

**MINUTES OF THE MEETING OF THE
GEORGE WASHINGTON REGIONAL COMMISSION**

February 22, 2021
GWRC Conference Room

MEMBERS PRESENT: Chair, Cathy Binder (In-Person), **County of King George**; Jason Graham (Virtual) & Matt Kelly (In-Person), **City of Fredericksburg**; Jeff Black (In-Person) & Jeff Sili (Virtual), **Caroline County**; Annie Cupka (Virtual), **King George County**; Tim McLaughlin (In-person @ 6:10 p.m.) & Chris Yakabouski (Virtual), **Spotsylvania County** & Meg Bohmke (In-person) & Tom Coen (Virtual @ 6:08 p.m.), **Stafford County**

MEMBERS ABSENT: None

OTHERS IN ATTENDANCE: (All attending virtually): Jamie Jackson, FRED; Eric Gregory, Hefty Wiley & Gore; Paul Prideaux, Michael Baker; Bob Schneider, PRTC; Paul Agnello, Spotsylvania County; Alex Owsiak, Jason Towery & Brandon Brown, Stafford County; Susan Gardner, VDOT; & Tammy Holt

STAFF: Kate Gibson & Ian Ollis (In-person), Leigh Anderson, Kari Barber, Natalie Beyer, Jordan Chandler, Michele Dooling, Adam Hager, Matthew Lehane, Jennifer Morgan, Sam Shoukas, & Leah Vigil (All attending virtually)

CALL TO ORDER: Ms. Binder called the meeting to order at 6:01 p.m. with a quorum present; which was followed by the Pledge of Allegiance.

APPROVAL OF GWRC MEETING AGENDA - Meeting February 22, 2021

Upon motion made by Mr. Kelly and seconded by Mr. Black, with all concurring, the February 22nd GWRC meeting agenda was approved as submitted.

APPROVAL OF MINUTES:

a.) January 25, 2021 GWRC Meeting (Action Item)

Typographical edits were requested to be made after conclusion of tonight's meeting by Ms. Bohmke. As edits were typographical and not content related. Upon motion by Ms. Bohmke and seconded by Mr. Kelly, and all others concurring, the January 25th minutes were approved as submitted, with edits requested to be made after conclusion of tonight's meeting.

b.) February 4, 2021 GWRC Executive Committee Meeting (Action Item)

Upon motion by Ms. Bohmke and seconded by Mr. Kelly, with all concurring, the minutes of the February 4th GWRC Executive Committee meeting were approved as submitted.

PUBLIC INVOLVEMENT: None

FINANCIAL REPORT:

a.) Banking Services Update – Kate Gibson

Ms. Gibson advised currently GWRC has operating accounts at both Atlantic Union and Wells Fargo. Ms. Gibson advised signor designation from Atlantic Union has been completed and turned over to her from Dr. Millsaps so there will be no delay in payments submitted until the Atlantic Union Bank account is closed and transferred over to Carter Bank & Trust.

Ms. Gibson advised the Wells Fargo account will require either Mr. Black or Mr. Kelly accompanying herself and Ms. Dooling to Wells Fargo to personally sign the paperwork needed to close out this account before it can also be transferred over to Carter Bank & Trust. Ms. Gibson stated all new GWRC member signatures and IDs needed, as per requirement from Carter Bank & Trust, have been received tonight prior to the GWRC meeting convening.

b.) Monthly Financial Report (January, 2021) – Michele Dooling

Ms. Dooling advised all financial reports to include: Balance Sheet, Agencywide Income Statement, Dashboard and Cash Flow statement are all included in tonight's agenda packet. Ms. Dooling advised that comparison from last year at this time show the following improvements financially for GWRC: Accounts Receivables last year was at 45% and this year is currently at 50% so a 5% positive financial achievement and Accounts Payables last year was at 54% and this year is currently at 62% reflecting an 8% positive financial accomplishment. There were no questions asked of Ms. Dooling from the GWRC committee members.

Ms. Bohmke asked Ms. Dooling for an update on the status of current outstanding payrolls to Stafford County. Ms. Dooling advised for the month of January, 2021 there were 2 outstanding. Ms. Dooling stated that beginning next month, GWRC would have only 1 payroll outstanding for re-payment back to Stafford County. Ms. Bohmke thanked Ms. Dooling for her outstanding efforts in rectifying the GWRC's financial status.

