



COMMITTEE MEMBERS PRESENT:

Paul Trampe, Board Member
Larry K. Pritchett, Treasurer
Mark Cole, Deputy County Administrator
Mary Sorrell, Finance Director

OTHER STAFF MEMBERS PRESENT:

First Sergeant Timothy Bryner, Sheriff's Office
Annette D'Alessandro, Finance Department
Angel Mastin, Assistant Chief Deputy Clerk of Circuit Court
Jamie Warfield – Probate Specialist Circuit Court
Ben Loveday, Utilities Director
Major Carter Wells, Sheriff's Office
Division Chief Michael Grubb, FREM
Kevin Brooks, Director Parks and Recreation
Faith Jackson, Administrative Support Supervisor
Erica Mann, CSA Program Administrator
Gail Crooks, Social Services Director

Acceptance of Grant Award and Budget Amendment for the FY19 Highway Safety Grant Program Selective Enforcement for Alcohol Impaired Driving

First Sergeant Timothy Bryner, Sheriff's Office, explained that the Virginia Department of Motor Vehicles has issued a grant award of \$73,650 for the Spotsylvania County Sheriff's Office to meet strategic highway safety goals. If accepted, these grant funds will provide approximately 1,500 overtime hours of selective enforcement for alcohol impaired driving on primary or secondary roadways and will fund the purchase of one dry gas cylinder for preliminary breath test calibration and funding to send four attendees to Virginia Highway Safety Training Office approved trainings.

The award requires an in-kind service match of \$36,825 that will be met through the use of the Sheriff's Office fuel and maintenance costs for enforcement vehicles from the FY 2019 and FY 2020 operational budgets. The grant will not pay for the FICA, Medicare, and Workers' Compensation costs associated with the overtime. These costs are estimated at \$6,839 and will also be absorbed by the Sheriff through their FY 2019 and FY 2020 operational budgets.

If approved, the grant award period will run from October 1, 2018 through September 30, 2019. No-cost extensions are not usually allowed under this program.

On a motion by Mr. Pritchett, seconded by Dr. Trampe and passed unanimously, the Finance Committee recommended approval of the acceptance of the grant and the associated budget amendment and appropriation.

Acceptance of Grant Award and Budget Amendment for the FY19 Highway Safety Grant Program Selective Enforcement for Speed Violations

First Sergeant Timothy Bryner, Sheriff's Office, explained that the Virginia Department of Motor Vehicles has issued a grant award of \$52,990 for the Spotsylvania County Sheriff's Office to meet strategic highway safety goals. If accepted, these grant funds will provide approximately 1,000 overtime hours of selective enforcement for speed on primary or secondary roadways; funding to purchase two laser speed measuring devices and associated equipment; and will provide funding to send two attendees to Virginia Highway Safety Training Office approved trainings.

The award requires an in-kind service match of \$26,495 that will be met through the use of the Sheriff's Office fuel and maintenance costs for enforcement vehicles from the FY 2019 and FY 2020 operational budgets. The grant will not pay for the FICA, Medicare, and Workers' Compensation costs associated with the overtime. These costs are estimated at \$4,559 and will also be absorbed by the Sheriff through their FY 2019 and FY 2020 operational budgets.

If approved, the grant award period will run from October 1, 2018 through September 30, 2019. No-cost extensions are not usually allowed under this program.

On a motion by Mr. Pritchett, seconded by Dr. Trampe and passed unanimously, the Finance Committee recommended approval of the acceptance of the grant and the associated budget amendment and appropriation.

Budget Adjustment and Appropriation of the FY 2019 Virginia Circuit Court Records Preservation Program Grant Award

Angel Mastin, Assistant Chief Deputy Clerk of Circuit Court, explained that she submitted a grant application under the Virginia Circuit Court Records Preservation Program in June 2018. The application requested state funds to hire a consultant to provide conservation treatment of four volumes.

