



Local Government Council

Local Government Council Executive Committee Meeting

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

March 20, 2014 ~ 5:00 p.m.

Agenda

1. Welcome; introductions; and, moment of silence.....Joan Foster, *Chair*
2. Minutes of January 16, 2014 LGC meeting.....Joan Foster, *Chair*
3. Finance report.....Rosalie Majerus
4. Update on PartnershipGary Christie
5. Strategic Planning Session – July 17.....Gary Christie
6. Discussion of Health Insurance.....Gary Christie
7. Items from Staff.....Gary Christie
8. Items from Council.....All
9. Next meeting:

April 17, Annual Dinner Meeting with the Local Government Council

Virginia's Region 2000 Local Government Council
Executive Committee Meeting
March 20, 2014

Agenda Summary

1. **Welcome; moment of silence; and, introduction of new members**
2. **Minutes of January 16, 2014 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 February 28, 2014.

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

4. **Update on Partnership:**

(See Attachment 4)

There are several changes going on in the Region's economic development efforts.

The Economic Development Council, which has served the region since 1988, has re-organized itself as the Region 2000 Business and Economic Development Council. Former Executive Director Bryan David has resigned and a recruitment process is underway for a Chief Executive Officer to manage both the marketing and recruiting of new businesses as well as providing staff services to the Technology Council. See www.region2000.org/alliance.

The Alliance has contracted with the Center for Advanced Engineering and Research to provide staff support services to the Technology Council through most of 2014.

Brian Davis, the Workforce Development Director for the past two years, has resigned to take the Directorship of the Richmond Metro WIB. The WIB's Executive Committee meets on March 12 to begin thinking through their recruitment process. Included in this report is a staff prepared option paper that the WIB Executive Committee will discuss.

The Lynchburg Chamber's longtime Executive Director, Rex Hammond, has resigned and recently the Lynchburg Chamber held a retreat where comments were raised about exploring opportunities to work more closely with Region 2000.

Recommended Action: The LGC may want to have a discussion on the moving pieces in regional economic development and about whether there may be additional opportunities to reshape the region's economic development program.

The Local Government Council may also want to express appreciation to Brian Davis as he departs in the form of a resolution of appreciation.

5. Strategic Planning Session:

Staff proposes that instead of our regular business meeting that we use Thursday, July 17, from noon until 4 as a time to have an off-site discussion on the future direction of the Local Government Council.

Topics for the strategic planning session include:

1. Environmental Scan
 - a. Are the right people at the table
 - b. Do the people at the table know each other
 - c. What's the environment ahead
2. Who is the Local Government Council
 - a. Vision/mission
 - b. What we are doing
 - c. Does the vision/mission match our current activities
 - d. Does everybody know where we're headed
 - e. Are we successful by Board member standards
3. What projects/revenue sources are priorities
 - a. Staff provided ideas
 - b. Ideas from board
4. What is the LGC role within the Partnership
5. Engaging elected officials - Ensuring organizational relevance
6. Wrap Up

Staff will find a facilitator.

By the way, we have an MPO meeting scheduled that day at 4 p.m. so if you don't want to go that long, let's find another day for the Strategic Planning Session.

Recommended Action: Agree to a date for the Strategic Planning Session

6. Discussion of Health Insurance:

This year we have been working with Insurance Services South, Inc., Mr. Sam Irby, to examine our health insurance options and advise us on staying with Local Choice or moving

to some other health system, such as a Health Savings Account. Our work with Mr. Irby is in conjunction with an analysis at the Blue Ridge Regional Jail Authority.

Mr. Irby has advised us to remain with Local Choice for FY 15, but continue analysis and begin planning for a transition to a Health Savings Account system in FY 16.

Local Choice has proposed a 6.6% rate increase for FY 15, which begins July 1. Local Choice requires that we notify them by April 1 if we are not going to renew with them. They will allow us until May 1st decide whether to absorb the rate increase or share/pass along with/to employee health insurance users.

