

A REGULAR WORK SESSION WAS HELD BY THE NEW KENT COUNTY BOARD OF SUPERVISORS ON THE 26TH DAY OF JUNE IN THE YEAR TWO THOUSAND NINETEEN IN THE BOARDROOM OF THE COUNTY ADMINISTRATION BUILDING IN NEW KENT, VIRGINIA, AT 9:00 A.M.

IN RE: CALL TO ORDER

Chairman C. Thomas Tiller, Jr. called the meeting to order.

IN RE: ROLL CALL

Thomas W. Evelyn	Present
C. Thomas Tiller, Jr.	Present
Patricia A. Paige	Present
Ron Stiers	Present
W. R. Davis, Jr.	Present

All members were present.

IN RE: SOCIAL SERVICES POSITION RECLASSIFICATION

New Kent Department of Social Services (NKDSS) Director Jon Martz reported he and Assistant Social Services Director Suzanne Grable had requested this opportunity to bring an issue to the Board's attention as well as offer possible solutions. He distributed a handout entitled "New Kent NKDSS Position Status" and began reviewing the content. He reported there had been 65 referrals, 38 family assessments and 4 investigations from January 1, 2018 through June 30, 2018 compared to 125 referrals, 42 family assessments and 19 investigations from January 1, 2019 through June 24, 2019. Ms. Grable noted 42 of the referrals in 2018 and 61 in 2019 had been "validated" which meant they met the requirements for child protective action. Validated referrals were given three classifications, R1, R2 and R3. R1s required a response within 24 hours of the report, R2s within 48 hours and R3s within 5 days. Mr. Martz pointed out the increase from 2018 to 2019 was significant with 60 more referrals reported, 19 more validated referrals, 4 more family assessments and 15 more investigations. 16 of the 61 validated referrals in 2019 had involved multiple alleged abusers with one case involving 15 alleged abusers.

Mr. Martz drew attention to New Kent's current CPS (Child Protective Services) staffing. He reported the Virginia Department of Social Services suggested it took three years for a CPS worker to become fully trained. New Kent currently had 2.5 CPS staff members with a combined three years of experience. The Supervisor and Assistant Director were both carrying a caseload of investigations for which no other staff member was fully trained. The Director and Administrative Services Manager were also assisting with intake calls. He suggested there was a constant cycle of hiring and training new workers and he often found that once a new worker was trained, they would leave for larger agencies offering higher salaries. With everyone working together, NKDSS had been able to make timely contacts for 97% of the CPS referrals to date in 2019. The State target was 95% but the New Kent agency target was 100%.

Mr. Davis asked Mr. Martz to what he attributed the significant increase in referrals. Mr. Martz indicated there were a number of factors including:

- New Kent was the second fastest growing locality in the Commonwealth of Virginia - more residents resulted in more referrals.

- Increased awareness – more people were asking questions and making reports when they suspected something may be happening.
- Economic factors - single parent households and lower incomes.

Ms. Paige asked Mr. Martz if he was suggesting everyone leaving NKDSS left because of the income. Mr. Martz indicated income was not necessarily the reason for all CPS workers leaving for other localities. For some, the decision had been based on finding a position with a shorter commute. He noted that although New Kent was paying higher salaries than some neighboring localities, a good number of localities were offering more.

Mr. Stiers asked if most of the abusers were family members. Ms. Grable suggested approximately 60% of abusers were family members. Mr. Martz reported NKDSS had multiple interactions with a particular entity in in the County. He stressed that the department needed more help. He reported the cost of hiring a trained CPS worker including benefits was \$66,269.76 most of which would be paid by the State. \$20,311.76 would be the locality's responsibility. Mr. Martz offered the following possible options:

- A Program Administrator position was already in the FY20 budget and the County's portion of the cost of this position was \$14,718. If this position was converted to a Family Services Specialist position, there would be a difference of \$5,593.76. Mr. Martz indicated NKDSS could cover this additional expense for FY20 and there would be no additional cost to the County.
- The second option included keeping the Program Administrator position as is and adding a Family Services Specialist position resulting in an additional cost to the County of \$20,311.76.

