



**BOARD OF SUPERVISORS
WORK SESSION
Tuesday, October 16, 2018 – 4:30 PM**

**Main Conference Room
County Administration Building, 1 Center Street
Chatham, Virginia 24531**

AGENDA

- 1. CALL TO ORDER (4:30 PM)**
- 2. ROLL CALL**
- 3. AGENDA ITEMS TO BE ADDED**
- 4. APPROVAL OF AGENDA**

For the citizens' convenience, all Work Session and Committee Meetings are now being recorded and can be viewed on the same YouTube location as the Board of Supervisor's Business Meetings. Please remember that the Board's Work Session is designed for internal Board and County Staff communication, discussion, and work. It is not a question and answer session with the audience. Accordingly, during the Work Session, no questions or comments from the audience will be entertained. Respectfully, any outbursts or disorderly conduct from the audience will not be tolerated and may result in the offending person's removal from the Work Session. As a reminder, all County citizens, and other appropriate parties as designated by the Board's Bylaws, are permitted to make comments under the Hearing of the Citizens' Section of tonight's Business Meeting.

5. PRESENTATIONS

1. Pet Center Update (Staff Contact: David M. Smitherman); (Presenter: Jill Mollohan); (15 minutes)

6. STAFF, COMMITTEE, AND/OR CONSTITUTIONAL OFFICER REPORTS

- a. CSA End of Year and Attendance Report (Staff Contact: Cheryl J. Boswell); (10 minutes)
- b. Introduction of Human Resource Manager (Staff Contact: Gregory L. Sides); (5 minutes)
- c. Library Expansion Feasibility Study Update (Staff Contact: Lisa W. Tuite); (5 minutes)

- d. Regional Transit Update (Staff Contact: Gregory L. Sides); (10 minutes)
- e. Household Solid Waste Discussion (Staff Contact: Richard N. Hicks); (30 minutes)
- f. Proposed Lease on Existing Cell Tower (Staff Contact: Richard N. Hicks); (10 minutes)
- g. Hurricane Florence After Action Report (Staff Contact: Chris C. Slemp); (15 minutes)
- h. Required Policy Changes relating to Conflicts of Interest, Procurement, and other Internal Controls (Staff Contact: Kimberly G. Van Der Hyde); (15 minutes)
- i. Other Reports


7. BUSINESS MEETING DISCUSSION ITEMS

8. ADJOURNMENT



Board of Supervisors
EXECUTIVE SUMMARY

INFORMATION ITEM

Agenda Title:	Pet Center Update (Staff Contact: David M. Smitherman); (Presenter: Jill Mollohan); (15 minutes)		
Staff Contact(s):	David M. Smitherman		
Agenda Date:	October 16, 2018	Item Number:	5.1
Attachment(s):			
Reviewed By:			

Jill Mollohan, Interim Executive Director of the Lynchburg Humane Society, will provide an update to the Board on Pet Center functions.



