

**Central Virginia Planning District  
Commission**  
828 Main Street  
Lynchburg, VA 24504

**Large Conference Room  
May 16, 2019  
5:00 p.m.**

## **Agenda**

- 1. Welcome | Moment of Silence**.....Kenneth Campbell, Chair
- 2. Approval of April 18, 2019 Meeting Minutes** .....Kenneth Campbell, Chair  
(Attached)
- 3. Financial Update**..... Rosalie Majerus  
(Attached)
- 4. Request for Funds to Match Grants for a CVTC Re-Development Plan and Guidelines for Requests for Use of Fund Balance** .....Gary Christie  
(Attached)
- 5. CVPDC Personnel Policies** ..... Gary Christie  
(Attached)
- 6. Salary Market Analysis proposed during FY 2019-2020**..... Gary Christie  
(Attached)
- 7. Other business**..... Staff and Commission
  - a. VAPDC Summer Conference, Williamsburg, July 24-26
- 8. Next meeting:**

July 18 – MPO @ 4:00 p.m.  
CVPDC @ 5:00 P.M.



**Central Virginia Planning  
District Commission**  
828 Main Street, 12th Floor  
Lynchburg, VA 24504

**April 18, 2019  
5:00 pm**

## ***Draft Minutes***

### **Members Present:**

Susan Adams, Appomattox County Administrator  
Kenneth Campbell, Amherst County Board of Supervisors, Chair  
Sara Carter, Amherst Town Manager  
Mayor Paul Harvey, Town of Appomattox  
Robert Hiss, Bedford County Administrator  
Megan Lucas, Lynchburg Regional Economic Alliance  
Dean Rodgers, Amherst County Administrator  
Frank Rogers, Campbell County Administrator  
Bonnie Svrcek, City of Lynchburg  
Mayor Dwayne Tuggle, Town of Amherst, Vice-Chair  
Bart Warner, Bedford Town Manager

### **Members Absent:**

Waverly Coggsdale, Altavista Town Manager  
Beverley Dalton, Altavista Town Council  
Bruce Johannessen, Bedford Town Council  
Bryan Moody, Appomattox County Board of Supervisors  
Mark Peake, Senate of Virginia  
Gary Shanaberger, Appomattox Town Manager  
John Sharp, Bedford County Board of Supervisors  
Russell Thurston, Brookneal Town Manager  
Mayor Treney Tweedy, City of Lynchburg  
Charlie A. Watts, II, Campbell County Board of Supervisors

### **Others Present:**

Ben Bowman, Workforce Development Board  
John Capps, Central Virginia Community College  
Gary Christie, Central Virginia Planning District Commission, Executive Director  
Susan Cook, Central Virginia Planning District Commission  
Carrie Dungan, News and Advance  
Kelly Hitchcock, Central Virginia Planning District Commission  
Rosalie Majerus, Central Virginia Planning District Commission  
Scott Smith, Central Virginia Planning District Commission

## **1. Welcome and Moment of Silence**

Kenneth Campbell, Chair, welcomed the Council and began the meeting with a moment of silence.

Mr. Campbell introduced new member Robert Hiss, Bedford County Administrator.

## **2. Dr. John Capps, President, Central Virginia Community College**

Dr. Capps provided information about a plan to create a regional Career and Technical Education Academy (CTE). This academy is an outgrowth of the Governor's Initiative which he refers to as the G3 Initiative. G3 is an acronym for "Get Skilled, Get a Job, Give Back". If the initiative realizes its full potential, it will result in tuition free community college for students in high demand career and technical education.

Dr. Capps explained that the Governor has created a series of planning grants. He has used \$5M of WIOA funds for capacity at community colleges. CVCC submitted a grant for the development of this regional Academy, and received \$267,000 in funding.

The Academy will be open to new enrollment students, recent high school graduates, and adults. The CVCC Academy will focus on several primary areas:

- Information Technology
- Manufacturing and the Trades
- Health Care
- Public Safety

Ultimately, the CVCC campus will be designed to meet the needs of the workforce.

Dr. Capps advised that he is working with Ben Bowman and Megan Lucas and their respective groups to define established career pathways that will lead from middle school to high school to the community college. There will be a stack of credentials that students can earn along the way, for their program of study. Some of the credentials may start with non-credit programs, or fast-forward programs, which lead to an industry certification. From there they may be able to move on to an associate's degree in an area of CTE study. The Academy will use existing facilities on the CVCC campus and infrastructure resources in the region's public school systems as satellite centers. The Community College itself will undergo a restructuring so that students will go through one admissions and counseling process regardless of whether they are seeking credit classes or non-credit certificates.

## **3. Approval of Minutes of the March 21, 2019 Meeting**

Upon a motion by Dwayne Tuggle, seconded by Frank Rogers, the minutes from March 21, 2019 passed unanimously as presented.

