



COMMONWEALTH of VIRGINIA

Virginia Passenger Rail Authority Board

Jennifer DeBruhl
Chairperson

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MINUTES

Virginia Passenger Rail Authority Personnel and Compensation Committee Meeting

Friday, August 18, 2023, · 1:00 pm

919 East Main ·24th Floor·Richmond, Virginia 23219

The Virginia Passenger Rail Authority Personnel and Compensation Committee Board held a meeting using electronic means only (via Microsoft Teams) on August 18, 2023.

MEMBERS PRESENT and PARTICIPATING ELECTRONICALLY

The Chair pro temp Jennifer DeBruhl,
Victor Cardwell, Personnel and Compensation Committee member;
Sharon Bulova, Personnel and Compensation Committee member;
Rod Hall, Personnel and Compensation Committee member

MEMBERS ABSENT

None

VIRGINIA PASSENGER RAIL AUTHORITY STAFF

DJ Stadtler, Joan Panik, MaryEstelle Douglas, Michael Westermann, Jason Cheeks

GUESTS/OTHERS PRESENT

None

CALL TO ORDER

Mr. Stadtler called the meeting to order at 1:02 p.m.

ELECTION OF CHAIR PRO TEMP

In the absence of a Personnel and Compensation Committee chairperson, a motion was made by Victor Cardwell to appoint Jen DeBruhl as the Chair Pro Temp for this meeting. The motion was seconded by Sharon Bulova. The motion was carried unanimously, with the vote in favor cast by Sharon Bulova and Victor Cardwell.

MOTION TO APPROVE PREVIOUS MEETING MINUTES

A motion was made by Sharon Bulova and seconded by Victor Cardwell to approve the previous Personnel and Compensation meeting minutes from November 30, 2022. The motion was carried unanimously, with the vote in favor cast by Sharon Bulova and Victor Cardwell.

AIP GOALS UPDATES

Presented by: DJ Stadtler, Executive Director

Mr. Stadtler reviewed the current progress on the FY23 AIP goals. The FY23 AIP goals are on track to be met by September 30. The completion time for the goals aligns with the performance period, which is October 1 of the current year to September 30 of the subsequent year. Mr. Stadtler also reviewed the drafted FY24 AIP goals. They are similar in format to what VPRA worked toward for FY23.

CULTURE

Presented by: Joan Panik, Chief Administrative Officer

Ms. Panik reviewed ongoing culture work at VPRA. Individual conversations were held with each employee to gather their input regarding their perception of the culture at VPRA. The feedback was positive.

CLOSED SESSION

Ms. DeBruhl asked for a motion to move into a closed session.

Sharon Bulova made a motion to move into a closed session for the purposes of discussing the job performance of a particular officer of the Commonwealth, and Victor Cardwell seconded it. The motion was carried unanimously, with the vote in favor cast by Sharon Bulova, Victor Cardwell, and Rod Hall.

RECONVENED IN OPEN SESSION

The meeting was reconvened in open session, a roll call vote was taken, and each member responded in the affirmative that "to the best of my knowledge, during the Closed Meeting, the only matters heard, discussed, or considered were those matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, and only those public business matters as were identified in the motion by which the Closed Meeting was convened." Each member responding in the affirmative was Sharon Bulova, Victor Cardwell, and Rod Hall.

ADJOURNMENT

Ms. DeBruhl adjourned the meeting at 2:03 p.m. All presentations to the Personnel and Compensation Committee and meeting video can be found at [Virginia Passenger Rail Authority - YouTube](#)

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