Mr. Davis asked if the Program Administrator position had been filled. Mr. Martz reported the position had been advertised and there were several individuals they would like to interview, but the position had not been filled. Mr. Davis asked if there was a particular time of year when the number of cases increased. Mr. Martz indicated they saw an increase at the start of the summer but the most significant increases were noted at the beginning of the school year when teachers were first seeing the students after summer break.

County Administrator Rodney Hathaway reiterated that no additional funding would be needed in FY20 if the decision was to hold on filling the Program Administrator position and add a Family Services Specialist position. He asked for a general consensus indicating the Board was in agreement with this option. The Board agreed.

Mr. Martz thanked the Board and indicated he would bring back the request for a Program Administrator position in his FY21 budget request. Several Board members praised Mr. Martz and staff for the work they were doing. Mr. Davis asked what the plans were for replacing Family Services Specialist Nancy Goodman when she retired. Mr. Martz suggested Ms. Goodman was not replaceable but indicated they would do the best they could. He invited Board members to visit the NKDSS office and consider spending a day with them.

Mr. Davis asked about security in the Health and Human Services Building (NKDSS Office building). Mr. Martz reported his department was in a locked suite and a building protocol was in place. Panic buttons and an intercom system were also available and drills were conducted. Mr. Hathaway also reported the County would be using an Emergency Services Grant to bring in a consultant to work on a lock down process for all County facilities.

IN RE: RENEWAL OF ANNUAL PUBLIC UTILITIES ENGINEERING CONTRACTS

Public Utilities Director Larry Dame reported he was requesting authorization to renew engineering contracts with Arcadis U.S., Inc., CDM Smith and Draper Aden Associates. Contracts with these vendors would be expiring on July 10, 2019 and he reported all had performed very well.

Mr. Evelyn moved to approve the renewal of the Department of Public Utilities Consulting Engineering Contracts with Arcadis U.S., Inc., CDM Smith and Draper Aden Associates. The members were polled:

Thomas W. Evelyn	Aye
Patricia A. Paige	Aye
Ron Stiers	Aye
W. R. Davis, Jr.	Aye
C. Thomas Tiller, Jr.	Aye

The motion carried.

IN RE: FY19 INTERDEPARTMENTAL BUDGET TRANSFERS

County Administrator Rodney Hathaway reported a number of FY19 Interdepartmental Budget Transfers had been submitted as a part of the year end closing process. He pointed out that department budgets had not been overspent but some line items within the departments were overspent. These transfers would move funds to balance those overspent line items. Requested transfers included:

1. Clerk of the Board - From Wages - Part Time Regular to Wages - Overtime Regular - \$748.
2. Economic Development - From Contract Services to Wages - Part Time - Regular, (\$2,900) and From Prospect Development to Wages - Part Time - Regular, (\$1,600), \$4,500.
3. Financial Services - From Finance - Upgrade Integrated Software to Wages - Overtime Regular, \$16,299.29.
4. General Services - From Insurance (\$103.39), From Telecommunications Equipment (\$279.71), From Travel (\$256), From Dues/membership (\$170.40), From Xerox Copies (\$75), From Insurance fire/property (\$421.76), From Insurance (\$416.53) and From Parking Lot Striping (\$4,052.21) to Brush Recycling, \$5,775.
5. General Services - From Wages-Part Time Overtime (\$341.25) to Wages - Overtime Regular (\$284.35) and to ST/LT Disability Premium (\$56.90), \$341.25.
6. General Services - From Wages - Part Time Regular to ST/LT Disability Premium, \$385.71.
7. School Board - From Appropriations of Funds From Prior Years to NKES Library Refurbishment, \$34,771.15.
8. Sheriff's Department - From Wages - Overtime Regular to Wages - Part Time Overtime, \$151.
9. Sheriff's Department - From Salaries & Wages - Regular to Wages - Overtime Regular (\$5,364) and From Salaries & Wages - Regular to ST/LT Disability Premium (\$1,024), \$6,388.
10. Sheriff's Department - From FICA/Medicare to Salaries & Wages - Regular (\$2) and From FICA/Medicare to Retirement - VRS (\$1), \$3.
11. Sheriff's Department - From Salaries & Wages - Regular to Wages - Overtime Regular (\$6,796), From Salaries & Wages - Regular to Wages - Part-Time Regular (\$829), From Wages - Part-Time Overtime to Wages - Part-Time Regular (\$2,000), From

