

**BOARD AGENDA
PULASKI COUNTY
BOARD OF SUPERVISORS**

**Organizational Meeting
Monday, January 12, 2004
7:00 p.m.**

FOLLOW UP

ITEM

1. Invocation

2. Organizational Items

a. Election of Chairman, Vice Chairman and Designation of Term of Office

(Elected Joseph Sheffey Chairman for four year term and Frank Conner Vice-Chairman for four year term)

b. Designation of Seating Arrangement in Board Room

(Designated from left to right the following seating arrangement for supervisors by magisterial district: Robinson, Massie, Cloyd, Ingles and Draper; notify George Hazel for appropriate placement of name plates)

Ms. Hanks

c. Establishment of Regular Meeting Date, Place and Time

(Approved same date, place and time as established previously; with exception of December with regular meeting date approved for the third Monday of the month for December; and, if regular meeting date falls on a holiday, the regular meeting date will be the following Monday following the holiday; notify staff and constitutional officers)

Ms. Hanks

d. Establishment of Alternate Date Due to Continuation for Hazardous Weather or Other Conditions

(Approved the establishment of the following Monday as the alternate meeting date due to hazardous weather or other conditions preventing a meeting on the fourth Monday; notify constitutional officers and appropriate staff)

Ms. Hanks

e. Review of By-Laws

(Reviewed and approved with no changes)

f. Acknowledgment of Receipt of Freedom of Information Act and Conflict of Interest Act

(Acknowledged receipt of same)

3. Appointments:

a. Board Appointments

1. Tie-Breaker

(Declined to appoint a tie-breaker per staff recommendation)

2. Clerk

(Appointed Gena Hanks per staff recommendation; order appropriate name plate; reaffirmed Nancy Burchett to continue serving as Deputy Clerk per staff recommendation)

Ms. Coltrane

Ms. Hanks

3. County Attorney

(Approved the reappointment of Thomas J. McCarthy, Jr., as County Attorney)

4. County Administrator

(Approved the reappointment of Peter M. Huber as County Administrator)

5. Director of Emergency Management

(Approved the reappointment of Peter M. Huber as Director of Emergency Management)

b. Board Assignments

1. Planning Commission
2. New River Valley Planning District Commission
3. Board of Social Services
4. Pulaski Encouraging Progress Steering Committee

5. Virginia Association of Counties
6. Workforce Investment Board
7. Fairview Home Board
8. Economic Development Alliance
9. NRRA & Recycling Committee
10. Pepper's Ferry Regional Wastewater Treatment Authority
11. Virginia's First Regional Industrial Facilities Authority
12. Jamestown 2007 Celebration Committee

(Tabled action on the above appointments; place on the January 26, 2004 meeting for action with exception of Planning Commission and Pepper's Ferry since Supervisor Conner is already serving on these boards) Ms. Hanks

c. Other Citizen Appointments Now Due

1. New River Valley Juvenile Detention Home
2. Pulaski County Public Service Authority
3. New River Community College Board
4. Industrial Development Authority
5. Building Appeals Committee
6. Other Citizen Committees
7. Board of Zoning Appeals
8. New River Highlands Resource Conservation & Development Council

(Tabled action on the above appointment; place on the January 26, 2004 meeting for action) Ms. Hanks

4. Fiscal Agent Commitments

(Confirmed commitments as fiscal agent for Comprehensive Services Act; the New River/Mount Roger Workforce Investment Board, Regional Emergency Medical Services, Inc.; and New River Community Corrections)

5. Goal Setting & Facility Tour

(Approved meeting for goal setting on Monday, February 2, 2004 at New River Community College, Board Room at 6:00 p.m. and if needed, meeting on Monday, February 9, 2004 same location and time with constitutional officers to be invited as well as appropriate county department heads; requested staff to provide a listing of the supervisors' goals for the past 8 years and financial data pertaining to current county debt load; notify news media and appropriate staff)

Ms. Hanks

6. Resolution of Appreciation for Service of Supervisors
Charles Cook and Bruce Fariss

(Approved; arrange for framing)

Ms. Hanks

7. Other Matters
(None)

8. Adjournment
(Adjourned to re-convene on January 26, 2004 at 7:00 p.m.)

January 5, 2004

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Organizational Items

- a. Election of Chairman, Vice Chairman and Designation of Term of Office –
The Board must elect one member as its chairman. It may also elect a vice chairman, although there is no statutory requirement to do so. The chairman performs duties such as:
 1. Presiding at board meetings;
 2. Administering oaths when persons testify before the Board;
 3. Countersigning all county general fund checks;
 4. Signing all Board meeting minutes;
 5. Executing documents on behalf of county;
 6. Representing the Board at ceremonial occasions; and
 7. Executing county administrator's personnel documents.

