

AGENDA

**JOINT MEETING
OF
PULASKI COUNTY BOARD OF SUPERVISORS
&
PULASKI COUNTY SCHOOL BOARD
Monday, March 12, 2007
6:30 p.m.
Pulaski Elementary School**

1. **Welcome and Dinner** – The Board of Supervisors staff will arrange dinner.
2. **Space Needs** – Terms for the purchase of the Maple Shade Shopping Center have been agreed to. The Town of Pulaski has completed their renovation of the exterior of the building and are currently preparing the deed transferring the building to the county. Plans are to relocate the following offices in the western portion of the building: Social Services, Court Services, Health Department (clinic only), and Information Technology. Other possibilities include Extension Services, General Properties and a future joint purchasing office, if so desired by the boards. MTM and other renters would remain in the building, pending need by the county for additional space.
3. **Budgets** – Staff suggests one, or possibly two, joint meetings be scheduled over the next month to allow staff to describe the various financial constraints and situations faced by both boards as a way to assist each board in the preparation of the 2007-08 fiscal budget.
4. **Update on Existing Joint Services**
 - a. **Transportation Services** – *Ron Nichols* – (School Bus Operations, Refuse Operation and Garages)
 1. **Drop Centers** - Improvements at the drop sites include the placement of surplus wood chips as a base for the brush piles and cooperative arrangements with Goodwill Industries for staffing of the centers as a way to expand the hours of operation.
 2. **Sharing of Drivers** – Sharing of drivers between the School Board and PSA could be a way to provide full-time employment and resulting health insurance benefits for bus drivers.

3. Clerk of the Works for New Riverlawn Elementary School – Lane Penn has indicated an interest in continuing his work with the PSA while also assisting the School Board as Clerk of the Works in the construction of the New Riverlawn Elementary School. This arrangement would be supported by Ronnie Nichols and Jerry Taylor filling in for Mr. Penn in supervising the PSA, while giving Matt Jackson the opportunity to assist Mr. Penn in overseeing the construction of the new school. This arrangement would give Mr. Jackson the benefit of Mr. Penn's expertise in overseeing a project of this scope while providing continuity in PSA operations.

b. Personnel – *Joe Makolandra and Gordon Jones*

1. Employee Transfer Policies – Current policies regarding transfers of employees among the School Board, PSA and Board of Supervisors result in the loss of sick leave time by the employee and payout of accrued vacation and comp time. Development of a transfer agreement among all three (3) boards to compensate for accrued leave liabilities, without direct impact on the employee, would provide employees and management with broader employment opportunities.
2. Personnel Policies - There is a continuing need to align differing personnel policies for administrative staff. Areas of greatest concern include determination of exempt/non-exempt status, accrual of leave time, and differing health insurance costs.
3. Compensation Study – The Board of Supervisors has authorized a compensation study to ensure employees are being fairly compensated. In doing so, it may be helpful to include the classified staff of the School Board.

c. Information Technology – *Jim Sandidge*

1. VOIP Telephone System Implementation – The Board of Supervisors and School Board staffs have worked together to implement a Voice Over Internet Protocol (VOIP) phone system which should reduce line charges from \$50 to \$5 per month. Offices remaining in the initial implementation of this system include the Brick Courthouse, the Library and the County Garage.
2. Implementation of a Joint Information Technology Department – The county plans to hire at least one additional technician to help support increasing technical needs of the Sheriff's Office, School Board, Board of Supervisors, and Wireless Authority. The next step in joining these departments is to begin co-locating staff doing similar work either in the

existing School Board offices, or in the third floor of the Stone Courthouse.

3. Web Site Standardization – The Information Technology staff is working to standardize the navigational features of the county and School Board web sites.
4. Back-up Generator for Sheriff's Office – The Information Technology staff determined that the existing generator at the Sheriff's Office did not support the expanded computerization of dispatch functions. Funding of a new generator has been provided by the Board of Supervisors. Joe Weddle of the School Board staff has the expertise in sizing the capacity of the generator in anticipation of co-locating Information Technology and dispatch functions, as both have a need for back-up power, equipment cooling, and security. The critical nature of dispatch operations would also benefit from an adjacent technology staff. The PSA just purchased a series of generators for various sewer pump stations. Thus, Ron Coake, County Engineer, has the expertise needed in bidding this and another generator required for Fairview Home to meet new licensing standards.

d. Finance – *Gordon Jones*

1. New Elementary School Financing – ***Enclosed***, as prepared by Gordon Jones, is a projected amortization table describing the debt service associated with the construction of the new school. A portion of the existing \$14 million VACo/VML Bond Pool Financing will be replaced by a \$7.5 million three percent Literary Loan. A resolution approving this application will have to be adopted by both boards in order to apply for the maximum amount of Literary Loan financing possible. Finally, we plan to finance the remaining estimated \$5.5 million using a bank qualified loan through an Industrial Development Authority lease, as was done with the VACo/VML Bond. This additional financing would be put in place once costs are fully determined.
2. Auditing Standards Board Statement on Auditing Standards 112 – This standard requires that all audited entities (non-profit organizations, local governments and private corporations) prepare their own audit statements. This requires that staff, or a third party, annually convert cash basis accounting currently maintained by these entities to both modified and full accruals. Having a staff capable of preparing these statements in their required format is likely to become a factor in receiving state and federal funding.

e. Engineering – *Ron Coake*

- High School Entrance – Ron Coake is working with the high school staff and VDOT in preparing the plans for the construction of a new entrance to Pulaski County High School.

f. Youth Services – *Anthony Akers and Shawn Utt*

1. Commission on Children and Families – The Commission has been formed and held its first meeting with various county funded human service agencies. There was a strong interest in focusing these services towards an increasing need to help children and their families.
2. Safe Routes to School – Shawn Utt and volunteers Randy Newberry and Bruce Mahin are working with the Planning Commission staff in planning for bike and walking trails connecting school sites to Randolph Park.

5. **Scheduling of Next Meeting** – A quarterly schedule would result in a June meeting and options for a Monday evening meeting would include June 5, 12, and 19.

6. **Adjournment**