- Retirement - VRS to Wages - Part-Time Regular (\$2,000), From Group Life Insurance to Wages - Part-Time Regular (\$278), From Workers' Compensation to Wages - Part-Time Regular (\$901), From Travel (Substance & Lodging) to Wages - Part-Time Regular (\$921), From Travel (Convention & Education) to Wages - Part-Time Regular (\$131) and From Salaries & Wages - Regular to Hospital/Medical Plans (\$1,273), \$15,129.
12. Sheriff's Department - From Salaries & Wages - Regular to FICA/Medicare (\$3,075), From Salaries & Wages - Regular to Hospital/Medical Plans (\$10,580), From Salaries & Wages - Regular to HAS Contribution-Employer (\$1,000), From Salaries & Wages - Regular to Wages - Overtime Regular (\$10,000), From Wages - Part Time Regular to Wages - Overtime Regular (\$18,000), From Workers' Compensation to Wages - Overtime Regular (\$8,000), From Vehicle & Powered Equipment Fuel to Wages - Overtime Regular (\$13,000), From Retirement - VRS to Wages - Overtime Regular (\$3,000) and From Vehicle & Powered Equip Supplies to Wages - Overtime Regular (\$10,138), \$76,793.
 13. Sheriff's Department - From Telecommunications - Equip to Telecommunications - Cellular, \$1.
 14. Sheriff's Department - From Maintenance Service Contract to Telecommunications - Equipment (\$1,615) and From Maintenance Service Contract to Insurance Damage/Recoveries (\$1,000), \$2,615.
 15. Sheriff's Department - From Video Conferencing to Vehicle Insurance (\$918), From Video Conferencing to Other Operating Supplies (\$829) and From Video Conferencing to Telecommunications - Equipment (\$31), \$1,778.
 16. Sheriff's Department - From Vehicle & Powered Equipment Fuel to Professional Services (\$94), From Vehicle & Powered Equipment Fuel to Maintenance Service Contracts (\$2,933), From Vehicle & Powered Equipment Fuel to Telecommunications - Land (\$51), From Vehicle & Powered Equipment Fuel to Telecommunications - Equipment (\$229), From Vehicle & Powered Equipment Fuel to Vehicle Insurance (\$419), From Vehicle & Powered Equipment Fuel to Other Operating Supplies (\$763) and From Vehicle & Powered Equipment Fuel to Furniture & Fixtures (\$350), \$4,839.
 17. Victim Witness - From Wages - Overtime (\$169.46), From FICA/Medicare (\$84.42), From VRS Health Insurance Credit (\$108.54), From Group Life Insurance (\$14.50), From Workers Compensation (\$20.92), From Dues/Association (\$150) and From Other Operating Supplies (\$417.66) to Salaries & Wages (\$1), to Retirement/VRS (\$580.50) and to Office Supplies (\$384), \$965.50.

Ms. Paige asked if these line item deficits would be noted in the budget preparation documents for the next year. Mr. Hathaway indicated budget preparation documents would include several years of history for each of the line items. Ms. Paige asked if it would be noted that the line item had been overspent. Mr. Hathaway indicated the information would not show if the line item was under or overspent but would show the total spent.

Mr. Evelyn asked when the New Kent County Public Schools total end of year funds to be carried forward would be known. Finance Director Mary Altemus suggested it was usually several months into the next fiscal year before the end of year balance was known.

Mr. Hathaway pointed out that no motion had been included on the Agenda Request Form but he was asking for the Board's approval of these transfers.

