



**Central Virginia Planning
District Commission**

12th Fl., 828 Main St.
Lynchburg, VA 24504

Large Conference Room
March 19, 2020
5:00 p.m.

Agenda

1. **Welcome | Moment of Silence | Introduction of New Members**Dwayne Tuggle, Chair
2. **Approval of January 16, 2020 Meeting Minutes**Dwayne Tuggle, Chair
(Attached)
3. **Financial Update**..... Rosalie Majerus
(Attached)
4. **Workforce Development Updates**
 - a) Update regarding the establishment of a Career and Technical Education Academy at Central Virginia Community College....Jason Ferguson, Interim Associate Vice President, Professional and Career Studies, CVCC
 - b) Update on our region's Workforce Development Programs.....Ben Bowman & Gary Christie
 - c) Advanced Manufacturing Update (Attached)
5. **Hazard Mitigation Plan Update**..... Kelly Hitchcock
6. **Campbell County's request to join the Central Virginia Radio Communications Board**.....
.....Gary Christie
7. **Go Virginia Region 2**.....Gary Christie
 - a) Seeking nominations for two open seats
 - b) Suggestion to invite members from our region to the July 16 meeting (Attached)
8. **Consideration of amending the PDC Bylaws to allow the Chair to succeed himself/herself**
.....Gary Christie
9. **Other items from Commission and Staff**Commission and PDC Staff
 - a) EMS/EMT Wages (Attached)
10. **Next Meeting: April 16, 2020, CVPDC Office**Dwayne Tuggle, Chair
 - a) TPO Meeting: 4:00pm
 - b) PDC Meeting: 5:00pm
11. Adjourn



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

**January 16, 2020
5:00 pm**

Minutes

Members Present:

Sara Carter, Amherst Town Manager
Waverly Coggsdale, Altavista Town Manager
Jon Hardie, Campbell County Board of Supervisors
Trevor Hipps, Appomattox County Board of Supervisors
Bruce Johannessen, Bedford Town Council
Amanda Kaufman, Bedford County Deputy Administrator, Proxy for Robert Hiss
Megan Lucas, Lynchburg Regional Business Alliance
Dean Rodgers, Amherst County Administrator
Frank Rogers, Campbell County Administrator
Bonnie Svrcek, City of Lynchburg
Mayor Dwayne Tuggle, Town of Amherst, Chair
Mayor Treney Tweedy, City of Lynchburg

Members Absent:

Susan Adams, Appomattox County Administrator
Beverley Dalton, Altavista Town Council
Mayor Paul Harvey, Town of Appomattox
Robert Hiss, Bedford County Administrator
Mark Peake, Senate of Virginia
Gary Shanaberger, Appomattox Town Manager
John Sharp, Bedford County Board of Supervisors
Russell Thurston, Brookneal Town Manager
Bart Warner, Bedford Town Manager

Others Present:

Ben Bowman, Virginia Career Works
Gary Christie, Central Virginia Planning District Commission, Executive Director
Mallory Cook, Central Virginia Planning District Commission
Rosalie Majerus, Central Virginia Planning District Commission

1. Welcome, Moment of Silence, and Introduction of new members

Dwayne Tuggle, Chair, welcomed the Commission and began the meeting with a moment of silence.

The new members: Jon Hardie of Campbell County and Trevor Hipps of Appomattox County, as well as Amanda Kaufman of Bedford County as proxy for Robert Hiss, were all introduced.

2. Selection of a Vice Chair

A motion was made by Sara Carter, seconded by Waverly Coggsdale, to appoint Appomattox Mayor Paul Harvey as Vice Chair of the PDC to serve the balance of the year through June 30, 2020. The motion was unanimously approved.

3. Approval of the November 21, 2019 Meeting Minutes

Upon a motion by Frank Rogers, seconded by Dean Rodgers, the minutes of the November 21, 2019 meeting were approved, with Sara Carter abstaining.

4. Financial Update

a) Audit Report from Matt McLearen of Robinson, Farmer, Cox of Charlottesville, VA

Matt McLearen presented the FY 2019 audit with no issues or findings.

