



COMMITTEE MEMBERS PRESENT:

Greg Cebula, Board Member  
Paul D. Trampe, Board Member  
Larry K. Pritchett, Treasurer  
Debbie Williams, Commissioner of Revenue  
Mary Sorrell, Director of Finance

OTHER STAFF MEMBERS PRESENT:

Ed Petrovitch, Deputy County Administrator  
Gail Crooks, Director of Social Services  
Ahuna Johnson, Deputy Director of Social Services  
Beckie Forry, Controller  
Bonnie Jewell, Budget Manager  
Erika Snodgrass, Accounting Technician  
Captain Willie Tydings, Sheriff's Office  
Major Carter Wells, Sheriff's Office  
Lieutenant Arrend Hoopes, Sheriff's Office  
First Sergeant Tim Bryner, Sheriff's Office  
Tracy Edwards, Program Assistant, Sheriff's Office  
Jay Cullinan, Deputy Chief FREM  
Kathy Settle, Victim Witness Director

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**Authorization of Funding for Two Child Protective Services Workers**

Gail Crooks, Director of Social Services explained that due to the significant increase in the number of abuse/neglect complaints received by DSS, the increased complexity of cases, and the importance of managing appropriate caseloads for investigative workers, additional Child Protective Services (CPS) workers are necessary. The cost of adding the two CPS workers is \$37,577 in FY16, assuming a hire date of March 1. The annualized cost for FY17 is \$86,000 and will be included in the County Administrator's FY17 Recommended budget.

Mrs. Crooks explained that the State's FY16 Budget included increased funding for staff and operations of local departments, netting a reduction in local funds required in FY 2016 of \$107,247 for Spotsylvania. She is requesting that \$37,577 of this savings be used to hire the two additional CPS workers effective March 1, 2016.

Mr. Petrovitch explained that County Administration had met with Mrs. Crooks to discuss the need for CPS workers and that staffing needs are at a critical level.

Mr. Pritchett asked if the State would fund a portion of the cost of the positions in FY 2017. Mrs. Crooks explained that the County would be reimbursed 30% from Federal Pass Thru funding from the State.

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

**Grant Award Acceptance for the 2016 Petco Foundation Grant for the Sheriff's Office**

Tracy Edwards, Program Assistant in the Sheriff's Office, explained that the Sheriff's Office submitted a grant application requesting \$24,000 to provide spay/neuter surgeries and rabies and distemper vaccines to the Petco Foundation. On December 16, the County was notified that the application was approved in the amount of \$10,000.

There is no local match requirement and no requirement to fund the program beyond the award period. Grant funding cannot be used to supplant local funds.

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

Mr. Trampe arrived

**Grant Award Acceptance for the FY16 Rescue Squad Assistance Fund for the Sheriff's Office**

Lieutenant Hoopes, Sheriff's Office, explained that the Sheriff's Office submitted a grant application to the Virginia Office of Emergency Medical Services (OEMS).

The request was approved for \$23,580 in grant funds to purchase twenty new Lifepak 1000 AED kits, allowing the Sheriff's Office to replace eight outdated devices with ones that are compatible with the Department of Fire, Rescue, and Emergency Management (FREM) devices. In addition to replacing the eight units, the Sheriff's Office sought funding to purchase an additional twelve AEDs to enhance their services.

Mr. Hoopes explained that the grant required a local match of \$23,580, which will be met through the use of the Sheriff's FY16 Adopted Budget.

Mr. Cebula asked if the addition of these twenty AED kits would provide an AED for every Deputy. Mr. Hoopes replied that it would not provide an AED for each Deputy, however, it would ensure that an AED was available in each zone.

On a motion by Mr. Pritchett, seconded by Ms. Williams, and passed unanimously, the Finance Committee recommended approval of the grant acceptance.

**Grant Award Acceptance for the FY16 Rescue Squad Assistance Fund for the Department of Fire, Rescue and Emergency Management (FREM)**

Deputy Chief Jay Cullinan explained that the Department of Fire, Rescue and Emergency Management (FREM) submitted a grant application to the Virginia Office of Emergency Medical Services (OEMS) requesting grant funds to purchase four new LUCAS II Chest Compression Systems, two RAD 57 handheld carbon monoxometer monitors, and four Stryker Power Cot Pros.

On January 4, 2016 FREM received notification that the application was approved in the amount of \$62,293. Mr. Cullian explained that FREM would need to provide a local match of \$71,995 and that those funds are available in FREM's FY16 Adopted Budget.

