

**COMMITTEE MEMBERS PRESENT:**

Larry Pritchett, Treasurer  
Debbie Williams, Commissioner of the Revenue  
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:**

Melonie Barrow, Deputy Director of DSS  
Ernest Hickson, Division Director of Administrative Services, DSS  
Kellie Acors, Director of Elections/Registrar  
Chelsie Leviner, Assistant Registrar  
Ed Dooley, Chief Information Officer  
Rich Maidenbaum, Deputy Chief Information Officer  
Susan Hahn, Bridges Project Manager  
Jennifer Pomeroy, Sheriff's Office, Office Manager  
Annette D'Alessandro, Grants Manager  
Julie Elliott, Budget Manager  
Barbara Verhaalen, Budget Analyst

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**New Business:****Conversion of Part-Time Imaging Technician to Full-Time**

Ed Dooley, Chief Information Officer, explained that he is requesting the conversion of a part-time Imaging Technician position to full-time. The conversion is related to succession management planning, as well as the implementation of the Personally Identifiable Information (PII) Policy, which was approved by the Board in January 2022. Current imaging staff members (a total of 1.63 FTEs) scan about 500,000-600,000 documents annually. With the implementation of the PII Policy, and related audits, IS anticipates an increased demand for imaging services to securely store key documents.

The roughly \$17,000 cost differential of the conversion from part-time to full-time will be absorbed within the Information Services existing budget for FY 2023.

On a motion by Mrs. Hayes, seconded by Mr. Marshall and passed unanimously, the Finance Committee recommended approval of the position conversion to full-time.

**Acceptance & Appropriation of FFY 2020 State Criminal Alien Assistance Program Payment**

Annette D'Alessandro, Grants Manager, reported that The U.S. Department of Justice's Bureau of Justice Assistance administers the State Criminal Alien Assistance Program (SCAAP) in conjunction with the Bureau of Immigration and Customs Enforcement and

Citizenship and Immigration Services, Department of Homeland Security. SCAAP provides federal payments to states and localities that incurred correctional officer salary costs for incarcerating undocumented criminal aliens with at least one felony or two misdemeanor convictions for violations of state or local law, and incarcerated for at least four consecutive days during the reporting period. The amount awarded for the federal fiscal year 2020 is \$8,190.

There is no local match requirement for the grant award and no on-going requirement to fund this award if discontinued. The funds will be passed through to the Rappahannock Regional Jail to offset their salaries as directed in the program guidance.

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

#### **Authorization of Stipends to Parent Representatives on CPMT & FAPT**

Melonie Barrow, Deputy Director of DSS, explained that the Community Policy Management Team (CPMT) and Family Assessment Planning Team (FAPT) are teams required by the Code of Virginia as part of the management and distribution of the Children Services Act (CSA) program funds. The CSA program is comprised of funds from seven different agencies (i.e. DSS, DJJ, DBHS, and DOE) intended to financially support specified services (i.e. mental health treatment, private day school, and residential placements) for at risk children and families. Each team is required to appointment a parent representative who will participate in the evaluation, review and decision-making of the team.

A recent State audit cited Spotsylvania's CSA program for not having a parent representative appointed to the FAPT. The FAPT meets weekly, from 9:00 am-4:00 pm, and the parent representative is the only uncompensated member of the team, as the other members are all from professional organizations (not associated with the family being served). As a result of the time commitment and lack of compensation, the CSA Coordinator has reported that it is difficult to find parent representatives who are able and willing to donate the time and commitment required to attend these meetings.

In an effort to assist with the recruitment of parent representatives to serve on the CPMT and FAPT, the Director of Social Services requests that the Board of Supervisors approve a \$100 per meeting stipend to be paid to each parent representative. The CPMT meets once per month and will have an annual stipend cost of \$1,200 while the FAPT meets weekly with an annual stipend cost of \$5,200. The total annual cost to provide the requested stipends to the parent representatives will be \$6,400.

If approved, Budget staff recommends that the funding associated with these stipends would come from the FY 2023 General Fund contingency and would be budgeted as part of the annual DSS/CSA budget beginning in FY 2024.

On a motion by Mrs. Hayes, seconded by Ms. Williams and passed unanimously, the Finance Committee recommended approval of the stipends and the associated budget adjustment.

### **Acceptance & Appropriation of the FY 2023 Bridges Grant**

Susan Hahn, Bridges Project Manager, reported Spotsylvania Department of Social Services (DSS) has been awarded a renewal grant of \$197,557 under the Employment Advancement for Temporary Assistance for Needy Families (TANF) Participants Program Grant. This renewal is the third option year of three after the initial 9-month award of \$148,168 in October of 2019. The "Bridge to the Future Project," is an inter-agency project between the Spotsylvania Department of Social Services and Spotsylvania County Schools since FY 2002 and lead agency for the regional grant since FY 2003. The project provides intensive services to TANF recipients with multiple barriers to employment, and provides intensive direct services to include the following: identifying and addressing learning and other disabilities; diagnostic services; intensive work readiness and GED preparation. The goal of the project is to assist TANF recipients in gaining and maintaining employment, and to achieve self-sufficiency, ending dependence on government assistance. The project's lead fiscal agent is Spotsylvania DSS, but the project provides services to the entire Planning District 16 to include the Counties of Spotsylvania, Stafford, Caroline, King George, and the City of Fredericksburg, Virginia.

Mrs. Hahn noted that the award period is July 1, 2022 through June 30, 2023. There is no local match requirement and no requirement for the locality to continue to participate in the project beyond the grant award period.

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

### **Budget Adjustment & Appropriation to Replace Poll Books for Compliance**

Kellie Acors, Director of Elections/Registrar, reported that new election standards take effect July 1, 2022. Funding has been included in the FY 2023 Adopted Budget for upgrades to the software and peripheral equipment needed to certify the election results for the digital optical scan voting devices. However, Mrs. Acors has been advised that, as part of the new election certification standards, the laptops currently being used as poll books for the elections no longer meet the new standards. Funding is needed to replace the existing poll books to be in compliance with the new standards.

Mrs. Acors requests and Budget staff recommends that \$139,330 be appropriated from the Capital Projects Fund balance to establish a new project to purchase replacement poll books. Bonnie Jewell, Assistant County Administrator/Chief Financial Officer, noted that the Capital Projects Fund balance is the same source of funding that would have been used had this project been budgeted through the original FY 2023 budget and CIP process.

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

**Other Business:**

None.

**Next Finance Committee Meeting**

The next Finance Committee meeting is scheduled for Thursday, July 21, 2022, at 3:30 PM in the Code Compliance conference room at the Merchant Square building.

**Adjournment:**

Ms. Jewell adjourned the meeting.