Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

Thomas Jefferson Planning District Commission
Finance/Executive Committee
Thursday, March 6, 2025, at 5:15 pm
In-Person

AGENDA
Join Zoom Meeting:
https://us02web.zoom.us/j/88101982032
Meeting ID: 881 0198 2032 **By call-in:** 1 (301) 715-8592

1.	**Call to Order**	
	a. Call to Order, Roll Call – *Chair O'Brien, Ruth Emerick*	5:15 – 5:20
2.	***Consent Agenda –** *Chair O'Brien*	5:20 – 5:20
	a. Minutes of November 7, 2024, Finance/Executive Committee	
	b. Closed Session Minutes of the November 7, 2024, Finance/Executive Committee	
	New Business	
3.	***Classification and Compensation Study Update** – *Shari Fallon and Laura Greene*	5:20 – 6:15
	a. Presentation	
4.	**TJPDC Employee Handbook Update Considerations** – *Laura Greene*	6:15 – 6:30
	a. Staff Memo	
5.	**Compensatory Time Off –** *Christine Jacobs*	6:30 – 6:45
	a. Staff Memo	
6.	**ADJOURN**	6:45

** Designates Items to be Voted On*

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
Taylor Jenkins	Transportation 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@tjpdc.org or visit the website www.tjpdc.org.

Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

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 Gallaway			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.

401 East Water Street ▪ Post Office Box 1505 ▪ Charlottesville, Virginia 22902-1505
Telephone (434) 979-7310 ▪ **Fax** (434) 979 1597 ▪ **Virginia Relay Users:** 711 (TDD) ▪ **email:** info@tjpdc.org ▪ **web:** www.tjpdc.org

2. <u>CONSENT AGENDA:</u>

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. <u>FY24 AGENCY FINANCIAL AUDIT</u>:

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. <u>CLOSED SESSION</u>: 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. <u>ADJOURNMENT</u>:

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.tjpdc.org

Planning District Commission

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:

_____________ (Aye) (Nay) Michael Payne

_____________ (Aye) (Nay) Tony O'Brien **Motion (Passed) (Failed)**

_____________ (Aye) (Nay) Keith Smith

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:

_____________ (Aye) (Nay) Michael Payne

_____________ (Aye) (Nay) Tony O'Brien **Motion (Passed) (Failed)**

_____________ (Aye) (Nay) Keith Smith

Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

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.

Roll call vote:

______________ (Aye) (Nay) Michael Payne

______________ (Aye) (Nay) Tony O'Brien **Motion (Passed) (Failed)**

______________ (Aye) (Nay) Keith Smith

Certified By: Tony O'Brien ______________________________

Thomas Jefferson
Planning District Commission
Regional Vision ▪ Collaborative Leadership ▪ Professional Service

March 6, 2025

TO: TJPDC Finance/Executive Committee

FROM: TJPDC Staff

RE: Employee Benefit Recommendations

Purpose: To consider and approve recommended changes to the TJPDC employee benefits.

Background: In the fall of 2024, staff proposed a Phase II for updating the Employee Handbook. Phase two consists of three parts: 1) review and approval of changes to the TJPDC benefit package 2) incorporate approved benefit changes into the FY26 revised budget and 3) incorporate approved benefit changes into the Employee Handbook for the Commission to approve.

Issue #1: Health Insurance Plans and Premiums Over the last few years, the TJPDC has found recruiting and retaining employees challenging. We have engaged Gallagher to perform a Classification and Compensation Study to provide current information on what the market and our comparable organizations are providing. While these results are not yet fully available, we have determined that we are slightly behind our comparator organization in our health insurance plan offering.

Health Insurance Plan - TJPDC participates in The Local Choice Health Benefits Program. The FY2026 renewal elections are due by April 1, 2025. This year's renewal involves a 12% increase in premiums in our current plan.

Groups with 15 to 99 employees may offer two plans. TJPDC has 16 eligible employees and recommends renewing the existing plan (Key Advantage 1000) and adding a second plan (Key Advantage 500).

The policy to contribute 100% of the Singe Rate for the KA1000 plan would stay the same. We recommend contributing 100% of the Single Rate for the KA500 plan. Employees electing either plan will pay the additional premium costs for dual or family premiums through pre-tax payroll deductions. All formulas for calculating premiums for grandfathered employees would remain the same.

