

MEETING #25 – June 24

At a Workshop Meeting of the Madison County Board of Supervisors on Monday, June 24, 2013 at 2:00 p.m. in the Madison County Fire hall located at 1223 N. Main Street Road:

PRESENT: J. Dave Allen, Chairman
Doris G. Lackey, Vice-Chair
Jerry J. Butler, Member
Pete J. Elliott, Member
Jonathon Weakley, Member
Ernie Hoch, County Administrator
V. R. Shackelford, III, County Attorney
Phillip Tartaglia, Finance Director
Jacqueline S. Frye, Clerk of the Board

1. Workshop Meeting Agenda:

Chairman Allen called the meeting to order; all members are present and a quorum was established.

2. Pledge of Allegiance & Moment of Silence

The Board of Supervisors commenced their meeting with the Pledge of Allegiance and a moment of silence.

3. Adopt Agenda:

Chairman Allen called for any additions, deletions or corrections to today’s Agenda; it was also advised there is no need for a closed session today.

Supervisor Butler questioned whether action will be needed today on the ‘Action’ items.

The County Administrator advised that action will be needed in order to approve the expenditure for CSA in the FY2013 budget year – an appropriation will be needed on today’s estimated request; the MOU for the PRA will expire on June 30, 2013 – action will be needed on behalf of the Board before that date.

Supervisor Lackey asked if an update will be provided on the Sheriff’s Department.

The County Administrator advised that he can provide some information in open session; a closed session will be necessary for detailed information.

Supervisor Lackey moved that today’s Agenda be approved as presented, seconded by Supervisor Weakley, with the following vote recorded:

J. Dave Allen Aye
Doris G. Lackey Aye
Jerry J. Butler Aye



Pete J. Elliott Aye
Jonathon Weakley Aye

4. Agenda Items:

a. Financial Review:

Chairman Allen advised these reports were emailed and copies were placed in all mailboxes; these items will be reviewed and discussed at the July Regular Meeting.

- i. Certificate of Claims [General Operations (May 2013 – FY2013)]
- ii. Certificate of Claims [Debt Service (May 2013 – FY2013)]
- iii. Certificate of Claims [Tourism Enhancement (May 2013 – FY2013)]
- iv. Supplemental Requests – General Operations (May 2013 – FY2013 [if any])

b. Minutes #22 through #24

Chairman Allen asked if there were any questions pertaining to the above sets of minutes – any corrections should be copied to all members and forwarded to the Clerk.

Supervisor Lackey questioned if amendments to the Agenda are attached to the minutes in the Minute Book.

The Clerk of the Board advised that a copy of the amended Agenda is attached to the hard copies but not in the Minute Book.

After discussion, it was requested the Agenda and any amendments be included in the official Minutes and the Minute Book.

Supervisor Lackey advised the minutes from the Joint Meeting denote that a transfer was made to the general fund instead of the capital fund; this will be reviewed by the Clerk and resubmitted for review.

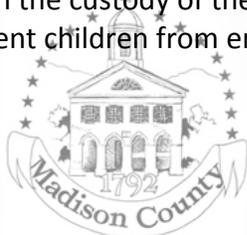
c. CSA Request Appropriation of an Additional \$50,000 “Action Item”

Valerie Ward, Director of the Department of Social Services, was present and advised that although Christy Cloniger, CSA Coordinator, had provided a ‘best estimate’ of what CSA costs would be to provide necessary services; however, the program has received five (5) additional foster children, two (2) special educational day placements and four (4) foster care prevention cases (i.e. emergency removals) ; many of the services that a needed are unforeseeable and are mandated by the State; today’s request is for an additional \$50,000.00.

Concerns verbalized by the Board involved whether:

Some of today’s recipients resided in the County or did they recently move here;

Ms. Ward advised all of today’s foster care cases were established residents within Madison County though Child Protective Services; she also explained one of the mandates to receive CSA funding is the prevention category in addition to foster care children in the custody of the Department – foster care prevention can be any services that prevent children from entering the Department of Social Services (i.e. in home



counseling, substance abuse treatment, etc.). In closing, the DSS does have three (3) children moving forward in the adoption arena; therefore, she feels some of the CSA funding used to provide services for these three (3) children will be shifted to adoption in state and federal dollars within the next few months. However, the request for services new is increasing quicker than implementation of the adoption process.

