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## Northern Virginia Regional Commission

### MEETING OF THE EXECUTIVE COMMITTEE

Thursday, March 22, 2018

6:30 p.m.

### AGENDA

1. Call to Order .....Laurie A. DiRocco, Chairman
2. Executive Director Review (Closed Session)
3. Budget Update
4. Approval of February 22, 2018 Minutes

**SUMMARY OF REVENUE AND EXPENSES**  
**February 28, 2018**

|   | <u>CURRENT<br/>MONTH</u> | <u>FISCAL YEAR 2018<br/>Cumulative Total<br/>8 months</u> | <u>Adopted<br/>FISCAL YEAR 2018<br/>FINANCIAL PLAN</u> | Actual is:               |
|---|--------------------------|---|--|--------------------------|
| <b>REVENUE EARNED</b>                   |                          |   |  | lower/(higher) than plan |
| Local (50¢) and State Contributions     | \$114,168                | 913,344   | 1,365,400  | 452,056                  |
| Local (10¢) Designated Contributions    | \$32,688                 | 181,548   | 242,691  | 61,143                   |
| Local Agreements                        | 27,653                   | 263,181   | 960,324  | 697,143                  |
| State Grants and Contracts              | 1,231                    | 1,231   | -  | (1,231)                  |
| Direct Federal Grants and Contracts     | 466                      | 67,805  | 186,047  | 118,242                  |
| Indirect Federal Grants and Contracts   | 619,510                  | 3,776,255   | 8,127,086  | 4,350,831                |
| Shared Facilities Revenue               | 12,576                   | 99,836  | 142,850  | 43,014                   |
| Other                                   | 13,867                   | 80,901  | 68,600   | (12,301)                 |
| Interest                                | 382                      | 3,266   | 3,000  | (266)                    |
| Miscellaneous                           |                          | -   | -  | -                        |
| <b>Total Revenue</b>                    | <b>\$ 822,540</b>        | <b>5,387,368</b>  | <b>11,095,998</b>                                      | <b>5,708,630</b>         |
| <br><b>EXPENSES</b>                     |                          |   |  | lower/(higher) than plan |
| Personnel                               | \$ 133,497               | 1,043,245   | \$ 1,772,486   | 729,241                  |
| Consultants / Contracts                 | 571,868                  | 3,531,534   | 8,065,680  | 4,534,146                |
| Housekeeping Expenses                   | 46,324                   | 382,007   | 607,725  | 225,718                  |
| Operating Expenses                      | 3,575                    | 25,912  | 73,413   | 47,501                   |
| Duplicating Expenses                    | 981                      | 10,813  | 39,367   | 28,554                   |
| Travel and Conference Expenses          | 1,938                    | 27,603  | 51,047   | 23,444                   |
| Recruit and Development Expenses        | 250                      | 1,550   | 16,922   | 15,372                   |
| Other                                   | 280                      | 2,260   | 5,000  | 2,740                    |
| <b>Total Expenses</b>                   | <b>\$ 758,713</b>        | <b>5,024,924</b>  | <b>\$ 10,631,640</b>                                   | <b>5,606,716</b>         |
| <br><b>INCOME OVER (UNDER) EXPENSES</b> | <b>\$ 63,827</b>         | <b>362,443</b>  | <b>\$ 464,358</b>                                      | <b>\$ 101,915</b>        |

## **Northern Virginia Regional Commission**

Minutes of the Executive Committee of the Northern Virginia Regional Commission  
February 22, 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

### **CALL TO ORDER**

Chairman DiRocco opened the meeting at 6:40 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.

### **STATE RYAN WHITE FUNDING**

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 trainings. A work plan and budget were submitted and approved.

### **BUDGET**

Mr. Lazaro briefed the Committee on the budget as of the end of January 2018 and reported that NVRC is on the right track.

**Northern Virginia Regional Commission**

**OTHER BUSINESS**

None

**APPROVAL OF THE February 22, 2018 MINUTES**

Commissioner Gross moved approval of the February 22, 2018 committee meeting minutes. The motion was seconded by Commissioner Bulova and carried unanimously.

The meeting adjourned at 7:20 PM.

Respectfully submitted:

Robert W. Lazaro, Jr.  
Executive Director

Approved by:

Laurie R. DiRocco  
Chairman