The vice chairman would fill these duties in the absence of the chairman. The terms of the chairman and the vice-chairman and all other appointments may be from one to four years at the discretion of the board.

Enclosed is a list of compensation paid to the Board members, the Board Chair and all other appointments involving board member compensation paid by the county.

As clerk to the Board, I plan to preside during the initial portion of this meeting until a chairman is elected.

- b. Designation of Seating Arrangements in Board Room – We will arrange seating for the January 12 meeting according to the district arrangement in effect on December 31, 2003. This is from left to right facing the board's dais: Ingles, Draper, Cloyd, Robinson, and Massie.

After a chairman and vice-chairman are elected, I suggest permanent seating arrangements be agreed upon. It is recommended the chairman be seated in the center. We will be happy to respond to any adjustments to the seating arrangements or other room arrangements the Board would like.

- c. Establishment of Regular Meeting Date, Place and Time – At its organizational meeting, the Board should establish a regular meeting date, place and time. I suggest the Board continue to meet on the fourth Monday. If the regular Board meeting date falls on a holiday, I suggest the Board set the meeting date for that month one week before or after. It is also recommended that the annual calendar of meetings to be routinely established prior to the start of the calendar year. Assuming the fourth Monday of each month to be an approved meeting schedule, it is recommended that the December meeting date be moved from December 27 to December 20.

- d. Establishment of Alternate Date Due to Continuation for Hazardous Weather or Other Conditions – It is recommended that the Board establish a set day for continued meetings, where a regular meeting is cancelled by decision of the chairman or vice-chairman. I suggest the continued date be the following week, for example, on the following Monday, if the Board continues to meet on the fourth Monday. Setting this date now will avoid re-advertising for the rescheduled meeting. The other Board members and press are required by the State Code to be notified of any cancellations and/or continuances.

- e. Review of By-Laws – ***Enclosed*** is a copy of the current by-laws. It is appropriate for the Board to confirm these by-laws or make any changes they would like to see implemented.

- f. Acknowledgement of Receipt of Freedom of Information Act and Conflict of Interest Act – As required by state law, copy of both acts has been provided to all members and the minutes need to confirm each member has received a copy.

January 5, 2004

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Appointments

The appointments listed below are now due for consideration by the Board. The Board may wish to discuss these items as personnel matters in closed session. If so, I suggest you defer action until an closed session can be held near the end of the meeting.

a. Board Appointments

1. Tie-Breaker – The appointment of a tie-breaker is not recommended but the matter has been put on the agenda to be sure you are aware of this alternative. This recommendation is based on the following: Since they are not responsible for monthly decision, tiebreakers are not likely to be as well informed on issues as regular Board members. In addition, delays in decision making due to scheduling the appearance of a tiebreaker are cumbersome.

The Board may choose an individual to serve as tiebreaker or call for the election of a tiebreaker. A tiebreaker votes only should a tie occur on an issue before the board. For the tiebreaker to exercise his or her voting power, the tie must remain in effect after all members of the Board have an opportunity to be present and vote. With a five member Board, ties will most likely occur if a member is absent over a prolonged period or when a member abstains.

If the Board decides not to appoint a tiebreaker, a tie vote will result in an issue being defeated. Should a tiebreaker be selected, he or she serves a four-year term of office coinciding with the term of the Board.

2. Clerk – ***Enclosed*** is a listing of duties of the Clerk for your consideration. The County Administrator is currently also designated as the Clerk to the Board. However, I would like to recommend the appointment of Gena Hanks as Clerk in recognition of what she is already doing. Appointment of Ms. Hanks as Clerk would recognize her for her work and give the Board greater flexibility should a conflict ever arise between the County Administrator and Board of Supervisors. It is also recommended that Nancy Burchett be appointed to continue in her current duties as Deputy Clerk.
3. County Attorney – ***Enclosed*** is a listing of duties of the County Attorney as called for in the state code. Also ***enclosed*** is the current contract for legal services. Tom McCarthy, and occasionally other members of the Gilmer, Sadler, Ingram and Hutton law firm, have done an excellent job in advising Board and county staff in the past. While these services are currently under contract, one Board cannot legally obligate the next. Thus, reappointment by the Board taking office January 1, 2004 is recommended with the option of revising the current contract by the time of its expiration on April 30, 2004.
4. County Administrator - ***Enclosed*** is a listing of duties of the County Administrator as called for in the state code. Also ***enclosed*** is my employment current contract. While our employment agreement extends through November 6, 2004, one Board cannot legally obligate the next. Thus, it would be appropriate for the Board to confirm their acceptance or modification of the current appointment with the option of revising the current contract by the time of its expiration on November 6, 2004.
5. Director of Emergency Management – The County Administrator has served as the Director of Emergency Management. Some localities appoint the chairman of the Board of Supervisors to this position.

