

SOUTHSIDE PLANNING DISTRICT COMMISSION
Executive Committee Meeting
April 14, 2025

An in-person Executive Committee Meeting of the Southside Planning District Commission (SPDC) was held on April 14, 2025, at the Southside PDC Office Building, 200 South Mecklenburg Avenue, South Hill, Virginia.

CALL TO ORDER

Chair Tanner called the meeting to order at 3:00 p.m. Director Gosney called the roll and declared that a quorum was present as follows:

	Present	Absent
Leslie Weddington-Treasurer Brunswick County	X	
Scott Simpson Halifax County	X	
Tom Tanner-Chair Mecklenburg County	X	
Kim Callis-Past Chair South Hill	X	
George Leonard-Vice Chair South Boston	X	
TOTAL	5	

Staff in Attendance:

Deborah Gosney, Executive Director
Leslie Kubasek, Finance Director

Guests in Attendance

There were no guests in attendance.

Public Comment

Chair Tanner asked for public comments. Hearing none, the public comment period was closed.

APPROVAL/MODIFICATION OF AGENDA

Chair Tanner asked Committee members if there were any additions to the agenda. Hearing none, **Kim Callis made a motion that the agenda be approved, seconded by George Leonard, the motion carried unanimously.**

FY26 BUDGET

Director Gosney presented the proposed FY26 Budget. Director Gosney proposed a

3.5% cost of living salary increase. She noted that per-capita dues were not increased for the upcoming year. The Commission's two vehicles are in good condition and do not need to be replaced. There was some discussion concerning the mileage on the Ford Escape (91,252), and that we should consider a replacement in next year's budget. The health insurance premium increased 4.6% for the upcoming year. To not only retain good employees but to attract new ones, Director Gosney asked Committee members to consider an increase in the SPDC employer contribution for dual and family coverage; the PDC currently pays 100% for individual coverage. Director Gosney noted that it had been years since the employer contribution for health insurance premiums was reviewed. She reached out to the PDC's member counties to collect their employer contribution and provided a proposed increase based on the comparison. The Committee agreed that an increase was needed for PDC staff and asked Director Gosney to consider a higher percentage from her original proposal to achieve a more equitable solution for all employees. She noted that an additional increase would be calculated and emailed to the members for review and consensus. The Committee accepted the proposed FY26 budget; it will be presented at the April quarterly meeting for approval.

AMEND VACATION ACCRUAL PAYOUT

Director Gosney reported that upon reviewing the SPDC Personnel Manual, she noticed that the PDC's maximum vacation accrual carryover hours and maximum vacation accrual payout hours were not the same and made the decision to reach out to other PDCs for comparison. After reviewing other PDC's leave policies, Director Gosney proposed that the payout hours be increased to match the carryover hours, a minimal increase of 48 hours (6 days). **Chair Tanner made the motion to approve the requested amendment as presented, seconded by Leslie Weddington, the motion carried unanimously.**

FINANCIAL OPERATIONS MANUAL

Leslie Kubasek reported that it had been quite a few years since the Financial Operations Manual had been reviewed and updated. Following staff's proposed changes, the Manual was emailed to Committee members prior to the meeting for review and comment. Mrs. Kubasek presented the proposed changes that had been made by staff and Committee members. After discussion, the members accepted the proposed changes, and the Manual will be presented at the April Commission meeting for review and approval.

LOCATION OF ANNUAL DINNER MEETING

Now that a full rotation has been made among the counties hosting the Annual Dinner Meeting, Director Gosney asked Committee members for their opinion in either continuing the county-to-county rotation or discontinuing the rotation and holding the meeting in a central location which The Dogwood in South Hill seems to be the appropriate venue. It was noted that it would be more convenient for PDC Staff, who are responsible for the preparation and cleanup of the event, to hold the event at the South Hill venue. Committee members suggested that staff conduct an online survey to the Commissioners to gather additional input and that it be discussed at the upcoming April Commission meeting

EXECUTIVE DIRECTOR PERFORMANCE EVALUATION

Annually, a Performance Evaluation is conducted for the Southside Planning District Commission's Executive Director.

Pursuant to section 2.2-3711 of the Virginia Freedom of Information Act, Kim Callis moved that the Southside Planning District Commission Executive Committee convene in closed session to discuss personnel matters pursuant to the closed meeting exemption per section 2.2-3711(a)(1) of the Code of Virginia, seconded by George Leonard, the motion carried unanimously.

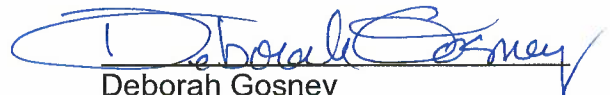
Having convened and concluded a closed meeting pursuant to section 2.2-3711 of the Virginia Freedom of Information Act on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and per section 2.2-3712 (d) of the Code of Virginia, Kim Callis made the motion to certify that the Executive Committee meeting was conducted in conformity with Virginia law; and that the Southside Planning District Commission Executive Committee hereby certified that to the best of each member's knowledge; only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the Executive Committee meeting to which certification resolution applies, and only such business matters as were identified in the motion convening the Executive Committee meeting were heard, discussed, or considered by the Executive Committee, seconded by Leslie Weddington, the motion carried unanimously.

ADJOURNMENT

There being no further business, the meeting adjourned at 5:00 p.m.



Tom Tanner
Southside PDC Chair



Deborah Gosney
Southside PDC Secretary