

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Finance/Executive Committee Meeting Minutes, April 10, 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		
Fluvanna County			Laura Greene, Finance & HR Director	x	
*Tony O'Brien, Chair		x	Taylor Jenkins, Transportation Director		
*Keith Smith, Treasurer	x		Lucinda Shannon, Sr. Program Manager		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	x				

* Denotes Finance/Executive Committee members

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Vice Chair, Michael Payne, presided and called the Finance/Executive Committee meeting to order at 5:47 pm. Christine Jacobs took attendance and certified that a quorum was present.

b. Vote to Allow Electronic Participation (if needed):



The in-person Finance/Executive Committee members considered allowing remote participation for the following member per the Commission's remote participation policy: Tony O'Brien participated from Charlottesville, VA for a personal reason.

2. CONSENT AGENDA:

- a. Minutes of March 6, 2025, Finance/Executive Committee: On a motion by Keith Smith, seconded by Tony O'Brien, the March 6 minutes were approved as presented (Payne abstained).

3. CLASSIFICATION AND COMPENSATION STUDY UPDATE AND DISCUSSION:

Shari Fallon, Senior Compensation Consultant at Gallagher, explained that several salary structure options were explored as a follow-up to the last meeting. This included 50th and 75th percentile options that recognized blended/multiple roles, as well as an option in between those two percentiles, recognizing prior/relevant service. With that analysis, an additional option (3b) was devised that has salaries falling between the 50th and 75th percentiles and that could be affordable within that structure. The width of salary bands as they relate to expected career paths also were examined. Option 3b, at a cost of \$268,397 and inclusive of a 3% COLA increase, is the staff recommended option.

Following discussion, it was recommended that Option 3b be moved forward to the Commission for consideration.

Motion/Action: On a motion by Keith Smith, seconded by Tony O'Brien, the Finance Executive Committee unanimously voted to recommend Option 3b to the Commission.

4. ADJOURNMENT:

The next meeting of the Finance/Executive Committee will be held May 1, 2025.

The Finance/Executive Committee unanimously vote to adjourn the April 10, 2025, meeting at 6:07 pm.

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