

**MINUTES
KING WILLIAM COUNTY
BOARD OF SUPERVISORS
WORK SESSION OF FEBRUARY 10, 2020**

A meeting of the Board of Supervisors of King William County, Virginia, was held on the 10th day of February 10, 2020, beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building.

CALL TO ORDER

Chairman Greenwood called the meeting to order.

ROLL CALL

The members were polled:

Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

REVIEW AND ADOPTION OF MEETING AGENDA

Supervisor Moskalski moved for the adoption of the agenda for this meeting as presented by the County Administrator; motion was seconded by Supervisor Hodges.

The members were polled:

Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

WORK SESSION MATTERS

a. FY2021 Budget Request – Three Rivers Health District

Crystal Reagan, Business Manager of Three Rivers Health District, presented their Annual Report for FY19. The Health District has requested level funding for the FY21 budget cycle.

b. FY2021 Budget Request – Bay Aging

Tinsley Goad, Chief Financial Officer of Bay Aging, presented Bay Aging’s Impact Report for 2018-2019. The agency is requesting a 2% increase in the FY21 budget process to address personnel costs.

c. FY2021 Budget Request – Rappahannock Community College

Dr. Shannon Kennedy, President of Rappahannock Community College, presented their FY21 Budget request. They have requested a 2% increase for operating funds which would increase the FY21 budget allocation to \$8,808.

d. Resolution 20-04 to Approve Additional Fire and Emergency Medical Services Personnel in FY2020

Natasha Langston, Director of Financial Services, presented Resolution 20-04. As presented to the Board on the 13th of January by Chief Laura Nunnally, the new hires will be fully certified Fire and EMT providers. This will reduce the time needed to acclimate the new personnel to the King William County method of providing service. The addition of the staff positions will also assist in alleviating some of the over time the County is currently expending to provide three providers per shift (currently made up of full-time and part-time personnel).

This formal request was brought to the Board of Supervisors at the January 27, 2020 meeting and the topic was tabled. The County Administrator and Chief Laura Nunnally are respectfully requesting the Board of Supervisors approve three (3) new Fire Medic positions to be funded from General Fund Unassigned monies. Projected costs associated with this request total \$62,688. This entails five (5) months of base salary for three positions of \$53,125 and associated benefits of \$9,563.

Upon motion of Supervisor Moskalski, second by Supervisor Hodges, Resolution 20-04 was approved by the following roll call vote:

Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

RESOLUTION 20-04

BUDGET AMENDMENT – KING WILLIAM FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT ADDING THREE FULL-TIME EQUIVALENT (FTE) FIRE MEDICS FY20

WHEREAS, the Board of Supervisors wishes to amend the FY 19-20 County Budget to provide funds to the Fire and Emergency Services Department for the purposes of providing additional staff to meet operational needs at a cost of approximately \$62,688 by appropriating General Fund Balance; and

WHEREAS, the Board of Supervisors recognizes the need for additional staff to address service delivery needs and to offset overtime expenses; and

WHEREAS, the FY19-20 County Budget currently includes 6 FTE’s for Fire and Emergency services and is requesting three full-time equivalent positions be created and funded to address service needs; and

NOW, THEREFORE BE IT RESOLVED, the Board of Supervisors of King William County hereby amends the FY 19-20 County Budget to establish the following transfers for the referenced revenue and expenditure:

TRANSFER FROM:	General Fund Balance	\$62,688
TRANSFER TO:	Fire and Emergency Services	
	Half Year Salary	53,125
	Half Year Benefits	<u>9,563</u>
		\$62,688

and \$62,688 is hereby appropriated and is directed to be transferred to the above referenced line items for the above stated purposes.

e. Appropriating FY2020 Restricted General Funds to KWCPs Capital Fund and Reimburse the FY2020 County Funds Budget for KWCPs Expenditures

Dr. David White, Superintendent of King William County Public Schools, and Natasha Langston, Director of Financial Services, presented Resolution 20-08.

At the October 7, 2019 Board meeting the Director of Financial Services presented the FY 2019 Special School Tax District Property Tax Levies and Non-Split Levy Reconciliation. This annual reconciliation is presented to the Board of Supervisors upon closing of the prior fiscal year and in preparation of the Comprehensive Annual Financial Report (CAFR).

