



Central Virginia Planning District Commission

October 21, 2021 | 5:00 p.m.

828 Main Street, 12th Floor
Lynchburg, VA

AGENDA

1. **Welcome | Introduction of New Members**, *Treney Tweedy, Chair*
2. **Consideration of Any Requests for Electronic Meeting Participation**, *Treney Tweedy, Chair*
3. **Minutes of September 16, 2021** | [Attachment 3](#) | *Treney Tweedy, Chair*
4. **Financial Report**, *Rosalie Majerus, CVPDC*
 - a. YTD Financial Report | [Attachment 4a](#)
 - b. FY 2021-2022 Budget Amendment | [Attachment 4b](#)
5. **Discussion of CVPDC Dues for 2022-2023** | [Attachment 5](#) | *Gary Christie, CVPDC*
6. **Legislative Priorities for 2022**, *Gary Christie, CVPDC*
 - a. 2022 Legislative Priorities Overview | [Attachment 6a](#)
 - b. 2021 Legislative Priorities | [Attachment 6b](#)
7. **Executive Director's Retirement Announcement** | [Attachment 7](#) | *Gary Christie, CVPDC*
8. **Discussion on Challenges of Hiring and Retaining Public Employees**, *Gary Christie, CVPDC*
9. **Meeting Schedule for 2022** | [Attachment 9](#) | *Gary Christie, CVPDC*
10. **Other Business from Commission Members or Staff**
11. **Establish November 2021 PDC Meeting Date**
12. **Adjourn**, *Treney Tweedy, Chair*



Central Virginia Planning District Commission

828 Main Street, 12th Floor
Lynchburg, VA 24504

September 16, 2021
5:00 pm

Members Present

Wynter Benda, Lynchburg
Sara Carter, Amherst Town
Robert Hiss, Bedford County
Megan Lucas, Lynchburg Regional Business
Alliance
Clarence Monday, Altavista

Dean Rodgers, Amherst County
Frank Rogers, Campbell County
John Sharp, Bedford County
Mayor Dwayne Tuggle, Amherst Town, CVPDC
Vice Chair
Trenay Tweedy, Lynchburg, CVPDC Chair

Others Present

Gary Christie
Kelly Hitchcock
Ada Hunsberger

Rosalie Majerus
Reid Wodicka, Lynchburg City

Final Minutes

Welcome and introduction of new members

Vice Chair Tuggle opened the meeting welcoming the attendees. Introductions were made of the Lynchburg City Manager, Wynter Benda, and the Altavista Interim Manager, Clarence Monday.

Minutes of July 15, 2021

Upon a motion by Sara Carter, seconded by Frank Rogers, the minutes of the July 15, 2021 meeting were approved as presented.

Election of the FY 22-23 CVPDC Treasurer

Upon a motion by Megan Lucas, seconded by Mayor Dwayne Tuggle, the Commission unanimously voted for Gary Shanaberger to continue as CVPDC Treasurer through December 31, 2021 and for Sara Carter to serve as Treasurer from January 1, 2022 through June 30, 2023.

Financial Report

Rosalie Majerus reviewed the fiscal year's first two month's revenues and expenditures noting that health insurance was high because of annual payouts for employees who have elected to have the High

Deductible insurance plans. She also noted that several annual dues to organizations have been paid at the beginning of the fiscal year.

Upon a motion by Robert Hiss, seconded by Dean Rodgers, the CVPDC budget was amended to include \$13,200 in revenue and \$2,000 in expenditures related to the Bedford Town Hilltop Community CDBG project.

FY 22-23 Dues

Gary Christie presented a staff proposal to increase dues for FY 22-23 by \$0.03 to \$0.615 per capita for the City and the Counties and by \$55 for Towns to \$1,118. Dues were increased by \$0.01 for the current year after remaining unchanged from 2011-2020. Gary noted that the Commission should consider this the first of a six-year plan to increase dues but that the specific request was for FY 22-23.

During the discussion, Gary noted that the monies could be accumulated over time so that the PDC could hire an additional staff person for communications or to deliver additional planning services. There was a discussion about whether the additional \$8,960 that would be generated be used for one-time projects or put into a separate account.

