



County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** January 13, 2015  
**Item No.:** 13-b  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett/Sarah Elam Puckett  
**Issue:** Minutes

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**Summary:** The December Board meeting draft minutes are attached.

**Attachments:** December 9, 2014 at 5:00 p.m. Draft Minutes  
December 9, 2014 at 7:00 p.m. Draft Minutes

**Recommendation:** Acceptance.

Motion \_\_\_\_\_ Cooper-Jones \_\_\_\_\_ McKay \_\_\_\_\_ Townsend \_\_\_\_\_  
Second \_\_\_\_\_ Gray \_\_\_\_\_ Simpson \_\_\_\_\_ Wilck \_\_\_\_\_  
Jones \_\_\_\_\_ Timmons \_\_\_\_\_

December 9, 2014

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 9<sup>th</sup> day of December, 2014; at 5:00 p.m., there were present:

Calvin L. Gray

Robert M. Jones

Charles W. McKay

Howard F. Simpson

C. Robert Timmons, Jr.

Jerry R. Townsend

Jim R. Wilck

Absent: Pattie Cooper-Jones

Also present: Wade Bartlett, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Reed (Jerry) Jerome, Facilities Planner, Longwood University; and Thomas Frisbie-Fulton, Campus Architect/Director of Campus Planning and Development, Longwood University.

Chairman Simpson called the special meeting to order.

In Re: Longwood University Master Plan

Thomas Frisbee-Fulton, Director of Campus Planning and Development, Longwood University, stated significant new development is expected over the next 10-25 years. The work includes four phases that are expected to take about 14 months; including Analysis & Discovery, Options for Long Term Physical Development, then the Preferred Plan and Finalization.

Longwood University commenced work on the University Master Plan in the fall of 2013 with planning consultant Cooper, Robertson, and Partners. The primary purpose is to guide the development of Longwood's campus to support 6,000 students by year 2025 with a vision as far as 2039. The new plan will retain the successful aspects of the current Master Plan while enhancing Longwood's sense of community and livability, the beauty of the campus, and the institution's economic, social, and environmental sustainability. The new University Master Plan is expected to be in place by late 2015.

Guiding principles to advance the university to its third century include:

- Keep Longwood “the same but better.”
- Strong residential community
- Longwood should be a “key node” and an “engine of prosperity” for the community
- Sustainable
- A campus community that draws professionals and families
- A destination
- Alumni affection and attraction to the campus
- A beautiful place with strong claims to peoples’ spirits that will survive in the long term
- Aspiring to athletic excellence

Mr. Frisbee-Fulton requested suggestions from the Board members regarding the adequacy of the physical campus; desired concepts for improving the Longwood campus and its community connectivity; wishes for type, size and features of future facilities; and welcomed any other ideas about the physical aspects of Longwood University.

Mr. Frisbee-Fulton then listed a few goals to make Longwood a welcoming and important destination that embodies southern Virginia’s rich cultural, artistic and academic heritage. The Master Plan will include better internal space utilization; work on the athletic and recreation fields; modest housing growth; a new University Center; transportation and parking strategies to reduce students’ reliance on vehicles with more pedestrian and bike paths; shopping within walking distance of the University; infrastructure and biomass, with emphasis on fuels being more locally harvested; operations and safety; and to improve the “Town/Gown” relationship. He added these items may help in keeping the students in the area after graduation.

Supervisor Timmons questioned the University’s energy consumption and if they are able to create energy for their own usage. Mr. Frisbee-Fulton stated there currently is no co-generation nor solar, but they produce steam; there is a team looking into that possibility. Supervisor Timmons stated he can assist if so desired.

Supervisor Timmons then asked where Longwood gets the woodchips. Mr. Jerome stated sawdust is used; land was purchased off Route 460 near the Prince Edward/Nottoway County line for storage. There is currently no capability to process, just to store the sawdust. There is a Capital Project request for a third boiler with an alternate feed system to try using woodchips and grass. Currently there is no space for processing chips. Supervisor Timmons stated that with the amount of logging in the area, there is tremendous waste, and the processing and use of that “scrap” would be beneficial. He added a grinder would be economical to buy and to operate. Discussion followed.

Discussion followed regarding transportation available to the Longwood students. Mr. Jerome stated there are additional routes from FAB during the peak times between Lancer Park and the villages.

Discussion followed on the housing and the amenities available to the students. Mr. Jerome stated construction will begin on a residence hall in the spring for an additional 224 beds; 447 beds were lost when the Cunninghams were torn down and more are needed back on the main campus. Mr. Jerome said another 225 beds are needed, which would bring the total to 2,000 on the main campus; there are fewer now than in 2007. Including graduate students, there are 5,100 students this fall.

Supervisor Gray questioned the number of floors on the new construction. Mr. Jerome stated it will be four floors.

Discussion followed regarding the safety of the students and examples were given of incidents of accidents or near-accidents between pedestrian (college student) traffic and vehicles. Mr. Frisbee-Fulton stated the University is aware and there are three dangerous locations. Kimley-Horn has been contracted to conduct a study and work with the Town of Farmville on improvements with a focus on safety.

Mr. Frisbee-Fulton said it is the intention of the University to continue dialogue and to include all information from these discussions. He said the intent of the University is to create a campus that is open and welcoming to the community, and to be a part of the culture.

Supervisor Jones asked about the nursing program. Mr. Jerome stated the nursing program is booming; its first year, there were 30 students and this year, there are 80 freshmen. Discussion followed.

Supervisor Gray asked where he could see a physical blueprint. Mr. Bartlett stated the Capital Building Plans are on the Longwood University web site; Mr. Jerome stated there is a new section on the web site of projects under construction. There is, in the existing Master Plan, campus maps of where future construction was predicated in 2008, and there will be a similar set of displays in the next Master Plan. Mr. Jerome stated an email address, [masterplan@longwood.edu](mailto:masterplan@longwood.edu) has been created for questions, comments and suggestions.

On motion of Supervisor Timmons, seconded by Supervisor Gray, and adopted by the following vote:

Aye:	Calvin L. Gray	Nay:	None
	Robert M. Jones		
	Charles W. McKay		
	Howard F. Simpson		
	C. Robert Timmons, Jr.		
	Jerry R. Townsend		
	Jim R. Wilck		
Absent:	Pattie Cooper-Jones		

the meeting was adjourned at 5:41 p.m.

December 9, 2014

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 9<sup>th</sup> day of December, 2014; at 7:00 p.m., there were present:

Calvin L. Gray

Robert M. Jones

Charles W. McKay

Howard F. Simpson

C. Robert Timmons, Jr.

Jerry R. Townsend

Jim R. Wilck

Absent: Pattie Cooper-Jones

Also present: Wade Bartlett, County Administrator; Sarah Elam Puckett, Assistant County Administrator; and Jim Ennis, County Attorney.

Chairman Simpson called the December meeting to order. Reverend Steve Conwell offered the invocation and led the Pledge of Allegiance.

In Re: Public Participation

**Jack Peery**, Farmville, stated that he has always been interested in the welfare and well-being of the County and the Town, and if appointed to serve on the Planning Commission, he said he will work hard for the citizens of Prince Edward County.

