

**BOARD AGENDA  
PULASKI COUNTY  
BOARD OF SUPERVISORS**

**Organizational Meeting  
Monday, January 7, 2008  
6:00 p.m.**

**Follow-up Agenda**

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ACTION ITEM	KEY STAFF
1. <u>Invocation</u>	
2. <u>Organizational Items</u>	
a. <u>Election of Chairman, Vice Chairman and Designation of Term of Office</u> (Mr. Sheffey elected as Chairman for four year term - Mr. Conner elected Vice-Chairman for one year term – Place on December 2008 Board agenda appointment of Vice-Chairman)	Ms. Hanks
b. <u>Designation of Seating Arrangement in Board Room</u> (Designated from left to right the following seating arrangement for supervisors by magisterial district: Ingles, Massie, Cloyd, Robinson and Draper; notify George Hazel for appropriate placement of name plates)	Ms. Hanks
c. <u>Establishment of Regular Meeting Date, Place and Time</u> (Approved continuing with meetings being held on the 4 <sup>th</sup> Monday of each month to begin with a Closed Session at 6:00 p.m. in the Middle Conference Room and the regular meeting to begin at 7:00 p.m.; and approved May & December meeting dates being moved from the fourth Monday to the third Monday to avoid conflicts with Memorial Day and Christmas – Confirm Middle Conference Room availability for Closed Session meetings at 6:00 p.m. on Board meeting dates)	Ms. DeHart
c. <u>Establishment of Alternate Date Due to Continuation for Hazardous Weather or Other Conditions</u> (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)	

- e. Review of By-Laws  
(Approved revising by-laws to move Closed Session to prior to regular meeting; revise Article III: Meetings, Section IV: Rules of Order, paragraph E to allow for the Clerk to call for each vote of the Board; and revise Article IV: General Rules - Section IV - Clerk of the Board of Supervisors and Committee – revised to Reflect that whoever serves as “Office Manager” to serve as the Clerk – Revise By-laws accordingly) Ms. Hanks
  
  - f. Acknowledgment of Receipt of Freedom of Information Act and Conflict of Interest Act  
(Board acknowledged receipt of both Acts)
3. Appointments:
- a. Board Appointments
    - 1. Tie-Breaker  
(Declined to appoint a tie-breaker per staff recommendation)
  
    - 2. Clerk  
(Appointed current Office Manager Gena Hanks as Clerk)
  
    - 3. County Attorney  
(Current contract does not expire until June 30, 2008 – Place consideration of contract on May 2008 Board agenda) Ms. Hanks
  
    - 4. County Administrator  
(Current contract does not expire until June 30, 2008 – Place consideration of contract on May 2008 Board agenda) Ms. Hanks
  
    - 5. Director of Emergency Management  
(County Administrator to continue serving as the Director of Emergency Management per contract)

b. Board Assignments

1. Planning Commission  
(Staff confirmed Mr. Conner was reappointed for an additional term at the December 17 Board meeting for a term expiring 12/31/11; therefore, no action required at this time)
2. New River Valley Planning District Commission  
(Chairman Sheffey to continue to serve with term to run with the Board members term of office ending December 31, 2011 – Notify Planning District Commission) Ms. Hanks
3. Board of Social Services  
(Staff confirmed Mr. Sheffey's current term does not expire until 6/30/10; therefore, no action required at this time)
4. Pulaski Encouraging Progress Steering Committee  
(Staff confirmed Mr. Sheffey's term does not expire until December 31, 2011 – Board appointed Charles Bopp for a term ending December 31, 2011) Ms. Safewright
5. Virginia Association of Counties  
(Staff confirmed Mr. Sheffey, Mr. Akers and Mr. Pratt are currently active on the Education, Telecommunications and Utilities and the Environment and Agriculture steering committees – Board members to advise staff of any interest in serving on additional committees)
6. Workforce Investment Board (Chief Local Elected Official's Board)  
(Mr. Sheffey advised his term on the Board did not end until July – Add to June Board agenda appointment/reappointment to Workforce Investment Board) Ms. Hanks

7. Fairview Home Board  
(Staff confirmed Mr. Pratt was reappointed for an additional term at the December 17 Board meeting for a term expiring 12/31/11; therefore, no action required at this time)
8. Economic Development Alliance  
(Reappointed Mr. Akers, with Mr. Utt as alternate - Notify Alliance) Ms. Hanks
9. NRRA & Recycling Committee  
(Staff confirmed Mr. Conner's term does not expire until 12/31/08 and Mr. Sheffey's term 12/31/09; therefore, no action required at this time)
10. Pepper's Ferry Regional Wastewater Treatment Authority  
(Staff confirmed Mr. Conner's term does not expire until 12/31/08; therefore, no action required at this time)
11. Virginia's First Regional Industrial Facilities Authority  
(Board confirmed continuing with current representatives, Mr. Utt and Mr. Huber)

4. Fiscal Agent Commitments  
(Confirmed commitments as fiscal agent for the Comprehensive Services Act; New River/Mount Rogers Workforce Investment Board; and Regional Emergency Medical Services, Inc.)