#### **4. Financial Report, 2019-2020 CVPDC Work Plan & Budget**

Rosalie Majerus reported that several columns have been added to the financial report. One column shows an estimated year end. The next column shows the FY20 draft budget, and the third column shows changes from FY19 to FY20. Rosalie explained that the budget now has numbers from VDOT, includes a 2% employee increase, health insurance is staying the same, and salary and benefits for a planner are included.

Gary Christie explained that the new planner would work in a variety of areas, including transportation, Chesapeake Bay, and do Ride Solutions work. There would be some availability to work on community development projects, but most of all would free up Kelly for 30 to 40% of her time to work with jurisdictions on new projects and grant writing.

Gary Christie explained that the Rural Transportation Planning Work Program is also part of the budget. The one big project that is being proposed is the intersection analysis at Independence Blvd. and 221 in the Town of Bedford. This intersection has the most accidents in the area. This analysis will use some of this year's money and the balance out of next year's money.

Scott Smith added that during this current fiscal year the planners have been working on a bicycle and pedestrian plan for the town and they are currently reviewing it. One of the items that came up during the public input process last fall was safety issues at Independence Blvd, Forest Road, Longwood Ave., and Big Island Road. As a follow-up to the bicycle and pedestrian plan they talked with the town about recommendations for the intersection. He proposes to allocate some funds out of the Rural Work Program in the upcoming year.

Gary reminded everyone that the Commission matches the rural transportation money at 20%, with 80% from VDOT's rural funds.

Scott further explained that the MPO deals with urban issues, but the rural side is smaller, funding-wise. VDOT provides 80%, and the Commission provides the remaining 20%, which comes from member dues. Some of these funds will be used to help with Smart Scale applications and others, by looking at some of the projects that have been applied for several times and have not received funding. Time has been reserved to help two localities, one county and one town, with their comprehensive plan updates.

Scott also explained that there are two long range plans for our region, one urban, and one rural. He plans on seeing if both plans can be merged into one long range plan for the region.

A motion was made by Bonnie Svrcek, and seconded by Susan Adams, to approve the 2019-2020 budget as presented with a new Planner I position included, and to approve the Rural Transportation Work Plan. Approval of the Rural Work Program also includes a recommendation that the CVPDC approve a resolution approving the FY-2020 Rural Transportation Planning Work Program. The motion carried unanimously by those present.

## **5. GO Virginia Board Representative**

Gary explained that there is a vacancy on the GO Virginia Board from our area. Suggestions made for consideration were Scott Garret and Nat Marshall. Commission members were asked to forward any other suggestions they may have.

## **6. Election of Officers 2019-2020**

Gary explained that the chairman, vice-chair, and treasurer are typically rotated each year. Based on this rotation, Mayor Tuggle from the Town of Amherst would be the new chairman, with Bryan Moody from Appomattox County serving as vice-chair if elected. It is typical that the administrator from the same community as the chairman serves as treasurer, which would be Sara Carter.

The motion was made by Bonnie Svrcek, and seconded by Megan Lucas, to approve this slate of officers for 2019-2020. There being no further discussion or nominations, the slate of officers was unanimously approved.

## **7. Thanks to Chairman Kenneth Campbell and Treasurer Dean Rodgers from Amherst County for dedicated service in 2018-2019**

Gary also asked to include in the record appreciation of the current chair and treasurer for the good work they have done.

Paul Harvey made the motion, with a second by Frank Rogers, for a show of approval for Kenneth Campbell and Dean Rogers. This motion was unanimously approved.

## **8. Other Business**

Megan Lucas gave an update on GO Virginia. A GO Virginia grant was submitted for site analysis. Six parcels have been identified and have due diligence completed. The application has been made and hopefully a good response will be received when they present in May. Depending on the site, the site will go from a 2 certification level to a 3, 4, or 5.

## **9. Next Meeting**

The Executive Committee will meet on May 3, at 9:00 a.m.  
There may not be a May meeting of the full Commission.