Mr. Davis moved to approve FY19 Interdepartmental Budget Transfers in preparation for the FY19 year end closing. The members were polled:

Patricia A. Paige	Aye
Ron Stiers	Aye
W. R. Davis, Jr.	Aye
Thomas W. Evelyn	Aye
C. Thomas Tiller, Jr.	Aye

The motion carried.

IN RE: FY20 BUDGET TRANSFER REQUEST

County Administrator Rodney Hathaway reported he was requesting a transfer of \$7,000 for signage and portable toilets at the Farmers' Market which was scheduled to open the following week. The market had been approved by the Board of Supervisors during the most recent Farms of New Kent PUD amendment and would be open on Saturdays from July through October. He reported other special events or holiday markets may be scheduled at other times. Approximately 20 vendors had committed to be at the market weekly and there were a number of other vendors on the waiting list.

Mr. Davis suggested the market should be open more than just Saturdays especially if there were enough vendors interested in being open on another day. Mr. Hathaway reported vendors had been polled about the possibility of opening an additional day and Thursday had received the most support. He also reported plans included a concrete slab floor which was scheduled to be poured the week after the official opening. The market would be open from 8:00 a.m. to 12:00 p.m. which was in line with most markets. He suggested staffing also had a great deal to do with setting these hours. Mr. Davis suggested the Master Gardeners (a program offered through the Virginia Cooperative Extension Office) could operate the market. Mr. Hathaway indicated New Kent no longer had a Master Gardeners' program and reported he would be serving as the Market Manager. Mr. Evelyn indicated he did not feel Mr. Hathaway should be working the market every Saturday. Mr. Hathaway indicated he was excited about opening the market and wanted to be sure it was off to a good start. He noted he was not expecting anything extra for serving as the Manager.

Mr. Tiller asked how many vendors were on the wait list. Mr. Hathaway suggested there were about three now but he expected that number would grow. Mr. Tiller suggested vendors on the wait list could possibly fill a second day such as Sunday. Mr. Davis suggested pop-up tents could be used for overflow. Mr. Hathaway agreed that that could be a possibility. Ms. Paige suggested a survey should be conducted seeking volunteers to help at the market. Mr. Hathaway agreed and noted a survey could also be used to get feedback on the market from the public.

Mr. Hathaway noted a request for a motion to approve the FY20 transfer of \$7,000 from Reserved For Contingency to Special Events was before the Board. Mr. Davis asked how many portable toilets would be available. Mr. Hathaway indicated there would be one regular unit, one ADA (Americans with Disability Act) compliant unit and one hand washing station.

Mr. Evelyn moved to approve the FY20 budget request to transfer \$7,000 from Reserved for Contingency to Special Events. The members were polled:

Ron Stiers	Aye
W. R. Davis, Jr.	Aye
Thomas W. Evelyn	Aye

Patricia A. Paige	Aye
C. Thomas Tiller, Jr.	Aye

The motion carried.

IN RE: OTHER BUSINESS – INFORMATION TECHNOLOGY BUDGET TRANSFER

County Administrator Rodney Hathaway presented an additional FY19 Budget Transfer request for consideration. The Information Technology (IT) Department had requested a transfer to complete projects in the FY19 budget. Mr. Hathaway noted the upgrades funded by the requested transfer of \$47,700 from Office 365 to MIS Upgrades would support Microsoft Outlook and Exchange. Mr. Davis asked if this was needed. Mr. Hathaway indicated this would support the County email system and was a need.

Mr. Davis moved to approve the FY19 transfer of \$47,700 from Office 365 to MIS Upgrades. The members were polled:

W. R. Davis, Jr.	Aye
Thomas W. Evelyn	Aye
Patricia A. Paige	Aye
Ron Stiers	Aye
C. Thomas Tiller, Jr.	Aye

The motion carried.