5. Scheduling of Goal Setting & Facility Tour  
(Place on January Board agenda tentative date(s) for goal setting session preferably on a Monday in late February or early March) Ms. Hanks

(Staff to work with Supervisor Bopp to schedule tour of facilities and include other supervisors who may be interested – Place tour schedule in weekly as dates are confirmed) Mr. Huber  
Ms. Hanks

6. Resolution of Appreciation for Service of Eddie Hale  
(Approved resolution – Arrange for framing -  
Invite Mr. Hale to attend January 28 Board meeting -  
  
(Mr. Sheffey suggested consideration to a new employee  
award honoring Eddie Hale’s service - Place on department  
head agenda for review and provide recommendation at  
next Board meeting)  
  
Ms. DeHart  
Ms. Hanks  
  
Ms. Hanks
7. Other Matters  
(Mr. Hiss provided update on Supervisors Forum)  
  
(Mr. Huber presented calendar with aerial photos,  
including board meeting dates, etc. – Obtain cost of  
calendar, should Board approve making  
available to public – Advise Board in weekly update)  
  
Mr. Huber  
Ms. Hanks
8. Adjournment

December 28, 2007

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Organizational Items

**Enclosed** are the minutes of the January 12, 2004 organizational meeting which I thought may serve as a good reference for Board members in considering the items on the following agenda.

- a. Election of Chairman, Vice Chairman and Designation of Term of Office –  
In order to make the election process easier for the Board, I plan to preside during the initial portion of the meeting only until a chairman is elected.

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 effective January 1, 2008 paid to the Board members, the Board Chair and all other appointments involving board member compensation paid by the county.

- b. Designation of Seating Arrangements in Board Room – We will arrange seating for the January 7 meeting according to the district arrangement in effect on December 31, 2007. 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 with the vice chair to his right. 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 May and December meeting dates be moved from the fourth Monday to the third Monday to avoid conflicts with Memorial Day and Christmas.

I would like to suggest consideration to starting the board meetings with a Closed Session from 6:00 p.m. to 7:00 p.m. followed by the public portion of the meeting as it has been at 7:00 p.m. This would allow Board members and staff to get home earlier while improving the interaction between the Board and the audience following the meeting and avoid having to ask the audience to leave the meeting prior to adjourning. Also, any action items resulting from the Closed Session could be added to agenda for the public portion of the meeting.

- 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. In reviewing the bylaws as part of preparing this agenda, I noticed some discrepancies between what is stated and current practice. Specifically,
  - 1. Article III: Agenda, Section IV: Rules of Order, paragraph E calls for the county administrator to call for each vote of the Board. This is currently being done by the Clerk. I suggest changing this to the Clerk since the Clerk is taking the minutes.
  - 2. Article IV: Rules of Order, Section IV General Rules calls for the county administrator to serve as the clerk. I suggest continuation of the current practice of having an independently appointed clerk to provide the Chairman of the Board with staff support should there be a need to prepare correspondence between the county administrator and the board independently of the county administrator's involvement.
  
- 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.

December 28, 2007

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 a 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. I would like to recommend the appointment of Gena Hanks as Clerk in order to give the Board greater flexibility should a conflict ever arise between the County Administrator and Board of Supervisors. It is also recommended that Melody Taylor 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, 2008 is recommended with the option of revising the current contract by the time of its expiration on April 30, 2008.
4. County Administrator - ***Enclosed*** is a listing of duties of the County Administrator as called for in the state code. Also ***enclosed*** is the employment current contract and the International City/County Managers Association Code of Ethics. While our employment agreement extends through June 20, 2008, 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 June 30, 2008.
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 – Frank Conner 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. 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.
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 – Currently Joe Sheffey, Ranny Akers and Dean Pratt are active on the Education, Telecommunications and Utilities and the Environment and Agriculture steering committees. I also serve on the VACo Finance steering 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, and Health and Human Services.
6. Workforce Investment Board – The Board Chair serves on the Chief Elected Board as required by the state. Endorsement of this arrangement is recommended.
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 Pratt, currently represents Pulaski County on the Fairview Home Board (the ownership Board of the Home) while I serve 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 – Ranny Akers represents Pulaski County on the Alliance's Executive Committee with Shawn Utt serving as his alternate. 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.

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. Ronnie Nichols has been serving on the Authority's Recycling Committee. His reappointment is recommended.
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 – Shawn Utt and I currently serve as representatives. I recommend designation a Board member to this authority with staff serving as alternates.

December 28, 2007

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, and Regional Emergency Medical Services Incorporated (REMSI). 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.

December 28, 2007

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Goal Setting and Facility Tour

**Enclosed** is a copy of the current Board of Supervisors mission statement and goals for 2004-2007. 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 with the new conference center at the Claytor Lake State Park as a suggested location. In addition, a series of community meetings and/or a county-wide citizen survey may be helpful. The goal setting session by the Board would fit in well with the development of economic development, tourism and an overall plan incorporating the towns of Dublin and Pulaski.

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.