## **10. Adjourn –** There being no further business, the meeting adjourned at 5:50 p.m.

**Central Virginia Planning District Commission**  
**Budget to Actual for FY19 and Draft Budget for FY20**  
**Actual as of April 30, 2019**

	<u>Actual as of 6/30/18</u>	<u>FY 19 Adjusted Budget</u>	<u>Actual as of 4/30/19</u>	<u>Diff Between Budget &amp; Actual</u>	<u>% of Budget Used</u>	<u>FY20 Budget</u>	<u>Change From FY19 to FY20</u>
<b>OPERATIONS FUND (EXPENDITURES)</b>							
<b><u>SALARY</u></b>							
ADMINISTRATION	159,965	166,603	135,271	31,332	81.19%	169,935	3,332
FINANCE	136,149	138,872	115,726	23,146	83.33%	141,649	2,777
OPERATIONS	218,936	223,588	186,323	37,265	83.33%	278,060	54,472
	515,050	529,063	437,321	91,742	82.66%	589,644	60,581
PART TIME HELP	216	10,000	0	10,000	0.00%	10,000	0
							0
<b>Total Salaries &amp; Wages</b>	<b>515,266</b>	<b>539,063</b>	<b>437,321</b>	<b>101,742</b>	<b>81.13%</b>	<b>599,644</b>	<b>60,581</b>
							0
EMPLOYER COST FICA	38,167	41,238	32,101	9,137	77.84%	45,736	4,498
EMPLOYER COST V R S	33,426	24,919	20,592	4,327	82.63%	27,772	2,853
EMPLOYER COST HEALTH INS	74,952	81,871	68,584	13,287	83.77%	89,024	7,153
EMPLOYER COST LIFE INS	6,747	6,931	5,729	1,202	82.66%	7,724	793
WORKERS COMP	411	714	1,462	(748)	204.82%	1,500	786
<b>Total Fringe Benefits</b>	<b>153,704</b>	<b>155,673</b>	<b>128,468</b>	<b>27,205</b>	<b>82.52%</b>	<b>171,757</b>	<b>16,084</b>
<b><u>OFFICE EXPENSES</u></b>							
AUDITING SERVICES	5,050	5,500	5,150	350	93.64%	5,775	275
PAYROLL ACCOUNTING SERVICES	5,904	6,670	3,644	3,026	54.63%	6,870	200
LEGAL SERVICES	1,716	3,000	2,353	648	78.42%	3,000	0
LIABILITY INSURANCE	910	1,000	993	7	99.34%	1,000	0
CONTRACTUAL SERVICES	19,510	24,500	40,368	(15,868)	164.77%	22,500	(2,000)
ADVERTISING		1,000	147	853	14.70%	1,000	0
POSTAGE	138	1,000	447	553	44.67%	1,000	0
TELEPHONE	5,242	6,400	4,058	2,342	63.41%	6,400	0
INTERNET SERVICES	590	700	506	194	72.24%	700	0
OFFICE SUPPLIES	3,597	6,000	3,352	2,648	55.86%	6,000	0
PRINTING & BINDING		1,500	986	514	65.71%	1,500	0
TRAVEL	4,134	7,500	2,848	4,652	37.98%	7,500	0
SPECIAL MEETINGS	7,675	7,000	5,052	1,948	72.17%	7,000	0
EDUCATION & TRAINING	1,861	6,000	2,081	3,919	34.69%	8,000	2,000
DUES, SUBSCRIPTIONS	7,767	10,800	7,141	3,659	66.12%	10,800	0
PUBLICATIONS	242	700	202	498	28.86%	500	(200)
MISCELLANEOUS EXPENSES	906	1,000	900	100	89.96%	1,000	0
FURNITURE & FIXTURES	1,368	1,000	0	1,000	0.00%	1,000	0
RENTAL OFFICE EQUIPMENT	2,634	4,000	2,162	1,838	54.06%	4,000	0
OFFICE RENT	67,660	55,529	47,285	8,244	85.15%	57,056	1,527
PARKING	3,465	4,200	1,380	2,820	32.86%	1,800	(2,400)
COMPUTER EQUIP/SOFTWARE	5,050	10,000	4,549	5,451	45.49%	12,000	2,000
<b>Total Office Expenses</b>	<b>145,419</b>	<b>164,999</b>	<b>135,602</b>	<b>29,397</b>	<b>82.18%</b>	<b>166,401</b>	<b>1,402</b>
<b>Total Operations Expenses</b>	<b>814,389</b>	<b>859,735</b>	<b>701,392</b>	<b>158,343</b>	<b>81.58%</b>	<b>937,802</b>	<b>78,067</b>

