

VIRGINIA: At a Regular Monthly Meeting of the Board of Supervisors for the County of Accomack held in the Board of Supervisors Chamber in Accomac, Virginia on the 19th day of October, A.D., 2016 at 5:00 p.m.

Members Present: Ron S. Wolff, Chair
Robert D. Crockett, Vice Chair
William J. "Billy" Tarr
Grayson C. Chesser
Harrison W. Phillips, III
Paul E. J. Muhly
Laura Belle Gordy
Donald L. Hart, Jr.
C. Reneta Major

Others Present: Steven B. Miner, County Administrator
Cela J. Burge, County Attorney
Michael Mason, Finance Director
Shelia West, Administrative Assistant

Call to Order

The meeting was called to order by the Chair and opened with a prayer by Mr. Tarr, after which, the Pledge of Allegiance to the Flag was recited.

Adoption of the Agenda

Ms. Major made a motion to adopt the Agenda. Mrs. Gordy seconded the motion.

Mr. Tarr requested that an item be added to the Consent Agenda due to the effects of the storm, "Hurricane Matthew" on Accomack County and the clean-up efforts being done by County residents.

Mr. Tarr made a motion to waive the tipping fee for storm damaged vegetative debris until the close of business day on November 1. Mr. Hart seconded the motion. The motion was unanimously approved.

The motion to adopt the Agenda was unanimously approved.

Public Comment

County Attorney Cela Burge read the rules governing conduct during the public comment period.

Comment(s) were offered by the following persons:

Freddie Matthews – Parksley, representing Parksley Volunteer Fire Company, offered comments regarding the Fire tax funds being held by the County for the Parksley Volunteer Fire Company due to the incompleteness of its audits for years '13, '14, and '15. He stated that he was present to respond to any comments or questions during the Board's discussion of the item which was on the Agenda.

Carol Moran – 29136 Lankford Highway - Captains Quarters – informed Board members that she had been renovating Captains Quarters since 2013 and apprised Board members of the situation she was having with being able to carry debris to the dump because she had been barred from it.

Minutes

Mr. Hart made a motion to approve the minutes of the September 21, 2016 meeting. Mr. Crockett seconded the motion. The motion was unanimously approved.

Consent Agenda

Mr. Wolff noted that an additional item had been added to the Consent Agenda by Mr. Tarr for the tipping fee to be waived at the landfill for vegetative debris until the close of business day on November 1.

Ms. Major requested that Item 5.6 – Appointment of Interim Zoning Administrator be removed from the Consent Agenda for discussion.

Mr. Hart made a motion to approve the following items under Consent Agenda with the exception of Item 5.6. and inclusion of the additional item from Mr. Tarr. Mr. Crockett seconded the motion. The motion was unanimously approved.

5.2 - Approve the proposed Holiday Schedule in accordance with the schedule given by Governor Terry McAuliffe.

5.3 – Authorize the Chair, Vice-Chair, or County Administrator to be the Voting Delegate for the VACo Annual Business Meeting.

5.4 – Approve the FY 2017 Local Government Agreement with the Health Department.

5.5 – Approve Contract Award – RFP 286 for Inmate Commissary Services to CBM Managed Services for the initial term of four (4) years with options to renew for two (2) additional, consecutive, two-year terms.

5.7 – Approve award contract to Eastern Shore News for legal advertising for the term of November 1, 2016 through October 31, 2017 with the option to renew for three (3) additional one year terms.

5.8 - Authorize execution of an Interlocal Contract for Cooperative Purchasing with HGAC Buy (Houston-Galveston Area Council) for the purpose of purchasing goods and services from available contracts that have been competitively procured and awarded.

5.9 – Approve waiving the tipping fee at the landfill for vegetative debris resultant from the storm “Hurricane Matthew” until the close of business day on November 1.

Items Removed from Consent Agenda

Upon removing Item 5.6 – Appointment of Interim Zoning Administrator from the Consent Agenda, Ms. Major inquired about the length of time the interim position

would be in place, advertisement of the position, and if there had been an exit interview on the exiting Zoning Administrator.

Upon informing Board members that HR Director Kathy Carmody was absent due to a scheduled conference beneficial to the County, County Administrator Steve Miner responded to the inquiries as follows:

- 1) He had not performed an exit interview with the exiting Zoning Administrator but had spoken with the HR Director and would follow up.
- 2) Advertisement of the position would be as soon as possible and would be advertised internally and well as externally.

Mr. Crockett made a motion to approve the appointment of Mr. Rich Morrison as the Interim Zoning Administrator. Ms. Major seconded the motion. The motion was unanimously approved.

