

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 3:00 PM — Thursday, February 23rd, 2023
Location: Admin. Building Auditorium, 414 N. Main Street

MEETING #09— February 23rd, 2023

At a Budget Workshop (#4) of the Board of Supervisors on Thursday, February 23rd at 3:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Charlotte Hoffman, Member
Dustin Dawson, Member
James Jewett, Member
Carty Yowell, Vice-Chair
Jonathon Weakley, County Administrator
Kimberly Turner, Executive Administrative Assistant/ Deputy Clerk

ABSENT: Sean Gregg, County Attorney

CALL TO ORDER, PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

Chairman Jackson called the Board to order.

DETERMINE PRESENCE OF A QUORUM/ADOPTION OF AGENDA

Chairman Jackson advised that a quorum was present.

The County Administrator made a comment that the agenda packet, which is on the County’s Website, has been updated due to last minute outside agencies and county department presentations.

Supervisor Hoffman made a motion to approve the agenda as amended, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Hoffman, Dawson, Jewett. Nay: (0).*

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment. With there being no public comment being brought forward, the public comment opportunity was closed.

FY 24 BUDGET WORKSESSION

The Board of Supervisors participated in a budget workshop involving presentations made by various outside agencies and county departments.

Piedmont Regional Dental Clinic: Shari Landry, Executive Director of the Piedmont Regional Dental Clinic, was present.

- Provide dental care for low-income families in Culpeper, Orange, Madison, Greene, and Louisa Counties.
- In 2022, 289 Madison residences received care through Piedmont Regional Dental Care with 740 appointments.
- Work closely with the Madison Free Clinic.
- Planning school base activities in the future. The students will receive exams, x-rays, cleanings, fluoride treatments, and sealants.
- Requested \$3,000, which would mean \$10.38 per patient or \$4.05 per visit.
- The least amount an appointment may cost is \$100.

➤ *Supervisor Yowell inquired if their Dentists were paid staff or volunteers.*

Mrs. Landry responded that they have paid staff, but they just started a volunteer program.

➤ *Supervisor Yowell asked if the paid Dentists were paid at a reduced rate.*

Mrs. Landry responded that they are paid at competitive rates. Mrs. Landry stated they have 11 dental chairs and most of the time 4 of them are not used due to staffing.

➤ *Chairman Jackson asked if the Board cut their funding two years ago.*

Mrs. Landry was not sure what happened because the company had a management transition. She believed the last Executive Director did not attend the meeting where they were supposed to give their budget request. Mrs. Landry stated that the last time they received funding from the Board was 2021.

➤ *Chairman Jackson inquired the amount funded in 2021.*

Mrs. Landry stated it was \$2,500.

OARJACC: Ross Carew, the Director of OAR Jefferson Area Community Corrections, was present.

- They are a regional correction agency that serves the nine jurisdictions within the 16th Judicial District.
- They are making two requests, specifically for their local Probation Department and their Criminal Justice Planner.
- The Probation Department request is for \$8,797 which is a 5% increase from last year.
 - Madison allocated over \$700,000 in detention cost for 2023 and the County saves a little over \$4,000 in jail cost for every probation diversion.
 - Mr. Carew went over the various services they offered as part of their probation system.
- The Criminal Justice Planner request is for \$ 3,768 which is a 5% increase from last year.
- The Criminal Justice Planner position is staffed through the Thomas Jefferson Area Community Criminal Justice Board. Supervisor Jewett and Clarissa Berry are members of that Board. This position is funded through local and grant funding.

- Challenges for their program are state and local funding.
- *Chairman Jackson asked how the Drug Court Program was going.*

Mr. Carew said it is going great.

- *Chairman Jackson inquired the amount of people in Madison who have been through the Drug Court Program.*

Mr. Carew stated that Madison contributes \$20,000 to this program and they receive funding from Orange County, and a federal grant. This program started in August and had 4 total participants, and two of the participants are Madison County residents.

The County Administrator informed the Board that when they discuss revenue, they will discuss the local funds from the Opioid Lawsuit going towards OARJACC.

- *Chairman Jackson inquired the small numbers of participants in the Drug Court currently.*

Mr. Carew stated that it just started and there is a challenge to get people in the program due to their eligibility.

Madison County Fair: Cathy Weaver, Treasurer of the Madison County Fair, was present.