OLD BUSINESS:

a.) GWRC Meeting Schedule Change – Kate Gibson

Ms. Gibson advised discussion occurred at the January meeting in regard to consideration of changing the GWRC monthly meetings to an alternate date, from the existing 3rd Monday of each month. The request for the meeting change date is to allow both GWRC and FAMPO to meet independently and not at back-to-back meeting nights which will allow GWRC to have time for agenda item discussion without running over into the scheduled start times for the FAMPO meetings to occur. A change in meeting dates would also provide FAMPO the opportunity to begin their meetings earlier in the evening as well. The recommendation to GWRC was to move their current meeting date from the 3rd Monday of each month to the 4th Monday of each month. If this meeting day change is approved, the new schedule will go into effect beginning on March 22, 2021.

Upon motion by Ms. Bohmke and seconded by Mr. Kelly, with all concurring, the GWRC Meeting Schedule Change was approved as submitted at the February 22nd GWRC meeting.

NEW BUSINESS:

a.) Resolution 21-14: Recognizing the Dedicated Service of Dr. Linda S. Millsaps (Action Item) – Chair, Cathy Binder

Upon motion by Mr. Kelly and seconded by Ms. Bohmke, with all concurring, Resolution 21-14 was adopted by GWRC at the February 22nd committee meeting.

b.) Executive Director’s Report – Kate Gibson

i. Grants Update

1. VHDA Strategic Planning Grant

Ms. Gibson provided updates on all existing and new grants that are forthcoming that have been submitted by GWRC. In regard to the GO Virginia program, Ms. Bohmke requested more information to relay to her Board in regard to the current GO Virginia Germanna Community College project. Mr. Black also asked staff to provide GWRC members with a re-cap of current and past studies completed by GWRC and to include some concrete information on the study deliverables, project break-downs, actual study statistics, etc.

c.) Annual Review of GWRC-FAMPO MOU – Kate Gibson

Ms. Gibson advised the existing GWRC-FAMPO MOU is included in tonight’s agenda packet and in accordance with current MOU, the MOU is to be reviewed annually at the February GWRC Board and FAMPO Policy Committee meetings.

Upon motion by Mr. Kelly and seconded by Ms. Bohmke, with all concurring, the existing GWRC-FAMPO MOU was adopted as currently drafted at the February 22nd GWRC meeting.

d.) GWRC Executive Director Transition Plan – Chair, Cathy Binder and Kate Gibson

i. Executive Search

Ms. Binder advised that currently King George County is working with Berkley Group for filling a top executive position in King George County and she approached them asking for an estimated cost to GWRC should the Commission decide to pursue this avenue. Ms. Binder advised that a full executive search contract, excluding posting expenses, would be an estimated cost of \$30,000.

1. Options for Executive Search

Ms. Gibson provided information on three options for consideration by GWRC in regard to Executive Director search options and these are as follows:

- Option A: Contract for full executive search services
- Option B: Contract for partial executive search services and to perform some services in-house
- Option C: Perform executive search entirely in-house

There was committee member discussion and the overall consensus was to do a combination of Options A and B. It was requested that Ms. Binder contact Berkley Consultants for an estimate of them completing the advertising and the initial screening process. It was also requested that staff provide the costs expended for Executive Director's position when Dr. Millsaps was hired. Once the initial screening process is completed, the top 5 candidates will be forwarded to the Executive Committee for further interviews. It was also requested that the City Manager and County Administrators be included as non-voting members within the applicant interview process. Ms. Binder stated questions would be answered and this item will become an Old Business agenda item at the upcoming March 22nd GWRC meeting.

