

WEST PIEDMONT PLANNING DISTRICT COMMISSION

EXECUTIVE COMMITTEE MINUTES

of the

April 27, 2023 Meeting

to be held

at the Commission Office

1100 Madison Street, Martinsville, VA

PRESENT

Jim Adams, Chairman, Henry County
Lee Vogler, Vice Chairman, Danville
Kathy Lawson, Treasurer, Martinsville
Ralph Casey, Rocky Mount

ABSENT

Vic Ingram, Pittsylvania County
Clayton Kendrick, Patrick County

Staff

Michael Armbrister, Executive Director
Kristie Eberly, Regional Programs 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 February 23, 2023 Meeting

Ms. Lawson made a motion, seconded by Mr. Vogler, to approve the minutes of the February 23, 2023, meeting as presented. Upon vote, the motion carried unanimously.

3. Adoption of the 2023 Regional Priorities for the Virginia Community Development Block Grant Program

The Executive Director stated this item of business was delegated to the Executive Committee by the Board at their March meeting due to scheduling changes at the Department of Housing and Community Development (DHCD). PDC across the state provide this information to DHCD each year and part of the scoring for the applications is based on the regional priorities. The WPPDC asked the localities for any potential CDBG applications they are planning to submit as well as any applications the WPPDC will be submitting on behalf of our localities to determine the regional priorities. The only potential applications are being done through the PDC and are for downtown revitalization projects for the Town of Boones Mill and for the Town of Stuart. Based on these projects the top priorities are Comprehensive Community Development (housing rehab plus water, sewer and streetscape activities), Economic Development – Business District Revitalization and Housing – Housing Rehab. These priorities will give both of these applications full scoring points. The second priorities are Public Infrastructure (water and/or sewer for LMI communities) and Community Service Facility (community center, library). Staff recommends that the Executive Committee approve the priority ranking so staff can provide the information to DHCD to be included in the CDBG scoring for 2023.

Mr. Casey made a motion, seconded by Ms. Lawson, to approve the Community Development priorities for the CDBG 2023 program. Upon vote, the motion carried unanimously.

4. Presentation of Proposed Budget for Fiscal Year 2024

The Executive Director noted that there had been some small adjustments to the proposed FY2024 budget since it was given to the Executive Committee to review

The Executive Director reviewed the proposed FY2024 Budget.

Revenues:

- Under Commonwealth of Virginia, item (6) VDH (Water) this is a contract with Virginia Department of Health Office of Drinking Water to provide grant compliance and the project has been slow in starting but there are now three task orders for projects in Chatham, Pittsylvania County and Henry County so increased revenue is anticipated.
- Under Local Governments, items 1-19 are existing projects and items 8-13 ended in FY2023. Possible projects are shown in italics and an application for funding has been submitted. These are included in the budget so if awarded they can be moved into the budget without coming back to the Board for additional approval. The anticipated income from possible projects is not included in the Revenue total until awarded.
- Under Federal, item (7) USDA Rural Development and (8) Patrick Business Development Center ARC Grant were recently added to the budget through a budget amendment. Item (9) ARC READY LDD Grant is a new one time grant and is for new or existing staff to help our localities apply for federal grants.
- Under Other, items 1-5 are existing projects. A potential project is the Southern Virginia Partnership for Health Science Careers for which the PDC will provide fiscal administrative services.
- Possible projects total \$198,086 in revenue which would be added to cash reserves.

Operating Expenditures:

- The increase in Salaries includes a new position, Housing Rehab Specialist, which is not funded by an existing project. This position will allow the PDC to administer housing rehab planning grants and earn both the administration and the rehab specialist fees. Also included is a 5% COLA increase for staff.
- Employee Benefits and Payroll Taxes also increased by the addition of the new staff position and the COLA increase.
- Contract Fees have been reduced due to reviewing software subscription costs.
- Computer Related Costs have been reduced to a more accurate number.
- Postage has been reduced as not as many items are being mailed.
- Utilities has been increased due to rising costs.
- Printing/Advertising has increased due to the Ride Solutions program.
- Travel/Workshops/Conferences/Training has increased to support a staff member was selected for the Rural Leadership program.

The proposed budget projects Revenues of \$1,051,053 and Operating Expenditures of \$1,041,357 with a remaining balance of \$9,696 for the Reserve Fund. The proposed projects total \$198,086 in additional revenue.

Mr. Casey noted that with a good staff in place it is very important to take care of them.

The Chair asked if there are any grants that are ending that would cause the loss of staff. The Executive Director stated that would not be a problem in FY2024 and the PDC has been awarded an ARC READY LDD grant which is additional funding for staff.

The Chair asked if there were any anticipated capital expenditures. The Executive Director stated that there are not any anticipated at this time, but it is possible that there will be a need for a leased staff vehicle with the addition of the Housing Rehab Specialist position.

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

5. Presentation of Proposed Work Program for Fiscal Year 2024

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 FY2024.

The key changes for FY2024 are:

- Under Program Category 3.0: Local Planning Assistance, sub-category 3.11 ARC READY LDD Grant was added for staff time.
- Under Program Category 14.0: Grant Coordination, the list of possible projects was added. If awarded the projects can be moved into the Work Program without coming back to the Board for additional approval.
- Under Program Category 8.0 Housing, staff has been charging time to sub-categories 8.1, 8.2 and 8.3 but 8.3 is not in the Work Program. Sub-category 8.3 is being used to for the funding from the Harvest Foundation and the Danville Regional Foundation and will be added along with sub-category 8.4 for the Housing Rehab Specialist before the Board meeting in May.

Mr. Vogler made a motion, seconded by Mr. Casey, to recommend that the Board approve the Proposed Work Program for Fiscal Year 2024 with the noted additions. Upon vote, the motion carried unanimously.

6. Nominating Committee – Fiscal Year 2024 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.

The Executive Director noted that a new Grievance Officer will need to be appointed for a two year term. The Chairman recommended Michele Via, Henry County Human Resources Director, and she has agreed to serve in that position for the PDC.

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

7. Other Business

The Executive Director thanked the Executive Committee for their service to the PDC.

8. Adjournment

There being no further business, the meeting was adjourned at 6:29 p.m.



Michael Armbrister
Executive Director