

WEST PIEDMONT PLANNING DISTRICT COMMISSION

EXECUTIVE COMMITTEE MINUTES

of the

April 28, 2022 Meeting

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

PRESENT

Jim Adams, Chairman, Henry County
J. Lee Vogler, Vice Chairman
Kathy Lawson, Treasurer, Martinsville
Ralph Casey, Rocky Mount
C. Clayton Kendrick, Patrick County

ABSENT

Vic Ingram, Pittsylvania County
Leland Mitchell, Franklin County

STAFF

Michael Armbrister, Executive Director
Kristie Eberly, Regional Programs Director
Jacob Bullins, Finance Director

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 24, 2022 Meeting

Ms. Lawson made a motion, seconded by Mr. Casey, to approve the minutes of the March 24, 2022, meeting as presented. Upon vote, the motion carried unanimously.

3. Points Arising from Previous Meetings

There were none.

4. Presentation of Amended Budget for Fiscal Year 2022

The Executive Director noted that before the end of the fiscal year some adjustments are needed to the adopted FY2022 Budget due to some new projects and other changes during the year.

Revenues:

- Under Commonwealth of Virginia, item 6 VDH (Water) is a new contract with Virginia Department of Health Office of Drinking Water to provide grant compliance.
- Under Local Governments, item 8 Patrick County CDBG Planning Grant and item 9 Boones Mill CDBG Planning Grant the full administration amount was budgeted but \$2,000 will be earned in the FY2023 and FY2022 is reduced by that amount. Item 13 Henry County/Regional CDBG-CV was increased \$4,600 due to an error when the budget was created. Item 14 Martinsville Pine Hall CDBG Housing Rehab was an estimate and has been reduced to the actual amount of \$16,500.
- Under Federal, item 2 Economic Development Administration CARES \$40,000 was moved to the Pass-Thru Budget to pay for the CEDS update. Under item 4 is EDA Agritourism/Agribusiness which was a possible project for FY2022 and will be moved to FY2023 as it has not been funded.

Operating Expenditures:

- Salaries, Employee Benefits, and Payroll Taxes increased due to the addition of a housing program director position.
- Contract fees were reviewed and this resulted in a \$3,373 reduction.
- Added \$2,500 from CARES grant to Travel.

After the adjustments to Revenue and Operating Expenditures, there is a balance of \$116,633 which will be added to the Reserve Fund.

Ms. Lawson made a motion, seconded by Mr. Kendrick, to accept the amended FY2022 budget. Upon vote, the motion carried unanimously.

5. Presentation of Proposed Budget for Fiscal Year 2023

The Executive Director reviewed the proposed FY2023 Budget.

Revenues:

- Under Commonwealth of Virginia, item 1 DHCD there is a \$14,000 decrease as the General Assembly last year provided a one-time increase for all PDCs due to Covid. Item 4 VDEM is zero as this was a grant for the Hazard Mitigation planning process which has been completed. Item 5 VDRPT (Rideshare) is increased as the funding has returned to near pre-Covid levels. Item 6 VDH (Water), a new contract with Virginia Department of Health Office of Drinking Water to provide grant compliance, is budgeted for \$40,000 but could increase depending on the amount of work.
- Under Local Governments, items 1-7 will be changing as the local government members approve their local shares. Item 8 Patrick County CDBG Planning Grant and item 9 Boones Mill CDBG Planning Grant shows the \$2,000 each which was moved from FY2022 to FY2023. Item 10 Martinsville CDBG Planning Grant, item 11 Patrick County CDBG-CV, item 12 Franklin County CDBG-CV Item 13 Henry County/Regional CDBG-CV will be completed in FY2022. Item 14 Martinsville Pine Hall CDBG Housing Rehab is a two-year project and the budget reflects the year two allocation. Item 15 WPPDC East VATI Grant, item 16 WPPDC West VATI Grant and item 17 WPPDC Patrick VATI are new three-year projects that will start in FY2023. Three potential CDBG Planning Grants are listed with the anticipated income if approved but are not added in the total.
- Under Federal, item 2 Economic Development Administration CARES will be finished in FY2022. Item 3 Appalachian Regional Commission has increased \$11,340 and now has a 1:1 match rate. Three potential projects, two EDA and one ARC, are listed with the anticipated income if approved but are not added in the total.
- Under Other, item 1 Danville Regional Foundation – Housing Initiative and item 4 Harvest Foundation – Housing Initiative are both three-year grants that decrease \$10,000 each year of the grant period. Item 2 VA Housing – PDC Housing Development Program is has increased to \$133,333. Item 5 VA Housing – Regional Housing Study was added for FY2023.

