

**BOARD AGENDA  
PULASKI COUNTY  
BOARD OF SUPERVISORS**

**Organizational Meeting  
Monday, January 9, 2012  
7:00 p.m.**

<b>ITEM</b>	<b>PRESENTED BY</b>
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McCarthy called meeting to order until Chairman is elected

Swearing in:

Maetta offered oath of office

1. Swearing In and Invocation

Tom invocation

2. Organizational Items

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

McCready motion for Joe to be chairman for four years –

All in favor

Joe thanked fellow Board members - referenced Mason Vaughan's statement – election is over with, elected to serve citizens of district – what comes first is the citizens of Pulaski County and not political party – appreciate selection as chairman

Thanked Maetta for swearing in

Motion to select vice chairman for two years

Dean Pratt nominate Mr. Bopp for two years – 2<sup>nd</sup> O'Dell

Voting yes: All

b. Designation of Seating Arrangement in Board Room

(Huber noted that the current seating arrangements are based on previous board and their preferences – Sheffey called on Board suggestions – McCready suggested Board members switch seat with Mr. Odell and Mr. McCready

Motion: McCready, 2<sup>nd</sup> Bopp

Voting yes: All

Massie, Ingles, Cloyd, Robinson, Draper

c. Establishment of Regular Meeting Date, Place and Time

(Huber recommended 7:00 p.m. regular meeting, 6:00 p.m. closed session, fourth Monday,

Motion to approve: Pratt, 2<sup>nd</sup> McCready

Huber exceptions Memorial Day and  
Christmas Third Monday  
Voting yes: All

- d. Establishment of Alternate Date Due to Continuation for Hazardous Weather or Other Conditions  
(Huber Monday following regular meeting – Motion: Bopp, 2<sup>nd</sup> O'Dell  
Voting yes: All
- e. Review of By-Laws  
(Huber see notes for suggestions – change by-laws  
Sheffey item i: pertaining to 15 minute time frame – helpful if we have a person to speak the 15 minutes have clerk to receive information – an executive summary (one page) prior to schedule Board meeting – opportunity to review  
McCready thinks suggestions is good  
Motion to approve bylaws with changes in verbage, including time limit (section i)  
2<sup>nd</sup>: Pratt  
Voting yes: All
- f. Acknowledgment of Receipt of Freedom of Information Act and Conflict of Interest Act  
(Board members individually acknowledged receipt)

Sheffey presented county shirts to two newest Board members

3. Appointments:

a. Board Appointments

(Motion McCready suggested Closed Session – action to be done in open session

Sheffey requested Closed meeting 2<sup>nd</sup> – O'Dell – Voting yes: All

Return to closed session – Bopp, 2<sup>nd</sup> Pratt  
Voting yes: All

Certify – Motion: McCready, 2<sup>nd</sup> Bopp  
Voting yes: All

1. Tie-Breaker

(Sheffey called on Board members – McCreadyu motion to not have a tie breaker, 2<sup>nd</sup> – Pratt – Voting yes: All

2. Clerk  
(Motion to appoint Gena Hanks as Clerk – Pratt  
2<sup>nd</sup> – Bopp – Voting yes: All
  3. County Attorney  
(Sheffey McCarthy served number of years –  
Motion for McCarthy continue to serve: Bopp  
2<sup>nd</sup> – O’Dell  
Voting yes: All
  4. County Administrator  
(Sheffey Huber served in capacity - previously assistant county  
administrator – fortunate to have serve  
Motion: McCready – 2<sup>nd</sup>, Bopp – (McCready alumni Town of Saltville  
of Town Manager)  
All yes: All
  5. Director of Emergency Management  
(Sheffey commented on Huber serving and recommended  
continuation  
Motion by Pratt, 2<sup>nd</sup> Bopp – Voting yes: All
- b. Board Assignments
1. Planning Commission  
(Dean Pratt to serve as liaison)
  2. New River Valley Planning District Commission  
(Joe Sheffey with Mr. Bopp continuing to serve)
  3. Board of Social Services  
(Mr. Bopp continue to serve on the SS Board, with Joe Sheffey  
continuing to serve as citizen rep)
  4. Pulaski Encouraging Progress Steering Committee  
(Mr. Bopp currently serving and difficult – Andy McCready willing to  
serve along with Joe Sheffey)
  5. Virginia Association of Counties  
(Mr. O’Dell based on experience in bridge work serving on the  
transportation committee)
  6. Workforce Investment Board (Chief Local Elected  
Official’s Board)  
(Andy McCready)

7. Fairview Home Board  
(Mr. Pratt to continue serving)
8. Economic Development Alliance  
(Mr. Bopp and Shawn Utt to continue serving)
9. New River Resource Authority & Recycling Committee  
(Frank Conner continue serving with Joe Sheffey  
And following end of Mr. Conner's term, potential for Mr.  
McCready to serve)
10. Pepper's Ferry Regional Wastewater Treatment Authority  
(Frank to continue serving one more year and Mr. Sheffey  
indicated interest following Frank Conner)
11. Virginia's First Regional Industrial Facilities  
Authority  
(Currently Joe Sheffey with PMH as alternate – recommendation for  
Joe Sheffey and Andy McCready to serve)
12. Indoor Wellness Committee  
(currently Ranny Akers, Mr. Pratt indicated an interest in  
serving)
13. Tornado Finance Committee  
(currently Charles Bopp and Dean Pratt and continue serving)
14. Public Service Authority  
(Frank Conner serves as a floating alternate, take under  
advisement and not take any action to have an alternate on  
PSA for time being)
15. Regional Jail Authority  
(Frank Conner currently serves – consideration for him to  
serve another remaining two years with Andy McCready  
serving as alternate)
16. Local Emergency Planning Committee  
(Andy McCready and Dean Pratt continue)
17. Joint Services Board  
(Joe Sheffey and Dean Pratt – continue serving)
18. Regional Emergency Medical Services Incorporated (REMSI) Board

(Josh Tolbert and Dave Staneloy to continue to serve)

18. Pulaski County Educational Foundaiton  
(Joe Sheffey and Tom McC – continue to serve)
19. New River Valley Fair Board  
(Dean Pratt to continuje to serve)

Motion to approve appointments: Bopp, 2<sup>nd</sup> McCready  
Voting ye: All

4. Fiscal Agent Commitments

- a. Joint Comprehensive Services Act
- b. New River Pre-Trial Services Board
- c. Regional Emergency Medical Services, Incorporated (REMSI)  
(Huber explained – accept money and spend on behalf of regional boards –  
Motion: Pratt, 2<sup>nd</sup> Bopp – Voting yes: All  
Oversight and auditing process  
Check on Workforce Investment Board

5. Scheduling of Goal Setting & Facility Tour

(Huber recommendation give new Board members few months to get comfortable and solicit ideas from public as to things on list – maybe March or April to set goal setting session – in preparation for that any tour of facility would be glad to schedule before goal setting session –

McCready stay away from April – keep in early to mid March –

**Staff to provide dates in weekly update**

Sheffey mid afternoon or Saturday –

McCready early evening 6:00 to 8:00 or 9:00 – Monday night?

Huber any tours: McCready and Odell talked about taking tour of Verizon building –

Huber working on

McCready working with Mr. Ronnie Nichols and touring school buildings – going to continue to do that during school hours –

Sheffey suggested Board members contact Mr. Huber – Huber let us know what want to see

6. Other Matters

(Huber - Al Davis had asked whether there was an opportunity for speaking – address panhandling that is taking place at Walmart in Fairlawn someone saying they are veteran and they are not – ask McCarthy and Jim Davis for recommendation on what may be done – public giving money for something that is not truthful – Tom suggested Commonwealth Attorney

Huber have a bad situation with a bridge on Pond Lick Hollow – has a seven ton weight limit – causing problems – Peter drafted letter – more strength if come from BOS – Motion to approve letter to VDOT: Bopp, 2<sup>nd</sup> Pratt – Voting yes: All