Central Virginia Planning District Commission							
Budget to Actual for FY19 and Draft Budget for FY20							
Actual as of April 30, 2019							
	<u>Actual as of 6/30/18</u>	<u>FY 19 Adjusted Budget</u>	<u>Actual as of 4/30/19</u>	<u>Diff Between Budget &amp; Actual</u>	<u>% of Budget Used</u>	<u>FY20 Budget</u>	<u>Change From FY19 to FY20</u>
<b>Total Operations Expenses (from Page 1)</b>	<b>814,389</b>	<b>859,735</b>	<b>701,392</b>	<b>158,343</b>	<b>81.58%</b>	<b>937,802</b>	<b>78,067</b>
<b>Direct Project Expenses</b>							
Amherst CDBG - Old Town Madison Heights	1,020	1,000	527	473	52.67%	500	(500)
Amherst Construction Ready		750		750	0.00%	0	(750)
Amherst Sedimentation Basin		500		500	0.00%	0	(500)
Amherst Training Center	30,000						
Appomattox CDBG - Meadowlark	1,578	5,000	396	4,604	7.92%	500	(4,500)
Appomattox Recovery Planning Grant	2,217	3,000	267	2,733	8.89%	1,500	(1,500)
Brookneal Comp Plan	406						
CEDS	5,984	0	249	(249)	#DIV/0!	0	0
Chesapeake Bay		2,000	237	1,763	11.86%	250	(1,750)
DHCD	776	2,500	822	1,678	32.89%	2,500	0
DRPT / FTA	3,744	39,482	7,065	32,417	17.89%	8,884	(30,598)
Hazard Mitigation	47	62,400	389	62,011	0.62%	59,691	(2,709)
Pamplin VDH Water	399	500	158	342	31.57%	0	(500)
Regional Radio Board	356	1,000	406	594	40.55%	1,000	0
RideSolutions	13,178	22,414	8,989	13,425	40.10%	20,754	(1,660)
VDOT - PL	16,888	18,750	10,782	7,968	57.50%	22,500	3,750
VDOT - Rural	2,839	2,500	3,303	(803)	132.14%	7,800	5,300
WIOA	287,551	544,004	239,560	304,444	44.04%	544,004	0
<b>Total Direct Project Expenses</b>	<b>366,983</b>	<b>705,800</b>	<b>273,150</b>	<b>432,650</b>	<b>61.91%</b>	<b>669,883</b>	<b>(35,917)</b>
<b>TOTAL OPERATING &amp; DIRECT PROJECT EXPENSES</b>	<b>\$1,181,372</b>	<b>\$1,565,535</b>	<b>\$974,541</b>	<b>\$590,994</b>	<b>62.25%</b>	<b>\$1,607,685</b>	<b>\$42,150</b>
<b>Pass Thru Expenses</b>							
Regional Radio Board	360,893	1,249,988	978,781	271,207	78.30%	1,149,988	(100,000)
Transportation	48,600	78,750		78,750	0.00%	132,657	53,907
WIOA	1,029,801	950,000	899,573	50,427	94.69%	950,000	0
<b>Total Pass Thru Expenses</b>	<b>\$1,439,294</b>	<b>\$2,278,738</b>	<b>\$1,878,355</b>	<b>\$400,383</b>	<b>82.43%</b>	<b>\$2,232,645</b>	<b>(\$46,093)</b>
<b>Total Expenses</b>	<b>\$2,620,666</b>	<b>\$3,844,273</b>	<b>\$2,852,896</b>	<b>\$991,377</b>	<b>74.21%</b>	<b>\$3,840,330</b>	<b>(\$3,943)</b>

