



AGENDA Executive Committee

October 14, 2021 -- 8 a.m.

James River Board Room- PlanRVA

Members of the public may observe the meeting on our YouTube Channel:
www.youtube.com/PlanRVA

View our complete [Public Participation Guide](https://planrva.org/wp-content/uploads/PlanRVA-Public-Participation-Guide-2021-0901.pdf) at
<https://planrva.org/wp-content/uploads/PlanRVA-Public-Participation-Guide-2021-0901.pdf>
for other ways to participate.

https://planrva-org.zoom.us/webinar/register/WN_fwGOFREjQjebD6-5X-UnDg

1. Welcome and Introductions (Winslow)

a. Roll Call of Attendees and Certification of a Quorum (Heeter)

2. Action Item: Meeting Minutes (Paige/page 2)

Requested Action: Motion to accept the meeting minutes from September.

3. Old Business

a. Information Item: Office Space Planning and Leasing (Heeter)

b. Information Item: Meeting Room Technology Upgrades (Heeter/page 5)

4. New Business

a. Information Item: FY2021 Audit Update and Schedule (Heeter)

b. Information Item: Succession Management Plan Update (Heeter)

5. Future Meeting Topics

6. Adjourn: Targeted Adjournment is 8:55 am.



**Executive Committee
Zoom Virtual Meeting
Meeting Minutes
September 9, 2021
8 a.m.**

Members Present

LOCALITY	NAME	X (attended)
Charles City County	William Coad	
Chesterfield County	Christopher M. Winslow, Chair	X
City of Richmond	Dr. Cynthia Newbille	X
Goochland County	Neil Spoonhower, Chair	
Hanover County	Sean Davis, Vice Chair, Canova Peterson	X
Henrico County	Reverend Tyrone Nelson	X
New Kent County	Patricia Paige, Secretary	X
Powhatan County	Michael Byerly, Treasurer	X
Town of Ashland	Kathy Abbott (A)	X

Others Present

Tim Davey, Public Outreach & Engagement Committee Chair
Eric Gregory, Hefty, Wiley & Gore, PC

Staff Present

Martha Heeter, Executive Director
Janice Firestone, Transportation Program Coordinator
Sidd Kumar, Project Coordinator
Chet Parsons, Director of Transportation

The PlanRVA Executive Committee meeting was held using electronic communication means. The technology used for this meeting was a web-hosted service created by Zoom. The meeting was available via live stream through YouTube to assure open access for members of the public. All recordings are available on the [Plan RVA YouTube Channel](https://www.youtube.com/PlanRVA) at www.youtube.com/PlanRVA.

Call to Order

Mr. Winslow called the PlanRVA Executive Committee meeting to order at approximately 8 a.m.

Attendance Roll Call & Certification of a Quorum

Ashland | Charles City | Chesterfield | Goochland | Hanover | Henrico | New Kent | Powhatan | Richmond
Richmond Regional Planning District Commission

Ms. Heeter took attendance by roll call and confirmed a quorum of the body was present.

Meeting Minutes

Mr. Davis made motion to approve the meeting minutes; Mrs. Paige seconded the motion with carried unanimously.

Office Space Planning Update

Mr. Winslow and Ms. Heeter provided a brief update on the status of the office space planning efforts since the August work session. The effort is running on schedule with expectation of identified prospective sites in alignment with the needs assessment (site line report) in October.

FY2022 Key Imperatives

Ms. Heeter gave an overview of the FY2022 Key Imperatives that would be presented at the Full Commission meeting and requested action by the Executive Committee to forward to the full Commission for approval. Dr. Newbille made the motion and Mr. Davis seconded with unanimous agreement.

FY2022 Committee Appointments

Mr. Winslow gave an overview of the FY2022 recommended appointments to committees which were approved by the executive committee following motion from Mrs. Paige and second by Reverend Nelson

Meeting Room Technology Upgrades

Ms. Heeter provided an update on the status of our request to the Virginia Department of Emergency Management for approval of purchase of virtual meeting supplies and technology equipment to assist with hosting of meetings and training events for the Emergency Management Alliance of Central Virginia. The equipment would also be available for use to support meetings hosted by PlanRVA and has the capability to be moved to a new (office) location or to an alternative meeting venue.

Members asked Ms. Heeter to follow up with VDEM and the Alliance to confirm the requirements of funding for this kind of purchase and to understand the obligations of PlanRVA in fulfilling expectations and requirements for providing the equipment to the localities and/or VDEM or for responsibility for moving costs.

Branding Update

Mr. Davey gave an overview of the proposal submitted by Brand Federation to assist PlanRVA in developing a comprehensive branding message as a continuation of the Public Engagement efforts. Dr. Newbille made a motion to approve the task order and appropriation of funds for the work; Mr. Davis made a second. The motion was carried unanimously.

Virginia Housing Grant



Ms. Heeter provided an overview of the activities to date to secure the \$3 million award from Virginia Housing and the staff recommendation to designate Partnership for Housing Affordability as the implementation partner for the program. Reverend Nelson made a motion to recommend approval of the resolution included in the packet for the Full Commission. Dr. Newbille seconded the motion which was unanimously approved.

With no other business, the Executive Committee adjourned at 8:49 am.

DRAFT