

AGENDA

Join Zoom Meeting:

<https://us02web.zoom.us/j/83791247451>

Meeting ID: 837 9124 7451 **By call-in:** 1 (301) 715-8592

1. Call to Order

- a. Call to Order, Roll Call – *Chair O'Brien, Ruth Emerick* 1:30 – 1:32
- b. Read Notice of Electronic Meeting – *Ruth Emerick*

New Business

2. Finance/Executive Committee Meeting Schedule – *Christine Jacobs*

- a. November 7, 2024, 5:45 – 6:45 pm – Draft Audit Review 1:32 – 1:35
- b. February 6, 2025, 5:15-6:45 pm –
 - i. Personnel Handbook Updates/Fiscal Impact
 - ii. Financial Procedures/Policy
 - iii. Financial Targets/Policy (Net Quick Assets, Unrestricted Cash on Hand, and Capital Reserve)
 - iv. Classification/Compensation Plan
- c. May 1, 2025, 5:15 – 6:45 pm
 - i. FY25 Pre-Audit
 - ii. FY26 Draft Budget
 - iii. Additional Policy Updates

3. FY24 Pre-Audit – *Laura Green, David Foley*

- a. Robinson, Farmer, Cox Associates Engagement Letter 1:35 – 1:50
- b. Proposed FY 24 Audit Timeline

4. * Procurement Policy – *Ruth Emerick*

- a. Staff Memo 1:50 – 1:55
 - b. Draft Procurement Policy – Marked-Up Version
 - c. Draft Procurement Policy – Clean Version
- *Proposed Action:** Staff recommends that the Finance/Executive Committee recommend to the full Commission approval of the proposed changes to the TJPDC Procurement Policy, with latitude for staff to make additional technical and clarifying changes to the document.

5. Handbook Updates – *Laura Greene, David Blount*

- a. Staff Memo 1:55 – 2:10
 - b. Draft Employee Handbook – Marked-Up Version
 - c. Draft Employee Handbook – Clean Version
- *Proposed Action:** Staff recommends that the Finance/Executive Committee recommend to the full Commission approval of the proposed changes to the TJPDC Employee Handbook, with the understating that review by TJPDC legal counsel is forthcoming and with latitude for staff to make additional technical and clarifying changes to the documents.

6. FY26 Draft Budget

- a. Local Contributions Discussion/Analysis – *Christine Jacobs* 2:10 – 2:25
- b. Draft FY26 Budget Totals, Revenues, Local Contributions



Proposed Action: Staff recommends that the Finance/Executive Committee recommend to the full Commission adoption of the FY26 Projected Budget with revisions, as discussed and agreed upon.

7. Staff Updates

2:25

8. ADJOURN

3:00

** Designates Items to be Voted On*

NOTICE OF ELECTRONIC MEETING

This meeting of the Thomas Jefferson Planning District Commission is being held pursuant to *Code of Virginia Subsection C of § 2.2-3708.3*, which allows a public body to hold all-virtual public meetings. The meeting is being held via electronic video and audio means through Zoom online meetings and is accessible to the public. The method for holding this meeting shall not change unless a new meeting notice is provided. Should the electronic transmission fail, you may reach out to the TJPDC at remerick@tjpd.org.

Notice has been provided to the public through notice at the TJPDC offices, to the media, web site posting and agenda.

The meeting is held pursuant to the Remote Electronic Participation and All-Virtual Meeting policy as adopted by the Commission on July 25, 2024. The meeting minutes will reflect that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.

A recording of the meeting will be posted at www.tjpd.org within 10 days of the meeting.

TJPD Commissioners – Finance Executive Committee Members	
Tony O’Brien, Chair	Fluvanna County
Michael Payne, Vice Chair	City of Charlottesville
Keith Smith, Treasurer	Fluvanna County

TJPDC Staff	
Christine Jacobs	Executive Director
David Blount	Deputy Director
Ruth Emerick	Chief Operating Officer
Laura Greene	Finance Director

TJPDC fully complies with Title VI of the Civil Rights Act of 1964 in all programs and activities. TJPDC provides reasonable accommodations for persons who require special assistance to participate in public involvement opportunities. For more information, to request language translation or other accommodations, or to obtain a Discrimination Complaint Form, contact Lucinda Shannon at (434) 979-7310, lshannon@tjpd.org or visit the website www.tjpd.org.