

3040 Williams Drive, Suite 200
Fairfax, Virginia 22031
www.novaregion.org



Voice: 703-642-0700
Fax: 703-642-5077

Northern Virginia Regional Commission

MEETING OF THE EXECUTIVE COMMITTEE

**Thursday, June 28, 2018
6:30 p.m.**

AGENDA

1. Call to Order - Laurie A. DiRocco, Chairman
2. Budget Update
3. Community Foundation for Northern Virginia presentation
4. Approval of May 24, 2018 Minutes
5. Approval of June 1, 2018 Minutes

Northern Virginia Regional Commission

Minutes of the Executive Committee of the Northern Virginia Regional Commission May 24, 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, Management Analyst

CALL TO ORDER

Chairman DiRocco opened the meeting at 6:41 PM

BUDGET UPDATE

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

BY-LAWS AMENDMENT

As Chairman of the Nominating Committee, Commissioner Gross introduced the resolution P18-38 – Approval of By-law amendment.

The Nominating Committee proposes an amendment to the Bylaws that will increase the number of months a Chairman or Vice Chairman may serve when first elected to complete the unexpired term of a predecessor.

Specifically, this amendment increases, from six to eleven, the number of “extra” months a Chairman or Vice Chairman may serve when assuming an unexpired term. It does not change the opportunity for a Chairman or Vice Chairman to then serve up to two additional years, if the incumbent subsequently is elected to serve a full one-year term of his own, and one additional full term, as is normally provided.

According to the current Bylaws, proposed amendments must be presented in writing to the Commission at a regular meeting, but are not subject to a vote until the next Commission meeting. A majority of all members of the Commission is required to adopt any proposed amendment to the Bylaws. The Resolution will not be subject to action until the June Commission meeting.

Northern Virginia Regional Commission

The Executive Committee members approved of this resolution and agreed to refer it to the Commission.

NOMINATING COMMITTEE

The Nominating Committee is set to meet after this meeting and discuss which officers should be proposed to serve the upcoming year, July 2018 – June 2019.

APPROVAL OF THE April 26, 2018 MINUTES

Commissioner Nohe moved approval of the April 26, 2018 committee meeting minutes. The motion was seconded by Commissioner Gross and carried unanimously.

The meeting adjourned at 7:20 PM.

Respectfully submitted:

Robert W. Lazaro, Jr.
Executive Director

Approved by:

Laurie R. DiRocco
Chairman

Northern Virginia Regional Commission

Minutes of the Nominating Committee of the Northern Virginia Regional Commission
May 24, 2018

Committee Members

(Those members present have their names highlighted)

Honorable Penelope R. Gross, Chairman – County of Fairfax

Honorable Sharon Bulova – County of Fairfax

Honorable Martin Nohe – Prince William County

Honorable John Vihstadt – County of Arlington

Honorable Sheila Olem – Town of Herndon

Honorable Willie F. Bailey – City of Alexandria

Honorable Jeanette Rishell – City of Manassas Park

Staff Present

Robert W. Lazaro, Jr., Executive Director

Linda Tenney, Deputy Executive Director

CALL TO ORDER

Chairman DiRocco opened the meeting at 7:21 PM

DISCUSSION

The Nominating Committee discussed the Bylaws amendment and which officers should be proposed to serve for the time period of July 2018 – June 2019.

The meeting adjourned at 7:30 PM.

Respectfully submitted:

Robert W. Lazaro, Jr.
Executive Director

Approved by:

Laurie R. DiRocco
Chairman

NORTHERN VIRGINIA REGIONAL COMMISSION

Minutes of the Executive Committee Meeting Held Friday, June 1, 2018

COMMISSIONERS PRESENT

Hon. Laurie A. DiRocco, Chairman
Hon. John C. Cook, Treasurer
Hon. Sharon Bulova
Hon. Penelope A. Gross
Hon. Martin E. Nohe (12:00 p.m.)

*Town of Vienna
County of Fairfax
County of Fairfax
County of Fairfax
County of Prince William*

STAFF PRESENT

Robert W. Lazaro, Jr.
Linda M. Tenney

*Executive Director
Deputy Director*

CALL TO ORDER

Chairman DiRocco called the meeting to order at 11:50 a.m.

**RESOLUTIONS (2):
AUTHORIZATION TO
EXECUTE LOAN AGREEMENT**

Mr. Lazaro explained that these Resolutions are being presented so that a line or credit or loan can be set up to assist with cash management over the next few weeks, when timing of cash receipts and amounts payable for payroll and other major expenses, such as rent, may be challenging. This is not unusual at the end of each fiscal year, but could be especially problematic this year, since the District of Columbia atypically did not provide an advance for the Ryan White Part A program.

Two Resolutions have been prepared, so that one is specific to Branch Banking & Trust Company (BB&T), with which NVRC has had a long relationship, and one is more generic, should it be necessary to approach a different financial institution. Mr. Lazaro added that BB&T already has the matter under review, and had given no indications of concern.

Committee members agreed that having a line of credit or loan as an option is appropriate as a cash management resource.

In subsequent conversation, it was agreed further that the Executive Director should place a priority on arranging for a line of credit vs. a loan, as it would be more flexible for use over a period of time, and the fees may be lower if the borrowed amount(s) are repaid quickly.

It was agreed further that once a line/loan agreement is completed, the Executive Committee would authorize the Executive Director to request up to \$100,000, if needed, during the month of June.

Finally, at Commissioner Cook's suggestion, it was agreed that a Resolution should be prepared for the June Commission docket that would establish the requirement for the Executive Committee to approve any draws from a line of credit before the Executive Director would be authorized to do so.

On a motion by Commissioner Cook, seconded by Commissioner Bulova, Resolutions No. 18-37 and 18-37A were approved unanimously, with the amendment that the language should be changed to refer specifically to a "line of credit" (the preferred outcome) "or loan."

ADJOURNMENT

Chairman DiRocco adjourned the meeting at 12:05 p.m.

Respectfully submitted:

Approved by:

Robert W. Lazaro
Executive Director

Laurie A. DiRocco
Chairman

SUBJECT TO APPROVAL