**Warner Winborne**, Farmville, briefly described his qualifications for a position on the Planning Commission and stated his willingness to help the County grow to meet the needs of its citizens.

**John Prengaman**, Farmville, gave a brief description of his background and stated he would like to assist with growth in the community; he said his knowledge and experience would allow him to help in the County's development.

In Re: Board of Supervisors Comments

Supervisor Gray wished the citizens in the County “Happy Holidays” and also requested prayers for Supervisor Cooper-Jones with her recovery from surgery.

Supervisor Timmons thanked all in attendance, and wished a speedy recovery to Supervisor Cooper-Jones.

Chairman Simpson also wished Supervisor Cooper-Jones a speedy recovery, and wished the citizens a Merry Christmas and Happy New Year.

Supervisor Townsend thanked the citizens for attending, and wished all happy holidays; he also requested prayers for Supervisor Cooper-Jones.

Supervisor Wilck questioned the number of tables that were purchased for the event held by the Chamber [of Commerce], as only he and his wife were in attendance from the Board. Mr. Bartlett, County Administrator, stated the tables were not purchased, but were provided to the Board by the Chamber of Commerce because of the annual support given from the Prince Edward County Board of Supervisors.

In Re: Consent Agenda

On motion of Supervisor McKay, seconded by Supervisor Gray, and carried:

Aye: Calvin L. Gray  
Robert M. Jones  
Charles W. McKay  
Howard F. Simpson  
C. Robert Timmons, Jr.  
Jerry R. Townsend  
Jim R. Wilck  
Absent: Pattie Cooper-Jones  
Nay: None

the Board accepted the Treasurer’s Report for October 2014; the minutes of the meetings held November 18, 2014; Accounts and Claims; Salaries; a Dance Hall Permit for New Fever’s Restaurant & Lounge and a Dance Hall Permit for The Fishin’ Pig; and appropriations as follows:

<u>FY 2015 Budget Amendment</u>		<u>Debit</u>	<u>Credit</u>
4-100-93000-0250	Transfer to School Fund		\$ 29,618
4-100-31200-1100	Sheriff / Salary & Wages	\$ 24,242	
4-100-31200-2100	Sheriff / FICA	\$ 1,855	
4-100-31200-2210	Sheriff / VRS	\$ 2,764	
4-100-31200-2400	Sheriff / Group Life Insurance	\$ 289	
4-100-31200-2600	Sheriff / Unemployment	\$ 70	
4-100-31200-2700	Sheriff / Workers Comp	\$ 398	

3-250-41050-0100	From General Fund	\$29,618	
4-250-62000-0001	School / Admin, Health & Attend.		\$29,618

**Prince Edward Treasurer's Report - October 2014**

<b>Name of Bank</b>	<b>Bank Balance</b>	<b>Deposit in Transit / Adj.</b>	<b>Outstanding Checks</b>	<b>Available Balance</b>
Benchmark Pooled Fund Account	5,674,957.42	4,295.21	939,082.50	4,740,170.13
Wachovia Social Services	460,633.71		67,410.95	393,222.76
Bank of America School Fund	1,344,404.37	0.33	504,701.18	839,703.52
Bank of America Food Service	45,360.97	309.94	11,817.76	33,853.15
Benchmark Food Service	149,231.09			149,231.09
<b>TOTAL</b>				<b>6,156,180.65</b>
 <b>Certificates of Deposit</b>				
Benchmark				519,048.66
Citizens Bank Recreation				15,000.00
Citizens Bank Underground Storage				20,260.84
Farmers Bank				204,819.58
Wells Fargo Advantage Fund				162,455.59
<b>TOTAL</b>				<b>921,584.67</b>
 <b>GRAND TOTAL</b>				 <b>7,077,765.32</b>

**MOTOR VEHICLE LICENSE TAXES**

Town of Farmville	Decal reimbursement	6,469.32
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**BOARD OF SUPERVISORS**

Farmville Herald	Advertising	276.76
Calvin Gray	Mileage	200.55
Business Card	Lodging cancellation	-287.73
	VACO registration	1,375.00
		1,087.27

**COUNTY ADMINISTRATOR**

US Cellular	Phone	136.88
Business Card	Halloween candy	197.02
Diamond Springs Water, Inc.	Water & equipment rental	15.90

COMMISSIONER OF REVENUE

Farmville Herald	Advertising	215.25
M&W Printers	Postage for PP forms	2,150.00
NADA Used Car Guide	Used car guide	14.00

TREASURER

Key Office Supply	Typewriter service contract	130.00
	Green bar paper	334.74
	Ribbons	179.99
	Cart	81.99
STEPS, Inc.	Shredding service	596.72
		35.00

INFORMATION TECHNOLOGY

Business Data of Virginia, Inc.	Travel expenses	625.00
ComputerPlus Sales & Service	Printer service contract	79.00

ELECTORAL BOARD AND OFFICIALS

Betty A. Gibbs	Salary	1,032.32
Samuel A. Martin, Jr.	Salary	516.16
Gordon V. Smith	Salary	516.16
Barbara Barnes	Official	100.00
	Training	25.00
Robert L. Barnes	Official	125.00
	Training	90.00
Mary L. Baylis	Official	25.00
	Training	115.00
Patricia A. Brandt	Official	25.00
William E. Brandt, Sr.	Official	125.00
Wendell Brown	Official	90.00
Rachael E. Dove	Official	90.00
Sheila Eames	Official	90.00
	Training	115.00
	Phone	25.00
	Ballots	10.00
	Mileage	20.00
Lynn H. East	Official	5.00
	Training	175.00
Sarah Edmendon	Official	100.00
	Training	25.00
Vincent Eanes	Official	125.00
Nancy D. Fawcett	Official	90.00
	Training	100.00
Emmett L. Ferguson	Official	25.00
Linda Finch	Official	125.00
	Mileage	90.00
Moses Ford	Official	50.00
Jean G. Fowlkes	Official	140.00
Yolanda Gladden	Official	90.00
	Training	90.00
	Phone	115.00
		25.00
		10.00



	Mileage	5.00	155.00
Jennifer J. Halladay	Official	100.00	
	Training	25.00	125.00
Edward Lee Helton, Jr.	Official	100.00	
	Training	25.00	125.00
Michael L. Helton	Official		90.00
Jane Newman Hines	Official		90.00
Esther W. Hollingsworth	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballots	20.00	
	Mileage	5.00	175.00
Brian N. Hulsizer	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballots	20.00	
	Mileage	5.00	175.00
Frances D. Jasper	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballots	20.00	
	Mileage	15.00	185.00
John Jennings	Official		90.00
Donald B. Kellum, Jr.	Official		90.00
Peggy Kelsey	Official		90.00
Cindy H. Koether	Official		90.00
Jean W. Lee	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballots	20.00	
	Mileage	15.00	185.00
April McBride	Official		90.00
Lora P. McElhenie	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballots	20.00	
	Mileage	15.00	185.00
Nadine Messerschmidt	Official		90.00
Tola Morgan	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballots	20.00	
	Mileage	10.00	180.00
Lee J. Owens	Official		90.00
Rebecca L. Randolph	Official	100.00	
	Training	25.00	125.00
Mary G. Reed	Official		90.00
Rosalie B. Robertson	Official	100.00	
	Training	25.00	125.00
Henry O. Shelton	Official		90.00