Budgetary Impact of Base Rate Increase: The Total Employer Annualized Costs using FY25 rates and assuming the current level of enrollment for 12 months would be $152,982.00. Using the FY26 rates and assuming the same level of enrollment for 12 months, the Total Employer Annualized Costs for the KA1000 would be $171,420.00. An increase of $18,438 or 12.05%.

401 East Water Street ▪ Post Office Box 1505 ▪ Charlottesville, Virginia 22902-1505
Telephone (434) 979-7310 ▪ **Fax** (434) 979 1597 ▪ **Virginia Relay Users:** 711 (TDD) ▪ **email:** info@tjpdc.org ▪ **web:** www.tjpdc.org

These additional costs are primarily passed through to programs through increased employee fringe rates. Any staff time not billed as budgeted to programs means some additional costs may have an impact on the organizations indirect cost rate.

Budgetary Impact of Policy Change to add second KA500 plan: Using the FY26 rates and assuming the same level of enrollment for 12 months, the Total Employer Annualized Costs for the KA500 would be $179,754.00. An additional increase of $8,334 or 4.86% over the KA1000 plan.

Health Insurance Stipend - Should an employee elect to waive coverage and not participate in the Group Health Insurance plans, an employee could request a health insurance stipend to apply toward the cost of a single insurance plan secured through private insurance or the cost of being added to a spouse's insurance plan. The amount of the stipend would depend on the cost of the insurance, but in no circumstance would the value of the stipend - including the associated employee and employer payroll taxes - be greater than the rate the TJPDC contributes under the group insurance plan. Per IRS regulations, the stipend is considered taxable income and must be paid through payroll.

Budgetary Impact of Policy Change to add health insurance stipend – If the amount of a stipend including payroll taxes is less than the rate TJPDC contributes towards an employee's group health plan election, then the TJPDC Total Employer Annualized Costs would be reduced by that amount.

Issue #2: Gym Membership Premiums Over the last few years, the monthly membership rates have been increasing, however the amount the TJPDC contributes has not changed.

Gym Membership Plan – TJPDC participates in the ACAC Corporate Rate Program. Membership rates are covered 100% by the employee through after-tax payroll deductions. If an employee utilizes the facilities 8 or more times per month, TJPDC contributes a flat dollar amount ($34.50/month) toward the fees. This contribution is a taxable benefit and is run through payroll. As of March 1st, the single rate is $95.50/month.

Monthly membership rates have been increasing, however the amount the TJPDC contributes has not changed. Staff recommend revising the policy to allow the TJPDC contribution to increase when the rates increase, setting it to 50% of the single rate, instead of a flat dollar amount. All other policy provisions would stay the same.

Budgetary Impact of Policy Change: This policy change would result in a $47.75/month contribution. In FY24 employer contributions were made 27 times at a cost of $931.50. Assuming the same number of employer contributions in FY26, the costs would be $1,289.25; an increase of $357.75.

Attached to this memo are the Health Insurance Rates for FY26.

Recommendation: Staff recommend that the Finance/Executive Committee recommend to the full Commission approval of the proposed changes to the TJPDC benefits to become effective July 1, 2025. Once approved, staff will incorporate these changes into the revised FY26 annual budget and Employee Handbook to be presented at future Finance/Executive Committee meetings.