Ms. Cloniger advised today's request of \$50,000.00 is only to assist with costs associated with new foster care placements, alternative day placements, special educational placements, and the foster care protection cases local match for the month of June; monthly bills for CSA is about \$250,000.00 per month – there are currently 78 children in the program – (i.e. foster care placement and special education)

Concerns were verbalized as to where additional funding will be taken should further appropriations be needed.

Ms. Ward advised she feels confident today's request will be sufficient; if an emergency comes forth today, there will be an additional request which may be less than \$10,000.00.

The County Attorney asked if the State approved its share of funding.

Ms. Cloniger explained their department was advised this will not be done on behalf of the State until approval has been received from the locality; after approval has been received from the County, she will seek approval from the State.

The County Administrator advised the locality pays about one third of the funding and the State pays the remainder of the funding; although there have been meetings to determine alternative solutions, but there are State mandates that are federally regulated.

Ms. Ward advised there is an active recruitment campaign within the County – there is difficulty in finding foster care; there is a full-time social worker who works on this issue working intensively to keep children out of foster care. In closing, she advised her department tries very hard to keep siblings together if at all possible, which she feels is in the best interest of the children.

Chairman Allen asked if the Board desired to act on both "Action" items at once or separately.

After discussion, it was the consensus of the Board to act on each item separately.

Supervisor Lackey moved that the Board suspend the rule for taking action on an item at the Workshop Session, Supervisor Butler, with the following vote recorded:

J. Dave Allen	Aye
Doris G. Lackey	Aye
Jerry J. Butler	Aye
Pete J. Elliott	Aye
Jonathon Weakley	Aye

Supervisor Lackey moved that the Board appropriate \$50,000.00 to the CSA Fund for the FY2013, seconded by Supervisor Butler, with the following vote recorded:



J. Dave Allen	Aye
Doris G. Lackey	Aye
Jerry J. Butler	Aye
Pete J. Elliott	Aye
Jonathon Weakley	Aye

d. Parks & Recreation Authority (MOU & Lease) “Action Item”

The County Administrator advised today’s draft MOU was reviewed along with Mr. J. T. Price and Mr. Eddie Dean, PRA members; portions were extracted and additions were made; he feels today’s document is consistent with the original MOU; context is much clearer in some areas; the MOU was also reviewed by the PRA members and was approved in order to move forward. The lease agreement isn’t included in today’s packet – he and the County Attorney have discussed this issue and feel if the MOU is acceptable to the Board, this Secondly, if the MOU is acceptable to the Board, this would be the working terms/conditions that will be incorporated into the lease, which will follow and will spell out geographical areas, insurance, etc.; the term of the MOU will be for one (1) year and can be cancelled by either party with at least sixty days (60) notice.

Supervisor Lackey advised the PRA approved the MOU – the least wasn’t included, as a copy wasn’t provided.

Supervisor Weakley advised the approval process (Item “m” and “n”) speaks about the acreage at Hoover Ridge that the County will continue to maintain control of (59.9 acres); he strongly supports the MOU as presented.

Concerns verbalized by the Board included the following:

- Item 2-a (The County will fund the Authority annually to maintain the Hoover Ridge facility/property);
- Item 1-i (The PRA will manage/maintain the Recreation Center);
- Item 1-g-i-2 (Sports [youth, adult or others]) – programs should be broken down and advise that activities will be encouraged for all citizens;

The County Attorney advised the PRA budget will be funded by the County; he feels the County will still need to determine the amount of funding that will be provided to the PRA (i.e. capital portion of the facility budget); the County Attorney suggested ‘the facilities maintenance budget’ be added to Item 2-a and also add ‘facilities capital budget.’