Report of Public Officials

Annual Forestry Report

Mr. Robbie Lewis, Senior Area Forester, Department of Forestry appeared before the Board to give an annual Forestry Report and informed members that Kenny Midgett was the Area Technician. He briefed the Board regarding yearly activities and the status of ongoing programs and projects. He reported that there were 11 fires in the County last year.

Mr. Lewis responded to an inquiry regarding the maintenance of drainage ditches.

Board members offered expressions of gratitude for Mr. Lewis' report and services offered by the Forestry Department.

Committee Reports

Personnel Committee Report

In the absence of the HR Director, Mr. Miner briefed the Board regarding the Personnel Policies that had been approved by the Personnel Committee and were being recommended to the Board for approval.

Mr. Crockett made a motion to approve the following amended Personnel Policies as recommended by the Personnel Committee. Mr. Muhly seconded the motion. The motion was unanimously approved.

	SUBJECT: RECRUITMENT AND SELECTION	
	POLICY NUMBER: 103.0	PAGE: 1 OF
	EFFECTIVE DATE: 10/18/2000	REVISED DATE:

OVERVIEW: This policy describes the rules governing recruitment and applicant selection for vacant positions.

SCOPE: This policy applies to all positions.

PROVISIONS:

A. Initiating Recruitment for Vacant Positions:

1. All **County** positions ~~within the County Government~~ will be assigned duties and tasks, which are identified and documented in a position description. All recruitment and selection activities will be based upon the duties and responsibilities and job related requirements identified in the position's description.
2. Department Heads shall be responsible for notifying the ~~County Administrator's~~ **HR Director's** office of vacant positions in their department.
3. All County positions will be posted on the County website.

B. Recruitment:

The extent **and scope** of recruitment and advertising will be guided by the County's commitment to obtaining a sufficient pool of qualified applicants and to encouraging minorities, women, **veterans** and disabled persons to apply. **Department Heads will draft their advertisements for approval by the HR Director before posting. The HR Director will work with the Department Head to determine**

an appropriate recruitment process intended to fill vacancies with the most qualified employees at a reasonable cost. Discussion should include 1) the need for internal vs external recruitment 2) the need to advertise positions “open until filled” or with a set application deadline and 3) the means of advertising the position, e.g., internal or external posting to include newspapers, journals, websites, etc.

Internal Recruitment:

It is the intent of the County to hire the most suitable candidate for open positions. When appropriate, vacant positions may be filled by **internal recruitment to promote** Accomack County employees.

When, **in coordination with the HR Director**, it is determined by the Department Head that a sufficient number of qualified County employees meet the qualifications of the vacant position, recruitment may be **initially** limited to internal job applicants only. "Employee Only" vacancies must be posted throughout County facilities **in specified locations** to provide employees the opportunity to apply.

~~All vacancies will be posted in specified locations at each department.~~

External Recruitment: **In coordination with the HR Director** the department may elect to use open recruitment methods in which all County employees and the general public are eligible to apply. ~~The County Administrator’s office~~ **The HR Director** will determine external advertising requirements.

For both internal and external recruitment, all vacant positions will be posted for a minimum of ~~10 working~~ **14 calendar** days. ~~Recruitment closing dates will be specified for each position in all vacancy announcements and advertisements.~~

Re-advertisement: If initial recruitment efforts do not result in a sufficient pool of qualified applicants, a position may be re-advertised.

C. Application Process:

Persons seeking to apply for employment with the County must complete a County employment application. **Applications will be considered active for six months, enabling Department Heads to re-consider an applicant pool if necessary.**

Applications will be accepted via electronic transmission, US Mail delivery, or hand delivery to the County’s HR Department. Applications received in locations other than the Human Resources department must be forwarded to Human Resources in sufficient time to satisfy posted deadlines.

Applications will only be accepted for positions that have been posted for recruitment. Applications must be received by the advertised time on the specified closing date. Positions will be open for application for a minimum of ~~10 workdays~~ **14 calendar** days.

D. Selection Process:

No Department Head, supervisor, or panel member may be part of a selection process (screening or interviewing) if one of the applicants presents any form of conflict of interest or the appearance thereof or is an immediate family member as defined in policy 205, “Conflict of Interest.”

1. All **complete** applications received prior to the closing deadline will be considered.
2. Applications are screened using established job criteria developed by the Department Head in conjunction with the HR Director. Note: A satisfactory driving record that meets established County requirements will be a standard screening criteria for all County positions that require operation of a County highway vehicle or public tagged vehicle to perform job duties. Departments may interview all applicants or may reduce the applicant pool by ~~screening the applications~~ to top candidates identified by the ~~according to~~ job related **screening** criteria. The screening process requires consistent application of job related screening criteria, without regard to race, color, religion, national origin, political affiliation, **gender orientation**, sex, age, disability or other non-job related information.

