

WEST PIEDMONT PLANNING DISTRICT COMMISSION

EXECUTIVE COMMITTEE MINUTES

of the

April 22, 2021 Meeting

held at the Commission Office
1100 Madison Street, Martinsville, VA

PRESENT

Jim Adams, Chairman, Henry County
Ron Searce, Vice-Chairman, Pittsylvania County
Kathy Lawson, Treasurer, Martinsville
Leland Mitchell, Franklin County
J. Lee Vogler, Danville (via Zoom)

ABSENT

C. Clayton Kendrick, Patrick County

STAFF

David R. Hoback, Executive Director
Michael Armbrister, Deputy Director
Kristie Eberly, Associate Director
Jacob Bullins, Administrative
Assistant/Bookkeeper

1. Call to Order

The Chairman established a quorum was present and called the meeting to order at 6:00 p.m.

2. Confirmation of Minutes of the March 25, 2021 Meeting—WPPDC/EC/M(21)2

Ms. Lawson made a motion, seconded by Mr. Searce, to approve the minutes of the March 25, 2021, meeting as presented. Upon vote, the motion carried unanimously.

3. Points Arising from Previous Meetings

There were none.

4. Presentation of Draft Work Program/Strategy Statement for Fiscal Year 2022 – WPPDC/P(21)16

The Deputy Director stated the same process as has been used in prior years was used to develop the Draft Work Program/Strategy Statement, review of the current program and evaluation of upcoming projects to determine what changes are needed.

The key changes for FY2022 are:

- Under Program Category 2.0: Regional Planning, the addition of sub-category 2.13 – Historic Preservation Promotion and Assistance. Based on some of the work that the WPPDC is now doing, staff felt this sub-category was needed.
- Addition of Program Category 14.0: Grant Administration. Projects that the WPPDC will be administering will be added as sub-categories.

The Deputy Director briefly reviewed the appendices noting that there were no changes.

Mr. Adams asked if the Affirmative Action Plan needed to be changed as Mr. Ralph Casey was now an elected official for the Town of Rocky Mount. The Executive Director stated that Rocky Mount would need to designate Mr. Casey as an elected representative.

Mr. Vogler made a motion, seconded by Ms. Lawson, to recommend that the Board adopt the Draft Work Program/Strategy Statement as presented. Upon vote, the motion carried unanimously.

5. Discussion of Proposed Budget for Fiscal Year 2022 – WPPDC/P(21)17

The Deputy Director reported that while the budget is consistent from year to year, there are a few changes for FY2022.

Revenue from the Commonwealth will increase \$6,942 due to an increase in funding of \$14,000 from the Virginia Department of Housing and Community Development (DHCD) and a decrease in funding from VDRPT Rideshare of \$7,058. Local Government funding remained level at \$.55 per capita. From Federal sources, the Economic Development Administration (EDA) CARES funding increased \$9,628 for the second year of this two-year grant. The WPPDC will be providing grant administration for Appalachian Regional Commission (ARC) INSPIRE grant project which includes \$1,500 of administration. Due to the current rates, Interest Income is decreased by \$7,800. Total Revenues are budgeted to be \$651,799 which is an increase of \$10,270 compared to FY2021.

Expenditures include a proposed 5% increase for staff as there was no increase in FY2021 and member jurisdictions and the state are also proposing a 5% increase. Overall, there is a decrease in Salaries, Employee Benefits and Payroll Taxes due to the retirement of the Executive Director. Computer Related Costs will decrease \$7,000 as several computers were purchased in the prior fiscal year. Dues will increase \$4,800 as staff is proposing the WPPDC join the National Association of Development Organizations (NADO) and Southeast Regional Directors Institute (SERDI) and American Planning Association (APA) dues for two staff members. Equipment will decrease \$7,000 as this had been budgeted in FY2021 for conference table and chairs. Total Expenditures are budgeted to be \$595,130 which is a decrease of \$73,366 compared to FY2021.

The difference in revenue over expenditures is \$56,669. Of this amount, \$26,967 will repay the reserve fund from the staff transition. Some funds will be used for proposed capital projects such as the replacement of a HVAC unit and repaving the front parking lot and to support the Grant Coordinator position after the CARES grant ends.

The Executive Director stated that he supported the 5% pay increase for staff and the Deputy Director's efforts to increase revenue through grant administration.

Ms. Lawson made a motion, seconded by Mr. Scarce, to recommend that the Board give full consideration to the Proposed Budget for Fiscal Year 2022. Upon vote, the motion carried unanimously.

6. Update on the WPPDC Housing Initiative

The Deputy Director stated that the need for housing is consistently coming up in conversations with local jurisdictions and regional partners. Virginia Economic Development Partnership (VEDP) and Virginia Housing are both interested in a Regional Housing Market Assessment for the WPPDC and Virginia Housing has asked the PDC to facilitate this grant funded project. The PDC has applied to the Danville Regional Foundation and will be applying to the Harvest Foundation for a new staff position of Housing Planner. This position would focus on DHCD and Virginia Housing funded housing rehabilitation projects. Grants from the foundations would support the position for three years and then grant administration funds would support the position. Virginia Housing has a new program for PDCs that could potentially provide funds of up to \$1 million that the PDC could then grant to housing projects. More information on this program will be available in May.

7. Nominating Committee/FY22 Election of Officers Reminder

The Chairman stated that the Executive Committee serves as the Nominating Committee. Following discussion, the Executive Committee decided to recommend that as the staff transition continues, the officers remain the same for FY2022.

Mr. Mitchell made a motion, seconded by Ms. Lawson, to recommend to the Board that the officers remain the same with the opportunity to take nominations from the floor. Upon vote, the motion carried unanimously.

8. Other Business

The Deputy Director stated the consultant for the Pandemic Recovery and Resiliency Plan (PRRP) will be in the area the week of May 3rd. They will be contacting elected officials to get input on the economy in relation to the pandemic and take suggestions of others that should be contacted. There will be a virtual public meeting for the plan on April 29th at 6 pm and the link is available on the WPPDC website.

There will be a virtual public meeting for the Hazard Mitigation Plan on May 4th at 6 pm and the link is available on the WPPDC website.

The Executive Director stated that the PDC has on-call contracts with EPR, who has done transportation projects for the MPO, and Dewberry, who has done engineering, water and sewer and architecture projects. The on-call contacts are for smaller projects and emergency situations where traditional procurement takes too much time and resources. A request was received to use the on-call contract for a \$471,000 engineering contract rather than go through an individual procurement process. He has contacted the City Manager to determine if it is an emergency situation or not. The contract may need to have a maximum amount, unless it is an emergency, attached to it as it is not meant to be used to go around procurement.

The Chairman asked the Deputy Director to discuss the PDC project that will have a public hearing at the Henry County Board of Supervisors' next meeting. The PDC worked with three localities on DHCD Community Development Block Grant – Coronavirus (CDBG-CV) applications. The Henry County project is a regional project partnering with the Southern Area Agency on Aging to bring food security to seniors by providing a hot meal from area restaurants and will be working with farmer's markets to provide fresh produce boxes during the summer months. Pending DHCD approval, there may be another part to the project that will provide baby supplies to low-income families. Grant approval is anticipated soon.

The Chairman led a brief discussion on businesses turning away customers due to not having enough workers and that they are not getting any applicants. There are several groups working on the issue but he stated that if the PDC could assist it would be a benefit to the area.

9. Adjournment

There being no further business, the meeting was adjourned at 6:42 p.m.



David R. Hoback
Executive Director