Also, the County will be obligated to maintain the ‘recreation center’ located at the American Legion property – the County doesn’t own the legion building, but does own the property surrounding the facility (skating rink, pavilion);

Concerns were also verbalized regarding the Criglersville Elementary School property – there are downed trees and the property is overgrown.



It was also indicated the PRA is currently working on by-laws; it's anticipated that various activities will be launched for all citizens over time; it was also suggested the description of programs include 'camps/classes' and be offered for 'young adults and others.'

Supervisor Butler suggested a continuing resolution be implemented and that a narrative be included on behalf of the PRA; he suggested the existing MOU be extended for an additional three (3) months to allow the County time to review and assess today's draft and provide insight to the County Administrator; the Board should advise its expectations of the PRA for the future as it appears everything focuses on sports.

It was also advised the PRA plans to offer summer camps in the future; they are also focusing on sports, music and nature.

Mr. Gerald Carpenter, PRA members, was present and advised the PRA used to offer pick-up basketball games on Sundays; there are plans to offer adult basketball games in the future; however, gym space is very tight, but the PRA is planning to utilize the space whenever it's available.

Supervisor Elliott questioned who will maintain the shared equipment.

The County Administrator advised the PRA will maintain the equipment out of the facilities departmental budget; he also advised the County has also budgeted funding to allow the PRA to be the primary holder for insurance on equipment, which will be paid from their budget beginning July 1, 2013.

There was a concern as to whether today's draft be approved for this fiscal year with the directive that work on the document continue over the next year – this will allow the PRA to incorporate their new by-laws.

Chairman Allen advised the Board previously established a timetable in an event to allow the PRA to make changes and to take over some operations effective July 1, 2013; if the Board doesn't make changes to the FY2014 budget, amendment will be needed in order to keep the existing MOU in place; he suggested the Board not micromanage the PRA and allow them to move forward with their vision.

Supervisor Weakley doesn't feel there is anything in today's document that will cause a hindrance on the County at any time and encouraged the Board to move forward; he doesn't feel the programs will be limited to sports only.

Supervisor Elliott asked if there was an equipment list to denote what will be turned over to the PRA and what will remain in place for the County.

The County Administrator advised that a list is in place; inventory will be needed to ensure there have been no increases/decreases.

Supervisor Lackey suggested the lease agreement and equipment list be approved at a subsequent meeting, and she requested that the PRA resubmit their mission statement.



Supervisor Lackey moved that the Board suspend the rule for taking action on the MOU between Madison County and the Parks & Recreation Authority, seconded by Supervisor Butler, with the following vote recorded:

J. Dave Allen	Aye
Doris G. Lackey	Aye
Jerry J. Butler	Aye
Pete J. Elliott	Aye
Jonathon Weakley	Aye

Mr. J. T. Price, PRA member, was present and advised the PRA shouldn't have no problem with implementing a mission statement; he has visited Culpeper County to review what they have in place.

Supervisor Weakley moved that the Board approve the Memorandum of Understanding between the Parks & Recreation Authority and Madison County as presented in today's packet.

Supervisor Weakley moved to amend his motion to include the correction of a typo denoted in Item 2-e from 'cancel' to 'cancelled'.

Supervisor Weakley amended his motion to also include Item 1-g-i be changed from "facility budget" to 'Facilities Maintenance and Capital Improvement'.

The County Attorney suggested a change be incorporated for Item 2-b to be changed from 'County Parks & Recreation Department' to "Parks & Recreation Authority"; he also questioned Item 1-m pertaining to "Press Box at four (4) baseball/softball fields."

It was explained the press box will serve four (4) fields.

The County Administrator advised this was a larger funded item within the fundraising package presented six (6) months ago; the package contained a list of projects that the Board will need to approve because of the higher dollar value; the Resolution was passed to support the concept of the proposed project.