The motion was made by Sara Carter and seconded by Bonnie Svrcek to accept the audit, and was unanimously approved.

b) Year to Date financial update

Rosalie Majerus reported the financials and operating expenses for the PDC for the month of December. The finances are currently tracking slightly better than projections.

5. Strategic Directions: Discussion on next steps to promote advanced manufacturing sector

Gary Christie reviewed the PDC's efforts regarding surveys, meetings with local elected officials, and the November PDC meeting that identified Advanced Manufacturing as the best area for the PDC to focus on in the region for next steps. Three options were presented by staff:

- 1) An examination and review of assets and gaps within the region's advanced manufacturing
- 2) Partnership with community college and support the development of a Career and Technical Education center on campus to help connect businesses with schools
- 3) Working with localities to target appropriate resources at sight-ready facilities

Megan Lucas reported that the first option is already being assessed by the Lynchburg Regional Business Alliance through CEDS.

Jon Hardie advised that the resources and agencies needed are already present in the region. The need is in having strategic plans to incentivize more individuals choosing career paths like advanced manufacturing, however, the region lacks the infrastructure to do so. Hiring better teachers, supplying new educational equipment, and partnerships with employers are some of the ways this could be addressed.

The Commission supports prioritizing efforts towards the second option presented with a focus on CTE efforts, additionally focusing on ways to help spread awareness about these resources. In order for businesses to choose this region and rely on the workforce present in the region, it is necessary to create the workforce pipeline for training and recruiting individuals to the field of advanced manufacturing.

Bonnie Svrcek made a motion, seconded by Dean Rodgers, for the PDC to focus their efforts on the second presented option regarding workforce and the CTE, and asking the PDC to come back with a plan including a conversation with school district superintendents, CTE directors and CVCC. The motion was unanimously approved.

6. Other Business from Staff and Members

PDC Chair Dwayne Tuggle suggested contacting the VAPDC to get information on a speaker from the state of Ohio who spoke at the summer conference on the impact of the opioid crisis in the workforce. Bonnie Svrcek suggested that an invitation be extended to law enforcement and mental health officials if this speaker is able to come before the PDC.

Gary Christie reported that the Annual Report is now available to review.

Megan Lucas reported that the Regional Intelligence Report is now available. Megan also reminded the PDC of their invitations to the January 31 basketball game at Liberty University in the President's Box, and for those interested to reserve their tickets.

7. Next Meeting: March 19, 2020

Chairman Tuggle suggested that Executive Director Gary Christie notify the Commission regarding whether the March 19 meeting would be a dinner, as well as the location of the meeting.

Adjourn - There being no further business, the meeting adjourned at 6:20 p.m.

