



## COUNTY ADMINISTRATOR'S MONTHLY REPORT

SEPTEMBER 2018

October 23, 2018

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This report covers activities and updates during the month of September, 2018. Items listed are in no particular order of importance and cover activities through the end of September.

**COUNTY ADMINISTRATOR SEARCH:** The Berkley Group held a Community Forum Meeting on September 13 to solicit input from the community regarding the County Administrator Search. In addition to Berkley Group staff, the Interim County Administrator, three county staff, and two reporters attended but did not participate. Participating in the input session were two Constitutional Officers and five citizens. Input from citizens who participated in the forum and two additional citizens who submitted input by email to The Berkley Group was presented to the Board of Supervisors prior to the Board's work session with The Berkley Group on September 25. Following the Board's work session, a draft County Administrator profile was developed by The Berkley Group and presented to the Board for review and approval. Advertising will take place in October, with The Berkley Group conducting a first review of applications in November following the November 5 initial deadline, though the position will be advertised as "open until filled". The profile will be posted on the County's website and interested applicants should contact The Berkley Group as indicated in the profile. Interviews by the Board of Supervisors of candidates recommended by The Berkley Group are expected in December.

**HURRICANE FLORENCE:** The Emergency Services Director conducted a preparedness meeting for Hurricane Florence and had requested resources in advance from the Virginia Department of Emergency Management (VDEM), including bottled water to distribute, National Guard trucks and units to help with emergency evacuation and access, swift water rescue team, and other items. Staff participated in a number of conference calls with VDEM and NWS (National Weather Service). Luckily for Greene County, the path of the hurricane was such that it did not have the feared anticipated impact on the county.

**SWIFT WATER RESCUE TRAINING AND EQUIPMENT:** The Emergency Services Coordinator took advantage of Hurricane Florence to coordinate swift water rescue and training with county fire and rescue personnel.

**PROPOSED PERSONNEL POLICY REVISION:** At the August 28 Board meeting, the Board approved the Interim County Administrator's recommendation to County Personnel Policies so that hiring

is not limited to the entry level salary and also to eliminate the "steps" in the Pay and Classification System. Staff is working on actual revision of the document, which will be posted on line.

**APPOINTMENTS:** Letters were sent for appointments made by the Board in September:

- Ron Williams to the Rapidan Service Authority (RSA)
- James Murphy to the Region Ten Community Services Board
- Sheriff Steve Smith to the Alcohol Safety Action Board

**GREENE COMMONS PAVILION AND FARMER'S MARKET:** A groundbreaking ceremony was held in September for the Greene Commons Pavilion and Farmer's Market to be constructed behind the County Administration Building with grant funds obtained by the Town of Stanardsville.

**COMPLAINT REGARDING A COUNTY AGENCY:** The Interim County Administrator received a complex complaint regarding personnel in a county agency from a citizen and met with appropriate individuals to present a summary of the complaint so that it can be investigated.

**COMPLAINT REGARDING PETS IN COUNTY OFFICES:** Following several complaints received in August and September about dogs brought into the Commonwealth's Attorney's office on a regular basis, the Interim County Administrator reviewed the Personnel Policies with the County Attorney, who opined that sections related to office space applied to all public county offices. The Interim County Administrator requested that the Commonwealth's Attorney follow that policy and not allow dogs (pets, not service animals) to be kept at the office on a regular basis. Follow-up is also being conducted by the Interim County Administrator on a separate, unrelated complaint regarding a dog being brought into the Circuit Court Clerk's Office.

**AIR QUALITY ISSUE IN EXTENSION OFFICE:** The Director of Fleet and Facilities Maintenance has arranged for an air balance test at the Extension Office. The results of this test should help determine what corrective action may be needed in the HVAC system.

**ANIMAL SHELTER REPAIRS:** Work was completed at the Animal Shelter to replace the floor in the isolation room with materials compliant with state regulations. The order has been placed for the enclosure materials.

**AFTER-SCHOOL PROGRAM:** After significant discussion, the Interim County Administrator and the School Superintendent agreed to make recommendations to the Board of Supervisors and the School Board to transfer that county-operated After-School Program to the schools effective in December. The remainder of the county's budget for the program will be transferred to the school budget. Transfer of the program will be beneficial for children, as with the school system operating the program, training on administration of medication can be conducted by school nurses, the program is licensed under different standards when operated by a school division, educational programs can be included in the program, and the school system is eligible for grant

resources which cannot be accessed by the county. The School Superintendent plans to operate the program for the remainder of Fiscal Year 18-19 along the lines of the current program, with any significant program changes to take place in FY 19-20.

**MEDICAID EXPANSION:** Due to the expansion of Medicaid in Virginia recently approved, our local Social Services Department will receive \$92,863 in additional funds from the state with no local match required. The Board approved a supplemental appropriation of those funds to the Social Services Budget, as well as the addition of two positions to assist with this additional work.

**GREENE COUNTY WATER SUPPLY AND TREATMENT PROJECT (AKA WHITE RUN RESERVOIR PROJECT):** The Greene County Water Supply and Treatment Project Advisory Committee, created by the County Administrator, held its first meeting in September. At that meeting, plans were made for what information needed to be presented to the Board of Supervisors and the public at the Board's September 18 work session in order to provide an update on engineering, planning, timeline, and financial aspects of this project. The Board held a work session on September 18 to receive these updates, and material presented to the Board at that time is posted on the County's website. The Rapidan Service Authority (RSA) will hold a public hearing on October 25 to consider the Board's request to change the basis for billing the Facility Fee for water customers to an EDU basis and to approve an increase in the Facility Fee to \$30 effective July 1, 2019.

**REFUNDS FOR OVERPAYMENT OF TAXES:** A resolution allowing the Treasurer to issue refunds under \$2,500 to taxpayers for taxes paid based on erroneous assessments was approved by the Board in September. This change will allow for quicker refunds for these smaller amounts. Refunds of \$2,500 or more will still need to be presented to the Board for approval.

**VACO ANNUAL MEETING AND CONFERENCE:** Information was distributed to Board members by County Administration regarding the upcoming VACo Annual Meeting and Conference to be held November 11-13. The Interim County Administrator and Supervisors Martin, Cox, and Herring are registered to attend.

**REPAIRS IN THE COURTHOUSE:** The Interim County Administrator and the Director of Fleet and Facilities Maintenance met with the Circuit Court and Juvenile and Domestic Relations Court Judges to review maintenance and upgrade issues needed in the Courthouse. The Director of Fleet and Facilities Maintenance will follow-up with priorities and cost estimates in order to create a plan for repair and consider funding needs.

**FREEDOM OF INFORMATION ACT (FOIA) TRAINING FOR BOARD OF SUPERVISORS MEMBERS:** The County Attorney conducted an update for members of the Board of Supervisors at the beginning of its September 18 work session.

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Respectfully submitted,  
Brenda G. Garton  
Interim County Administrator