

**COMMITTEE MEMBERS PRESENT:**

Larry Pritchett, Treasurer  
Debbie Williams, Commissioner of Revenue  
Kevin Marshall, Board Member  
Mark Cole, Deputy County Administrator  
Bonnie Jewell, Assistant County Administrator/Chief Financial Officer

**OTHER COUNTY STAFF MEMBERS PRESENT:**

Ben Loveday, Assistant County Administrator for Community Operations  
Christy Jett, Clerk of the Circuit Court  
Toni Vaughan, Procurement Division Administrator  
Annette D'Alessandro, Grants Manager  
Julie Elliott, Budget Manager  
Holly Dove, Budget Analyst  
Barbara Verhaalen, Budget Analyst  
Erika Snodgrass, Sheriff's Office Program Assistant  
Stacy Pyktel, Sheriff's Office Deputy  
Ryan Mehaffey, Deputy Commonwealth's Attorney

**SCHOOLS STAFF MEMBERS PRESENT:**

Prashant Shrestha, Chief Business Officer  
Malysa Rhodes, Finance Director

---

**New Business:****Conversion of Part-Time Deputy Clerk I to Full-Time Deputy Clerk II in the Circuit Court Clerk's Office**

Christy Jett, Clerk of the Circuit Court, explained that she is requesting that the Board authorize the conversion of a part-time (0.63 FTE) position to a full-time (1.00 FTE) position to respond to the increasing workload within her office. Ms. Jett noted that she is able to make adjustments within the State-funded portion of her existing FY 2022 Budget to allow for the conversion. However, because this will increase FTEs within the budget, the Board's approval is needed to proceed.

This position will be used as an additional courtroom clerk in the Civil and Criminal Division in Ms. Jett's office. This position will handle the case entry of the criminal and civil cases being certified and appealed to the Circuit Court from General District Court and Juvenile and Domestic Relations Court and will process the appeals from Circuit Court to the Court of Appeals and Supreme Court of Virginia. The position will assist with telephone, mail, and email inquiries from the public; assist customers at the front counter; and process pleadings filed and the fees associated with those filings. The position will also process the subpoenas issued by the Commonwealth's Attorney's Office which have substantially increased due to the increase in trials and jury trials. Lastly, the position will also be responsible for mailing marriage license, divorce VS4

forms, name changes, and adoptions to the Department of Vital Records, as required by law.

On a motion by Mr. Pritchett, seconded by Ms. Williams and passed unanimously, the Finance Committee recommended approval of the conversion of the position from part-time to full-time through the addition of a 0.37 FTE.

### **Shift of Funding from Capital Projects Fund Balance for Installation of Gated Security Fence at the Circuit Court Parking Lot**

Ben Loveday, Assistant County Administrator for Community Operations, reported that installation of a gated security fence at the Circuit Court parking lot is necessary. The project was identified via an internal security assessment of the Circuit Court facilities. Staff entrances, parking areas, and some inmate areas are unsecured and open to full public view. The current selected solution is an 8' commercial grade vinyl privacy fence and fob/keypad activated gates.

Bonnie Jewell, Assistant County Administrator for Finance & Services, noted that it is her recommendation and request that the Board appropriate \$125,592 from the Capital Projects Fund balance to allow for this project to be budgeted and move ahead.

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

### **Contract Modification and Budget Adjustment for Merchants Square Project Change Order**

Ben Loveday, Assistant County Administrator for Community Operations, explained that the scope of work for the Merchants Square renovation project has been modified to provide three private restroom facilities, two private offices, and an improved emergency egress corridor on the third floor. These improvements allow for Social Services and Economic Development operations to each make use of the third floor space. A change order in the amount of \$215,168.85 (15.1%) will provide for the construction services and materials for this additional work. While a change order of this amount would not generally require Board approval, a budget adjustment and appropriation are needed to add funds to the project to support the change order amount.