The primary responsibility of this position is determining when to declare an emergency in cases where waiting for a meeting of the entire Board of Supervisors is impractical. A declaration by the Director expires in five days, if not confirmed by a meeting of the Board of Supervisors.

b. Board Assignments

The following appointments had previously been filled by members of the Board of Supervisors. However, there is no mandate requiring direct participation by Board members with the exception of the Workforce Investment Chief Elected Officials Board.

1. Planning Commission – Bruce Fariss has served as the Board liaison with and member of the commission. It is helpful to the staff to have a Board member as a liaison and appointment of a Board member to the Planning Commission is recommended. Supervisor Conner has indicated his interest in serving.
2. New River Valley Planning District Commission – Supervisor Sheffey currently represents the Board of Supervisors on the commission. The term runs with the board members term of office. Tom Owen also represents the county on the commission through June 30, 2004. Should Supervisor Sheffey not want to continue his service on the commission, participation by a member of the Planning Commission (either the same person serving as the Board of Supervisors liaison on the commission or another member of the commission) is recommended as a means of facilitating communication. Should Supervisor Sheffey wish to continue serving, this change could be implemented in June with the expiration of Tom Owen's term.
3. Board of Social Services – Supervisor Sheffey currently serves as a representative on the Social Services Board. Considering that human services (Social Services as well as other types of assistance) comprise a major and growing portion of the county budget, it is recommended that a Board member continue to serve in this capacity.
4. Pulaski Encouraging Progress Steering Committee – Appointment of one additional Board representative is recommended. The PEP bylaws appoint each of the chief elected officials of the two towns and county as ex-officio PEP vice-chairpersons. The Chamber of Commerce Vice-President for Economic Development serves as the PEP Chairperson. Thus, Supervisor Sheffey serves as vice-chairman and Ron Chaffin currently serves as Chair. Appointment of a Board member in addition to the chairman's ex-officio service would provide the best possible representation without exceeding the Freedom of Information Act meeting requirement when more than two board members discuss county related business. Other PEP committees have not been active which allows Board members to get involved as they desire.

5. Virginia Association of Counties – Both Charles Cook had been and Supervisor Sheffey continues to be active on the VACo Transportation and Education committees. I also serve on the VACo Finance Committee. Increasing participation by Board members gives the Board a good perspective on local government activities and enhances the statewide visibility of Pulaski County. Other VACo's committees include: Administration of Government, Community Development and Planning, Environment and Agriculture, Health and Human Services, and Telecommunications and Utilities
6. Workforce Investment Board – The Board Chair serves on the Chief Elected Board as required by the state. Endorsement of this arrangement is recommended. Appointment of Dave Tickner as a designee in place of Charles Cook is recommended based on his work with area employers.
7. Fairview Home Board – Fairview Home is governed by two boards with one owning the facility and the other operating it. This structure was established years ago to prevent the facility from being considered a publicly operated home which would impact eligibility for federal support payments to the residents of the home. Supervisor Conner, with Supervisor Hale as his alternate, currently represent Pulaski County on the Fairview Home Board (the ownership Board of the Home) while Nancy Burchett serves as the county's representative and Chairperson of Fairview Home Incorporated (the operating Board of the Home). Appointment of another Board or citizen representative to the ownership Board is recommended.
8. Economic Development Alliance – Charles Cook and more recently, Bruce Fariss had represented Pulaski County on the Alliance's Executive Committee with my serving as an alternate. In addition, Dave Tickner continues to be actively involved on the Alliance Prospect Team. I have recently been active on the Board due to conflicts with Dr. Fariss' schedule and would enjoy the opportunity to continue to serve as an alternate or if needed as the primary representative. Participation by a member of the Board is helpful in networking with other localities, as well as in communication of economic development matters between the Board and the Alliance. Thus, appointment of a Board member either as the primary or alternate representative is recommended.

