



COUNTY ADMINISTRATOR'S MONTHLY REPORT

April 2023

May 10, 2023

This report covers activities and updates during the month of April 2023. Items listed are in no particular order of importance and cover activities through the end of the month.

COUNTY ADMINISTRATOR SEARCH: The Board scheduled an additional Board meeting on April 17 for candidate interviews for the County Administrator position. Several special called meetings were held in April as well to discuss candidates and options.

RSA (RAPIDAN SERVICE AUTHORITY) TRANSITION: An order has been received requesting comment from RSA and from Orange and Madison Counties relative to Greene's request to the SCC for approval to withdraw from RSA. Once comments have been returned as requested and approval is issued by the SCC, RSA and Greene County can proceed to set a transition and asset transfer date and notify customers accordingly.

DIRECTOR OF WATER AND SEWER: The Director of Water and Sewer position remains advertised. The position will remain open until filled and applications will be reviewed as received.

COMPENSATION AND CLASSIFICATION (PAY) STUDY: The Interim County Administrator and the Human Resources Director reviewed and edited the final position listing. Comparison localities were selected for the salary survey, which should begin next month and is related to the external equity of our pay scales. Baker Tilly will be working on comparison of positions for relative placement on our final pay scales, which is the internal equity portion of the work.

FINANCE DIRECTOR: The Finance Director position remains advertised. The position will remain open until filled and applications will be reviewed as received. It is anticipated that the new County Administrator will interview candidates and fill this position.

FY 23-24 BUDGET: The Board held public hearings in April for the advertised tax rates and the proposed FY 23-24 Budget. The tax rates were adopted by the Board at its April 25 meeting. The budget will be adopted on May 9. Information on the budget can be found on the county's website:

<https://www.greencountyva.gov/government/depts/finance/budget>

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ANIMAL SHELTER ROOF: The contractor hired by the County in April of 2022 was given an outside deadline of May 1, 2023, to obtain required licenses and permits, including a proper building permit, to begin work on the Animal Shelter Roof. As of May 1, a building permit had not been obtained, the contract was terminated, and the contract becomes a legal matter. Staff will work to secure a new contract to replace the roof.

VIRGINIA CONTRACTING OFFICER CERTIFICATION: Congratulations to Grant Writer Terry Beigie on earning the Virginia Contracting Associate Certificate. Since procurement dovetails nicely with her duties as Grant Writer, the Interim County Administrator requested that she work toward earning the Virginia Contracting Officer Certification which provides training and expertise in procurement, since there was no one on Greene County's staff with this training and certification. Terry will work toward the other training in order to obtain the umbrella certification. Localities in Virginia are required to follow the Virginia Public Procurement Act, which is part of Virginia Code. Localities may also adopt a purchasing manual with stricter requirements than the Virginia Public Procurement Act (which Greene County has done).

COUNTY POSITIONS: Information on open county positions, including the Director of Finance and the Director of Water and Sewer positions mentioned above, can be found on the Greene County website at the link below:

<https://www.greenecountyva.gov/government/depts/administration/employment>

Respectfully submitted,
Brenda G. Garton
Interim County Administrator