- Many families cannot afford to take a vacation, and this is something they look forward to each year.
- The County Fair this year will run from July 12th through July 15th.
- This year's theme is *Getting Carried Away at the Madison County Fair*.
- Last year they had about 8,000 people total in attendance.
- This year they are going to be focusing on bring back old fair events such as tug-of-war, pie eating contest, and watermelon eating contest. They will also have the derby on Saturday and they are trying to have the Art Mobile return this year. There will be bands and music each night. They are also looking into doing a mobile escape room. The pageant, the livestock shows, and the Home and Garden building will take place again this year.
- *Supervisor Hoffman asked how much they are asking for this year.*

Mr. Weaver stated that they are asking for \$1,000.

Health Department: Dr. Trace Gravatte, who was filling in for Dana McClelland, was present.

- Covid is down 30% diagnosis -wise and 10% hospitalization-wise.
- They offer five branches that serve Madison.
 - Epidemiology being one of those. They track every disease that comes to Madison.
- WIC program going live in May.

- Enhancing offered clinics.
- Hired a new nurse practitioner.
- Continue Medicaid services.
- Continuing to work on water quality.
- Improving the rabies situation in Madison.
- Increase restaurant inspections due to new food safety expert.
- Downsizing for staff now that COVID has slowed.

At 3:30 pm, the Board was ahead of schedule and a few presenters had not yet arrived, Due to this a few presentations went out of order.

Central Virginia Regional Jail: Jonathon Weakley, The County Administrator, spoke on behalf of CVRJ.

- For Madison County, there is a decrease just under \$24,000.

Madison Combined Court: Jennifer Warren, The Finance Director for Madison County, spoke on behalf of the Madison Combined Court.

- There is no change to their request, which is \$10,550.

➤ *Supervisor Yowell asked if there was labor involved with this budget.*

The County Administrator answered there was not a request at the local level because the state covers that funding.

➤ *Supervisor Yowell inquired if it was called “Combined Court” because it covers both General District and Juvenile and Domestic Relations District Court.*

The County Administrator stated it was.

Planning Commission & Building Code Appeals Board: Jonathon Weakley, The County Administrator, spoke on behalf of the Planning Commission and the Building Code and Appeals Board.

- There is no increase to either budget.
- The Building Code Appeals Board does not meet regularly, only if someone is appealing a ruling.
- For the Planning Commission budget there is a slight decrease due to going from nine Planning Commissioners to seven.

Rappahannock Juvenile Detention Center: Jennifer Warren, The Finance Director for Madison County, spoke on behalf of the Rappahannock Juvenile Detention Center.

- There is an increase for the requested amount. That is based on the three-year calendar average on usage of the Detention Center and a COLA increase for Stafford County which effected the other Counties share.

➤ *Supervisor Yowell asked if we know what their COLA is going to be.*

The Finance Director stated that at the Finance Committee Meetings, all the Counties' Finance Directors meet with them, and they discuss the budget, and they did trim back in a few areas.

The County Administrator added that they collaborated with them to bring their COLA down to 6% so there was a reduction.

- *Supervisor Yowell stated he should have rephrased his question, that he originally wanted to know if Madison was at the table for their budget discussions.*

Both the County Administrator and the Finance Director said yes.

Germanna Community College: Dr. John Davis and Dr. Janet Gullickson were present.

- Discussed a program they are working on with the Madison County School System to grow their own teachers. The students will attend Germanna for two years and then goes to a four-year school.
 - Continuing online and Dual Enrollment classes for the residences in Madison County.
 - Their request is like last year's request with a slight increase.
 - They stated the amount of financial aid that they bring into the county from students which is about \$105,000 so far this school year.
 - Increasing in the number of male students which is rare for other colleges.
 - They have about 12,000 students.
- *Supervisor Yowell inquired about the acronym, VG3 and asked if it was for Early Childhood Education.*

Mrs. Gullickson stated the funding was coming from the state, but yes, the acronym was correct and something on which they are working on.

IT: Bruce Livingston was present.

- There was an increase for ANS. Mr. Livingston explained how ANS assists the County.
 - Mr. Livingston has a new staff member on board so he is eager for IT to be able to do more in house which hopefully will save money in the long run.
 - Mr. Livingston went over the budget line by line to explain what the funds are used for.
 - There is a large amount for the yearly subscription for Office 365.
- *Chairman Jackson asked if by using ANS do we get a deal on providing Microsoft licenses.*

Mr. Livingston stated he was not sure, but he could look into what it would cost if the County did it verse ANS. He was not sure how Microsoft would be about dealing directly with the County or if they would require a third party to be involved.

