



Local Government Council

Local Government Council Meeting
Region 2000 Partnership's Large Conference Room
828 Main Street, 12th Floor
Lynchburg, VA

January 16, 2014 ~ 5:00 p.m.

Agenda

1. Welcome, introduction of new members, and moment of silence.....Joan Foster, *Chair*
2. Minutes of November 20, 2013 LGC meetingJoan Foster, *Chair*
3. Finance report.....Rosalie Majerus
4. Introduction of Nathan Wittkamp, Executive Director, Historic Virginia Chapter of the American Red CrossGary Christie & Nathan Wittkamp
5. Personnel Policy Changes to Incorporate VRS Hybrid Employees.....Gary Christie
6. Discussion of Region 2000 Partnership Office Space Changes.....Gary Christie
7. LGC Representation on the WIB.....Brian Davis
8. Items from Staff.....Gary Christie
9. Items from Council.....All
10. Next meeting:

March 20, 5 p.m., Executive Committee Meeting (*if needed*)

April 17, Dinner Meeting with the Local Government Council

Virginia's Region 2000 Local Government Council Meeting
January 16, 2014

Agenda Summary

1. Welcome, moment of silence and introduction of new members

The LGC welcomes Stan Goldsmith, Campbell County Board of Supervisors and Don Kidd,

2. Minutes of November 20, 2013 LGC meeting

(See Attachment 2)

Recommended Action: Approve the minutes as presented subject to any agreed upon revisions as noted by members of the Council

3. Finance report:

(See Attachment 3)

Deputy Director of Finance, Rosalie Majerus, will present the year-to-date financial report through December 31, 2013.

Recommended Action: For Council's information and open for discussion. No formal action required.

4. Introduction of Nathan Wittkamp, Executive Director, Historic Virginia Chapter of the American Red Cross

Nathan will discuss how the Red Cross works with local governments during disaster events. Local Emergency Services Coordinators have also been invited to attend.

Recommended Action: For Council's information.

5. Personnel policy changes to incorporate VRS Hybrid employees

Full time employees hired after January 1 will receive a new benefit, short term disability insurance. This new benefit changes the need for sick leave as we now have it arranged for employees hired after January 1, 2014.

Staff will present some concepts for discussion that, for VRS Hybrid employees, sick leave be capped at 80 hours. In this way, an employee would have some sick leave for those events that do not trigger short term disability payments. A Hybrid employee would not be eligible to participate in the Sick Leave Bank. All other leave benefits would be the same.

Council will be asked to take action on the discussion in March or April in order to have a benefit package in place for new hires

Recommended Action: For Council's information and open for discussion. Action will be requested in March or April.

6. Discussion of Region 2000 Partnership Office Space Changes

Staff will discuss the addition of a large conference room to double the size of the current conference room. The new room would be used by the WIB for their quarterly meetings and be used for other large meetings.

Recommended Action: For Council's information and open for discussion.

7. LGC Representation on the WIB

Having an elected local government representative participate on the Workforce Investment Board has been valuable over the years to keep an elected local official perspective at the table. We have several economic development officials serving on the WIB, but currently no elected officials.

The Region 2000 Workforce Investment Board (WIB) is seeking a member of the LGC willing to serve in this capacity. Because local governments and the business-led WIB share certain responsibilities under the Workforce Investment Act, local government representation on the WIB helps to ensure that awareness and communication are maintained.

The full WIB meets quarterly on second Tuesdays at 3:00 p.m., with meetings last no longer than one and a half hours. The meeting dates for 2014 are: February 11, May 13, August 12 and November 11. WIB members also have the opportunity to engage further through service on one of three sub-committees (Business Engagement, Operations and Oversight or the Youth Council) if they so desire.

The representative will serve a two year term.

Recommended Action: We're seeking an elected local official to participate on the Workforce Investment Board

8. Items from Staff:

- i. Agriculture Study Underway: During the week of January 20 we'll hold focus groups in each of the Counties and in Lynchburg with community agriculture leaders and stakeholders
- ii. Update on Salary Study

9. Items from Council:

10. Next meeting:

March 20, 5 p.m., Executive Committee meeting, if needed.
April 17, dinner meeting with the Local Government Council

11. Adjourn



Virginia's Region 2000 Local Government Council Meeting

Partnership Conference Room
Lynchburg, Virginia
November 20, 2013, 5:00 pm

DRAFT

Members Present:

Kenneth Bumgarner, Town of Amherst Council
Waverly Coggsdale, Altavista Town Manager
Bryan David, Region 2000 Economic Development Council
Joan Foster, City of Lynchburg, *Chair*
Stacey Hailey, Bedford Town Council
Mayor Paul Harvey, Town of Appomattox
Jack Hobbs, Amherst Town Manager
Charles Kolakowski, Bedford Town Manager
Mayor Mike Mattox, Town of Altavista, *Vice-Chair*
Clarence Monday, Amherst County Administrator
L. Kimball Payne, Lynchburg City Manager
Hugh Pendleton, Campbell County Board of Supervisors
Mark Reeter, Bedford County Administrator
John Spencer, Assistant Appomattox County Administrator for Aileen Ferguson
Gary Tanner, Appomattox County Board of Supervisors
Clifton Tweedy, Assistant Campbell County Administrator for R. David Laurrell

Absent:

Delegate Scott Garrett, Virginia House of Delegates
Mayor Phyllis Campbell, Town of Brookneal
Sen. Tom Garrett, Senate of Virginia
Bill Gillespie, Appomattox Town Manager
John Sharp, Bedford County Board of Supervisors
Russell Thurston, Brookneal Town Manager
Claudia Tucker, Amherst County Board of Supervisors

Others Present:

Gary Christie, Local Government Council, Executive Director
Stanley Goldsmith, Campbell County Board of Supervisors
Dr. Ruth Hendrick, Vice-President, Workforce Solutions, CVCC
Matt Perkins, Local Government Council, Administrative Program Coordinator
Bart Smith, Coordinator, Small Business Development Center
Bob White, Local Government Council, Deputy Director of Core Services

Meeting Minutes - *DRAFT*

1. **Welcome and moment of silence:** Chair Joan Foster called the meeting to order at 5:00 p.m., welcomed the members of the Local Government Council Executive Committee and proceeded with introductions, and opened with a moment of silence.

Additionally, Joan Foster recognized Hugh Pendleton for his leadership and service to the region, specifically to the Virginia's Region 2000 Local Government Council. Gary Tanner, Mayor Mike Mattox, and David Laurrell offered comments expressing their gratitude to Mr. Pendleton for his leadership, wisdom and council throughout the years. The same was expressed by the Council by ovation.

2. **Approval of Minutes of October 17, 2013:** Upon a motion by Gary Tanner, seconded by Paul Harvey, the meeting minutes from the October 17, 2013 Local Government Council meeting were unanimously approved as presented.
3. **Finance report:** Gary Christie, Executive Director, presented the year-to-date financial report through October 31, 2013. There were no unexpected revenues or expenditures. Gary noted that Agriculture Study and Small Business Development Center are being paid from the fund balance.
4. **Small Business Development Center:**

Bart Smith, Coordinator of the Small Business Development Center (SBDC), briefed the Council on the mission, services offered by the SBDC and current summary of activities. Bart also presented and reviewed data for services offered and the types of clients that have been serviced by the SBDC from the region. Bart furthered expanded on the specifics of the types of his work activities including trainings, seminars, and personal client interaction.

Bart offered for the member's consideration and information the allocated fund request of \$50,000 for FY15, which was calculated from the 2010 Census population numbers of each locality. The need is \$70,000. Bart explained that the additional \$20,000 would be made up from investors, sponsors, and payments/costs associated with programs and trainings. Further, Bart explained how he expects to establish metrics and measurables to establish future growth and goals.

Dr. Ruth Hendrick offered comments regarding the SBDC and thanked the Council and jurisdictions for the opportunity for CVCC to host the SBDC. Also, she offered comments regarding how the work of the SBDC compliments the other work and programs that CVCC currently offers.

The Council was reminded that current funding for the SBDC came from localities, the Region 2000 Economic Development Council and the Virginia's Region 2000 Local Government Council.

Ruth and Bart mentioned that they were appreciative of the support and that the next steps would include approaching each locality with the formal request for program funding allocation.

5. Central Virginia Training Center (CVTC) Report:

Clarence Monday presented information regarding the CVTC facility and grounds and its future. Additionally, Mr. Monday offered a report for the Councils information regarding the economic impact of CVTC, further elaborated on by Bryan David, on the region. Further, both Mr. Monday and Mr. David noted that the region should begin discussions on development of a plan for the future use of the CVTC facility and property to place it in a position to offer a plan when appropriate.

Mr. Monday and Mr. Bryan answered questions from the Council regarding the CVTC. Mr. Bob White was asked to convene a group from Amherst County, Lynchburg City, and Region 2000 to discuss possible approaches to moving forward.

