

Special Called Board of Supervisors Budget Meeting (Thursday, June 15, 2023)
Northumberland County, Virginia

Members present:

Ronald L. Jett (virtually), James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

Other Staff Present:

Mr. Luttrell Tadlock, County Administrator
Mr. Drew Basye, Assistant County Administrator
Ms. Morgan Wilson, Executive Assistant
Mr. Robert Headley, IT Administrator

1. Call to Order

Procedural: A. Meeting Call To Order 5:00 p.m.

The special called meeting was convened by Chairman Haynie and held at the Northumberland Courthouse located at 220 Judicial Place, Heathsville, VA 22473.

Action, Information: B. Remote Participation

Mr. Haynie indicated that he had received a request by Mr. Ronnie Jett to participate in the meeting tonight by electronic communications from a remote location due to a personal medical condition. Mr. Haynie indicated that he had approved such participation under the County's adopted remote participation policy and ask that the Board of Supervisors ratify this decision to allow Mr. Jett to participate remotely.

Motion to ratify Mr. Haynie's approval and to allow Vice Chairman Jett to participate via zoom during the meeting as allowed under the Board's adopted remote participation policy.

Motion by: Thomas H. Tomlin, second by: James W. Brann.

Final Resolution: Motion Carried

Aye: Ronald L. Jett, James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

2. Budget Presentations

Information: A. Jean Nelson - Northern Neck - Middlesex Free Health Clinic

Mrs. Nelson stated that this was their biggest year of growth at the Clinic, adding 600 new patients to their roster. This year the clinic added another part-time RN position as well as another full-time RN position. She emphasized that the clinic has continued to fill the gaps of the uninsured/underinsured and really provide for those levels of health care needs in the community. Further budget request information from the Free Health Clinic can be found in board docs.

3. County Administrator Items

Action, Information: A. Budget Discussion

County Administrator Tadlock reminded everyone that the public hearing was held on the County Budget on June 1, 2023. Mr. Tadlock provided the Board with a list of potential cuts and went through each line item for the Board's consideration. He went through several items in the categories of General Administration, Public Safety, Health & Welfare, and Capital Improvement Plan. The draft potential cut list presented at this meeting can be accessed in board docs.

Supervisor Tomlin asked why the Sheriff offered the deduction in salary of four dispatch part-time positions.

Sheriff Beauchamp attended the meeting virtually and addressed Mr. Tomlin's concern. Sheriff Beauchamp stated that when he submitted his budget request, the department was short four full-time positions, but they were able to fill all of those except one. Part-time help is needed when one or more full-time positions are vacant. Sheriff Beauchamp explained that the reduction won't allow a lot of part-time hours, but he and Mrs. Packett came up with this number for when they're short on full-time positions.

Moving on to the Emergency Services portion of Public Safety, Supervisor Tomlin asked Chief Balderson how long an ambulance is good for and how long the Lifepak 15's would last.

Chief Balderson stated that although it is dependent on call volume, he's set up each vehicle on a five-year program based on 125,000 miles on the gasoline engines. This estimate is based on the current call volume. Mr. Balderson then stated that he found documentation that the Lifepak 15's were replaced at the year seven mark, so the first one to be replaced is currently at year three. Chief Balderson informed the Board that the document provided offers the worst-case scenario without considering grant monies and/or a potential Lifepak 15 refurbishment.

Supervisor Tomlin questioned the removal of four EMS positions.

Chief Balderson informed Mr. Tomlin that no position would be removed. The cut list has this listed as keeping the EMS positions in the budget but utilizing some of the EMS billing monies to offset the impact to the General fund.

Supervisor Tomlin expressed his concerns about having four additional providers and only one Chief of EMS for supervising.

County Administrator Tadlock concluded his presentation of the potential cuts and Supervisor Tomlin asked about the grant received by the Sheriff's Office. The grant would cover 28 handheld radios and four mobiles, so Mr. Tomlin asked if the figures in the radio proposal would have to be reduced.

County Administrator Tadlock confirmed that staff is currently working on this with L3Harris, Sheriff Beauchamp, and the County Attorney.

Supervisor Brann asked Chief Balderson if it is possible to apply for the RSAF grant for radios and mobiles.

Chief Balderson stated that this would be beneficial, but he isn't sure about meeting the deadline given the time frame. Mr. Balderson stated that we could look into this in the future when in need of new radios once the system is up and running.

County Administrator Tadlock stated that he would check with L3Harris and bond counsel to see how the grant would impact any of the financing.

Supervisor Tomlin asked Chief Balderson if the existing radios would have to be upgraded/purchased to be able to operate on the new system.

Chief Balderson stated that he would check into this.

Supervisor Brann stated that he would like to take the potential cut list home and go through it.

Supervisor Long would like to go through as many items as possible at tonight's meeting because he's not satisfied with quite a few of the reductions. Mr. Long asked if staff had contacted Social Services or the Free Health Clinic about the proposed reductions.

County Administrator Tadlock informed Supervisor Long that Jackie Clayton called him offering this reduction in the budget. Mr. Tadlock stated that he has not contacted the Free Health Clinic at this point.

Supervisor Tomlin wonders if it is appropriate for the Board of Supervisors to consider a salary increase when they plan to cut expenditures in other departments.

Vice Chairman Jett believes that the Board's salary increase is overdue since there hasn't been a change since 2007.

Motion to keep the Board of Supervisors' salary increase in the budget.

Motion by: Ronald L. Jett, second: NONE.

Final Resolution: Motion Carried

Aye: Ronald L. Jett, Richard F. Haynie, James W. Brann

Nay: James M. Long, Thomas H. Tomlin

Supervisor Tomlin asked what the School Board CIP transfer of \$840,274.00 does to the capital improvement plan.