~~Departments may elect to interview all candidates, or the top candidate(s) identified through the screening process. Interviews may either be conducted by an authorized individual or by a selection committee. A single list of questions must be developed prior to the interviews, and be asked of all interviewed applicants. The questions must be job related and seek information regarding the applicant's qualifications.~~

3. Unless an exception is approved by the HR Director, in conjunction with the County Administrator, interviews will be conducted by a panel consisting of a minimum of two people, including the position's immediate supervisor or the hiring manager, and another management level individual selected by the Department Head in consultation with the HR Director. With the approval of the HR Director in conjunction with the County Administrator, a panel member external to the organization may be included in the interview process.
4. The list of pre-established, job-related questions developed by the Department Head in conjunction with the HR Director, must be asked of all interviewed applicants, with job-related follow-up questions allowed.
5. After the completion of the final interview, the Department Head will inform the HR Director of the candidate of choice and the HR Director will initiate the appropriate pre-employment background checks and testing. The HR Director will conduct employment references and educational background checks prior to an offer being made. Post-offer background checks will be conducted as outlined below.
6. ~~After the completion of final interviews and reference checks, the Department Head shall recommend a selection to the County Administrator. Justification for the recommendation, and interview summary notes for all candidates' interviews will be forwarded to the county personnel office where they will be maintained a minimum of 5 years.~~

E. Post-Employment Offer Requirements and Contingency of same:

1. After a satisfactory pre-offer background check and upon the County Administrator's approval of the candidate, the Department Head will initiate discussions with the

candidate relative to salary, benefits, and starting date. The Department Head will recommend a candidate, salary and offer letter draft to the HR Director, who will review the recommendation and obtain the County Administrator's approval. The offer shall then be made in writing by the Department Head. Written employment offers shall cite all contingencies, identify the position, beginning salary and employment start date. The applicant must provide written acceptance of the position.

~~Offers of employment and discussion of beginning salary, benefits and starting date shall be initiated by the Department Head and approved by the County Administrator and shall be documented in writing. Written employment offers shall identify the position, beginning salary and employment start date.~~

2. Post Offer Medical Examinations:

The County requires all ~~regular and limited term position~~ applicants in positions specified below, who have been extended a job offer, to ~~complete a~~ **have a job-related** medical evaluation. ~~Temporary position applicants, who have been extended a job offer, are also required to complete~~ **medical examination unless a waiver is granted by the County Administrator, or his or her designee.**

The following positions require a medical examination.

Public Safety Department:

- Fire Medics (Recruit, I & II)
- Captain
- Battalion Chief
- Public Safety Director
- Fire Academy Instructor
- Hazmat Team Members

Public Works Department:

- Baler Operator
- Ditch Maintenance Supervisor
- Heavy Equipment Operator
- Landfill Manager
- Lead Mechanic
- Mechanic
- Operations Manager
- Regulatory Compliance Specialist
- Transfer Station Manager
- Truck Driver
- Utility Driver and Operator
- Laborer
- Laborer Crew Leader
- Buildings & Grounds Supervisor
- Building Maintenance Mechanic
- Building Maintenance Specialist
- Convenience Center Attendant

- Custodian
- Recycling & Litter Control Coordinator
- Scale Operator

IT Department:

- IT Director
- IT Help Desk Supervisor
- Network Administrator

Parks and Recreation Department:

- Maintenance Supervisor

Airport:

- Building and Grounds Maintenance Assistant

The physical exam will be conducted before the applicant begins work. At the Department Head's discretion, the medical exam may be conducted after the applicant begins work. The offer remains contingent upon the results.

~~Alcohol and drug testing is included as part of the medical examination.~~

All applicants must have a drug test within 24 hours of a verbal offer of employment.

Both the medical exam and testing are at the County's expense.

The Department Head will give applicants the requisite forms. The applicant requiring a medical examination should have the examining physician complete and sign the Physician's Certificate, and the applicant should submit the completed certificate ~~should then be returned to the appropriate Department Head~~ to the HR Director. The drug testing company will send results of the drug and alcohol test ~~will be returned to the county personnel office.~~ HR Director.

Job offers are contingent upon the satisfactory results of a medical examination. Upon receipt of the completed medical examination, the HR Director will inform the Department Head that the results are satisfactory or non-satisfactory. In order to be judged satisfactory, a medical evaluation must indicate that:

- a) The applicant has the ability to perform the work for which he/she has applied with or without accommodation; and
- b) The results of the applicant's drug and alcohol test are negative.