Since the setting of dues for FY 22-23 can be done later in the fall, the topic was tabled until a future meeting.

Regional Housing Study and appropriation of Virginia Housing Funds to Rush Homes

Over the past meetings the Commission has received information about a \$2 million Virginia Housing Grant for this PDC for new housing projects.

Staff proposed using \$450,000 of the \$2 million to close the financing gap on an existing development by Rush Homes on Florida Avenue to build 31 apartment units. The Rush Homes project would meet the PDC's grant obligation to build 20 units and meet the income requirements of the grant. Hitchcock reported that the entire \$450,000 will be used by Rush Homes exclusively for construction expenses.

Staff further proposed applying for a Virginia Housing Community Impact Grant (CIG) to conduct a Regional Housing Assessment to develop a data-driven evaluation of housing needs (e.g., rent rates, new construction type gaps) and an evaluation process to inform the use of the PDC Housing Development Program funds. The CIG provides up to \$20,000 for each City or County included in the grant application. Localities who wish to be included in the application to develop the housing study will need to 1) appoint a representative to serve on the PDC Housing Steering Committee to assist in developing the required Housing Assessment RFP/Scope of Work and 2) provide a letter of support for inclusion in the application. If the grant is awarded, the PDC Housing Steering Committee will work with the consultant to guide the Market Assessment and make recommendations for PDC Housing Development Grant fund distribution.

Sara Carter suggested the balance of the funds should be spread throughout the region. Frank Rogers noted that the Housing Assessment will likely recommend that the balance of the grant funds be applied to the areas of the greatest need.

Upon a motion by Sara Carter, seconded by Clarence Monday, the Commission unanimously agreed to authorize staff to apply for Virginia Housing funds to conduct a Regional Housing Assessment study which is expected to be completed summer of 2022.

Upon a motion by Wynter Benda, seconded by Sara Carter, the Commission unanimously agreed to provide Rush Homes with \$450,000 from the Virginia Housing Grant for the Florida Terrace project.

CVPDC Holiday Schedule

At the July meeting of the CVPDC there was a discussion about adding Juneteenth to the PDC list of Holidays and whether to follow the Commonwealth of Virginia Holiday list. Gary Christie noted that we would add Juneteenth, Election Day, and 4 hours on the Wednesday before Thanksgiving to the holiday list if we adopted the state holiday system.

Upon a motion from Megan Lucas, seconded by Dean Rodgers, the Commission agreed to amend the personnel policies to follow the Commonwealth of Virginia holidays. (John Sharp, opposed)

General Assembly Members on the CVPDC

Gary Christie noted that since General Assembly members had been made members of the PDC in 2000 that they have had poor attendance and asked if there was interest in a reorganization of the Commission membership to remove General Assembly members.

Although the Commission recognized that it is difficult for General Assembly member to attend, they do not impact our quorum and being a part of the PDC may be helpful with future General Assembly actions. No action was taken as an outcome of the discussion.

Other business

- Gary Christie noted that Dr. Chris Chmura's October presentation had been canceled due to the COVID resurgence and could be rescheduled either later this fall or spring
- Megan Lucas asked that the November 18 meeting be rescheduled so that the Managers/Administrators who are members of the Lynchburg Regional Business Alliance could participate on their board retreat.
- Gary Christie asked if jurisdictions would be looking to the PDC for redistricting services now that census numbers are out. There was no interest as most of the jurisdictions have their own GIS departments.
- Gary also asked if jurisdictions had begun hiring bonuses. Jurisdictions have begun discussions about hiring bonuses, but no jurisdiction represented has implemented a hiring bonus at this time.