Board of Supervisors
EXECUTIVE SUMMARY

INFORMATION ITEM

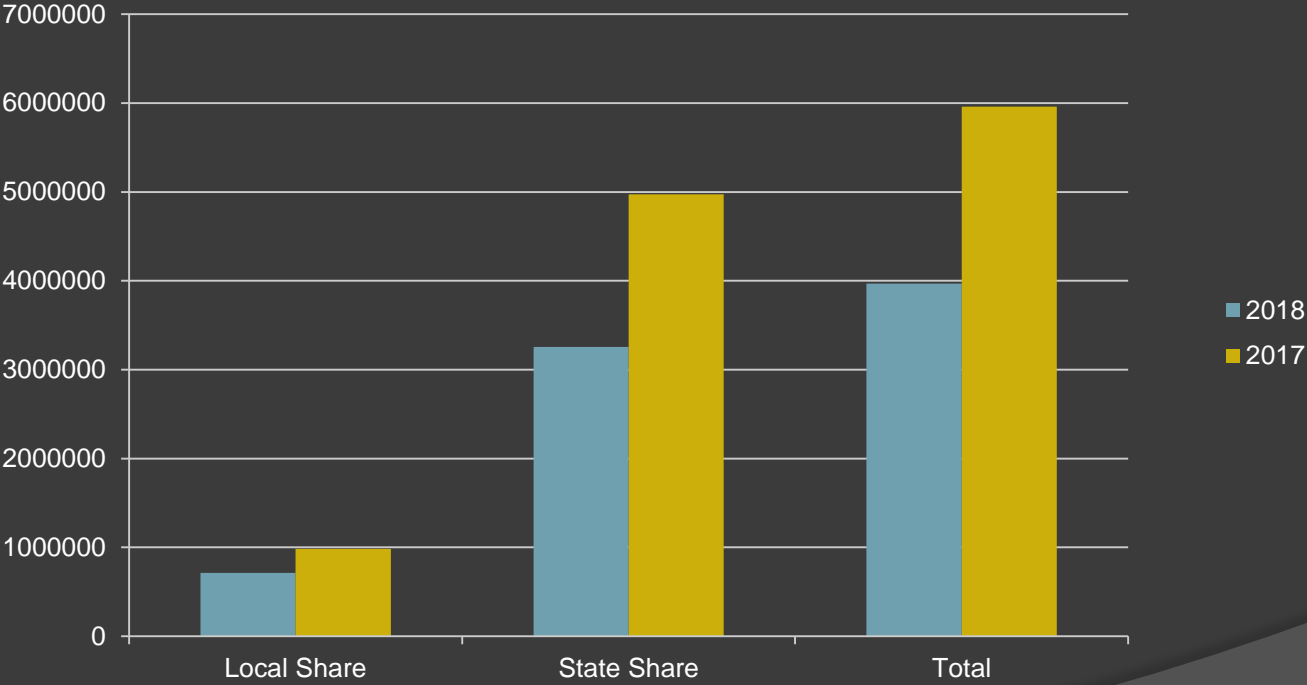
Agenda Title:	CSA End of Year and Attendance Report (Staff Contact: Cheryl J. Boswell); (10 minutes)		
Staff Contact(s):	Cheryl J. Boswell		
Agenda Date:	October 16, 2018	Item Number:	6.a
Attachment(s):	CSA Fiscal Year 2017-2018 Copy of 2018 Calendar Year CPMT attendance record		
Reviewed By:			

Cheryl J. Boswell, CSA Coordinator, will provide an End of Year and Attendance Report for CSA.