Recommended Action: The Local Government Council should authorize staff to advise Local Choice that we will continue with their products and services for FY 15 and consider how to pay for the increase as part of the FY 15 budget process.

7. Items from Staff:

(See Attachment 7)

8. Items from Council:

9. Next meeting:

April 17 Annual Dinner meeting at the Craddock Terry Hotel, Downtown Lynchburg: Virginia's Secretary of Commerce and Trade Maurice Jones will be the keynote speaker.

10. Adjourn



Virginia's Region 2000 Local Government Council Meeting

Partnership Conference Room
Lynchburg, Virginia
January 16, 2014, 5:00 pm

Members Present:

Waverly Coggsdale, Altavista Town Manager
Joan Foster, City of Lynchburg, *Chair*
Stanley Goldsmith, Campbell County Board of Supervisors
Stacey Hailey, Bedford Town Council
Mayor Paul Harvey, Town of Appomattox
Jack Hobbs, Amherst Town Manager
Charles Kolakowski, Bedford Town Manager
R. David Laurell, Campbell County Administrator
Mayor Mike Mattox, Town of Altavista, *Vice-Chair*
L. Kimball Payne, Lynchburg City Manager
Mark Reeter, Bedford County Administrator
John Sharp, Bedford County Board of Supervisors
John Spencer, Assistant Appomattox County Administrator for Aileen Ferguson

Absent:

Clarence Monday, Amherst County Administrator
Gary Tanner, Appomattox County Board of Supervisors
Kenneth Bumgarner, Town of Amherst Council
Delegate Scott Garrett, Virginia House of Delegates
Mayor Phyllis Campbell, Town of Brookneal
Sen. Tom Garrett, Senate of Virginia
Bill Gillespie, Appomattox Town Manager
Russell Thurston, Brookneal Town Manager
Claudia Tucker, Amherst County Board of Supervisors

Others Present:

Gary Christie, Local Government Council, Executive Director
Brian Davis, Workforce Investment Board, Director
Beverly Gaydas, Disaster Services Manager, Historic VA Chap. of the Amer. Red Cross
Rosalie Majerus, Local Government Council, Deputy Finance Director
Matt Perkins, Local Government Council, Administrative Program Coordinator
Bob White, Local Government Council, Deputy Director of Core Services
Nathan Wittkamp, Executive Director, Historic VA Chapter of the American Red Cross

Meeting Minutes

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 and proceeded with introductions, and opened with a moment of silence.

Comments and thoughts received paying respect to Hugh Pendleton and his passing.

2. **Approval of Minutes of November 20, 2013:** Upon a motion by Jack Hobbs, seconded by Kim Payne, the meeting minutes from the November 20, 2013 Local Government Council meeting were unanimously approved as presented. Stan Goldsmith abstaining.
3. **Finance report:** Rosalie Majerus, Deputy Director of Finance, presented the year-to-date financial report through October 31, 2013. There were no unexpected revenues or expenditures. Operating expenses, grant expenses and revenue are in line with expectations.
4. **Presentation from Historic Virginia Chapter of the American Red Cross**

Nathan Wittkamp, Executive Director of the Historic Virginia Chapter of the American Red Cross, presented to the Council and overview of the work and functions of the Red Cross. Nathan stressed the importance of partnership with local governments and other agencies to enhance and support the work of Red Cross.

5. **Personnel Policy Changes to Incorporate VRS hybrid Employees:**

Gary Christie presented for discussion a proposed concept for VRS Hybrid employees to cap sick leave at 80 hours. David Laurell informed the Council of legislation that was introduced (SB89) that would address this issue and suggested that the Council hold off on any decisions until the outcome of that legislation is known. The Council discussed further the leave policies of other localities and how this issue has been addressed.

This matter was tabled for action until a future meeting of the Council.

6. **Discussion of Region 2000 Partnership Office Space Changes:**

Gary Christie noted that tentative plans for expanding meeting space at the Partnership Office location has not panned out and discussion on this topic will held to another time if a plan that works is developed.