TLC Health Plan Elections	Key Advantage 1000*		Key Advantage 1000*		Key Advantage 500*	
*Eligibility: Full-time employees working > 30 hours / week only						
ER pays: 100% of Single Rate/mo ; EE pays remaining $ /mo						
Grandfathered Plans: ER pays 100% Single rate + 50% of remaining balance/mo	FY25 Rates		FY26 Renewal Rate		FY26 Renewal Rate	
Monthly Premiums						
Single Premiums	$ 738.00		$ 827.00		$ 867.00	
Dual Premiums	$ 1,365.00		$ 1,529.00		$ 1,605.00	
Family Premiums	$ 1,992.00		$ 2,231.00		$ 2,344.00	
Employer Share of Premium		% of Cost		% of Cost		% of Cost
Single Premiums	$ 738.00	100%	$ 827.00	100%	$ 867.00	100%
Dual Premiums	$ 738.00	54%	$ 827.00	54%	$ 867.00	54%
Family Premiums	$ 738.00	37%	$ 827.00	37%	$ 867.00	37%
Dual Premiums (Grandfathered)	$ 1,051.50	77%	$ 1,178.00	77%	$ 1,236.00	77%
Family Premiums (Grandfathered)	$ 1,365.00	69%	$ 1,529.00	69%	$ 1,605.50	68%
Employee Share of Premium						
Single Premiums	$ -	0%	$ -	0%	$ -	0%
Dual Premiums	$ 627.00	46%	$ 702.00	46%	$ 738.00	46%
Family Premiums	$ 1,254.00	63%	$ 1,404.00	63%	$ 1,477.00	63%
Dual Premiums (Grandfathered)	$ 313.50	23%	$ 351.00	23%	$ 369.00	23%
Family Premiums (Grandfathered)	$ 627.00	31%	$ 702.00	31%	$ 738.50	32%
Total EE Monthly Cost	$ 940.50		$ 1,053.00		$ 1,107.50	
Total ER Monthly Cost	$ 12,748.50		$ 14,285.00		$ 14,979.50	
Total Monthly Cost	**$ 13,689.00**		**$ 15,338.00**		**$ 16,087.00**	
Total Employer Annualized Cost	**$ 152,982.00**		**$ 171,420.00**		**$ 179,754.00**	
$ increase over Key1000 @ FY25 rates			**$ 18,438.00**			
% increase over Key1000 @ FY25 rates			**12.05%**			
$ increase over Key1000 @ FY26 rates					**$ 8,334.00**	
% increase over Key1000 @ FY26 rates					**4.86%**	

Thomas Jefferson
Planning District Commission
Regional Vision ▪ Collaborative Leadership ▪ Professional Service

TO: TJPDC Finance/Executive Committee
FROM: TJPDC Staff
DATE: March 6, 2025
RE: Comp-Time Policy

Purpose: The purpose of this discussion is to determine the intent in the Employment Agreement made and entered into on the 5th day of September, 2024, by and between the TJPDC and Christine E.B. Jacobs, Section 4. Hours of Work.

Background: Page two of the Employment Agreement states:

> *"It is generally expected that the Employee will maintain regular office hours consistent with the established normal business hours of TJPDC. However, it is recognized that the Employee must devote significant time outside normal office hours to the business of TJPDC, and to that end Employee will be allowed to take compensatory time off up to an equivalent amount of time worked beyond those of normal office hours."*

TJPDC currently does not have a written policy for compensatory time (comp-time). In the TJPDC Employee Handbook there is a policy on flexible scheduling and flextime (page 6) and additional guidance on flex time in Appendix E.

> *Employee Handbook, Page 6: "Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be considered if a mutually workable schedule can be negotiated with the supervisor involved. While the TJPDC does not offer a compensatory time off policy, the Executive Director may approve time off of hours or a full day, when an employee has or expects to exceed forty (40) hours of work in a work week due to mandated workload, after hours meetings, project deadlines or to meet other involuntary needs. The time off for additional work must be taken within the same month that it is earned, and as approved by the employee's supervisor. All hours worked must be included as work time in the TJPDC's on-line timekeeping system. A note is to be added on any day in which additional hours are worked and on days when the additional hours are used for time off. Additional guidance on flex time is included in Appendix E."*

> *Employee Handbook, Appendix E: Attached for Reference*

Discussion: In order to operationalize the language in the Executive Director's contract per the Commissioner's stated intent, the Human Resources Director and Executive Director are seeking to develop a written comp-time policy. The following terms need to be discussed and determined:

1. At what point are additional hours worked earned as comp-time?
    a. All hours over 8 hours per weekday (M-F) will add to the comp-time bank

401 East Water Street ▪ Post Office Box 1505 ▪ Charlottesville, Virginia 22902-1505
Telephone (434) 979-7310 ▪ **Fax** (434) 979 1597 ▪ **Virginia Relay Users:** 711 (TDD) ▪ **email:** info@tjpdc.org ▪ **web:** www.tjpdc.org

   b. Any hours above an X-hour work week (M-F) will add to the comp-time bank (examples, 40 hours, 45 hours, 50 hours)
   c. Only hours worked on weekends (Saturday and/or Sunday) will add to the comp-time bank
2. How are comp-time hours applied?
   a. All hours under 8 hours/workday (M-F) will subtract from the comp-time bank
   b. Comp-time hours will be utilized before Annual Leave or Sick Leave
3. What is the rate at which comp-time hours are earned?
   a. Hours are earned at a 1:1 ratio based on the terms in item one above
   b. Other
4. Is there a "cap" or maximum number of hours that can be accrued?
   a. Yes, the maximum accrual of comp-time is X hours (examples: 5 days, 10 days, 30 days, etc.)
   b. No, there is no intended cap
5. Do comp-time hours expire or need to be used within a set period of time?
   a. Comp-time hours expire X days from the date earned (example, 365 days)
   b. Comp-time hours expire X months from the date earned (example, six months)
   c. No, Comp-time hours do not expire
6. Do comp-time hours carry forward from one fiscal year to another?
   a. Yes, comp hours can carry forward from one fiscal year to another
   b. No, comp-time hours expire June 30 of each fiscal year
7. Do comp hours have a cash value to be paid in a lump sum payment upon separation (yes/no)?

