

## **Northern Virginia Regional Commission**

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

**Thursday, April 27, 2023**

**6:30 p.m.**

#### **AGENDA**

- 1. CALL TO ORDER – John T. Chapman, Chairman**
- 2. FINANCIAL REPORT**
- 3. EXECUTIVE SESSION – Lease Extension**
- 4. ADOPTION OF MINUTES FROM THE MARCH 2023 MEETING**
- 5. OTHER MATTERS**
- 6. ADJOURNMENT**

**SUMMARY OF REVENUE AND EXPENSES**  
**March 31, 2023**

	<u>CURRENT MONTH</u>	<u>FISCAL YEAR 2023 Cumulative Total 9 month(s)</u>	<u>Adopted FISCAL YEAR 2023 FINANCIAL PLAN</u>	<b>Actual is:</b>  <b>lower/(higher) than plan</b>
<b>REVENUE EARNED</b>				
Local (50¢ percap) and State General Fund Contributions	\$ 119,342.33	\$ 1,074,081	\$ 1,432,108	\$ 358,027
Local (10¢ percap) Designated Contributions	16,841.90	148,447	253,233	104,786
Local Program Agreements and Other Assistance	44,730.52	434,361	786,355	351,994
State Grants and Contracts	18,283.25	177,758	377,279	199,521
Federal Grants and Contracts - Direct	88,018.22	670,823	1,145,155	474,332
Federal Grants and Contracts - Indirect	547,226.67	3,204,689	4,286,857	1,082,168
Shared Facilities Revenue	21,603.71	181,786	232,130	50,344
Shared Facilities Revenue - Lease Offset	(842.28)	(6,279)	-	-
Other	36,203.90	1,448,943	1,549,432	100,489
Interest	9,073.67	53,744	3,000	(50,744)
Interest Income Lease	965.90	9,814	-	(9,814)
Miscellaneous	-	11	-	(11)
<b>Total Revenue</b>	<b>\$ 901,448</b>	<b>\$ 7,398,180</b>	<b>\$ 10,065,549</b>	<b>\$ 2,667,369</b>
<b>EXPENSES</b>				
Personnel	\$ 178,773	\$ 1,628,503	\$ 2,411,792	\$ 783,289
Consultants / Contracts	614,528	4,917,222	6,537,182	1,619,960
Housekeeping Expenses	53,563	522,167	659,128	136,961
Operating Expenses	6,227	55,228	158,102	102,874
Duplicating Expenses	965	15,256	17,028	1,772
Travel and Conference Expenses	4,873	35,940	40,945	5,005
Recruit and Development Expenses	-	873	7,000	6,127
Other	284	3,494	5,000	1,506
<b>Total Expenses</b>	<b>\$ 859,212</b>	<b>\$ 7,178,684</b>	<b>\$ 9,836,177</b>	<b>\$ 2,657,493</b>
<b>INCOME OVER (UNDER) EXPENSES</b>	<b>\$ 42,236</b>	<b>\$ 219,496</b>	<b>\$ 229,372</b>	<b>\$ 9,876</b>

# Northern Virginia Regional Commission

## Minutes of the Executive Committee of the Northern Virginia Regional Commission March 23, 2023

### Committee Members

(Those members present have their names highlighted)

**Honorable John T. Chapman, Chairman – City of Alexandria – via Zoom**

Honorable Sheila Olem, Vice Chairwoman – Town of Herndon

**Honorable Kathy Smith, Treasurer – County of Fairfax**

**Honorable David Tarter – City of Falls Church**

**Honorable Matt De Ferranti – County of Arlington**

**Honorable Penelope A. Gross – County of Fairfax**

**Honorable Jeanette Rishell – City of Manassas Park**

### Staff Present

Robert W. Lazaro, Jr., Executive Director

Linda Tenney, Deputy Executive Director

Gina Kesselmann-Smith, Management Analyst – via Zoom

### CALL TO ORDER

Chairman Chapman opened the meeting at 6:37 PM.

### FINANCIAL REPORT

Mr. Lazaro presented his financial report for February 2023 to the Executive Committee.

### EXECUTIVE SESSION

Upon a motion made in accordance with Virginia Code No. 2.2, Section 3711 and duly seconded, the Commissioners decided unanimously to enter into executive session for the purpose of discussing the executive director review.

Commissioner Smith 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 and carried unanimously.

### APPROVAL OF THE FEBRUARY 23, 2023 MINUTES

Commissioner Gross moved approval of the February 23, 2023 committee meeting minutes. The motion was seconded and carried unanimously.

The meeting adjourned at 7:20 PM.

Respectfully submitted:

Robert W. Lazaro, Jr.  
Executive Director

Approved by:

John T. Chapman  
Chairman