

CITIZEN'S BUDGET REVIEW COMMITTEE  
Meeting Minutes – 8-20-2018  
Holbert Building – Board of Supervisors Meeting Room

**Members present:**

Scott Phelps (Alt. Courtland)  
Tim Bryner, Secretary (Livingston)  
Kathryn Dennis (Chancellor)  
Greg Bell, Chair (Lee Hill)  
Shawn Davis, Vice Chair (Salem)  
Dawn Napper (Battlefield)  
Samuel Johnson (Alt. Berkeley)

**Call to order:** 6:35 PM

**Pledge:** Dawn Napper

**Invocation:** Shawn Davis

**Meeting Minutes for July 16, 2018:**

Minutes were reviewed by members of the CBRC and changes were suggested by Kathryn Dennis, Dawn Napper, and Shawn Davis. Motion to approve the amended minutes by Tim Bryner and seconded by Kathryn Dennis. The motioned passed unanimously.

**Old Business:**

Samuel Johnson provided follow-up on Parks and Recreation. He spoke to Mr. Brooks about the MOU and it hasn't been finalized but it is progressing. Pertaining to revenue sharing, some of the money goes back to the schools.

Greg Bell had some outstanding questions.

Greg Bell mentioned the meeting with outreach and community organizations is September 11, community partners for United Way. This is an opportunity to talk about federal programs.

**New Business:**

Greg Bell asked if CBRC members reviewed the correspondence he wants to send out to the Board of Supervisors. After a short talk, Mary Sorrell agreed to send it out if she is sent the file.

Greg Bell brought up Shawn Davis' desire about where CBRC is going.

Greg Bell went to summarize an e-mail from Mary Sorrell reference Mr. Yakabouski. Mr. Yakabouski would like a single, standardized process developed by CBRC to review departments. Greg Bell went over some of what Mr. Yakabouski would like to see in this process. Greg Bell will send an e-mail to CBRC members.

Greg Bell mentioned creating a small work group to create a standardized form. Shawn Davis spoke on this and that the CBRC has already been doing that and has gone further.

Kathryn Dennis mentioned that the CBRC does need to look at the budget and non-mandated things.

Dawn Napper suggested a Google form for CBRC members to have input on.

Tim Bryner brought up whether there might be CBRCs that could be drawn from for this form but possibly not.

Further discussion occurred on the Google document. This led into Kathryn Dennis inquiring would Mary Sorrell be able to ask the County Attorney to determine if CBRC members would be able to get Gmail accounts and still be in compliance with FOIA guidelines. Tim Bryner is supposed to forward this question to Mary Sorrell for a legal opinion.

Greg Bell brought up with Mary Sorrell how busy Finance will be getting with upcoming projects.

Kathryn Dennis mentioned looking at other departments.

Mary Sorrell brought up an e-mail from Mr. Yakabouski and discussed Mr. Yakabouski's comments at a prior Board of Supervisors' meeting; looking at making CBRC more efficient now and in the future.

Mary Sorrell suggested once CBRC has the form, then fill it in with the departments that have already been done.

Kathryn Dennis mentioned it could be uploaded to the website for CBRC.

Greg Bell also asked if CBRC had a form for reporting to the Board of Supervisors.

Greg Bell agreed to look at information already have with creating the form.

Dawn Napper brought up maybe looking at the County Administrator or the Planning Commission. Kathryn Dennis clarified Dawn Napper meant the Planning Department.

Tim Bryner asked about the Planning Department and how much is self-supporting. Mary Sorrell spoke on this and mentioned there being long term and short term and that some services are fee driven.

Scott Phelps threw his name in the hat to review County Administration.

Tim Bryner brought up holding off on the Planning Department until the process is laid out with the existing data. Greg Bell agreed. Kathryn Dennis felt CBRC could move on also with the Planning Department.

Greg Bell suggested setting up hard dates.

Dawn Napper offered to set up the Google form with information.

Shawn Davis said as long as do the form right, can fill in.

Greg Bell wanted CBRC members to send information to Dawn Napper about what they want on the form by this weekend.

Shawn Davis felt at the next meeting CBRC can fine tune the form.

Shawn Davis and Dawn Napper are looking into the Planning Department.

Kathryn Dennis is helping with County Administration.

Mary Sorrell asked if dates can be sent to her so she can touch base with the directors regarding dates to meet.

Kathryn Dennis will send dates to Mary Sorrell and Greg Bell in reference to County Administration.

**Motion to Adjourn:**

Greg Bell requested a motion to adjourn the meeting, Kathryn Dennis motioned and Dawn Napper seconded. The meeting adjourned at 7:22 PM.