7. **LGC Representation on the WIB:**

Brian Davis brought to the Council the idea of having a representative from the Local Government Council participate on the Workforce Investment Board. Brian noted that the Board meets four times per year and that representation would be for a two-year term.

After some discussion, John Sharp made a motion to nominate Joan Foster, seconded by Paul Harvey. Motion carried with David Laurell and Kim Payne abstaining. Charles Kolakowski voted no.

Additionally, Brian Davis provided information regarding the Business Services Team and the work that are doing also, he notified the Council that he has approved funds for the first Incumbent Worker Program at Porter's Fabrication.

8. Items from Staff:

Gary Christie updated the Council on the Agricultural Study that was supported by the Council indicating that meetings were scheduled work was progressing with the consultants. Bob White expanded on the scope of the project and the expected outcomes.

Gary Christie updated the Council on the salary/market study with Evergreen Consultants with results expected in the spring.

Gary Christie informed the Council that Amherst County Board of Supervisors has appointed Don Kidd as the representative to the Local Government Council.

Gary Christie informed the Council that the LGC has hired a part-time on-call project manager/writer to assist with various projects, specifically the Partnership newsletter.

Gary Christie updated the Council on the reorganization of the Economic Development Council in building towards a new Alliance. Gary noted that the search for a CEO to lead the new Business and Economic Development Alliance was underway.

9. Items from Council:

No further matters from the Council were discussed.

10. Adjourn: With no further business Chair Joan Foster adjourned the Council at 5:46 p.m.

Signed: _____

By: _____, _____ (title)

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL

Attachment 3

Budget to Actual for FY14

pp. 8 -11

As of February 28, 2014

	<u>FY14 Budget</u>	<u>Actual Through 02/28/14</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>
<u>OPERATIONS FUND (EXPENDITURES)</u>				
<u>SALARY</u>				
ADMINISTRATION	159,842	106,561	53,281	66.67%
FINANCE	125,780	83,854	41,926	66.67%
OPERATIONS	218,966	146,266	72,700	66.80%
WIA	110,001	73,016	36,985	66.38%
	614,589	409,697	204,892	66.66%
PART TIME HELP	10,000	755	9,245	7.55%
Total Salaries & Wages	624,589	410,452	214,137	65.72%
EMPLOYER COST FICA	47,781	30,319	17,462	63.45%
EMPLOYER COST V R S	67,113	44,739	22,374	66.66%
EMPLOYER COST HEALTH INS	64,821	39,245	25,576	60.54%
EMPLOYER COST LIFE INS	7,314	4,872	2,442	66.61%
UNEMPLOYMENT COMPENSATION		54		
WORKERS COMP	1,000	472	528	47.20%
Total Fringe Benefits	188,029	119,701	68,382	63.66%
<u>OFFICE EXPENSES</u>				
AUDITING SERVICES	4,750	4,900	(150)	103.16%
PAYROLL ACCOUNTING SERVICES	8,100	5,057	3,043	62.43%
LEGAL SERVICES	3,000	0	3,000	0.00%
LIABILITY INSURANCE	1,700	1,036	664	60.94%
CONTRACTUAL SERVICES	24,000	7,728	16,272	32.20%
ADVERTISING	1,000	764	236	76.40%
POSTAGE	1,500	487	1,013	32.47%
TELEPHONE	4,200	2,737	1,463	65.17%
INTERNET SERVICES	300	179	121	59.67%
OFFICE SUPPLIES	6,000	2,315	3,685	38.58%
PRINTING & BINDING	2,000		2,000	0.00%
TRAVEL	7,500	1,852	5,648	24.69%
SPECIAL MEETINGS	9,500	4,929	4,571	51.88%
EDUCATION & TRAINING	6,000	2,348	3,652	39.13%
DUES, SUBSCRIPTIONS	8,800	8,099	701	92.03%
PUBLICATIONS	700	64	636	9.14%
MISCELLANEOUS EXPENSES	1,000	424	576	42.40%
FURNITURE & FIXTURES	1,000		1,000	0.00%
RENTAL OFFICE EQUIPMENT	6,844	1,867	4,977	27.28%
OFFICE RENT	48,976	32,221	16,755	65.79%
PARKING	4,500	2,145	2,355	47.67%
COMPUTER EQUIP/SOFTWARE	10,000	2,421	7,579	24.21%
Total Office Expenses	161,370	81,573	79,797	50.55%
Total Operations Expenses	973,988	611,726	362,316	62.81%

