



Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
112 MacTanly Place, Staunton, VA 24401
February 3, 2020, 6:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		Rockingham County		Staff
	Butch Wells	✓	Rhonda Cooper	✓	Bonnie Riedesel
	City of Harrisonburg		City of Staunton	✓	Lee Bell
✓	George Hirschmann, Secretary	✓	Carolyn Dull	✓	Rita Whitfield
	City of Lexington		City of Waynesboro	✓	Elizabeth McCarty
✓	Frank Friedman, Chairman	✓	Terry Short, Treasurer		Others
				✓	Amy Nisenson, Nisenson Consulting

Call To Order

The February 3, 2020, Executive Committee meeting was called to order at 6:00 p.m. by Chairman Friedman.

Minutes

Chairman Friedman presented the minutes from the December 16, 2019, Executive Committee meeting. Ms. Dull moved, seconded by Mr. Hirschmann, to approve the minutes as presented. Motion was carried by unanimous vote.

Update on Organizational/Staff Changes

Ms. Riedesel gave an update on organizational and staff changes. She stated that for the past six to nine months, the Commission has hired the services of Nancy Bowman, a human resources consultant, to reorganize and revamp the human resources department, to update several policies, procedures and job descriptions. Ms. Riedesel gave an update on the job descriptions and the new organizational chart. She noted several title changes have occurred including Deputy Director (Elizabeth McCarty), Finance Director (Lee Bell), and Director of Transportation (Ann Cundy). Ms. Riedesel stated that the consultant conducted a salary survey using comparable salaries though the Department of Labor, Virginia Local government sites, other Planning District Commissions, and the American Planning Association. She noted that the consultant was working on a compensation plan that will go into effect on July 1, 2020. Ms. Riedesel reported that the next steps will be to update the Commission’s Personnel Manual and revise the personnel evaluation form.

Update on Succession Plan

Chairman Friedman presented Update on Succession Plan. Ms. Riedesel introduced and welcomed Ms. Amy Nisenson of Amy Nisenson Consulting, LLC. Ms. Nisenson was present to give a review

of the Succession Plan (attached to file minutes). Ms. Nisenson reviewed the Succession Plan, noting that the Central Shenandoah Planning District Commission (CSPDC) created its first Succession Plan with funding through a capacity grant from the Virginia Housing Development Authority. Ms. Nisenson noted that the Succession Plan includes a survey that was sent to CSPDC Commissioners on October 3, 2019, to gain buy-in on the succession plan and input on what should be some of the priorities and competencies the next Executive Director might need to have. She stated that the survey has a tie-back to the CSPDC's most recent Strategic Plan so that the Commissioners can understand what the Agency priorities are and the importance of having the appropriate leadership in place to ensure implementation. The Survey was completed by the Commissioners by October 16, 2019 and the results were compiled.

Ms. Nisenson noted that in addition to the Survey Findings Report, the Succession Plan compiled the following documents: Communications Plan; Contact Information Template; and Executive Director job announcement. She noted that the Succession Plan includes an Organizational Chart, updated job descriptions for key management staff, and a password template. Ms. Nisenson stated that the Succession Plan contains a wealth of best management practices for succession planning and should be updated as needed. After some discussion regarding the next steps, it was the consensus of the Executive Committee to accept the Succession Plan as presented and to present the document to the Full Commission.

Other Business

Under Other Business, Ms. Riedesel presented the Virginia Telecommunications Initiative (VATI) Program for consideration. She stated that on behalf of Rockbridge and Bath counties, and in conjunction with BARC Electric, the CSPDC applied for and received \$2,202,000 in funding through the Virginia Telecommunications Initiative (VATI) program administered by the Virginia Department of Housing and Community Development (DHCD). The grant funds will be used to provide last mile fiber-to-the-premises to unserved areas in Bath and Rockbridge counties. Ms. Riedesel stated that as the grant applicant and recipient of the funds, the CSPDC will enter in a contract with DHCD for the \$2,202,000 grant. All but \$32,000 for grant administration will be passed through to BARC Electric, the service provider. She noted that CSPDC policy requires Commission approval of all contracts in excess of \$500,000. Ms. Dull moved, seconded by Mr. Hirschmann, to authorize the Executive Director to execute any necessary documents to enter into a contract with the Virginia Department of Housing and Community Development for \$2,202,000 for the VATI Broadband project and to execute the Memorandum of Understanding with BARC Electric. Motion was carried by unanimous vote.

Also under Other Business, Ms. Riedesel gave an update on the portion of office space at the BRITE facility for rent. She stated that said portion of the Transit facility had been leased to Augusta Health Care, Inc., and they did not renew the lease agreement which expired in October 2019. Ms. Riedesel noted that as directed by the Executive Committee at their August 19, 2019 meeting, the Commission entered into a listing agreement with real estate firm Cottonwood Commercial to advertise and list said portion of the Transit Facility for rent. Discussion ensued regarding showing and marketing the facility.

Ms. Riedesel announced that staff member Tracy Hibbitts and her husband had welcomed the newest member of their family, a baby boy, on January 13th.

Upon a question by Chairman Friedman regarding the annual member assessment, Ms. Riedesel responded that the jurisdictions have received their budget requests with the increase in the annual member assessment rate from 70 cents per capita to 80 cents per capita, effective July 1, 2020, with an additional 1 cent increase for five fiscal years until 85 cents per capita is reached.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed 6:35 p.m.

Respectfully submitted,

Rita Whitfield
Clerk to the Commission

Approved:

George Hirschmann
CSPDC Secretary