

January 27, 2020
Work Session

**Pittsylvania County Board of Supervisors
Work Session
January 27, 2020**

VIRGINIA: The Work Session of the Pittsylvania County Board of Supervisors was held on January 27, 2020, in the Main Conference Room, County Administration Building, Chatham, Virginia 24531. Chairman, Chatham-Blairs District, Robert W. Warren, called the Meeting to Order at 4:30 PM. The following Members were present:

CALL TO ORDER (4:30 PM)

Attendee Name	Title	Status	Arrived
Robert W. "Bob" Warren	Chairman - Chatham Blairs District	Present	4:17 PM
Ronald S. Scearce	Vice-Chairman - Westover District	Present	4:21 PM
Joe B. Davis	Supervisor - Dan River District	Present	4:17 PM
Timothy W. Dudley	Supervisor - Staunton River District	Present	4:11 PM
Ben L. Farmer	Supervisor - Callands-Gretna District	Present	4:20 PM
William "Vic" Ingram	Supervisor - Tunstall District	Present	4:11 PM
Charles H. Miller	Supervisor - Banister District	Present	4:10 PM

AGENDA ITEMS TO BE ADDED

Motion to add VDOT to the Agenda.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe B. Davis, Supervisor - Dan River District
SECONDER:	Ronald S. Scearce, Vice-Chairman - Westover District
AYES:	Warren, Scearce, Davis, Dudley, Farmer, Ingram, Miller

APPROVAL OF AGENDA

Motion to approve Agenda.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe B. Davis, Supervisor - Dan River District
SECONDER:	Ben L. Farmer, Supervisor - Callands-Gretna District
AYES:	Warren, Scearce, Davis, Dudley, Farmer, Ingram, Miller

PRESENTATIONS

STAFF, COMMITTEE, AND/OR CONSTITUTIONAL OFFICER REPORTS

- a. **Early Voting Projections and Budgetary Needs Report (Contact: Kelly A. Keesee); (15 minutes)**

Ms. Keesee, Registrar, was present to review the early voting projections and budgetary needs report, which can be found on the County Website at <https://www.pittsylvaniacountyva.gov>. With the new early voting regulations, it is possible that the Registrar's Office could have to

**Board of Supervisors
January 27, 2020
Work Session**

process two to three hundred people in an hour. The equipment needed is additional voting booths, electronic poll books, and additional voting machines. They currently do not have any spare machines. Ms. Keesee is looking for a space that can be used to accommodate this large anticipated turnout. She stated they are able to work with the libraries to help accommodate the large projected amount of early voters. The building that is used for this purpose does have to be owned or leased by the County, and has to be able to accommodate adequate parking.

b. 2019 Employee Satisfaction Survey Results Review (Staff Contact: Holly E. Stanfield); (15 minutes)

Ms. Stanfield presented the Employee Satisfaction Survey Results to the Board. The Survey was designed using SurveyMonkey and questions used in the Survey were the same as in the 2018 Survey. There was a total of 102 responses and the results were up from last year. It appears the County is trending in the right direction of making the County a great place to work a work. The presentation can be found on the County's website.

c. CPMT Update (Staff Contact: Cheryl J. Boswell); (15 minutes)

Ms. Boswell presented the yearly CPMT Attendance Report. She stated Ms. Monica Karavanic has not met the yearly attendance requirements, but has provided a letter as to why she has missed the meetings and has also requested an alternate be appointed for her. This item will be on the Business Meeting Agenda for approval.

d. Monthly Department Spotlight (Building and Grounds); (Staff Contact: Darrell W. Dalton); (15 minutes)

Darrell Dalton gave an update on the Building and Grounds Department. His Department maintains over twenty (20) County-owned buildings, including the Jail and the Pet Center. They take care of electrical work needed, painting, carpentry, and maintain over 4,000 E-911 Road Signs throughout the County. Mr. Smitherman and the Board stated its appreciation for Mr. Dalton and his staff for all their hard work and dedication.

e. Committee Updates/Recommendations (Finance; Economic Development; and Legislative); (Staff Contact: David M. Smitherman; J. Vaden Hunt, Esq.); (15 minutes)

Mr. Smitherman stated the Economic Development Committee met on January 13, 2020, and recommended entering into a Consulting Agreement with the Spectrum Group, along with the City of Danville, the Institute for Advanced Learning and Research, and the Danville Regional Foundation. The Committee recommended approval of the Agreement with the recommended changes. It is a one (1) year trial basis Agreement, and the County's portion of this cost is approximately \$85,000 per year.

