



**REGIONAL COUNCIL 9
EXECUTIVE COMMITTEE
MAY 30, 2018
2:30 PM to 3:00 PM
Conference Room at Lexis Nexis
701 Water Street E, Charlottesville, VA**

MEETING MINUTES

Attendees

Executive Committee Members: Brian Cole (Chair), Tom Click (Vice Chair), David Pettit and Andy Wade

Absent: Steve Ray, Jim Cheng

Staff: Shannon Holland

I. Welcome

Brian Cole called the Executive Committee meeting to order at 2:31 pm.

II. Public Comments

Brian asked if there were any public comments. There were none.

III. Meeting Minutes – October 3, 2017

David Pettit made a motion to approve the Minutes from the October 3, 2017 Executive Committee Meeting. Tom Click seconded the motion. The motion carried.

IV. FY 2019 Region 9 GO Virginia Budget

Brian noted that DHCD has asked that we approve a budget based on \$250,000 even though the General Assembly has not approved a state budget yet. They have requested the budget by June 4th so that it can be approved at the June 12th GO Virginia Board Meeting.

At Andy's request, Shannon shared an overview of the budget packet provided at the meeting. She noted that comparing the FY 2019 budget against last year's budget was a bit like comparing apples to oranges because of the difference in activities during each year. Last year, the budget underestimated the administrative capacity needed to manage GO Virginia. This year DHCD has directed us to budget for capacity building activities in the Administration Section and budget for project related expenses in the Planning Section.

The largest projected expenditure will be for Salary and Fringe Benefits. In FY 2019 Budget Helen will budget 4 hours per week; Accountant will budget for 2 hours per week; Shannon has been budgeted to increase to 95% of her time or 38 hours per week; and there is a budget to add half of a full-time support staff employee. The next largest expenditure is Planning Service –Other which is where non-budgeted funds have been parked. The intention is to use those funds for in-house projects to address gaps in the Growth Plan. David Pettit noted that the Council could even consider rolling those funds to the Per Capita Allocation for Region 9. The next largest category budgeted is for Administration – Other which includes allocations for shared administration costs such as printer, insurance, software, etc.

Shannon noted that more details are available in the Narrative, Plan of Work and Itemized Budget attached to the Budget Packet provided.

Brian re-capped the options for approving the budget. The first option would be to not approve a budget today, the Council would not be able to put a budget in front of the GO Virginia Board until the August Board Meeting. The second option would be to approve a budget today and adjust as needed when a state budget is approved. Tom Click asked what might happen if we don't approve now. Shannon noted that the downside is a possible funding gap for the region council. Brian added that there could be issues with reimbursements from DHCD, as well.

A discussion ensued about different funding scenarios if more than \$250,000 was allocated to each region for capacity building. DHCD staff had mentioned to Shannon that there could be an allocation of up to \$361,000 in the state budget.

David Pettit made a motion to approve the budget at \$250,000 and convene another meeting to discuss a budget amendment if the amount in the final state budget changes. Tom Click seconded the motion. The motion carried.

V. Next Meeting

A plan for a next meeting was not discussed.

VI. Other Business

Shannon updated the committee on the status of the four projects submitted to the GO Virginia Board. DHCD has emailed follow up questions on three of the projects. Adult Beverage Project should go before the GO Virginia Board on June 12th. Tom asked Shannon to send out a calendar invite for the June 12th meeting. The Site project will advance to contract negotiation. The remaining two projects will advance if questions are adequately addressed. However, these projects are enhanced capacity proposals so they do not have to go before the State Board for approval.

VII. Adjourn

Brian Cole adjourned the meeting at 3:02 pm.