On July 25, 2018, the Clerk of the Circuit Court received notification of the grant award in the amount of \$10,013 for conservation treatment of the following volumes: Common Law Rule Docket and Judgments 1812-1814, 1814-1873; Judgment Order Book 1768-1770; Order Book 1849-1858; and Index to Wills and Fiduciary Accounts, Etc. 1722-1836. The funding will include preservation of the volumes; future protection of the original records; and funding for imaging. The Clerk accepted the award on August 8, 2018 and is now asking the Board's approval of the associated budget adjustment and appropriation. There is no local match requirement and no ongoing costs associated with the award.

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

Acceptance and Appropriation of the FY 2019 Virginia Dam Safety, Flood Prevention and Protection Assistance Grant Fund for Motts Run Dam Break Inundation Zone Analysis, Mapping, and Digitization

Ben Loveday, Utilities Director, explained that staff applied for a grant from the Virginia Dam Safety, Flood Prevention, and Protection Assistance Fund. Grants from the Fund require a 50% cash match of the total project costs and are awarded on a competitive basis.

On July 23, 2018, Utilities was notified that their grant application has been approved in the amount of \$22,875. If accepted by the Board, this funding will assist the County and the City in hiring an engineering firm to assist in the Motts Run Dam Break Inundation Zone Analysis, Mapping, and Digitization for a 90% Probable Maximum Precipitation event as required by the Code of Virginia. The estimated cost for this work is \$45,751. The County and City will each provide \$11,438 towards the required local match portion.

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

Grant Application Request for the FY19 Fall Rescue Squad Assistance Fund for the Sheriff's Office

Major Carter Wells, Sheriff's Office, explained that the Virginia Office of Emergency Medical Services (OEMS) offers competitive funding through their Rescue Squad Assistance Fund (RSAF) Program. The program typically requires a 50% local cash match. The primary goal of the RSAF program is to provide financial assistance in order to purchase EMS equipment, vehicles, and to provide for needed EMS programs and projects.

As a non-licensed EMS agency, the Sheriff's Office would like to submit a grant application requesting \$5,450 in grant funds to purchase five new Lifespan 1000 AED kits. This project will allow the Sheriff's office to purchase additional AEDs for patrol inventory which will allow all patrol deputies, on any given shift, the ability to be equipped with an AED in their vehicle. The requested AEDs are compatible with the life support devices used by the Department of Fire, Rescue, and Emergency Management (FREM).

If awarded, the grant would require a local match of \$5,450, which the Sheriff's Office anticipates they would absorb from their FY 2019 Adopted Budget. The grant application deadline is September 15th. If awarded funds, the award period would run from January 1, 2019 to December 31, 2019.

On a motion by Mr. Pritchett, seconded by Dr. Trampe and passed unanimously, the Finance Committee recommended approval of the grant application and associated resolution.

Grant Application Request for the FY19 Fall Rescue Squad Assistance Fund for the Department of Fire, Rescue and Emergency Management

Division Chief Michael Grubb, FREM, explained that the Virginia Office of Emergency Medical Services (OEMS) offers competitive funding through their Rescue Squad Assistance Fund (RSAF) Program. The program typically requires a 50% local cash match. The primary goal of the RSAF program is to provide financial assistance in order to purchase EMS equipment, vehicles, and to provide for needed EMS programs and projects.

As a licensed EMS agency, the Department of Fire, Rescue, and Emergency Management (FREM) would like to submit a grant application requesting \$8,000 in grant funds to purchase needed active shooter medical kits for FREM personnel. The equipment will be carried on Battalion Chief and EMS Supervisor vehicles and there will be one kit at every Fire/Rescue station for the first due apparatus. In the event of an active shooter incident or mass casualty incident the equipment will be taken from those vehicles and issued to providers operating on the scene.