Claudia Somers	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballots	20.00	
	Mileage	10.00	180.00
Scott J. Simms	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballots	20.00	
	Mileage	15.00	185.00
Lynn Skakum	Official		90.00
Margaret Stockton	Official	100.00	
	Training	25.00	125.00
Linda Timmons	Official		90.00
Crystal Glenn Townsend	Official		90.00
Michael Scott Warner	Official		90.00
Virginia H. Wilson	Official		90.00
Kasie R. Wright	Official	100.00	
	Training	25.00	125.00
Lucie Zehner	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballots	20.00	
	Mileage	15.00	185.00
Darlington Heights Fire Department	Rent		200.00
Elks Lodge #269	Rent		200.00
Farmville Volunteer Fire Department	Rent		200.00
Hampden-Sydney Fire Department	Rent		200.00
Mt. Zion Second Baptist Church	Rent		200.00
Prospect Volunteer Fire Department	Rent		200.00
Rice Volunteer Fire Department	Rent		200.00
Mt. Pleasant Church	Rent		200.00
	<u>REGISTRAR</u>		
U. S. Postal Service	Postage		245.00
	<u>CIRCUIT COURT</u>		
Farmville Herald	Advertising		143.50
Key Office Supply	Calendar		3.99
Green Front Furniture	Furniture		5,768.00
	<u>GENERAL DISTRICT COURT</u>		
Joyce K. Sexton	Professional service		498.75
US Cellular	Phone		23.41
STEPS, Inc.	Shredding service		35.00
Medimpex United, Inc.	Drug test kits		2,325.00
Key Office Supply	Post-its / calendars		39.19

CLERK OF THE CIRCUIT COURT

CenturyLink	Phone		47.86
Willard Arnold	Juror		30.00
Dixie Calhoun	Juror		30.00
Faye Green	Juror		30.00
Angela Robinson	Juror		30.00
Patricia Toney	Juror		30.00
Da'Shannon Meek Whitehead	Juror		30.00
John Baker, III	Juror		30.00
Donald Gantt, Jr.	Juror		30.00
Britton Harris	Juror		30.00
Linda Leatherwood	Juror		30.00
Gwendolyn McQuaige-Hicks	Juror		30.00
Janet Southall	Juror		30.00
Janice Streat	Juror		30.00
Caskie Graphics, Inc.	File folders		296.26
Key Office Supply	Copy paper	75.98	
	Office supplies	739.46	815.44
M&W Printers, Inc.	Binding land book		626.09
Matthew Bender & Company, Inc.	Wills & Admin Rel #8		

LAW LIBRARY

AT&T	Phone		41.74
LexisNexis	Online charge		254.00
Matthew Bender & Company, Inc.	VA Forms V4A & V4B		390.31

COMMONWEALTH'S ATTORNEY

Computer Products of IL	VCIN License maintenance		173.40
Treasurer of Virginia	IPad service		131.22
Farmville Herald	Advertising		150.00
STEPS, Inc.	Shredding service		35.00
Key Office Supply	Address stamps	58.00	
	Calendar	14.29	72.29

SHERIFF

Medtox Diagnostics, Inc.	Drug testing		487.79
Burkeville Body Shop	Bumper		598.00
East End Motor Company, Inc.	Fuel pump	451.00	
	Inspections (4)	64.00	
	Repair flat tire	23.00	538.00
Tri-County Ford, Inc.	Heater hose / rear hub		1,475.58
Watts Industrial Equipment	Windshield nozzles	53.20	
	Oil change	62.45	
	Replace hub assembly	706.57	
	Pads & rotors	1,273.20	2,095.42
Computer Products of IL	Messenger license maintenance		173.40
Treasurer of Virginia	VCIN		52.87
Kinex Networking Solutions	Remote data backup		19.95
CenturyLink	VCIN		7.97
US Cellular	Phone		1,107.18

Business Card	Cab fare	16.50	
	Meals & lodging	960.11	
	Credit	-50.00	
	Gas	26.00	
	Ammunition	28.19	
	Uniforms	218.22	1,199.02
Larry Franklin	Meals		13.63
Robert Goldman	Meals		91.41
Central VA Criminal Justice Academy	Training		225.00
Diamond Springs Water, Inc.	Water / equipment / supplies		130.60
Farmville Printing	Letterhead / forms		216.90
Key Office Supply	Ink cartridges	196.94	
	Laser cartridge	94.59	
	Glue	3.99	295.52
Walmart Community / RFCSELLC	Coffee & supplies		81.50
National Neighborhood Watch	Signs		721.00
RDJ Specialties, Inc.	Pens	487.97	
	Pencils	472.80	960.77
O. O. Stiff, Inc.	Community Day service		89.51
Fire & Safety Equipment Company	Inspect fire extinguisher		158.80
Sirchie Finger Print Labs	Box sealing tape		124.84
Quality Uniform Company, Inc.	Uniforms		659.05

FARMVILLE VOLUNTEER FIRE DEPARTMENT

Elecom, Inc.	Speaker / antenna	183.48	
	Belt clips	19.60	203.08
Fire & Safety Equipment Company	Gas detector sensor	296.00	
	Calibrate gas detector	80.00	376.00
Xerox Business Services	Support contract renewal		1,185.00
Creative Monogramming	Embroidery		56.00
Municipal Emergency Service	Diamond cut blades		784.03
Saw Hose & Nozzle Repair	Swivel assembly		131.40

RICE VOLUNTEER FIRE DEPARTMENT

C. W. Williams	Turnout gear	1,821.18	
	Helmet / hoods	284.98	2,106.16
Dominion Virginia Power	Electric service		311.38

PROSPECT VOLUNTEER FIRE DEPARTMENT

Battery Barn of Virginia, Inc.	Batteries		69.05
Benchmark Community Bank	Truck payment		3,500.00
Pamplin Exxon	Fuel		294.44
Prince Edward County Public Schools	Diesel		238.58
Prospect Volunteer Fire Department	Workers Comp insurance		10,354.00
Prince Edward County Treasurer	Gas		152.56
Dominion Virginia Power	Electric service		372.70

MEHERRIN VOLUNTEER FIRE DEPARTMENT

Bank of Charlotte County	Truck loan		15,000.00
Parker Oil Company, Inc.	Propane		219.60

Watkins Insurance Agency	Package / auto / umbrella insurance	3,814.00
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EMERGENCY SERVICES

Korman Signs	Road signs & markers	361.97
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REGIONAL JAIL & DETENTION

Irongate Boundary Management	Electronic monitoring	1,012.50
Piedmont Regional Juvenile Detention Center	Juvenile detention	6,300.00

BUILDING OFFICIAL

East End Chevron	Oil change	37.69
Pro Auto, LLC	Inspection	16.00
US Cellular	Phone	23.41
Coy Leatherwood	Meal	7.61
	Meeting registration	15.00 22.61

ANIMAL CONTROL

Dominion Virginia Power	Electric service	154.97
CenturyLink	Phone	169.88
US Cellular	Phone	47.07

BIOSOLIDS MONITORING

US Cellular	Phone	23.41
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REFUSE DISPOSAL

