

**King and Queen County
Board of Supervisors Workshop/Presentation Meeting**

**Monday, June 24, 2019
7:00 P.M.**

**King and Queen County Courts and Administration Building
2nd Floor Conference Room**

“Minutes of the Meeting”

Chairman Burns called the workshop/presentation meeting to order with all members present.

BODY CAMERA REVIEW REQUIREMENT/AGREEMENT (CHARLES ADKINS)

Commonwealths Attorney Charles Adkins appeared before the Board advising that as part of the Compensation Budget the General Assembly has provided for up to 75 body cams. The County must hire an assistant Commonwealths Attorney at \$67,000. If the county gets 76 cameras, then the County would need two assistant Commonwealth Attorneys. In his opinion, we do not need an assistant Commonwealth Attorney and suggest to hire a paralegal in the neighborhood of \$40-\$45,000. Mr. Adkins further commented that he was not sure of the exact costs. The office needs a case management system of which when a case comes in you input information on that particular case.

Mr. Adkins further advised that the agreement has to be filed each year and filed by July 1 with the State Compensation Board.

County Administrator Thomas Swartzwelder advised that the agreement would be on the hiring of a paralegal and to get the case management system up and running and would leave the hiring up to the next Commonwealths Attorney. The Board was advised that \$65,000.00 was budgeted.

A motion was made by Ms. Alsop and seconded by Mr. Bailey authorizing Mr. Swartzwelder and Mr. Adkins to execute agreement and the authority to purchase the case management system. It was noted that a budget amendment for the money would be placed on the July agenda.

AYES: J. M. BURNS, J. L. SIMPKINS, S. C. ALSOP, D. H. MORRIS, R. F. BAILEY
NAYS: NONE

RIVERSTREET NETWORKS PRESENTATION

Mr. Robert Taylor was present for the purpose of providing a presentation on Riverstreet Networks relating to options and steps concerning wireless services. Mr. Taylor presented to the Board a Welcome Kit, that will be given to all customers.

INSURANCE RENEWAL PRESENTATION - JEFF PENNY

Jeff Penny, Broker with Marsh and McLennan Agency, was present to provide an overview of the County's Health and Dental Insurances, going over the options/renewal rates that are being offered effective August 1, 2019. Mr. Penny further advised that new this year was EyeMed of which would be voluntary insurance that the County could offer.

After discussion and questions of concerned, it was the consensus of the Board that the County offer the same plans as currently offering, the HMO and High Deductible Plan and the Delta Dental Plan.

It was noted that Open Enrollment meetings would be held on July 11th and 16th, for employees too have an opportunity to ask questions concerning especially the two (2) health insurance plans that are being offered and the new vision plan.

It was also noted that as insurance cost continue to rise, that employees would be advised that next year there may be a change in insurance plans offered and possibly a change in contribution rates.

EYEMED "NEW" PLAN

A motion was made by Ms. Alsop and seconded by Mr. Bailey to add the EyeMed Vision Plan as presented at no cost to the County.

AYES: J. M. BURNS, J. L. SIMPKINS, S. C. ALSOP, D. H. MORRIS, R. F. BAILEY
NAYS: NONE

APPROVAL OF RECURRING WARRANTS

A motion was made by Ms. Alsop and seconded by Mrs. Morris and voted unanimously to approve the June 2019 recurring warrants, as presented.

AYES: J. M. BURNS, J. L. SIMPKINS, S. C. ALSOP, D. H. MORRIS, R. F. BAILEY
NAYS: NONE

PUBLIC HEARING
AN ORDINANCE TO REPEAL AND REPLACE PART I, CHAPTER 2, ARTICLE II,
SEC. 2.31. – “COMPENSATION” OF MEMBERS OF THE BOARD OF SUPERVISORS

Mr. Burns opened the public hearing on “An Ordinance to repeal and replace part I, Chapter 2, Article II, Sec. 2.31 – “Compensation” of Members of the Board of Supervisors.

County Administrator Thomas Swartzwelder provided proof of publication of public hearing and provided background information. The current Ordinance adopted the Alternative Procedures for Establishing Salaries as set forth in the Code of Virginia §15.2-1414.3. The new Ordinance proposes to replace that with the methodology as set forth in the Code of Virginia §15.2-1414.2.

It was also noted that repealing and replacing the current ordinance would eliminate the yearly public hearing and could not be changed until 2023.

