

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Finance/Executive Committee Meeting Minutes, November 7, 2024

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
Albemarle County			Christine Jacobs, Executive Director	x	
Ned Galloway			David Blount, Deputy Director	x	
Mike Pruitt			Ruth Emerick, Chief Operating Officer		
Fluvanna County			Laura Greene, Finance & HR Director	x	
*Tony O'Brien, Chair	x				
*Keith Smith, Treasurer	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

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 5:45 pm. Christine Jacobs took attendance and certified that a quorum was present.



2. CONSENT AGENDA:

a. Minutes of September 17, 2024 Finance/Executive Committee Meeting:

Motion/Action: On a motion by Keith Smith, seconded by Michael Payne, the Finance/Executive Committee unanimously approved the Consent Agenda as presented.

3. FY24 AGENCY FINANCIAL AUDIT:

David Foley with Robinson, Farmer, and Cox Associates presented to the Committee, highlighting the audit of TJPDC's financial statements and internal controls over financial reporting, as well as the uniform guidance audit for federal compliance. Robinson, Farmer, and Cox Associates issued an unmodified opinion for the financial audit, which is the cleanest opinion that can be given. For both the internal control and compliance on federal programs report, there were no significant deficiencies or material weaknesses.

Motion/Action: On a motion by Keith Smith, seconded by Michael Payne, the Finance Executive Committee unanimously recommended the FY24 Annual Financial Audit to the full Commission for consideration for approval.

4. CLOSED SESSION: per *Code of Virginia* § 2.2-3711(A)3 – Discussion of TJPDC Office Space

a. TJPDC Office Space: Using the attached closed session form, prepared by Christine Jacobs, the Finance Executive Committee entered into a closed session per *Code of Virginia* § 2.2-3711(A)3. Participants of the public were placed into the online 'waiting room' in Zoom until the closed session ended.

b. Public Session Resumes: Per the attached closed session form, the public session resumed, and visitors were re-admitted back into the Finance Executive Committee Zoom meeting.

5. ADJOURNMENT:

Motion/Action: On a motion by Keith Smith, seconded by Michael Payne, the Finance Executive Committee unanimously voted to adjourn the November 7, 2024, Finance Executive Committee meeting at 6:52 pm.

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



Regional Vision • Collaborative Leadership • Professional Service

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

November 7, 2024

Finance/Executive Committee – Closed Session

Prepared by Christine Jacobs, TJPDC

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Christine Jacobs	X
Michael Payne, Vice-Chair	X	Laura Greene	X
Fluvanna County		David Blount	X
Tony O'Brien, Chair	X	Ruth Emerick	
Keith Smith, Treasurer	X		
		GUESTS/PUBLIC PRESENT	
		None	

Closed Session:

1. **Motion to Enter Closed Session:** I, Keith Smith, move that the Finance Executive Committee be convened to a closed session pursuant to the exemption found in Sec. 2.2-3711(A)3 of the Code of Virginia to discuss the TJPDC office space. Motion seconded by Michael Payne.

Roll call vote:

 ☒ (Nay) Michael Payne
 ☒ (Nay) Tony O'Brien
 ☒ (Nay) Keith Smith

Motion ☒ (Passed) ☐ (Failed)

2. **Motion to Exit Closed Session:** I, Keith Smith, move that the Finance Executive Committee exit closed session. Motion seconded by Michael Payne for the committee to exit closed session.

Roll call vote:

 ☒ (Nay) Michael Payne
 ☒ (Nay) Tony O'Brien
 ☒ (Nay) Keith Smith

Motion ☒ (Passed) ☐ (Failed)

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3. **Motion to Certify:** I Keith Smith move that the Finance Executive Committee certify that to the best of each member's knowledge, only public business matter lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed or considered in the closed session. Motion seconded by Michael Payne to Certify.
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Roll call vote:

 ☒ (Aye) (Nay) Michael Payne
 ☒ (Aye) (Nay) Tony O'Brien
 ☒ (Aye) (Nay) Keith Smith

Motion ☒ **(Passed)** ☐ **(Failed)**

Certified By: Tony O'Brien
