

AGENDA

Join Zoom Meeting:

<https://us02web.zoom.us/j/87233569988>

Meeting ID: 872 3356 9988 Passcode: 890061

By call-in: 1 (301) 715-8592

1. Call to Order

- a. Call to Order, Roll Call – *Chair O'Brien, Ruth Emerick* 7:00 – 7:05
- b. Electronic Meeting Notice – *Chair O'Brien, Ruth Emerick*

2. Matters from the Public

- a. Comments by the public are limited to no more than 2 minutes per person. 7:05 – 7:10
- b. Comments provided via email, online, website, etc. (*Read by Ruth Emerick*)

3. Presentations

- a. Introduction – *Laura Greene* 7:10 – 7:20
- b. Compensation Philosophy Presentation – *Shari Fallon, Gallagher*

4. * New Business

- a. *Compensation Philosophy Discussion – *Laura Green and Shari Fallon, Gallagher* 7:20 – 8:00

5. Other Business

- a. Next Meeting – February 6, 2025, 7:00 pm 8:00

Items for next meeting:

- i. New Commission Member Orientation, as needed
- ii. FY26 Rideshare Work Program and Grant Application – Presentation
- iii. FY26 PATH Mobility Management and Grant Application – Presentation
- iv. Deliver FY25 Amended Draft Budget – No Action
- v. FY25 Quarter Two (Oct-Dec) Financial Report

6. *ADJOURN

8:00

** Designates Items to be Voted On*

TJPD Commissioners	
Ned Gallaway	Albemarle County
Mike Pruitt	Albemarle County
Tony O'Brien, Chair	Fluvanna County
Keith Smith, Treasurer	Fluvanna County
Tim Goolsby	Greene County
James Higgins	Greene County
Tommy Barlow	Louisa County
Manning Woodward	Louisa County
Jesse Rutherford	Nelson County
Ernie Reed	Nelson County
Michael Payne, Vice Chair	City of Charlottesville
Philip d'Oronzio	City of Charlottesville



TJPDC Staff	
Christine Jacobs	Executive Director
David Blount	Deputy Director
Ruth Emerick	Chief Operating Officer
Laura Greene	Finance Director
Lucinda Shannon	Senior Regional Planner
Sara Pennington	TDM Program Manager
Laurie Jean Talun	Regional Housing Grants Manager
Logan Ende	Regional Housing Planner II
Lori Allshouse	VATI Program Director
Gorjan Gjorgjievski	VATI Project Administrator/Assistant
Isabella O'Brien	Regional Environmental Planner II
Sarah Simba	Regional Transportation Planner II
Otis Collier	BRCTB Compliance Agent
Gretchen Thomas	Administrative Assistant
Kaiden Pritchett	AmeriCorps VISTA Member – Housing