The Finance Director stated that some of the ANS items were originally coming out of different categories, and they condensed it, so all ANS expenses come out of one line.

Mr. Livingston stated that the budget is cleaned up. He then went to explain what comes of the maintenance of hardware budget line. Mr. Livingston stated there will be a decrease for the website manager, due to switching over to a different county website. Mr. Livingston explained where the cyber security line item came from.

The Finance Director stated that ANS said that the county's cyber security framework is in place. They budgeted \$18,000 in case they need to pay ANS for logging reports for cyber security.

The County Administrator added to that by stating that at some point, they will need to bring a policy to the Board. He stated that this logging system needs to be all inclusive for of all departments.

Mr. Livingston stated the last thing on the budget is the IT equipment budget line that is what equipment will be needed throughout the year. The IT department is going to be working on an evaluation plan to track when equipment should be updated or replaced.

The Finance Director stated that RDA is going away gradually. There is some funding still in place because they will need access to RDA as they transfer over to Tyler Munis. After fiscal year 24, the RDA budget will be \$0.

- *Supervisor Jewett stated he would like to meet with Mr. Livingston at a different time to talk more in depth about a few things regarding the IT department.*

Virginia Career Works: Sarah Morton, Regional Workforce Director, was present.

- Requesting \$500 but would like more if possible.
 - The State has about fourteen Workforce Boards in the state. Mrs. Morton is working on our Workforce Board and is a member of Advisory CTE Council.
 - Mrs. Morton helps supports local farmers through a food security effort. One thing they do is aid in providing food to local food banks.
 - They provide career readiness and career workforce development solutions to the citizens in the county.
 - They help young students find internships and other workforce opportunities. They just received two grants. One will help formulate those internships for students.
 - They are also collaborating with local employers to help with recruitment and retention efforts.
 - They are partnering with the Minority and Veteran Farmers of the Piedmont.
 - They are working with the GWC, FEC programs to provide incubators.
- *Supervisor Yowell asked if they work with the George Washington Carver school and in what ways.*

Mrs. Morton stated they are on their Advisory Board. They work collectively with the Minority and Veteran Farmers of the Piedmont to derive educations and training for farmers.

Treasurer: Stephanie Murray, the Madison County Treasurer, was present.

- There are a few increases, one for postage and another for office supplies.
- Overall, her budget is a 2% increase.

The Finance Director stated that the bank service charges, office supplies, and postage were the three increases.

➤ *Supervisor Yowell stated he was surprised the bank charged the county a service charge.*

Facilities and Maintenance and Transfer Station: Moonie Frazier, Facilities and Maintenance Manager, was present.

- Increase in funds for overtime due to his new employee helping with custodian needs while they are hiring for a custodian.
- There is an increase for outside services. They currently do not have the CVRJ program and are hopeful to have it back up and running.

➤ *Chairman Jackson asked if the jail is making progress in getting the program back up and running.*

Mr. Frazier responded it was great when it was working, but they had a shortage of staff, they couldn't bring people out, they didn't want them picking up trash in certain localities, and a few got into trouble.

- Increases in the training budget line for two certifications that need to be completed.
- Repair maintenance buildings had an adjustment. He asked the Finance Director what it was for.

The Finance Director stated they looked at the historical actuals for FY21 and FY22 and adjusted down accordingly.

The County Administrator commented back on the outside services budget line. This is where contractors come in for trees, painting, and other items. These are items that are beyond Mr. Frazier's time ability and labor force efforts.

- Mr. Frazier discussed rates that increased which cause his budget to go up such as electric, heating, and water and sewer.
- There is a decrease in the budget for telecommunication due to historical actuals.
- The alarm system has gone up, but Mr. Frazier believes this is where it should be.
- There is an increase for vehicle insurance due to a new vehicle.
- The uniform price went up.
- There is an increase in cleaning supplies due to a cost increase and the EMS building's cleaning supplies will now come out of Mr. Frazier's budget.

➤ *Supervisor Yowell confirmed this would mean the EMS cleaning supply budget line should go down.*

The County Administrator stated that was correct and was a request from a previous budget meetings and the EMS's budget now reflected this as well.

- Fuel charges have increased.
 - They had a decrease in the tool budget line due to purchasing a lot this fiscal year.
 - They decreased the other equipment due to the historical actuals.
 - Decreased to the parking lot paving budget line. They currently have a lot of the materials and there is a CIP line for larger projects.
- *Supervisor Yowell inquire about the material used to patch the parking lots.*

Mr. Frazier explained what they used and how it works.