Next Meeting: October 21, 2021, 5 p.m., CVPDC offices

Dwayne Tuggle, Vice Chair

Attachment 4a (4 pages)
Central Virginia Planning District Commission

Budget to Actual for FY22
Actual as of September 30, 2021

			<u>FY 22 Budget Adjustments</u>	<u>FY22 Adjusted Budget</u>	<u>Actual as of 9/30/21</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>
OPERATIONS FUND (EXPENDITURES)							
<u>SALARY</u>							
ADMINISTRATION	169,337	177,535		177,535	33,433	144,102	18.83%
FINANCE	135,161	139,112		139,112	34,455	104,657	24.77%
OPERATIONS	242,606	233,021		233,021	58,125	174,896	24.94%
	547,104	549,668	0	549,668	126,013	423,655	22.93%
PART TIME HELP	2,572	10,000		10,000		10,000	0.00%
Total Salaries & Wages	549,676	559,668	0	559,668	126,013	433,655	22.52%
EMPLOYER COST FICA	38,898	42,815		42,815	9,023	33,792	21.07%
EMPLOYER COST V R S	22,820	23,839		23,839	5,427	18,412	22.76%
EMPLOYER COST HEALTH INS	99,260	98,848		98,848	27,208	71,640	27.53%
EMPLOYER COST LIFE INS	7,078	7,365		7,365	1,689	5,676	22.93%
WORKERS COMP	1,883	1,900		1,900	1,475	426	77.61%
Total Fringe Benefits	169,938	174,767	0	174,767	44,821	129,946	25.65%
<u>OFFICE EXPENSES</u>							
AUDITING SERVICES	4,440	6,000		6,000		6,000	0.00%
PAYROLL ACCOUNTING SERVICES	6,328	6,500		6,500	2,626	3,874	40.40%
LEGAL SERVICES	2,641	3,000		3,000		3,000	0.00%
LIABILITY INSURANCE	968	1,250		1,250	943	307	75.44%
CONTRACTUAL SERVICES	15,084	30,000		30,000	8,882	21,118	29.61%
ADVERTISING	82	1,000		1,000		1,000	0.00%
POSTAGE	441	1,000		1,000	(129)	1,129	-12.87%
TELEPHONE	7,364	8,076		8,076	1,173	6,903	14.52%
INTERNET SERVICES	670	1,524		1,524	142	1,382	9.31%
OFFICE SUPPLIES	1,722	6,000		6,000	263	5,737	4.39%
PRINTING & BINDING	290	1,000		1,000		1,000	0.00%
TRAVEL	1,099	6,500		6,500		6,500	0.00%
SPECIAL MEETINGS	1,169	6,000		6,000	360	5,640	5.99%
EDUCATION & TRAINING	985	7,000		7,000		7,000	0.00%
DUES, SUBSCRIPTIONS	8,699	9,500		9,500	6,522	2,978	68.65%
PUBLICATIONS	383	500		500	33	467	6.59%
MISCELLANEOUS EXPENSES	1,893	1,000		1,000	73	927	7.26%
FURNITURE & FIXTURES		1,000		1,000		1,000	0.00%
RENTAL OFFICE EQUIPMENT	1,422	4,000		4,000	287	3,713	7.18%
OFFICE RENT	59,359	60,843		60,843	15,172	45,671	24.94%
PARKING	1,200	1,200		1,200	300	900	25.00%
COMPUTER EQUIP/SOFTWARE	12,081	12,000		12,000	3,600	8,400	30.00%
Total Office Expenses	128,320	174,893	0	174,893	40,246	134,647	23.01%
Total Operations Expenses	847,933	909,328	0	909,328	211,080	698,248	23.21%