The medical examination will be requested after a job offer is extended and results will be received by the HR Director before the employee begins work. The medical examination will be performed at the County's expense.

Medical evaluations which have been judged satisfactory will be placed in the appropriate employee's health file. If a job offer is withdrawn because of an unsatisfactory medical evaluation, the medical evaluation will be ~~forwarded to the county personnel office where they will be maintained along~~ with other position interview notes and selection recommendations. ~~For at least five years.~~

Information about any applicant's ~~or employee's~~ medical condition will be maintained confidentially.

4. Post Offer Criminal History Record Checks:

All county positions require **and are contingent upon** the satisfactory completion of a criminal background check to ensure the security, safety and welfare of employees, property or consumers. ~~Job offers are contingent upon the successful review of the employee's criminal history.~~

~~The background check will be made after the job offer is extended and, when practical, before the employee begins work. Criminal background check records which have been judged satisfactory will be placed in the employees personnel file. If a job offer is withdrawn because of an unsatisfactory criminal background record, the record will be forwarded to the county personnel office where it will be maintained along with other position interview notes and selection recommendations for a period of at least five years.~~

After the Department Head makes a verbal offer, the Department Head will provide the applicant with the appropriate form with the instructions that the completed form is to be returned to the HR Director who will conduct the background check. Results of the background check will be obtained before the employee begins work. The offer remains contingent upon the results. Upon receipt of the results of the criminal background check, the HR Director will inform the Department Head of the results.

5. ~~Post Offer Department of Motor Vehicle Information Requests:~~

~~DMV records checks will be performed on all county positions that require operation of a vehicle or equipment to adequately perform job duties.~~

~~For these positions, job offers are contingent upon the successful review of the DMV driving record. DMV records are re-checked annually.~~

~~DMV driving records which have been judged satisfactory will be placed in the employees personnel file. If a job offer is withdrawn because of an unsatisfactory DMV driving record, the driving record will be forwarded to the county personnel office where they will be maintained along with other position interview notes and selection recommendations for at least five years~~

5. Other Post-Offer Requirements

A. Documenting Employment Eligibility: In compliance with the Immigration Reform and Control Act of 1986, eligibility of employment must be verified for all new persons hired. ~~An Employment Eligibility Verification Form I-9 must be completed before commencing work.~~ **Newly hired employees must complete and sign Section 1 of Form I-9 no later than the first day of employment. The HR Director or designee will have employees complete this form as part of their initial orientation.**

B. Direct Deposit of Salary & Wages Agreement Applicant authorization to allow for the direct deposit of salary and other wages is generally a condition of employment. Exceptions may be granted if the applicant is unable to establish an account with a financial institution or if the applicant's term of employment is

expected to be temporary. Applicants who refuse to participate in direct deposit or refuse to file a request for an exception may be considered as having declined a job offer or as not being interested in the position.

6. Retention of Recruitment and Selection Records

After the recruitment process is complete, Department Heads will forward all recruitment documentation, to include screening sheets, interview questions and notes, to the HR Director. Records will be retained pursuant to the Library of Virginia schedule.

	SUBJECT:	
	VOLUNTEERISM	
	POLICY NUMBER: 206.0	PAGE: 1 OF 2
	EFFECTIVE DATE: 9/21/2016	REVISED DATE: 10/19/2016

OVERVIEW: This policy identifies the conditions under which a County employee may participate in a volunteer capacity outside of his or her primary County government job.

SCOPE: This policy applies to all regular and limited-term employees.

DEFINITIONS:

Volunteer capacity - participation in an ongoing volunteer capacity for any non-profit organization that maintains a separate Federal ID number from the County.

PROVISIONS:

A. Accomack County recognizes it is our responsibility as a good corporate citizen to help enrich our surrounding communities of residence and work. We encourage and support our employees to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life within our County.

1. Prohibitions:

- County employees shall not engage in volunteer service which may be determined or perceived as being a conflict of interest with their County job's work and responsibilities. Employees are responsible for seeking a determination from Human Resources for any questionable volunteer service.
- County employees shall not engage in volunteer service during the scheduled working hours of their County job, while at a County facility or on County property, or when using County supplies, equipment or other resources.
- County employees may hold office or voting membership within an organization that receives funds from the County; however, county

employees are strictly prohibited from participating in any budget requests or solicitations of any type from county officials on behalf of their volunteer organization. This prohibition includes but is not limited to making formal budget request presentations, soliciting individual members of the Board of Supervisors, and attending or participating in budget/funding discussions with elected officials.