If adopted, the Board will also set the maximum annual compensation allowable for the four year term of the next Board of Supervisors to be seated in January of 2020, following the November, 2019 election. No increase in salary of a member of the Board of Supervisors shall take effect during the incumbent supervisor’s term in office.

The floor was open for public comment. After hearing no comments, the public hearing was closed.

A motion was made by Mr. Bailey and seconded by Ms. Alsop to adopt the proposed Ordinance to repeal and replace Part I, Chapter 2, Article II, Section 2.31 – “Compensation” of the Members of the Board of Supervisors..

AYES: J. M. BURNS, J. L. SIMPKINS, S. C. ALSOP, D. H. MORRIS, R. F. BAILEY
NAYS: NONE

SET SALARY FOR INCOMING BOARD OF SUPERVISORS EFFECTIVE JANUARY
1, 2020

A motion was made by Mr. Bailey and seconded by Ms. Alsop to set the salaries for the Board of Supervisors at \$5,000.00 per Board Member, per year.

AYES: J. L. SIMPKINS, S. C. ALSOP, D. H. MORRIS, R. F. BAILEY
NAYS: J. M. BURNS

DISCUSSION/APPROVAL OF VPPSA MAINTENANCE CONTRACT

County Administrator Thomas Swartzwelder advised the Board that the agreement is still under negotiation (being draft #4) where several things have been changed or eliminated in the agreement.

Discussion was made concerning compensation, labor rate, termination of contract and that it should be changed to 2025, striking the 5% markup, and adding two points of contract, the Sheriff and a county representative.

A motion was made by Ms. Alsop and seconded by Mr. Simpkins authorizing the County Administrator to sign, negotiate and make changes.

AYES: J. M. BURNS, J. L. SIMPKINS, S. C. ALSOP, D. H. MORRIS, R. F. BAILEY

NAYS: NONE

REQUEST FROM THE SCHOOL BOARD

- **\$95,000 FROM CONTINGENCY FUND FOR HEALTH INSURANCE (ACTUAL REQUEST AT JULY MEETING)**
- **MEETING WITH THE BOARD OF SUPERVISORS – SET DATE**

Ms. Alsop expressed concern to the request for \$95,000.00 to help with health insurance cost for the schools, commenting on the fact that the schools have a new means for internet services and asked if they have a budget with everything in it. So much has been left out and do the Schools really need. With all the extras that have been added, why don't they have the \$95,000.00.

Mr. Swartzwelder advised that the Schools have requested to meet with the Board of Supervisors at their July 22nd workshop and that the figure that the Superintendent is asking for is \$95,000.00.

Mr. Simpkins commented that he wants to see the numbers before the Board decides to give her the \$95,000.00.

No action was taken by the Board.

CLOSED SESSION PURSUANT TO SECTION 2.2-2711.A.1 OF THE CODE OF VIRGINIA FOR THE PURPOSE OF DISCUSSION THE PERFORMANCE OF AN EMPLOYEE IN THE COUNTY ADMINISTRATORS OFFICE

A motion was made by Ms. Alsop and seconded by Mr. Bailey to enter into closed session pursuant to Section 2.2-2711 A.1 of the Code of Virginia for the purpose of discussing the performance of an employee in the County Administrators Office.

AYES: J. M. BURNS, J. L. SIMPKINS, S. C. ALSOP, D. H. MORRIS, R. F. BAILEY
NAYS: NONE

A motion was made by Ms. Alsop and seconded by Mr. Simpkins to come out of closed session with each member of the Board certifying by individual vote that only those public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act were heard, discussed and considered in closed session.

AYES: J. M. BURNS, J. L. SIMPKINS, S. C. ALSOP, D. H. MORRIS, R. F. BAILEY
NAYS: NONE

ACTION TAKEN:

A motion was made by Ms. Alsop and seconded by Mr. Simpkins to adopt the attached two (2) new job descriptions/offices and the Organizational Chart as presented.

New Offices being: Finance Office and Director of Community Development Office

Recommendation to promote current Finance Officer Tina Ammons to Director of Finance at a salary of \$55,341 and to hire a Finance Assistant/Purchasing Agent (unfilled at Grade 4 position) **(see attached job descriptions/offices)**

Recommendation to promote current Assistant Zoning Administrator Donna Sprouse to Director of Community Development at a salary of \$54,064, with current Environmental Codes Compliance Officer a direct report to the Director of Community Development. **(see attached job descriptions/offices)**