Central Virginia Planning District Commission

Budget to Actual for FY20

Actual as of February 29, 2020

	<u>Actual as of 6/30/19</u>	<u>FY 20 Adjusted Budget</u>	<u>Actual as of 2/29/20</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>
OPERATIONS FUND (EXPENDITURES)					
<u>SALARY</u>					
ADMINISTRATION	163,253	169,935	109,684	60,251	64.54%
FINANCE	138,872	141,649	100,866	40,783	71.21%
OPERATIONS	223,588	278,060	153,465	124,595	55.19%
	525,712	589,644	364,015	225,629	61.73%
PART TIME HELP		10,000	0	10,000	0.00%
Total Salaries & Wages	525,712	599,644	364,015	235,629	60.71%
EMPLOYER COST FICA	38,590	45,736	26,100	19,636	57.07%
EMPLOYER COST V R S	24,755	27,772	17,125	10,647	61.66%
EMPLOYER COST HEALTH INS	82,456	89,024	62,265	26,760	69.94%
EMPLOYER COST LIFE INS	6,887	7,724	4,762	2,962	61.65%
WORKERS COMP	1,462	1,500	1,835	(335)	122.36%
Total Fringe Benefits	154,151	171,757	112,087	59,670	65.26%
<u>OFFICE EXPENSES</u>					
AUDITING SERVICES	5,150	5,775	4,360	1,415	75.50%
PAYROLL ACCOUNTING SERVICES	4,827	6,870	2,884	3,987	41.97%
LEGAL SERVICES	3,425	3,000	165	2,835	5.50%
LIABILITY INSURANCE	993	1,000	961	39	96.12%
CONTRACTUAL SERVICES	44,049	22,500	15,124	7,376	67.22%
ADVERTISING	147	1,000	49	951	4.90%
POSTAGE	944	1,000	23	977	2.29%
TELEPHONE	5,196	6,400	3,306	3,094	51.65%
INTERNET SERVICES	677	700	436	264	62.25%
OFFICE SUPPLIES	4,043	6,000	2,821	3,179	47.01%
PRINTING & BINDING	986	1,500		1,500	0.00%
TRAVEL	3,267	7,500	1,892	5,608	25.23%
SPECIAL MEETINGS	5,227	7,000	2,485	4,515	35.50%
EDUCATION & TRAINING	2,081	8,000	2,191	5,810	27.38%
DUES, SUBSCRIPTIONS	7,315	10,800	8,452	2,348	78.26%
PUBLICATIONS	251	500	145	355	28.99%
MISCELLANEOUS EXPENSES	1,049	1,000	338	662	33.76%
FURNITURE & FIXTURES	0	1,000		1,000	0.00%
RENTAL OFFICE EQUIPMENT	2,455	4,000	1,083	2,917	27.08%
OFFICE RENT	56,539	57,056	38,241	18,815	67.02%
PARKING	1,580	1,800	800	1,000	44.44%
COMPUTER EQUIP/SOFTWARE	7,122	12,000	7,214	4,786	60.11%
Total Office Expenses	157,323	166,401	92,969	73,432	55.87%
Total Operations Expenses	837,186	937,802	569,070	368,732	60.68%

Central Virginia Planning District Commission

Budget to Actual for FY20

Actual as of February 29, 2020

	<u>Actual as of 6/30/19</u>	<u>FY 20 Adjusted Budget</u>	<u>Actual as of 2/29/20</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>
Total Operations Expenses (from Page 1)	837,186	937,802	569,070	368,732	60.68%
Direct Project Expenses					
Amherst CDBG - Old Town Madison Heights	57	500	890	(390)	177.95%
Appomattox CDBG - Meadowlark	428	500	256	244	51.20%
Appomattox Town Comp Plan		755	124	631	16.41%
Appomattox Recovery Planning Grant	661	1,500	384	1,116	25.59%
CEDS	827	0		0	0.00%
Chesapeake Bay	303	250	20	230	8.12%
CVTC		0	150,000	(150,000)	0.00%
DHCD	855	2,500	402	2,098	16.07%
DRPT / FTA	7,868	30,641	3,440	27,201	11.23%
Hazard Mitigation	564	59,691	37,971	21,720	63.61%
Pamplin VDH Water	271	0	927	(927)	0.00%
Regional Radio Board	503	1,000	275	725	27.47%
RideSolutions	18,520	20,754	4,926	15,828	23.74%
VDOT - PL	12,191	18,750	11,847	6,903	63.18%
VDOT - Rural	12,764	2,500	7,491	(4,991)	299.66%
WIOA	275,129	544,004	188,445	355,559	34.64%
Total Direct Project Expenses	330,941	683,345	407,397	275,948	59.62%
TOTAL OPERATING & DIRECT PROJECT EXPENSES	\$1,168,127	\$1,621,147	\$976,468	\$644,680	60.23%
Pass Thru Expenses					
Regional Radio Board	1,176,339	1,149,988	860,238	289,750	74.80%
VDOT - PL	87,500	78,750	29,050	49,700	36.89%
WIOA	1,084,679	950,000	706,974	243,026	74.42%
Total Pass Thru Expenses	\$2,348,518	\$2,178,738	\$1,596,262	\$582,476	73.27%
Total Expenses	\$3,516,645	\$3,799,885	\$2,572,730	\$1,227,156	67.71%

