



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

**May 16, 2019
5:00 pm**

Draft Minutes

Members Present:

Susan Adams, Appomattox County Administrator
Kenneth Campbell, Amherst County Board of Supervisors, *Chair*
Waverly Coggsdale, Altavista Town Manager
Mayor Paul Harvey, Town of Appomattox
Bruce Johannessen, Bedford Town Council
Dean Rodgers, Amherst County Administrator
Bonnie Svrcek, City of Lynchburg

Members Absent:

Sara Carter, Amherst Town Manager
Beverley Dalton, Altavista Town Council
Robert Hiss, Bedford County Administrator
Megan Lucas, Lynchburg Regional Economic Alliance
Bryan Moody, Appomattox County Board of Supervisors
Mark Peake, Senate of Virginia
Frank Rogers, Campbell County Administrator
Gary Shanaberger, Appomattox Town Manager
John Sharp, Bedford County Board of Supervisors
Russell Thurston, Brookneal Town Manager
Mayor Dwayne Tuggle, Town of Amherst, Vice-Chair
Mayor Treney Tweedy, City of Lynchburg
Bart Warner, Bedford Town Manager
Charlie A. Watts, II, Campbell County Board of Supervisors

Others Present:

Emmie Boley, Central Virginia Planning District Commission
Ben Bowman, Workforce Development Board
Gary Christie, Central Virginia Planning District Commission, Executive Director
Susan Cook, Central Virginia Planning District Commission
Justin Faulconer, News and Advance
Jamie Glass, Lynchburg Regional Business Alliance
Rosalie Majerus, 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.

2. Approval of the April 18, 2019 Meeting Minutes

Upon a motion by Bonnie Svrcek, seconded by Dean Rodgers, the minutes of the April 18, 2019 meeting passed unanimously as presented.

3. Financial Update

Rosalie Majerus reported that she does not have the final figures for the year, but advised that she expects to end the year with \$40,000 net income vs. \$60,000 net income that was budgeted.

4. Request for Funds to Match Grants for a CVTC Re-Development Plan and Guidelines for Requests for Use of Fund Balance

Gary Christie explained that the Regional Alliance is looking for \$500,000 to do a redevelopment plan for the Central Virginia Training Center. They are seeking grant money and also going out to the community and the business community to try to generate funds. Amherst County has provided a \$50,000 offer, as has the Amherst EDA. The CVPDC is also being asked to provide some money. The Executive Committee has suggested matching on a one-to-one basis any money the localities put up, and also provide letters of support for the grants.

Dean Rodgers explained that the Alliance, in conjunction with Amherst County, is asking that \$150,000 from the \$300,000 reserve funds be made available as the match for the grant.

Dean Rodgers made the motion that the CVPDC contribute \$150,000 toward the match grant, if received. Susan Adams seconded the motion, for the purpose of discussion.

Bonnie Svrcek advised that the Lynchburg EDA is meeting on June 20 and will receive a presentation from the Alliance regarding the plan. Bonnie added that she is hopeful the EDA will support some amount, and because of this she suggested a substitute motion of “up to \$150,000”. Waverly Coggsdale seconded the motion.

After discussion, Bonnie Svrcek removed the substitute motion

Dean Rodgers restated his motion that the PDC contribute \$150,000 toward a redevelopment plan for the Central Virginia Training Center, which was seconded by Susan Adams. The motion was carried, with Waverly Coggsdale voting nay.

5. CVPDC Personnel Policies

Gary Christie explained that the CVPDC has a personnel policy that had originated with Campbell County back in approximately 2004, and was then changed to incorporate several nonprofits that came in as part of the Region 2000 Partnership. The Partnership was in effect for about 10-12 years, the nonprofits are now gone, and we are back to a governmental organization. The personnel policies now need to reflect that change. The Berkley Group, with Margaret Schmitt, were consulted in the process to bring the policies up to date as well as remove the nonprofit references. The policies were taken to the Executive Committee, and also to the staff for comments.

One of the suggested changes to the policy related to the position classification process. The recommendation was to allow the staff to manage position classifications such as job descriptions, pay ranges, individual employee raises based on job changes, as long as they stay within the budget.

Annual leave changes have also been proposed, capping the annual leave at 16 hours per month after 16 years of service.

Sick leave has been expanded for VRS hybrid employees, allowing them to carry sick leave over from year to year. Use of sick leave has been expanded for family members, allowing sick leave to be used as desired for other family members. It is also proposed to remove the cap on the number of bereavement occurrences.

The motion was made by Bonnie Svrcek, and seconded by Dean Rodgers, to approve the updated personnel policies. The motion was unanimously approved.

6. Salary Market Analysis proposed during FY 2019-2020

Gary Christie explained that during the next fiscal year, beginning on July 1, he would like to conduct a market study of salaries. There are nine job classifications to review. The cost would be about \$6,000.00 - \$7,000.00, and the money would come from contractual services.

Paul Harvey questioned whether the analysis could be done internally. The consensus of the commission was to conduct this salary analysis in house.

7. Other Business

Gary Christie reported that there will be a summer conference for planning district commissions, and he is encouraging Mayor Tuggle to attend. If anyone else is interested in attending, the CVPDC will pay for registration and expenses.

8. Next Meeting – July 18, 2019

There being no further business, the meeting adjourned at 6:10 p.m.