

VIRGINIA: AT THE CONTINUATION MEETING OF THE DINWIDDIE COUNTY BOARD OF SUPERVISORS HELD IN THE MULTI-PURPOSE ROOM OF THE PAMPLIN ADMINISTRATION BUILDING IN DINWIDDIE COUNTY, VIRGINIA, ON THE 21st DAY OF JANUARY, 2003, AT 11:00 A.M.

PRESENT: ROBERT L. BOWMAN IV - CHAIR ELECTION DISTRICT #3
Arrived 11:14 DONALD L. HARAWAY – VICE CHAIR ELECTION DISTRICT #2
HARRISON A. MOODY ELECTION DISTRICT #1
EDWARD A. BRACEY, JR., ELECTION DISTRICT #4
AUBREY S. CLAY ELECTION DISTRICT #5

OTHER: BEN EMERSON COUNTY ATTORNEY
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IN RE: CALL TO ORDER – INVOCATION – PLEDGE OF ALLEGIANCE

Mr. Robert Bowman, IV, Chairman, called the regular meeting to order at 11:08 A.M.

IN RE: REVIEW OF NEW EMS REGULATIONS

Mr. David Jolly, Director of Public Safety, stated the brochures for the Subscription Program for Revenue Recovery have been sent out and several meetings have been held in the County to explain the program.

Continuing he commented a new set of EMS regulations will be in effect as of Wednesday, January 15, 2003. He reviewed the following with the Board:

- I. EMS Regulations
 - a. Development and approval of an agreement between each licensed agency and the Board of Supervisors
 - b. Emergency response areas within the County
 - c. Development of response times to EMS calls
 1. From dispatch time to responding
 2. From responding time to on location
 - d. Mutual Aid agreements with other agencies and jurisdictions
 - e. Responsibility for volunteer departments

A lengthy discussion was held between the Board members, Mr. Jolly, and the County Administrator regarding the license requirements of the State; how the EMS Service Districts were determined and which agency would respond. The Board concurred with the response area as presented. The County Administrator stated if the Board did not object, Staff would meet with DVRS to review the response areas and work out an agreement so they can benefit from the subscription fees as well.

Mr. Jolly stated the new State regulations require that mobilization time be met 90% of the time. He felt the agencies could mobilize in 4 minutes and have a unit on the scene within 20 minutes. Mr. Clay stated he felt the response time should be 30 minutes. The Board agreed on 4 minutes to mobilize and 26 minutes to be on scene.

The Public Safety Director was authorized to prepare a resolution for the Board's consideration, which would meet the State requirements under the new

EMS regulations. He will also provide a recommendation on where the second EMS unit will be placed.

IN RE: LUNCH RECESS

The Board recessed for lunch at 12:31 P.M. and reconvened at 1:02 P.M.

IN RE: MEETING STRUCTURE

The County Administrator commented at the last meeting the Board postponed taking action on the meeting structure to obtain more information.

She stated the consent agenda will contain items for action that are routine in nature and should not require additional discussion. Items on the consent agenda will be approved with one motion at the beginning of the meeting. If a Board member needs to discuss an item in the consent agenda before action is taken, that item will be pulled and placed on the regular agenda for discussion.

Mrs. Alma Russell, Clerk to the Board stated the consent agenda contains items you handle on a regular or occasional basis such as:

- Claims
- Minutes
- Resolutions (no presentation)
- Proclamations
- Purchases under an amount determined by you
- Acceptances of Roads into the Secondary System

All of the consent agenda items will be included in your packets. If you have any questions about any of these items, call the office. If you still have issues that you would like to discuss, ask for that item(s) to be removed before a motion is made to accept the consent agenda items.

Many jurisdictions do not require anything that is approved in the budget to come before the Board again for action. Such as: travel requests (the Department Heads approve those); small contracts under an amount predetermined by the Board. This is an area, which the Board may wish to allow the Division Chiefs to have some discretion.

The purpose of the consent agenda is to free up your time for more important issues. As you well know, it takes several minutes for each motion and roll call.

The County Administrator stated the second suggestion was that the Department Heads will continue to submit monthly reports to the Division Chiefs and the County Administrator for review. On a quarterly basis, at the second meeting of the month, the Department Head Reports will be included for the Board. However, they will **not** be in attendance unless the Board member lets Administration know they have an issue that would require the Department Heads to be at the meeting. It is very important that Administration be notified ahead of time if the Board has questions on an item or report so that staff can be sure they have the information at hand to answer those questions.

Mr. Bowman voiced his concern about the Department Heads not attending the meetings to present their reports. He commented the citizens would not hear the reports or be able to comment about them. The County Administrator replied the reports will still be presented quarterly and the information will be included in the public copy of the Board meeting as it always has.

BOARD MEMBER COMMENT POLICY

1. Any items brought up under Board member comments will be discussed and considered a first reading on that item.
2. If information on the topic has been provided to Administration and included in the Board packets that are sent out prior to the meeting, action could be taken by the Board.
3. If information has not been included, then the item can be discussed but will be placed on the next agenda for action.