B. Eligibility

- All regular and limited-term employees are eligible
- Interested employees should have expected performance ratings or above

C. Effect on Performance

An employee who engages in voluntary service is expected to meet the performance standards of his or her County job. No special treatment will be given to employees who engage in voluntary service.

	SUBJECT: TEMPORARY ASSIGNMENTS AND POSITION RECLASSIFICATION	
	POLICY NUMBER: 403.0	PAGE: 1 OF 2
	EFFECTIVE DATE: 10/18/2000	REVISED DATE: 10/19/2016

OVERVIEW: This policy identifies the salary actions that can occur as a result of an employee's position being moved from one class to another (reclassification) or when an employee has been temporarily assigned to a vacant position or a prescribed set of duties, in addition to those to which he is officially assigned, for more than sixty work days in any twelve month period (temporary or “acting” assignment).

NOTE: This policy does not address situations where an employee moves from one position to another (see policies in [lateral transfers](#), [promotions](#) and [demotions](#)).

SCOPE: This policy applies to all employees.

PROVISIONS:

A. 1. Reclassification:

When a position's duties and responsibilities change significantly, the position will be analyzed to determine if it remains appropriately classified or if it should be moved to another class (reclassified).

2. “Acting” Assignment:

An employee may be temporarily assigned to a vacant position, or a prescribed set of duties, other than that to which he is officially assigned, to meet the

emergency needs occasioned by abnormal workload or organizational changes; or to cover absences pending official assignment of personnel or perform duties pending the development and classification of a new position; or for other purposes necessary to provide quality public service. Temporary assignments and the reasons for the assignment shall be made a part of the employee's personnel file. No employee shall be temporarily assigned to a position, or set of duties, other than the position to which he is officially assigned for more than a total of 180 workdays in any twelve month period.

B. Affect on salary:

1. **Reclassification:** When a position is reclassified, the new class will have an equal, higher or lower salary grade.

(a) **Lateral re-classification:** When a position moves to a class with an equal salary grade, the employee's salary is not affected.

(b) **Re-classified to a higher grade:** When a position moves to a class with a higher salary grade, the employee's existing salary ~~shall~~ may be increased by an amount using one of the two processes: e

1. 1% -10% of the midpoint of the employee's new salary range or
2. The difference between the employee's current salary and the minimum salary of the new range.

(c) **Reclassified to a Lower Grade:** When an employee's position is moved to a lower grade, the employee may retain his or her current salary if the employee's current salary does not exceed the maximum of the new range. If the employee's salary exceeds the maximum of the new range, the employee salary shall be reduced to the maximum of the new range.

3. **"Acting" Assignment:** An employee's pay while on temporary assignment may change if the employee is required to work in the full capacity of a higher classified position for a period equivalent to sixty workdays or more in a twelve month period. Requests for "acting pay" shall be made in writing by the Department Head and forwarded to the County Administrator in advance of the employee assuming an acting assignment.

	SUBJECT:	
	SICK LEAVE BANK	
	POLICY NUMBER: 503.0	PAGE: 1 OF 3
EFFECTIVE DATE: 10/18/2000	REVISED DATE: 10/19/2016	

OVERVIEW: It is the County's objective to provide additional sick leave for those who

have a prolonged or long-term illness or injury and who have exhausted all of their leave balances.

SCOPE: This policy applies to all full-time regular and limited-term Plan 1 and Plan 2 employees and Hybrid Plan employees during their first twelve (12) months of employment.

PROVISIONS:

A.) Enrollment:

Enrollment in the sick leave bank is voluntary. Eligible employees seeking enrollment must complete an enrollment form and contribute 8 hours of sick leave to the bank. The enrollment form can be obtained from the the Finance Department or Human Resources.

B.) Enrollment Period:

The enrollment period is during the first thirty calendar days of employment or during the annual open enrollment. . Employees who are not currently Sick Leave Bank participants may not opt to join during Open Enrollment if they have an active FMLA leave designation notice in effect.

C.) Additional Assessments:

As a continuing member of the Sick Leave Bank, one will be assessed an additional sick leave day only at such times as the bank falls below 60 days. Notification shall be sent to each member at the time an assessment is determined to be necessary. Automatic assessment shall be made when the bank falls below the established level. A member not having a sick leave day to contribute at the time of assessment shall automatically be assessed the first sick leave day subsequently earned.

D.) Benefits/Eligibility

An employee, who enrolled in the Sick Leave Bank, is eligible to access the sick leave bank after six months of employment

The first 15 calendar days (120 hours) of the illness or injury will not be covered by the bank but must be covered by the employee's own leave or leave without pay.

A member of the bank will not be able to utilize sick leave bank benefits until all of his or her leave balances are depleted.

