

**COMMITTEE MEMBERS PRESENT:**

Larry Pritchett, Treasurer  
Lori Hayes, Board Member  
Kevin Marshall, Board Member  
Mark Cole, Deputy County Administrator  
Bonnie Jewell, Assistant County Administrator/Chief Financial Officer

**OTHER COUNTY STAFF MEMBERS PRESENT:**

Amy Swift, Director of DSS  
Carter Wells, Sheriff's Office Major  
Erika Snodgrass, Sheriff's Office Program Assistant  
Angel Mastin, Assistant Deputy Chief – Clerk of the Circuit Court  
Jaime Warfield, Probate Specialist – Clerk of the Circuit Court  
Annette D'Alessandro, Grants Manager

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**New Business:****Authorization of Additional 0.37 FTE to Convert Part-Time DSS PC Technician to Full-Time DSS IT/Security Officer**

Amy Swift, Director of Social Services, reported that she is requesting conversion of a part-time PC Technician (0.63 FTE) to a full-time IT/Security Officer (1.00 FTE) position effective immediately.

Based on specific policy and guideline requirements surrounding Virginia Department of Social Services (VDSS) state owned systems and equipment, IT staff within DSS is expected to support the majority of the technology and security needs without support from the County's Information Services Department. As a requirement of VDSS, a local security officer (LSO) trained and certified to manage password resets, system access documentation and enrollment and termination must be part of the DSS staff. In addition, the LSO must maintain records/inventory for all state issued equipment, manage IT/security related projects/communications, participate in statewide collaborations/pilots and troubleshoot system issues on site and coordinate repairs.

DSS currently has 1.63 FTEs for IT and security needs for 140 staff. Given the volume of the current workload, the existing FTEs are unable to provide adequate support. To assist with the significant workload, Mrs. Swift requests the conversion of a part-time PC Technician to a full-time IT/Security Officer position. The full-year cost differential between the two positions is estimated at \$34,305. Because we are mid-way through FY 2022, we can expect the difference to be approximately \$17,000 for the remainder of the fiscal year. This \$17,000 cost differential is expected to be absorbed within the existing FY 2022 DSS budget.

On a motion by Mr. Marshall, seconded by Mr. Pritchett and passed unanimously, the Finance Committee recommended approval of the budget adjustment to increase the position to full-time.

**Budget Adjustment & Appropriation of FY 2022 Circuit Court Records Preservation Grant**

Angel Mastin, Assistant Deputy Chief, explained that the Clerk of the Circuit Court applied for and has been awarded \$56,079 under the Virginia Circuit Court Records Preservation Program to hire a consultant to provide conservation treatment of eight volumes. This project allows for conservation treatment and imaging of eight volumes, some of which date back to the 1700s. Upon completion, the digital images will be accessible to the public through the land records system.

The Clerk accepted the award on December 20, 2021. There is no local match requirement and no ongoing costs associated with the award. The request is for budget and appropriation of the grant award.

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

**Authorization of Additional 0.13 FTE to Convert part-Time Animal Control Deputy Sheriff to Part-Time Animal Control Program Assistant**

Carter Wells, Sheriff's Office Major, explained that the Sheriff is requesting an additional 0.13 FTE to change the existing vacant part-time Deputy Sheriff (0.50 FTE) (Animal Control) position to a part-time Program Assistant (0.63 FTE) (Animal Control) position, effective immediately. The increase of 0.13 FTE will have an estimated cost savings of \$7,500, due to the salary of the part-time Program Assistant position being less than that of the part-time Deputy Sheriff position.

With the expansion of the Animal Shelter, this shelter-based position is needed to complete tasks that existing staff cannot absorb. The Program Assistant position will coordinate the Animal Shelter volunteers to utilize them to their full potential. The position will also manage social media platforms to increase animal adoption attention and promote animal care, safety and awareness to prevent animal surrenders.

On a motion by Mr. Pritchett, seconded by Mrs. Hayes and passed unanimously, the Finance Committee recommended approval of the budget adjustment for position conversion.

**Grant Application Request - Highway Safety Grants for Alcohol, Speed, and Seatbelt Enforcement**

Erika Snodgrass, Sheriff's Office Program Assistant, explained that the Virginia Department of Motor Vehicles has issued sub-grant opportunities to meet strategic highway safety goals related to alcohol, speed, and safety belt enforcements. Each application has a deadline of February 28, 2022.

**Alcohol –**

The Sheriff's Office would like to apply for \$121,100 consisting of \$115,500 in overtime costs for 1,650 hours of selective enforcement of alcohol violations, and \$5,600 for training and travel for four individuals to attend DMV-approved trainings. If awarded, the grant will require an in-kind service match of \$60,550 that will be met through the Sheriff's Office fuel and maintenance budgets for enforcement vehicles in FY 2023 and FY 2024. Further, the grant will not pay for the estimated \$10,661 in benefits associated with the overtime hours.

**Speed –**

The Sheriff's Office would like to apply for \$93,000 consisting of \$84,000 in overtime costs for 1,200 hours of selective enforcement of speed violations, and \$9,000 for three speed measuring devices. If awarded, the grant will require an in-kind service match of \$46,500 that will be met through the Sheriff's Office fuel and maintenance budgets for enforcement vehicles in FY 2023 and FY 2024. Further, the grant will not pay for the estimated \$7,753 in benefits associated with the overtime hours.

**Seatbelts –**

The Sheriff's Office would like to apply for \$8,750 in overtime costs for 125 hours of selective enforcement of seat belt violations. If awarded, the grant will require an in-kind service match of \$4,375 that will be met through the Sheriff's Office fuel and maintenance budgets for enforcement vehicles in FY 2023 and FY 2024. Further, the grant will not pay for the estimated \$808 in benefits associated with the overtime hours.

On a motion by Mrs. Hayes, seconded by Mr. Marshall and passed unanimously, the Finance Committee recommended applying for the three grants.

**Other Business:****Next Finance Committee Meeting**

The next Finance Committee meeting is scheduled for Thursday, February 17, 2022, at 3:30 PM in the Code Compliance conference room at the Merchant Square building.

**Adjournment:**

Ms. Jewell adjourned the meeting.