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## **Northern Virginia Regional Commission**

### **MEETING OF THE EXECUTIVE COMMITTEE**

**Thursday, January 25, 2018  
6:00 p.m.**

### **AGENDA**

1. Call to Order.....Laurie A. DiRocco, Chairman
2. Salary Study (Closed Session)
3. State Ryan White Funding
4. Budget Update
5. Affordable Housing Project
6. Go Virginia
7. Other Matters
8. Approval of November 30, 2017 Minutes

**SUMMARY OF REVENUE AND EXPENSES**  
**December 31, 2017**

	<u>CURRENT MONTH</u>	<u>FISCAL YEAR 2018 Cumulative Total 6 months</u>	<u>Adopted FISCAL YEAR 2018 FINANCIAL PLAN</u>	Actual is:
<b>REVENUE EARNED</b>				<b>lower/(higher) than plan</b>
Local (50¢) and State Contributions	\$114,168	685,008	1,365,400	680,392
Local (10¢) Designated Contributions	\$21,642	127,432	242,691	115,259
Local Agreements	33,855	153,351	960,324	806,973
State Grants and Contracts	-	-	-	-
Direct Federal Grants and Contracts	11,229	67,174	186,047	118,873
Indirect Federal Grants and Contracts	864,733	2,705,029	8,127,086	5,422,057
Shared Facilities Revenue	12,265	74,428	142,850	68,422
Other	16,484	54,468	68,600	14,132
Interest	346	2,397	3,000	603
Miscellaneous	-	-	-	-
<b>Total Revenue</b>	<b>\$ 1,074,722</b>	<b>3,869,288</b>	<b>11,095,998</b>	<b>7,226,710</b>
 <b>EXPENSES</b>				 <b>lower/(higher) than plan</b>
Personnel	\$ 120,204	743,135	\$ 1,772,486	1,029,351
Consultants / Contracts	848,855	2,533,413	8,065,680	5,532,267
Housekeeping Expenses	45,630	290,027	607,725	317,698
Operating Expenses	1,730	20,847	73,413	52,566
Duplicating Expenses	2,744	8,246	39,367	31,121
Travel and Conference Expenses	1,334	25,128	51,047	25,919
Recruit and Development Expenses	-	1,300	16,922	15,622
Other	285	1,682	5,000	3,318
<b>Total Expenses</b>	<b>\$ 1,020,782</b>	<b>3,623,778</b>	<b>\$ 10,631,640</b>	<b>7,007,862</b>
 <b>INCOME OVER (UNDER) EXPENSES</b>	 <b>\$ 53,940</b>	 <b>245,509</b>	 <b>\$ 464,358</b>	 <b>\$ 218,849</b>

## Northern Virginia Regional Commission

Minutes of the Executive Committee of the Northern Virginia Regional Commission  
November 30, 2017

### Committee Members

(Those members present have their names highlighted)

**Honorable Laurie DiRocco, Chairman – Town of Vienna**  
**Honorable David Tarter, Vice Chairman – City of Falls Church**  
Honorable John Cook, Treasurer – County of Fairfax  
**Honorable Sharon Bulova – County of Fairfax**  
**Honorable Penelope R. Gross – County of Fairfax**  
**Honorable Martin Nohe – Prince William County**

### Staff Present

Robert W. Lazaro, Jr., Executive Director  
Linda Tenney, Deputy Executive Director

### CALL TO ORDER

Chairman DiRocco opened the meeting at 6:30 PM

### BUDGET

Executive Director Lazaro briefed the Committee on the budget as of the end of October 2017. The budget for the month was in surplus by \$43,458 and for the Fiscal Year by \$154,863.

### HOLIDAY SCHEDULE

Executive Director Lazaro informed the Committee that he had surveyed several jurisdictions with respect to office hours during the Christmas Holiday. Based upon the survey Mr. Lazaro suggested that the office close on December 22 which was consistent with the vast majority of jurisdictions in the region. The Executive Committee concurred with the suggestion.

### OTHER BUSINESS

Executive Director Lazaro briefly updated the Committee on the operations of the Go Virginia initiative in the region. NVRC serves as the administrative arm of the organization.

The meeting adjourned at 7:25 PM.

Respectfully submitted:

Robert W. Lazaro, Jr.  
Executive Director

Approved by:

Laurie R. DiRocco  
Chairman