6. LGC 2014 Meeting Schedule:

January 16th: MPO & LGC
February No meeting
March 20th: Executive Committee, as needed
April 17th: MPO & LGC Dinner Meeting at the Craddock Terry Hotel
May 15th: Executive Committee, as needed
June 19th: Executive Committee, as needed
July 17th: MPO & LGC & Workforce Council
August: No meeting
September 18th: Executive Committee, as needed
October 16th: Fall Dinner Meeting in Altavista
November 20th: MPO Meeting, Executive Committee Meeting, as needed
December: No meeting

Upon a motion by David Laurrell to approve the 2014 LGC meeting schedule, seconded by Gary Tanner, the meeting schedule was unanimously approved as presented.

7. Items from Staff:

- a. On-Call Associate: Gary Christie notified the Council that the LGC would be hiring for an on-call project management associate.
- b. Governor's Transportation Conference: Gary Christie mentioned, for informational purposes, that he would be attending this conference.

8. Items from Council:

No further matters from the Council were discussed.

- 9. Adjourn:** Upon a motion by Gary Tanner to adjourn, seconded by Jack Hobbs, Chair Joan Foster adjourned the Council at 5:55 p.m.

Signed: _____ **DRAFT** _____

By: _____, _____(title)

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL

Attachment 3

Budget to Actual for FY14

pp 7 - 10

As of December 31, 2013

	<u>FY14 Budget</u>	<u>Actual Through 12/31/13</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>
OPERATIONS FUND (EXPENDITURES)				
SALARY				
ADMINISTRATION	159,842	79,921	79,921	50.00%
FINANCE	125,780	62,890	62,890	50.00%
OPERATIONS	218,966	109,483	109,483	50.00%
WIA	110,001	54,683	55,318	49.71%
	614,589	306,977	307,612	49.95%
PART TIME HELP	10,000		10,000	0.00%
Total Salaries & Wages	624,589	306,977	317,612	49.15%
EMPLOYER COST FICA	47,781	22,676	25,105	47.46%
EMPLOYER COST V R S	67,113	33,522	33,591	49.95%
EMPLOYER COST HEALTH INS	64,821	29,078	35,743	44.86%
EMPLOYER COST LIFE INS	7,314	3,649	3,665	49.89%
UNEMPLOYMENT COMPENSATION		54		
WORKERS COMP	1,000	472	528	47.20%
Total Fringe Benefits	188,029	89,451	98,632	47.57%
OFFICE EXPENSES				
AUDITING SERVICES	4,750	4,900	(150)	103.16%
PAYROLL ACCOUNTING SERVICES	8,100	3,471	4,629	42.85%
LEGAL SERVICES	3,000		3,000	0.00%
LIABILITY INSURANCE	1,700	1,036	664	60.94%
CONTRACTUAL SERVICES	24,000	3,548	20,452	14.78%
ADVERTISING	1,000	732	268	73.20%
POSTAGE	1,500	664	836	44.27%
TELEPHONE	4,200	2,157	2,043	51.36%
INTERNET SERVICES	300	134	166	44.67%
OFFICE SUPPLIES	6,000	1,294	4,706	21.57%
PRINTING & BINDING	2,000		2,000	0.00%
TRAVEL	7,500	1,810	5,690	24.13%
SPECIAL MEETINGS	9,500	3,464	6,036	36.46%
EDUCATION & TRAINING	6,000	1,963	4,037	32.72%
DUES, SUBSCRIPTIONS	8,800	7,689	1,111	87.38%
PUBLICATIONS	700		700	0.00%
MISCELLANEOUS EXPENSES	1,000	297	703	29.70%
FURNITURE & FIXTURES	1,000		1,000	0.00%
RENTAL OFFICE EQUIPMENT	6,844	1,560	5,284	22.79%
OFFICE RENT	48,976	24,166	24,810	49.34%
PARKING	4,500	1,650	2,850	36.67%
COMPUTER EQUIP/SOFTWARE	10,000	2,271	7,729	22.71%
Total Office Expenses	161,370	62,806	98,564	38.92%
Total Operations Expenses	973,988	459,234	514,808	47.15%

