

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Finance/Executive Committee Meeting Minutes, March 6, 2025

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	x	
Fluvanna County			Laura Greene, Finance & HR Director	x	
*Tony O'Brien, Chair	x		Sara Pennington, Senior Program Manager		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			Shari Fallon, Gallagher		x
City of Charlottesville					
Phil d'Oronzio					
*Michael Payne, Vice Chair					

* 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 5:35 pm. Ruth Emerick took attendance and certified that a quorum was present.

2. CONSENT AGENDA: Not discussed.



3. CLASSIFICATION AND COMPENSATION STUDY UPDATE:

Shari Fallon, Senior Compensation Consultant at Gallagher, gave a detailed presentation on the market data and custom survey results for the classification and compensation study. Many TJPDC positions were found to be lagging the market in terms of labor cost. Some employee benefits were on par with the market and survey, while others may need to be reviewed in the near future. In addition to the compensation philosophy discussed previously by the Commission, several decisions need to be made to determine target pay band medians, pay band widths, and methodology for moving current employees into the new pay bands. Additionally, if compensation adjustments are not implemented in the first year, there are additional costs to consider for a multi-year implementation.

Motion/Action: The Finance Executive Committee directed staff and the consultant to pursue the following scenarios: options 1, 2, and 5 with blended roles, prior experience included using a small multiplier, and implementation over both one and two years.

4. TJPDC EMPLOYEE HANDBOOK UPDATE CONSIDERATION: Not discussed.

5. COMPENSATORY TIME OFF:

Christine Jacobs, Executive Director, shared an administrative concern regarding current TJPDC policy and language in Ms. Jacob's contract with the Commission.

Motion/Action: The Finance Executive Committee directed staff not to implement any policy changes at this time.

6. ADJOURNMENT:

The next meeting of the Finance Executive Committee will be held April 10, 2025.

Motion/Action: On a motion by Keith Smith, seconded by Tony O'Brien, the Finance Executive Committee unanimously voted to adjourn the March 6, 2025, Finance Executive Committee meeting at 6:57 pm.

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