Operating Expenditures:

- The increase in Salaries, Employee Benefits, and Payroll Taxes includes a 5% increase for staff and two new staff positions, a Regional Planner and a part-time Finance Assistant.
- Employee Benefits are also increased by the addition of two proposed new benefits. A cellphone allowance of \$35 per month will be paid if the employee has their office phone forwarded to their personal cellphone and the PDC will pay 75% of the health insurance premiums for an employee's family, which now are paid entirely by the employee. If the new benefits are approved in the FY2023 budget, then the draft Employee Handbook will be amended but will be subject annual budget review.
- Contract Fees have been reduced due to a reduction in computer related costs.
- The increases in Printing/Advertising and Travel/Workshops/Conferences/Training are due increased funding for Ride Solutions.

The proposed budget projects Revenues of \$997,484 and Operating Expenditures of \$891,998 with a remaining balance of \$105,486 for the Reserve Fund.

Mr. Casey made a motion, seconded by Ms. Lawson, to recommend that the Board approve the Proposed Budget for Fiscal Year 2023. Upon vote, the motion carried unanimously.

6. Presentation of Proposed Work Program for Fiscal Year 2023

The Executive Director stated the same process that has been used in prior years was used to develop the Proposed Work Program, review of the current program and evaluation of upcoming projects to determine what changes are needed as it also connects to the budget. There are not many changes for FY2023 as most of the new programs were added last year.

The key changes for FY2023 are:

- Under Program Category 7.0: Economic Development, sub-categories 7.8 and 7.9, which were EDA CARES Act grants, are removed as the projects are completed.
- Under Program Category 10.0 Public Services, Health, Education and Cultural Opportunity, sub-category 10.2: Health Related Technical Assistance was added as part of a new regional health leadership committee initiative.
- Under Program Category 14.0: Grant Administration several new projects have been added.

Ms. Lawson made a motion, seconded by Mr. Casey, to adopt the Proposed Work Program for Fiscal Year 2023. Upon vote, the motion carried unanimously.

7. Nominating Committee – Fiscal Year 2023 Election of Officers

The Chairman stated that the Executive Committee also serves as the Nominating Committee and would be presenting a slate of officers to the Board for at the May meeting. Following discussion, Mr. Adams was nominated to serve as Chairman, Mr. Vogler, was nominated to serve as Vice Chairman and Ms. Lawson was nominated to serve as Treasurer.

Ms. Lawson made a motion, seconded by Mr. Kendrick, to present the nominated slate of officers to the Board at the May meeting. Upon vote, the motion carried unanimously.

8. Other Business

The Executive Director stated that he has applied to Virginia Community Capital for a \$500,000 line of credit for grant gap funding. Some of the grants, such as Virginia Housing, only allow quarterly draws and the PDC may not have sufficient funds on hand to pay large invoices to grantees. If the line of credit is approved this will be presented to the Board at the next meeting.

The Chairman asked that a communication system, such as a financial report or in the Executive Director's report, be established so when the line of credit is used the Board is aware of the transactions.

9. Adjournment

There being no further business, the meeting was adjourned at 6:32 p.m.



Michael Armbrister
Executive Director