Bonnie Jewell, Assistant County Administrator for Finance & Services, explained that current funding in the Merchants Square project is insufficient to cover this change order in addition to the paying the balance of the existing contract costs and security/technology work anticipated in the building. Staff has reviewed the available balances in other existing capital projects and determined that the \$250,000 originally budgeted for the FY 2021 Security Camera Replacement Program (an on-going, annual program) was not needed in FY 2021 and may be used to fund this Merchants Square project change order. The requested budget adjustment shifts the full \$250,000

from the FY 2021 Security Camera Replacement Program project to the Merchants Square project. Ms. Jewell noted that upon completion of the Merchants Square project, any remaining balance will be presented to the Board for return to the Capital Projects Fund balance as is usual practice.

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

#### **Budget Adjustment & Appropriation for Sheriff's Office Forfeiture & Seizure Funds**

Bonnie Jewell, Assistant County Administrator, reported that a shift of \$16,255 from the existing General Fund budget for the Sheriff's Office forfeiture and seizure is needed to the Capital Projects Fund to cover costs associated with improvements made to the shooting range. Ms. Jewell noted that this is a net-\$0 budget adjustment and appropriation and is a technical adjustment to move the already budgeted funding to the fund in which the expense is occurring.

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

#### **VA-Related Transportation Project Budget Adjustments & Appropriations**

Bonnie Jewell, Assistant County Administrator, reported that freed local funding stemming from the County's use of federal CARES money was allocated by the Board to a Capital Projects Fund reserve for VA-related transportation projects. A budget adjustment is now being requested to shift \$2,395,002 of that reserve to the Exit 126 Stars Study Improvements project and the Rt. 1 VA Entrance & Turn Lanes project consistent with the Adopted CIP.

Ms. Jewell also explained that the Rt. 1 VA Entrance & Turn Lanes project is being accomplished through an Economic Development Performance Agreement with the VA clinic developer as previously approved by the Economic Development Authority (EDA) and the Board. As such, the costs need to flow through the EDA Fund, and the requested budget adjustments and appropriations arrange the funding to allow for that proper cost accounting to occur. The net impact to the overall budget and appropriations is \$0. Like the previous agenda item, this item is a technical adjustment to move the already budgeted and appropriated funding where it needs to be for the pending expenditures.

On a motion by Mr. Marshall, second by Mr. Pritchett and passed unanimously, the Finance Committee recommended approval of the budget adjustments and appropriations.

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

Prashant Shrestha, Schools' Chief Business Official, reminded the Committee members that the Schools had been allocated a total of \$10.1 million in federal funding (known as ESSER II) during FY 2021 to cover costs associated with the Return to Learn Plan and to address student learning gaps and other impacts of COVID-19. \$4.0 million of this amount was appropriated for FY 2021 and the Schools are now seeking budget and appropriation of the remaining \$6.1 million for FY 2022. Mr. Shrestha noted the use of the funding to break down in the following categories:

#### **FY 2022 ESSER II Plan**

<b>Funding Category</b>	<b>FY 2022 Appropriation Request</b>
Instruction All Levels	\$854,100
Technology	\$2,626,003
Special Education/Health	\$239,316
Facilities	\$2,380,073
<b>Total Request:</b>	<b>\$6,099,492</b>

Additionally, Mr. Shrestha reported that the Schools have been awarded a total of \$22.7 million in American Rescue Plan Act (ARPA) funds (known as ESSER III) to address the continued impact the pandemic has had on elementary and secondary students. The Schools have until September 30, 2024 to spend this allocation and, at this time, are seeking a budget and appropriation of \$9,236,843 for use in FY 2022 in alignment with the School Board's Return to Lean Plan and to support student learning needs. The remaining grant funding and related expenditures will be incorporated into the FY 2023 and FY 2024 budgets. Mr. Shrestha noted the use of the \$9.2 million in currently requested funding to break down in the following categories:

#### **FY 2022 ESSER III Plan**

<b>Funding Category</b>	<b>FY 2022 Appropriation Request</b>
FY 2022 Approved New Positions	\$322,500
Continuation of ESSER I/II	\$985,885
Instruction All Levels	\$1,839,800
Elementary	\$3,680,858
ESOL	\$470,400
Facilities	\$89,600
Professional Learning	\$45,000
Secondary	\$439,800
Technology	\$250,000
Special Education/Health	\$63,000
Fleet Fund	\$300,000
Health Fund	\$750,000
<b>Total Request:</b>	<b>\$9,236,843</b>

Combined, the \$15.3 million current request will support, among other needs, 99 positions. Mr. Marshall and Mr. Cole expressed concern at using one-time funding for what they anticipate will be on-going positions. Mr. Shrestha noted that the positions are expected to be included in the budgets through FY 2025 to align with the timeframe of the grant award, but then would be removed in subsequent budgets and would have to be considered through the annual budget processes thereafter to be funded. He noted that the contracts for these positions are clear that they are temporary positions funded with federal grant dollars that have a finite end date. Ms. Jewell confirmed with Mr. Shrestha that the grants do not require the locality to provide continuation funding beyond the FY 2025 expiration date of the grant.

A motion by Ms. Jewell and seconded by Ms. Williams to recommend approval of the budget adjustment and appropriation failed 2-3 with Mr. Marshall, Mr. Cole and Mr. Pritchett opposed.

### **Grant Application Request for the FFY 2021 Edward Byrne Memorial Justice Assistance Grant (JAG) Program**

Erika Snodgrass, Sheriff's Office Program Assistant, explained that the County is eligible to receive \$26,859 in grant funding through the annual JAG program. This year, the Sheriff's Office and Commonwealth's Attorney's Office would like to share in the funds.

Mrs. Snodgrass noted that the Sheriff would like to use \$16,859 towards the purchase of subscription software to aid in managing Sheriff's Office policies and procedures, training records, and accreditation process documents. The software will also alert sworn personnel whenever a policy change occurs. The cost of the software subscription service will exceed the available grant funds by an anticipated \$441. The Sheriff's Office will absorb this cost in its FY 2022 Adopted Budget, asset forfeiture funds, or a combination thereof. Thereafter, ongoing costs are estimated to be \$15,300 per year, for which the Sheriff's Office will seek additional funding through future years' budget processes.

Ryan Mehaffey, Deputy Commonwealth's Attorney, reported that the Commonwealth's Attorney intends to subaward \$10,000 to the Rappahannock Area Community Services Board for mental health evaluations and treatment of eligible participants in their efforts to create a Mental Health Docket. This is a specialized criminal court docket within the existing structure of Virginia's court system. Through voluntary admission, eligible defendants are invited to participate in the Mental Health Docket following a specialized screening and assessment.

Mr. Mehaffey explained that for those who submit to the terms and conditions of community-based supervision, a team of program and treatment professionals work together to develop service plans and supervision. Preliminary research demonstrates that Mental Health Docket participants tend to have lower rates of criminal activity and increased linkages to treatment services when compared to defendants with mental illness who go through the traditional court system. If this pilot is successful, it is

anticipated that there will be additional funding needed to continue with the program. However, there are several potential grant opportunities that could be pursued to offset these additional future costs

On a motion by Mr. Marshall, second by Ms. Williams and passed unanimously, the Finance Committee recommended approval of the budget adjustments and appropriations.

Mr. Marshall excused himself from the meeting.

**Other Business:**

**FY 2021 Mandates – Information Only**

Julie Elliott, Budget Manager, gave the Committee members a brief overview of the FY 2021 Mandates presentation that will be made to the Board of Supervisors at its July 27, 2021 meeting. She explained that Budget staff has been working for departments for a number of years to estimate and fine-tune the cost of resources dedicated to mandated services and activities. She reported that approximately 600 full-time equivalent positions and \$178 million of the General Fund budget is solely related to mandates.

No motion was made or vote taken as this was an item presented solely for the Finance Committee's awareness.

**Next Finance Committee Meeting**

The next Finance Committee meeting is scheduled for Thursday, August 19, 2021, at 3:30 PM in the Code Compliance conference room at the Merchant Square building.

**Adjournment:**

Ms. Jewell adjourned the meeting.