CSA FISCAL YEAR 2017 - 2018

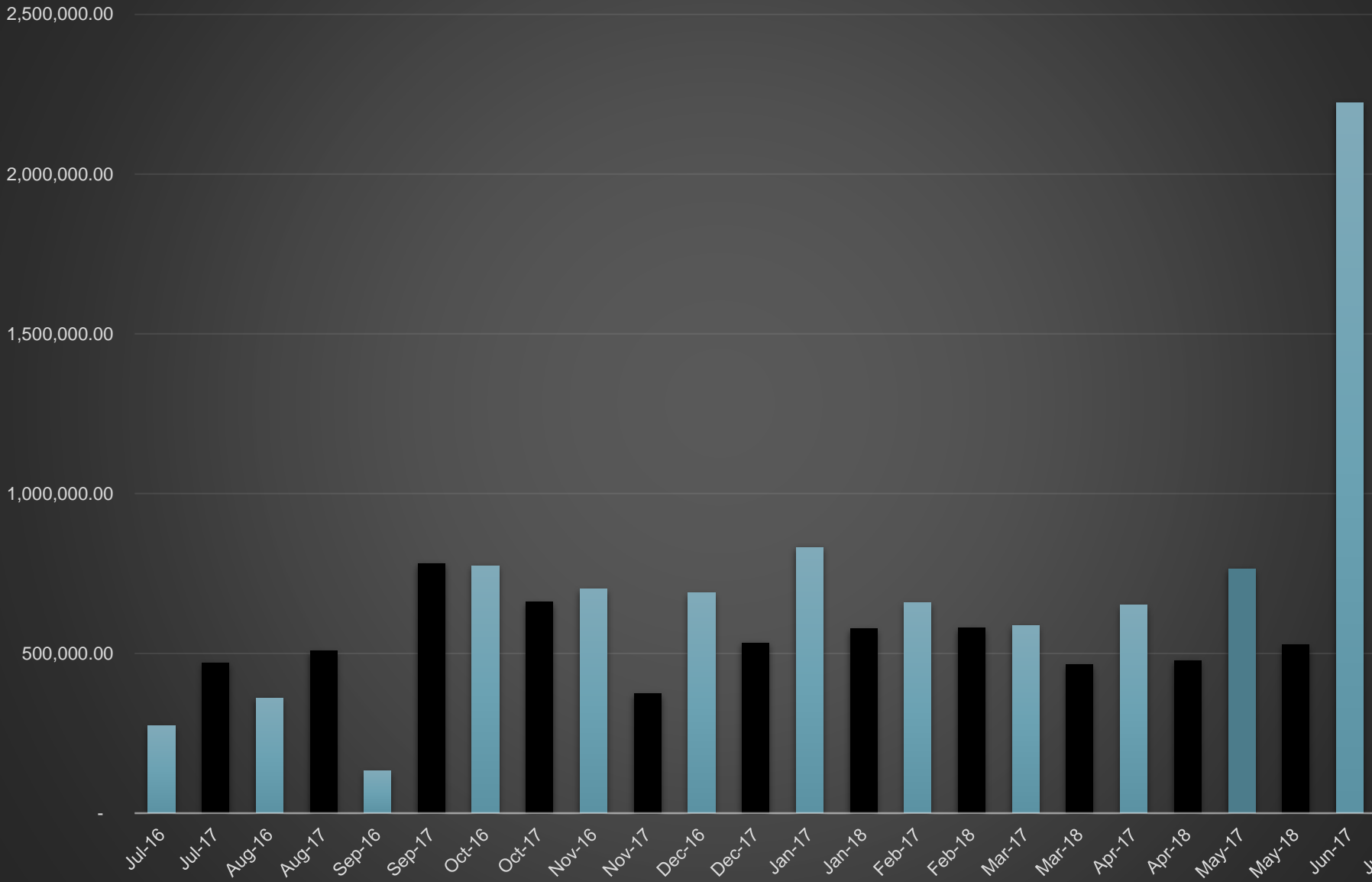
Supplemental Allocation FY 2017 - 2018

Fiscal Year	Local Share	State Share	Total
2017	985,182.04	4,974,497.12	5,959,679.16
2018	714,400.58	3,255,739.36	3,970,139.94



Attachment: CSA Fiscal Year 2017-2018 (1334 : CSA End of Year and Attendance Report)

FY17 & FY18 Total Expenditures



Attachment: CSA Fiscal Year 2017-2018 (1334 : CSA End of Year and Attendance Report)