Central Virginia Planning District Commission							
Budget to Actual for FY19 and Draft Budget for FY20							
Actual as of April 30, 2019							
	<u>Actual as of 6/30/18</u>	<u>FY 19 Adjusted Budget</u>	<u>Actual as of 4/30/19</u>	<u>Diff Between Budget &amp; Actual</u>	<u>% Of Budget Received</u>	<u>FY20 Budget</u>	<u>Change From FY19 to FY20</u>
<b>Revenues</b>							
<b><u>OPERATIONS FUND (REVENUE)</u></b>							
Dues	154,668	154,774	154,774	(0)	100.00%	155,420	646
Miscellaneous Revenue	17,236	12,000	11,194	806	93.29%	12,000	0
<b>Total Operations Revenue</b>	<b>171,904</b>	<b>166,774</b>	<b>165,969</b>	<b>805</b>	<b>99.52%</b>	<b>167,420</b>	<b>646</b>
<b>Direct Project Revenues</b>							
Amherst County - Old Town Madison Heights	(3,700)	17,500	5,360	12,140	30.63%	13,800	(3,700)
Amherst Construction Ready	4,500	1,500		1,500	0.00%	750	(750)
Amherst Sedimentation Basin		2,800		2,800	0.00%	0	(2,800)
Appomattox CDBG - Meadow Lark	27,300	24,000	11,000	13,000	45.83%	22,500	(1,500)
Appomattox Recovery Planning & construction C	18,100	13,900	6,725	7,175	48.38%	9,400	(4,500)
Brookneal Comp Plan	8,152						
CEDS	15,207						
Chesapeake Bay		50,000	50,000	0	100.00%	21,500	(28,500)
DHCD	75,971	72,471	56,978	15,493	78.62%	72,471	0
DRPT / FTA	98,747	133,589	86,364	47,225	64.65%	108,312	(25,277)
Hazard Mitigation		85,200	17,500	67,700	20.54%	63,700	(21,500)
Pamplin VDH Water		2,500	2,500	0	99.99%	0	(2,500)
Regional Radio Board	27,853	20,000	25,000	(5,000)	125.00%	25,000	5,000
Region 2000 Services Authority	153,085	167,488	133,849	33,639	79.92%	170,838	3,350
RideSolutions	37,748	44,214	34,564	9,650	78.17%	44,603	389
VDOT-PL	132,645	136,286	96,293	39,993	70.66%	172,381	36,095
VDOT-Rural	57,769	58,000	39,585	18,415	68.25%	36,800	(21,200)
WIOA	357,551	625,914	300,620	325,294	48.03%	609,004	(16,910)
<b>Total Direct Project Revenues</b>	<b>1,010,928</b>	<b>1,455,362</b>	<b>866,338</b>	<b>589,024</b>	<b>59.53%</b>	<b>1,371,059</b>	<b>(84,303)</b>
Interest	7,238	3,500	8,736	(5,236)	249.60%	7,000	3,500
<b>TOTAL OPERATIONS &amp; DIRECT PROJECT REVENUES</b>	<b>1,190,070</b>	<b>1,625,636</b>	<b>1,041,043</b>	<b>584,593</b>	<b>64.04%</b>	<b>1,545,479</b>	<b>(80,157)</b>
<b>Surplus/(Use of Fund) Balance</b>	<b>8,698</b>	<b>60,101</b>	<b>66,501</b>	<b>(6,400)</b>		<b>(62,206)</b>	<b>(122,307)</b>
Funding from Fund Balance							
<b>Funding from Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>0</b>
	<b>\$8,698</b>	<b>\$60,101</b>	<b>\$66,501</b>	<b>(\$6,400)</b>		<b>(\$62,206)</b>	<b>(\$122,307)</b>
<b>Pass Thru Revenue</b>							
Regional Radio Board	1,257,092	1,249,988	1,274,516	(24,528)	101.96%	1,149,988	(100,000)
Transporation	48,600	78,750		78,750	0.00%	132,657	53,907
WIOA	1,036,687	950,000	896,873	53,127	94.41%	950,000	0
<b>Total Pass Thru Revenues</b>	<b>\$2,342,379</b>	<b>\$2,278,738</b>	<b>\$2,171,389</b>	<b>\$107,349</b>	<b>95.29%</b>	<b>\$2,232,645</b>	<b>(\$46,093)</b>
		0					
<b>Total Revenue</b>	<b>3,532,449</b>	<b>3,904,374</b>	<b>3,212,432</b>	<b>691,942</b>	<b>82.28%</b>	<b>3,778,124</b>	<b>(126,250)</b>
<b>Net Surplus/(Use of Fund) Balance</b>	<b>911,783</b>	<b>60,101</b>	<b>359,536</b>			<b>(62,206)</b>	<b>(122,307)</b>



**Central Virginia Planning District Commission**  
**Cash and Estimated Fund Balance**  
**Actual as of April 30, 2019**