Attachment 4a (4 pages) Central Virginia Planning District Commission Budget to Actual for FY22 Actual as of September 30, 2021							
	<u>#REF!</u>	<u>#REF!</u>	<u>FY 22</u> <u>Budget</u> <u>Adjustments</u>	<u>FY22</u> <u>Adjusted</u> <u>Budget</u>	<u>Actual</u> <u>as of</u> <u>9/30/21</u>	<u>Diff Between</u> <u>Budget &</u> <u>Actual</u>	<u>% of Budget</u> <u>Used</u>
Total Operations Expenses (from Page 1)	847,933	909,328	0	909,328	211,080	698,248	23.21%
Direct Project Expenses							
Altavista Comp Plan					29	(29)	0.00%
Amherst CDBG - Old Town Madison Heights	109	200		200	1,043	(843)	521.28%
Appomattox Church Street Water Line	0	585		585			0.00%
Bedford Town CDBG	561	0	2,000	2,000	63		3.14%
CEDS	0	49,000		49,000		49,000	0.00%
CVCC-CTE	0	134,000		134,000	9,753	124,247	7.28%
Chesapeake Bay	7	10,000		10,000		10,000	0.00%
DHCD	171	500		500		500	0.00%
DRPT / FTA	32,009	1,500		1,500	10	1,490	0.63%
Hazard Mitigation	21,485	0		0		0	0.00%
Regional Radio Board - Campbell County	0	1,650		1,650	32		1.93%
Regional Radio Board	777	750		750	247	503	32.93%
RideSolutions	602	8,675		8,675	6	8,669	0.07%
VDOT - PL	24,716	21,000		21,000	1,384	19,616	6.59%
VDOT - Rural	1,953	3,000		3,000	0	3,000	0.00%
Virginia Housing - Rush Homes			450,000	450,000		450,000	0.00%
WIOA	248,623	544,004		544,004	90,699	453,305	16.67%
Total Direct Project Expenses	331,013	774,864	452,000	1,226,864	103,265	1,119,459	8.42%
TOTAL OPERATING & DIRECT PROJECT EXPENSES	\$1,178,946	\$1,684,192	\$452,000	\$2,136,192	\$314,345	\$1,817,707	14.72%
Pass Thru Expenses							
Regional Radio Board	1,296,423	1,167,302		1,167,302	693,895	473,407	59.44%
VDOT - PL	134,903	76,500		76,500		76,500	0.00%
WIOA	1,275,249	950,000		950,000	238,226	711,774	25.08%
Total Pass Thru Expenses	\$2,706,575	\$2,193,802	\$0	\$2,193,802	\$932,121	\$1,261,681	42.49%
Total Expenses	\$3,885,521	\$3,877,994	\$452,000	\$4,329,994	\$1,246,466	\$3,079,388	28.79%

Attachment 4a (4 pages)
Central Virginia Planning District Commission

Budget to Actual for FY22
Actual as of September 30, 2021

	<u>#REF!</u>	<u>#REF!</u>	<u>FY 22 Budget Adjustments</u>	<u>FY22 Adjusted Budget</u>	<u>Actual as of 9/30/21</u>	<u>Diff Between Budget & Actual</u>	<u>% Of Budget Received</u>
Revenues							
OPERATIONS FUND (REVENUE)							
Dues	156,242	158,835		158,835	158,835	(0)	100.00%
Miscellaneous Revenue	10,876	11,000		11,000		11,000	0.00%
Total Operations Revenue	167,118	169,835	0	169,835	158,835	11,000	93.52%
Direct Project Revenues							
Amherst County - Old Town Madison Heights	12,770	12,500		12,500		12,500	0.00%
Appomattox Church Street Water Line		10,000		10,000		10,000	0.00%
Bedford Town CDBG	10,356	0	13,200	13,200		13,200	0.00%
CEDS	0	30,000		30,000		30,000	0.00%
Chesapeake Bay	52,000	58,000		58,000		58,000	0.00%
DHCD	75,971	89,971		89,971		89,971	0.00%
DRPT / FTA	129,529	109,791		109,791	22,215	87,576	20.23%
Hazard Mitigation	29,764	0		0		0	0.00%
Regional Radio Board - Campbell County		9,500		9,500		9,500	0.00%
Regional Radio Board	35,796	28,000		28,000		28,000	0.00%
Region 2000 Services Authority	145,462	175,963		175,963	36,372	139,591	20.67%
RideSolutions	25,514	48,083		48,083	6,512	41,571	13.54%
VDOT-PL	122,514	108,380		108,380	25,007	83,373	23.07%
VDOT-Rural	53,553	58,000		58,000	8,004	49,996	13.80%
Virginia Housing			458,000	458,000		458,000	0.00%
WIOA	324,209	609,004		609,004	107,451	501,553	17.64%
Total Direct Project Revenues	1,017,438	1,347,192	471,200	1,818,392	205,561	1,612,831	11.30%
Interest	639	1,000	0	1,000	45	955	4.54%
TOTAL OPERATIONS & DIRECT PROJECT REVENUES	1,185,195	1,518,027	471,200	1,989,227	364,441	1,624,786	18.32%
Surplus/(Use of Fund) Balance	6,249	(166,165)	19,200	(146,965)	50,097	(192,921)	
Funding from Fund Balance							
CVCC-CTE		134,000		134,000		134,000	
CEDS		30,000		30,000		30,000	
Funding from Fund Balance	0	164,000	0	164,000	0	164,000	
	\$6,249	(\$2,165)	\$19,200	\$17,035	\$50,097	(\$28,921)	
Pass Thru Revenue							
Regional Radio Board	2,785,381	1,167,302		1,167,302	944,664	222,638	80.93%
VDOT - PL	134,903	76,500		76,500		76,500	0.00%
WIOA	1,273,538	950,000		950,000	211,917	738,083	22.31%
Total Pass Thru Revenues	\$4,193,822	\$2,193,802	\$0	\$2,193,802	\$1,156,581	\$1,037,221	52.72%
Total Revenue	5,379,017	3,875,829	471,200	4,347,029	1,521,022	2,826,007	34.99%
Net Surplus/(Use of Fund) Balance	1,493,496	(2,165)	19,200	17,035	274,557	(257,521)	