After discussion, Supervisor Weakley amended his prior motions to adopt the Memorandum of Understanding between the Parks & Recreation Authority and Madison County as presented with the following corrections:

- Item 1-g-i- from Facility Department to 'Facilities Maintenance and Capital Improvement Budget';
- Item 2-b from Parks & Recreation Department to 'Parks & Recreation Authority';
- Item 2-3 from cancel to 'cancelled';

seconded by Supervisor Lackey, with the following vote recorded:

J. Dave Allen	Aye
Doris G. Lackey	Aye
Jerry J. Butler	Aye
Pete J. Elliott	Aye
Jonathon Weakley	Aye



The County Administrator advised that County personnel will tend to the maintenance issues brought forth regarding the Criglersville Elementary School.

e. Countywide Financial Package Presentation (Tyler Technologies, Inc.)

Curt Stedham of Tyler Technologies, Inc., was present to provide a presentation on the proposed financial package; the firm deals solely with local governments and works to make them more efficient; a booklet was provided that included information on the integrated packages being offered and the various modules that can be provided to the County; several localities within Virginia are clients of Tyler Technologies, Inc..

Concerns were verbalized by the Board regarding whether:

- The package will allow PRA clientele the ability to register for programs online;
- What is the backup method for the package being proposed;
- Is the backup process in 'real time';
- What will transpire in the event a disaster occurs;

Mr. Stedham advised the firm is in the process of implementing an online registration process; the program will also offer efficient ways to County departments and County citizens by offering:

- ✓ Complete integration;
- ✓ Document imaging (and indexing);
- ✓ Bill review and payment;
- ✓ Kiosks (for citizen access);

He also advised the server will be situated here or information can be run/posted on a cloud at the back up data center in Maine or Texas; back up is in real time; the system also offers many modules that connect to the State systems (i.e. interfaces); after a decision is made on today's proposal, a one-day test server will be in place with state on-site to provide training to County personnel.

The Treasurer was present and advised she was well impressed with the recent information session she attended in Staunton, Virginia.

Mr. Stedham advised there isn't a package for social services, but there are accounting/posting modules (excluding case management programs).

After a decision is made to move forward with the proposed package, a one-day test server will be in place with staff on-site to provide training to County personnel.

The County Administrator advised an RFP was put out last fall; bids were requested and a final contract was negotiated with Tyler Technologies, Inc.; scenarios, options and an analysis is in the discussion phase; the Board will have the opportunity to discuss contract terms and costs at the regular meeting in July or August.

Concerns were verbalized by the Board regarding:

- Up-front costs/expenses;



- Whether any data will be compromised;

The County Administrator advised the costs will depend on what type of system the County would desire to have in place; the system will need to be a consolidated system to include the local school system; also, cyber insurance will be in place to cover any impact on the County; information provided to the Board for review will be based on ten (10) year projections.

f. Healthcare (Update)

The County Administrator advised the school system has elected to move forward with Local Choice for healthcare; the Board hasn't made a decision – the County Administrator suggested consideration be made at the July Regular Meeting to go with Local Choice for healthcare and determine the contribution level for the new plan; additional information provided included:

- Proposed insurance rates;
- Plan types;

Local Choice is a state insurance program with rates that are competitively bid; plans selected offer a lower 'out of pocket' cost per year, dental/vision coverage, and a better prescription co-pay benefit; percentages will be '80/20' based on the type of plan being provided (i.e. single, dual, family); County currently contributes \$480.00 per employee - \$507.50 has been budgeted per employee for FY2014 (the school system will contribute \$425.00 for a 'single' plan). The County can elect to participate in a plan with Local Choice and be well within the seventy-five percent (75%) range – an overall insurable rate can be provided if both groups combine.

The County Administrator proposed to apply for one (1) policy, should the Board agree, which will include both local governing entities with a seventy-five percent (75%) participation rate – the school system will offer the tier program and the County can decide whether to offer this option; this proposal can be assessed in October to see if the aforementioned percentage rate is met – if not, the County can opt to offer the tier approach or continue as is.

Although calculations can't be assessed for next year, it's deemed the level of participation may well increase if an insurance plan offers participants a better value.

