

**COMMITTEE MEMBERS PRESENT:**

David Ross, Board Member
Paul D. Trampe, Board Member
Larry K. Pritchett, Treasurer
Debbie Williams, Commissioner of Revenue
Mark Cole, Deputy County Administrator
Mary Sorrell, Finance Director

OTHER STAFF MEMBERS PRESENT:

LaShahn Gaines, Chief Financial Officer, Spotsylvania Schools
Shawn Hockaday, Director of Maintenance
Don Upperco, Executive Director of Operations
Carol Flenard, Assistant Superintendent of Instruction
Keith Wolfe, Executive Director of Secondary Education and Leadership
Kenneth Forrest, Director of Transportation
Dawn Miller, Head Start Program Manager
Bonnie Jewell, Budget Manager
Jessica Towell, Accounting Technician
Carter Wells, Sheriff Major
Tracy Edwards, Sheriff Program Assistant
Angel Mastin, Chief Deputy Clerk of the Circuit Court
Jamie Warfield, Probate Specialist

FY 2018 Budget & Appropriation Revisions for Schools' Head Start Program

LaShahn Gaines, Chief Financial Officer, Spotsylvania Schools explained that School staff submitted a grant application to the Office of Head Start for the purchase of two school buses. On September 19, 2017, a grant in the amount of \$225,632 was awarded to Spotsylvania Schools and at their board meeting on October 9, 2017, the School Board approved acceptance of the grant.

School staff is now seeking the Board's approval of the budget amendment and appropriation associated with the acceptance of \$225,632 in additional federal funding for the purchase of two school buses.

There was discussion about the timing of the Head Start program and the size of the buses that would be purchased. School staff reported that the buses would be 65 passenger buses with integrated child seats and that the buses that were currently being used for Head Start would remain in service for other uses.

On a motion by Mr. Ross, seconded by Dr. Trampe and passed unanimously, the Finance Committee recommended approval of the requested budget amendment and appropriation associated with the Head Start Grant.

Schools' FY 2017 Carryover Request

LaShahn Gaines, Chief Financial Officer, Spotsylvania Schools explained that the County's FY 2017 Budget included a local transfer of \$124,063,078 to the Schools and

that based on the FY 2017 financial closing, the Schools did not expend \$1,299,423 of that local funding. This \$1,299,423 is 0.5% of the total School Operating Fund revenues collected. On October 9, 2017, the School Board approved a FY 2017 carryover request to use the unexpended FY 2017 local transfer funding for instructional materials; textbooks and training; testing support; supplies; professional development; new security cameras and two-way radios for safety purposes; laptops, Chromebooks, software, and other technology; and high school athletics transportation costs. Ms. Gaines explained that \$2,350 of this carryover request is grant funding for fluoride for students, and must be carried over for this restricted purpose.

Mr. Pritchett asked if the items on the Schools proposed carryover listing were items that were requested but not approved in the FY 2018 budget. Ms. Gaines confirmed that they were because each school and department had 5% of their non-compensation budget reduced

Ms. Sorrell asked if the athletic fee had been reduced in FY18. Ms. Gaines confirmed that it had been reduced to \$50 per sport.

Mr. Ross asked about the process the Schools used to identify needs to be funded with carryover funding and if the Schools had considered eliminating the athletic fee. Ms. Gaines responded that she worked with the Schools Cabinet members, principals and Directors Board to develop a list that was presented to Dr. Baker and then approved by the School Board.

Mr. Ross asked if the FY 2017 carryover funding was approved would it be spent only on the items on the proposed list and if that had been the practice followed in previous years, specifically did the Schools purchase the phonics materials for which carryover funding was approved last year. Ms. Flenard confirmed that they did use a portion of last year's approved carryover funding for phonics materials as planned.

On a motion by Dr. Trampe, seconded by Mr. Ross and passed unanimously, the Finance Committee recommended approval of the budget amendment and associated appropriation for the Schools' FY 2017 Carryover request.

Acceptance and Appropriation of Additional Funds for the FY18 Congestion Mitigation & Air Quality (CMAQ) Program Grant

Tracy Edwards, Sheriff Program Assistant, explained that In June 2017, \$31,700 was appropriated to the FY 2018 budget for the Sheriff's Office to convert five existing low mileage vehicles to propane, through the FY 18 Congestion Mitigation & Air Quality (CMAQ) Program.

The Sheriff's Office is in the process of converting these five vehicles to propane, but would like to add to the grant project scope a request for an additional \$1,100, for the purchase and installation of five protective enclosures within the cargo area of the converted vehicles. The enclosure will keep the propane tank protected and will

streamline vehicle inspections and services on the tank. Each protective enclosure is approximately \$220, which includes installation.

Ms. Edwards explained that the Sheriff's Office has obtained pre-approval from the CMAQ grantor to include this expense within the next reimbursement request. There is no local match requirement for this CMAQ program and no on-going requirement to fund this project after the vehicle is converted. The Sheriff's office is requesting the Board's approval of a FY 2018 budget amendment and associated appropriation for the additional \$1,100.

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

Budget Adjustment and Appropriation of the FY 2018 Virginia Circuit Court Records Preservation Program Grant Award

Angel Mastin, Chief Deputy Clerk of the Circuit Court explained that the Clerk has accepted a grant award from the Virginia Circuit Court Records Preservation Program in the amount of \$9,157 for conservation treatment of three deed books from the 19th Century.

There is no local match requirement and no ongoing costs associated with the award and the grant funds are available for a two year period. In order to expend the funding, staff is requesting approval a FY 2018 budget amendment and appropriation to reflect the additional funding.

Ms. Mastin explained that the books were deteriorating and had been pulled from public accessibility due to their condition. Mr. Ross asked if the books had been digitized. Ms. Mastin responded that they had.

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

Other Business:

Ms. Sorrell explained that at the September 21, 2017 Finance Committee meeting, staff presented a request to submit a grant application for funding for last-mile broadband services to un-served areas. During that presentation staff misstated the location of choice for the grant as an area of Marye Road, when the actual location that was selected as the most competitive site for the grant was on Towles Mill Road. The information provided to the Board at their September 26, 2017 meeting included the correct location.

ADJOURNMENT

Ms. Sorrell adjourned the meeting.

After the meeting was adjourned, Ms. Gaines provided the following background information for the School's Fluoride Grant program.

School's Fluoride Grant Details

1. When was the grant first awarded and for what amount?

The grant was first awarded on May 18, 2012 for the amount of \$17,526.00.

2. What is the purpose of the grant?

Per the original grant documentation, "The targeted population will be children in grades 1-5 in the Caroline County, King George County, and the Spotsylvania County School Divisions. These school divisions have been identified as having a lack of access to fluoridated water."

3. What procedures are used to determine what schools and what students receive the fluoride?

Per the original grant documentation, "The Virginia Department of Health, Department of Dental Health created a program for the fluoridation of children within areas identified as having lack of access to fluoridated water." The participating schools in our division include 3 elementary schools; they are Livingston, Robert E. Lee, and Berkeley.

4. What do we give to students, how often and how many?

The students are provided one pre-measured unit dose of fluoride once a week throughout the school year with written parental consent.