Members utilizing sick leave days or hours from the bank shall not have to replace the days or hours used.

While Plan 1 and Plan 2 employees are on approved Family and Medical Leave (see policy 504), a maximum of 45 days in a 365 day period may be drawn from the Sick Leave Bank. Access to and usage of the sick leave bank will end after employees

have depleted their twelve (12) weeks of FML in a twelve (12) month period, regardless of the number of sick leave bank days already used.

Upon submission of the required completed Sick Leave Bank forms (S.B. Forms #1 and #2), the HR Director makes a determination regarding whether or not the prolonged illness or injury qualifies for Sick Leave Bank time and approves or disapproves the request based on this determination.

E.) Accessing the Sick Leave Bank:

Requests for the use of sick leave bank days must be submitted to the County Administrator on S.B. Form #1. The employee must also have his/her physician complete S.B. Form #2 and submit it with S.B. Form #1. These forms can be obtained from the HR Department.

F.) Dissolution:

If the Sick Leave Bank shall become inoperative for any reason, the sick leave days in the bank shall be distributed to those members receiving benefits. From the remaining balance, 1/2 sick days shall be credited to each participating member if a sufficient number of days exists. If an insufficient amount of days prevents this action, then the sick leave bank will terminate and no further distribution will take place.

The Board of Supervisors will not be held responsible for loss of sick leave bank deposits to anyone currently drawing from the bank or to anyone then eligible or who may thereafter become eligible to draw from the bank should the Sick Leave Bank become inoperative.

G.) Other Restrictions and Guidelines:

Employer-paid benefits remain in place while time is being used from the sick leave bank. Employees are responsible for paying their portion of all benefit costs.

Employees will continue to accrue leave hours while using sick leave bank (to be used in conjunction with hours drawn from the bank)

Use of days from the sick leave bank is confined to the member's personal illness.

No employee on Worker's Compensation shall be permitted to draw from the bank.

Participating employees are not permitted to withdraw or receive compensation for contributed days upon termination of employment.

Upon termination of employment, following sick leave payout per policy 502, any balances remaining will be added to the sick leave bank, whether the terminating employee is a sick leave bank member or non-member.

If the Sick Leave Bank becomes inoperative for any reason, the sick leave days (or hours) in the bank will be equally distributed among current members of the Sick Leave Bank.

If the Sick Leave Bank becomes inoperative for any reason, the County will not be held responsible to anyone currently drawing from the bank or to anyone then eligible or who may thereafter become eligible to draw from the bank.

Reallocation of Funds – Parksley Volunteer Fire Company

Finance Director Michael Mason gave the Board a brief overview of the County's Policy which referenced Noncompliance Consequences & Actions (a. Failing to meet Submission Timeframes) that requires organizations receiving County Funding to submit annual audited financial statements which stipulates if the organization fails to submit the required financial statements within 12 months after the due date then the organization's funding will be subject to possible reallocation.

He also offered a brief history detailing the creation of "Financial Policy 501" and "Financial Policy 1200/Audit Policy".

He informed members that the Parksley Volunteer Fire Company is currently more than 12 months delinquent and as of September 30, 2016, a total of \$364,431.95 was being withheld which represents three (3) years of noncompliance. He stated that pursuant to policy, staff was seeking a Board decision as to the disposition of the funding that was currently being held due to noncompliance with County Policy. He told members that with the Audit Policy, of approximately 35 organizations covered under the policy, only one (1) was out of compliance which is Parksley.

A discussion ensued regarding same and other related matters and Mr. Mason responded to questions.

In response to an inquiry, Mr. Mason explained the different components of the

tax rate. A discussion ensued.

Mr. Crockett made a motion to give Parksley Volunteer Fire Company thirty (30) days to submit an “unqualified audit” to comply with Policy FP1200 and FP501 or the \$364,431.95 will be reallocated and read the following letter dated October 20, 2016 to be included in the motion.

Fred Matthews, President
Parksley Volunteer Fire Company
P. O. Box 106
Parksley, VA 23421

Re: 30 Day Notice to Comply with Accomack County Fiscal Policy FP 1200 and FP501

Dear Mr. Matthews:

In accordance with Accomack County’s fiscal policy requiring audited financial statements (Policy FP1200) and reports demonstrating the accountability of public funds (Policy FP501) prior to the issuance of county funds, the Parksley Volunteer Fire Company’s designated funding of \$364,431.95 has been referred to the Board for possible reallocation. This comes as a result of three years of non-compliance with the County’s Fire and Rescue Accountability Policy and two years of non-compliance with audit policy. More particularly, the referral has been triggered by more than 12 months delinquent in submitting the required financial statements.