Concerns were verbalized from the Board as to whether today's approach will be fair to school and county employees, and whether there would be any financial effect in the event those employees who don't currently participate in the insurance program decide to begin to participate along with other eligible employees.

Chairman Allen advised that at a prior workshop session, it was the consensus of the Board to continue with contributing for the 'employee only' contribution – he questioned if this was still accurate; action will be needed at the July Regular Meeting regarding whether to move forward with the proposed contribution (\$507.50) for the plan year from October 2013 through September 2014.



g. Relocation of County Offices

The County Administrator provided memorandum regarding options for relocation of County departments; he advised the Board will need to provide some guidance regarding:

- The consolidation of all Board administrative functions at one location;
- A plan for the future needs and space requirements;
- Consideration for other County operations and departments;
- Consider providing space for non-County organizations and non-profits;
- Perform the above referenced suggestions as cost effectively/efficiently as a long-term endeavor for the County;

Today's packet contains a memorandum done in 2006 regarding today's proposal; this concern was discussed and involved the same questions being presented today; Option #1, #2, #3 and #4 were discussed which involved the following:

- #1: Build a new County Government Center
- #2: Consolidate at the War Memorial & Social Services Buildings
- #3: Consolidate at the North Main Street Complex and #3 were discussed
- #4: Consider purchasing existing properties (Early Learning Center, REC, Supermarket, etc.)

Rezoning concerns will need to be addressed with the Town (Administrative Building is zoned "Residential – R1"); he also questioned whether there is some public property that can be used which will include the:

- ✓ The Early Learning Center
- ✓ Rappahannock Electric Building
- ✓ Old Food World Building

Concerns were verbalized regarding:

- ✓ The new software package (will this help resolve some of today's concerns)
- ✓ Should the County be providing space for non-profit organizations
- ✓ The square footage of buildings being discussed

After discussion, it was suggested the cost be assessed along with a long-range plan; concerns were also raised about the anticipated cost involved, as well as the projects involving the school system that will also need to be funded.

After further discussion, the majority of the Board was in favor of researching Option #3; no action or concrete action will be taking place at this time.

h. CIP (Update)

The County Administrator advised the school system is looking at bids for the restroom renovations; and RFP has been sent out for the renovations at the high school as step 1.



Chairman Allen advised the CIP Committee agreed to focus on the renovations at the high school and get this done accordingly; plans will be to re-evaluate the renovations at the middle school at a later time; all parties agreed the projects enumerated are necessary and the plan is to focus on how to get the budget and the projects to a 'logical conclusion' so all necessary work gets done accordingly.

Concerns were verbalized as to whether a separate accounting listing could be provided for any additional funds added to the original \$10,600,000.00 that was originally borrowed by the County to fund the CIP projects, along with a total accumulated funds listing.

The County Administrator advised the above referenced information will be denoted on the loan spreadsheets that have been provided for review; the only funding added to the CIP fund has been the lottery proceeds (\$247,000.00) – no additional County funding has been added to the fund.

Concerns were verbalized as to whether the meeting scheduled for Thursday, June 27, 2013 was still set to take place; the County Administrator will investigate and provide input to the Board.

i. Recycling Area Expansion Bids

The County Administrator provided an update on the bid results for the recycling wall at the transfer station; information will be provided at the July Regular Meeting for approval of the low bidder for the proposed work.

j. Pay Study (Update)

The County Administrator provided a printout of pay scale information from surrounding localities and information for County positions within the range of "starting/exceeds/expert/maximum"; an assessment was made regarding the current pay scale for Culpeper County; input was provided pertaining to current salaries, grades, and the effects of the proposed two percent (2%) pay raise and how much it will potentially cost the County to fall in line with Culpeper's grade and pay scale for similar positions; based on today's information, he predicts it will cost the County about \$114,000.00 to bring salaries in line; all information will be emailed to members for review, discussion and advisement at a future meeting.

Chairman Allen advised that Superintendent Northup will attend the July Regular Meeting on Tuesday, July 9, 2013.