9. New River Resource Authority and Recycling Committee – The county is currently represented by Supervisors Conner and Sheffey. Assuming both are willing to continue serving, I do not recommend any change in representation on the Authority itself. However, Dr. Fariss and Doug Mayberry had been serving on the Authority's Recycling Committee leaving two vacancies. I recommend the appointment of Ronnie Nichols, who is assuming Doug Mayberry's duties. As an alternative to the previous Board participation, I would recommend the appointment of David Tickner, based on his contacts with existing industries and the need to involve employers in the recycling effort.
10. Peppers Ferry Regional Wastewater Treatment Authority – Supervisor Conner, Winston Snead and Ron Coake currently represent the county on the Authority. Should Supervisor Conner not be interested in continuing his services on the Authority, I recommend appointment of a member of the PSA Board, since sewage treatment is a major portion of the PSA budget.
11. Virginia's First Regional Industrial Facilities Authority – Supervisor Sheffey and I currently serve as representatives with Supervisor Conner and Charles Cook serving as alternates. I recommend continued representation by Supervisor Sheffey and designation of another Board member or David Tickner as alternates.
12. Jamestown 2007 Celebration Committee – Membership on this committee would make Board members eligible for participating in a number of highly visible statewide events. In addition to considering direct membership, the Board may want to consider additional citizen appointments to ensure countywide representation.

c. Other Citizen Appointments -

The following appointments have previously been filled by area residents. However, Board members may also be appointed if you have an interest in being directly involved. ***Enclosed*** is a complete listing of appointments with the respective due dates. In the past, the Board has relied on personal knowledge in making appointments with occasional use of a public solicitation. Whenever there are no obvious appointees based on personal knowledge of the community, I encourage the use of public solicitations as a way to encourage interest from the public. The Board also has the option of deferring these appointments until the January 26 Board meeting.

The citizen appointment procedure generally used in the past has been for the Board to discuss potential nominees at one meeting. Upon agreement to one or more potential appointees and following the meeting, staff as checked with the individuals nominated to confirm their interest with the Board making the actual appointment at the following meeting. This procedure gives the Board full opportunity to discuss a nominee without this individual's prior knowledge which seems to help reduce any hard feeling which may result from an individual's being considered but not asked to serve.

1. New River Valley Juvenile Detention Home – Warner Osborne and Chris Stafford current represent the county. Mr. Osborne's term expires on January 31, 2004 while Chris Stafford's expires on December 31, 2005. I have not confirmed whether Mr. Stafford is interested in continuing his services on this Board but recommend filling one of these positions with a member or staff to the Board of Supervisors or Social Services to ensure coordination.
2. Pulaski County Public Service Authority – Winston Snead's term on the PSA Board expires February 1, 2004. Reappointment of Winston Snead to the PSA Board is recommended, based on his continued service on the Pulaski County Sewerage Authority. Mr. Snead is Chairman of the Sewerage Authority. His term on the Sewage Authority expires on December 31, 2004 and it has been the long-term intent of the Board of Supervisors to merge these two public service boards through the appointment process.
3. New River Community College Board – With the resignation of Shirley Cook, the Board will need to make an appointment to fill one of three appointments to the Community College Advisory Board. The other two appointments, currently filled by Tom McCarthy and Bugs Tickle, expire on June 30, 2004.
4. Industrial Development Authority – Reappointment of Dick Miller and Andy Owens is recommended should they be willing to continue serving. The terms of both members expire on February 1, 2004
5. Building Appeals Committee- Harold Dalton's term expires February 1, 2004. I recommend reappointment, pending his agreement to serve another term.
6. Other Citizen Committees – Citizen and other advisory committees are a great tool for involving the community in local government as well as for reducing the workload on Board members. I would appreciate any suggestions for the formation of additional committees or increased participation in existing committees.

January 5, 2004

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Fiscal Agent Commitments

I would request formal confirmation that the Board is aware of and agrees with the following situations where the county serves as fiscal agent: Joint Comprehensive Services Act administration with Giles County, the New River/Mount Rogers Workforce Investment Board, Regional Emergency Medical Services Incorporated (REMSI), and the New River Valley Community Sentencing Corrections. In each of these situations, funds are receipted by the Treasurer and subsequently disbursed in accordance with the wishes of the regional organization. These transfers are included in the county budget and audited accordingly.

January 5, 2004

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Goal Setting and Facility Tour

I would like to request that the Board establish goals early in its term in order to give me and the county staff guidance as to what you would like emphasized over the next four years. In doing so, a goal setting meeting may be helpful and I suggest the Board consider a meeting in early February for that purpose. In addition, a series of community meetings and/or a county-wide citizen survey may be helpful.

In preparation, it may also be useful for the Board members to tour county facilities individually or as a group. Potential tour sites include the Water Treatment Plant; New River Resource and Cloyd's Mountain landfills; the County Garage Complex; County Parks (Randolph, DeHaven, O'Dell Memorial Park; New River Trail Access at Hiwassee; Draper Mountain Overlook); Pepper's Ferry Regional Wastewater Treatment Plant; New River Valley Airport; and New River Valley Fairgrounds. In addition, a school facility tour might be informative. If the Board will indicate, how, when and if it would to tour the facilities, we will make the necessary arrangements.