It is not our desire to reallocate such a significant amount of dollars unadvisedly; moreover, the County’s fiscal policies have been put in place to guide the Board’s stewardship of public funds and to assist in the protection of the public’s interest by assuring that hard-earned public dollars are carefully and properly spent. We are sure you join us in those goals.

You are hereby notified that the Parksley Volunteer Fire Company must comply with FP1200 by submitting audited financial statements for calendar years 2013 and 2014 and with FP501 by submitting all reports required for the 12 months ending 6/30/13, 6/30/14 and 6/30/15 within 30 days of the date of this letter or funds will be reallocated.

We look hopefully forward to the Company’s compliance with established policy, and, if the Company chooses not to comply, we will promptly move forward with reallocation.

Sincerely,
Accomack County Board of Supervisors, Ron Wolff, Chairman

Mr. Chesser seconded the motion. A discussion ensued.

The vote passed 7-2: Ayes: Robert Crockett, Grayson Chesser, William “Billy” Tarr, Ron Wolff, Laura Belle Gordy, Reneta Major, and Donald Hart.

Nays: Harrison Phillips and Paul Muhly. Abstentions: None

Appointments

Accomack County Parks and Recreation Advisory Commission

Mrs. Gordy made a motion to appoint Shelia West to the Accomack County Parks and Recreation Advisory Commission to fill the unexpired term of Stella Rohde, who has resigned. The term will commence immediately and expire on June 30, 2019. Mr. Crockett seconded the motion. The motion was unanimously approved.

County Administrator’s Report

Deer/Dog Committee Meetings

As requested by Mr. Chesser, Mr. Miner brought up the issue of the Deer/Dog Committee and the continuation of its meetings.

Mr. Chesser informed members how the meetings were being held and how restricted the committee was in taking any action because of the “Dillon Rule” the committee was only able to do what the legislature allowed as far as decision making.

He stated that he felt the committee would still be effective and purposeful if they met once a year at the end of hunting season to review the season and address any complaints, etc. A discussion continued.

Mr. Hart made a motion to give authority to the Chairman of the Deer/Dog Committee to decide when the meetings would be held. Mr. Crockett seconded the motion. The motion was unanimously approved.

Mr. Miner gave a brief update regarding the concerns that Mrs. Moran had with

Public Works' staff members and told members that he would do a follow-up with her accordingly.

Mr. Stewart Hall, Public Works Director, responded to questions regarding the situation and explained to members what had occurred with the disposal of commercial business waste from the Captain Quarter's property. A discussion continued.

After receiving an electronic update from HR Director, Kathy Carmody, Mr. Miner informed members that an exit interview had been extended to the Zoning Administrator.

Emergency Services Assistance

Mr. Crockett offered expressions of commendation to personnel of the Accomack County Emergency Services system for rendering assistance to Northampton County during the "Hurricane Matthew" storm by providing shelter for their citizens due to the instability of Northampton High School. Mr. Hart, Director of Emergency Services, offered comments regarding same.

County Attorney's Report

Public Hearing Scheduled on Farm Leases

Mrs. Burge offered expressions of thanks for the shelter at Nandua Middle School provided by Accomack County to Northampton County residents during the storm.

Mrs. Burge informed members the County had three (3) farm leases that had long since expired. She stated that the parcels had been reviewed, mapped, identified and requested that the Board hold a Public Hearing in November to receive proposals for those particular parcels as farm leases.

Mr. Crockett made a motion to hold the Public Hearing at the November 16, 2016 meeting. Mrs. Gordy seconded the motion. There was a brief discussion regarding the term of years for farm leases. The motion passed unanimously.

Board of Supervisors Comment Period

Supervisor Donald L. Hart, Jr.

As Director of Emergency Services, Mr. Hart offered comments regarding the shelters that were made available during Hurricane Matthew.

Supervisor Laura Belle Gordy

Mrs. Gordy offered expressions of gratitude to Mr. Hart for keeping citizens well informed during the storm.

Supervisor Paul Muhly

Mr. Muhly offered comments regarding the DMV satellite office in the northern part of the county that had not been replaced and informed members the persons that had previously operated the office would be receptive to doing it again.

Supervisor William “Billy” Tarr

Mr. Tarr informed members that the Secretary of Transportation was a passenger on the bus for the launch at Wallops and stated that the Governor was unable to make it. He commented on the success of the launch and a statement made by the Secretary of Transportation regarding the State budget.

Supervisor Grayson Chesser

Mr. Chesser offered comments regarding an occasion he had at the DMV office in Onancock and informed members about the negative comments being made and the inquiries he received about the closing of the satellite DMV in Oak Hall.