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL

Budget to Actual for FY14

As of February 28, 2014

	<u>FY14 Budget</u>	<u>Actual Through 02/28/14</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>
Total Operations Expenses (from Page 1)	973,988	611,726	362,316	62.81%
Grant Expenses				
Agriculture Strategic Planning Grant	70,000	42,773	27,227	61.10%
Appomattox Enhancement Grant	150	180	(30)	120.00%
Brookneal Enhancement	2,000	345	1,655	17.25%
CDBG-Appomattox Town	750	135	615	18.00%
CDBG - Madison Heights	1,000	553	447	55.30%
CDBG - Pamplin	750	483	267	64.40%
DHCD	2,500	874	1,626	34.96%
DRPT / FTA	2,500	1,647	853	65.88%
EDA - CEDS	9,000	62	8,938	0.69%
Regional Radio Board	912,267	573,190	339,077	62.83%
Regional Library		45,402	(45,402)	#DIV/0!
Ride Share	29,000	6,604	22,396	22.77%
Small Business Development Center	30,000	30,000	0	100.00%
Storm water	39,500	36,188	3,312	91.62%
Town of Amherst Waterline	50		50	0.00%
VDOT - PL	97,500	27,781	69,719	28.49%
VDOT - Rural	2,500	2,570	(70)	102.80%
WIA	897,035	594,878	302,157	66.32%
Total Direct Project Expenses	2,096,502	1,363,665	732,837	65.04%
Contingency	0	0	0	0.00%
TOTAL EXPENDITURES	\$3,070,490	\$1,975,391	\$1,095,153	64.33%

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL

Budget to Actual for FY14

As of February 28, 2014

	<u>FY14 Budget</u>	<u>Actual Through 02/28/14</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Received</u>
Revenues				
<u>OPERATIONS FUND (REVENUE)</u>				
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	14,116	4,384	76.30%
Total Operations Revenue	169,913	165,530	4,383	97.42%
Grant Revenues				
Appomattox Enhancement Grant	1,500		1,500	0.00%
Agriculture Strategic Planning Grant	35,000	27,045	7,955	77.27%
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	16,956	10,244	62.34%
DHCD	75,971	56,978	18,993	75.00%
DRPT / FTA	98,819	43,772	55,047	44.30%
EDA - CEDS	25,000	8,895	16,105	35.58%
Regional Radio Board	959,267	887,692	71,575	92.54%
Regional Library		63,990	(63,990)	#DIV/0!
Region 2000 Services Authority	154,796	89,615	65,181	57.89%
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	37,183	4,817	88.53%
Town of Amherst Waterline	700	777	(77)	111.00%
VDOT-PL	197,064	54,271	142,793	27.54%
VDOT-Rural	58,000	27,263	30,737	47.01%
Virginia's Region 2000	6,000	4,000	2,000	66.67%
WIA	1,100,000	721,173	378,827	65.56%
Total Grant Revenue	2,927,117	2,059,051	868,066	70.34%
TOTAL REVENUE - OPERATIONS & GRANT	3,097,030	2,224,581	872,449	71.83%
Interest	900	415	485	46.11%
Total Revenue	3,097,930	2,224,996	872,934	71.82%
Surplus/(Use of Fund) Balance	\$27,440	\$249,605		

LOCAL GOVERNMENT COUNCIL

Budget to Actual for FY14

As of February 28, 2014

CASH ON HAND

Sun Trust Checking

LGC Funds

214,468

WIA Trainit Funds

4,990

Local Govt Invest Pool

470,674

Petty Cash

180

Cash on Hand

\$ 690,312

CALCULATION OF ESTIMATED YEAR-END FUND BALANCE

Cash on Hand

\$ 690,312

Less Expenditures Remaining (and Current Liabilities)