Sheffey deferred to McCready – Board member orientation spent quite a number of hours working with staff (department heads and various aspects of county) – one thing that has come to attention – Huber has drawn a protocol re: action prior to BOS meeting – meet once a month – items come up that are outside the scope of budget that action needs to be taken on –

Staff or administration determines that timely action is needed prior to BOS for project or grant or special situation to come to pass – County Adm., Asst County Administrator call 5 members and allow them to receive an update from that particular staff or CA obtain feelings on action – while doesn't bind Board, does provide a track record that Board has been engage on action item – matter to document that CA has gotten Board member in loop and received feedback and then item can be placed on agenda for further ratification – there were a number of folks who felt like CA had acted with authorization – this would allow for/ documentation to put in file noting where everyone had been talked with – adopt tonight or think about for next Board meeting – Pratt pretty much what we do?

McCready one page sheet –

Motion: McCready, 2<sup>nd</sup> O'Dell

Voting yes: All

Pratt and Bopp – welcomed new Board members

McCready take a minute to thank the voters of PC that decided to vote for him – thank for God for placing this responsibility and strengthening him and wife for putting up with him working job and serving community – very important to give back to community – make a difference and contribute to county and work with fellow Board members – full of pride

O'Dell thanked everyone who helped him on his way to Board – get a lot accomplished

Sheffey good Board to work together – fine county staff and a lot to accomplish in nextg four years

Sheffey – press and public – Board members have been invited Tuesday at 7:30 top meet with Chamber at Visitor Center to explain duties

Jean Evans – Dorothy (Dot) Sheffey passed away – visitation Wednesday, 6:00 – 8:00 at Mullins Funeral home and funeral Thursday at 2:00

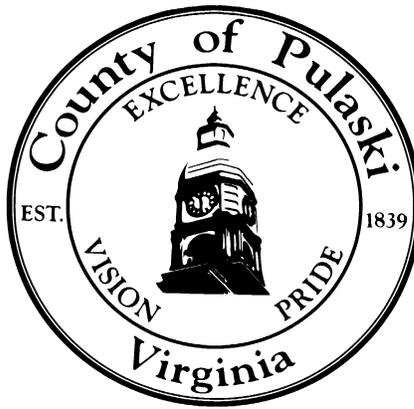
McCready - Dot Sheffey tremendous asset to PC and advocate for Pulaski County – made sure politicians in county knew their way around county – attended receptions around county and state – loss will be felt by many folks

Sheffey – Thursday at 6:00 at First United Methodist Church dedication of home for tornado recovery efforts – may be more than 3 board members

7. Adjournment          Motion to adjourn to 23<sup>rd</sup>: McCready, 2<sup>nd</sup> O'Dell

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January 5, 2012

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Swearing In and Organizational Items

**Enclosed** are the minutes of the January 7, 2008 organizational meeting which I thought may serve as a good reference for Board members in considering the items on the following agenda.

1. Swearing In – Maetta Crewe, Circuit Court Clerk, plans to attend the initial part of the meeting in order to swear the Board into office. We also plan to take this opportunity to take a group picture of the new Board.
2. Organizational Items:
  - a. Election of Chairman, Vice-Chairman and Designation of Term of Office – In order to make the election process easier for the Board, I have asked Tom McCarthy, as parliamentarian, to preside during the initial portion of the meeting 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 previously 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 9 meeting according to the district arrangement in effect on December 31, 2011. This is from left to right facing the board's dais: Ingles, Massie, Cloyd, Robinson, and Draper.

After a chairman and vice-chairman are elected, 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 to see changed.

- c. Establishment of Regular Meeting Date, Place and Time – At its organizational meeting, the Board should establish a regular meeting date, place and time. It is suggested that the Board continue to meet on the fourth Monday since the public is accustomed to that date and time. If the regular Board meeting date falls on a holiday, it is suggested that the Board meet a week earlier on the 3<sup>rd</sup> Monday. 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.