At the October 7th meeting, the Director of Financial Services cited \$610,617.75 would be identified as Restricted General Fund within the General Fund Balance.

The King William County Public Schools (KWPCS) has requested up to \$100,000 of the Restricted General Fund balance be appropriated to the School System to allow for an emergency procurement of an intercom system at the Cool Springs Primary School. The intercom system is an aged piece of equipment, parts are no longer manufactured for repairs and the system is no longer working. This creates a communication and safety issue within the Primary School.

The King William County Director of Financial Services is also requesting \$235,673.59 be appropriated for reimbursement of the following expenditures on behalf of the KWPCS that were not included within the Schools FY2020 operational budget.

Total request of \$335,673.59 from the Restricted General Fund balance. The request of the KWPCS, up to \$100,000, will be transferred to the KWPCS Capital Fund 315 when procurement has been completed and final costs are available. The request for reimbursement by the County will be processed through a reduction to expenditures.

Dr. White stated they would no longer need the full \$100,000 as the amount has come in slightly less. Therefore, the Resolution was amended to include \$86,178 of the Restricted General Fund balance be transferred to the Schools for emergency procurement. Dr. White then requested the balance of the Resolution be tabled until such time as he was able to communicate with his School Board. The Board agreed with the request.

Upon motion of Supervisor Moskalski, second by Supervisor Garber, Resolution 20-08R was approved by the following roll call vote:

Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

RESOLUTION 20-08R
APPROPRIATING FY2020 RESTRICTED GENERAL FUNDS
TO THE KING WILLIAM COUNTY PUBLIC SCHOOLS CAPITAL FUND

WHEREAS, the King William County Board of Supervisors at the October 7, 2019 Board meeting was presented with the Fiscal Year 2019 Special School Tax District Property Tax Levies and Non-Split Levy Reconciliation; and

WHEREAS, the Director of Financial Services prepares the annual reconciliation of revenue collected in the prior fiscal year that will be reflected within the General Fund as Restricted for KWCPs use; and

WHEREAS, the Fiscal Year 2019 reconciliation designated \$610,617.75 for use within the General Fund and is cited in the 2019 Comprehensive Annual Financial Report Balance Sheet, Exhibit 3; and

WHEREAS, the King William County Public Schools has requested ~~up to \$100,000~~ \$86,178 for an emergency procurement of the intercom system at Cool Springs Primary School; and

~~**WHEREAS**, the County Administrator is requesting \$235,673.59 for reimbursement of annual operating costs associated with the KWCPs which was not budgeted in the FY2020 KWCPs operational monies; and~~

~~**WHEREAS**, the County Administrator's request of \$235,673.59 reimburses for the following expenditures; and~~

Restricted General Fund	\$610,617.75
KWCPs Emergency Procurement	\$100,000 * \$86,178
<i>*(not to exceed)</i>	
Reimburse County Budget FY2020	\$235,673.59 **
<i>**See Attachment A</i>	
New Restricted General Fund Balance	<u>\$274,944.16</u> \$524,439.75

NOW, THEREFORE, BE IT RESOLVED by the King William County Board of Supervisors this 24th day of February 2020, they approve ~~reimbursement of \$235,673.59 to the FY2020 County budget from the Restricted General Fund for expenditures related to KWCPs and the Board of Supervisors appropriates~~ up to an additional ~~\$100,000~~ \$86,178 to the KWCPs Capital Fund to address the emergency procurement of the intercom system at Cool Springs Primary School.

f. Amending the FY2020 Budget to Incorporate Prior Year Appropriated Capital Funds

Natasha Langston, Director of Financial Services, presented Resolution 20-09 to amend the FY2020 Capital Fund budget in the amount not to exceed \$684,618.09. Brown, Edwards & Company, LLC, within the 2019 Comprehensive Annual Financial Report (CAFR), cited a *Finding 2019-004 Budget and Appropriation*, which will need to be addressed within this current fiscal year. The County had been acting under the premise that once funds were

appropriated within the Capital Fund, for a specific purpose, those funds were available across fiscal years as long as the Board of Supervisors appropriating premise was followed. The County's auditing firm recommended staff incorporate unexpended Capital Funds still needed for completion of projects to be incorporated into the annual budget process. To address this recommendation staff is requesting the Board to reappropriate a total of \$684,618.09 from prior years Capital funds that remain unexpended. These unexpended funds from prior years will be appropriated in FY2020 to cover anticipated expenses as approved in prior year budgets.