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

**Rappahannock Area Health District Carryover Request**

Bonnie Jewell, Budget Manager, explained that in FY 2015, Spotsylvania's budgeted share of Health Department costs was \$647,569 and after completing its FY 2015 year-end settlement report, the Health Department has determined that a balance of \$12,468.71 is available for refund to Spotsylvania County.

The Health Department is requesting to maintain that balance to replace equipment critical to its operations. The Board has permitted the Health Department to retain excess funds in prior years for various purposes.

Ms. Jewell explained that a budget adjustment is not necessary as the County has already paid these funds to the Health Department in FY 2015. Approval of this item means that the Health Department would keep and not return the \$12,468.71 balance.

Mr. Pritchett asked if the Health Department had ever had a deficit and if they had, would they ask the County to fund the deficit. Ms. Jewell explained that there was a deficit of \$14,247.56 in FY 2014 and that the Health Department did not request additional funding at that time. She explained that their total FY 2015 excess was \$26,716.27 and they used a portion of that excess to cover the FY 2014 deficit, leaving a balance of \$12,468.71.

Mr. Petrovitch asked if the Health Department provided a detailed list of the equipment that they needed to replace. Ms. Jewell responded that they did

not provide a list, but that she would request the list and would include it with the information provided to the Board at the February 9, 2016 meeting.

On a motion by Ms. Williams, seconded by Mr. Pritchett, and passed unanimously, the Finance Committee recommended approval of the Health Department's request.

### **Use of Contingency for a Risk and Control Maturity Assessment**

Ms. Sorrell, Finance Director, explained that the complexity of accounting standards, coupled with new regulations and transparency in the public sector, have increased demands on resources. At the same time, economic factors have greatly limited the ability for local governments to add resources particularly in core support departments, such as the Finance Department.

She explained that there have been discussions with our Auditors for the past few years about the need for the County to have an assessment of this type and that because County staff is currently in the early stages of implementing the financial system upgrade, she felt strongly that conducting this assessment now would provide key information for the next stages of the system implementation.

She explained that a risk and control maturity assessment will identify risks and help us to ensure that we are taking the steps necessary to address those risks during the implementation of the financial system upgrade.

Ms. Forry explained that the assessment would provide a road map for future process decisions and that it would provide insight for strategic planning and determination of where additional resources are necessary.

The cost of the assessment is estimated at \$60,000 and staff is requesting the use of the FY 2016 contingency to fund this cost. The current balance in the FY 2016 contingency account is \$574,831

On a motion by Dr. Trampe, seconded by Mr. Cebula, and passed unanimously, the Finance Committee recommended approval of the requested use of contingency.

### **Use of Contingency for Baseball Analysis performed by Davenport & Company**

Mary Sorrell, Director of Finance, explained that from January 12, 2015 through June 15, 2015, three employees from Davenport & Company performed a total of 98.5 hours of analysis relative to the baseball stadium proposal. The initial 16 hours of work are covered within our annual retainer fee paid to Davenport & Company. However, as per our contract with Davenport and Company, special projects such as the baseball analysis are billed at an agreed upon hourly rates, equating to \$23,750 for the remaining 82.5 hours of analysis.

Ms. Sorrell explained that funding for the annual retainer was included in the FY 2016 Adopted Budget, however there was no funding approved for special projects, therefore staff is proposing the use of contingency for this cost. The current balance in the FY 2016 contingency account is \$574,831.

Mr. Petrovitch asked if there had been a previous discussion with Davenport & Company and the Board about the estimated costs. Ms. Sorrell responded that she was not aware of any discussion as the Finance Department was not involved when Davenport & Company were initially contacted for the services pertaining to baseball.

There was discussion about future special project costs and how best to make the Board aware of the estimated cost associated with these services. Ms. Sorrell agreed to contact Mr. Rogers at Davenport & Company to discuss how best to handle this in the future.

On a motion by Dr. Trampe, seconded by Mr. Pritchett, and passed unanimously, the Finance Committee recommended approval of the requested use of contingency.

#### **Capital Projects Budget Adjustments**

Bonnie Jewell, Budget Manager explained that staff is requesting approval of capital project transfers and appropriations for a variety of capital projects. She explained that there were several general capital projects that were complete and that staff was requesting approval to transfer the balance of funding in those projects to the Capital Projects Fund balance. There is also a request to transfer \$200,000 from the Utilities Operating Fund balance to the Capital Projects Fund to fund additional major maintenance at water and sewer plants through the Utilities Facilities Asset Management project.