Resource International	Groundwater monitoring	1,837.50
	Misc. work tasks	990.00
	Storm water compliance	754.00 3,581.50
Farmville Wholesale Electric	Light bulbs	33.18
	Light fixture	83.69
	Return	-11.27 105.60
Lowe's	Nuts / bolts / washers	4.90
Jimmy Whirley / Powerwash	Washed rolloff	75.00
James P. Childress, Jr.	Oil / filter change	493.05
	Truck maintenance	450.35 943.40
Allied Waste Services 974	Trash collection	445.26
Wright's Excavating, LLC	Landfill operation	48,093.75
Emanuel Tire of Virginia	Tire recycling	1,646.40
STEPS, Inc.	Recycling fee	2,244.76
Southside Electric Cooperative	Virso site	87.39
Dominion Virginia Power	Rice site	65.63
	Green Bay site	63.44
	Worsham site	81.33 210.40
AT&T	Phone	41.77
CenturyLink	Phone	226.65
US Cellular	Phone	26.41
Verizon	Phone	132.01
Prince Edward County Public Schools	Diesel	1,911.66
East End Motor Company, Inc.	Tires	444.00

NAPA of Farmville	Hydraulic fluid	59.98
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SANDY RIVER RESERVOIR

Treasurer of Virginia	Permit fee	50.00
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GENERAL PROPERTIES

Air Conditioning Equipment	HVAC Annual contract	3,520.00
Dodson Brothers Exterminating	Pest control - Cannery	38.00
	Pest control - Worsham	38.00
	Pest control - SCOPE	38.00
	Pest control - Courthouse	85.00
	Pest control - Visitor Center	38.00
Fire Sprinkler, LTD	5-Year Internal inspection	2,175.00
Lowe's	Pipe / valve / couplings	43.21
	Water heater	362.29
	AC Clamp meter	37.98
	Grass seed	50.05
	Drill bit / hitch ball	26.59
Pro Auto, LLC	Inspection / brake pads	197.58
	Tax deducted	-3.60
Dominion Virginia Power	Roy Clark monument	6.59
	Courthouse	11,401.78
	Shop	29.42
	SCOPE building	118.53
	Sheriff Dept shed	6.59
	Worsham Clerk office	116.30
	Lights at Rice	110.09
	Ag building	882.42
Parker Oil Company, Inc.	Heating oil	12,671.72
Town of Farmville	Water & sewer	8,022.55
AT&T	Phone	167.69
CenturyLink	Phone	41.74
US Cellular	Phone	133.40
Aramark Uniform Services	Janitorial supplies	115.53
Diamond Paper Company	Trash bags / towels / tissue	428.95
Arcet Equipment Company	Cylinder rental	1,650.59
Diamond Springs Water, Inc.	Water & equipment rental	250.00
Farmville Wholesale Electric	Ballast	15.90
	Light bulbs / ballasts	48.40
Fisher Auto Parts, Inc.	Shop towels	115.36
	Oil & filter	11.98
	Battery	48.10
Grainger	Cable	169.95
	Batteries	729.06
Cintas Corporation #524	Uniform rental	11.04
Prince Edward County Public Schools	Diesel	740.10
Taylor-Forbes Equipment Company	Hitch pins	409.75
		247.64
		18.78

CANNERY

Virginia Food Works	Contract payment	2,916.67
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Ferguson Enterprises, Inc.	Valve	74.04
CenturyLink	Phone	203.77
Diamond Paper Company	Gloves / tape	119.17
Hubert Company	Can opener	44.59

COMPREHENSIVE SERVICES ACT

Bear Creek Academy	Professional service	7,260.00
Blue Ridge Autism & Achievement Center	Professional service	4,400.00
Rescare / Braley & Thompson	Professional service	6,216.50
Business Card	Foster care	434.60
Centra Health	Professional service	12,974.00
Childhelp, Inc.	Professional service	3,190.00
Family Preservation Service	Professional service	2,858.75
Grafton School, Inc.	Professional service	24,634.00
Ashley Long	Foster care	4,077.00
Northstar Academy, Inc.	Professional service	3,922.00
United Methodist Family Services	Foster care	425.81
	Professional service	2,891.30
Virginia Family Services	Professional service	3,317.11
Virginia Home for Boys & Girls	Professional service	1,181.50
Ifetayo Imanchinello	Foster care	171.88
Mountain Youth	Foster care	1,737.49
	Professional service	875.00

SUPERVISION OF PARKS & RECREATION

Prince Edward-Farmville Youth Assn.	14-15 Local support	24,000.00
Southside Virginia Family YMCA	14-15 Local support	25,000.00

PLANNING

Farmville Herald	Advertising	276.76
Business Card	Postage	114.00
US Cellular	Phone	46.82

ECONOMIC DEVELOPMENT

Farmville Printing	Letterhead / envelopes	439.00
Key Office Supply	Paper	29.95
	Office supplies	295.85
	Ink cartridge	34.99
		360.79

TOURISM

Dominion Virginia Power	Electric service	169.72
Town of Farmville	Water / sewer	47.65
Business Card	UPS	116.47
CenturyLink	Phone	337.77
Magi Van Eps	Meals	34.65
Lowe's	Candles / batteries	63.50

FLOOD & EROSION CONTROL

Stormwater Solutions & Services, LLC	Stormwater plan review	1,545.00
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	<u>COOPERATIVE EXTENSION OFFICE</u>	
CenturyLink	Phone	105.02
		259.31
	<u>GENERAL EXPENSE</u>	
Southern States Cooperative	Gas	17,510.07
	<u>WATER FUND</u>	
Town of Farmville	Water	171.20
	<u>SEWER FUND</u>	
Dominion Virginia Power	Sewer pump	31.49
	<u>RETIREMENT BENEFIT FUND</u>	
Vicki K. Johns	Retiree benefit	1,094.00
	<u>ENTERPRISE ZONE</u>	
Mecklenburg County	FY15 Contribution	23,368.00
	<u>PIEDMONT COURT SERVICES</u>	
CenturyLink	Phone	60.22
Lumos Networks	Phone	288.83
Jessica Carrion	Mileage	117.04
Sheila Edmonds	Mileage	58.24
Julianna Ferrell	Mileage	90.72
	Newspapers	1.00
		91.72
Sheena Franklin	Mileage	76.16
Sharon Gray	Mileage	332.08
Connie Stimpson	Mileage	21.23
	Reimbursement - paper	139.95
		161.18
Renee T. Maxey	Mileage	152.54
	Meals	35.28
		187.82
Andy Mays	Mileage	204.08
	Meals	64.98
		269.06
Ashley Nash	Mileage	97.44
	<u>PCS SUPERVISION FEES EXPENDITURES</u>	
SRP Corporation, LLC	Rent	2,500.00
	<u>PCS DRUG TESTING FEES</u>	
Alere Toxicology Services, Inc.	Drug testing	38.96

In Re: Highway Matters

Mrs. Sarah Puckett, Assistant County Administrator, stated Mr. Wright would like to schedule a meeting in February 2015 to discuss the Six Year Plan; the meeting is tentatively scheduled for February 10, 2015, at 5:00 p.m. She then stated Mr. Wright would like to coordinate with Supervisor Jones about dates for a citizen informational



meeting with VDOT regarding the Route 619 Bridge Project, and Mr. Wright wants to ensure Emergency Services are included since it may be a long [bridge] closure. Mrs. Puckett said she will coordinate dates between them.