Upon motion of Supervisor Moskalski, second by Supervisor Hodges, Resolution 20-09 was approved by the following roll call vote:

Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

**RESOLUTION 20-09
AMENDMENT TO THE KING WILLIAM COUNTY FISCAL YEAR 2020
CAPITAL FUND BUDGET**

WHEREAS, the King William County Board of Supervisors wishes to amend its Fiscal Year (FY) 2020 Capital Fund budget to reflect the use of unexpended project funds in the amount not to exceed \$684,618.09; and

WHEREAS, the King William County Board of Supervisors appropriated the original Capital Funds within the fiscal years 2016, 2018 and 2019 for specific projects; and

WHEREAS, the King William County Board of Supervisors wishes to appropriate those Capital Funds for the original purposes authorized for expenditure; and

WHEREAS, the appropriated funds will be utilized as specified in Attachment A within the fiscal year 2020; and

WHEREAS, the amendment of the FY2020 Budget to reflect the appropriation not to exceed \$684,618.09 requires a public hearing after due notice; and

WHEREAS, the public hearing has been held on this date;

NOW, THEREFORE, BE IT RESOLVED by the King William County Board of Supervisors that the FY2020 Budget is amended to reflect an amount not to exceed \$684,618.09 within the Capital Fund for capital projects identified within Attachment A.

g. Presentation of FY2021 Capital Requests

Natasha Langston, Director of Financial Services, presented to the Board the Departmental request for FY2021 Capital Improvements. Included in these requests were the Motorola Tower Project, fire and rescue equipment, vehicle replacements, software upgrades, the build out of the courthouse wing, broadband initiatives, capital investment in infrastructures and radio replacements. She noted that the request presented were not the County Administrator approved recommendation but rather the complete request from departments so that the Board would have an understanding of what departments viewed the needs.

h. Presentation of the Classification and Compensation Review

Bobbie Tassinari, County Administrator, presented the Classification and Compensation Review Study. In August 2019, the County Administrator created a work group to review the existing County Classification and Compensation system and to begin the process of updating where needed. The end goal was to bring vetted recommendations to the Board of Supervisors as part of the FY2021 budget process. The work group included the County Administrator, Director of Financial Services, Human Resources Manager and the Executive Assistant – Deputy Clerk. The work group was convened with the goal to perform a comprehensive review of components that affect the County’s compensation program, such as those listed below;

- Review of the current compensation structure,
- Reassess the County’s compensation philosophy,
- Determine the regional market competitiveness of County salaries,
- Assess the internal equity of salaries paid to comparable County positions,
- Strive to ensure the integrity of the ongoing administration of the compensation system.

The following information documents the findings from the work group of the existing classification and compensation system and the methodology used to update the system. The review was conducted with extensive participation from the County staff. Staff provided input through an e-survey to collect detailed information pertaining to their job functions and responsibility levels. The work group utilized the survey results and formal job descriptions to review the level of education, experience, expertise, software knowledge requirements, license and certification requirements, and level of responsibility for each position. The work group then re-evaluated the pay grade, reclassified the existing positions within grade and categories and compared the information to localities that we generally

compete with for employees. Department Heads were involved throughout the project. They reviewed and commented on the e-survey responses submitted by their staff prior to submittal to the work group. Department Heads also were included in final review of the placement of their departmental positions within the proposed system prior to presenting to the Board of Supervisors.

In addition, all positions were evaluated in accordance with market data and the recommended salary schedule. The work group's analysis resulted in recommended changes to positions and their grades, with the goal of achieving grade parity for similar positions and to meet the market established rates of pay for comparable positions. As indicated earlier, of the salaries of the 107 positions included in the study, 26 (24.3%) ended up below the grade needed to equalize them with the market, while 80 (74.8%) were within range with one (.9%) above the maximum.

