

**COMMITTEE MEMBERS PRESENT:**

Larry Pritchett, Treasurer
Debbie Williams, Commissioner of Revenue (remote)
Gary Skinner, Board Member
Bonnie Jewell, Assistant County Administrator/Chief Financial Officer

OTHER COUNTY STAFF MEMBERS PRESENT:

Amy Swift, Director of Social Services (remote)
Rich Maidenbaum, Deputy Chief Information Officer
Kimberly Treakle, Assistant Director, Administration for Community Operations (remote)
Barbara Verhaalen, Budget Analyst

SCHOOLS STAFF MEMBERS PRESENT:

Carol Flenard, Deputy Superintendent/Chief Academic Officer (remote)
Prashant Shrestha, Chief Business Officer (remote)
Don Upperco, Executive Director of Operations (remote)
Malysa Rhodes, Director of Finance (remote)
Pete Zicari, Director of Information Technology (remote)
Shawn Hockaday, Director of Maintenance (remote)

New Business:**Adjustment from Contingency to Fund Replacement Intercom at Magistrate's Office**

Bonnie Jewell, Assistant County Administrator, explained that the intercom at the Magistrate's Office is inoperable and, for safety reasons, needs to be replaced. The intercom allows for staff to communicate with citizens, law enforcement, and other visitors. Staff is requesting that \$3,000 be transferred from the budgeted General Fund contingency to the Magistrate's Office to allow for replacement of the intercom.

On a motion by Mr. Skinner, seconded by Mr. Pritchett and passed unanimously, the Finance Committee recommended approval of the budget adjustment and appropriation.

Budget Amendment & Appropriation for Additional State Funds for the Independent Living Program

Amy Swift, Director of Social Services, reported that she and her staff submitted a request to the Virginia Department of Social Services (VDSS) for an increase in costs associated with the DSS Independent Living Program to reflect the increased level of activity and associated rate of expenditures as compared to the initial allocation approved by VDSS. The increase of \$34,228 is fully funded through State and/or Federal pass-thru funds. There are no local dollars required.

In response to a question from a Committee member as to whether this funding is one-time or can be expected to be an on-going increase, Mrs. Swift responded that it is a one-time adjustment. Requests for increases can be made on an annual basis to the State based on program activity/need, but there is no guarantee that the State will approve such future requests.

On a motion by Mr. Skinner, seconded by Ms. Williams and passed unanimously, the Finance Committee recommended approval of the budget adjustment and appropriation.

Appropriation of Utilities Insurance Reimbursements

Bonnie Jewell, Assistant County Administrator, explained that the Utilities Department is seeking a budget adjustment and appropriation for \$27,034 in insurance reimbursement funds stemming from damage sustained to a fire hydrant and to a 2020 Super Duty F-550. With exception of the County's deductible for each incident, this reimbursement will allow for the repair of the damaged items.

In response to a question from a Committee member, Kimberly Treakle, Assistant Director, Administration of Community Operations, assured the group that the two incidents were not related – the F550 did not hit the fire hydrant.

On a motion by Mr. Skinner, seconded by Mr. Pritchett and passed unanimously, the Finance Committee recommended approval of the budget adjustment and appropriation.

Appropriation of Fire/Rescue Insurance Reimbursements

Bonnie Jewell, Assistant County Administrator, noted that Fire/Rescue is seeking a budget adjustment and appropriation for \$23,089 in insurance reimbursement funds stemming from a lightning strike damaging equipment at the Public Safety Building, and several incidents involving apparatus. With exception of the County deductible for each incident, this reimbursement will allow for the repair/replacement of the damaged equipment and apparatus.

On a motion by Mr. Skinner, seconded by Ms. Williams and passed unanimously, the Finance Committee recommended approval of the budget adjustment and appropriation.

Capital Projects Budget Adjustments

Bonnie Jewell, Assistant County Administrator, explained that staff is seeking the Board's approval of several budget amendments related to capital projects.