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL

Budget to Actual for FY14

As of December 31, 2013

	<u>FY14 Budget</u>	<u>Actual Through 12/31/13</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>
Total Operations Expenses (from Page 1)	973,988	459,234	514,808	47.15%
Grant Expenses				
Agriculture Strategic Planning Grant	70,000	5,202	64,798	7.43%
Appomattox Enhancement Grant	150	180	(30)	120.00%
Brookneal Enhancement	2,000	319	1,681	15.95%
CDBG-Appomattox Town	750	135	615	18.00%
CDBG - Madison Heights	1,000	415	585	41.50%
CDBG - Pamplin	750	445	305	59.33%
DHCD	2,500	149	2,351	5.96%
DRPT / FTA	2,500	732	1,768	29.28%
EDA - CEDS	9,000	5	8,995	0.06%
Regional Radio Board	912,267	424,768	487,499	46.56%
Regional Library		14,884	(14,884)	#DIV/0!
Ride Share	29,000	6,566	22,434	22.64%
Small Business Development Center	30,000	30,000	0	100.00%
Storm water	39,500	36,008	3,492	91.16%
Town of Amherst Waterline	50		50	0.00%
VDOT - PL	97,500	3,542	93,958	3.63%
VDOT - Rural	2,500	1,635	865	65.40%
WIA	897,035	421,603	475,432	47.00%
Total Direct Project Expenses	2,096,502	946,588	1,149,914	45.15%
Contingency	0	0	0	0.00%
TOTAL EXPENDITURES	\$3,070,490	\$1,405,822	\$1,664,722	45.78%

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL

Budget to Actual for FY14

As of December 31, 2013

	<u>FY14 Budget</u>	<u>Actual Through 12/31/13</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Received</u>
Revenues				
OPERATIONS FUND (REVENUE)				
Dues Town of Appomattox	1,045	1,045	0	100.00%
Dues Town of Brookneal	1,045	1,045	0	100.00%
Dues Town of Amherst	1,045	1,045	0	100.00%
Dues Town of Altavista	1,045	1,045	0	100.00%
Dues Town of Bedford	1,045	1,045	0	100.00%
Dues Lynchburg	43,958	43,958	0	100.00%
Dues Bedford County	43,422	43,422	0	100.00%
Dues Campbell County	31,486	31,487	(1)	100.00%
Dues Amherst County	18,685	18,685	0	100.00%
Dues Appomattox County	8,637	8,637	0	100.00%
Miscellaneous Revenue	18,500	13,152	5,348	71.09%
Total Operations Revenue	169,913	164,566	5,347	96.85%
Grant Revenues				
Appomattox Enhancement Grant	1,500		1,500	0.00%
Agriculture Strategic Planning Grant	35,000		35,000	0.00%
Funding from Fund Balance for Agriculture Grant	35,000		35,000	0.00%
Brookneal Enhancement	15,000		15,000	0.00%
CDBG- Appomattox Town	3,000		3,000	0.00%
CDBG-Madison Heights	27,200	12,740	14,460	46.84%
DHCD	75,971	37,985	37,986	50.00%
DRPT / FTA	98,819	43,772	55,047	44.30%
EDA - CEDS	25,000	4,609	20,391	18.44%
Regional Radio Board	959,267	885,840	73,427	92.35%
Regional Library		63,990	(63,990)	#DIV/0!
Region 2000 Services Authority	154,796	67,029	87,767	43.30%
Ride Share	52,800	19,441	33,359	36.82%
Funding from Fund Balance for Ride Share	10,000		10,000	0.00%
Funding from Fund Balance for SBDC	30,000		30,000	0.00%
Storm water	42,000	37,614	4,386	89.56%
Town of Amherst Waterline	700	777	(77)	111.00%
VDOT-PL	197,064	54,295	142,769	27.55%
VDOT-Rural	58,000	27,262	30,738	47.00%
Virginia's Region 2000	6,000	3,000	3,000	50.00%
WIA	1,100,000	515,085	584,915	46.83%
Total Grant Revenue	2,927,117	1,773,439	1,153,678	60.59%
TOTAL REVENUE - OPERATIONS & GRANT	3,097,030	1,938,005	1,159,025	62.58%
Interest	900	304	596	33.78%
Total Revenue	3,097,930	1,938,309	1,159,621	62.57%
Surplus/(Use of Fund) Balance	\$27,440	\$532,487		

LOCAL GOVERNMENT COUNCIL

Budget to Actual for FY14

As of December 31, 2013

CASH ON HAND

Sun Trust Checking		
LGC Funds		260,279
WIA Trainit Funds		4,990
Local Govt Invest Pool		470,597
Petty Cash		180
Cash on Hand		\$ 736,046

CALCULATION OF ESTIMATED YEAR-END FUND BALANCE

Cash on Hand	\$ 736,046
Less Expenditures Remaining (and Current Liabilities)	\$ (955,798)
Plus Revenues Remaining (and Current Assets)	\$ 1,072,536
Estimated Year-end Fund Balance	\$ 852,784

Year-end Fund Balance