\$ (346,059)

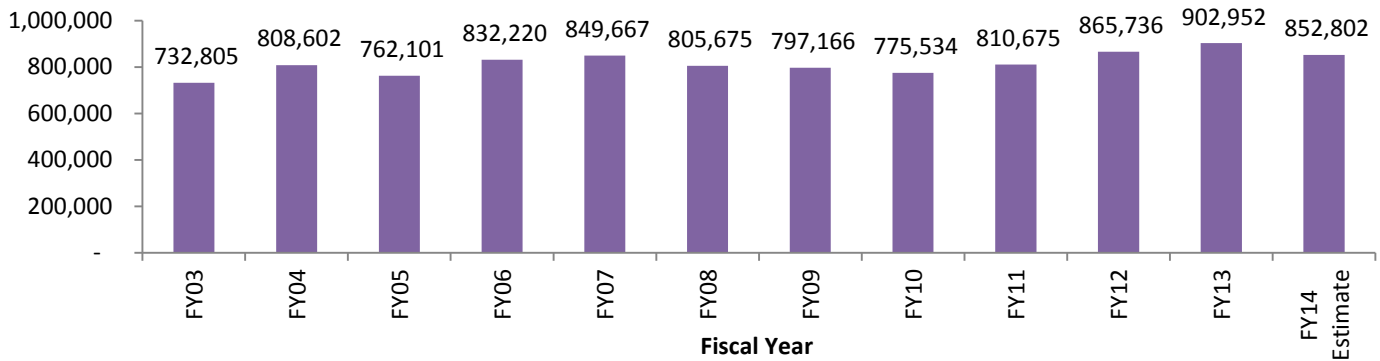
Plus Revenues Remaining (and Current Assets)

\$ 508,549

Estimated Year-end Fund Balance

\$ 852,802

Year-end Fund Balance





March 7, 2014

Workforce Development Director Staffing Options

Presented to the WIB Executive Committee by Brian Davis & Gary Christie for consideration on March 12, 2014

Interim Phase – until new Workforce Development Director is hired

Local Government Council (LGC) continues as staff to the Workforce Investment Board (WIB), specifically:

- Gary Christie, Staff Contact to Workforce Board
- Matt Perkins, Interim Program Coordinator and Liaison with the State
- Susan Cook, Administrative Secretary to the Board

Option I: Proposal to allow for deployment of business awareness and engagement model

The WIB's newly developed Strategic Plan places major emphasis on engagement of the business community, raising awareness of the workforce development and refining program services to better align with community needs. Now is an appropriate time to establish a framework for that increased connectivity to the business community.

We can better engage the business community and provide a more effective training program by shifting our emphasis from a classroom/certificate based training program to an on-the-job training (OJT) program. We have an example of this in place now at Porter's Fabrication and could have more if OJT 's one of the priorities for new Workforce Director.

Currently most of our WIB training funding pays for voucher-based training in a classroom setting. While the classroom setting has some value and effectiveness for certain positions, we believe that, for our region, an on-the-job training program, where the employer was reimbursed for part of the salary while providing training and ensuring that the trainee had a job once the training was successfully completed may be a better fit for both the trainee and for our region.

We believe that, eventually, up to 75% of our workforce training funds could be devoted to OJT model.

To make such a major shift in our program, the new Workforce Development Director will need to spend considerably more time interacting with the business community to identify the specific businesses who may be willing to take on trainees, get a partial reimbursement for their salary during training, and give the trainee a permanent job upon completion of the training.

We believe that the technical workload, the reports going to Richmond and Washington, etc., can be done by one of the program support positions. This would entail management of the day-to-day federal grant operations such as oversight of service providers, compliance with federal and state laws, regulations and directives/administrative requirements. Currently the WIB pays for 16 hours of administrative staff time per week. We propose to use that staff time to take over that compliance-related workload. We would re-evaluate the need for more hours as needed.

