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## PlanRVA Executive Committee Meeting Minutes

April 10, 2025 – 8:30 a.m.

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

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

LOCALITY	NAME	X (attended)
Town of Ashland	Dr. Daniel McGraw, Chair	X
Charles City County	Byron Adkins, Treasurer	X
Chesterfield County	Jim Ingle	X
Goochland County	Neil Spoonhower	X
Hanover County	Sean Davis	X
Henrico County	Reverend Tyrone Nelson	
New Kent County	Jordan Stewart, Vice Chair	V
Powhatan County	Steve McClung	
City of Richmond	Dr. Cynthia Newbille, Secretary	X

*The technology used for the PlanRVA Executive Committee 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

Chair McGraw called the meeting to order at 8:30 a.m. and welcomed all attendees. He reported that PlanRVA has been selected as a FOLAR 2025 Outstanding Community Service Government Agency Award recipient. This award recognizes PlanRVA and its leadership, along with the PlanRVA board and staff, for their commitment to improving the quality of life in our region through PlanRVA’s many years of helping to advance FOLAR and its mission.

### Pledge of Allegiance

The Pledge of Allegiance was led by Chair McGraw.

### Roll Call and Certification of a Quorum

Janice Scott, PlanRVA, took roll call of attendees and certified that a quorum was present.

### A. Administration Items

#### 1. Confirmation of Member Participation from a Remote Location

Chair McGraw announced that the following member requested approval to participate remotely: Jordan Stewart. Reason: personal matter, specifically a scheduling conflict that prevents in-person attendance. Chair McGraw announced his approval of the request to participate remotely.

On motion Cynthia Newbille, seconded by Sean Davis, the members of the Executive Committee voted to confirm that the Chair’s decision to approve the 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 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.

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

There were no requested amendments to the agenda.

## **3. Public Comments**

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

## **4. Approval of Meeting Minutes – February 13, 2025**

On motion by Sean Davis, seconded by Neil Spoonhower, the members of the PlanRVA Executive Committee voted to approve the meeting minutes as presented (voice vote).

## **B. New Business**

### **1. Regional Strategic Plan Update**

Martha Shickle provided an update on the regional strategic plan. She detailed the steps that have been taken to date on development of the plan. The plan was published in area newspapers and shared with stakeholder to seek feedback.

The five interconnected themes of the regional vision were discussed:

- Strategic and Resilient Infrastructure
- A Healthy Environment
- Attainable Housing
- A Strong Economy
- Opportunity and Choice for Everyone

### **2. Succession Management Plan Update – Staff Continuity and Retention Plan**

Ms. Shickle provided an update on the succession management plan. She reported the plan was developed and approved in FY22 and includes a requirement that it be reviewed and updated periodically. The following updates are planned:

- Streamline steps/activities for addressing a (short- or long-term) vacancy in the Executive Director role
- Update to reflect the current organizational structure (Q4 FY2025)
- Address additional opportunities to increase organizational sustainability and resiliency
- Develop Succession Plans for the Senior Leadership Team (Q4 FY2025)
- CFAO & Program Directors
- Identify positions for whom cross-training is necessary (Q4 FY2025)
- Incorporate other operating practices into an overall strategy for retention & continuity (Q1 FY2026)

### **3. FY26 Officer Rotation**

Chair McGraw reviewed the current planned rotation. Based on this rotation, the officers for FY26 would be the representatives from these localities:

- Chair: New Kent
- Vice Chair: Charles City
- Treasurer: Richmond
- Secretary: Henrico

#### **4. Key Imperatives for FY2026 Work Program Priorities**

Ms. Shickle presented this item and reported on the proposed FY26 key imperatives and explained how and why each imperative is being proposed:

- Convene the region
- Drive data, research and analysis
- Update and implement regional strategic vision and core plans
- Offer local planning assistance
- Ensure compliance and agency sustainability

Members discussed the imperatives and their importance. It was suggested that ensuring compliance and agency sustainability be moved to the top due to its importance. It was also suggested that driving data, research and analysis should be highlighted. There was discussion about how the agency can measure success. It was suggested that an example (or story) of success be shared for each imperative this time next year to show what has been done to accomplish/fulfill the goals of the imperative. For convening the region, it was suggested that efforts to convene others be undertaken for a reason that falls within the strategic plan and the agencies priorities. There was also discussion about exploring other funding options. As 80% of the agency's funding comes from federal sources, identifying other funding streams in the future will be important.

The satisfaction survey that is planned to go out was reviewed. The following questions on the survey were reviewed:

- Q1: PlanRVA is effective at identifying important regional issues
- Q2: My locality is engaged satisfactorily by PlanRVA in regional planning efforts
- Q3: PlanRVA is responsive to requests for services from its member localities
- Q4: I know who to connect with at PlanRVA if my locality needs support on a specific project or issue
- Q5: PlanRVA staff are effective at forming professional working relationships with locality staff and organizations in the region
- Q6: PlanRVA provides quality communications about current projects and planning efforts through blogs, newsletters, and social media
- Q7: I would like PlanRVA to provide additional support, services, or outreach to my locality.

There was a consensus to update the survey to align the questions with the key imperatives, rework the imperatives to reflect the prioritization and order, incorporate tools for measuring success and add the success examples/stories.

#### **5. Future Meeting Topics**

The key imperatives and survey were discussed as future meeting topics.

#### **C. Adjournment**

Chair McGraw adjourned the meeting at approximately 9:20 a.m.