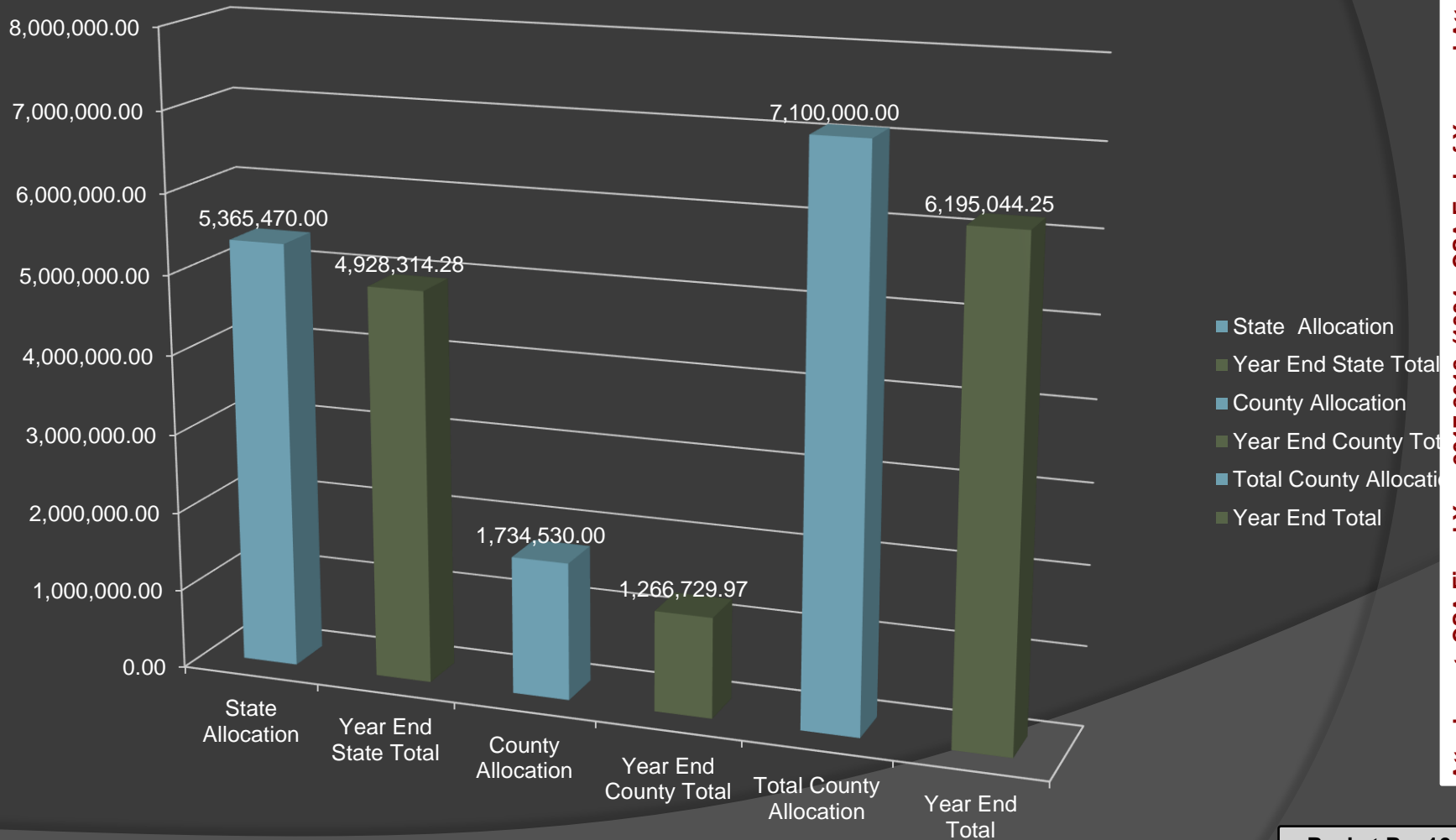
FY 2018 Pool Reports & Totals

Match Rate:	Total Amount	State	Local
Beginning Balance	\$3,061,475.00	\$2,340,373.00	\$721,102.00
Period End Date	<u>Total Amount</u>	<u>State</u>	<u>Local</u>
8/31/2017	\$26,245.00	\$23,153.34	\$3,091.66
9/30/2017	\$381,543.81	\$318,299.55	\$63,244.26
10/31/2017	\$744,396.73	\$594,276.58	\$150,120.15
11/30/2017	\$655,152.68	\$523,380.45	\$131,772.23
12/31/2017	\$609,607.73	\$481,268.37	\$128,339.36
1/31/2018	\$393,602.99	\$312,364.23	\$81,238.76
2/28/2018	\$360,805.75	\$281,883.01	\$78,922.74
3/31/2018	\$482,559.44	\$384,239.66	\$98,319.78
4/30/2018	\$423,316.50	\$337,080.53	\$86,235.97
5/31/2018	\$628,763.92	\$486,366.15	\$142,397.77
6/30/2018	\$439,775.27	\$345,337.35	\$94,437.92
7/31/2018	\$280,267.58	\$222,953.40	\$57,314.18
8/31/2018	\$563,361.87	\$454,846.67	\$108,515.20
9/30/2018	\$205,644.98	\$162,864.99	\$42,779.99
Pool Reimbursement Expenditure Totals	\$6,195,044.25	\$4,928,314.28	\$1,266,729.97

FY 17 Versus FY 18 Totals

	State	Local	Total
FY 2017	5,746,812.49	1,389,950.28	7,136,762.77
FY 2018	4,928,314.28	1,266,729.97	6,195,044.25
Reduction:	818,498.21	123,220.31	941,718.52

