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## Northern Virginia Regional Commission

### MEETING OF THE EXECUTIVE COMMITTEE

Thursday, February 22, 2018  
6:30 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. Approval of January 25, 2018 Minutes

**SUMMARY OF REVENUE AND EXPENSES**  
**January 31, 2018**

	<u>CURRENT</u> <u>MONTH</u>	<u>FISCAL YEAR 2018</u> <u>Cumulative Total</u> <u>7 months</u>	<u>Adopted</u> <u>FISCAL YEAR 2018</u> <u>FINANCIAL PLAN</u>	Actual is:
<b>REVENUE EARNED</b>				
				lower/(higher) than plan
Local (50¢) and State Contributions	\$114,168	799,176	1,365,400	566,224
Local (10¢) Designated Contributions	\$21,428	148,860	242,691	93,831
Local Agreements	\$82,177	235,528	960,324	724,796
State Grants and Contracts	-	-	-	-
Direct Federal Grants and Contracts	166	67,340	186,047	118,707
Indirect Federal Grants and Contracts	451,716	3,156,745	8,127,086	4,970,341
Shared Facilities Revenue	12,832	87,260	142,850	55,590
Other	12,567	67,035	68,600	1,565
Interest	487	2,884	3,000	116
Miscellaneous	-	-	-	-
<b>Total Revenue</b>	<b>\$ 695,540</b>	<b>4,564,827</b>	<b>11,095,998</b>	<b>6,531,171</b>
<b>EXPENSES</b>				lower/(higher) than plan
Personnel	\$ 166,613	909,748	\$ 1,772,486	862,738
Consultants / Contracts	426,253	2,959,666	8,065,680	5,106,014
Housekeeping Expenses	45,656	335,683	607,725	272,042
Operating Expenses	1,490	22,337	73,413	51,076
Duplicating Expenses	1,586	9,832	39,367	29,535
Travel and Conference Expenses	537	25,665	51,047	25,382
Recruit and Development Expenses	-	1,300	16,922	15,622
Other	298	1,980	5,000	3,020
<b>Total Expenses</b>	<b>\$ 642,433</b>	<b>4,266,211</b>	<b>\$ 10,631,640</b>	<b>6,365,429</b>
<b>INCOME OVER (UNDER) EXPENSES</b>	<b>\$ 53,107</b>	<b>298,616</b>	<b>\$ 464,358</b>	<b>\$ 165,742</b>

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Minutes of the Executive Committee of the Northern Virginia Regional Commission  
January 25, 2018

### 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

Gina Kesselmann-Smith, Executive Assistant

Michelle Simmons, Director, Human Services

### CALL TO ORDER

Chairman DiRocco opened the meeting at 6:15 PM

### SALARY STUDY

Upon a motion made in accordance with Virginia Code No. 2.1, Section 344 and duly seconded, the Commissioners decided unanimously to enter into executive session for the purpose of discussing the salary study.

Commissioner Gross made a motion to reconvene in public session and certify that only public business matters lawfully exempted from open meeting requirements and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed session by the Commission. This motion was seconded by Commissioner Bulova and carried unanimously.

Commissioner Gross made a motion, seconded by Commissioner Cook to approve the recommendation that any annual leave hours in excess of 240 hours revert to sick time at the end of any calendar year. The proposal takes effect as of January 1, 2018.

### STATE RYAN WHITE FUNDING

Mr. Lazaro and Ms. Simmons briefed the Committee on the impending change in NVRC's role on Ryan White Part B. Virginia Department of Health (VDH) at federal urging has decided to discontinue the "administrative agent" role that NVRC has filled for Northern Virginia over the last 27 years. Instead VDH will be contracting directly with health care and support service providers. VDH has asked NVRC staff to consider alternate roles to be undertaken under contract to VDH including providing technical assistance, research, program development and

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trainings. In response to a question from Commissioners, staff responded there is no written agreement yet with VDH; a work plan and budget are to be submitted on February 2.

### **BUDGET**

Executive Director Lazaro briefed the Committee on the budget as of the end of December 2017 and reported that NVRC is on the right track.

### **AFFORDABLE HOUSING PROJECT**

Executive Director Lazaro briefed the Committee about his recent meeting with representatives from the Enterprise Foundation and that he plans to have an Enterprise speaker at an upcoming Commission meeting.

### **GO VIRGINIA**

Mr. Lazaro informed the Committee that there was an error in the proposed contract, i.e. that NVRC is obligated to provide a match ( ½ Million dollars). This is currently being looked at by the NVRC attorney.

### **OTHER BUSINESS**

None

### **APPROVAL OF THE JANUARY 25, 2018 MINUTES**

Commissioner Gross moved approval of the January 25, 2018 committee meeting minutes. The motion was seconded by Commissioner Bulova and carried unanimously.

The meeting adjourned at 7:25 PM.

Respectfully submitted:

Robert W. Lazaro, Jr.  
Executive Director

Approved by:

Laurie R. DiRocco  
Chairman