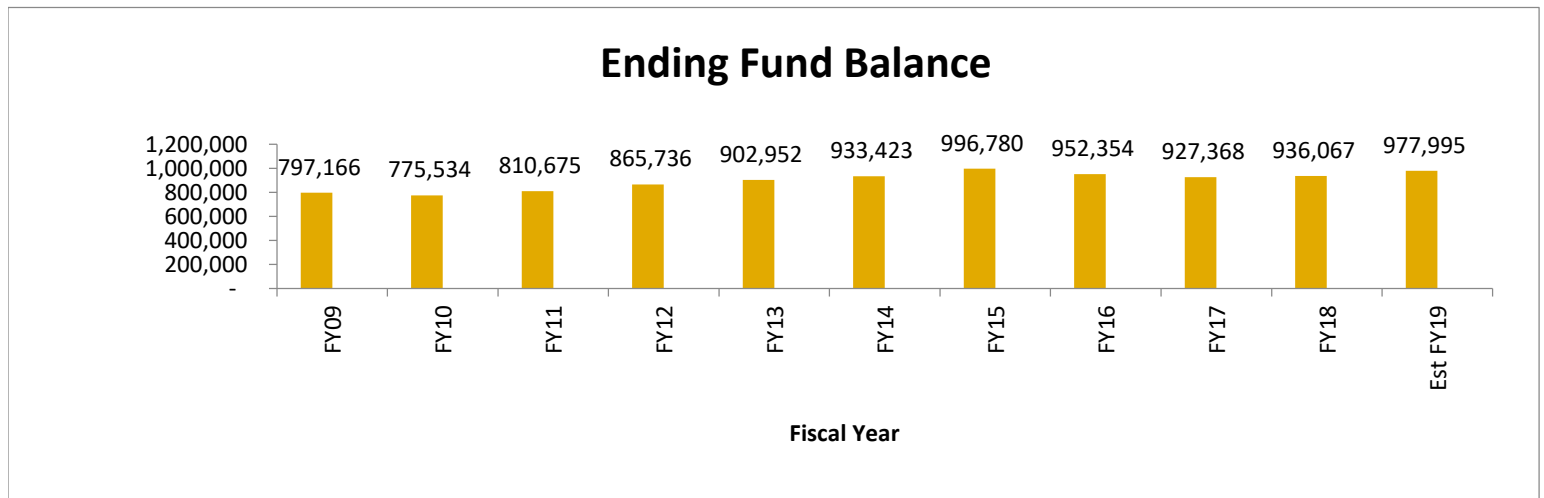
*Item No. 3*

**CASH ON HAND**

Sun Trust Checking	
CVPDC Funds	523,103
WIA Trainit Funds	4,429
Petty Cash	112
Local Govt Invest Pool	492,187
<b>Cash on Hand</b>	<b><u>\$ 1,019,830</u></b>

**CALCULATION OF ESTIMATED YEAR-END FUND BALANCE**

<b>Estimated Year-end Fund Balance</b>	<b><u>\$ 977,995</u></b>
--	--------------------------



## **Agenda Item 4: Request for Funds to match Grants and Contributions for a Central Virginia Training Center Redevelopment Plan**

The CVPDC Executive Committee heard a request from Amherst County Administrator Dean Rodgers for a \$150,000 investment toward the creation of a redevelopment plan for the Central Virginia Training Center. The Amherst Board of Supervisors and the Amherst County Economic Development Authority has each pledged \$50,000 to the effort. Mr. Rodgers said that this \$250,000 investment would be used as the match in a GO Virginia grant application for \$500,000.

The Executive Committee's recommendation to the Commission is that the Commission offer to match on a 1:1 basis any local government contribution for this project and provide appropriate letters of support for the grant application. The Committee encouraged individual localities to offer letters of support to the GO Virginia grant. The committee also suggested that the Alliance manage this project. The Committee further suggested that the Commission develop a policy that will allow us to respond to future requests for funds in a consistent and fair process.

Megan Lucas, Alliance CEO, explained that the Alliance plans to pursue this project initially with a GO Virginia grant application. If that is not successful, then the Alliance will seek other funds to create this redevelopment plan.

The Committee did not discuss a cap on the CVPDC's financial commitment for this project. Staff recommends that if we offer a 1:1 match on locality funds, then we should cap our commitment at \$150,000.

An ongoing policy regarding Commission funding might include:

- a) Dollar for dollar match to monies originating from member local governments
- b) Funds for projects of regional import and that support the regional priorities or plans of the CVPDC
- c) Managed by the CVPDC or organizations with regional breadth and expertise capacity

### **Recommended Action:**

Authorize the Executive Director to notify the Alliance and member jurisdictions that the CVPDC will match on a 1:1 basis, up to \$150,000, funds originating from member local governments to be used in the creation of a re-development plan for the Central Virginia Training Center (CVTC).

The Executive Director is also authorized to provide GO Virginia and other grant sources/applications with letters of support indicating that the creation of a redevelopment plan for CVTC is of the highest importance to the Commission and one of our highest priorities.

## Agenda Item 5: Personnel Policies Update

Margaret Schmitt, former HR Director with Lynchburg, working with the Berkley Group, has helped us to re-craft our personnel policies. This re-write is important to clean up references to the several non-profits that fell under our personnel policies during the Region 2000 Partnership years.

Below is a chart showing the proposed changes as well as suggestions *in italics* from employees. After the chart is a link to the proposed policies and the current policies. The Executive Committee reviewed with Margaret some of the proposed changes on 3-19 and suggested that the proposed changes be sent to CVPDC employees. Their suggestions are incorporated in *green italics*.

### Central Virginia Planning District Commission Employee Handbook Revised 3/15/19 Summary of Changes (Added based on employee comments)