It is also recommended that closed sessions continue to be held from 6:00 p.m. to 7:00 p.m. Scheduling closed sessions prior to the public sessions allows Board members and staff to get home earlier, improves the interaction between the Board and citizens following the meeting and allows any action items resulting from the closed session to 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 and that the continued date be the following

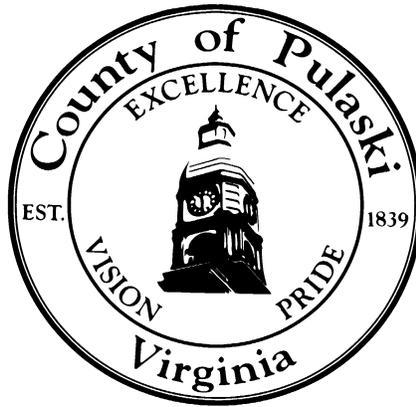
Monday. Setting a standardized date for rescheduled meetings avoids having to re-advertise the rescheduled meeting. Board members and press are required by the State Code to be notified of any cancellations and/or continuances.

- 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 the bylaws to reflect the current practice since the Clerk is also 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.

PMH/gh

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January 5, 2012

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Board Appointments and Assignments

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, it is recommended that the specific item be deferred 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 the Board is aware of this alternative. Under a tiebreaker system, the Board may choose an individual to serve as tiebreaker, or call for the election of a tiebreaker. Should a tiebreaker be selected, he or she serves a four-year term of office coinciding with the term of the Board.

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.

Appointment of a tie-breaker is not recommended since Pulaski County has an odd number of Board members; tiebreakers are not likely to be as well informed on issues as regular Board members; and decisions would be

delayed due to scheduling the appearance. Should the Board decide not to appoint a tiebreaker, tie votes would result in an issue being defeated.

2. Clerk – ***Enclosed*** is a listing of duties of the Clerk. Reappointment of Gena Hanks as Clerk and Melody Taylor as Deputy Clerk is recommended since this gives the Board greater flexibility, should a conflict ever arise between the County Administrator and Board of Supervisors.
  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. While these services are currently under contract, one Board cannot legally obligate the next. Thus, it would be appropriate for the Board to confirm the current appointment effective January 1, 2012 with the option of revising the current contract at the time of its expiration on April 30, 2012.
  4. County Administrator - ***Enclosed*** is a listing of duties of the County Administrator, as called for in the state code. Also ***enclosed*** is the current employment contract and the International City/County Managers Association Code of Ethics. While the existing employment agreement extends through June 20, 2012, one Board cannot legally obligate the next. Thus, it would be appropriate for the Board to confirm the current appointment with the option of revising the current contract at the time of its expiration on June 30, 2012.
  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. One responsibility of this position is determining when to declare an emergency when 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 – As shown in the ***enclosed*** listing, the following functions 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 Board.
1. Planning Commission – Frank Conner has served as the Board liaison as a 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-elect McCreedy has indicated his interest in serving.

2. New River Valley Planning District Commission – Supervisor Sheffey currently represents the Board of Supervisors on the commission with a term ending June 30, 2013. 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. Also, Charles Bopp serves on the New River Valley Planning District Commission as a “floating member” with a term expiring June 30, 2012. At the end of Mr. Bopp’s term, an individual from another locality will be appointed.
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 Mr. Sheffey (or another Board member should Mr. Sheffey not wish to continue serving) serve in this capacity. Mr. Sheffey’s term is not scheduled to end until September 30, 2014.
4. Pulaski Encouraging Progress Steering Committee – Mr. Bopp is currently appointed to the Steering Committee, but work obligations make it difficult for him to attend and appointment of one additional Board representative is recommended. The PEP bylaws state that the Chairman of the Board of Supervisors and the mayors of the towns of Dublin and Pulaski serve as ex-officio vice-chairpersons and that the Chamber of Commerce Vice-President for Economic Development serves as the chairperson. Thus, Bill Cunningham currently serves as Chair and Mayor Worrell, Mayor Skeens and Supervisor Sheffey serve as vice-chairmen. 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.
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.