IN RE: OTHER BUSINESS – AIRBNB DISCUSSION

Mr. Davis opened a discussion on Airbnbs in the County. He reported some homes in subdivisions were being rented through Airbnb and neighbors were concerned. County Administrator Rodney Hathaway reported New Kent County Code required an approved site plan and that an owner or caretaker be living on the premises for a Bed and Breakfast. He pointed out these requirements did not apply to Airbnbs. He reported the past three General Assembly sessions had produced laws that would give localities more ability to regulate Airbnbs. He suggested he could do an analysis of what State Code required and bring information back to the Board. The only way the County knew where Airbnbs were currently located was by finding the rentals on the website. Discussion continued as to whether or not Airbnbs were required to have a business license and collect taxes. Mr. Davis suggested the County needed some way to keep track of these rentals. He asked what the liability would be and if a homeowners' insurance policy was enough. Mr. Tiller asked if the Fire Marshal should be inspecting these rentals. County Attorney Brendan Hefty suggested he would look into State Code requirements as well as what was allowed in regard to taxation and get back to Mr. Hathaway. Mr. Tiller reported a friend had a property rented through Airbnb and they had been required to make certain repairs/modifications before the property could be rented. Mr. Hathaway noted New Kent had no inspection requirement and suggested this may have been a requirement of Airbnb.

IN RE: ANNOUNCEMENT OF UPCOMING MEETINGS

Mr. Tiller announced the next regularly scheduled meeting of the Board of Supervisors would be held at 6:00 p.m. on Monday, July 8, 2019, and the next work session at 9:00 a.m. on Wednesday, July 31, 2019, both in the Boardroom of the County Administration

Building. He announced the Board was about to go into Closed Session and indicated he did not expect any action to be taken after this session.

IN RE: CLOSED SESSION

Ms. Paige moved to go into closed session pursuant to section 2.2-3711A.1 of the Code of Virginia for discussion and consideration of personnel assignments and performance involving the New Kent Fire and Rescue Administration office and pursuant to section 2.2-3711A.5 of the Code of Virginia for discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. The members were polled:

Thomas W. Evelyn	Aye
Patricia A. Paige	Aye
Ron Stiers	Aye
W. R. Davis, Jr.	Aye
C. Thomas Tiller, Jr.	Aye

The motion carried.

Mr. Stiers moved to come out of closed session. The members were polled:

Patricia A. Paige	Aye
Ron Stiers	Aye
W. R. Davis, Jr.	Aye
Thomas W. Evelyn	Aye
C. Thomas Tiller, Jr.	Aye

The motion carried.

Mr. Evelyn moved to certify by roll call vote that to the best of each member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Freedom of Information Act and identified in the motion to go into closed session were heard, discussed or considered in the closed session. The members were polled:

Ron Stiers	Aye
W. R. Davis, Jr.	Aye
Thomas W. Evelyn	Aye
Patricia A. Paige	Aye
C. Thomas Tiller, Jr.	Aye

The motion carried.

IN RE: OTHER BUSINESS – RICHMOND REGION TOURISM (RRT)/CONTINUATION OF AIRBNB DISCUSSION

Mr. Davis reported a recent article in the Richmond Times Dispatch had indicated New Kent would be rejoining Richmond Region Tourism (RRT). He asked had he missed a vote. County Administrator Rodney Hathaway reported the \$20,000 annual membership cost for rejoining RRT had been approved when the FY20 budget had been adopted. The annual cost of membership would increase by \$10,000 each year until reaching \$50,000. Mr. Davis

suggested New Kent had been doing fine without the assistance of RRT. Mr. Evelyn suggested this expense could be supported with revenue generated by Colonial Downs.

Mr. Davis reported the Commissioner of the Revenue was collecting tax on Airbnb rentals. County Attorney Brendan Hefty indicated he would look into this with Mr. Hathaway.

IN RE: ADJOURNMENT

Mr. Evelyn moved to adjourn the meeting. The members were polled:

W. R. Davis, Jr.	Aye
Thomas W. Evelyn	Aye
Patricia A. Paige	Aye
Ron Stiers	Aye
C. Thomas Tiller, Jr.	Aye

The motion carried.

The meeting was adjourned at 11:06 a.m.