

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Finance/Executive Committee Meeting Minutes, September 17, 2024
All-Virtual Meeting

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
Albemarle County			Christine Jacobs, Executive Director		x
Ned Gallaway			David Blount, Deputy Director		x
Mike Pruitt			Ruth Emerick, Chief Operating Officer		x
Fluvanna County			Laura Greene, Finance & HR Director		x
*Tony O'Brien, Chair		x	Gorjan Gjorgjievski, Regional Planner II		x
*Keith Smith, Treasurer			Sarah Simba, Regional Planner II		x
Greene County					
Tim Goolsby					
James Higgins					
Louisa County					
Tommy Barlow					
Manning Woodward					
Nelson County					
Ernie Reed			GUESTS/PUBLIC PRESENT		
Jesse Rutherford			David Foley, Robinson, Farmer, and Cox Associates		x
City of Charlottesville					
Phil d'Oronzio					
*Michael Payne, Vice Chair		x			

* Denotes Finance/Executive Committee members

Note: This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting provisions contained in Code of Virginia § [2.2-3708.3](#). A recording of the meeting was made available to the public at <https://www.youtube.com/channel/UCOuHJzpRDV6rnpIep2Lxj0Q>.

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Chair, Tony O'Brien, presided and called the Finance Executive Committee meeting to order at 1:33 pm. Ruth Emerick took attendance and certified that a quorum was present.



b. Notice of Electronic Meeting: Christine Jacobs read the Notice of Electronic Meeting.

2. FINANCE/EXECUTIVE COMMITTEE MEETING SCHEDULE:

Executive Director Christine Jacobs outlined a quarterly meeting schedule for the Finance Executive Committee for fiscal year 2025. Meeting topics include policy updates, draft budgets, and the audit.

3. FY24 PRE-AUDIT:

Finance and Human Resources Director Laura Greene shared details about the FY24 Audit process and timeline. The auditor retained for the FY24 audit, David Foley of Robinson, Farmer, and Cox Associates, shared additional details about the audit process and deliverables.

4. PROCUREMENT POLICY:

Chief Operating Officer Ruth Emerick shared the history of the procurement policy and purchase procedures of the TJPDC, as well as an overview of the proposed updates to the procurement policy. The revised policy will bring the TJPDC's practices closer to the Virginia Public Procurement Act requirements, since the additional restrictions currently in place add administrative burden and are unnecessary. The revised policy also establishes approval authority for dollar amounts between \$1,000 and \$100,000, which provides improved clarity to the policy.

Motion/Action: On a motion by Michael Payne, seconded by Tony O'Brien, the Finance Executive Committee unanimously recommended 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:

Deputy Director David Blount, along with Laura Greene, shared an overview of the need to update the Employee Handbook, including changes in applicable laws, changed practices, and a new federal holiday. The proposed employee handbook is modeled after a sample from our insurance provider, the Virginia Risk Sharing Association (VRSA), which provides samples of human resource and other administrative policy tools that will help reduce organizational risk for public bodies.

Motion/Action: On a motion by Michael Payne, seconded by Tony O'Brien, the Finance Executive Committee unanimously recommended 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 shared the history of the Commission's per capita rates and local contributions for six specific TJPDC programs over the last 20 years. The Commission approved a five-year rate increase for the per capita contributions by the member jurisdictions of two cents per year starting in FY24, but most of the specific programs have remained flat-funded at a specific dollar amount that is not tied to population. Converting their funding to per capita rates and a modest increase of 7% in those rates (5% for the legislative liaison program) would help these specific programs be sustainable for the future. Staff also recommended that the Commission consider reviewing a five-year plan for specific program funding prior to finalizing the FY26 budget.

b. Draft FY26 Budget Totals, Revenues, Local Contributions

Christine Jacobs gave an overview of the FY26 draft projected operating budget, including revenues, local contributions, and totals. Anticipated recommended changes to the Employee Handbook in the spring and the results of a planned compensation study may alter the final budget before adoption.

Motion/Action: On a motion by Michael Payne, seconded by Tony O'Brien, the Finance Executive Committee unanimously recommended to the full Commission adoption of the FY26 Projected Budget with revisions, as discussed and agreed upon, which includes conversion of all local program funds to per capita rates, a one-time increase of 7% to all programs (5% for the legislative liaison program), and consideration of a five-year plan for program funds.

7. STAFF UPDATES:

There were no additional updates shared.

8. ADJOURNMENT:

Motion/Action: On a motion by Michael Payne, seconded by Tony O'Brien, the Finance Executive Committee unanimously voted to adjourn the September 17, 2024, Finance Executive Committee meeting at 2:19 pm.

Commission materials and meeting recording may be found at www.tjpd.org