She explained that there were multiple requests for transfers between Utilities projects, including funding of seven new Utilities capital projects, with the net impact being an addition to the Utilities Capital Projects Fund of \$280,590.

Mr. Pritchett asked if the seven new Utilities capital projects were part of the approved five-year Capital Improvement Plan (CIP). Mr. Petrovitch responded that they were not, but they were either emergency or developer-driven projects.

On a motion by Mr. Pritchett, seconded by Ms. Sorrell, and passed unanimously, the Finance Committee recommended approval of the capital project adjustments.

**Additional FY16 Grant Funds for the Victim Witness Program**

Kathy Settle, Victim/Witness Director explained that additional Federal/State Funding has been approved for Victim Witness programs and that the funding was beginning to become available to localities. She explained that Spotsylvania County received notification that they would receive an additional \$16,386 in Victim Witness funding for FY16 and that the additional funding would be available for FY17 and FY18. These funds cannot be used to supplant local funds. There is no local match required and all funds must be expended by June 30, 2016.

Ms. Settle explained that the Commonwealth Attorney's Office proposes to utilize the additional funds to hire a part-time Office Assistant; to provide equipment and training for the new position; to provide additional training for the current staff; and to provide equipment and supplies for the Victim Witness program, including enhancements that would provide court advocacy to young children and teenage victims who may have long waiting periods before being called as witnesses during a court hearing.

Ms. Settle explained that the Commonwealth Attorney's Office proposes to utilize the additional grant funds for continuation of the temporary, part-time Office Assistant position in FY17 and FY18.

Mr. Cebula asked how many employees are currently in the Victim Witness division. Ms. Settle replied that there are currently two full-time positions, her position and an Assistant Director. Ms. Settle explained that the addition of a part-time position would allow them to assist more Spotsylvania citizens who are victims or witnesses of crimes.

Ms. Snodgrass explained that due to time constraints associated with the availability of this funding, the Commonwealth Attorney requests that this additional funding be appropriated contingent upon DCJS' approval of the grant application budget and the County Attorney's approval of the revised grant award document once it is received.

On a motion by Mr. Cebula, seconded by Ms. Williams, and passed unanimously, the Finance Committee recommended approval of the appropriation of the additional funding, contingent upon DCJS' approval of the grant application.

**Other Business:**

- Major Wells asked if he could update the Finance Committee on a potential grant. Mr. Wells explained that staff had attended a meeting

yesterday concerning potential for funding through the Highway Safety Grant. Mr. Wells explained that the grant application will be due on February 29<sup>th</sup> and that the Sheriff's office would like to request funding for 120 body cameras and overtime, but that they did not have the necessary information to provide details to the Finance Committee at today's meeting.

Ms. Sorrell noted that her staff had contacted County Administration about getting approval to bypass the Finance Committee for this grant application request and that Mr. Taylor preferred that the item be brought to the Finance Committee. Ms. Sorrell noted that the next Finance Committee meeting is on February 18<sup>th</sup> and that while the February 23<sup>rd</sup> Board meeting items would be released on February 16<sup>th</sup>, if it was acceptable, staff could submit a placeholder on the Board agenda and submit final details to the Board on February 19<sup>th</sup>, after the Finance Committee review was completed. The Finance Committee agreed with this proposal.

There was additional discussion about body cameras and Mr. Wells provided information related to conversations he had with Mr. Bird, the Commonwealth Attorney and Ms. Reeve, Information Services Director. Mr. Wells said that even if the grant was not approved for the full 120 cameras that he had funding from other sources (Forfeiture and Seizure, donations, other grants, FY16 Sheriff budget) to make up the difference necessary to fund 120 cameras. Mr. Pritchett asked if there was grant funding available for the additional attorney that the Commonwealth Attorney will need. Ms. Snodgrass said they would research to see if grant funding was available for that position.

The Finance Committee agreed to have Mr. Wells present the details of this proposal, including all associated costs, at the February 18<sup>th</sup> Finance Committee meeting and they suggested that the IT Director attend that meeting in case there were additional questions.

- Mr. Pritchett commended the Grants staff for the work they have done to access grant funding for Spotsylvania County.

### **ADJOURNMENT**

Ms. Sorrell adjourned the meeting.