Note: If yes to both 6 and 7, GASB rules require the value of the "earned" balance at 6/30 to be included on the balance sheet and audited financial reports.

In the TJPDC's time-keeping system (Kronos), the employee can only be assigned to one set of rules, either the flex time rules per the employee handbook or comp-time rules per a new written policy aligned to the Employment Agreement.

Action Needed: This is a discussion item to determine the intent in the Employment Agreement. Upon consideration, a draft policy will be brought before the Finance/Executive Committee for their review prior to consideration/adoption by the full commission.

Effective Date: Changes could be made retroactive to the start of most recent employment contract.

APPENDIX E
FLEX TIME GUIDANCE

Purpose: To provide guidance on the use, documentation, and consideration of flex time by TJPDC employees. As per the employee handbook, the normal work week for which salary is paid consists of 40 billable hours, broken down into eight hours a day, Monday through Friday. Flexible scheduling, or flex time, is available to allow employees to vary their starting and ending times each day within established limits while still working 40 billable hours. The following guidance should be used when requesting, considering requests, using, or documenting flex time.

1. Staff may flex their time within their workday and across their work week, staying within a single pay period, as needed, without manager/director approval.

2. A schedule change to not work on a normally scheduled day must have prior approval from the employee's immediate supervisor.

3. Daily work logs must be maintained by employees, which generally identify completed tasks, phone calls, meetings, etc. The daily work log must be shared via the employee's digital work calendar (currently Microsoft Office 365). The calendar should report time, duration, general description, and billing code for the tasks completed.

4. Accurate reporting of daily hours worked within each work week is required on the employee's timesheet. *Example: If you work 10 hours on a Monday and 6 hours on a Tuesday, you must enter 10 hours of work in your timesheet for Monday and 6 hours for Tuesday.*

5. Flex time must be used within the pay period that it is earned, or it is forfeited.

6. While the TJPDC does not offer a compensatory time off policy, the supervisor/director may approve time off of hours or a full day, when an employee has or expects to exceed 40 hours of work in a work week due to mandated workload, after-hour meetings, project deadlines, or to meet other involuntary organizational needs. The time off for additional work must be taken within the same month that it is earned, and as approved by the immediate supervisor.

APPENDIX E
FLEX TIME GUIDANCE

Purpose: To provide guidance on the use, documentation, and consideration of flex time by TJPDC employees. As per the employee handbook, the normal work week for which salary is paid consists of 40 billable hours, broken down into eight hours a day, Monday through Friday. Flexible scheduling, or flex time, is available to allow employees to vary their starting and ending times each day within established limits while still working 40 billable hours. The following guidance should be used when requesting, considering requests, using, or documenting flex time.

1. Staff may flex their time within their workday and across their work week, staying within a single pay period, as needed, without manager/director approval.

2. A schedule change to not work on a normally scheduled day must have prior approval from the employee's immediate supervisor.

3. Daily work logs must be maintained by employees, which generally identify completed tasks, phone calls, meetings, etc. The daily work log must be shared via the employee's digital work calendar (currently Microsoft Office 365). The calendar should report time, duration, general description, and billing code for the tasks completed.

4. Accurate reporting of daily hours worked within each work week is required on the employee's timesheet. *Example: If you work 10 hours on a Monday and 6 hours on a Tuesday, you must enter 10 hours of work in your timesheet for Monday and 6 hours for Tuesday.*

5. Flex time must be used within the pay period that it is earned, or it is forfeited.

6. While the TJPDC does not offer a compensatory time off policy, the supervisor/director may approve time off of hours or a full day, when an employee has or expects to exceed 40 hours of work in a work week due to mandated workload, after-hour meetings, project deadlines, or to meet other involuntary organizational needs. The time off for additional work must be taken within the same month that it is earned, and as approved by the immediate supervisor.