

Executive Committee Meeting Packet

July 25, 2024



AGENDA: Virtual Executive Committee Meeting
July 25, 2024 11:30 – 11:45
200 South Mecklenburg Avenue
South Hill, VA

1. **Call To Order** Chair Tanner
 - Roll Call Executive Director Gosney
 - Public Comment Period Chair Tanner
 - Approval/Modification of Agenda Chair Tanner
 - ~Motion to Approve
 - Approval of FY24 Meeting Minutes Chair Tanner
 - ~Motion to Approve – April 25, 2024
2. **Office Build Transfer of Deed** Executive Director Gosney
 - ~Motion to Approve
3. **Adjournment** Chair Tanner

The Southside Planning District Commission will make reasonable accommodations and services necessary for sensory-impaired and citizens with disabilities to attend this meeting. Additionally, translation services may be offered upon request and availability. Persons requiring such accommodations/services should contact Chad Neese at least seven (7) business days in advance of the meeting. Written comments may be mailed to Southside Planning District Commission, ATTN: Chad Neese, 200 S. Mecklenburg Ave., South Hill, VA 23970. Comments may also be submitted by phone at 434-447-7101, extension 211, or by email at cneese@southsidepdc.org.

MINUTES

SOUTHSIDE PLANNING DISTRICT COMMISSION
Executive Committee Meeting
April 11, 2024

An Executive Committee Meeting of the Southside Planning District Commission (SPDC) was held on April 11, 2024 at the Commission's Conference Room, 200 South Mecklenburg Avenue, South Hill, Virginia.

CALL TO ORDER

Chair Tom Tanner called the meeting to order at 11:30 a.m. Director Gosney called the roll. With a total of four (5) Commissioners being present, a quorum was met for this meeting. The Roll Call is 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/HR 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 of Agenda

Chair Tanner asked Committee members if there were any additions to the Agenda. Hearing none, GEORGE LEONARD MADE A MOTION THAT THE AGENDA BE APPROVED AS PRESENTED, SECONDED BY LESLIE WEDDINGTON, ALL COMMISSIONERS VOTED AFFIRMATIVELY.

APPOINTMENT OF TREASURER

Director Gosney reported that according to the Bylaws, the Treasurer is appointed by

the Executive Committee every two years. The Treasurer may succeed themselves in office. Ms. Leslie Weddington has agreed to continue to serve as Treasurer for another two-year term. UPON MOTION BY KIM CALLIS, SECONDED BY TOM TANNER, THE EXECUTIVE COMMITTEE UNANIMOUSLY APPOINTED LESLIE WEDDINGTON TO SERVE ANOTHER TWO-YEAR TERM EFFECTIVE IMMEDIATELY AND ENDING JANUARY OF 2026.

APPROVAL OF MEETING MINUTES

Chair Tanner reported that the April 27, 2023 and June 22, 2023 meeting minutes were included in the meeting packet previously emailed for review. Chair Tanner asked for any changes and/or additions. There being none, KIM CALLIS MADE THE MOTION TO APPROVE THE MINUTES AS PRESENTED, SECONDED BY GOERGE LEONARD, THE MOTION CARRIED UNANIMOUSLY.

FY24 BUDGET

Director Gosney presented the FY25 Budget. She noted that a 4.5% cost of living adjustment is being proposed. Health insurance premiums increased by 8% and will be effective in the upcoming fiscal year. The two PDC vehicles provided for staff for travel are in good condition; thus, no vehicle purchase is expected in the upcoming year. The PDC is in good standing; FY25 proposed revenues increased by \$416,975 in comparison to FY24 revenues. There was a minimal increase in FY25 expenditures of \$1,996.13 in comparison to FY24 expenditures. FY25 revenues exceed expenditures by \$498,459. It was suggested to remove depreciation expenses from the budget. There being no additional comments, GEORGE LEONARD MADE THE MOTION TO RECOMMEND APPROVAL OF THE BUDGET BY THE FULL COMMISSION AS PRESENTED WITH A 4.5% COST OF LIVING ADJUSTMENT, SECONDED BY SCOTT SIMPSON, THE MOTION CARRIED UNANIMOUSLY.

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, TOM TANNER 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)(I) OF THE CODE OF VIRGINIA. THE MOTION WAS SECONDED BY GEORGE LEONARD; ALL COMMISSIONERS VOTED AFFIRMATIVELY.

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, LESLIE WEDDINGTON MOVED 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. GOERGE LEONARD SECONDED THE MOTION, AND ALL COMMISSIONERS VOTED AFFIRMATIVELY.

ADJOURNMENT

There being no further business, the meeting adjourned at 12:20 p.m.

Tom Tanner
Southside PDC Chair

Deborah Gosney
Southside PDC Secretary