Supervisor Ron Wolff

Mr. Wolff offered comments regarding the emails and comments he had received and read regarding the need for the satellite DMV office in the northern part of the County. He noted his disappointment regarding the comments that were received from Mr.

Holcomb of DMV and offered comments regarding same.

He informed members about the regional meeting of the Department of Transportation that will be held in Chesapeake, VA.

In follow-up to Mr. Tarr's motion in the Consent Agenda, Mr. Wolff informed members regarding calls he had received from several citizens regarding the storm and amounts of water damage, drainage problems, etc. He stated that even though the county was very limited in what they could do, it would seem that they could try to help some of the people out because some of the storm related situations were pretty exceptional.

Congratulatory Ad for Launch

Mr. Wolff offered comments regarding the launch at NASA and its mammoth success.

Mr. Wolff made a motion that a "quarter" page ad of congratulations be placed in each of the Eastern Shore Newspapers not exceeding \$600 in recognition of the mammoth and successful launch at NASA and the work done by NASA, Orbital ATK, and the Virginia Commercial Spaceflight Authority Mr. Muhly seconded the motion. The motion was approved by an 8-1 vote with Mrs. Gordy voting nay.

Resolution to Amend the Fiscal Year 2017 Budget

Mr. Hart made a motion to approve the following Resolution to amend the Fiscal Year 2017 Budget and Appropriate Related Funds and to include an additional item, as requested by Mr. Mason for a grant for State Hazardous Materials Team for \$76,600. Mr. Phillips seconded the motion. The motion was unanimously approved.

RESOLUTION TO AMEND THE FISCAL YEAR 2017 ACCOMACK COUNTY BUDGET

WHEREAS, it is the responsibility of the Accomack County Board of

Supervisors to approve and maintain the budget for Accomack County; and

WHEREAS, on May 18, 2016, the Board of Supervisors finalized the Accomack County Fiscal Year 2017 Budget; and

WHEREAS, during the course of the fiscal year certain unanticipated events occur that compel amendments to the budget be made; and

WHEREAS, staff has reviewed the following requested budget amendments and recommends that they be approved; now, therefore,

BE IT RESOLVED by the Board of Supervisors of Accomack County, Virginia, that the Fiscal Year 2017 County budget be amended by the amounts listed below and the amounts appropriated for the purposes indicated.

Requesting Department	Fund/Function	Purpose	Funding	Total
Public Safety	General Fund/EMS	To recognize the award of State Homeland Security grant funds to purchase a accessibility vehicle for Tangier.	Slate Aid	\$ 20,000
Public Safety	General Fund/EMS	To recognize the award of State Homeland Security grant funds to conduct community outreach and preparedness.	Slate Aid	\$ 24,000
Public Safety	General Fund/EMS	To recognize the award of State Homeland Security grant funds for inoperable communications for shelter operations.	State Aid	\$ 10,600
Sheriff	General Fund/Law Enforcement	To recognize grant funds for selective enforcement activities (Alcohol Open Container Requirements).	Federal Aid	\$ 22,644
Total				\$ 77,244

Payables

Upon certification by the County Administrator, Mr. Crockett made a motion to approve the payables. Mr. Phillips seconded the motion. The motion was unanimously approved.

Closed Meeting

Mr. Tarr made a motion that the Board go into closed meeting pursuant to Section 2.2-3711. (A) (1), (A) (3), of the Code of Virginia of 1950, as amended, for the following purposes. Mr. Crockett seconded the motion. The motion was unanimously approved.

1. For discussion and consideration relating to the County Administrator and County Attorney evaluations.
2. For discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Open Session

The Chair declared the meeting open to the public.

Certification of Closed Meeting

Mr. Hart made a motion, seconded by Mr. Phillips to reconvene in Open Meeting and to Certify by roll call vote, pursuant to Section 2.2-3712 (D) of the Code of Virginia, that to the best of each member's knowledge the only matters heard, discussed, or considered during the Closed Meeting were (i) public business matters lawfully exempted from Open Meeting requirements under this chapter and (ii) such public business matters as were identified in the motion by which the Closed Meeting was convened.

Ayes:	Mr. Tarr	Mr. Wolff	Mr. Chesser	Nays: None
	Mr. Muhly	Mr. Phillips	Mr. Crockett	
	Ms. Major	Mrs. Gordy	Mr. Hart	

Adjournment

Mr. Crockett made a motion to adjourn the meeting at 6:45 p.m. Mr. Phillips seconded the motion. The motion was unanimously approved.

Ron S. Wolff, Chair
Accomack County Board of Supervisors