Chapter	From	To	Why
Throughout	Legalistic tone	Up-to-date, more conversational tone	Language was out of date and remnants of inherited policies remained
Throughout	Redundant and disjointed	Reorganized, shortened	Policies were the result of structural changes, additions, and revisions over years.
Throughout	Inconsistent	Ensured consistency in definitions and references	Various revisions and “inherited” policies had created inconsistency
One		Employment at Will	Codified legal standing
<i>One</i>	<i>Executive Director recommending classification actions to the Commission</i>	<i>Authorizing the Executive Director, within the approved budget, to determine the methods, means and personnel necessary to accomplish all work activities.</i>	<i>Simplifies the implementation of operational changes necessary to effectively and efficiently deliver services. Allows the Director to make operational decisions, within approved resources, to respond to changes in service delivery and/or staffing needs.</i>
Two	Allocation	Classification	Matches current practice
Two		FOIA definition	FOIA was missing
Two	FT, PT and Temporary definitions	Simplify definitions and remove “permanent”	Consistent with employment at will provisions
Three	Department Director reviews after supervisor shares performance	Supervisor shares evaluation with Department Director before it is shared with employee	Aligns supervisor and department director performance feedback and ensures that changes are not made after the evaluation is shared with an employee

	evaluation with employee		
<i>Three</i>	<i>Inclement Weather</i>	<i>A third paragraph that states that Equipment Operators and Scale Operators at the landfill must coordinate their attendance with their supervisors.</i>	<i>Supervisor is concerned that these employees will 'use their personal judgement' and not show up when necessary to get the landfill back in service after a weather event.</i>
Five	Confusing, ineffective Educational Reimbursement Policy	Added clear support for professional development and job related training	Funding level didn't allow for effective usage by employees
Six	Volunteer Rescue Squad Leave	None	Remnant of Campbell County policies. No longer applicable to CVPDC.
Six	6 year annual leave progression	Added seniority levels and higher accrual rates	While progress was faster than comparable organizations, leave topped out lower than average in the market.
Six	VRS Hybrid Employee sick leave maximum at 80 hours	Eliminated 80 hour max at any time and expanded carryover from year to year to 112 hours	Balances sick leave accrual for Hybrid members with benefit of STD and real life needs for sick leave
Six	Sick leave use for family members restricted	Allows use of sick leave for family member needs up to full accrued balance.	Simplifies tracking, expands employee flexibility and takes advantage of the built-in limits already existing in sick leave accrual.
Six	Cap on number of occurrences for which bereavement leave can be taken	Removed cap – allow up 24 hours of paid time off per occurrence	Simplifies tracking and expands use of bereavement leave to all qualifying events.
Six	Ineffective Sick Leave Bank	Froze bank with current members	Only new employees were able to enroll and no one had enrolled in recent years.
Six	Administrative Leave for jury duty	Added Court Service leave and clarified that court appearances on behalf of the Commission are work time	Creates consistency with state code requirements
Six	FMLA	Codified that FML will apply after 5 days absence due to qualifying event and the Commission may designate absences as FML if qualified event	Consistent with FMLA regulations and allows for more manageable recordkeeping.

Six	<i>Clarification on Holidays</i>	<i>Holidays for employees who have to work on the holiday will be observed at the first available opportunity as scheduled by the supervisor</i>	<i>The holiday's for 10 hour people (Services Authority) are hard to schedule by the end of the pay-cycle following the holiday.</i>
Seven	Nothing	Added Code of Conduct and clarified procedures for counseling and discipline to include an opportunity for employee response to more serious disciplinary action of demotion, suspension and dismissal	Clarified expected behavior and conduct in accordance with state code.
Seven	Incomplete work areas cited for smoke free environment	Adds vehicles to smoke free policies, <i>and equipment, buildings and worksites</i>	Ensures that all work areas are smoke free

The proposed personnel policies document is attached as a separate document.

The current personnel policies document is at [Current Personnel Policy](#).

The CVPDC Executive Committee asked Margaret to explore several areas of the personnel policies. Below are Margaret's responses:

- How many employees would be in the added annual leave tiers?
  - 14 employees have over 10 years tenure
    - 10 employees over 15 years
    - 4 employees between 10-15 years
  - We have 40 employees on the payroll today
- Why does the organization pay \$20 per day for unused sick leave upon separation?
  - This is a long-standing policy that is not recommended for revision
  - It has served the organization well and limits the financial liability for unused sick leave balances while providing an employee some incentive to restrict use of sick leave
  - Paying some amount for unused sick leave allows employees to convert the time to VRS credits, at their discretion

- Why is there a different “definition” of family members for use of sick leave than for other leave? What are the trends in family member leave?
  - Use of sick leave for family members typically follows eligibility in FML, i.e. spouse, child and parent
  - Allowing use of sick for personal use and FML family members recognizes employee responsibilities and protects the organization from excessive use
  - Trends indicate that more public agencies are adding paid parental leave (upon birth or adoption of child) and paid leave for care of sick parents.
- Why should VRS Hybrid plan members have less sick leave carryover than others?
  - Sick leave balances are designed to protect employee pay in the case of a long term incapacity – an “insurance” policy of sorts
  - The VRS Hybrid plan requires short and long term disability benefits for members after one year of employment – an actual insurance policy for long term incapacity
  - Higher levels of maximum sick leave balance for non-Hybrid Plan members provides equity for the employees who do not have short and long term disability insurance
  - Lower levels of maximum sick leave balances for Hybrid Plan members prevents the potential “double-stacking” of significant sick leave use and then use of short term disability benefits (both funded wholly by the organization)