King William County currently has one pay plan. The plan has forty (40) grades with a minimum, midpoint and maximum for the grade. The distance between pay grades in the current pay plan range between 3.81% to 12.55%. The range spread is 40%. In order to maintain competitiveness with the regional labor market, a new salary schedule was developed. The County's proposed pay plan maintains the current open plan structure reducing the 40 pay grades to 27 that are 6% apart with a grade range of 60%.

The work group made the decision to separate Law Enforcement and Fire and Emergency Medical Services classifications from those listed above. Two separate pay plans were developed specific to law enforcement and fire and rescue. Fire and Emergency Medical Services personnel are subject to working 212 hours in any given 28-day cycle. The pay structure contains six (6) grades developed to address Fire and Emergency Medical Services pay structure. Those structures maintain similar range spreads (60%) and grade separation ranging from 4.71% to 27.83%. This range spread is dramatic due to the Chief of Fire and Emergency Medical Services position being included in the structure.

Law Enforcement positions such as Deputies, Senior Deputies, Sergeants, Investigators, Lieutenants, Captain, Dispatchers, Dispatcher Supervisors and Chief Dispatcher were designated separately from Fire and Rescue. The law enforcement structure contains ten (10) grades. These structures maintain similar range spreads (60%) and grade separation ranging from 4.71 to 13.86%. This range spread is not as dramatic as the Fire and Emergency Medical Services due to the Sheriff's position (Constitutional Officer) being excluded. This pay plan is designed for Law Enforcement workers who are subject to working 12-hour workdays or up to 171 hours per 28-day cycle. Dispatchers were included within this pay structure due to working typically 10-hours work days or 40 hours per week with alternating schedules.

Of the 107 employees (full-time) the implementation of the new pay and classification system would require \$54,080 in additional base salary funds effective July 1, 2020 (FY2021).

- Twenty-six (26) employees would be brought to the minimum of the new minimum compensation classification for a total of \$54,080.
- Of the twenty-six (26) employees impacted; fourteen (14) are employed with the Sheriff's Office, five (5) are employed in the Fire and Emergency Medical Services Department, two (2) at the Regional Animal Shelter and one (1) respectively in each of the following offices; Commonwealth's Attorney Office, County Administration, Treasurer, Commissioner of Revenue and Facilities.

The information provided in this review is recommended to the Board of Supervisors as the new Classification and Compensation Plan for King William County. If the Board of Supervisors agrees with the work groups recommendations the base salary adjustments would take effect July 1, 2020 (FY2021).

Supervisor Hodges stated this was great work.

Supervisor Moren questioned if we're attempting to recruit or retain with these changes?

Supervisor Moskalski stated he supports these changes.

Upon motion of Supervisor Hodges, second by Supervisor Garber, Resolution 20-10 was approved by the following roll call vote:

Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

RESOLUTION 20-10

APPROVING A CLASSIFICATION AND COMPENSATION PLAN AND SALARY ADJUSTMENTS FOR FISCAL YEAR 2021

WHEREAS, the King William County Board of Supervisors at the February 10, 2020 Board meeting was presented with the updated Classification and Compensation Plan and anticipated salary adjustments for implementation in the Fiscal Year 2021 budget; and

WHEREAS, the Classification and Compensation Plan update was initiated to address the County's pay structure, market competitiveness and internal equity within the Fiscal Year 2021 budget preparation; and

WHEREAS, the recommendations of the County Administrator have now been presented and reviewed by the Board of Supervisors, included in the agenda material for this meeting; and

WHEREAS, the King William County Board of Supervisors is projected to adopt and appropriate the annual budget for Fiscal Year 2021 on April 27, 2020; and

NOW, THEREFORE, BE IT RESOLVED by the King William County Board of Supervisors this 24th day of February, 2020, that the FY 2021 Classification and Compensation Plan and the associated salary adjustments are approved and the County Administrator is authorized to implement both in substantially the form as presented to the Board within the Fiscal Year 2021 budget.

i. Presentation of Updates to the King William County Personnel Policies and Procedure Manual

Nita McInteer, Human Resources Manager, presented updates to the King William County Personnel Policies and Procedure Manual. The following recommendations are being made. Minor work corrections are not identified in the list of updates though they are highlighted in the attachments.

Chapter 2: Classification

Section 2-1: Employment Categories.

- Removing the term "permanent" as it refers to employment. All employees are considered "at will" employees for an indefinite period and that no employment contract exist.
- Clarifying the hours expected of part-time employees.