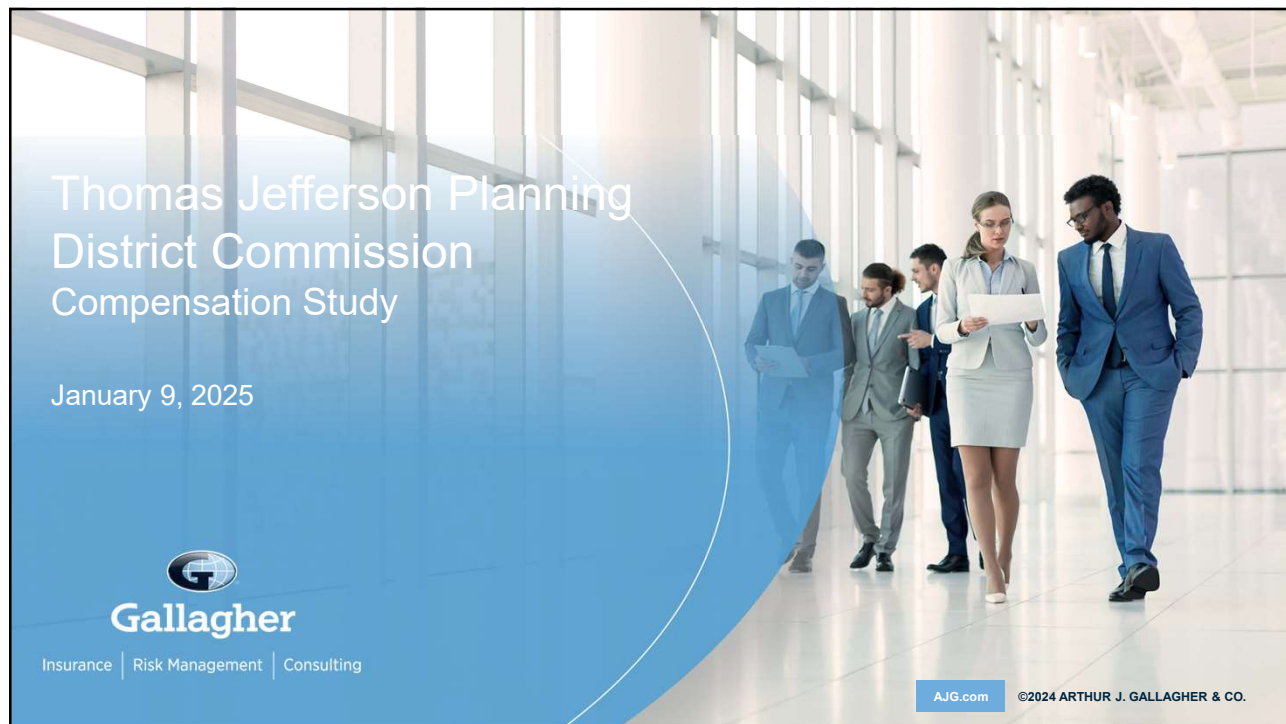
NOTICE OF ELECTRONIC MEETING

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 CVRHP 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.

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, lashannon@tjpd.org or visit the website www.tjpd.org.



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Introductions



Gallagher
Insurance | Risk Management | Consulting

Thomas Jefferson Planning District Commission

Gallagher

Ronnie Charles
National Managing Director – Project Advisor

Michael Burton
Principal Consultant – Project Director

Charmain Kohler
Consultant

Erik Henry-Smetana
Managing Director – Project Advisor

Shari Fallon
Senior Consultant – Project Manager

Xiaowen Yang
Senior Analyst

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Project scope overview



PROJECT ADMINISTRATION

- Strategy & Philosophy
- Project Orientation
- Project Management

COMPENSATION STUDY

- Facilitate stakeholder discussions to develop a compensation philosophy that aligns with the mission of TJPDC.
- Market data collection to include custom and published survey data from both public and private sector labor market.
- Diagnostic review of current structures, practices and policies for simplification, increased transparency and/or alignment with leading practices and the TJPDCs employee value proposition.
- Draft Market Summary and Salary Structure Analysis with Implementation Cost Development

STUDY FINALIZATION

- Draft and Final Report
- Present findings to HR/Leadership Team
- Train staff for ongoing administration of the system and tools

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Project goals



Understanding the current compensation philosophy.

Determine level of competitiveness with the external market.

Ensure fair and equitable pay based on the implementation of a race and gender-neutral system.

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Understanding of the project



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What this Study IS versus What this Study IS NOT

What this Study IS

Jobs and levels are accurately and consistently defined

Systems that are easy to understand and administer

Policies and procedures to keep the classification and compensation systems up to date and equitable

Compensation is competitive and equitable

NOT a strategy to reduce or increase pay

NOT a staffing needs study

NOT an organizational structure study

NOT a strategy designed to cut costs

NOT a strategy to eliminate positions

What this Study is NOT

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Leadership engagement



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Project Manager

to coordinate activities and monitor deliverables.