Mrs. Van Der Hyde stated the Finance Committee forwarded the Budget Calendar to the full Board, as well as the Ambulance Funding/Contract that was discussed at the same Meeting held on January 13, 2020. Mr. Smitherman also stated the Finance Committee recommended the following stipend for the Fire and Rescue Commission: \$150 per month; Commission Members must attend at least one (1) Meeting each month that Meetings occur to receive stipend; No stipend will be paid in the months in which there are no Meetings. Another topic of discussion at the Finance Committee was Medicaid billing in the Jail. The Finance Committee recommended

**Board of Supervisors
January 27, 2020
Work Session**

to authorize the Chairman to send a letter to the Sheriff about how he plans to address the inmate medical cost issue.

A Legislative Committee Meeting was held before the Work Session on January 27, 2020, and Mr. McLaughlin was able to gather a few slides for the Community Cat Policy that was discussed during the Committee Meeting. The Legislative Committee also recommended the following to the full Board: PCC Changes Required for Tax Due Date Change Public Hearing Authorization, County Community Cat Program Adoption, HB 480 Support, Solid Waste Violation Penalty Escalation Ordinance Revisions Update/Potential Public Hearing Authorization.

f. VDOT

Mr. Hamilton with VDOT informed that he has moved into another role with VDOT as the Assistant District Administrator for Maintenance. He stated that he has enjoyed working with Halifax and Pittsylvania County for over nine (9) years. Jay Craddock will be the acting Interim Resident Engineer until the position is filled. The Board congratulated them on their advancements.

BUSINESS MEETING DISCUSSION ITEMS

Mr. Smitherman stated there was a small mistake on page 41 of the Business Agenda Packet, on the new job description for the Deputy County Administrator. It should have stated a Master's Degree in Public Administration Public Policy and Business Administration or similar field is preferred. This will be added to the item description.

CLOSED SESSION

Motion to enter Closed Session.

The Board entered Closed Session at 5:36 PM.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	William "Vic" Ingram, Supervisor - Tunstall District
SECONDER:	Timothy W. Dudley, Supervisor - Staunton River District
AYES:	Warren, Searce, Davis, Dudley, Farmer, Ingram, Miller

a. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

- (1) Legal Authority: Virginia Code § 2.2-3711(A)(1)
Subject Matter: County Administrator and County Attorney
Purpose: Review of Annual Evaluations; Discussion of Revisions to Employment Agreements

RETURN TO OPEN SESSION & CLOSED SESSION CERTIFICATION

a. Closed Session Certification

The Board returned to Open Session at 6:44 PM and the following Certification was recorded.

CLOSED MEETING CERTIFICATION

BE IT RESOLVED that at the Meeting of the Pittsylvania County Board of Supervisors on January 27, 2020, the Board hereby certifies by a recorded vote that to the best of each Board Member's knowledge only public business matters lawfully exempted from the Open Meeting requirements of the Virginia Freedom of Information Act (the "Act") and identified in the Motion authorizing the Closed Meeting were heard, discussed, or considered in the Closed Meeting. If any Member believes that there was a departure from the requirements of the Act, he shall so state prior to the vote indicating the substance of the departure. The Statement shall be recorded in the Board's Minutes.

	<u>Vote</u>
Joe B. Davis	Yes
Timothy W. Dudley	Yes
Ben L. Farmer	Yes
William "Vic" Ingram	Yes
Charles H. Miller, Jr.	Yes
Ronald S. Searce	Yes
Robert W. Warren	Yes

ADJOURNMENT

Mr. Warren adjourned the Meeting at 6:45 PM.

Robert W. "Bob" Warren, Chair
Pittsylvania County Board of Supervisors

David M. Smitherman, Clerk
Pittsylvania County Board of Supervisors