Having the Workforce Development Director spend more time with the business community will help us align our work better with employers' needs.

Option 2 – A status quo option would involve leaving all of the current job elements under the Workforce Development Director, with or without program compliance items being performed by the support staff as described in the Option 1 model. This model would leave to the new Director the ability to determine how and where to weight time and focus.

Option 3 – Strengthen the Workforce Investment Board relationship with Business and Economic Development Alliance

The new CEO of the Alliance will be charged with building a stronger relationship with the business community, in addition to overseeing marketing efforts and providing staff support to the Technology Council. Another option is having the Alliance CEO be the connection between the WIB and the business community and let support staff manage the technical components of the WIB's workload as described in Option I.

The CEO is already working closely with the business community and workforce development is one of the Alliance's five priorities as identified in the Region's Comprehensive Economic Development Strategy. This model is in place in the Charlottesville – Culpeper region.

There are many changes in the current environment relating to workforce and economic development underway locally, most notably the formation of the new Business and Economic Development Alliance and changes in leadership at the Lynchburg Regional Chamber of Commerce. There may be benefit to evaluating different ways to deploy WIB leadership in light of these changes to further capitalize on organizational efficiencies.

Under this option we may need additional full or part time staff member if we move forward with an on-the-job training initiative.



THE CITY OF LYNCHBURG, VIRGINIA

Community Development Department
Planning Division

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Lynchburg, Virginia 24504 • (434) 455-3900

FAX • (434) 845-7630

Mr. Robert White, AICP
Deputy Director of Planning & Core Services
Region 2000 Local Government Council
828 Main Street, 12th Floor
Lynchburg, Virginia 24504

January 29, 2014

RE: Planning Support

Dear Bob:

I would like to express my sincere gratitude and appreciation for the support of the Region 2000 Local Government Council and in particular for the support that you have given to the Planning efforts for the City of Lynchburg.

With your help we have been able to successfully prepare with the subsequent adoption of plans and studies for Fifth Street, Old Forest Road, Campbell Avenue & Wards Ferry Road. Without your support and funding of portions of all of these studies we would not have been able to complete them and subsequently improve traffic conditions and most importantly the quality of life for our citizens.

I look forward to continuing to work with you on future studies such as the 221 Corridor Safety Improvement Study that is currently underway and the Atlanta Avenue Study as recommended in the Wards Ferry Road plan.

I have included a copy of the Planning Commission Resolution initiating the 221 Corridor Safety Improvement Study for your records.

Again I appreciate your support and the work that you are doing to improve not only the City of Lynchburg, but Region 2000 as a whole.

If I can be assistance to you, please contact me at (434) 455-3909.

Sincerely,

Tom Martin, AICP
City Planner

enclosure:

RESOLUTION OF THE LYNCHBURG PLANNING COMMISSION

WHEREAS: The Region 2000 Local Government Council and Central Virginia Metropolitan Planning Organization in partnership with Bedford County and the City of Lynchburg seek to improve the safety of the Route 221 Corridor.

WHEREAS: The study limits would extend from Cloverhill Boulevard in Bedford County to Forest Brook Road in the City of Lynchburg.

WHEREAS: The purpose of the study would be to identify and document opportunities for safety improvements, congestion reduction and multimodal accommodations in the corridor.

WHEREAS: Opportunities may exist to improve access management, geometric modifications to key intersections, traffic operations improvements and the addition of pedestrian, bicycling and transit access.

WHEREAS: The purpose of the study is consistent with the goals and objectives of the City of Lynchburg's *Comprehensive Plan*.

NOW THEREFORE BE IT RESOLVED by the Lynchburg Planning Commission that in order to promote the public necessity, convenience, general welfare and good zoning practice the Planning Commission does hereby initiate, will consider and directs City staff to participate in the preparation of the Route 221 Safety Improvement Study for inclusion in the Transportation Element of the City of Lynchburg *Comprehensive Plan*.

Adopted: January 8, 2014

Certified: 

Secretary, Lynchburg Planning Commission