AYES: J. M. BURNS, J. L. SIMPKINS, S. C. ALSOP, R. F. BAILEY
NAYS: D. H. MORRIS

Director of Community Development

County Step Plan Grade 7. Salary Range: \$51,579-\$68,368

The Director of Community Development will have all statutory powers and duties of a “Zoning Administrator” as set forth in the Code of Virginia and the King and Queen County Code of Ordinances. The Director shall be responsible for all zoning and planning matters provide staff to the Planning Commission, present zoning/planning matters to the Board of Supervisors and will be responsible for maintaining and operating the County GIS system. The Director shall work with the County Attorney in the preparation/drafting of County Ordinances. The Director shall be a certified Flood Plain Manager and shall work with the Building Official and County Attorney to ensure FEMA compliance of the County Ordinance and to ensure that all structures constructed in a floodplain are compliant. The Director shall supervise the Environmental/Codes Compliance Officer who shall directly report to the Director.

RECOMMENDATION: Promote current Assistant Zoning Administrator. Make current Environmental Codes Compliance Officer a direct report.

SALARY: \$54,064 (\$4,000 increase from current)

Available Funds 2020 budget (post creation of Finance Office)

- | | | |
|-----------------------------|----------|------------|
| • EDA admin staff | \$8,000 | |
| • County salary contingency | \$10,000 | } \$40,000 |
| • Unused salary | \$22,000 | |

Director of Community Dev. Move \$4,000 from unused salary

PROPOSED FINANCE OFFICE

GOAL: Create a fully functional modern finance office capable of using all available technologies to handle all financial matters for the County and the EDA, WSA etc. including: purchasing, procurement, bill pay, maintenance of General ledger, audit and payroll. This is to include the implementation of Bright modules for payroll and leave by Department. The office should have a minimum of 2 employees to meet audit standards who shall be cross trained to ensure continuation of operations in a variety of contingencies.

RECOMMENDATION: Promote current Finance Officer to Director of Finance (Grade 6 to Grade 7) and hire a Finance Assistant/Purchasing Agent (unfilled Grade 4 position).

Positions as set forth in approved step plan

Director of Finance	Grade 7	salary range \$51,759--\$68,368
Finance Assistant	Grade 4	salary range \$29,736--\$39,117

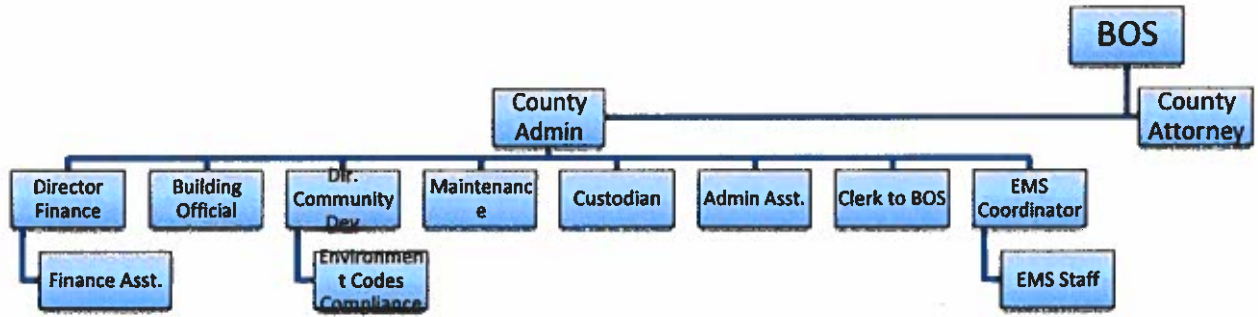
Recommended Salaries

Director of Finance	\$55,341 (\$4,000 increase from current)
Finance Assistant	\$30,000 -- \$35,000 (depending of qualifications)

Available Funds 2020 budget

- EDA admin staff \$10,000
 - County salary contingency \$10,000
 - Unused salary \$24,000
- } \$44,000

Director of Finance	Move \$2,000 from unused EDA \$10,000 budget Move \$2,000 from unused salary
Finance Assistant	Use remainder of unused salary plus General Fund (example, \$35,000 FTE costs \$53,000)



UPDATE

County Administrator Thomas Swartzwelder provided an update on the Security Committee

IT IS ORDERED THAT THE BOARD BE ADJOURNED:

A motion was made by Ms. Alsop and seconded by Mrs. Morris to adjourn the meeting.

AYES: J. M. BURNS, J. L. SIMPKINS, S. C. ALSOP, D. H. MORRIS, R. F. BAILEY

NAYS: NONE

James M. Burns, Chairman

K. Diane Gaber, Deputy Clerk, CMC