

January 12, 2015

The Carroll County Board of Supervisors held their regular monthly meeting on, January 12, 2015 in the Board Meeting Room of the Carroll County Governmental Center.

Present were: David V. Hutchins
Phil McCraw
W.S. "Sam" Dickson
Dr. Tom Littrell
Joshua A. Hendrick
Bob Martin
Gary Larrowe, County Administrator
Nikki Cannon, Assistant County Administrator
Jim Cornwell, County Attorney

CLOSED SESSION – PURSUANT TO VIRGINIA CODE SECTION 2.2-3711(A1, A5, A7)

Upon motion by Mr. Hendrick, seconded by Mr. Hutchins, and passing, the Board convened a Closed Session for the discussion of personnel, legal matter, as authorized by Virginia Code Section 2.2-3711(A1).

Mr. Cornwell explained the purpose for entering Closed Session as listed below. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board.

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.

Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

VOTES

Mr. Hendrick	Yes
Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

CERTIFICATION OF CLOSED SESSION

Upon motion by Mr. Hendrick, seconded by Mr. Martin, and passing, the Board adopted the following Resolution:

January 12, 2015

WHEREAS, the Carroll County Board of Supervisors convened a Closed Session this date pursuant to an affirmative recorded vote and on the motion to close the meeting in accordance with the Virginia Freedom of Information Act;

WHEREAS, Section 2.2-3711(D) of the Code of Virginia requires a certification by the Board of Supervisors that such Closed Session was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Carroll County Board of Supervisors hereby certifies that, to the best of each member's knowledge, (I) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the Closed Session to which this certification applies, and (II) only such business matters as were identified in the motion by which this Closed Session was convened were heard, discussed, or considered in the meeting to which this certification applies.

VOTES

Mr. Hendrick	Yes
Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

APPROVAL OF MINUTES

Upon motion by Mr. Hendrick, seconded by Mr. Hutchins and passing, the Board approved the minutes of the meeting on December 8, 2014 and January 5, 2015.

VOTES

Mr. Hendrick	Yes
Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

APPROVAL OF PAYROLL

Upon motion by Mr. Hendrick, seconded by Mr. Hutchins, and passed unanimously, the Board approved the payroll for January 2015 and did authorize the Chairman and Clerk, along with Bonita M. Williams, Treasurer, to sign checks for the February payment of salaries and wages for all County officials and employees as previously budgeted by the State Compensation Board and this Board of Supervisors.

VOTES

Mr. Hendrick	Yes
Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

CONSENT AGENDA

Upon motion by Mr. Hendrick, seconded by Mr. Hutchins and passing, the Board approved the Consent Agenda.

VOTES

Mr. Hendrick	Yes
Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

SHERIFF ALLOCATION

Upon motion by Mr. Hendrick, seconded by Mr. Hutchins, and passing, the Board approved an increase in the amount of \$5,000 in the Highway Safety Allocation for purchase of control stations and antennas for CCPS.

VOTES

Mr. Hendrick	Yes
Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

RADIO SYSTEM UPGRADES

Upon motion by Mr. Hendrick, seconded by Mr. Hutchins, and passing, the Board approved an increase in the Highway Safety Allocation in the amount of \$21,768 for radio communication improvements at Fishers Peak.

VOTES

Mr. Hendrick	Yes
Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

AMENDED GALAX SEWER AGREEMENT

Upon motion by Mr. Hendrick, seconded by Mr. Hutchins, and passing, the Board approved the Amended Sewer Agreement to the Galax-Carroll Sewer treatment contract.

VOTES

Mr. Hendrick	Yes
Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

ANNUAL BONUS CORRECTION

Upon motion by Mr. Hendrick, seconded by Mr. Hutchins, and passing, the Board approved an allocation for the annual bonus and to correct line items for the allocation by department.

VOTES

Mr. Hendrick	Yes
Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

E-911 APPROPRIATION

Upon motion by Mr. Hendrick, seconded by Mr. Hutchins, and passing, the Board approved a reduction of the E-911 appropriation based on additional wireless revenue received by 911 and to transfer the reduction to offset overage in the VJCCA line item.