Attachment 4a (4 pages)

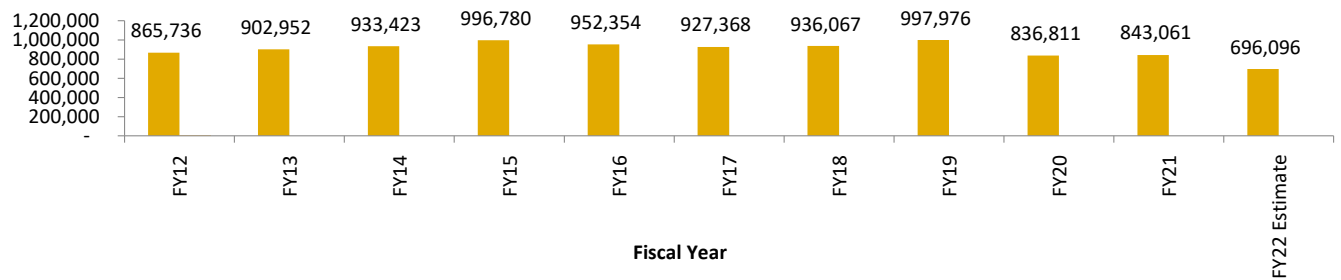
Central Virginia Planning District Commission

Cash and Estimated Fund Balance

Actual as of September 30, 2021

CASH ON HAND										
Sun Trust Checking										
CVPDC Funds				281,432						
WIA Trainit Funds				4,081						
Petty Cash				130						
Local Govt Invest Pool				403,398						
Cash on Hand				\$ 689,042						
CALCULATION OF ESTIMATED YEAR-END FUND BALANCE										
Estimated Year-end Fund Balance				\$ 696,096						

Ending Fund Balance



ATTACHMENT 4b

FY 2021-2022 Budget Amendment

Funds from Virginia Housing to be expended on the Florida Terrace project of Rush Homes

Revenue:	Virginia Housing	\$458,000
Expenditure:	Rush Homes	\$450,000

Recommended Action

Approve the budget amendment for the Virginia Housing project.

FY 22-23 PDC DUES**ATTACHMENT 5****Summary:**

Staff has asked the Commission to consider raising local dues for 2022-2023 by \$0.03 per capita for the City and Counties to \$0.615 per capita for the Counties and by \$55 for Towns to a flat fee of \$1,118.

This will increase local dues revenues by \$8,960, from \$158,835 to \$167,793 (5.6%).