Chapter 3: Pay Plan

Section 3-2 c: Definitions. Clarify performance review dates.

Section 3-15 c. Premium Pays. Eliminate "On-Call Pay" as it is no longer a category used.

Chapter 10 Disciplinary Policy

Section 10-5: Available Disciplinary Actions. Add language to clarify progression is not required to be followed.

Chapter 11 Grievance Policy and Procedures

Section 11-4: Coverage. Remove the term “permanent”.

Chapter 12 Separation and Termination

Section 12-7: Clearing Debt and Property Accounts. Correct language regarding outstanding property and the final paycheck.

Chapter 13 Miscellaneous Employment Policies

Section 13-2: Hours of Work. Include language pertaining to part-time employees.

Section 13-10: Americans with Disabilities Act. Update ADA Coordinator to reflect Human Resources Manager instead of County Administrator.

Section 13-27 Electronic Communication and Social Media B. Personal Use. Update language to provide further clarification of repercussions during personal use.

Supervisor Moren questioned if an organizational chart should be added?

j. Presentation of Tax Levies

Bobbie Tassinari, County Administrator, presented general information on the real property tax rates. The presentation was made to educate the Board of Supervisors on the impact the reassessment to take effect January 1, 2021 will have on the recommended FY2021 budget. The Board of Supervisors sets the tax levy rates during the annual budget process. The tax levy rates are set on a calendar year basis (January – December). The budget though is set on a fiscal year basis of July 1- June 30.

k. Discussion on Sweet Sue Solar Facility

Ron Etter, Director of Community Development, presented facts about Conditional Use Permit 03-19, Sweet Sue Solar. In summary, he stated the majority of concerns that have been voiced by the Board, Commission and public are construction related. The construction period is regulated by the State PBR and Construction General Permit regulations. He reiterated, that the conditional use permit does not permit the construction phase.

BOARD OF SUPERVISOR'S REQUESTS

Supervisor Hodges questioned funding West Point's Fire Station and stated he will be supporting Rappahannock Community College's request.

Supervisor Moren questioned the best method of contacting department heads.

CLOSED SESSION

Upon motion of Chairman Greenwood, seconded by Supervisor Moskalski, the Board acted to convene a Closed Meeting pursuant to § 2.2-3711(A) (7) of the Code of Virginia to consider a personnel matter.

The roll call vote on the motion was as follows:

Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

b. Motion to Reconvene in Open Session

Having completed the Closed Meeting, Chairman Greenwood reconvened the regular meeting back to order in Open Session.

c. Certification of Closed Meeting

Chairman Greenwood called for a motion to approve Standing Resolution 1 (SR- 1) In accordance with Section 2.2-3717(D) of the Code of Virginia, 1950, as amended.

Supervisor Moskalski moved that the King William County Board of Supervisors adopt the following SR-1 Resolution certifying that the Closed Meeting was conducted in conformity with the requirements of the Virginia Freedom of Information Act; the motion was seconded by Supervisor Hodges.

Chairman Greenwood announced the motion was properly moved and properly seconded; he called for any discussion. There being no discussion among Board members SR-1 was adopted.

The roll call vote in favor of this motion was as follows:

Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye

Supervisor, 1st District: Stephen K. Greenwood - Chairman

Aye

**STANDING RESOLUTION - 1 (SR-1)
A RESOLUTION TO CERTIFY COMPLIANCE WITH THE
FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING**

WHEREAS, the King William County Board of Supervisors has convened a closed meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the King William County Board of Supervisors that such closed meeting was conducted in conformity with Virginia law,

NOW, THEREFORE, BE IT RESOLVED that the King William County Board of Supervisors on this 10th day of February, 2020, hereby certifies that, to the best of each member’s knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered in the closed meeting to which this certification resolution applies, by the King William County Board of Supervisors.
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the King William County Board of Supervisors.

DONE this the 10th day of February, 2020.

ADJOURN

Upon motion of Supervisor Moskalski, second by Supervisor Hodges, the meeting was adjourned by the following roll call vote:

Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

COPY TESTE:

Stephen K. Greenwood, Chairman
Board of Supervisors

Olivia S. Lawrence
Deputy Clerk to the Board