



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah Planning District Commission
112 MacTanly Place, Staunton, Virginia
Executive Committee Meeting,
May 17, 2010, 6:00 P.M.

Member Jurisdiction Representatives					
	City of Waynesboro		City of Lexington		Staff
✓	Nancy Dowdy, Chairperson	✓	Frank Friedman	✓	Bonnie Riedesel
	City of Buena Vista		Rockbridge County	✓	Kathy Wise
✓	Larry Tolley, Secretary	✓	A. W. Buster Lewis	✓	Rita Whitfield
	Rockingham County		City of Staunton		
	William Vaughn, Treasurer	✓	Carolyn Dull		
	Highland County				
	Jerry Rexrode, Vice Chairperson				

Call To Order

The May 17, 2010, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dowdy.

Minutes

Mr. Friedman moved, seconded by Mr. Lewis, to approve the minutes of the April 19, 2010, Executive Committee meeting. Motion carried unanimously.

Consideration of Virginia Retirement System (VRS)

Chairperson Dowdy presented for consideration the Virginia Retirement System (VRS). Ms. Riedesel gave a brief update on VRS and the CSPDC Retirement Plan Comparison (attached to file minutes). She noted that the employer/employee contribution depends on various scenarios and Commission employees must participate in Social Security. Discussion ensued regarding the need to change retirement plans at this time and the additional cost to the Commission and the employees. Ms. Riedesel stated that Ms. Susan Keith, Employer Representative Program Manager for VRS, was available by phone to answer any questions regarding VRS if needed. Upon a question by Ms. Dull regarding whether other Planning District Commissions paid into Social Security, Ms. Riedesel responded she would check with other Planning District Commissions and report back. After discussion, it was the consensus of the Committee members present for the Commission to remain with the current retirement plan primarily due to the increase cost to transfer to VRS for both the Commission and the employees. It was noted that if the budget improved, the Commission may revisit this issue.

Update on Local Annual Assessments

Chairperson Dowdy presented Update on Local Annual Assessments. Ms. Riedesel gave an update on the status of the jurisdictions' responses regarding the FY11 local assessment rate adjustment. She reviewed and distributed copies of the FY Master Budget Request Spreadsheet – Approved Spreadsheet (attached to file minutes). A lengthy discussion ensued regarding varying assessment rates among jurisdictions; the formula used for assessing the jurisdictions; the membership of the Commission; and a strategy to move forward to ensure the same rate for all jurisdictions. Mr. Friedman stated that with all the issues that the Commission has had to deal with regarding the local annual assessment and VRS, he stated that a broader concept that he would like to see the staff study how the Commission is operating, how the Commission is assessing, is the current method antiquated; is there some better way of funding; and how other Planning District Commissions deal with these types of issues. Ms. Riedesel stated that she would look into this.

Consideration of Draft FY11 Budget

Chairperson Dowdy presented for consideration the Draft FY11 Budget. Ms. Riedesel reviewed the FY11 Draft Proposed Budget (attached to file minutes). Discussion ensued regarding a project's status if not funded from all ten jurisdictions; denoting pass-through money in the budget; match requirements; and use of undesignated fund balance. Ms. Riedesel reviewed several cost saving measures including use of unpaid interns, reduction in travel expenses, cancellation of annual Christmas dinner, and possible reduction in staff. After a lengthy discussion regarding the budget, Mr. Friedman moved, seconded by Mr. Tolley, to recommend approval of the FY11 Budget to the Full Commission. Motion was carried by unanimous vote.

Revision of Personnel Rules and Regulations (BAF #10-10)

Chairman Dowdy presented for consideration Revision of Personnel Rules and Regulations (attached to file minutes). Ms. Riedesel noted that currently, the CSPDC Personnel Rules and Regulations does not address whether or not part-time employees are eligible to receive and participate in the Commission's medical insurance plan. She stated that the Executive Committee had reviewed this at their last meeting and recommended approval providing that there was no cost to the Commission. Ms. Riedesel stated that she had received additional information from the Commission's health insurance provider who informed her that the Commission is required to cover 50% of the premium on a single coverage of part-time employees. Ms. Riedesel provided the following revised amendment to be added under Chapter 8, Section 8-03, Personnel Rules & Regulations:

“All active permanent part-time employees shall be permitted to participate in the medical insurance plan per the limitations and conditions of the Plan being offered. The Commission will allow part-time employees to participate in the program and will contribute 50% of the amount they contribute toward active employee coverage (at all membership levels).”

Mr. Lewis moved, seconded by Mr. Friedman, to recommend to the Full Commission to endorse the above amendment to Chapter 8, Section 8-03 of the Personnel Rules and Regulations. A question was raised regarding the cost to the Commission if part-time employees were allowed to

participate in the program and whether the Commission should offer benefits to part-time employees. After some discussion, Mr. Lewis withdrew his motion. It was the consensus of the members present to table this item for additional information.

Other Business

Virginia Association of Planning District Commissions (VAPDC) Summer Conference

Ms. Riedesel announced that the VAPDC summer conference will be held July 29-31, 2010, at Virginia Beach. Ms. Riedesel stated that VAPDC was encouraging each PDC to bring a Board member. She stated that the Commission would cover the registration and hotel costs.

Executive Committee Elections

Ms. Riedesel noted that the present terms of the CSPDC's Executive Committee members expire June 30, 2010. She stated that each jurisdiction was asked to submit a nominee to stand for election to the Executive Committee and the ballots were mailed on May 7th. Ms. Riedesel noted that the ballots were due by Friday, June 18, 2010, and the results will be announced at the June 21st meeting.

Personnel Matter – Employee Leave of Absence

Ms. Riedesel reported on the terms and conditions regarding the leave of absence without pay for education purposes that was granted to the Economic Development Planner on May 22, 2008. After some discussion, Mr. Friedman moved, seconded by Mr. Lewis, to grant a year extension of the leave of absence for education purposes. Motion carried unanimously.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 8:05 p.m.

Respectfully submitted,

Rita F. Whitfield
Administrative Assistant

Approved:
