



# CVTA Staffing

Update to Finance  
Committee

November 10, 2021

# Background

**July**

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 for review
- 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

• Executive Director	\$150,000*
• PlanRVA Transition	\$ 75,000
• PlanRVA Support	<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

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

\*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

• Executive Director	\$150,000*
• CFO	\$100,000*
• Transportation/Planning Lead	\$100,000*
• Support Staff Member	<u>\$ 65,000*</u>
	\$415,000

\*Does not include benefits

# Comparison of Costs by Phased Options

	<b>Current FY2022 Budget</b>	<b>Option 1*</b>	<b>Option 2*</b>	<b>Option 3*</b>
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		
<b>Total (includes FY21 CO)</b>	<b>\$686,941.71</b>	<b>\$500,000</b>	<b>\$531,000</b>	<b>\$551,000</b>

\*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