Regular Status Meetings

between the Commission and Gallagher to discuss the schedule, status, and issues regarding the project.

Focus Area Communications

to keep leaders informed regarding project status and their role in the process.



Stakeholder Meetings

to inform the leadership about the project status and seek direction and input on activities.

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Deliverables

- ✓ **Employee & Stakeholder Communications:** Facilitated project overview discussions
- ✓ **Compensation Philosophy:** Refreshed or clarified organizational approach to market, pay, and associated factors
- ✓ **Benchmark Summary:** Data set of market information by role level and person level, to include implementation costing
- ✓ **Salary Structure:** Updated salary structure based on data and organizational feedback
- ✓ **Presentation & Report:** Develop stakeholder presentation and final written report

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Project timeline



Estimated Timeline – 5 Months

Phase 1:
Project Initiation and Strategy Development
1 Month

Phase 2:
Compensation Study
3 Months

Phase 3:
Project Finalization
1 Month

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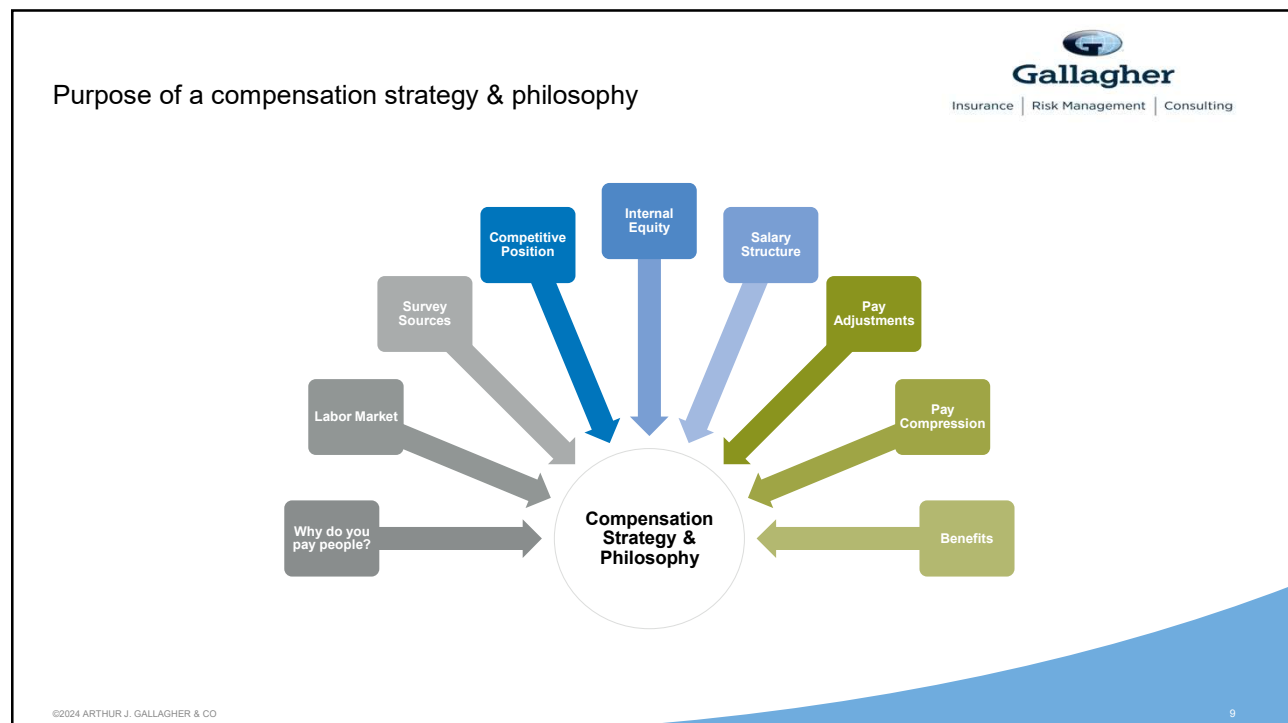
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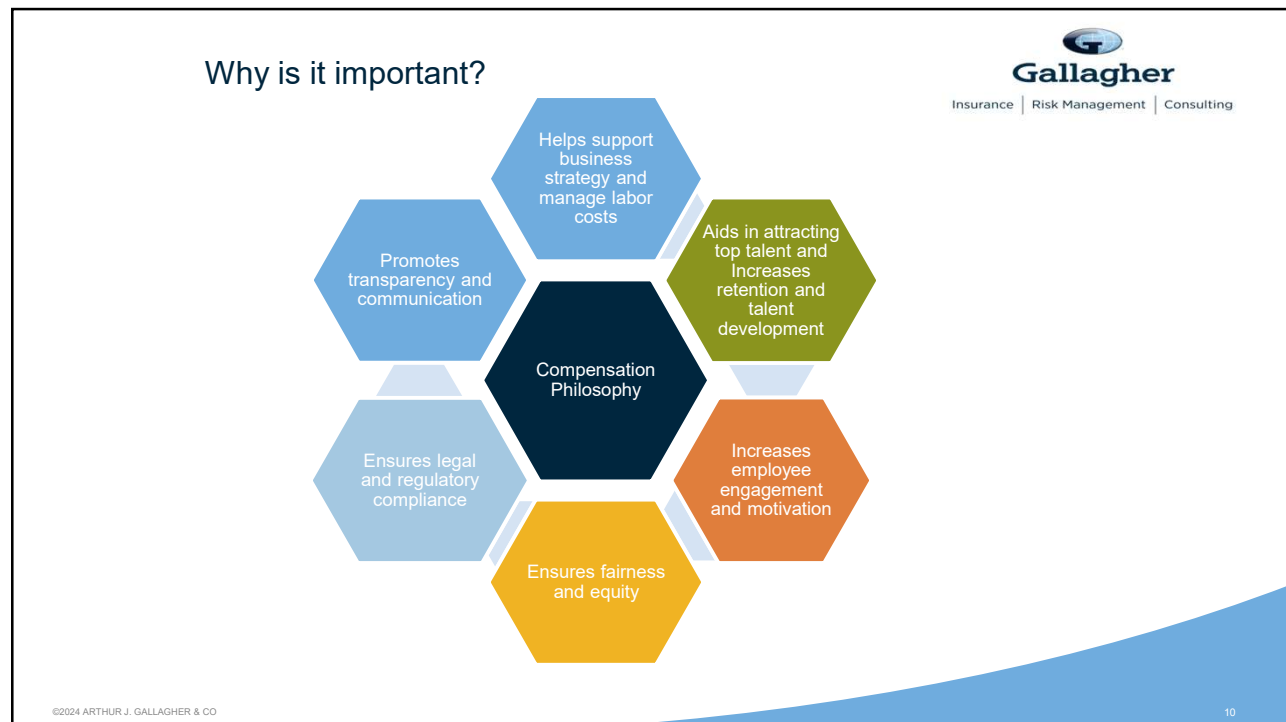
Compensation Philosophy Discussion

