

King and Queen County  
Board of Supervisors Meeting

Monday, March 16, 2020  
6:00 P.M.

King and Queen County Courts and Administration Building  
2<sup>nd</sup> Floor Conference Room

“MINUTES OF THE MEETING”

**OPENING OF THE MEETING**

Chairman of the Board Lawrence Simpkins called the meeting to order.

**DISCUSSION/ADOPTION OF REMOTE PARTICIPATION POLICY**

County Administrator Tom Swartzwelder advised that supervisor Sherrin Alsop has been advised by her doctor to self-quarantine until further notice due to the health risks related to the COVID-19 virus. In order for Ms. Alsop to participate in meetings during the pandemic the board would have to adopt a policy allowing remote participation. Since it would be a board policy it would also allow other members to participate in the same manner in the future, so long as the criteria set forth in the policy were met.

A motion was made by Mr. Burns and seconded by Mr. Bailey to adopt the following Remote Participation Policy for the Board of Supervisors as presented. (Signed copy attached to the minutes)

**KING AND QUEEN COUNTY**

**Remote Participation Policy**

- A Subject to the approval by the Chairperson of the Board of Supervisors (the “Board”), a member of the Board may participate in an open meeting from a remote location through electronic communications means, even though the remote location is not open to the public. Such participation shall be strictly conditioned upon a satisfactory showing of the following:
1. A quorum of the public body is physically assembled at the open meeting; and
  2. prior to 2:00 pm on the day of the open meeting, the member (a) has notified the Chairperson that the member is unable to attend the meeting due to a personal matter, (b) has described the nature of such personal matter with specificity; and (c) the member has not participated in more than two meetings from a remote location in any given calendar year; or

3. prior to 2:00 pm on the day of the open meeting, the member has notified the Chairperson that the member is unable to attend the meeting due to a medical condition or a temporary or permanent disability that prevents such attendance.

B In *all* cases in which attendance by remote location is approved, the Chairperson shall cause the Clerk to record in the minutes of the meeting the identification of the remote location from which a member participates, and the specific nature of the personal matter causing the member to request remote location, or, where applicable (and with less specificity), a reference that the member is unable to attend the meeting due to a medical condition or a temporary or permanent disability.

C This policy shall be applied strictly and uniformly without exception to the entire membership without regard to the identity of the member requesting remote participation or the matter that will be considered or voted on at the open meeting. The Chairperson shall disapprove the member's request to participate from a remote location if such participation violates the policy set forth herein. The Chairperson shall state the reason(s) for his or her disapproval with specificity, in the presence of the Council and shall have the same recorded in the minutes of the meeting.

D The Board shall make arrangements for the voice of the remote member to be heard by those persons assembled at the open meeting location.

AYES: J. M. BURNS, J.L. SIMPKINS, R. F. BAILEY, JR, D.H. MORRIS

NAYS: NONE

NOT PRESENT: S.C. ALSOP

At this point Chairman Simpkins recognized Supervisor Sherrin Alsop as being in attendance using remote access.

### **DISCUSSION OF COVID-19 ISSUES**

County Administrator Tom Swartzwelder provided information that has been received from the federal government's 15-day guidelines to help slow the spread of the virus. The recommendation is to close the court house to the general public for two weeks. It is anticipated that the governor will make more specific soon.

After discussion relating to whether the need is significant enough at this time to warrant the action of closing the building, a motion was made by Mr. Bailey and seconded by Ms. Morris to close the court house complex to the general public for 2 week but to have staff report to work as usual. The County Administrator will work with department heads to make sure that procedures are put in place to accommodate the need to continue to serve the public and protect staff.

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

NAYS: J.M. BURNS

### **BUDGET REVIEW/CONSENSUS FOR TAX RATE AND BUDGET SYNOPSIS ADS**

Staff provided a list of items needing consensus in order to advertise the proposed tax rates and budget. The Board reviewed the items listed and directed staff to advertise the tax rates as proposed and the budget synopsis to include the recommended changes.

**ITEMS BROUGHT UP BY BOARD MEMBERS**

Mr. Burns asked for the amount of revenue generated by each penny added to the levy. Staff responded that approximately \$90,000 is generated by each .01 added to the real estate rate.

**IT IS ORDERED THAT THE BOARD BE ADJOURNED:**

A motion was made by Mr. Bailey and seconded by Mr. Burns to adjourn the meeting.

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

NAYS: NONE

---

J. Lawrence Simpkins, Chairman

---

Thomas J. Swartzwelder, Clerk