If awarded, the grant would require a local match of \$8,000, which FREM anticipates they can absorb from their FY 2019 Adopted Budget. The grant application deadline is September 15th. If awarded funds, the award period will run from January 1, 2019 to December 31, 2019.

It is anticipated that the annual ongoing costs associated with this request is approximately \$1,000. This amount will cover replacement consumable supplies used on calls and in training.

On a motion by Dr. Trampe, seconded by Mr. Cole and passed unanimously, the Finance Committee recommended approval of the grant application and associated resolution.

Approval to Change the Full-Time Equivalency (FTE) for the Parks & Recreation Support Clerk Position

Kevin Brooks, Director Parks and Recreation, explained that he was making a request to change the assigned FTE for the Parks & Recreation Support Clerk position from a 0.0 FTE to a 0.50 FTE. This position provides clerical support and fills in for staff absences. The position was originally scheduled to work less than 20 hours per week and is now consistently working 22+ hours per week, requiring the change in FTE. Per the County Personnel Policies and Procedures Manual, FTEs shall be evaluated periodically or when the employee's schedule changes. This change is being requested based on the employee's increase in the number of hours worked per week.

The increase in weekly hours for the remainder of FY 2019 is estimated to cost \$2,700 and at a 0.50 FTE, this employee will begin earning leave. There is no increase in the

employee's hourly rate and there is sufficient funding to cover the increase in hours in the existing Parks & Recreation budget.

On a motion by Mr. Pritchett, seconded by Mr. Cole and passed unanimously, the Finance Committee recommended approval of the change to the FTE.

Revisions to Finance Committee Bylaws

Mary Sorrell, Finance Director, explained that she was requesting the Board's approval to make revisions to the Finance Committee Bylaws relative to alternates and designees.

Currently the Chairman of the Board, in addition to making the annual appointment of two Board of Supervisor members to serve on the Finance Committee, appoints a Board member to serve as an alternate when one of the supervisor members cannot attend a Finance Committee meeting. The current bylaws do not reflect that practice, so staff is proposing that the bylaws be amended to reflect that action.

Also, when the Finance Director is not able to attend a Finance Committee meeting, it has been the practice for the Finance Director to designate someone from the Finance Department to serve in their absence. While this has been the practice, it has never been documented in the bylaws so staff is proposing that we revise the current bylaws to reflect what has been the practice and to add language that allows both the Treasurer and the Commissioner of Revenue to designate someone from their staff to serve in their absence should they not be able to attend a meeting.

She explained that some of the proposed changes have been the practice since the inception of the Finance Committee and that she felt the need to revise the bylaws to clarify those items in an effort to ensure there are no misunderstandings.

On a motion by Mr. Pritchett, seconded by Mr. Cole and passed unanimously, the Finance Committee recommended approval of the proposed revisions to the Finance Committee Bylaws.

Other Business:

1. Gail Crooks, Social Services Director and Erica Mann, CSA Program Administrator provided the Finance Committee with an update on the Children's Services Act (CSA) budget and a future budget amendment request that will be requesting funding to increase the FY 2019 annual CSA budget by \$1.7 Million, bringing the total annual CSA budget to over \$10 Million for FY 2019. Ms. Crooks explained that late in FY 2018 it became evident that the steady increase in the number of children in foster care and in the school system whose educational needs could not be met in the public school setting were driving a stronger increase in CSA expenditures than what was anticipated during the FY 2019 budget process. She explained that the State would

provide approximately \$892,000 of the \$1.7 Million, leaving the County with a balance of \$757,000 to fund locally.

Ms. Crooks explained that approximately 58% of CSA services are for private day education placements that are included in Individualized Education Plans (IEPs) developed by the schools. She noted that CSA expenditures were increasing across the State.

There was discussion about whether there was data to pinpoint a cause for the steady increases and about options that could be considered to decrease the rising costs, such as whether a regional facility could provide services at a lower cost.

Adjournment:

Ms. Sorrell adjourned the meeting.