# **CVTA Staffing**

Update to Finance Committee

November 10, 2021

## 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
- · 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
- · 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
- · Requested additional information regarding cost to implement all phases



#### October

# Summary of Phased Options

## Phase 1

## 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.

## Phase 2

#### Option 3:

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

## Phase 3

### 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

<ul> <li>Executive Director</li> </ul>	\$150,000*
<ul> <li>PlanRVA Transition</li> </ul>	\$ 75,000
<ul> <li>PlanRVA Support</li> </ul>	<u>\$ 75,000</u>
	\$300,000

\*Does not include benefits

## 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

<ul> <li>Executive Director</li> </ul>	\$150,000*
<ul> <li>Support Staff member</li> </ul>	\$ 65,000*
<ul> <li>Contracted Services (Finance)</li> <li>Contracted Services (Transportation/Planning)</li> </ul>	\$ 90,000 <u>\$ 90,000</u>
	\$395,000

<sup>\*</sup>Does not include benefits

## 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

\$150,000*
\$100,000*
\$100,000*
<u>\$ 65,000*</u>
\$415,000

\*Does not include benefits

# Comparison of Costs by Phased Options

	Current FY2022				
	Budget	Option 1*	Option 2*	Option 3*	
Personnel	\$220,500	\$300,000	\$395,000	\$415,000	
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	\$64,000			
Total (includes FY21 CO)	\$686,941.71	\$500,000	\$531,000	\$551,000	

<sup>\*</sup>Does not include PlanRVA Services, personnel benefits, 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