

## MEMORANDUM

TO: Board Members  
Liaison Members  
Program Directors

FROM: Ms. Barbara Bartnik, Chairperson

DATE: April 21, 2020

RE: April 27, 2020 Board Meeting

Enclosed you will find the agenda for the Board meeting which will be held on Monday, April 27, 2020, at 1:00 p.m. The meeting will be held by using Zoom, a teleconferencing program. You can access the meeting through the link below. You may also choose to attend the meeting by conference call (information also below). As required, we will be placing notices on our Facebook page as well as the newspapers on how the public can request to attend the meeting.

**Zoom Meeting (One Click):**

<https://zoom.us/j/91173679172?pwd=eFdHODdJOURNSDI1UG5tVE5JTHdsQT09>

**By Phone**

Call Number: 1-646-876-9923

Meeting ID: 911 7367 9172

Password: 942610

Other activities scheduled are as follows:

A meeting of the **Budget and Finance Committee** will be held at 12:15 p.m. by Zoom. Committee members are as follows: Ms. Mary Coulson, Chairperson, Ms. Susie Jennings, Ms. Sharon Plichta, Mr. Thomas Revels, Mr. Jamie Smith, and Ms. Barbara Bartnik, Ex-officio.

**Budget and Finance Committee Zoom Meeting (One Click)**

<https://zoom.us/j/96040072493?pwd=N2lvTnRPWi9kRlpYc3E0ckhSYUxNdz09>

**By Phone**

Call Number: 1-646-876-9923

Meeting ID: 960 4007 2493

Password: 754118

If you are unable to attend the Board meeting or your Committee meeting, please contact the Administrative Office before the meeting date.

# **MOUNT ROGERS COMMUNITY SERVICES**

## **BOARD MEETING**

April 27, 2020

## **A G E N D A**

- I. CALL TO ORDER
- II. MOMENT OF SILENCE
- III. STAFF RECOGNITIONS
- IV. APPROVAL OF February 24, 2020 MINUTES
- V. ACCEPTANCE OF DONATIONS
- VI. OLD BUSINESS
- VII. NEW BUSINESS
  - A. Budget and Finance Committee Report
  - B. Executive Director's Report
- VIII. INFORMATIONAL ITEMS
  - Program and Administrative Monthly Reports
  - Presentation – Furlough Procedure – Bob Gordon
- IX. ADJOURNMENT

MOUNT ROGERS COMMUNITY SERVICES

BOARD MINUTES

February 24, 2020

The Mount Rogers Community Services Board of Directors met on Monday, February 24, 2020 at the E. W. Cline, Jr., Building in Wytheville, Virginia.

PRESENT:

Ms. Barbara Bartnik  
Ms. Mary Coulson  
Mr. Gerald Goad  
Ms. Joanne Groseclose  
Ms. Beverly Mountain  
Ms. Sharon Plichta  
Mr. Thomas Revels  
Mr. Jamie Smith  
Ms. Susan Sneed  
Ms. Mava Vass

ABSENT:

Mr. Joe Bean  
Ms. Kathy Cole  
Ms. Kathy Havens  
Ms. Susie Jennings

STAFF:

Ms. Patty Belcher  
Ms. Sandy Bryant  
Ms. Samantha Crockett  
Ms. Anna Csaky-Chase  
Mr. Frank Dowell  
Mr. Bob Gordon  
Ms. Wendy Gullion  
Ms. KJ Holbrook  
Ms. Leah Jackson  
Ms. Ellen Moriarty  
Mr. Logan Nester  
Ms. Kim Taylor  
Ms. Rita Viars

OTHERS:

I. CALL TO ORDER

Ms. Barbara Bartnik, Chairperson, called the meeting to order.

II. MOMENT OF SILENCE

Ms. Bartnik offered a moment of silence for the reflection of thoughts for others.

III. STAFF RECOGNITIONS

Ms. Ellen Moriarty, Division Director of Adult Behavioral Health Services, recognized Ms. Leah Jackson who recently became a Licensed Professional Counselor.

IV. APPROVAL OF January 27, 2020 MINUTES

The January 27, 2020 minutes were approved as presented on the motion of Ms. Mava Vass, and seconded by Ms. Beverly Mountain. The motion passed unanimously.

V. OLD BUSINESS

None

VI. NEW BUSINESS

A. Budget and Finance Committee Report

1. Ms. Patty Belcher presented the January 31, 2020 financial statement for Board review.

MOTION: On behalf of the Budget and Finance Committee, Ms. Mary Coulson, Chairperson, moved that the Board accept the financial statement for January 31, 2020 as presented.

The motion passed unanimously.

2. Ms. Belcher presented the Fiscal Year 2020 Mid-Year Contract Performance Report Exhibit A for Board review.
3. Ms. Belcher reported on the 2<sup>nd</sup> Quarter FY 2020 Dashboard Measures Report.

B. Assignment of Committees

Ms. Bartnik reviewed the 2020 Committee Assignments. Further revisions to the Committee Assignments should be directed to Ms. Barbara Bartnik.

C. Executive Director's Report

Ms. Sandy Bryant presented the 3-Year Strategic Plan and goals for the agency. The goals were outlined as follows:



- Establish Crisis Care Centers in Smyth (completed), Wythe, and Carroll/Galax/Grayson areas
- Expand adult services in Grayson and Smyth Counties, including
  - Increase substance use services to six days per week
  - Increase the number of trained Acudetox staff
  - Implement substance use services in each Crisis Care Center
  - Implementation of detox services and development of Geriatric services in Smyth County
  - Rhea B. Lawrence Recovery Center (CSU) now offers detox services
- Expand children services, including development of mobile crisis teams, effective Intensive In-Home services, and Training Center Program development
- Train and implement Evidence-Based Services agency-wide
- Show outcome measures that demonstrate positive outcomes in efficiency, effectiveness, and satisfaction

## VII. INFORMATIONAL ITEMS

### A. Program and Administrative Monthly Reports

Ms. K. J. Holbrook reported that the Agency is partnering with the National Alliance on Mental Illness Organization (NAMI) in providing two educational classes in March, for parents who have children and youth with mental health needs. Ms. Rita Viars will email the brochure information to the Board members for review.

### B. Presentation – Primary Care – Kim Taylor

Ms. Kim Taylor, Director of Intellectual and Developmental Case Management Services, presented an overview of Primary Care and Psychiatric Services provided at each of the three clinics in the agency service areas and shared several success stories as a result of these services.

## VIII. ADJOURNMENT

There being no further business, the meeting was adjourned on the motion of Mr. Tom Revels and seconded by Mr. Jamie Smith. The motion passed unanimously.

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Ms. Joanne Groseclose, Secretary



March 9, 2020

**MEMORANDUM**

To: Members of Mount Rogers Community Services Board of Directors

From: Frank Dowell, IDC Director

Subject: February 2020 Report

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Activities during February 2020 included the following:

A group of staff from the IDC's visited Winston Salem Industries for the Blind on February 19<sup>th</sup> to review their equipment set up of the Advanced Combat Shirt and also to review the new Female sample garment for ACS. We have recently received a \$5.0M dollar order for the Female shirt.

Carolyn Dankowski, Rhnea Langston and I met with Mary Beth Dunkenberger and her team from Virginia Tech on February 24<sup>th</sup> to review our first proto-type for the backpack that is planned to be used for the Connections to Care Project. The proto-type was well received by the VT team and we are waiting to see if any changes will need to be made to the backpack prior to the startup of manufacturing.

The Commissioner from DBHDS toured the Smyth IDC along with other MRCS sites on February 27<sup>th</sup>.

Staff changes:

- Jasmine Olinger assumed the position of Program Support Technician at the Smyth IDC effective 2/1/2020. Previously Jasmine was employed as a Direct Support Professional at the Smyth facility.

Integrated community activities for individuals receiving Day Support services included:

- Smyth Day Support – Volunteer activities with Atkins First Church of God Food Pantry, clothing donations to Hope Center, and Backpack Buddies – Fun activities including bowling, Wellness Center, library, shopping at different venues, movies, and lunch at various restaurants
- Wythe/Bland Day Support – Volunteer activities of Open Door Café, Bland Ministries, mail delivery at Administrative Office, Glenwood Church, Hope Packs to include delivery at various schools and crafts at Carrington Place – Fun activities including shopping and eating at various venues and Wellness Center activities
- Twin County/Galax Day Support – Volunteer activities at Twin County Regional Hospital, First Methodist Church Food Bank, Backpack Buddies, Open Door Café, Glenwood Church, Goin' to the Dogs, Carroll County Clerk of Court office, Rooftop, Mountain

Valley Hospice and Piper's Gap Rescue Squad – Fun activities including library, walking at various churches/school, shopping, Carroll County Court House museum, Dannelly Park, visiting local dairy farm, Byllesby Dam, and lunch at various restaurants

Supported employment activities included:

- Follow along services for 14 individuals
- Job Placement and training for 2 individuals
- Situational Assessments completed for 1 individual

Twin County/Galax DS Supervisor Clara Hendrickson received re-certification as a Safety Care Instructor.



April 15, 2020

**MEMORANDUM**

To: Members of Mount Rogers Community Services Board of Directors

From: Frank Dowell, IDC Director

Subject: March 2020 Report

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The IDCs took action relevant to the COVID-19 pandemic to include the following

- Effective 3/13/2020, all community based day support activities were suspended.
- Decision was made to initially close Group Day (center based) activities effective 3/23 through 4/3 but on 3/30, all day support activities were suspended until further notice.
- Transportation services for individuals receiving Extended Employment services were initially modified and then suspended effective 4/6 until further notice.
- IDCs continued manufacturing operations and also made masks for agency staff.
- Social distancing has been put in place in all manufacturing and break areas.

Supported employment activities continued with guidance from Department of Aging and Rehabilitative Services (DARS). Job site training was provided to two individuals and follow along was provided to thirteen individuals. Job development activities were suspended.



## Adult Behavioral Health Services

- Adult Behavioral Health Services (ABHS) was awarded the Comprehensive Opioid Abuse Site-based Program (COAP) grant through the Department of Justice for the Twin County area. This grant will allow ABHS to hire additional staff to assist with substance use and court services. The Department of Justice is also providing MRCS with ten slots for Moral Reconciliation Therapy (MRT) to be held in April. MRT is an evidence-based systematic treatment strategy that seeks to decrease recidivism among juvenile and adult criminal offenders by increasing moral reasoning.
- ABHS is in the home stretch for approval of drug court in Wythe County. MRCS has been partnering with the Supreme Court of Virginia for guidance. This will provide an alternative to jail for individuals struggling with addiction.
- Supported Housing welcomed a new Housing Specialist, Beth Ayers. This team is currently supporting 51 individuals in their own apartments (33 individuals in Permanent Supported Housing, with 12 remaining slots and 18 in Auxiliary Grant, with 17 open slots). These apartments are located throughout our services area (27 in Wythe, 8 in Carroll, 14 in Smyth and 2 in Galax). The program is working on ascertaining additional PSH slots specifically partnering with mainstream voucher housing authorities. We are already working with Wythe Housing Authority in that capacity. The most recent proposal for 15 additional slots was submitted to DBHDS and included partnering with Rooftop in Galax in hopes of further expanding PSH in the voucher realm.
- A recent modification to Auxiliary Grant (AG) was enacted. Candidates for the grant can now be "deemed" disabled by a medical professional and receive this entitlement if they are an enrollee of the MRCS AGSH program and meet program criteria. Before this modification, an individual required current receipt of either SSI or SSDI funding in addition to meeting program caveats to qualify.
- John Lovill, Coordinator of Behavioral Health Housing, completed the Peer Support Supervisory Training. Due to strategic growth, the program plans to employ an additional Housing Case Manager in a sub-relief capacity.
- In February 2020, Emergency Services Clinicians completed 172 prescreening assessments and 26 comprehensive needs assessments (PE/CNA). Smyth Crisis Care staff completed 25 of the 26 PE/CNA's. Emergency Services Clinicians continued to utilize alternative transportation when appropriate to assist in alleviating the burden of law enforcement officers being required to transport. Emergency Services has continued to coordinate with Cornerstone CSU and other MRCS programs to provide a less restrictive alternative to inpatient hospitalization when appropriate. The Crisis Intervention Team Assessment Center (CITAC) that is currently located in Galax will be moving to Wytheville to be more centralized and provide greater access for the entire catchment area. Cornerstone and The Life Center of Galax are approved providers to treat individuals in our catchment area with no funding source who could benefit from detox and substance abuse treatment.



## Youth & Family Services

- On February 26th, KJ Holbrook met with representatives from Smyth County Schools, Ballad Health, and the Appalachian Telemental Health Network to establish a program that will meet the medical and behavioral health needs of Smyth County students via telehealth services.
- On March 9th, KJ Holbrook presented to Smyth County School Board on the benefits of increasing telehealth access to Smyth County Schools. Appalachian Telemental Health Network is going to work with Smyth Schools and MRCS to provide software and support for these services as part of a pilot project.
- The eBACKPAC program that MRCS has participated in to provide behavioral health services to Bland Schools has offered to provide Registered Behavior Technician training free of charge, along with required supervision through the end of the grant year. This will increase the agency's capacity for offering evidenced based interventions for challenging behaviors, with a particular benefit to youth diagnosed with Autism Spectrum or Developmental Disorders.

## Prevention & Wellness Services

- Pam Flippin and Samantha Crockett participated in the Train-the-Trainers for ASIST (Applied Suicide Intervention Skills Training). They will now begin implementing this program throughout the service area to staff and individuals.
- Attended the Behavioral Health Summit in Roanoke. We are now eligible to apply for a grant targeting Behavioral Health Equity.
- Disseminated information to staff and individuals about the link between exercise and chronic illnesses.
- Continued Wellness Wednesday posts on the MRCS Facebook page.
- **Remember, below are some of the healthy lifestyle strategies you can incorporate:**
  - Eat a diet high in fruits and vegetables
  - Exercise regularly
  - Don't use tobacco products
  - Maintain a healthy weight
  - Get adequate sleep
  - Minimize stress
  - Take a daily multivitamin



## GUIDELINES FOR THE VIRGINIA LITTER PREVENTION AND RECYCLING GRANTS (DEQ-LPR-2)

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**Note:** Section 1 includes the current guidelines for DEQ non-competitive grants and Section 2 for competitive grants.

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Funding is available to Virginia localities from the Litter Prevention and Recycling Fund as non-competitive grants based on population and road miles, *if* the locality has an eligible program as identified in Section I.B and C below.

These grants are provided by funds generated by taxes enacted under Section 58.1-1700 to 58.1-1710 of the Code of Virginia and through authority granted to the Department of Environmental Quality (DEQ) under Section 10.1-1422 of the Code of Virginia. These guidelines supersede all previous regulations and guidelines relating to these grant funds.

### 1. **DEQ NON-COMPETITIVE GRANTS:**

#### I. **ELIGIBILITY**

- A. All cities, counties, and incorporated towns in Virginia are eligible if they have eligible litter prevention and/or recycling program.
- B. An eligible program must include at least **two** elements of a **comprehensive program**. The elements of a comprehensive program are:
  - i. Planning and Organization
  - ii. Recycling
  - iii. Youth Education
  - iv. Cleanups
  - v. Law Enforcement
  - vi. Public Communication
  - vii. "Adopt-A" Programs sponsored by the locality
- C. An eligible program may also include any of the non-disposal elements of waste management (source reduction, reuse, and recycling) in the locality's approved Solid Waste Management Plan. Procurement of recycled goods may also be included.
- D. All completed forms must be received by their corresponding deadlines by DEQ for grants to be paid.
- E. Localities may apply singly or as a participant in a Cooperative Program. A Cooperative Program consists of two or more localities joining together and combining grant funds to implement one program. One application form is submitted for the Cooperative Program by a Coordinating Agency, which may be one of the participating localities or a non-governmental agency. The Coordinating Agency submits an executed original application that lists each participating locality. Also, the Coordinating Agency will be responsible for submitting the required Performance and Accounting Report on behalf of the participating localities.



- F. For Cooperative Programs among units of local governments only, the Coordinating Agency shall affirm that a written Agreement with each participating locality is on file. Such Agreement shall expressly authorize the Coordinating Agency to apply on behalf of each participating locality.
- G. For Cooperative Programs implemented by a non-governmental agency, the Coordinating Agency shall include, in addition to the Application, written evidence that the Coordinating Agency is acting for and accepting funds on behalf of each participating locality. This evidence shall include one of the following:
- i. copies of the Agreements that originally established the Coordinating Agency by the participating local governments;
  - ii. signature by each locality's manager on the Application form itself; or,
  - iii. any other applicable documentation which indicates the localities' desire for the non-governmental agency to accept funding and provide services on their behalf.
- H. Applications shall be submitted by individual authorized to request such funding and who is responsible for documenting its use in support of the litter prevention and recycling program efforts. For individual locality applications, this is the County Administrator, City Manager, or Town Manager. For Coordinating Agencies that are non-governmental, the application shall be signed by the Coordinating Agency's Executive Director, and include documentation specified in II.G above.
- I. Application forms must include the correct Federal Identification Number (FIN) and Federal Information Processing Standards (FIPS) numbers for the locality designated to receive the grant amount. Application forms for Cooperative Programs must include only the FIN and FIPS numbers of the Coordinating Agency. Missing or incorrect FIN or FIPS numbers on the Grant Application form may result in a delay in awarding the grant amount. Virginia FIPS numbers can be located at this web link: [http://www.dmas.virginia.gov/Content\\_atchs/pa/pa-fipscd.pdf](http://www.dmas.virginia.gov/Content_atchs/pa/pa-fipscd.pdf).

## **II. FUNDING PROCESS**

- A. The grant amount will be sent directly to each locality. For localities participating in a Cooperative Program, the total grant amount will be sent directly to the Coordinating Agency designated on the application form. Notifications of the award will be sent electronically to the authorized Signatory on the grant application unless another email address is provided.
- B. Any unexpended funds at the end of the previous grant year will be deducted from the new grant amount that is to be awarded in the current grant year.
- C. If a locality receives money from a previous year but does not submit a Performance Report and an Accounting Report, the Fund Board may request that DEQ submit an invoice to those localities for their unreported funds.
- D. Funds will not be released/awarded to the locality/applicant unless a **completed** Performance Report and Accounting Report for the previous grant program year is submitted by the proper authority, and accepted by DEQ.

- E. Awards will be processed out as funds are released to DEQ by the Treasurer. This occurs after the close of the Commonwealth's Fiscal Year, and reconciliations by the Treasurer. Until the funds are released, no grant payments can be processed. Grants are typically awarded beginning in September of each year.

### **III. AUTHORIZED USES OF FUNDS**

- A. The grant shall be used for litter prevention and recycling program implementation, continuation, and/or expansion. Authorized uses of the grant funds include:

1. Salaries, wages, or other personnel costs
2. Office supplies, postage, telephone
3. Printing and program materials
4. Travel expenses
5. Locally conducted meetings, workshops, and awards
6. Audiovisual material on litter or recycling
7. Equipment such as: educational, litter receptacles, recycling, source reduction and reuse equipment, audiovisual, safety, and the renting of such equipment
8. Award materials
9. Cleanup supplies
10. Annual dues for solid waste related associations (Maximum cap of \$100)
11. Litter collection and/or recycling collection contracts
12. Solid Waste Disposal fees, fuel, and transportation ONLY ASSOCIATED with a volunteer cleanup

#### **B. Grant Fund Expense Categories:**

1. Salary, Wages, and Fringe Benefits
2. Supplies
3. Contractual Services
4. Travel
5. Other

*The non-competitive litter prevention and recycling grant funds are to be used ONLY to support the educational activities of the litter and recycling programs in the localities. Funding is to be used for educational activities that support anti-littering and pro-recycling efforts. Purchasing equipment such as computers, cell phones, desks, etc. is no longer permissible because it is possible for this type of equipment to be used to support programs other than just the litter and recycling program. If a litter program manager wants to spend funding in a way that is not addressed by the guidelines, or he/she believes that a purchase should be justifiable as an essential supply; he/she may contact DEQ. DEQ will consider the request and will inform the locality on the decision.*

**Salary, Wages and Fringe Benefits:** Money paid to support the litter and recycling program managers.

**Essential Supplies:** Includes office supplies, postage and telephone expenses necessary to administer the program, premiums to promote the litter and recycling program. Essential supplies can include litter and recycling materials and supplies such as litter grabbers, trash can liners and lids, premiums and any other expendable supplies used solely in the litter and recycling program that are deemed as essential for educating the



public about litter prevention and recycling. Non-essential items such as food, t-shirts, ponchos, etc. are **not** considered essential and the grant funds may not be used for non-essential items. Trash cans and recycling bins may be purchased if they are part of your anti-littering campaign and they serve to educate the public as to how and where to appropriately dispose of litter.

**Contractual Services:** Funding to support the litter and recycling program. Includes contracts to groups/individuals/businesses for conducting litter cleanups, household hazardous waste day collections, tire amnesty programs, arrangements made with groups to conduct litter cleanups or sorting of recycling. Contractual services may include payments for school programs such as assemblies with litter and recycling themes and payment for printing educational materials. Although the litter and recycling money cannot be used for payment of ongoing waste disposal fees; if the waste disposal fee is directly related to a volunteer litter cleanup, the money may be used for the disposal of the collected litter. Contractual Services may also include the rental of backhoes or dump trucks in association with volunteer litter cleanups only.

**Travel:** Includes registration for litter and recycling conferences and workshops including mileage, lodging and meals. All travel related expenditures are required to meet state guidelines. Refer to the state guidelines for reimbursable mileage rates for use of vehicles.

**Other:** Any other expenses associated with the litter and recycling program that are allowable in the guidelines. For questions about whether or not an item may or may not be included; contact the non-competitive litter prevention and recycling grant coordinator at (804) 698-4159 or at [prina.chudasama@deq.virginia.gov](mailto:prina.chudasama@deq.virginia.gov).

#### **IV. UNAUTHORIZED USES OF GRANT FUNDS**

Grant funds shall not be used for the following:

- A. Meals associated with award events. Applicants are encouraged to use other sources of funds for such purposes.
- B. Purchase of mass media time or space.
- C. For any project or item not directly related to litter prevention or recycling, including (but not limited to):
  1. Beautification projects, landscaping, purchase of trees or shrubs, or lawn services.
  2. Purchase of equipment for lawn maintenance or for collection, transportation, and disposal of solid waste.

#### **V. GENERAL ACCOUNTABILITY: PERFORMANCE AND ACCOUNTING REPORTS**

The Applicant shall keep accounting records for the grant funds. A [Performance Report](#) (electronically via Survey Monkey) and an [Accounting Report](#) (via mail) for the previous grant program year shall be submitted to **DEQ no later than August 1<sup>st</sup>**. Subsequent grants shall not be approved until the Performance Report and Accounting Report Form for the previous grant program year have been received by DEQ. The Performance Report and Accounting Report must be signed by the County Administrator, City Manager, Town Manager or the locality's or Coordinating Agency's Chief Financial Officer. For a non-governmental agency, the Performance Report and Accounting Report form shall be signed by the agency's Executive Director or Chief Financial Officer.

## **VI. RETURN OF GRANT FUNDS**

Funds not used or accounted for in compliance with these Guidelines and the Application shall be returned by the Applicant to DEQ. A locality participating in a Cooperative Program shall be liable for its pro rata share of the total liability.

## **2. DEQ COMPETITIVE GRANTS:**

### **I. ELIGIBILITY**

- A. All cities, counties, and incorporated towns in Virginia are eligible if they receive the DEQ litter prevention and recycling non-competitive grant.
- B. An eligible program must use the funds to develop and implement statewide and regional litter prevention and recycling educational programs and pilot projects.
- C. The grant applications will be reviewed by the Board and its recommendation will be submitted to the Director of DEQ for final approval.

### **II. FUNDING PROCESS**

- A. The amount of the funds available for this grant program is expected to be 5% of the net resources allocated for the Litter Control and Recycling Fund (Fund).
- B. Grants will be awarded annually following the distribution of the tax money to the Fund.
- C. Each recipient will receive 100% of the awarded amount from DEQ, following the announcement of the grant being awarded.

### **III. APPLICATION REQUIREMENTS AND DEADLINE**

- A. Use only the DEQ grant application form.
- B. All applications must be postmarked by **July 15, 2018**.
- C. The tentative date for the announcement of the applications approved for funding is November 15, 2018 or earlier.

### **IV. UNAUTHORIZED USES OF GRANT FUNDS**

Grant funds shall not be used for the following:

- A. Purchase of mass media time or space over \$500.
- B. Leasing or building any real estate.
- C. Salary and wages.

### **V. PERFORMANCE AND ACCOUNTING REPORTS**

- A. The Applicant shall keep performance and accounting records for the grant funds used.
- B. At the end of the project, the Final Performance Report and Accounting Report shall be submitted to DEQ no later than **August 1, 2019**.

- C. The Performance Report and Accounting Report must both be signed by the County Administrator, City Manager, Town Manager or the locality's or Coordinating Agency's Chief Financial Officer. For a non-governmental agency, the Performance Report and Accounting Report form shall be signed by the agency's Executive Director or Chief Financial Officer.
- D. All remaining unspent funds from FY2018 will be deducted from future non-competitive grants.

### 3. **SUBMISSION**

**Mail completed forms to:**

Virginia Department of Environmental Quality  
Litter Prevention and Recycling Grants Program  
P.O. Box 1105  
Richmond, VA 23218

**For Certified Mail, send completed forms to:**

Virginia Department of Environmental Quality  
Litter Prevention and Recycling Grants Program  
1111 East Main Street, Suite 1400  
Richmond, VA 23219

For more information, contact **Prina Chudasama** at **(804)698-4159** or via email at [prina.chudasama@deq.virginia.gov](mailto:prina.chudasama@deq.virginia.gov).

Please contact before the deadline if you have questions.

**Revision Date:** February 2018



New River Valley Regional Jail

3/30/2020 3:05:22 PM  
Period Ending 3/31/2020

Expected Rev & Expenses 75%

10 FUND 10					Budget	MTD	YTD	Variance	Percent
Description									
<b>Revenues</b>									
Bland					104,573	11,431.35	96,120.75	(8,452.25)	92%
Carroll *					2,363,339	204,618.30	1,517,555.35	(845,783.65)	64%
Giles					930,695	157,861.50	654,626.25	(276,068.75)	70%
Graysor *					1,087,554	60,852.60	469,035.65	(618,518.35)	43%
Floyd					533,320	41,313.30	367,178.40	(166,141.60)	69%
Pulaski *					1,840,476	0.00	1,324,203.00	(516,273.00)	72%
Radford					784,294	57,070.80	483,552.30	(300,741.70)	62%
Wythe					1,516,301	136,374.00	1,126,919.10	(389,381.90)	74%
U.S. Marshall fixed contract					10,800	0.00	5,100.00	(5,700.00)	47%
St. Comp Salary Reimbursement					9,955,844	718,954.63	6,347,168.64	(3,608,675.36)	64%
St Comp Brd Medical					180,000	2,736.77	21,345.58	(158,654.42)	12%
Other authorized fixed contract					35,700	51,360.35	257,894.10	222,194.10	722%
State Per Diem Warrant					2,241,163	0.00	906,468.45	(1,334,694.55)	40%
Interest Income					69,000	0.00	52,436.82	(16,563.18)	76%
Inmate Telephone Income					460,000	38,947.28	314,770.45	(145,229.55)	68%
Miscellaneous Revenue					35,434	33,103.73	81,585.20	46,151.20	230%
Repair & Replacement Reserve					0	0.00	0.00	0.00	0%
Surplus of Jail Property					500	2,003.20	3,290.79	2,790.79	658%
Inmate Cost Recovery					67,900	6,092.00	47,618.15	(20,281.85)	70%
Fees					3,250	206.48	2,616.40	(633.60)	81%
<b>Revenues Totals</b>					<b>22,220,143</b>	<b>1,522,926.29</b>	<b>14,079,485.38</b>	<b>(8,140,657.62)</b>	<b>63%</b>
<b>Accounts Receivable Older than 30 days</b>						<b>411,585.90</b>			
<b>Accounts Receivable Accruals</b>									
<b>Per-Diems</b>						<b>742,035.00</b>			
<b>Other Authorized Contracts</b>						<b>64,890.00</b>			
<b>St. Comp Salary Reimbursement</b>						<b>726,502.70</b>			
<b>State Per-Diem Warrant</b>						<b>179,287.06</b>			
<b>Totals</b>						<b>3,647,226.95</b>	<b>17,726,712.33</b>		<b>80%</b>
10 FUND 10									
Description					Budget	MTD	YTD	Variance	Percent
<b>Expenses</b>									
Employee Cost					12,792,671.00	1,017,614.79	9,206,711.23	(3,585,959.77)	72%
Medical Cost					2,233,923	168,223.23	1,255,208.88	(978,714.12)	56%
Building Cost					1,158,336	73,803.52	759,716.56	(398,619.44)	66%
Admin Cost					38,755	2,976.47	22,747.22	(16,007.78)	59%
Service Contract Costs					470,537	19,720.26	369,834.30	(100,702.70)	79%
Telecommunication Cost					33,670	2,481.82	24,174.82	(9,495.18)	72%
Vehicle Cost					119,733	7,304.18	90,587.17	(29,145.83)	76%
Inmate Services Cost					1,364,272	72,463.95	904,460.38	(459,811.62)	66%
Custodial Cost					63,040	4,470.83	48,628.65	(14,411.35)	77%
Travel Cost					7,550	119.48	3,899.31	(3,650.69)	52%
Training & Operation Supplies					85,500	13,157.27	52,426.86	(33,073.14)	61%
Capital Outley					150,000	32,782.50	204,907.85	54,907.85	137%
Total Capital Outlay					3,702,156	287,045.03	2,594,059.24	(1,108,096.76)	70%
<b>Expenses Totals</b>					<b>22,220,143</b>	<b>1,702,163.33</b>	<b>15,537,362.47</b>	<b>(6,682,780.53)</b>	<b>70%</b>
<b>Cash Basis</b>						<b>-179,237.04</b>	<b>-1,457,877.09</b>		
<b>Accrual Basis</b>						<b>1,945,063.62</b>	<b>2,189,349.86</b>		

**Virginia Department of Taxation  
Communication Tax Distribution Report**

**April Distribution for February 2020 Sales**

<b>Statewide</b>	<b>Amount (\$)</b>
Total Communications Tax	26,057,857.46
Total E-911	2,055,101.97
Total Right-of-Way	1,247,891.48
Sub-total	29,360,850.91
Less: Administration Fee	-28,729.22
Less: Transferred to Deaf and Hard of Hearing	-179,514.68
Sub-total	-208,243.90
Adjustment	0.00
<b>Total Amount Available for Statewide Distribution:</b>	<b>29,152,607.01</b>
<b>Locality: Carroll - 51035</b>	
Locality APA Percentage:	0.241729 %
<b>Total Amount Distributed</b>	<b>70,470.3</b>

Time Created: 08 04 AM

**Additional Information: CONFIDENTIAL TAXPAYER DATA UNDER SECTION 58.1-3 OF  
THE CODE OF VIRGINIA. PENALTIES FOR UNAUTHORIZED DISCLOSURE.----**



Submitted 4/13/20 by:  
 Matthew Surratt  
 Master Chief Deputy  
 Commissioner of the Revenue  
 Carroll County

## Communication Tax Distribution Report Carroll County VA

Communication Tax Distribution reports are reported to the Commissioner of the Revenue Office monthly. Reports and distributions are received approximately two months after the last day of the current month.