Mr. Haraway stated he was not in favor of putting restrictions on the Board as far as being able to take action on items that are not included in the Board packets.

Mr. Clay agreed.

Mr. Moody said there have been things presented to them and he did not like to be blind sighted. He commented as a group it didn't make them look professional, but if you wanted to you could vote no.

Mr. Haraway stated if something like that came up the Board could say, I would like to do some more research on this and let's postpone it until the next meeting.

Mr. Bracey stated are you going to be willing for me to say let's postpone this? Or will you demand that we vote on it? He stated he felt the information should be provided in advance of the meetings. Several times issues have come up and the Board has been pressured into voting on them and personally he did not agree with it.

Mr. Haraway commented several months ago a lady called him wanting a resolution recognizing Hospice month; if this policy had been in effect we couldn't have done that. He said he called the County Administrator and the resolution was presented at the meeting but the agenda was already out and this is going to happen again.

Mr. Clay commented that a resolution does not need to be researched and the Board intends to vote on it anyway. He said he might have a resolution the same day and because he did not call ahead of time the Board wouldn't be allowed to vote on it. He said things like that he couldn't see anything wrong with it.

Mr. Haraway stated the Board needed to vote on the items separately because the consent agenda and the Board member comment policy are different.

Mr. Bracey stated he did not have a problem with it as long as the Board members realize just because I bring it up that doesn't mean it is going to be passed.

IN RE: ADOPTION OF THE CONSENT AGENDA

Upon motion of Mr. Haraway, Seconded by Mr. Clay, Mr. Bracey, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman voting "Aye," the Board adopted the consent agenda and approval was granted for the Department Heads to submit their monthly reports to the Division Chiefs and the County Administrator for review. On a quarterly basis, at the second meeting of the month, the Department Head Reports will be included in the Board packets. They will **not** attend meetings unless the Board requests them to in advance.

IN RE: TUITION ASSISTANCE DISCUSSION

The County Administrator explained that Mrs. Barbara McKitrick, Human Resource Assistant, and Mr. Kevin Massengill, Assistant County Administrator, provided the research for this program.

Mrs. McKitrick stated she contacted several jurisdictions in the surrounding area to see what was offered to their employees. However, there were a lot of variances in the policies for each jurisdiction. She presented the following information for discussion to the Board.

TUITION ASSISTANCE PROGRAM

Qualifications:	Skills closely related to job performance/promotion (only at a regulated college/university – excluding correspondence courses)
Eligible Employees:	* Full Time (permanent part time at least 20 hours per week) * Past probationary period * Employees receiving aid through another source i.e. VA benefits) are not eligible for tuition assistance
Maximum Courses per fiscal year	* 3 credit hours – 18 credit hours (1 course – 6 courses)
Apply for Tuition Assistance	Within 30 days prior to registration of classes Classes must be approved by the board Approval or rejection of application will be made in writing
Refunds Issued	After satisfactory completion of course(s) with a passing grade of (C) in undergraduate work or (B) in graduate work. Must apply for refund within 90 days of completion. Receipt, canceled check, or credit card receipt along with grades are required for refund.
County Assistance	Tuition only – fees, books excluded Tuition and related fees Tuition, books, and related fees (tuition assistance does not cover laboratory fees, extra materials need in course work, meals, travel expenses, etc.)
Reimbursement Amounts	* 80% of total tuition * (2/3) or \$85.00 per credit hour * 1500 for under / 1800 for grad per fiscal year * \$103 per under course / \$127 per grad course * 1200 per full time / 600 per part time * \$650 per full time / 325 per part time * Max of \$400 per course * Max of \$5250 per employee
Employee Commitment	from 6 months to 1-2 years after completion of course or to County must reimburse the county the tuition refund with a check or through the employee's final paycheck
Course Schedule	courses will be scheduled outside of work hours unless otherwise approved by department heads through annual leave or compensatory time.

Funds Availability

funds will be available on a budget basis.

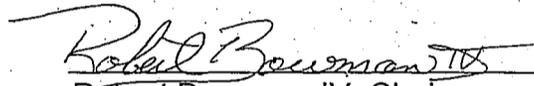
Mr. Haraway stated he felt any employee working toward a degree should be eligible for tuition assistance. He said they should be allowed to take classes that relate to the job they are performing even if they are not working towards a degree.

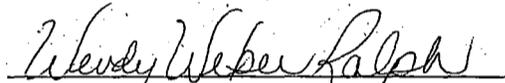
Mr. Bracey commented he would not favor assisting an employee who just wants to take classes unrelated to the job they perform.

Following a discussion about how much money should be paid, how many classes could be taken, and who would be entitled to take classes; the Board generally agreed with the recommended policy. Action was postponed until budget time.

IN RE: ADJOURNMENT

Upon motion of Mr. Moody, Seconded by Mr. Clay, Mr. Bracey, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman voting "Aye," the meeting adjourned at 1:52 P.M.


Robert Bowman, IV, Chairman


Wendy Weber Ralph
County Administrator

/abr