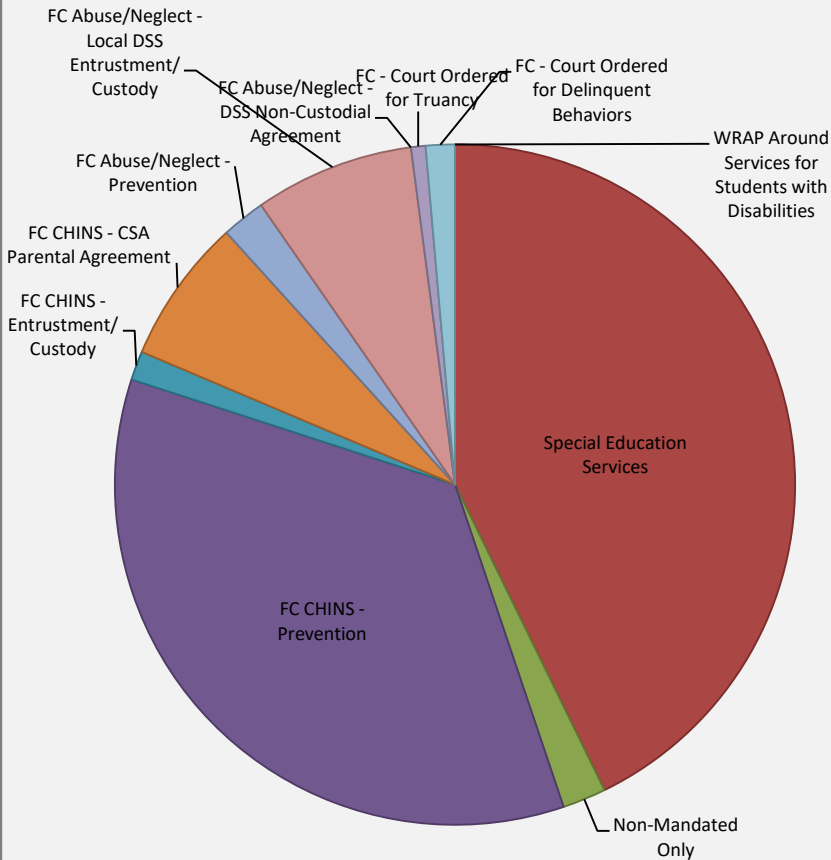
County Allocation VS. Year End Expenditures



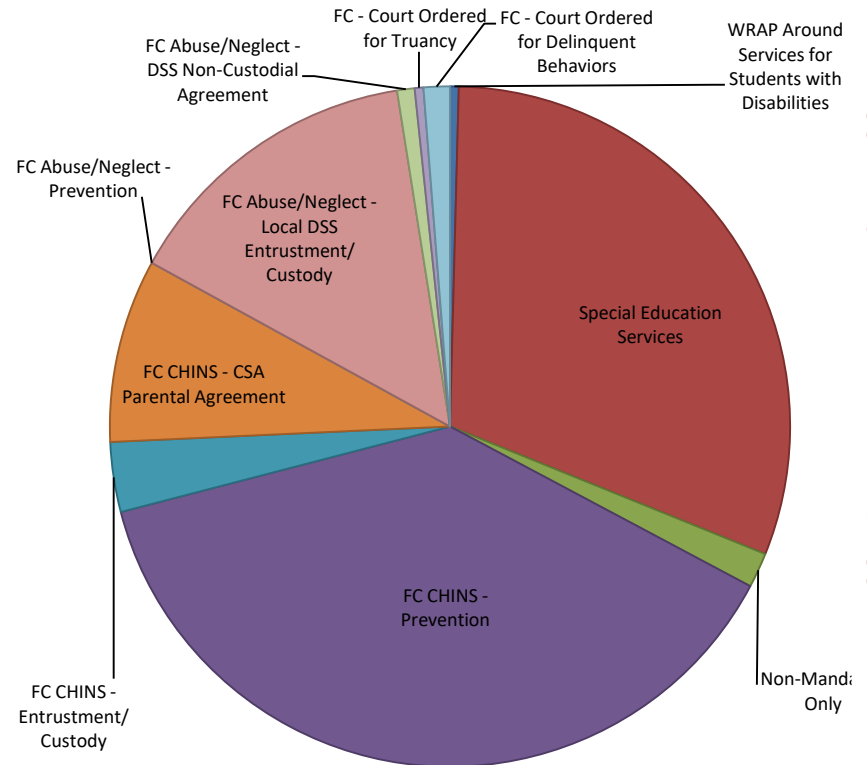
Attachment: CSA Fiscal Year 2017-2018 (1334 : CSA End of Year and Attendance Report)

Primary Mandate Type FY 2016 & 2017

**Primary Mandate Type, FY 2016
Pittsylvania County**

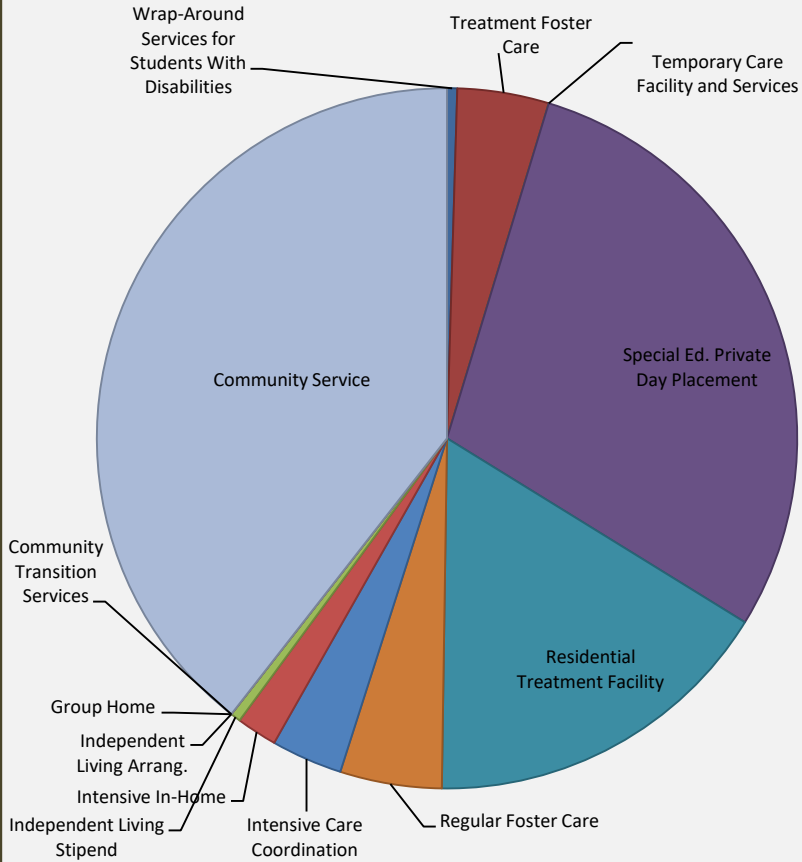


**Primary Mandate Type, FY 2017
Pittsylvania County**

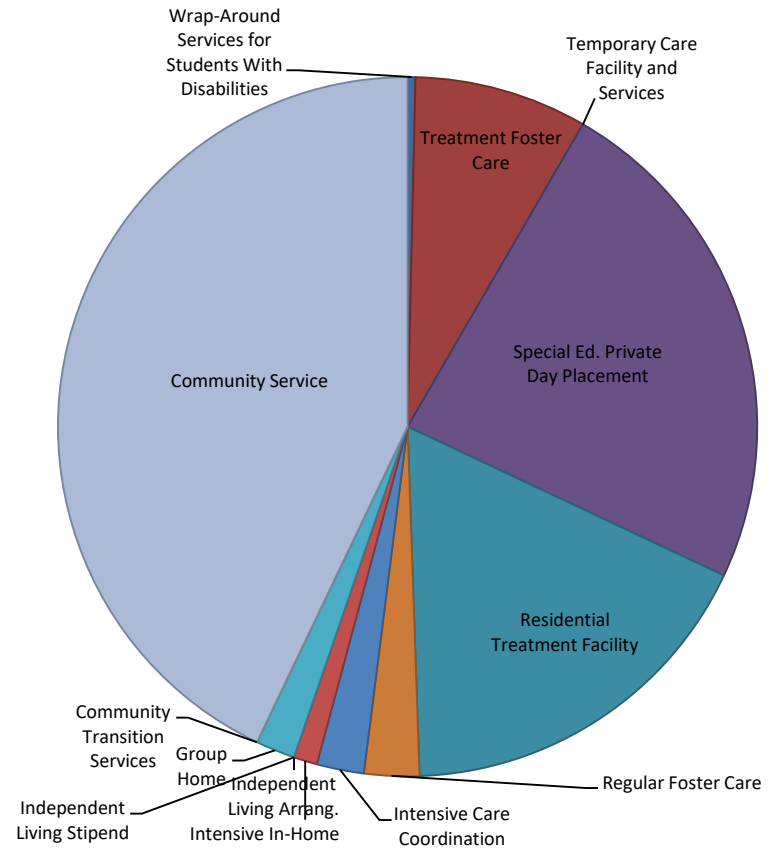


Service Placement Type FY 2016 & 2017

**Service Placement Type, FY 2016
Pittsylvania County**



**Service Placement Type, FY 2017
Pittsylvania County**



CPMT Attendance Record 2018

CPMT Member	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
1) Parent Representative												
Amy Edwards (Member as of January 2017)	PRESENT	PRESENT	PRESENT	PRESENT	X	PRESENT	PRESENT	PRESENT	PRESENT			
2) Pittsylvania County Schools												
Ann Cassada (Member) (CPMT Chair 07/01/2014 -06/30/2016)	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	X	PRESENT	X	PRESENT			
Robin Haymore (Alternate)	X	X	X	X	X	X	X	PRESENT	X			
3) Pittsylvania County DSS												
Sherry Flanagan (Member)	X	PRESENT	PRESENT	PRESENT	X	X	PRESENT	PRESENT				
Valerie Weir (Alternate as of July 2014)	X	X	X		PRESENT	X	X	X	X			
4) Danville- Pittsylvania Community Services												
Sandy Stephenson Irby (Member as of July 1, 2017)	X	X	X	PRESENT	PRESENT	X	PRESENT	PRESENT	PRESENT			
Veronica Onsurez-Pannell (Alternate as of July 1, 2017)	PRESENT	PRESENT	PRESENT	X	X	PRESENT	X	X	PRESENT			
5) Court Services Unit												
Joyce Green (Member as of June 2015)	PRESENT	PRESENT	PRESENT	PRESENT	X	PRESENT	PRESENT	PRESENT	PRESENT			
Jay Gaylor (Alternate as of October 2015)	X	X	X	X	X	X	X	X	X			
6) Elected Sherriff												
Mike Taylor (Member)	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT			
Donald Motley (Alternate)	X	X	X	X	X	X	X	X	X			
7) Government Official												
Ronald Scarce(Member as of January 2017)	PRESENT	PRESENT	PRESENT	X	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT			
Richard Hicks (Member as of May 2018)					PRESENT	PRESENT	PRESENT	PRESENT	PRESENT			
8) Health Department												
Cynthia Robotti (Member as of April 2017)	X											
Natalie Whitlow (Alternate as of April 2017) (Member as of February 2018)	PRESENT	PRESENT	PRESENT	X	PRESENT	X	X	PRESENT	X			
Catheryne Walker (Alternate as of February 2018)		X	X	X	X	X	X	X	X			
9) Private Provider- Arc of Southside												
Monica Karavanic (Member as of February 2018)	PRESENT	PRESENT	PRESENT	PRESENT	X	PRESENT	PRESENT	PRESENT	X			

