

THE BOARD OF SUPERVISORS HELD A WORK SESSION ON THE 4<sup>TH</sup> DAY OF OCTOBER IN THE YEAR TWO THOUSAND ONE OF OUR LORD IN THE OLD COURTHOUSE AT 5:00 P.M.

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IN RE:           ROLL CALL

Rebecca M. Ringley	Present
James H. Burrell	Present
Dean E. Raynes	Present
W. R. "Ray" Davis, Jr.	Present
Julian T. Lipscomb	Present

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IN RE:           DISCUSSION OF ADMINISTRATOR DUTIES AND TRANSFER OF RESPONSIBILITIES

Chairman Lipscomb opened the meeting and stated the purpose was to define the duties of the County Administrator and Deputy Administrator. He then requested Mr. Emerson's input.

Mr. Emerson stated that he will leave it up to the Board to decide if they want him to continue to actively work on current projects or not. He stated that he has put a lot on Mr. Ellyson's desk and thinks that Mr. Ellyson should have adequate time to "absorb" the information.

Mr. Raynes asked Mr. Emerson what he thought he needed or wanted to be working on at this time. Mr. Emerson said that he would like to complete the Chesapeake Deeds and get a master plan started on the IDA land and the park land. He would also like to finish up the specs on the fire station and the vehicle maintenance facility. The memorandums of understanding between the Sheriff, the Commonwealth Attorney, and the Clerk of court in regards to putting employees on the salary scale need to be finished. Those are the types of things that Mr. Emerson stated he is currently working on.

Mr. Burrell asked when Mr. Emerson saw himself being completed on these projects. Mr. Emerson stated he did not know and that he would take them as far as he could before turning them over to Mr. Ellyson. Mr. Raynes stated that he worried about Mr. Ellyson getting up to speed on everything before December 3<sup>rd</sup>.

Mr. Ellyson advised the Board that he has sat down and talked to Mary Altemus twice, he has met with two of the auditors, he has talked to Herb Jones regarding what is going on in his area and where he stands, and he had also talked to John Crump regarding his department. He has started meeting with personnel so that they aren't shocked when he takes over.

Mr. Raynes asked Mr. Ellyson if he felt that he had enough time to get up to speed on everything going on. Mr. Ellyson stated that if he didn't, it would be his own fault. Mr. Emerson feels that the biggest issue for the Board will be the budget.

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IN RE: CLERK OF THE BOARD

Moving on to other business, Mr. Lipscomb questioned assigning a clerk to the Board. Mr. Emerson stated that he has always used his Administrative Assistant as the Board's clerk. Mr. Ellyson read from the code that the Board may designate, by resolution, the County Administrator as clerk of the Board. If the Board does not designate the County Administrator as the clerk, the County Clerk or one of his deputies, must fulfill that duty. If Mr. Emerson is not at a meeting, the Board must designate the Deputy Administrator as clerk.

Mr. Lipscomb made a motion to have Mr. Ellyson, in addition to being Deputy Administrator to perform the duties of clerk of the Board as a Deputy Clerk. The members were polled:

Mrs. Ringley	Aye
Mr. Burrell	Aye
Mr. Raynes	Aye
Mr. Davis	Aye
Mr. Lipscomb	Aye

The motion carried.

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IN RE: PROCEDURE FOR HIRING A NEW ADMINISTRATOR

Mr. Lipscomb recommended listing priorities and having a worksheet of qualifications that the Board is looking for a new administrator to meet.

Mr. Burrell made a motion for the Board to go into an Executive Session to discuss this matter. The members were polled:

Mrs. Ringley	Aye
Mr. Burrell	Aye
Mr. Raynes	Aye
Mr. Davis	Aye
Mr. Lipscomb	Aye

The motion carried.

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Mrs. Davis certified the closed session by stating:

**Whereas**, this board convened in a closed meeting under section §§ 2.2-3711 A.1 of the Code of Virginia for the purpose of .

**Whereas**, there was no departure from the lawful purpose of such closed meeting;

**Now, therefore, be it resolved that the Board hereby certifies** that only those matters as were identified in the motion were heard, discussed or considered in the meeting.

Rebecca M. Ringley	Aye
James H. Burrell	Aye
Dean E. Raynes	Aye
W. R. "Ray" Davis Jr.	Aye
Julian T. Lipscomb	Aye

The members came out of closed session at 5:55 p.m.

Upon Motion of W.R. "Ray" Davis and Seconded by James H. Burrell;

The work session recessed at 5:57 p.m.

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