CVTA Staffing

Update to Finance Committee January 5, 2022

Background



Ad hoc Personnel Committee formed

- ·Convened in August and September
- · Reviewed Options presented by HR Roundtable
- · Identified a phased approach to implementing options 1-3
- $\cdot \mbox{Recommended Authority proceed with recruitment of Executive Director}$
- Referred discussion of compensation and salary range to the Finance Committee



October

Authority Meeting Discussion

- Options as Phases, Position Description, Compensation Analysis provided for review
- \cdot Comments invited by the Chair with plan to move to action in December

Finance Committee

- · Provided compensation analysis data
- · Opened discussion on profile of ideal candidate
- \cdot Requested additional information regarding cost to implement all phases



October

Summary of Phased Options

Phase 1

Phase 2

Phase 3

Option 1:

Hire an Executive Director and use working groups of partners to begin the work. PlanRVA to provide administrative and staff support as needed.

Option 3:

Hire Executive Director and one Support Staff, and all other services may be contracted out.

Option 2:

Hire Executive Director and three key core staff to perform the work. Continue to use contracted legal services as needed.

Possible Timeline and Costs-Phase 1

Hire an Executive Director and use working groups of partners to begin the work.
 PlanRVA to provide administrative and staff support as needed

• Effective July 1, 2022

 Executive Director 	\$243,244*
 PlanRVA Transition 	\$ 75,000
 PlanRVA Support 	\$ 90,000
	\$408.244

*includes taxes and benefits consistent with PlanRVA; annual salary at \$200,000

Possible Timeline and Costs-Phase 2

• Hire Executive Director and one Support Staff, and all other services may be contracted out.

• Effective July 1, 2023

 Executive Director 	\$243,244*
Support Staff member	\$ 85,828*
 Contracted Services (Finance) Contracted Services (Transportation/Planning) 	\$ 90,000 <u>\$ 90,000</u> \$509,072

*includes taxes and benefits consistent with PlanRVA; annual salary at \$200,000 and \$65,000 respectively

Possible Timeline and Costs-Phase 3

- Hire Executive Director and three key core staff to perform the work. Continue to use contracted legal services as needed.
- Effective July 2, 2024

 Executive Director 	\$243,244*
• CFO	\$126,634*
 Transportation/Planning Lead 	\$126,634*
 Support Staff Member 	\$ 85,828*
	\$582.340

*includes taxes and benefits consistent with PlanRVA; annual salary at \$200,000, \$100,000 and \$65,000 respectively

Comparison of Costs by Phased Options

	Current FY2022 Budget	Option 1*	Option 2*	Option 3*
Personnel	\$220,500	\$408,244	\$509,072	\$582,340
Professional Services	\$79,500	\$79,500	\$79,500	\$79,500
Technology & Communications	\$2,500	\$2,500	\$2,500	\$2,500
Administrative	\$54,000	\$54,000	\$54,000	\$54,000
Reserves for Contingency	\$330,441.71			
Total (includes FY21 CO)	\$686,941.71	\$544,244	\$645,072	\$718,340

^{*}Does not include office space leasing, infrastructure and enhanced professional services and not adjusted for annual cost increases

Finance Committee Request- Compensation Analysis for all Option Phases

Executive Director Profile and Position Description

Action Needed: Authorize release of position posting after January 1, 2022 Compensation Analysis
Completed

Action Needed:
Provide guidance on
target salary and rage
for the position that is
within budget
expectations

HR Roundtable prepared to coordinate recruitment process when activated

Action Needed:
Direction to proceed
and information
regarding Authority
member involvement
in the process

PlanRVA developing modified agreement proposal to provide interim staffing support through implementation of phases

> Future Action Likely: Extend existing term of the MOU with PlanRVA beyond 06/22 to support transition

Position Descriptions for add'l Personnel needed

Future Action Likely: Establish timeline for implementing future phases