Additional comments from Staff are below:

- a) *Changes are excellent and show that the CVPDC values their employees.*

## **Agenda Item 6: Authorization to conduct a Salary Market review for PDC Employees in 2019-2020**

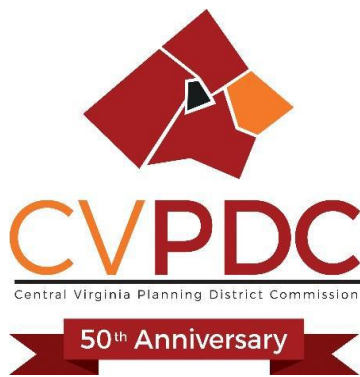
Our last market review of salaries was approved in 2014-2015. The salary ranges set at that time have not changed since then. The Executive Director requests authorization to have a consultant review the market for staff salaries and classification salary ranges.

There are nine PDC position classifications to be reviewed and we believe the cost will not exceed \$7,000. This work is suggested to be done in 2019-2020 with existing funds in the 2019-2020 budget.

It is likely that the results of the study would not be implemented until the 2020-2021 budget year.

### **Recommended Action:**

Authorize the Executive Director to conduct a market review of staff salaries and job classification salary ranges in the 2019-2020 budget year.



## Central Virginia Planning District Commission

**CVPDC Offices Lynchburg**

**May 3, 2019**

### **Draft Executive Committee Minutes**

#### **Members Present**

Sara Carter, Amherst Town Manager  
Robert Hiss, Bedford County Administrator  
Dean Rodgers, Amherst County Administrator  
Frank Rogers, Campbell County Administrator  
Bonnie Svrcek, Lynchburg City Manager  
Mayor Dwayne Tuggle, Town of Amherst

#### **CVPDC Staff:**

Jeremy Bryant, Amherst County Planning Director  
Gary Christie: CVPDC Staff  
Justin Falconer, News and Advance  
Megan Lucas, CEO, Regional Business Alliance  
Rosalie Majerus. CVPDC Staff

#### **Welcome:**

Amherst Mayor Dwayne Tuggle welcomed the Committee and explained that Committee Chair Kenneth Campbell could not attend due to a medical appointment. Gary reported that a quorum was present.

**Minutes of March 29, 2019:** Upon a motion by Sara Carter, seconded by Dean Rodgers, the minutes of March 29, 2019 were unanimously approved as presented.

#### **GO Virginia:**

Sackett Wood of Moore and Giles was suggested as a name for consideration for the GO Virginia vacancy on the Region 2 board.

#### **October Annual Meeting:**

The Committee suggested that staff plan on an annual meeting in October. Discussion topics might include:

- What is the most important thing that the PDC should be working on
- What is the our biggest challenge that the PDC could help resolve



- How to be an effective elected official
  - What are issues that localities face and what are localities doing to address them?
- Staff was encouraged to consider mixing up seating so that people would sit with representatives from other jurisdictions.

### **Central Virginia Training Center Redevelopment Plan:**

Gary brought the Committee up to date with a report that Amherst County has pledged \$50,000 as match money. Dean noted that the Amherst EDA has also pledged \$50,000. Dean encouraged the Committee to approve \$150,000 from the PDC reserves so that we could move forward quickly with a GO Virginia grant application for \$250,000.

Gary encouraged other jurisdictions to consider a cash investment in order to strengthen the GO Virginia grant application. Dean noted that he preferred not to commit to a refund through a tax overlay district, although the Amherst County Board of Supervisors would consider such an arrangement. Dean noted that new legislation allows a local government/political subdivision to purchase the land from the Commonwealth, although Megan noted that there may be environmental pitfalls with the property if it was purchased as it is today.

The committee also heard a report that local non-profits are discussing using some of the property for homeless housing.

Frank suggested that we should develop a policy statement which would serve as a guideline on the type of projects, management and goals of how we should use the PDC's reserve funds. He suggested that the 1:1 match concept would be good to include in this guideline as well as that the project should be of regional importance. The committee also suggested that the project be of regional importance and that it be one of the PDC's priorities.

Sara suggested that jurisdictions should be encouraged to financially participate with a tax overlay district concept. Robert said he would expect that the tax overlay incentive would more likely be used in an implementation project rather than a planning project.

By consensus the Committee agreed to report to the full Commission on May 16 that:

- The request from Amherst County is \$150,000
- The Committee would recommend matching dollar for dollar any funds contributed by localities.
- The Alliance would coordinate the project and administer the program.