

BOARD OF SUPERVISORS MEETING MINUTES OF MAY 4, 2005

A joint meeting of the Pulaski County Board of Supervisors and the Pulaski County School Board was held on Wednesday, May 4, 2005 at 6:30 p.m. at New River Community College, Godbey Hall, Board Meeting Room, in the Town of Dublin, Virginia, the following members were present: Joseph L. Sheffey, Chairman; Frank R. Conner, Vice Chairman; William E. "Eddie" Hale; Ranny L. Akers; and Dean K. Pratt. School Board members present included Paul Phillips, Chairman, John Wenrick, Jeff Bain, Beth Nelson and Pam Chitwood. Staff members present included: Tom McCarthy, County Attorney; Peter Huber, County Administrator; Dr. Donald Stowers, School Superintendent; Nancy M. Burchett, Assistant County Administrator; Jean Cox; Jim Sandidge; and Ron Nichols, school board staff. Also present was Jack Martin of the Southwest Times and Paul Dellinger of the Roanoke, Times.

1. Introduction & Convening of Meeting

Following a light dinner, Chairman Sheffey and Chairman Phillips called the joint meeting of the Board of Supervisors and School Board to order.

2. Building Reuse/Staff Space Needs Study

County Administrator, Peter Huber, reviewed with Board members the latest recommendation of the Building Reuse Ad Hoc Committee. He reported the Ad Hoc Committee recommended that the administrative functions of the county and school governments be housed in the downtown Pulaski area and recommended appropriate renovations and/or additions be made to the present County Administration Building to allow for the centrally housed offices. Further, the Ad Hoc Committee recommended that the county proceed in acquiring additional adjacent property located next to or near the County Administration Building to allow for the expansion of the building and provide additional parking space. Further, Mr. Huber reported the Ad Hoc Committee had agreed they would be willing to assist the county in the future to implement these recommendations.

Board Chairman Sheffey inquired about the recent rental of office space by the School Board. School Superintendent Don Stowers reported the School Board had recently leased additional office space in the old Community National Bank building to allow for the schools' Information Technology and other staff to move from the basement of the Old School Board Building on Third Street to the first floor of the Old Community National Bank Building. However, Dr. Stowers reported this was only a 2-year rental agreement. He further advised this rental of additional office space is not viewed by staff or the School Board as a long-term plan or solution for the School Boards office space needs.

School Board Member Jeff Bain suggested that Board members visit the Carroll County office & courthouse complex.

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Board Member Ranny Akers praised the Montgomery County office complex facility that was accomplished by renovations to an existing building. He also encouraged Board members to view this building as well.

Board Member Frank Conner expressed concerns regarding building a new office complex facility for Pulaski County. Further, he advised he had already viewed the Carroll County complex and felt the facility had been a little overdone.

Both Boards agreed to individually visit the Carroll County and the Montgomery County office complexes in the near future.

The Board of Supervisors and the School Board by consensus jointly agreed with the report from the Building Reuse Ad-Hoc Committee as noted above.

County Administrator, Peter Huber, noted the next meeting of the Building Reuse Ad-Hoc Committee had been scheduled for June 7, 2005 at 3 p.m. at the County Administration Building.

3. Joint Operations Agreement

School Superintendent, Donald Stowers, reviewed changes made previously to the Joint Operations Agreement since the last meeting of both Boards. Dr. Stowers also noted one additional change on page 5, Section 11, second line, the word "part" should be "party".

Supervisor Akers commended Dr. Stowers and Peter Huber for their work on the Joint Operations Agreement. He noted that the document was now very workable and that he felt there would be time savings to the county and the school system which would be money savings in the long run.

School Board Member Jeff Bain advised he still had some slight apprehension about the document, but was now ready to support the approval of the document.

Supervisor Conner expressed confidence in the School Superintendent and the County Administrator and advised he also thinks the agreement is workable.

It was then moved by Mr. Conner, seconded by Mr. Akers and carried, to approve the Joint Operations Agreement with the Pulaski County School Board as presented with the one change as noted above by School Superintendent Stowers. The approved agreement reads as follows:

JOINT SERVICES AGREEMENT

THIS JOINT SERVICES AGREEMENT made and entered into this 4th day of May, 2005, between the County of Pulaski, a Political Subdivision of the Commonwealth of Virginia (hereinafter the "County") and the Pulaski County School Board, a Political Subdivision of the Commonwealth of Virginia (hereinafter the "School Board").

WHEREAS, the Pulaski County Board of Supervisors and the Pulaski County School Board share a common goal of ensuring the efficient use of local, state, and federal government funds; and

WHEREAS, these two separate political entities desire to work together in an equitable, fiscally sound, and mutually supportive manner; and

WHEREAS, Section §15.2-1231 of the Code of Virginia, 1950, as amended, provide for joint operation of the purchasing and purchasing accounting functions of County and School Boards; and

WHEREAS, Section §15.2-1300 of the Code of Virginia, 1950, as amended, provides for the joint exercise of powers among governmental entities; and

WHEREAS, the County and School Board believe that combining departments and offices providing functional services in the areas of Personnel, Finance, Purchasing, Operations and Maintenance, Facilities Design and Construction, and Information Technology Systems may result in more cost effective administration of the County government and school system and will achieve long term savings and enhanced productivity; and

WHEREAS, the County and School Board have determined that the joint administration of these and other support functions to be desirable and constitute a valid public purpose by enhancing efficiency and effectiveness in the expenditure of public funds; and

WHEREAS, joint operation of support functions enhances opportunities for employee growth; and

WHEREAS, the School Board and County wish to establish an organizational structure for working together which is designed for expansion to include other local governmental branches as well as other localities with future potential for expansion to include other functional areas.

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Now, therefore,

WITNESSETH:

In consideration of the mutual promises and covenants contained herein the County and School Board (collectively the "Boards") agree as follows:

Section 1. Policy Level. By adopting this Joint Services Agreement, the County and the School Board shall mutually agree to establish the Joint Services Oversight Board and shall approve policies and regulations as necessary for its establishment and sustainment.

Section 2. Establishment of Joint Services Oversight Board. There is hereby established a Joint Services Oversight Board which shall consist of the chairperson of the Pulaski County Board of Supervisors, the chairperson of the Pulaski County School Board, a Board member from each of the Boards, the County Administrator, and the Superintendent of Schools, with the potential for inclusion of additional other chief elected and executive officers as the need may arise.

Section 3. Purposes of the Joint Services Oversight Board. The Joint Services Oversight Board shall study, evaluate, develop, and recommend to the Boards implementation and dissolution plans and policies for the joint administration of services in the areas hereinafter specified. Although the Boards are presently collaborating on joint administration of services within the area of transportation, including school buses, vehicles, and refuse, each Board shall approve implementation plans and policies for any joint administration of services, including transportation.

Section 4. Duties of the Joint Services Oversight Board. The Joint Services Oversight Board shall study the hereinafter enumerated service functions of County and School Board administrative services for purposes of determining the advisability of joint services of functions within the County, School Board, or that of other localities. The Joint Services Oversight Board shall develop and recommend to the Boards plans for joint administration of functions when so advisable and shall develop appropriate amendments to this joint services agreement, including organization charts for each function to be jointly administered. The Joint Services Oversight Board may appoint subcommittees to help develop recommendations. The Joint Services Oversight Board shall meet at least quarterly, with its agenda jointly developed by the County Administrator and the Superintendent of Schools, with input from the Boards. The administrative service functions for current study include the following:

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- a) Transportation (school buses, vehicles, and refuse)
- b) Garage
- c) Information technologies
- d) Accounting
- e) Human resources

Section 5. Development of Uniform Policies and Procedures. The Joint Services Oversight Board shall study the policies, procedures, systems, and physical locations used by each of the above service functions and shall recommend appropriate joint services policies, procedures, systems, and locations for the effective operation of the joint services functional areas.

Section 6. Joint Services Leadership. A Team Leader shall be selected based on applicable personnel selection processes to head each functional area using the Joint Services. This person shall be supervised, mentored, and advised by either the County Administrator or the School Superintendent, as mutually agreed upon by the Pulaski County Board of Supervisors and the Pulaski County School Board, and shall oversee the function of his or her respective department.

Section 7. Joint Services Administration. Employees who are supervised by a Team Leader shall be employees of the County or School Board subject to all policies and procedures of the Board which employed him or her, including but not limited to, the personnel, travel, pay, grievance, performance evaluation and disciplinary procedures of the Board which employed him or her, subject to the approval by the School Board and the Board of Supervisors. The Team Leader, with approval of the Boards, shall make all decisions relating to the respective department, including but not limited to yearly performance evaluations, employment, salary, discipline, travel and grievances.

Section 8. Functional Area Budgets. Each respective Team Leader shall create and recommend an appropriate budget for the operation of his or her respective administrative function. The Joint Services Oversight Board shall review the proposed budget and shall recommend the budget, with any amendments it shall deem advisable, to the Board of Supervisors and the School Board.

Section 9. Acquisition and Disposition of Property.

a) **Real Property.** When real property necessary for use by a Joint Services department is purchased with funds appropriated by both Boards, title to the real property shall be in the name of both Boards based upon the percentage of funds contributed for the Acquisition of the

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real property. Real Property acquired solely with funds allocated by one Board shall be titled in the name of that Board. When the Boards have determined that any real property, either jointly or solely titled is of no further use to accomplish the purpose of this agreement, or upon partial or complete termination of this agreement the real property affected shall be disposed of in the manner prescribed by law.

b) **Personal Property.** When personal property necessary for use by a Joint Services department is purchased with funds appropriated by both Boards, title to the personal property shall be in the name of both Boards based upon the percentage of funds contributed for the acquisition of the personal property. When the personal property is determined to be of no further use, or upon partial or complete termination of this agreement the property shall be deemed surplus property and offered to the departments of both Boards. The surplus property policy procedures contained in the County's Purchasing Policy shall be used in offering the property to the departments of each Board. Where more than one department wishes to claim the surplus property, the Committee shall determine to which department the personal property shall be allocate. When such personal property titled jointly in the name of the Boards is disposed of by sale, the proceeds of sale shall be distributed to each Board based upon the percentage of contribution of acquisition funds. Personal property acquired solely with funds allocated by one Board shall be titled in the name of that Board and when the property is of no further use to accomplish the purposes of this agreement, the surplus property policy of that Board shall govern the method of disposal and that Board shall be solely entitled to the proceeds of sale of that personal property.

Section 10. Liability and Insurance. The Joint Services Oversight Board shall be considered a board of the County and School Board and shall be listed as and insured under the County's and School Board's errors and omissions policy at the same rate of coverage as is afforded all other boards, commissions, and committees. Employees of the Joint Services departments shall be considered employees of the County and School Board and shall be covered under their respective insurance policies. All Joint Services employees shall be covered under the insurance policies of their respective employers. Jointly titled real property and personal property shall be insured under appropriate County or School Board insurance policies and the proportionate share of the premium shall be paid by the County and the School Board within the budget process. Real property and personal property titled solely in the name of one of the Board shall be covered by the appropriate insurance policies of that Board.

Section 11. Term of Agreement. This agreement shall have a duration of **one year** from the date of its execution and shall be automatically renewed unless any party to this agreement gives the other party one hundred eighty (180) days written notice of cancellation prior to the annual expiration date of this agreement.

Section 12. Appropriation. This agreement is subject to the appropriation of funds by each party hereto. Shall either party fail to appropriate the funds required by this agreement for the purposed stated herein, this agreement shall be automatically terminated upon the date for which the funds which have been appropriated for the purposes herein expire.

Section 13. Amendment. This agreement may be amended upon written agreement of the parties hereto as adopted by ordinance and resolution.

Witness the following signatures and seals this month, day, and years first written above.

**County of Pulaski,
A Political Subdivision of the
Commonwealth of Virginia**

by: _____

**Pulaski County School Board,
A Body Corporate**

by: _____

Voting yes: Mr. Hale, Mr. Conner, Mr. Sheffey, Mr. Akers and Mr. Pratt.
Voting no: none. The School Board also adopted this agreement.

4. Health Insurance Options – Health Reimbursement Arrangement (HRA)

Staff reviewed the Adoption Agreement for the Health Reimbursement Arrangement to be effective July 1, 2005 for employees that choose the 80% health care plan.

Supervisor Akers noted that on page 2, section 9, Eligibility Requirements, b.7. "Part-time Employees scheduled to work at least 30 hours per week" needed to be changed since this language would exclude employees who work 30 hours per week. It was agreed that this section should be changed to read "Part-time Employees scheduled to work less than 30 hours per week".

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On the motion of Mr. Hale, seconded by Mr. Akers and carried, the Board of Supervisors approved the Adoption Agreement for the Health Reimbursement Arrangement beginning July 1, 2005 as presented by staff with the one change as noted above pertaining to part-time employees. A similar motion was also passed by the School Board.

Voting yes: Mr. Hale, Mr. Conner, Mr. Sheffey, Mr. Akers and Mr. Pratt.

Voting no: none.

A copy of the approved Adoption Agreement for the Health Reimbursement Arrangement shall be filed with the records of this meeting at the Office of the County Administrator.

County staff also noted that the agreement document retaining the services of Health Advocate Inc. would be placed on the May 23, 2005 Board of Supervisors agenda for possible adoption.

5. Scheduling of Next Joint Meeting

The Board of Supervisors and the School Board agreed to set the next joint meeting for October 5, 2005 at 6:30 p.m. with the location of the meeting to be determined at a later date.

6. Other Matters

School Board Member Jeff Bain commended Ron Nichols for his efforts over the past year or so in the joint management of School Board and County transportation functions.

Supervisor Conner inquired if the School Board had confirmation of the Police Academy possibly renting space at the old Draper Elementary School. Dr. Stowers reported he had not heard from the Police Academy on this recently.

Further, the School Board confirmed that the old Northwood School would be used on a temporary basis for the Southwest Virginia Governor's School in the future.

7. Adjournment

On the motion of Mr. Conner, seconded by Mr. Hale and carried, the Board of Supervisors adjourned until their next regular meeting date of May 23, 2005 at 7 p.m. at the County Administration Building, Pulaski, Virginia.

Voting yes: Mr. Hale, Mr. Conner, Mr. Sheffey, Mr. Akers and Mr. Pratt.

Voting no: none.

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The School Board also passed a similar motion of adjournment.

Joseph L. Sheffey, Chairman

Peter M. Huber, County Administrator