Supervisor Gray said several roads need attention; he will discuss these during the upcoming Six Year Plan meeting.

Supervisor Townsend invited all to the ribbon cutting for the Route 633, Mt. Pleasant Road, Bridge Replacement, Friday, December 12 at 1:00 p.m.

In Re: Citizen Volunteer Appointments

Mr. Bartlett stated terms for the Prince Edward County Planning Commission and the Board of Zoning Appeals expire December 31, 2014, as follows. All of these positions have been advertised in The Farmville Herald.

Position	Term of Office	# of Terms Expiring or Vacancies	Individual Currently Holding the Office	Citizen Volunteer Applicants
Prince Edward County Planning Commission	4 Years January 1, 2015 – December 31, 2018	1 County Position	W.W. Porterfield	Glenn O. Fowlkes John Pregelman Warner R. Winborne
Prince Edward County Planning Commission	4 Years January 1, 2015 – December 31, 2018	3 In-Town Positions	Jack Leatherwood Parker Terry Cannon Watson	Jack Leatherwood Jack W. Peery, Jr. Cannon Watson
Prince Edward County Board of Zoning Appeals*	5 Years January 1, 2015 – December 31, 2019	1 Position	Charlotte R. Green	Jack Leatherwood John F. Townsend, III

*\*Note: The Board makes a recommendation to the Circuit Court Judge for appointments to the BZA.*

Prince Edward County Planning Commission: A vote was taken on the candidates for the four-year term for the Planning Commission – County Position:

Candidate

Vote

Glenn O. Fowlkes

(none)

John Pregelman

Calvin L. Gray  
Robert M. Jones  
Charles W. McKay  
Howard R. Simpson  
C. Robert Timmons, Jr.  
Jerry R. Townsend  
Jim R. Wilck

Warner R. Winborne

(none)

Absent: Pattie Cooper-Jones

John Pregelman will be appointed to the Planning Commission for a term of four years beginning January 1, 2015 and ending December 31, 2018.

Prince Edward County Planning Commission: A vote was taken on the candidates for the four-year term for the Planning Commission – County Position:

Candidate

Vote

Jack Leatherwood

Calvin L. Gray  
Robert M. Jones  
Charles W. McKay  
Howard R. Simpson  
Jerry R. Townsend  
Jim R. Wilck

Abstain: C. Robert Timmons, Jr.

Jack W. Peery, Jr.

Calvin L. Gray  
Robert M. Jones  
Charles W. McKay  
Howard R. Simpson  
C. Robert Timmons, Jr.  
Jerry R. Townsend  
Jim R. Wilck

Cannon Watson

Calvin L. Gray  
Robert M. Jones  
Charles W. McKay  
Howard R. Simpson  
C. Robert Timmons, Jr.  
Jerry R. Townsend  
Jim R. Wilck

Absent: Pattie Cooper-Jones

Jack Leatherwood, Jack W. Peery, Jr., and Cannon Watson will be appointed to the Planning Commission for a term of four years beginning January 1, 2015 and ending December 31, 2018.

Board of Zoning Appeals:

<u>Candidate</u>	<u>Vote</u>
Jack Leatherwood	Calvin L. Gray Howard R. Simpson
John F. Townsend, III	Robert M. Jones Charles W. McKay C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck

Absent: Pattie Cooper-Jones

John F. Townsend, III will be recommended to the Circuit Court Judge to serve on the Prince Edward County Board of Zoning Appeals for a term of five years beginning January 1, 2015 and ending December 31, 2019.

In Re: Consortium Agreement: South Central Workforce Investment Act

Mr. Bartlett stated the County has participated for many years in a Workforce Investment Consortium with nine neighboring counties. Regional Workforce Investment Areas were created by the Commonwealth and used as a vehicle for local input to and implementation of federal and state workforce investment goals and requirements. Through these workforce entities, federal funds flow to educate and train dislocated, unemployed or underemployed residents. The governance body of the Consortium has found the existing organizational construction does not provide adequate liability protection to the board members and local jurisdictions. The Consortium contracted an attorney to create a new formalized agreement for the Workforce Investment Area.

Mr. Bartlett reviewed the section of the *Code of Virginia* authorizing localities to enter into a joint powers agreement, the proposed ordinance and the proposed consortium agreement.

Mr. Bartlett said this agreement has been reviewed by attorneys for several of the member counties and our County Attorney reviewed the proposed ordinance. All of the jurisdictions must approve this agreement if they desire to continue to participate in Workforce Investment activities and receive services for their citizens.

Supervisor Jones made a motion, seconded by Supervisor Wilck, to authorize advertisement of a public hearing for the January 13, 2015 Board of Supervisors meeting for the purpose of receiving citizen input on the proposed ordinance and consortium agreement; the motion carried:

Aye:	Calvin L. Gray	Nay: None
	Robert M. Jones	
	Charles W. McKay	
	Howard F. Simpson	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	Jim R. Wilck	
Absent:	Pattie Cooper-Jones	

**AN ORDINANCE AUTHORIZING  
THE FORMATION OF A JOINT ENTITY,  
THE WORKFORCE INVESTMENT AREA CONSORTIUM,  
BETWEEN THE COUNTIES OF AMELIA, BRUNSWICK, BUCKINGHAM, CHARLOTTE,  
CUMBERLAND, HALIFAX, LUNENBURG, MECKLENBURG, NOTTOWAY AND PRINCE EDWARD,  
VIRGINIA TO BE CALLED AND BESTOWING ON SUCH ENTITY ALL POWERS NECESSARY AND  
PROPER FOR THE PERFORMANCE OF ITS DUTIES UNDER THE  
WORKFORCE INVESTMENT ACT AND REPEALING ALL PRIOR ORDINANCES CREATING AN  
ENTITY FOR SUCH PURPOSES**

**WHEREAS**, the Workforce Investment Act of 1998, codified at 29 U.S.C S 2801 et seq. (hereinafter the “Act”), provides federal funding to states for the delivery of workforce training and other services; and

**WHEREAS**, 29 U.S.C. §2831 requires the Governor to designate local workforce investment areas to deliver workforce investment services within the state; and

**WHEREAS**, the Governor has designated the Counties of Amelia, Brunswick, Buckingham, Charlotte, Cumberland, Halifax, Lunenburg, Mecklenburg, Nottoway and Prince Edward, Virginia (the “Member Jurisdictions”) as the Area VIII Workforce Investment Act Area; and

**WHEREAS**, on February 17, 2012 the Member Jurisdictions entered into an agreement to jointly administer the Workforce Investment Act programs called the “CLEO-LWIB Agreement” for the South Central Workforce Investment Area 8 (the “Charter Agreement”) and have operated continuously under this Charter Agreement; and

**WHEREAS**, the Member Jurisdictions wish to continue to jointly perform the responsibilities prescribed for them under the Act; and

**WHEREAS**, VA. Code §15.2-1300 provides that local governments may enter into agreements for joint or cooperative exercise of any power, privilege or authority which each is capable of exercising individually; and

**WHEREAS**, the Member Jurisdictions desire to form a joint entity under Va. Code §15.2-1300 to be designated as the South Central Workforce Investment Area Consortium (the “Consortium”) and to be recognized as Virginia’s Area VIII Local Workforce Investment Area which will perform the duties incumbent on them individually under the Workforce Investment Act; and

**WHEREAS**, the creation of a joint entity will permit the delivery and oversight of workforce services in a manner that will ensure accountability to governing bodies of the Member Jurisdictions.