VOTES

Mr. Hendrick	Yes
Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

HIGHWAY SAFETY

Upon motion by Mr. Hendrick, seconded by Mr. Hutchins, and passing, the Board approved an allocation of additional overtime money which has historically been done later in the year. The departments have separated, and now that they are, balances are showing overages. Previously, Highway Safety overtime was paid out of Sheriff Department salaries, which has plenty of funding to cover the overtime until later in the fiscal year. The Sheriff would like to have the Highway Safety department with the total appropriation necessary for the entire year.

VOTES

Mr. Hendrick	Yes
Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

DMV GRANT APPROPRIATION

Upon motion by Mr. Hendrick, seconded by Mr. Hutchins, and passing, the Board approved an appropriation of a DMV grant in the amount of \$18,795 with a matching amount to be paid out of the existing funds in the Sheriff's Department.

VOTES

Mr. Hendrick	Yes
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Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

ELECTORAL BOARD

Upon motion by Mr. Hendrick, seconded by Mr. Hutchins, and passing, the Board approved an additional allocation in the amount of \$50,000.

VOTES

Mr. Hendrick	Yes
Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

COMMITTEE APPOINTMENTS

Upon motion by Mr. Hendrick, seconded by Mr. Hutchins, and passing, the Board approved the following appointments;

Rooftop	David Hutchins / Tom Littrell
Mt. Rogers	Mava Vass
RC&D	Bob Martin
Social Services	David Clontz
Solid Waste	Joshua Hendrick
District III	Sam Dickson

VOTES

Mr. Hendrick	Yes
Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

ANIMAL CLAIM

Upon motion by Mr. Hendrick, seconded by Mr. Hutchins, and passing, the Board approved an animal claim in the amount of \$750.00.

VOTES

Mr. Hendrick	Yes
Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

RURAL RUSTIC # 718

Upon motion by Mr. Hendrick, seconded by Mr. Hutchins, and passing, the Board approved a resolution designation Route 718 as Rural Rustic.

VOTES

Mr. Hendrick	Yes
Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

VDOT RESOLUTION

Upon motion by Mr. Dickson, seconded by Mr. Martin, and passing, the Board approved to add Overlook Hills into the Secondary System of State Highways.

VOTES

Mr. Hendrick	Yes
Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

Mr. Hendrick made a disclaimer that his employer has provided some work to get this project up to State standards but this does not affect him more than anyone else.

(Order)

RURAL RUSTIC # 793

Upon motion by Mr. Hendrick, seconded by Mr. Hutchins, and passing, the Board approved a resolution designating Route 793 as Rural Rustic.

VOTES

Mr. Hendrick	Yes
Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

RURAL RUSTIC #825

Upon motion by Mr. Hendrick, seconded by Mr. Hutchins, and passing, the Board approved a resolution designating Route 825 as Rural Rustic.

VOTES

Mr. Hendrick	Yes
Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

RURAL RUSTIC #960

Upon motion by Mr. Hendrick, seconded by Mr. Hutchins, and passing, the Board approved a resolution designating Route 960 as Rural Rustic.

VOTES

Mr. Hendrick	Yes
Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

CIP

Upon motion by Mr. Hendrick, seconded by Mr. Hutchins, and passing, the Board approved

VOTES

Mr. Hendrick	Yes
Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

HUMAN RESOURCES UPDATE – MICHELLE DALTON

Ms. Michelle Dalton gave the following update;

Good Evening. Gary asked me to come tonight and provide you with an update on the HR Department and things going on in it, so I appreciate the opportunity to speak with you.

Transitioning Workforce

I looked back, and the last time I provided an update at a Board meeting was almost three years ago. And at that time, the main focus of my update was on our transitioning workforce as it relates to retirements. I reported that I looked ahead five years and that we had a potential of 40 retirements on the horizon from all County departments and entities for which we process VRS, including Constitutional Offices, PSA, SWA, SBDC and Social Services. Therefore I thought it would be prudent to update you on that topic.

Of those 40 who were eligible to retire, 15 have retired during the last three years, and we still have 33 people eligible to retire before within the next five years. Our workforce is changing and will likely continue to change over the next few years

HR Activities during 2014

I also thought I would update you on a variety of other things that have been going on recently in my department. Many of these things you are likely already aware of, so bear with me if it's a rehash. I will start with Benefits.

- Benefits
 - In 2014, we implemented a program offered by our Worker's Compensation carrier called "Company Nurse." This program provides a much easier process for employees and the County alike when reporting injuries, especially when an injury occurs during the middle of the night or

on a weekend. Employees can simply make a call to the Nurse Hotline and receive a triage service for their injury, help in locating a physician. The call results in the physician's office being notified that the employee is heading their way and also results in an immediate report of the injury that is sent to County Administration, HR and the appropriate Department Head. So far, we are really pleased with how this program is working, and we are expecting the triage service to save money over time.

- Also in 2014, we added a Long-Term Disability Insurance option for employees and offered this during Open Enrollment. As I am sure you recall, two years ago we consolidated all of the supplemental insurance benefits we offer, such as cancer insurance, disability, life insurance and etc. under one group, Mark III Employee Benefits. This group brokers our benefits, provides reporting, printed booklets annually, they conduct annual enrollments, have updated our Section 125 Cafeteria Plan and all of this is at no cost to the County. I cannot tell you how pleased I have been with the service they have provided us and with their willingness to answer questions and provide whatever we ask. It has been a great change both administratively and benefits-wise for employees.
- In 2014, we implemented the new VRS retirement plan, called the Hybrid Plan for those employees who were hired on or after January 1st of last year. VRS has changed dramatically in the last 5 years. At the current time, we have employees enrolled in three separate retirement plans with the VRS, depending on their hire date and whether they have prior VRS service and whether or not they are in a hazardous duty position. Each plan has different benefits and requirements, so good record-keeping for us is more important now than ever.

The new plan, the Hybrid plan, is significantly different than the traditional retirement plans offered by VRS because it is a combination, or "hybrid" of two types of retirement plans: defined benefit and defined contribution. The changes required by this plan have resulted in much training and study for me and for Jana in payroll along with a lot of work getting our system set up to handle its requirements. For example, we have gone from sending a total payment to the VRS one time a month to sending a partial payment for the defined contribution portions only each time we are paid and then a final payment each month, meaning we sometimes have 5 payment deadlines to meet for VRS monthly. And recently the VRS sent notification to all employers that errors in what is reported to ICMA, the VRS record-keeper for the defined contribution portion, can result in localities being assessed a fine that can include interest on earnings lost in the market if an employee's contribution is late.

With the VRS, right now we not only have three plans to manage, but we also have employees who are being required to pay the 5% employee contribution in its entirety and some who are currently paying only 3% of the 5% as we phase in their paying the 5% by adding 1% each year. All of this is based on hire date too. Needless to say, managing the VRS plans and requirements has become quite a process. In September, we hosted a regional employer roundtable with VRS employer representatives and had attendance from HR and Payroll personnel from surrounding localities, like Grayson County, Pulaski County, the Regional Jail and the Town of Hillsville. Because all of us need as much information as we can to keep up in this arena.

- Training Offered
 - In 2014, Harassment and Diversity Training was offered for all employees and Department Heads this year. This training was presented by John Bolling with VACO, and I think everyone who attended gained valuable information during the class. I know I did.
 - And since my last update, we have also offered defensive driving for Sheriff's Office, CCFR and volunteers along with lifting safety for CCFR and volunteers.

- Other
 - We just wrapped up performance reviews in December for all County General employees. This process seems to be functioning well and gives a good opportunity for each of us to receive feedback on how we are doing.
 - It is time for Annual Employee Benefit Statements to go out, so that is what I am currently working on.

Again, I appreciate the opportunity to speak with you this evening. If anyone has any questions, I will be happy to try to answer them.

(Order)

CITIZEN'S TIME

No one was signed up to speak.

(Order)

SUPERVISORS TIME

Mr. Martin told that he received a call concerning the looks of Dugspur Elementary School.

Mr. Larowe told that we can look into what the possibilities are.

Mr. Martin asked if there is a Planning Commission appointment coming up and if so Ms. Chitwood is interested.

Mr. Larowe told that the Planning Commission appointment is online and we have had two or three to sign up so far. He told that they just need to go to the website and sign up. He told that it will be looked at in the near future.

Mr. Hendrick told that he appreciates everyone being here and he looks forward to 2015.

Mr. Dickson asked if there is a possibility in the budget to trim the trees out front.

Mr. Larowe told that it is already in the process. He told that they are actually going to take out a few right in front of the building.

Mr. Dickson told that he was looking over our projected budgets and asked if Nikki has seen any problems on the revenue side where we are under the amount of what we budgeted.

Ms. Cannon told that the County budgeted a significant amount in delinquent taxes and how it is trending right now it does not look like we will meet that budget. She told that she thinks we budgeted \$1.5 million and we have collected about \$700,000.

Mr. Dickson told that is not to bad, that is half a year.

Ms. Cannon told that we still have time to meet that threshold.

Mr. Dickson told that the one he was looking at is the interest.

Ms. Cannon told that she thinks they budgeted \$200,000.

Mr. Dickson told that he thinks it is a little more than that.

Ms. Cannon told that she is serving off of memory right now. She told that we will not meet that projection.

Mr. Dickson asked if there is any way to adjust anything since half the year is gone and maybe we can do better the next half. He told that he noticed the running balance has gone up. He told that he realizes that we have bought buildings but we are probably a million and a half more than we had last year at this time.

Ms. Cannon told that there is one significant difference in that number. She told that the School transfer is usually done at 100% by December and right now we are spreading it out over 12 months so there is still \$6 million that needs to be transferred to the School. She told that we did not do that last year.

Mr. Dickson asked why we held it, so we could get more interest.

Ms. Cannon told that when you book your entire expense all at one time instead of spreading it out over 12 months, typically we either pay once in December or we pay it over time. She told that the School need their funding consistently throughout the year so we are doing it monthly.

Mr. Dickson asked about the expenditures, have you noticed any departments that are out of line on that.

Ms. Cannon told that Juvenile Probation is going to be a problem. She told that the trend on probation has doubled in the past two years so we are going to have to find funding somewhere to offset that cost. She told that we are trending high on the jail costs as well. She told that she cannot think of any other departments.

Mr. Dickson told that he is watching a couple but we will give it a while and see how it works.

Dr. Littrell told the Chairman did well for his first meeting. He told that he appreciates folks being here for our meeting and he looks forward to 2015.

Mr. Hutchins congratulated Mr. McCraw and told that sometimes it is easier to sit here than to sit there. He told that along with the jail cost the Workforce Investment Board has asked People Inc. and Goodwill Industries to work on a program for early release that the Superintendent or jails would look at. He told that there is probably some individuals that are due for release within a three to six month period that sincerely have realized the error of their ways and they are looking at reentering society and they do need some training and soft skills. He told that Workforce Investment in an effort to get productive citizens they are looking at ways to fund a small number. He told that they are looking at ways instead of just funneling money through as they always did and it going into whatever programs. He thanked everyone for being here.

Mr. McCraw thanked everyone for being here tonight. He told that it is different being up here as Chairman and he finds out that sometimes his brain doesn't work as fast as he wished it did. He told that he appreciates the confidence that you have in him and the kind words tonight. He told that it is good to see his friends from Cana tonight.

(Order)

ADJOURNMENT

Upon motion by Mr. Hendrick, seconded by Mr. Hutchins and passing, the Board adjourned.

VOTES

Mr. Hendrick	Yes
Mr. McCraw	Yes
Mr. Hutchins	Yes
Mr. Dickson	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

January 12, 2015

(Order)

Chairman

Clerk