Impact of a \$0.03 dues increase for FY 22-23

Locality	FY 21-22 Billing @ \$.585 per capita	Proposed FY22-23 @\$0.615 per capita	Difference
Amherst County	\$18,583	\$19,588	\$1,005
Appomattox County	\$9,254	\$9,840	\$586
Bedford County	\$45,970	\$48,575	\$2,605
Campbell County	\$32,456	\$34,224	\$1,768
Lynchburg City	\$47,258	\$49,979	\$2,721
Town of Altavista	\$1,063	\$1,118	\$55
Town of Amherst	\$1,063	\$1,118	\$55
Appomattox Town	\$1,063	\$1,118	\$55
Town of Bedford	\$1,063	\$1,118	\$55
Town of Brookneal	\$1,063	\$1,118	\$55
Total	\$158,835	\$167,793	\$8,960
			5.6%

Recommended Action:

Set the FY 22-23 dues rate at \$0.615 for the City and Counties and \$1,118 for Towns.

2022 Legislative Priorities

Bring your ideas for the 2022 Legislative Priorities.

More flexible meetings for regional public organizations

- Eliminate the requirement to state the reason for electronic participation
- Eliminate in-person quorum requirement
- Eliminate the restrictions on the number of electronic meetings a member can participate in

The adopted 2021 Legislative Priorities are attached as Attachment 6b



2021 Legislative Recommendations

Support for Recovering Communities

The Central Virginia Planning District Commission supports action at the federal, state and local levels to protect local communities and to ensure their viability in the face of the COVID-19 health emergency.

Budgets and Funding

The Central Virginia Planning District Commission urges the governor and legislature to enhance state aid to localities and public schools, to not impose mandates on or shift costs to localities, and to enhance local revenue options.

1. State should fully fund its share of the realistic costs of the Standards of Quality (SOQ).
2. We support the legislature making additional revenue options available to localities in order to diversify local revenue streams.
3. We support further strengthening for counties those revenue options that were enhanced during the 2020 legislative session.
4. The State also should not eliminate or restrict local revenue sources or confiscate or redirect local general fund dollars to the state treasury. This includes Communications Sales and Use Tax Trust Fund dollars and the local share of recordation taxes.

Broadband

The Planning District Commission supports state and federal efforts and financial incentives that assist localities and their communities in deploying universal, affordable access to broadband technology in unserved areas.

Economic and Workforce Development

The Planning District Commission recognizes economic development and workforce training as essential to the continued viability of the Commonwealth. Accordingly, we support the following:

1. Enhanced coordination with the K-12 education community to equip the workforce with in-demand skill sets, to align workforce supply with anticipated employer demands.
2. Continuing emphasis on regional cooperation in economic, workforce and tourism development.
3. Continuation of the *GO Virginia* initiative to grow and diversify the private sector in each region.



4. State job investment and small business grants being targeted to businesses that pay higher wages.
5. Increased state funding for regional planning district commissions.

General Government

The Planning District Commission believes that since so many governmental actions take place at the local level, local governments must have the freedom, flexibility and tools to carry out their responsibilities.

1. We oppose legislation that mandates binding arbitration, meet and confer requirements, and imposes grievance procedures for local employees. We oppose any amendment to the 2020 legislation authorizing collective bargaining that allows localities to choose whether or not they wish to engage in collective bargaining. The PDC opposes any requirements to mandate collective bargaining, require binding arbitration, or repeal Virginia's right to work law.
2. Local and regional public bodies should be allowed to conduct electronic meetings as now permitted for state public bodies, and to use alternatives to newspapers for publishing various legal advertisements and public notices.
3. The state should maintain the principles of sovereign immunity for local governments and their employees, to include regional jail officers.
4. Police oversight commissions should be local choice enabled, rather than be required.
5. The Commonwealth should meet and increase 599 funding obligations.

Environmental

The Planning District Commission believes that environmental quality should be funded and coordinated through a coordinated approach due to its inter-jurisdictional nature.

