

FOLLOW-UP

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ITEM	KEY STAFF
1. <u>Invocation</u>	
2. <u>Organizational Items</u>	
a. <u>Election of Chairman, Vice Chairman and Designation of Term of Office</u> (Supervisor Sheffey elected Chairman and Supervisor Fariss elected Vice-Chairman, both for four year terms)	
b. <u>Designation of Seating Arrangement in Board Room</u> (Left to Right facing dais: Ingles, Draper, Cloyd, Robinson, Massie)	
c. <u>Establishment of Regular Meeting Date, Place and Time</u> (Fourth Monday, 7:00 p.m., except December meeting will be December 18)	
d. <u>Establishment of Alternate Date Due to Continuation for Hazardous Weather or Other Conditions</u> (Monday following regular meeting date, same time)	
e. <u>Review of By-Laws</u> (Authorized changing wording under Section 3 from "Executive Session" to "Closed Session")	Ms. Hanks
f. <u>Acknowledgment of Receipt of Freedom of Information Act and Conflict of Interest Act</u> (Acknowledged receipt, with receipt to be noted in minutes of Board meeting)	Ms. Burchett

3. Appointments:

a. Tie-Breaker

b. Board Assignments

1. New River Valley Planning District Comm.

- Regular Board Representative  
(Supervisor Sheffey appointed for a term ending December 31, 2003 – Notify NRVPCD)

Ms. Hanks

2. Board of Social Services

(Supervisor Sheffey reappointed for a term ending June 30, 2002 – Notify Social Services)

Ms. Hanks

3. Planning Commission

(Supervisor Fariss reappointed for a term ending December 31, 2003)

4. PEP Steering Committee

(Supervisor Cook reappointed)

5. VACO Legislative Contact

(Supervisor Hale appointed as VACO legislative contact – Notify VACO)

Ms. Hanks

6. Workforce Investment Board

(Supervisor Sheffey appointed – Ask Tom Owen to consider serving as alternate - Notify Private Industry Council)

Ms. Hanks/  
Mr. Huber

c. Staff Assignments

• Director of Emergency Services

(Authorized issuance of emergency declaration due to fire on Little Creek – Appointed County Administrator Joe Morgan as Director of Emergency Services and Assistant County Administrator Huber as Deputy Director – Notify appropriate agencies)

Mr. Crigger

d. Other Citizen Appointments Now Due

1. Clean Community Council

(Leave vacant)

2. New River Valley Development Corporation  
(Ask Nancy McGlothlin, Dan Grubb and Jack Nunley to consider serving) Ms. Hanks
  
3. Library Board  
(Ask Dianne Marshall to consider serving) Ms. Hanks
  
- e. Other Citizen Appointments Due in 2000  
(Reviewed and deferred action to January 24 Board meeting) Ms. Hanks
  
4. Facility Tour & Goal Setting  
(Scheduled goal setting session for Monday, February 7 at 6:30 p.m. at NRCC Edwards Hall Board Room – Supervisor Sheffey to reserve Board Room – Arrange for meal – Staff members requested to attend: Ms. Burchett, Mr. Huber, Mr. Mayberry, Mr. Coake, Mr. Morgan – Place on agenda scheduling facility tour) Ms. Hanks  
Ms. Hanks
  
5. Resolution of Appreciation for Service of Supervisor Jerry D. White  
(Adopted – Prepare for framing and presentation at January 18 retirement dinner) Ms. Hanks
  
6. Memorial Resolution V. E. “Jack” Vaughn  
(Adopted – Send to Supervisor Cook for review prior to placing in minutes – Send to family) Ms. Hanks
  
7. Other Matters
  - Workforce Investment Act – Grant Recipient Authorization and Fiscal Agent  
(Authorizing Pulaski County serving as grant recipient and fiscal agent – Fiscal agent may be delegated - Notify Private Industry Council) Ms. Burchett/  
Mr. Huber
  
  - (Staff to prepare three separate resolutions recognizing former Pulaski County High School football players Shane Graham and Caleb Hurd, as well as the Virginia Tech Football Team – Invite Mr. Graham, Mr. Hurd, Coach Beamer, Ken Dobson and Coach Hicks to a Board meeting for presentation of resolutions – Prepare resolutions for framing) Mr. Coake  
Mr. Morgan  
Ms. Hanks

(Supervisor Fariss requested periodic evaluation of transferring Cloyd's Mountain landfill to the NRRRA – Place on comprehensive plan as a reminder)

Mr. Huber

(Supervisor Fariss requested review along with the FY 01 budget deliberations of paying a portion of sick leave accumulations at retirement)

Mr. Morgan/  
Ms. Burchett

(Supervisor Sheffey welcomed new Robinson District Supervisor Eddie Hale)

(Supervisor Cook to obtain a Chamber Legislative packet for each Board of Supervisor member)

Mr. Morgan

8. Adjournment

December 21, 1999

TO: Board of Supervisors

FROM: Joseph N. Morgan, County Administrator

SUBJECT: Organizational Items

- a. Election of Chairman, Vice Chairman and Designation of Term of Office – The Board must elect one member as chairman. It may also elect a vice chairman, although there is no statutory requirement to do so. The chairman performs duties such as:
1. Presiding at board meetings;
  2. Administering oaths when persons testify before the Board;
  3. Countersigning all county general fund checks;
  4. Signing all Board meeting minutes;
  5. Executing documents on behalf of county;
  6. Representing the Board at ceremonial occasions; and
  7. Executing county administrator's personnel documents.

The chairman's compensation is \$125 per month more than the \$600 per month paid to other members.

The terms of both the chairman and the vice-chairman may be from one to four years at the discretion of the board.

As clerk to the Board, I am available to preside until a chairman is elected.

- b. Designation of Seating Arrangements in Board Room – We will arrange seating for the January 13 meeting according to the district arrangement in effect on December 31, 1999. This is from left to right facing the board's dais: Ingles, Draper, Cloyd, Robinson, and Massie.

After a chairman and vice-chairman are elected, I suggest permanent seating arrangements be agreed upon. It is recommended the chairman be seated in the center. We will be happy to respond to any adjustments to the seating arrangements the Board deems appropriate.

- c. Establishment of Regular Meeting Date, Place and Time – At its organizational meeting, the Board should establish a regular meeting date, place and time. I suggest the Board continue to meet on the fourth Monday. If the regular Board meeting date falls on a holiday, I suggest the Board set the meeting date for that month one week before or after. With the fourth Monday of December being December 25, the Board may want to meet on Monday, December 18.
- d. Establishment of Alternate Date Due to Continuation for Hazardous Weather or Other Conditions – The Board may want to establish a set day for continued meetings, where a regular meeting is cancelled by decision of the chairman or vice-chairman. It is suggested the continued date be the following week, for example, on the following Monday, if the Board continues to meet on the fourth Monday. Setting this date now will avoid re-advertising for the reschedule meeting. The other Board members and press are required by the State Code to be notified of the cancellation and continuance.
- e. Review of By-Laws – ***Enclosed*** is a copy of the current by-laws. It is appropriate for the Board to confirm these by-laws or direct changes or areas of study for changes.
- f. Acknowledgement of Receipt of Freedom of Information Act and Conflict of Interest Act – A copy of both acts has been provided to all members. Permission is requested that the minutes confirm each member has received a copy of these statutes.

JNM/gh

December 21, 1999

TO: Board of Supervisors

FROM: Joseph N. Morgan, County Administrator

SUBJECT: Appointments

The appointments listed below are now due for consideration by the Board. The Board may wish to discuss these items as personnel matters in executive session. If so, I suggest you defer action until an executive session can be held near the end of the meeting.

- a. TieBreaker – The Board may choose an individual to serve as tiebreaker or call for the election of a tiebreaker. A tiebreaker votes only should a tie occur on an issue before the board. For the tiebreaker to exercise his or her voting power, the tie must remain in effect after all members of the Board have an opportunity to be present and vote.

With a five member Board, ties will most likely occur if a member is absent over a prolonged period or when a member abstains.

If the Board decides not to appoint a tiebreaker, a tie vote will result in an issue being defeated.

Once a tiebreaker is selected, he or she serves a four-year term of office. For the tiebreaker's term to coincide with the term of the Board, it is recommended the decision on a tiebreaker be made at the first organizational meeting of the new Board.

It has been my experience that tiebreakers are rarely as well informed on issue they are forced to decide as regular Board members. It has also been my experience that delays in decision making due to scheduling the appearance of a tiebreaker are cumbersome.

b. Board Assignments

1. New River Valley Planning District Commission –
  - a. Regular Board Representative – Supervisor Sheffey currently represents the Board on the Commission. The term runs with the board members term of office.
2. Board of Social Services – Our records indicate Supervisor Cook can continue serving as the Board's representative until June 30, 2002.
3. Planning Commission – Supervisor Fariss has served as the Board liaison with the Commission. The term runs with the term of the Board of Supervisors. It is optional whether or not a member of the Board of Supervisors also serves on the Planning Commission. It is helpful to the staff to have a Board member as a liaison.
4. PEP Steering Committee – One or more Board representatives are desired. Currently, Supervisors Sheffey and Cook are members. Supervisor Cook is chairman in his capacity as vice-president of Chamber of Commerce for economic development. The Board of Supervisors chairman is vice-chairman of PEP on an ex-officio basis.
5. VACO Legislative Contact – A representative is usually designated from the Board of Supervisors.
6. Workforce Investment Board – Follow-up on an appointment and the status as fiscal agent is needed. Staff will be developing information as requested by the Board prior to January 13.

c. Staff Assignments

- Director of Emergency Services – The county administrator has served as the director of emergency services. The assistant county administrator has served as the deputy director. This appointment has been made in the past for the same term as the Board of Supervisors. Some localities appoint the chairman of the Board of Supervisors to this position. The primary responsibility is determining when to declare an emergency in cases where waiting for a meeting of the entire Board of Supervisors is impractical. A declaration by the director expires in five days if not confirmed by a meeting of the Board of Supervisors.

d. Other Citizen Appointments Now Due -

1. Clean Community Council – One vacancy exists.
2. New River Valley Development Corporation – See ***enclosed*** correspondence from Wayne Carpenter providing a listing of candidates for appointment to the Corporation.
3. Library Board – One vacancy exists.

e. Other Citizen Appointments Due in 2000 – ***Enclosed*** is a complete listing of appointments due in 2000.

JNM/gh

December 23, 1999

TO: Board of Supervisors

FROM: Joseph N. Morgan, County Administrator

SUBJECT: Goal Setting and Facility Tour

In anticipation that the Board may desire to establish goals early on its term, a goal setting meeting may be helpful. There may be other strategic planning needs for a meeting outside of the regular monthly meeting scheduled. I suggest the Board consider a meeting in February for that purpose.

It may also be useful for the Board members to tour county facilities individually or as a group. Potential tour sites are: Water Treatment Plant; Landfill (Cloyd's Mountain, New River Regional Site); County Garage Complex; O'Dell Memorial Park; New River Trail Access at Hiwassee; Draper Mountain Overlook; Pepper's Ferry Regional Wastewater Treatment Plant; New River Valley Airport; and New River Valley Fairgrounds. In addition, a school facility tour might be informative. If the Board will indicate, how, when and if it would to tour the facilities, we will make the necessary arrangements.

JNM/gh