x = absent


****CPMT Alternate attendance only required if CPMT Member is not present****

Resolution 2014-10-02: "CPMT members shall attend 75% of regularly scheduled meetings unless mitigating circumstances are approved by the Pittsylvania County Board of Supervisors."

Attachment: Copy of 2018 Calendar Year CPMT attendance record (1334 : CSA End of Year and



Board of Supervisors
EXECUTIVE SUMMARY
INFORMATION ITEM

Agenda Title:	Introduction of Human Resource Manager (Staff Contact: Gregory L. Sides); (5 minutes)		
Staff Contact(s):	Gregory L. Sides		
Agenda Date:	October 16, 2018	Item Number:	6.b
Attachment(s):			
Reviewed By:			

Gregory L. Sides, Assistant County Administrator, will introduce the County's new Human Resources Manager to the Board.



Board of Supervisors
EXECUTIVE SUMMARY

INFORMATION ITEM

Agenda Title:	Library Expansion Feasibility Study Update (Staff Contact: Lisa W. Tuite); (5 minutes)		
Staff Contact(s):	Lisa W. Tuite		
Agenda Date:	October 16, 2018	Item Number:	6.c
Attachment(s):	Library Expansion Feasibility Study Update		
Reviewed By:			

Lisa W. Tuite, Library Director, will present to the Board an update on the Library Expansion Feasibility Study.

MEMORANDUM

For: David Smitherman
Pittsylvania County Administrator

From: Lisa Tuite
Director, Pittsylvania County Public Library

Date: October 1, 2018

Subject: Library Expansion Feasibility Study Update

At their August board meeting, the Board of Supervisors approved a resolution calling for a feasibility study of the library expansion plan and the appointment of a public advisory committee to assist in the feasibility study. The Board requested that the county seek grant funding for the feasibility study, estimated at \$25,000.

Starling McKenzie, the Senior Program Officer for the Danville Regional Foundation, has advised me that DRF has made a preliminary approval of the county's grant request for the library expansion feasibility study. However, for requests from units of local government, the DRF requires a 50-50 cost share; therefore, DRF has approved only one half of the request.


The grant request totaled \$30,850, of which \$5,850 was provided by the County in in-kind services and \$25,000 was requested from DRF for the outside specialist. For a 50-50 match, the County would have to provide \$15,425.