1. We support dam safety regulations that do not impose unreasonable costs on dam owners whose structures meet current safety standards.
2. The State should not impose a fee, tax or surcharge on water, sewer, solid waste or other local services to pay for state environmental programs.
3. We support increased and ongoing investment in the Stormwater Local Assistance Fund to assist localities with much-needed stormwater projects and in response to any new regulatory requirements.
4. We also request that any stormwater requirements be balanced, flexible and not require waiver of stormwater charges, and that adequate funding and training be available for the State and local governments to meet ongoing costs associated with local stormwater programs.



Airports

The Lynchburg Regional Airport is an important component of the region's transportation and economic development program. The impact of the Coronavirus pandemic on Virginia's commercial service airports has been unprecedented in the history of the aviation industry.

1. The Central Virginia PDC supports increased funding for the "Governor's New Airline Service Incentive Fund" as passed by the General Assembly during its 2019 session (SB 990). This legislation created a special non-reverting fund to be used at the discretion of the Governor for grants to airlines serving commercial service airports in Virginia. The fund is intended to provide or assist in the marketing, advertising and promotional activities by airlines in connection with the launch of new airline service, and to provide incentives to airlines as part of such new service.
2. We support increasing commercial service airport entitlement funding under the Commonwealth Aviation Program (CAF). This initiative, adopted by the Virginia Airport Board (VAB) September 17, 2020, is designed to assist airports in moving forward capital projects during this time that would otherwise be cancelled or deferred, as well as allow those airports to use entitlement funds for operating expenses.
3. The PDC also supports funding a new marketing program, adopted by the VAB September 17, 2020, aimed at maximizing the state-wide potential to create jobs in travel and tourism. This would be accomplished by working together with the various Commonwealth agencies and public/private-sector partners to support grants to communities to promote available airline service and build consumer confidence in air transportation.

Children's Services Act

The Planning District Commission encourages the State to be partners in containing Children's Services Act (CSA) costs and to better balance CSA responsibilities between the State and local governments.

1. We support local ability to use state funds to pay for mandated services provided directly by the locality, specifically for private day placements, where the same services could be offered in schools; additionally, we support rate setting by the state for private day placements.
2. We support the state maintaining cost shares on a sum sufficient basis by both the State and local governments; changing the funding mechanism to a per-pupil basis of state funding would shift the sum sufficient portion fully to localities, which we would oppose.
3. We support enhanced state funding for local CSA administrative costs.
4. We support a cap on local expenditures (with the State making up any gaps) in order to combat higher costs for serving mandated children.
5. We support the State being proactive in making residential facilities, services and service providers available, especially in rural areas, and in supporting locality efforts to provide facilities and services on a regional level.
6. We oppose state efforts to increase local match levels and to make the program more uniform by attempting to control how localities run their programs.

Executive Director's Retirement Announcement

ATTACHMENT 7

From: Gary Christie, *Executive Director*

It's been an honor and a privilege working at the Commission over the past 16 years. I appreciate the support that the Commission and our communities have shown and am proud of the work we have done.

I have an April 30 target date in mind for my retirement that is flexible depending on the needs of the Commission.

At the October 21 Commission you'll need to decide:

1. How to conduct the search for the next PDC Executive Director:
 - Use an outside search firm
 - Search conducted by PDC staff
 - Search conducted by one of the localities
2. Who will oversee the search:
 - Executive Committee
 - Ad Hoc Committee
 - Full Commission

One timetable may look like:

November:

- Committee meets to develop marketing material and position profile
- Commission meets to review/approve marketing material

December/January

- Position Advertised

January

- Committee conducts electronic interviews with long list of candidates and narrows down to short list

February/March

- Short list candidates interviewed by Full Commission

May

- New Executive Director starts

Recommended Action:

1. Determine who will conduct the search
2. Determine who will oversee the search

Proposed 2022 Meeting Schedule

The proposed schedule for 2022 CVPDC meetings is:

- January 20, 2022
- February 17, 2022
- March 17, 2022
- April 21, 2022
- May 19, 2022
- June 16, 2022
- July 21, 2022
- September 15, 2022
- October 20, 2022
- November 17, 2022

Recommended Action:

Adopt 2022 CVPDC meeting schedule.