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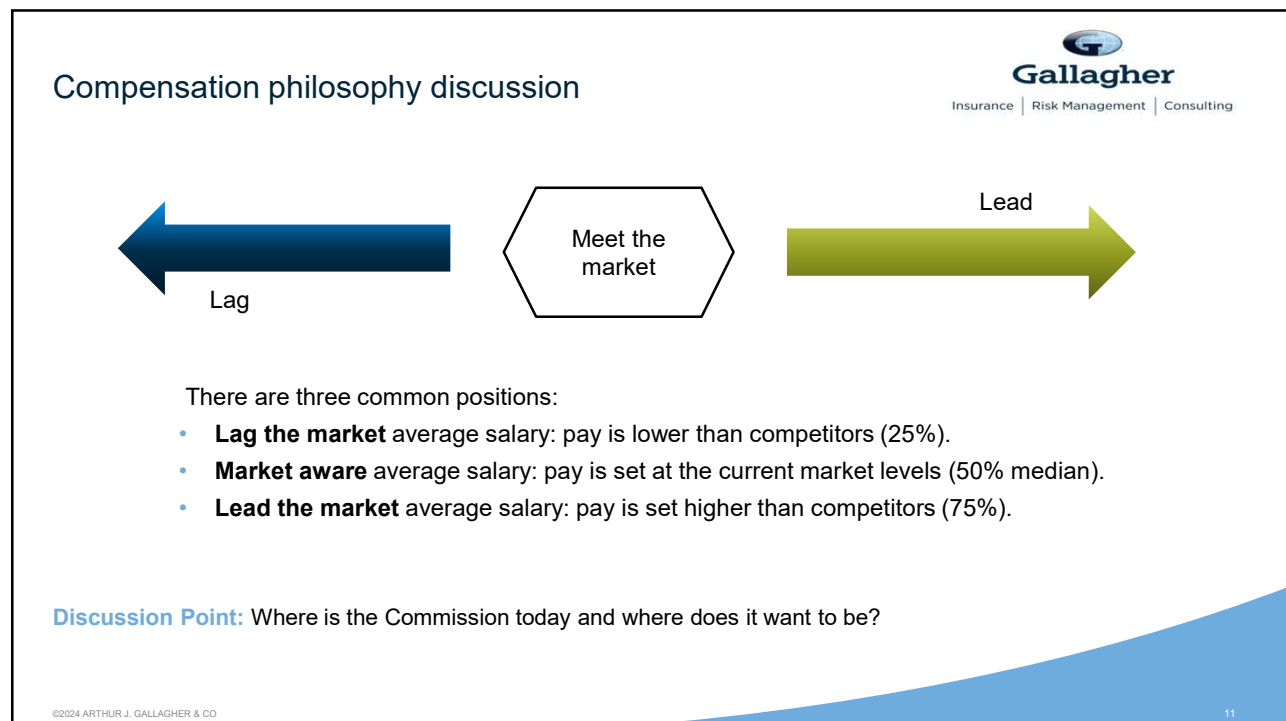
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Thank you!



Gallagher

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Compensation Philosophy

A compensation philosophy is simply a formal statement documenting Thomas Jefferson Planning District Commission's (TJPDC) position as it relates to employee compensation. It explains the "why" behind employee pay and creates a framework for consistency. Key components to include, but are not limited to the following:

Market Competitiveness

TJPDC's commitment to offer total compensation packages that are competitive with those offered by similar organizations within the market and sector. By targeting the **median of market**, TJPDC aims to balance competitiveness with fiscal responsibility.

Internal Equity

Strive to maintain a balanced and fair compensation system that recognizes the value and contributions of each position, while promoting a sense of internal equity amongst staff.

Career Progression

Tie compensation to career progression. Develop clear paths for advancement within TJPDC and ensure that pay increases are associated with increased responsibilities and skills development.

Market Research and Continuous Improvement

Continuously monitor the job market and industry trends to ensure TJPDC's compensation packages remain relevant, competitive, and aligned with organizational objectives and commit to regularly reviewing and adjusting compensation philosophy and practices accordingly. This is accomplished by regularly benchmarking salaries and benefits against industry standards.

Legally Compliant

Adhere to all applicable laws and regulations governing compensation and dedicated to managing resources wisely to ensure the long-term financial stability of the organization.

Why is having a compensation philosophy important?

- Helps support business strategy
- Aids in attracting top talent (market competitiveness/position)
- Increases employee engagement and motivation
- Ensures fairness and equity
- Increases retention and talent development (career growth/progression)
- Helps manage labor cost
- Ensures legal and regulatory compliance
- Promotes transparency and communication