- *Supervisor Hoffman asked where Mr. Frazier purchased these supplies.*

Mr. Frazier stated he purchases these materials from Fortiline but there are a lot of places where they sell it.

- *Supervisor Hoffman asked if it is purchased in bulk.*

Mr. Frazier stated he buys a few buckets at a time as needed. He doesn't want to store it too long because it will go bad.

The County Administrator reminded the Board to keep in mind when looking at the Facilities Department's budget, if they see increases in areas like heating, this comes from a combination of other department's buildings.

Mr. Frazier also gave the presentation for the Transfer Station.

- The fees from Updike are increasing due to the landfill that the trash is being transported to is almost at capacity. However, it is still cheaper to stay with that company then to choose other localities.

The County Administrator added that this is correct, that in the contract they are required to use the lowest facility and they are currently trucking the trash to a location in Richmond, which is where they have almost reach capacity. He has asked about King George and Amelia Counties landfills, but our current location is still cheaper than those two.

- *Chairman Jackson asked if we have a 5-year contract with them.*

The County Administrator stated that yes, it is, and it runs out in the calendar year 2024.

The Finance Director went over the current tipping rates.

- *Supervisor Yowell asked Mr. Frazier what the rate would be for a farmer.*

The County Administrator stated if it is for commercial hauling it is \$65 a ton.

- *Supervisor Yowell inquired about the recycling.*

Mr. Frazier stated that we do pay for recycling.

The County Administrator stated that Updike receives the revenue from the recycling due to the current contract structure.

- *Supervisor Yowell asked for clarification that when we send off recycling we pay just like we do if it was trash.*

The County Administrator stated that yes, everything is weighed when it is taken off.

Mr. Frazier added that there is still life on the scales at the Transfer Station which means they do not need to be replaced.

- *Chairman Jackson asked Mr. Frazier if it has gotten cleaner at the Transfer Station.*

Mr. Frazier responded that they are trying, which is why they put up a fence to catch the trash when the wind is blowing.

The County Administrator stated that they do not currently have recommendations for fee increase at this time but will have to come back to it.

- *Chairman Jackson asked how the building is looking because they received a lot of requests for fixing the building where the tipping is received.*

Mr. Frazier stated that the only thing he sees that needs to be replaced is the concrete wall. Mr. Frazier felt that if the structure is good and there are no gaping holes then it is serving its purpose.

At 4:27 pm the outside agencies and county department presentations were over.

- *Chairman Jackson instructed the County Administrator to discuss compensation and job positions consideration.*

The County Administrator went over the Compensation and Job Positions Consideration Report. He also stated that granting these wishes depends greatly on what the state decides as the COLA percentage. The County Administrator did state he does not recommend changing the Animal Shelter's part-time position to full-time.

The Finance Director explained why the HR position needs a pay increase and explained the certification the HR staff is currently working on completing.

The County Administrator added to that to explain the many task that HR staff completed. The Administrator went to further explain the Compensation and Job Positions Consideration Report.

The Finance Director stated that we now have the health care renewal information, but she was provided this information after creating this report.

- *Chairman Jackson stated that Jonathon is sending out the information for the RFP for the Rescue building and the Bureau Veritas Study and they will discuss it at the Tuesday meeting. Next Thursday they will talk budget with the school, and they will go through revenues and CIPs. Chairman Jackson thinks it is wise to plan for a 7% COLA as of now so they can start making decisions.*
- *The Supervisors agreed with not increasing the Animal Shelter's part-time position to full time.*
- *Chairman Jackson also stated they needed to discuss the Commonwealth Attorney's position request and asked for the Boards thoughts. Chairman Jackson would recommend adjusting the Deputy Commonwealth Attorney, Wade Gelbert's position and to not add a third attorney.*
- *Supervisors Dawson inquired what the workload is like without the position.*

The Commonwealth Attorney who was present, answered that she has no way to know exactly how they will fill the gaps if a new attorney is not hired. The Commonwealth Attorney explained the number increases for misdemeanors. Mrs. Berry also stated the benefits of having a third Attorney.

- *Supervisors Hoffman stated that she thinks they should make an adjustment to Wade Gilbert's position, but to not move forward with the third attorney at this time.*
- *The Supervisors agreed to adjust Wade Gelbert's position and to not move forward with the third Attorney.*

The Board then discussed the Health Insurance Report that Finance Director provided. There is an increase this year.