2. Draft Executive Director Posting

Ms. Gibson advised that included in tonight's agenda packet is the Draft Executive Director's job posting. Ms. Binder asked that this job description be forwarded to all of the County Administrators and City Manager for their review and edits as well.

ii. Interim Staffing Plan

1. Administrative Assistant

Ms. Gibson advised staff is requesting consideration of approval for a part-time administrative assistant position. This position would be a new position with GWRC and would result in approximately a work schedule of 10-15 hours weekly. Ms. Gibson relayed in the FY2020 budget that was approved, a part-time administrative assistant position for a work schedule of 20 hours per week was approved. However, the position was not filled during FY2020 and was subsequently not re-submitted for consideration within the approved FY2021 budget request. Ms. Gibson stated the estimated annual cost would be \$25,000. Ms. Gibson stated that with her having additional job duties while serving as the Interim Executive Director, some of what she was previously responsible for could be delegated to the part-time administrative assistant. Ms. Gibson stated some of the duties to be delegated would include GWRC meeting preparations; agenda packet submissions; maintaining organization-wide and group specific contact lists; maintaining GWRC website; etc.

Mr. McLaughlin stated he would not support a new position for GWRC as he does not see value for GWRC staff to grow as FAMPO is where the employer growth needs to occur as FAMPO deals with regional transportation issues. Mr. Kelly respectfully disagreed and stated that with additional staff to GWRC, that GWRC could complete more work than they are currently achieving. Ms. Bohmke also stated she thought the cost of \$25,000.00 was somewhat high. Ms. Gibson advised the cost stated includes salary, fringe, and indirect costs. Ms. Bohmke asked that Ms. Gibson and Ms. Dooling make an appointment to meet with Ms. Wagner in Stafford County Human Resources Department to receive concurrence that part-time/temporary employees are even eligible for benefits of any kind. Mr. Graham also asked that staff get costs for hiring a part-time employee through the temporary employment agencies within the region to see if this would be a more cost-effective approach for obtaining a new employee.

It was requested that staff make contact with both Stafford County Human Resources for benefit clarifications and to also receive quotes from local temporary employment agencies and this

information be brought to GWRC for further consideration. Ms. Binder advised this item as well, will appear under the Old Business category on the upcoming March 22nd agenda.

2. Interim Executive Director

Ms. Gibson stated the GWRC Executive Committee voted at the February 4th Executive Committee meeting to appoint her as the Acting Interim Executive Director. Ms. Gibson stated that if the Commission wishes to appoint an Interim Executive Director, a vote is required from the entire board and not just from the Executive Committee. Ms. Gibson relayed that Commission members could discuss appointing an Interim Executive Director during the Closed Session portion of the meeting.

ENTER CLOSED SESSION (Action Item)

Upon motion by Ms. Bohmke and seconded by Mr. Kelly, with all concurring, the GWRC committee meeting moved to Closed Session for discussion of personnel matters.

RETURN TO OPEN SESSION (Action Item)

Upon motion by Mr. Black and seconded by Mr. Kelly, GWRC returned to open session.

CERTIFICATION OF DISCUSSION IN CLOSED SESSION (Action Item)

Each GWRC committee member certified by roll-call vote that closed session discussion on personnel-related matters was conducted. Roll-call votes are yes votes from the following GWRC members: Chair, Cathy Binder, County of King George; Jason Graham and Matt Kelly, City of Fredericksburg; Jeff Black and Jeff Sili, County of Caroline; Annie Cupka, County of King George; Tim McLaughlin and Chris Yakabouski, County of Spotsylvania; and Meg Bohmke and Tom Coen, County of Stafford.

Upon motion by Mr. McLaughlin and seconded by Mr. Kelly, with all concurring, Commission members votes to name Kate Gibson as Interim Executive Director.

Upon motion by Mr. Kelly and seconded by Ms. Bohmke, with Mr. McLaughlin voting no and all others concurring, approval was given to award a 10% salary increase to Ms. Gibson while assuming Interim Executive Director duties and responsibilities.

Ms. Binder read the Declaration in regard to the February 22nd meeting being held in a virtual and remote setting.

*** Due to the nature of the Declaration of a State of Emergency due to Novel Coronavirus (COVID-19) pursuant to Code 2.2-3708.2, this meeting is to be held by electronic communications, via the web platform GoToMeeting. The catastrophic nature of this declared emergency makes it impossible and unsafe to assemble a quorum in a single location and the purpose of this meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body.*

ADJOURN GWRC MEETING – The February 22nd George Washington Regional Commission meeting adjourned at 7:03 p.m. The next scheduled GWRC meeting will be held on March 22, 2021 at 6:00 p.m.

Respectfully Submitted, Kate Gibson, Interim Executive Director
(Draft Minutes prepared by JoAnna Roberson)