**NOW, WHEREFORE**, the Board of Supervisors of the County of Prince Edward, Virginia, hereby:

1. Rescinds the Charter Agreement and any other ordinance creating a local joint entity for the purpose of operating federally funded workforce training programs;
2. Approves entering into the South Central Workforce Investment Consortium Agreement (the "Agreement") which is attached hereto and made a part of this Ordinance; and
3. Authorizes the Chair of the Board of Supervisors of the County of Prince Edward to execute the Agreement on behalf of the Board of Supervisors.

This Ordinance shall be effective immediately.

### **SOUTH CENTRAL WORKFORCE INVESTMENT ACT CONSORTIUM AGREEMENT**

This agreement is executed by the duly authorized elected officials from the Counties of Amelia, Brunswick, Buckingham, Charlotte, Cumberland, Halifax, Lunenburg, Mecklenburg, Nottoway and Prince Edward (the "Member Jurisdictions") and shall be effective on the latter of October 1, 2014, or on the day that the last Member Jurisdiction enters into this agreement.

**WHEREAS**, the Workforce Investment Act of 1998, codified at 29 U.S.C. § 2801 *et seq.*, (hereinafter the "Act"), provides federal funding to states for the delivery of workforce training and other services; and

**WHEREAS**, 29 U.S.C. § 2831 allows the Governor of the Commonwealth of Virginia to designate local workforce investment areas for the delivery of such services within the state; and

**WHEREAS**, the Act requires that the Governor consider and approve requests for Workforce Investment Act funds made by a combination of local government units; and

**WHEREAS**, the Member Jurisdictions wish to jointly perform the responsibilities prescribed under the Act; and

**WHEREAS**, Va. Code §15.2-1300 provides that local governments may enter into agreements for the joint or cooperative exercise of any power, privilege or authority which each is capable of exercising individually; and

**WHEREAS**, the Member Jurisdictions desire to form a joint entity under Va. Code §15.2-1300 to be designated as the South Central Workforce Investment Area Consortium (the "Consortium") and to be recognized as Virginia's Area VIII Local Workforce Investment Area; and

**WHEREAS**, each Member Jurisdiction by ordinance approved the establishment of the consortium as a joint entity empowered to exercise the responsibilities of the Chief Local Elected Official as set forth in this Agreement; and

**WHEREAS**, creation of the Consortium will permit the delivery and oversight of workforce services in a manner that will ensure accountability to local elected officials of the Member Jurisdictions.

**NOW, THEREFORE**, the parties do mutually covenant and agree as follows:

#### **Article I – Entity**

Section 1. **Formation of Consortium.** The Member Jurisdictions acting pursuant to authority granted to them under Va. Code §15.2-1300 hereby create the South Central Workforce Investment Area Consortium as an entity to exercise the powers set forth in this Agreement.

Section 2. **Consortium Membership.** The Member Jurisdiction of the Consortium shall be the Counties of Amelia, Brunswick, Buckingham, Charlotte, Cumberland, Halifax, Lunenburg, Mecklenburg, Nottoway and Prince Edward.

Section 3. **Consortium as Workforce Investment Area.** Subject to the approval of the Governor of Virginia, the ten Member Jurisdictions shall also comprise the boundaries of Virginia's Area VIII Local the Workforce Investment Area (the "Area") required by the Act pursuant to 29 U.S.C. § 2831(a)(1).

## **Article II – Consortium Board Membership**

Section 1. **Consortium Board Membership.** The Member Jurisdictions shall establish a Consortium Board comprised of one Representative from each Member Jurisdiction (the "Representative"). The Consortium Board shall have in addition to the powers set forth herein all the powers, duties, and responsibilities of the Chief Local Elected Official as set forth in the Act.

Section 2. **Representative of Member Jurisdiction and Term.** The Representative to the Consortium Board shall be a member of the governing body of the Member Jurisdiction. A Member Jurisdiction may appoint the chief administrative officer to serve as an Alternate for the member of the governing body. Such Alternate shall only serve when the member of the governing body cannot attend a meeting. When the Alternate so serves, the Alternate shall have the same powers and responsibilities as those possessed by the member of the governing body including the right to vote on all matters and shall be counted when determining a quorum. No person shall serve as a Representative if such person is no longer a member of the governing body or its chief administrative officer. Each Member Jurisdiction shall determine the length of term for its Representative and be responsible for filling the vacancy of its Representative who is no longer qualified to serve.

Section 3. **Policy Making Authority.** Every Consortium Board Member shall have the authority to speak affirmatively for the Member Jurisdiction and, in conformity with this Agreement, to commit the Consortium to a course of action.

Section 4. **Removal of Representative.** Under the bylaws and governing rules of the Member Jurisdiction, the Member Jurisdiction may remove its Representative from office.

## **Article III – Consortium Powers (Chief Local Elected Official)**

Section 1. **Powers under the Act.** The Consortium Board shall engage in all activities necessary and proper for the execution of its responsibilities that are assigned or reserved by law to the Chief Local Elected Official, including:

- A. Collectively perform the functions of the chief local elected officials of the Member Jurisdictions as permitted in 29 U.S.C. § 2832(c)(1)(B). For purposes of the Act, the Member Jurisdictions shall act through the Consortium Board.
- B. Apply to the Governor of Virginia for Area designation.
- C. Appoint the members of the Local Workforce Investment Area Board as provided in Article VI of this Agreement.
- D. Execute an agreement with the Local Workforce Investment Area Board for the operation and functions of the Local Workforce Investment Area Board set out in 29 U.S.C. § 2832.
- E. Continually establish the vision and priorities of the Consortium in conjunction with the Local Workforce Investment Area Board.
- F. Develop the region's strategic plan as the Local Plan under the Act in partnership with the Local Workforce Investment Area Board. The plan shall be submitted to the Virginia Workforce Council (hereinafter, the "Workforce Council") in the manner prescribed by the Workforce Council.
- G. Provide input into and approve the budget of the Local Workforce Investment Area Board and provide continuing fiscal oversight of all funds received and expended.
- H. Work with the Local Workforce Investment Area Board and Governor of Virginia to establish local performance measures.

- I. Approve the Local Workforce Investment Board's selection and designation of one-stop operator(s), its evaluation of the performance of one-stop operator(s), and its termination of their eligibility for cause as provided in 29 U.S.C. §2481(d)(2).
- J. From among the Member Jurisdictions, identify annually the local government to serve as Grant Recipient of all funds received under the Workforce Investment Act.