- *Chairman Jackson feels they can not do a 7% COLA increase for positions and cover the increase in health insurance.*

The Finance Director went through the report for the health insurance plan coverage in detail.

- *Supervisor Yowell stated that there is no way the county can cover the increase and all the other increases.*
- *Chairman Jackson stated that if the state decided the COLA was 5%, they could roll the rest into the insurance side and that would be ideal.*

The County Administrator said they are looking at different options.

- *Chairman Jackson stated he thinks they should get a recommended budget with the 7% COLA with a zero increase for health insurance. If they can figure out a way through the Comp Board, that's allowable, to pay some of the health insurance they can go from there. Chairman Jackson stated they really need to revenue information before they make too many decisions. Chairman Jackson asked the other Supervisors if they were good with discussing the EMS facility at the next meeting.*
- *The other supervisors agreed.*
- *Supervisor Yowell asked the Finance Director about the health insurance plans and how many employees used which plans.*

The Finance Director stated she did have a spreadsheet with this information.

The County Administrator stated they will have the final Revenue Report on March 2nd but wanted to know if the Board wanted to look at it now.

- *Chairman Jackson wanted to see it so far.*
- *Supervisor Yowell stated he feels most of the departments return money they do not use at the end of the fiscal year. He asked if there is a way to see how much each department tends to return over the last three years.*
- *Chairman Jackson stated that last year they tightened everyone's budget so there was less of this. He stated they should be able to look at historical data.*

The County Administrator stated this has happened where a department needs to return money not used, but in past years the Board has allowed them to roll it into capital. This year they have some areas they are watching, for example overtime for certain departments and all-around increases. Overall, in years past departments have turned money in, but this year there will be areas where he has some concerns.

- *Chairman Jackson stated another option was to purchase vehicles needed with the extra money to save money for the following budget.*

The Finance Director pulled up the Revenue Budget and went through it with the Board. One of the big changes was for personal property which was based on valuation.

The County Administrator stated that was correct.

The Finance Director stated the cigarette tax and local sales tax are all projected in the report with some slight upticks. She also stated they have the grant revenues in the report as well. The school's numbers are in red because they were still waiting on those numbers to be finalized.

The County Administrator stated that as of now, the revenues are up from last year, but this is before they receive the schools' finalized budget.

- *Supervisor Yowell believed they will need to dip into the fund balance this year. He wanted to know how much could be used from the fund balance due to policies.*

The County Administrator stated they would look more at this at the end of the budget process. He stated the Fund Balance is healthy but they need to be at the 14% overall, and will spend down if they are at 18% or higher and that's the analysis they will be doing when they have the final draft.

- *Supervisor Yowell asked the Finance Director what it takes for her to book grant money in the budget.*

The Finance Director stated that she looks at the historical, she talks to the department heads to get their feedback on if they feel it will be approved. If it is a one-time grant, she doesn't include it. They have a budget line in the revenue report for miscellaneous grants that come throughout the year.

The County Administrator recapped on the plan for next week. He stated the school is now coming March 2nd rather than March 9th. On March 2nd, they will also have revenue numbers and the county's CIP and operations.

- *Supervisor Jewett commented that the budget will come back each year and they don't want it to compound to next year. He does not want to do a tax increase if there is something they can do. He feels the school system needs to examine themselves regarding what they are spending demonstratively with staff.*
- *Supervisor Yowell stated that the Veritas Report must be taken with a grain of salt to an extent.*
- *Chairman Jackson stated that the Bureau Veritas Report gives you the inventory and very rough numbers. However, it is valuable but not always accurate numbers.*
- *Supervisor Yowell encouraged Supervisors Jewett not to worry too much when he saw some of the larger numbers in that report.*
- *Chairman Jackson stated it is a good list and gave them a place to start. He then stated he wanted to go over what the plan was for next week. Next week they are going to get an administrative budget, including the 7% COLA, the HR position, the Commonwealth position adjustment. They will also be reviewing the Revenue Report, reviewing the*

School's Operations and CIP Reports, and the County's CIP Reports, the Bureau Veritas Report.

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment. With there being no public comment being brought forward, the public comment opportunity was closed.

CLOSED SESSION

ADJOURN

With there being so further business to conduct, Supervisor Hoffman made a motion to adjourn, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Hoffman, Dawson, Jewett. Nay: (0).**