Requested adjustments for General Capital Projects are as follows:

- Several projects are now complete and the balances are requested to be brought to \$0 for return of a total of \$25,107 to the Capital Projects Fund balance:
 - \$1,711 from the F/R Breathing Apparatus Regulator project originally allocated from the “freed local” funding stemming from use of the CARES Act dollars;
 - \$1,532 from the COR Office modifications project originally allocated from the “freed local” funding stemming from use of the CARES Act dollars;
 - \$18,261 from the Tone Paging System project;
 - \$281 from the FY 2020 In-Car Camera Replacement project;
 - \$544 from the FY 2020 Replacement Computers and Servers project;
 - \$2,778 from the FY 2021 Replacement Computers and Servers project.
- Staff requests that \$80,995 from the anticipated remaining balance in the FY 2020 Replacement Refuse Equipment project be shifted to the FY 2021 Replacement Refuse Disposal Equipment project for unanticipated major repairs and rebuilds on Solid Waste equipment in FY 2021.
- Refunds were received from VDOT related to reconciliation of the final project costs for the completed revenue sharing Jones Powell and Thornton Rolling Road projects. The refund for the Jones Powell project was \$114,357 and the refund for the Thornton Rolling Road project was \$183,296. The combined total of \$297,653 is requested to be shifted to Exit 118 Improvements project.
- The Bloomsbury Road Improvement project is now complete with a remaining balance of \$68,272. This balance is requested to be shifted to the Exit 118 Improvements project.

In regards to the Utilities Capital Projects, Budget staff worked with Utilities staff to identify where existing funding could be shifted from completed and/or delayed projects to advancing projects. As such, numerous adjustments to Utilities capital projects are requested and net to a \$0 change in the overall Utilities Capital Projects Fund budget and appropriation.

On a motion by Mr. Pritchett, seconded by Ms. Williams and passed unanimously, the Finance Committee recommended approval of the budget adjustment and appropriation.

Convert Funding for Three IT Interns to One Full-Time IT Support Specialist I Position

Rich Maidenbaum, Deputy Chief Information Officer, reported that the use of interns in the Information Services (IS) Department has been curtailed in the last 18 months due to the pandemic and the outlook going forward remains the same at this time – it is not feasible to coach, mentor and run an intern program in IS for the foreseeable future. As such, staff is recommending and requesting the conversion for the funding for the three interns into one full-time entry-level position.

In anticipation of the upcoming county-wide inventory controls initiative, IS will be assigning an IT Support Specialist to be in charge of this function for the department for the immediate future, potentially permanently, depending on policies to be approved by the Board of Supervisors. This will create a position that will be needed to be filled to continue the high levels of customer service and related volumes for the IT Service Desk. IS recommends creating an entry level IT Support Specialist I to fill the void.

Staff requests the conversion of \$48,209 in combined salary and benefits funding for three part-time IT Interns to a full-time, entry level IT Support Specialist I position effective July 1, 2021. The estimated salary and benefits cost of the full-time FTE is \$56,917; \$8,708 more than budgeted for the interns. The \$8,708 cost differential will be absorbed in the existing IS budget. Only the Board of Supervisors may change a budgeted full-time equivalent (FTE), thus the need for this agenda item.

In response to a question from a Committee member, Mr. Maidenbaum clarified that the intern positions are currently vacant and have been for some time now.

On a motion by Mr. Pritchett, seconded by Mr. Skinner and passed unanimously, the Finance Committee recommended approval of the conversion of the intern funding to a new FTE for the full-time position.

Ms. Jewell prefaced the next three Schools'-related budget adjustments by reporting that a public hearing will be necessary because the combination of these items exceeds 1% of the currently adopted county-wide budget. An agenda item is on the Board's April 27 consent agenda to request the Board's authorization for a public hearing to be held at one of the May meetings.

Budget Adjustment & Appropriation for Schools' Additional State & Federal Grant Funding

Prashant Shrestha, Schools' Chief Business Official, explained that anticipated Federal and State grant revenues for the Schools' budget have been reviewed and are expected to exceed by \$1.4 million the estimate included in the originally adopted budget.

After allowing Committee members time to review and ask questions about a two-page list of the changes to Federal and State grant revenue estimations, Mr. Shrestha noted that the funding is restricted to/must be used for the purposes for which the grants are intended and that no additional local match is required.

On a motion by Mr. Skinner, second by Mr. Pritchett and passed unanimously, the Finance Committee recommended approval of the budget adjustment and appropriation.

Budget Adjustment & Appropriation for Additional Federal Support of Emergency School Food Service Programs

Prashant Shrestha, Schools' Chief Business Official, reported that as a result of the COVID pandemic, the Federal Government initiated new meal programs to ensure students and families in local communities would be fed during this pandemic. Spotsylvania County Public Schools started an expanded meal program in October 2020 which includes breakfast, lunch, snack, and dinner for anyone under the age of 18 in our community. Statistics were provided comparing the volume of meals served prior to the pandemic to service during the pandemic:

Meal	2019 – 2020 Pre COVID	March 2020 – March 2021	Change
Breakfast/Lunch	3,753,964	6,725,205	2,971,241
Dinner/Snack	Program didn't exist	2,649,040	2,649,040
Average Weekly Breakfast/Lunch	85,000	240,000	155,000
<i>Commodity Use -</i>			
Bread (units)	92,842	175,175	82,333
Milk (gallons)	153,509	233,473	79,964
Produce (lbs)	274,144	774,906	500,762

Due to the increase in meals served to the community, the division is receiving additional Federal revenue to support the increase in expenditures related to those meals.

Ms. Williams commented that she visited several schools that were distributing food to the community and was impressed with how well organized they were and how friendly the staff was.

On a motion by Ms. Williams, second by Mr. Skinner and passed unanimously, the Finance Committee recommended approval of the budget adjustment and appropriation.

Budget Adjustment & Appropriation for Schools' Federal Elementary & Secondary School Emergency Relief (ESSER II) Funds

Prashant Shrestha, Schools' Chief Business Official, explained that the school division has received a grant from the Federal Government in the amount of \$10,099,491 through the Federal Elementary & Secondary School Emergency Relief (ESSER II) program. These funds are intended to address the impact that COVID-19 has had, and continues to have, on elementary and secondary schools in Virginia. Mr. Shrestha noted that ESSER II funds have specific use requirement set and defined by the Federal Government which were provided as part of the materials for this Committee agenda item. Generally, funding may be used to support a variety of programs and activities to address the learning gaps and other impacts stemming from COVID-19.

The official grant application for this funding was due April 1, 2021. The award period is March 13, 2020 – September 30, 2023. The full grant award for Spotsylvania County Public Schools is \$10,099,491. All ESSER I funds (previously appropriated) must be spent prior to the use of this reimbursable ESSER II funding. Due to this grant provision, the School Board requests that the Board appropriate only the \$4,000,000 portion of the grant that is expected to be spent in FY 2021. The school division will use the funding in alignment with its Return to Learn Plan and to support student learning needs. The balance of the grant award will be requested for appropriation in FY 2022.

Specifically, the \$4,000,000 will be budgeted for the following:

Category	Amount
Summer school – salary & benefits	\$2,000,000
Student support services to support the learning and access needs for students with disabilities	1,369,000
Extended school year – salary & benefits	361,000
Power school – software	270,000
Total	\$4,000,000

On a motion by Mr. Skinner, second by Ms. Williams and passed unanimously, the Finance Committee recommended approval of the budget adjustment and appropriation.

Other Business:

The next Finance Committee meeting is scheduled for Thursday, May 20, 2021, at 3:30 PM in the Code Compliance conference room at the Merchant Square building.

Adjournment:

Ms. Jewell adjourned the meeting.