Section 2. **General Powers.** The Consortium Board shall engage in all things necessary of convenient to carry out the business and affairs of the entity, including, without limitation, the authority to:

- A. To sue, be sued, complain and defend its name.
- B. To adopt and amend bylaws, not inconsistent with this Agreement or with the laws of the Commonwealth, for managing the business and regulating the affairs of the Consortium.
- C. To purchase, receive, lease, or otherwise acquire, and own, hold, improve, use and otherwise deal with in its own name, real or personal property, or any legal or equitable interest in property, wherever located.
- D. To sell, convey, mortgage, pledge, lease, exchange, and otherwise dispose of all or any part of its property.
- E. To make contracts, borrow, and secure any of its obligations by mortgage or pledge of any of its property, franchises, or income; provided that no such liability or obligation to be paid beyond the current fiscal year shall be binding on any Member Jurisdiction without the specific approval of such Member Jurisdiction's governing body, and any such contract, liability or obligation undertaken that contemplates payment from funds received from any Member Jurisdiction(s) shall contain language expressly making it subject to annual appropriation of the required amount by each affected governing body.
- F. To elect officers and define their duties.
- G. To hire, discharge, establish the terms and conditions of employment, and pay the salaries and benefits to employees who provide staffing services to the Consortium Board, the Local Workforce Investment Area Board, and Youth Council. Such benefits may include retirement and deferred compensation plans, health and life insurance, and other leave and pay benefits as the Consortium Board determines are consistent with the practices within the Member Jurisdictions. The Executive Director shall report directly to the Consortium Board.
- H. To pay compensation, or to pay additional compensation, to any or all employees on account of services previously rendered to the Consortium, whether or not an agreement to pay such compensation was made before such services were rendered.
- I. To obtain indemnity insurance for the Consortium, its Board, the Local Workforce Investment Area Board, and the Youth Council and any of its officers or employees for any cause of action or claim asserted against them for acts engaged in their official capacity.
- J. To employ legal counsel, accountants, and other advisors as the Consortium Board deems necessary as may be permitted under the Act.
- K. To have and exercise all powers necessary or convenient to effect any or all of the purposes for which the corporation is organized.

Section 3. **Consortium Board's Oversight and Control.** The Consortium Board shall perform the following functions:

- A. Oversee the local workforce investment services in the Consortium Area.
- B. Oversee the youth and other programs and fund sources which may from time to time fall under the purview of the Local Workforce Investment Area Board.
- C. Consult on appointments to the Local Workforce Investment Area Board's Youth Council.
- D. Assist in the development of the Local Plan and Plan modification review and approval for the Act's programs and other programs for which the Local Workforce Investment Area Board is given responsibility.
- E. Adopt a budget for the Workforce Investment Area including the operating budget developed by the Local Workforce Investment Area Board.
- F. To the extent feasible, align all investments in workforce development in the Area under the policy umbrella of the Consortium Board.

- G. When applicable, ensure that the workforce development policies of the Local Workforce Investment Area Board become integrated into county overall policies for economic development, education and workforce investment.
- H. Any and all powers necessary and proper to carry out the Consortium's oversight and financial control of the Act's funds and programs.

**Article IV – Governance**

Section 1. **Consortium Board Meetings and Officers.** The Consortium Board shall meet as determined by its members. The Consortium Board shall elect from its membership a chairperson, a vice-chairperson and other officers as provided in the bylaws to serve for a term of one year or until a successor is elected and qualified. The Consortium Board shall fill any vacancies in officer positions by election for the remainder of the unexpired term. The chairperson shall appoint a board clerk. Election shall be by a majority of the members of the Consortium Board.

Section 2. **Consortium Board ByLaws.** The Consortium Board may adopt operational and procedural bylaws consistent with this Agreement, applicable federal and state laws, and rules and regulations pursuant thereto. Such bylaws shall be adopted or amended by a majority of the members of the Consortium Board.

Section 3. **Procedural Rules.** Roberts Rules of Order (revised) or other procedural rules shall govern the proceedings of the Consortium Board insofar as they do not conflict with applicable law or the bylaws duly adopted by the Consortium Board.

Section 4. **Quorum.** A simple majority of the Representatives of the Member Jurisdictions (six jurisdictions out of ten) shall constitute a quorum.

Section 5. **Voting.** Except as provided below or required by state or federal law, all votes shall be approved by a simple majority vote. An affirmative vote of at least six (6) Representatives is required to approve the following actions:

- A. Issuance of long-term debt obligations (i.e., obligations with maturities exceeding one (1) year, such as lease purchase and borrowings).
- B. Sale, conveyance, mortgage, pledge, lease, exchanges and otherwise disposing of all or any part of its real property.
- C. Grants or other contractual obligations which require local matching funding from the Member Jurisdictions subject to the appropriation of matching funds by each Member Jurisdiction.
- D. Hiring and discharging the Executive Director.
- E. Designation of a Fiscal Agent.

Section 6. **Minutes.** Written minutes shall be kept on all meetings. Such minutes shall state the substance of the matters considered and all votes taken.

**Article V – Operational Provisions**

Section 1. **Allocation of Funds.**

- A. Funds allocated under the Act shall be expended for the mutual benefit of the residents of the Member Jurisdictions without regard to place of residence or as required by applicable law, regulation or in the approved Local Plan.
- B. The chief administrative officers or their designees may execute an Operational Agreement to specify the use of general funds that each Member Jurisdiction may provide for services and administration under the Act.

Section 2. **Designation of Fiscal Agent.** The Consortium Board shall select a local government to be the fiscal agent for all funds awarded by the federal government, the Commonwealth of Virginia, the local



jurisdictions, or other funding sources for workforce development activities, including Title I funds provided by the Act. The Grant Recipient and the Fiscal Agent can be the same member jurisdiction.

Section 3. **Responsibility for Funds.** The Member Jurisdictions collectively and individually shall be financially responsible for the expenditure of funds.

Section 4. **Allocation of Financial Responsibility.** Disallowed costs shall be allocated to the Member Jurisdiction(s) on a pro-rata share for the services provided in their jurisdiction(s) in the prior fiscal year under the program(s) for which such costs were disallowed.

Section 5. **Return of Local Funds.** If Member Jurisdictions contribute funds, assets or resources to the programs of the Consortium other than funds obtained under the Act, each shall be entitled to the return of the pro rata portion of any remaining funds, assets and resources under the control of the Consortium Board in the event of the termination of this Agreement.

Section 6. **Liability Insurance.**

- A. The Consortium Board shall provide from eligible funds liability insurance policies for itself and its affiliate entities, the Local Workforce Investment Area Board and the Youth Council and their representatives and their officers, members, employees, volunteers, and Member Jurisdictions (“the covered persons”) as it deems appropriate and shall provide legal defense of claims in accordance with the terms of the policies of insurance.
- B. The liability insurance should be in such amounts as are sufficient to cover any and all claims resulting from the performance of the official duties and responsibilities of the covered person. The Consortium Board, or its authorized representatives, shall retain legal counsel to represent the covered persons to the extent deemed necessary to supplement legal counsel provided under said liability insurance policies.
- C. Nothing contained in this Agreement shall be construed to abrogate or waive any defense of governmental or sovereign immunity on behalf of the Representatives, Alternates, covered persons, boards or entities.