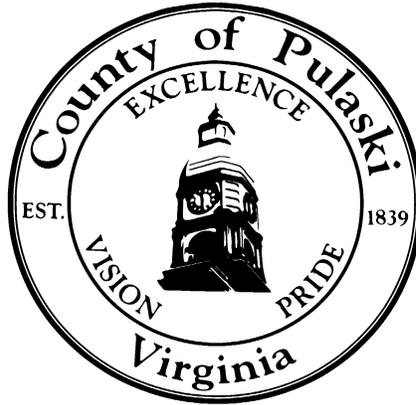
6. Workforce Investment Board (Chief Local Elected Official's Board) – Ranny Akers had been serving as the County's representative, with Dean Pratt as his alternate. As required by the funding guidelines, the County must be represented by a current member of the Board of Supervisors and an appointment 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 and serves as its Chair (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).
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 Frank Conner and Joe 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. Pepper's Ferry Regional Wastewater Treatment Authority – Frank Conner and Ron Coake currently represent the county on the Authority. Ronnie Coake's term expired on December 31, 2011 and the Board reappointed Mr. Coake for an additional four year term. Frank Conner's term expires on December 31, 2012, thus he could continue to represent the County, pending confirmation by the Board.
11. Virginia's First Regional Industrial Facilities Authority – Chairman Sheffey and I currently serve as representatives.
12. Indoor Wellness Vision Committee – This is an ad-hoc planning committee tasked with providing the Board of Supervisors with a recommended course of action should the Board want to pursue the development of an indoor wellness facility. Ranny Akers currently serves on the committee.

13. Tornado Finance Committee – Charles Bopp and Dean Pratt currently serve on this committee which oversees the utilization of private donations for the purpose of rebuilding from the tornado damage.
14. Public Service Authority – Frank Conner currently serves as a floating alternate on this Board. His service also provides for coordination between the PSA Board, the Board of Supervisors and the Planning Commission.
15. Regional Jail Authority – Frank Conner currently serves as the County's representative.
16. Local Emergency Planning Committee – Andy McCready and Dean Pratt currently serve on this Committee, the purpose of which is to provide a structure for emergency planning efforts between local industry, emergency response organizations and the County.
17. Joint Services Board – Joe Sheffey and Dean Pratt currently represent the Board of Supervisors on the Joint Services Board, which also includes two members of the School Board. The purpose of the Joint Services Board is to build on current efforts between the two boards to work together to improve efficiencies.
18. Regional Emergency Medical Services Incorporated (REMSI) Board – Joe Sheffey and Dave Stanley currently serve as the County's representatives.

PMH/gh

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TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

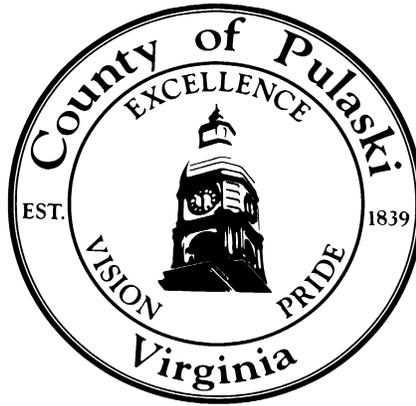
SUBJECT: Fiscal Agent Commitments

I would like to 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, New River Valley Pre-Trial Services, and the 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.

PMH/gh

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January 5, 2012

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Scheduling of Goal Setting and Facility Tour

**Enclosed** is a copy of the Board of Supervisors goals for 2008-2011. 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 to accomplish over the next four years. In doing so, a goal setting meeting may be helpful and I suggest the Board consider a meeting in March 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 either 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; New River Valley Fairgrounds and each of the schools. If the Board will indicate, how, when and if it would like to tour the facilities, we will make the necessary arrangements.

PMH/gh