County Administrator Tadlock stated that there would be no money for those particular projects in the CIP because there wasn't any other funding identified for those items.

Supervisor Tomlin then asked what the total amount specifically requested in terms of projects.

County Administrator Tadlock informed the Board that the requests included the well replacement, elementary school flooring upgrades, rooftop stairway installation, walkway repairs, and bus purchases.

Supervisor Tomlin stated that those projects could be funded by the school construction grant funds.

County Administrator Tadlock stated that all items could potentially be covered under that grant except for the school buses.

Supervisor Tomlin requested Mr. Tadlock contact Mrs. Nelson to see what age groups they serve at the Free Health Clinic.

The Board of Supervisors scheduled their next special meeting for Tuesday, June 20, 2023 at 5:30 p.m.

Information: B. School Board Budget Amendment Request

Supervisor Tomlin asked when the money was spent and when the reimbursement was done for the school grants.

Finance Director Booth stated that gathering this information will take some time because although the grant total figures are large, some of the purchases within the grants are small.

Supervisor Brann asked for more information on the active learning grant.

Finance Director Booth informed Mr. Brann that the grant involves on-demand adventures that transform any space into a movement-rich environment where students engage in physical activity while they learn. This grant was already received at a total of \$30,000.00.

Supervisor Brann motioned to approve this grant because it has nothing to do with the ESSER funds.

County Administrator Tadlock informed the Board that the budget amendment request was advertised to include the active learning grant, so there wouldn't be enough time to re-advertise if the Board chose to split up the funds this way.

Supervisor Brann withdrew his motion.

Supervisor Brann stated that the public and the Board need to know how much of the \$5.6M is coming back to the County.

Finance Director Booth informed the Board that all the money that comes in through these grant monies will be reimbursed to the County. Mrs. Booth explained what was spent thus far and the reimbursement process.

Dr. Wargo brought attention to a letter sent to the Board of Supervisors by the School Board regarding the current school board location. She stated that the written correspondence from the Supervisors was asking how the new construction funds would be used for the capital improvement projects. Dr. Wargo referred to the budget transmittal letter and reminded everyone that the school board prioritized flooring upgrades at NES at a cost of \$379,380, replacement of the NES playground for \$500,000, repairs to the concrete walkways for \$70,860, as well as a rooftop stairway at NES for \$63,756. The projects total \$1,013,996 and the total of the construction funds is \$1,134,172. Dr. Wargo explained that if the projects were funded by the construction funds, that would give a remaining balance of \$120,176 which could be used for needed renovations if approved by the Board of Supervisors.

Supervisor Tomlin wanted clarification on ESSER II because he didn't see the full reimbursement although these monies have been spent in full.

Finance Director Booth stated that was correct. This reimbursement is part of her catching up due to changes in the Finance Director position. She believes that the reimbursement should be done by the end of summer.

Chairman Haynie asked Mrs. Booth how far behind she was on monthly reconciliations.

Dr. Wargo explained that Mrs. Booth has monthly meetings with the County Treasurer to get up to date on the monthly reconciliations.

Finance Director Wargo stated that July, August, September, October, and part of November are complete, but she and Mrs. Kirby plan to have the rest complete by the end of June.

Chairman Haynie asked what steps have been taken to correct the problems that were in the last audit.

Dr. Wargo explained that staff advertised the public hearing for the budget 10 days prior this year. There was a transfer made right away from the local cafeteria collections account to the County's bank account so that it is better maintained. The transfers are scheduled to be done quarterly as recommended by the auditor. Additionally, meetings with the County Administrator and the Treasurer occur so staff can stay on top of expenditures exceeding appropriations in the school cafeteria fund. Reimbursements for grant monies are being filed in a timely manner and Mrs. Booth is working with Mrs. Kirby on monthly reconciliations.

Supervisor Tomlin asked how far behind Mrs. Booth is on monthly reconciliations because she was behind four months when she became Finance Director in November.

Mrs. Booth stated that the reconciliations through the previous fiscal year were complete when she started working for the School Division, but they were not done accurately. Dr. Wargo

stated that they would like things done correctly, so staff went back and started in the month of July to make sure everything was correct.

Supervisor Tomlin asked why these processes weren't already in place. He recommended letting the citizens decide on using a different method of selecting school board members because this is a management problem. Supervisor Tomlin asked Mr. Tadlock to check with Mr. Gregory on the process of this method.

Supervisor Brann asked if Dr. Wargo could look into the school's website to see if there's a better way of citizens accessing financial information.

Dr. Wargo stated that the financial documents are posted monthly on board docs but she's more than willing to take a look at the website and come up with a plan to make it better.

Supervisor Tomlin recommended a finance tab on their website.

Action, Information: C. Northern Neck Regional Jail Budget Amendment

County Administrator Tadlock received additional information on the Northern Neck Regional Jail budget amendment and provided that information to the Board. Mr. Tadlock explained that there is no cost to the locality if approved by the Board.

Motion to approve the budget amendment for the Northern Neck Regional Jail.

Motion by: Thomas H. Tomlin, second by: James M. Long.

Final Resolution: Motion Carried

Aye: Ronald L. Jett, James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

4. Closing of Meeting

Supervisor Long asked Mr. Tadlock to reach out to Mr. Davis from the Planning District Commission in regard to the cigarette tax.

County Administrator Tadlock explained that he has reached out and he'll get that information over to the Board once he receives it.

Supervisor Brann would like to receive updates on the grant reimbursements showing what was spent, when the reimbursement was filed, and how much money will come back to the County.

Action: A. Carry Over

Motion to carry over to the special called meeting on June 20, 2023 at 5:30 p.m.

Motion by: Thomas H. Tomlin, second by: James M. Long.

Final Resolution: Motion Carried

Aye: Ronald L. Jett, James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann