 local dues increased by five cents per capita, generating approximately $51,000 across the nine localities. Ms. Shickle also reported that PlanRVA is pursuing establishment of a 501(c)(3) organization to broaden funding opportunities; staff expects to present a proposal and implementation timeline to the Finance Committee in October and subsequently seek Commission authorization.

Chair Stewart thanked Ms. Shephard, Ms. Shickle, the Finance Committee, and Finance Committee Chair Davis for their work in strengthening PlanRVA's financial position. She then moved to the next agenda section, adjusting the order to begin the member and Commission engagement local showcase with Chesterfield County.

D. Regional Roundtable: Innovation & Collaboration Showcase

Convene the Region
Mr. Ingle introduced Dr. Kevin Catlin, Chesterfield County's new County Administrator, and welcomed him to the region. He commended Dr. Catlin's energy, positive attitude, and willingness to engage fully during a particularly busy transition period.

Dr. Catlin thanked the Commission and summarized his background in public service. He most recently served as County Administrator and Controller in Kalamazoo County, Michigan, and previously held local-government leadership roles in Illinois, Oklahoma, South Dakota, and Michigan. He described growing up in a single-parent household with limited financial resources and stated that those experiences shaped his commitment to empathy, active listening, and understanding residents' circumstances. A first-generation college graduate, he earned bachelor's, master's, and doctoral degrees from the University of Illinois.

Dr. Catlin described leadership experience across transportation, public safety, planning and zoning, economic development, labor relations, technology, and county administration, including roles with the Illinois Department of Transportation and several local governments. He emphasized collaborative, relationship-based leadership and regional problem-solving.

He provided updates on major Chesterfield County initiatives, including LEGO's approximately $1 billion investment, expected to open in 2027, and Commonwealth Fusion Systems' planned commercial fusion plant at the James River Industrial Center. The fusion project is expected to generate about 400 megawatts of power and create substantial construction and permanent jobs. He also noted continued data-center development and the County's coordination with utilities and partners on infrastructure capacity and community concerns.

Dr. Catlin highlighted the 42-acre Springline redevelopment near Midlothian Turnpike and Chippenham Parkway, which is expected to include about 300 apartments, the Timmons Group headquarters, a Falling Creek Police Precinct, and a hotel and conference center anticipated to open in 2028.

Transportation, education, and recreation remain key priorities. He referenced interchange improvements, Fall Line Trail expansion, school-capacity projects, and West Ridge High School—a planned $135 million facility expected to open in August 2027. He also noted park and sports-tourism investments that supported nearly one million facility visits in FY 2026.

Dr. Catlin concluded that Chesterfield is experiencing significant growth across economic development, infrastructure, schools, public safety, recreation, and tourism. The County's goal, he said, is to manage that growth while preserving strong services, infrastructure, and quality of life. Chair Stewart thanked him for his presentation and commitment to regional collaboration.

Rev. Cooper left the meeting at 11:24am

E. Adjournment

With no other commentary, Chair Stewart entertained a motion to adjourn. On a motion by Dr. Newbille, seconded by Ms. Faye Prichard, all voted in favor and the meeting adjourned at 11:30 a.m. The next meeting is scheduled for November 12, 2026, at 9:30 a.m. in the PlanRVA James River Boardroom and via Teams.