Below are the names that the library expansion study recommends to the Board of Supervisors for appointment to the advisory committee. It includes members of the library expansion study and members of the affected communities. The Board of Supervisors is of course welcome to appoint additional members. The library expansion study did invite additional members, including the Mayor of Hurt, who declined because of other pressing commitments.

Lisa Tuite, Director of the Pittsylvania County Public Library, Core Team Member
 Alice Shelton, President of the Library Board, Core Team Member
 Teresa Petty, Pittsylvania County Schools, Core Team Member
 Jessie Barksdale, citizen, Core Team Member, Banister District
 Shannon S. Stoler, citizen, Core Team Member, Dan River District
 Martha Walker, citizen, Core Team Member, Dan River District
 Angela Wells, Smart Beginnings, Core Team Member
 Janie Davis, Citizen, Mt. Airy, Banister District
 Phyllis Roach, Library Board member, Literacy Program Director, Staunton River District
 Katherlene Carter, Citizen, Banister District



Board of Supervisors
EXECUTIVE SUMMARY
INFORMATION ITEM

Agenda Title:	Regional Transit Update (Staff Contact: Gregory L. Sides); (10 minutes)		
Staff Contact(s):	Gregory L. Sides		
Agenda Date:	October 16, 2018	Item Number:	6.d
Attachment(s):			
Reviewed By:			

Gregory L. Sides, Assistant County Administrator, will provide a Regional Transit update to the Board.



Board of Supervisors
EXECUTIVE SUMMARY

INFORMATION ITEM

Agenda Title:	Household Solid Waste Discussion (Staff Contact: Richard N. Hicks); (30 minutes)		
Staff Contact(s):	Richard N. Hicks		
Agenda Date:	October 16, 2018	Item Number:	6.e
Attachment(s):			
Reviewed By:	RH		

Richard N. Hicks, Assistant County Administrator, will discuss with the Board the potential merits on revising the current definition of "Household Solid Waste" contained in Pittsylvania County Code § 17-2(J). Said definition is as follows:

J. "Household Solid Waste" shall mean solid waste generated solely by residential use, and shall not include any industrial waste, agricultural waste, as defined in the Virginia Department of Environmental Quality, Solid Waste Management Regulations, as amended, or hazardous waste as defined herein. Carpet shall be deemed household solid waste if it is disposed of by the occupant and/or owner of the residential dwelling. Residential construction and/or demolition waste, create by and disposed of by the occupant and/or owner of his/her dwelling, shall be deemed household solid waste. (B.S.M. 1/21/14)



Board of Supervisors
EXECUTIVE SUMMARY

INFORMATION ITEM


Agenda Title:	Proposed Lease on Existing Cell Tower (Staff Contact: Richard N. Hicks); (10 minutes)		
Staff Contact(s):	Richard N. Hicks		
Agenda Date:	October 16, 2018	Item Number:	6.f
Attachment(s):			
Reviewed By:	RH		

Richard N. Hicks, Assistant County Administrator, will brief the Board on a proposed lease of an existing County cell tower.



Board of Supervisors
EXECUTIVE SUMMARY

INFORMATION ITEM

Agenda Title:	Hurricane Florence After Action Report (Staff Contact: Chris C. Slemph); (15 minutes)		
Staff Contact(s):	Chris C. Slemph		
Agenda Date:	October 16, 2018	Item Number:	6.g
Attachment(s):			
Reviewed By:			

Chris C. Slemph, Director of Public Safety, will provide an after-action report for Hurricane Florence preparedness within the County.



Board of Supervisors
EXECUTIVE SUMMARY

INFORMATION ITEM

Agenda Title:	Required Policy Changes relating to Conflicts of Interest, Procurement, and other Internal Controls (Staff Contact: Kimberly G. Van Der Hyde); (15 minutes)		
Staff Contact(s):	Kimberly G. Van Der Hyde		
Agenda Date:	October 16, 2018	Item Number:	6.h
Attachment(s):			
Reviewed By:	<i>VH</i>		

Kimberly G. Van Der Hyde, Finance Director, will provide the Board with a summary regarding required policy changes relating to conflicts of interest, procurement, and other internal controls.



Board of Supervisors
EXECUTIVE SUMMARY
INFORMATION ITEM

Agenda Title:	Other Reports		
Staff Contact(s):			
Agenda Date:	October 16, 2018	Item Number:	6.i
Attachment(s):			
Reviewed By:	VH		