Supervisor Elliott left the meeting at 4:45 p.m.

k. Employee Relations Committee

The Finance Director advised there was some response to the idea of forming an employee relations committee (i.e. managerial positions) and a desire to receive information on this endeavor.

Concerns were verbalized by the Board as to whether the committee would be established by the Finance Office or the Board; it was also questioned whether a



Personnel Policy/HR Committee could be established into the aforementioned committee to address personnel and human resource issues.

It was deemed the committee would assess employee concerns that could possibly involve personnel issues and could be brought to the attention of the County Administrator rather than the actual Board.

The Finance Director feels that a representative could be selected to speak for individuals and/or departments, and express any concerns at a future meeting; some expressed a positive benefit of the endeavor, as it will make employees feel more involved and to be heard/recognized.

Supervisor Weakley suggested there could be recognition of an "Employee of the Month" - he feels some recognition of service will be an asset.

In closing, the County Administrator stressed the fact the Committee will also focus on employee's ideas and not only on complaints.

5. Closed Session (if necessary):

None.

6. Information & Correspondence (if any)

Certificate of Acknowledgement

Supervisor Butler encouraged the Board to provide a certificate to acknowledge service for those employees who will be leaving the County at the end of June 2013.

Woodberry Forest School

The County Attorney advised the bond issue for Woodberry Forest School is moving along; the Industrial Development Authority will be meeting on July 8, 2013; representatives would like to come before the Board at the evening session on Tuesday, July 9, 2013.

Sheriff's Office

The County Administrator advised there was nothing significant on the issue pertaining to the Sheriff's Office; the newspaper did make a FOIA request, which was implemented; a request was also made of the Sheriff's Office, although he's unsure of the outcome; a follow up article will more than likely be done pertaining to the issue; no new information has been received from the Sheriff's Office to date.

7. Adjournment:

With no further action being required, on motion of Supervisor Weakley, seconded by Supervisor Lackey, Chairman Allen adjourned the meeting, with the following vote recorded:

J. Dave Allen	Aye
Doris G. Lackey	Aye
Jerry J. Butler	Aye



Pete J. Elliott Absent
Jonathon Weakley Aye

J. Dave Allen, Chairman
Madison County Board of Supervisors

Jacqueline S. Frye, Clerk to the Board

Adopted on: August 13, 2013

Copies: J. Dave Allen, Doris G. Lackey, Jerry J. Butler, Pete J. Elliott, Jonathon Weakley,
V. R. Shackelford, III & Constitutional Officers



Madison County Board of Supervisors
Workshop Session Agenda
June 24, 2013 at 2:00 p.m.
302 Thrift Road, Madison, Virginia

Agenda

1. Call to Order
2. *Pledge of Allegiance & Moment of Silence*
3. Adopt Agenda
4. **Agenda Items**
 - a. Financial Review
 - i. Certificate of Claims [General Operations (May 2013 - FY2013)]
 - ii. Certificate of Claims [Tourism Enhancement (May 2013 – FY2013)] (if any)
 - iii. Certificate of Claims [Debt Service (May 2013 – FY2013)] (if any)
 - iv. Supplemental Requests (May 2013 – FY2013) (if any)
 - b. Minutes #22 through #24
 - c. CSA request appropriation of an additional \$50,000 “Action Item”
 - d. Parks & Recreation Authority (MOU & Lease) “Action Item”
 - e. County Wide Financial Package Presentation (Tyler Technologies, Inc.)
 - f. Healthcare (Update)
 - g. Relocation of County Offices (Update)
 - h. CIP (Update)
 - i. Recycling area expansion bids
 - j. Pay Study (Update)
 - k. Employee Relations Committee
5. *Closed Session (if necessary):*
 - i. *Motion to convene in Closed Meeting, pursuant to Virginia Code 2.2-3711 (the specific section will be read as a part of the motion to convene in a closed meeting)*
 - ii. *Return to Open Session*
 - iii. *Certification of Closed Meeting*
 - iv. *Board Action (if any)*
6. Information & Correspondence (if any)
7. Adjournment





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