Central Virginia Planning District Commission

Budget to Actual for FY20

Actual as of February 29, 2020

	<u>Actual as of 6/30/18</u>	<u>FY 20 Adjusted Budget</u>	<u>Actual as of 2/29/20</u>	<u>Diff Between Budget & Actual</u>	<u>% Of Budget Received</u>
Revenues					
OPERATIONS FUND (REVENUE)					
Dues	154,774	155,420	155,420	0	100.00%
Miscellaneous Revenue	13,579	12,000	10,868	1,132	90.57%
Total Operations Revenue	168,353	167,420	166,287	1,133	99.32%
Direct Project Revenues					
Amherst County - Old Town Madison Heights	5,360	13,800		13,800	0.00%
Amherst Construction Ready		750		750	0.00%
Appomattox CDBG - Meadow Lark	11,000	22,500	12,500	10,000	55.56%
Appomattox Town Comp Plan		14,918		14,918	0.00%
Appomattox Recovery Planning & construction C	6,725	9,400	7,325	2,075	77.93%
Chesapeake Bay	50,000	21,500	21,500	0	100.00%
DHCD	75,971	72,471	56,978	15,493	78.62%
DRPT / FTA	108,379	133,638	54,414	79,224	40.72%
Hazard Mitigation	17,500	63,700	35,967	27,733	56.46%
Pamplin VDH Water	2,500	0		0	0.00%
Regional Radio Board	25,000	25,000	12,970	12,030	51.88%
Region 2000 Services Authority	160,224	170,838	100,386	70,452	58.76%
RideSolutions	50,450	44,603	19,182	25,421	43.01%
VDOT-PL	132,686	136,286	43,717	92,569	32.08%
VDOT-Rural	58,000	58,000	15,818	42,182	27.27%
WIOA	344,961	609,004	233,432	375,572	38.33%
Total Direct Project Revenues	1,048,755	1,396,408	614,190	782,218	43.98%
Interest	12,927	7,000	8,205	(1,205)	117.21%
TOTAL OPERATIONS & DIRECT PROJECT REVENUES	1,230,036	1,570,828	788,682	782,146	50.21%
Surplus/(Use of Fund) Balance	61,909	(50,319)	(187,786)	137,466	
Funding from Fund Balance			150,000		
Funding from Fund Balance	0	0	150,000	(150,000)	0.00%
	\$61,909	(\$50,319)	(\$37,786)	(\$12,534)	
Pass Thru Revenue					
Regional Radio Board	1,277,456	1,149,988	1,056,151	93,837	91.84%
VDOT - PL	78,750	78,750	29,050	49,700	36.89%
WIOA	1,091,209	950,000	692,292	257,708	72.87%
Total Pass Thru Revenues	\$2,447,415	\$2,178,738	\$1,777,493	\$401,245	81.58%
		0			
Total Revenue	3,677,450	3,749,566	2,716,175	1,033,391	72.44%
Net Surplus/(Use of Fund) Balance	160,805	(50,319)	143,445		

Central Virginia Planning District Commission

Cash and Estimated Fund Balance

as of February 29, 2020

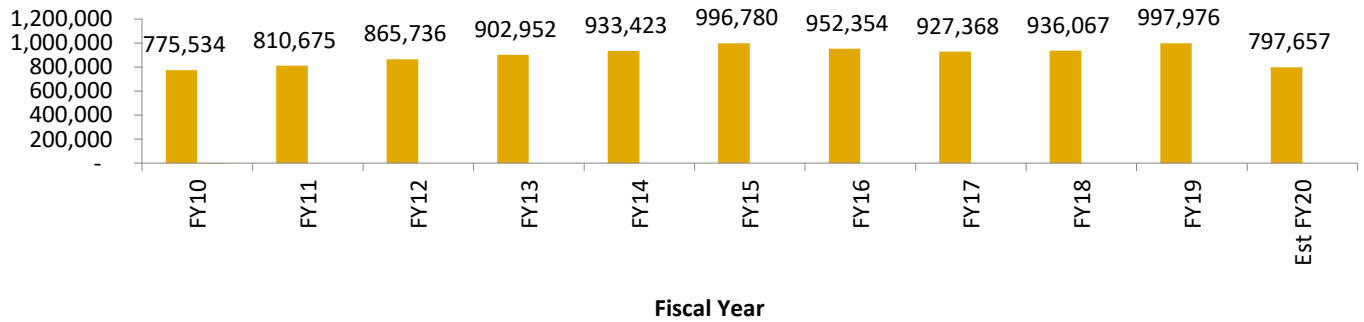
CASH ON HAND

Sun Trust Checking		
CVPDC Funds	193,137	
WIA Trainit Funds	4,429	
Petty Cash	112	
Local Govt Invest Pool	401,033	
Cash on Hand	\$ 598,710	

CALCULATION OF ESTIMATED YEAR-END FUND BALANCE

Estimated Year-end Fund Balance	\$ 797,657	
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Ending Fund Balance



Are there GAPS in Central Virginia's Manufacturing Sector?
1-22-20

1. Access to capital
 - a. How connected are small/medium sized manufacturers to capital and/or investors?

2. Supporting Manufacturing Entrepreneurship
 - a. How does a manufacturer get entrepreneurial support? Is it adequate?
 - i. Do manufacturers need help with how to achieve value-added processes, lower manufacturing costs and improved productivity
 - b. Are incubation resources important?

3. Cultivating Innovation Capacity
 - a. Does our manufacturing eco system working support technological innovation in manufacturing
 - b. Do manufacturers in this region have access to research universities to evaluate or commercialize innovations?

4. Supply Chains
 - a. Are manufacturers in this region aware of suppliers in this region? Do they need networking, introductions?
 - b. Do we need to strengthen our manufacturing/economic clusters that support each other?
 - c. How is local supplier quality and availability?

5. National and Global markets
 - a. Do we have adequate connections?
 - b. What are the issues with our roads, rail, air shipping?

July 16 Meeting Potential Invite List

1. Kenny Craig, Liberty University
2. Beverly Dalton, Vice Mayor of Altavista
3. Watt Foster, Foster Fuels
4. Floyd Merryman, Sonny Merriman, Inc.
5. Kim Payne, retired Lynchburg City Manager
6. John Putney, Government Relations, Lynchburg Business Alliance

Bylaws, Article V – Bylaws Amendment presented for consideration

Section 3 - Succession to Office. Officers may be reelected to office, ~~with the exception of the chair, who may not succeed himself, if the chair has served a full twelve month term.~~ This chair shall rotate ~~on a one-year basis~~ by governmental subdivision in alphabetical sequence until each governmental subdivision has had the opportunity of a Commission member to serve as chair before any governmental subdivision may again have representation in the chair's position. If the Commission is **member** representing a governmental subdivision declines the chairmanship **then** that particular governmental subdivision shall relinquish its turn until every other governmental subdivision has had the opportunity of a Commission member to serve as chair.

Bylaws, Article XI

AMENDMENTS. Any proposed amendment to these bylaws shall be presented in writing to the members of the Commission and read at a regular Commission meeting. The members of the Commission shall have at least thirty (30) days to review the proposed amendments. At a regular meeting of the Commission thereafter, a majority vote of the full Commission shall be required to adopt any proposed amendment to the bylaws.

EMT Pay Scales by Locality

Jurisdiction	Salary range		Supplement – Not rotating on ambulances	Supplement – Rotating on Ambulances
<i>Lynchburg</i>	\$38,001 - \$63,356		EMT Intermediate - \$2,250 Paramedic - \$4,500	Provider - \$3,000 EMT – I = \$5,250 EMT – P = \$7,500
<i>Amherst County</i>	Grade 7 \$36,190 - \$61,441	Grade 8 \$39,174 - \$66,504		
<i>Campbell</i>	ALD/FF I \$35,080 - \$43,410			
<i>Bedford County</i>	ALS/FF \$39,505			