## **Article VI – Local Workforce Investment Area Board**

Section 1. **Membership.**

- A. The Consortium Board shall appoint the members of the Local Workforce Investment Area Board in accordance with the criteria in 29 U.S.C. § 2832(b). The Consortium Board shall make every effort to appoint creative and visionary individuals to the Local Workforce Investment Area Board. Each Member Jurisdiction shall recommend nominees to the Consortium Board. The Consortium Board shall coordinate with and consult with the member Jurisdictions when necessary to ensure appropriate representation of the Member Jurisdictions, the regional labor market, the adult education providers, economic development leaders and the mandatory partner programs prescribed by the Act.
- B. In making appointments, the Consortium Board shall ensure that resources and programs, although regional in nature, will address the critical workforce needs, present and future, of each Member Jurisdiction.

Section 2. **Membership Composition**

- A. The or more Local Workforce Investment Area Board shall comprise of at least:
  - 1. Two representatives from each Member Jurisdiction who are owners of a private business or chief executive officers of private businesses, or other business executives. Business representatives shall at all times comprise at least 51% of the Local Workforce Investment Area Board’s membership.
  - 2. Two representatives of local educational entities, including representatives of local educational agencies, local school boards, entities providing adult education and literacy

- activities, and postsecondary educational institutions (including representatives of community colleges), selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational agencies.
3. Two representatives of labor organizations, nominated by local labor federations, or other representatives of employees in instances where no employees are represented by labor organizations.
  4. Two representatives of community based organizations, including organizations representing individuals with disabilities and veterans.
  5. Two representatives of economic development agencies, including private sector economic development entities.
  6. One representative of each of the one-stop partners.
  7. Other individuals or representatives of entities as the Consortium Board may determine to be appropriate to develop a comprehensive workforce policy within the region.
  8. A member of the Consortium Board will be a member of the Local Workforce Investment Board and a member of its Policy/Oversight Committee.
- B. Every member appointed to the Local Workforce Investment Area Board must be a person with “optimum policymaking authority” within their respective organization or entity as this term is defined in the Act.
  - C. The Chair and Vice-Chair of the Local Workforce Investment Area Board shall be from among the representatives appointed under Subsection A(1) above.
  - D. The Executive Director shall notify the Consortium Board at the beginning of each fiscal year the members serving on the Local Workforce Investment Board.

Section 3. **Duties under the Act.** The Local Workforce Investment Area Board shall do the following:

- A. Execute an agreement with the Consortium Board for the operation and functions of the Local Workforce Investment Area Board set out in the Act.
- B. Establish the vision and priorities of the Consortium in conjunction with the Consortium Board.
- C. Develop the Local Plan for the Consortium in partnership with the Consortium Board for submission to the Virginia Workforce Council.
- D. Develop a budget to meet its functions and responsibilities under the Act to present to the Consortium Board for its approval.
- E. Work with the Consortium Board and Governor of Virginia to reach agreement on local performance measures.
- F. Select and designate one-stop operators as described in 29 U.S.C. § 2481 (d)(2)(A) with the agreement of the Consortium Board.
- G. Evaluate and oversee the performance and operations of the one-stop operators, including termination of the eligibility of such operators for cause, with the agreement of the Consortium Board.
- H. On the recommendations of the Local Youth Council, competitively procure the services of youth service providers and recommend the awarding of contract(s) to the successful providers.
- I. Direct the disbursement of funds for workforce investment activities pursuant to 29 U.S.C. § 2832(d)(3)(B)(III).
- J. Identify and competitively procure the services of intensive service providers for adults and dislocated workers and other training providers and recommend the awarding of contract(s) to the successful providers.
- K. As requested, assist the Governor of Virginia in developing a statewide employment statistics system.
- L. Coordinate workforce investment activities with local economic development strategies and develop employer linkages.
- M. Promote participation of private sector employers in the statewide workforce system.
- N. Conduct business in an open manner and make its activities and information known to the public on a regular and continuous basis.

Section 4. **Collaboration.** In partnership with the Consortium Board, the Local Workforce Investment Area Board shall perform the following functions to fulfill the requirements of the Act:

- A. Develop a five (5) year strategic plan that connects all investments in workforce development.
- B. Conduct strategic oversight to the workforce delivery system.
- C. Oversee the One Stop Delivery System.
- D. Develop and enter into a Memorandum of Understanding (MOU) with workforce development system partners for the implementation and operation of the service delivery system in the local area.
- E. Certify one-stop operators and affiliate sites.
- F. Promote quality in customer services.
- G. Provide continuous accountability and evaluation through customer satisfaction surveys and other performance outcomes.
- H. "In partnership" is defined as keeping the Consortium Board informed of how these responsibilities are exercised.

#### **Article VII – Youth Council**

Section 1. **Local Youth Council Membership.** The Local Workforce Investment Area Board shall appoint the members of the Local Youth Council as described in 29 U.S.C. § 2832(h)(2) and notify the Consortium Board at the beginning of each fiscal year the members so serving. The Local Youth Council Members shall include:

- A. Members of the Local Workforce Investment Area Board with special interest or experience in youth policy.
- B. Representatives of youth service agencies, including juvenile justice and local law enforcement agencies.
- C. Representatives of local public housing authorities.
- D. Parents of eligible youth seeking assistance under the Act.
- E. Individuals, including former participants, and representatives of organizations, that have experience relating to youth activities.
- F. Representatives of Job Corps, as appropriate.
- G. Other individuals as the Local Workforce Investment Area Board and the Consortium Board determine to be appropriate.

Section 2. **Duties of the Local Youth Council.** The Local Youth Council shall perform the duties and responsibilities described in 29 U.S.C. § 2732(H)(4) which shall be included in the bylaws of the Local Workforce Investment Area Board.

#### **Article VIII – Conflict of Interest**

Section 1. **Certain Votes Prohibited.** No individual member of the Consortium Board, the Local Workforce Investment Area Board or the Youth Council may:

- A. Vote on a matter under consideration by the respective Board
  - 1. Regarding the provision of services by such member (or by an entity that such member represents).
  - 2. That would provide direct financial benefit to such member or the immediate family of such member.
- B. Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

Section 2. **Virginia Conflict of Interest Act.** The provisions of the Virginia Conflict of Interest Act, Virginia Code § 2.2-3100 *et seq.* shall apply to the officers, members and employees of the Consortium, the Local Workforce Investment Area Board and the Youth Council.

## **Article IX – Withdrawal and Removal of Member Jurisdictions**

### **Section 1. Without Long Term Indebtedness.**

- A. Subject to the limits in this Section 1 any Member Jurisdiction may withdraw from participation in this Agreement, provided that it has given notice of its intent to withdraw at least 120 days in advance of the effective withdrawal date. Notice of the intent to withdraw shall be given in writing and delivered to all Member Jurisdictions.
- B. Once notice of the notice of withdrawal is received, each Member Jurisdiction shall provide the public with notice that the Joint Powers Agreement will be amended to reflect the removal of the Member Jurisdiction from the Joint Powers Agreement. The vote of each Member Jurisdiction may be done by resolution recorded in the Minutes of the governing body.
- C. Prior to any vote on the withdrawal of a Member Jurisdiction, the Member Jurisdiction so withdrawing must provide by written agreement how its share of the financial obligations (including the annual appropriation of funds) of the Consortium for the current fiscal year will be met; such agreement shall be signed by the Chair of the Consortium and the County Administrator or Board Chair of the withdrawing jurisdiction.
- D. An affirmative vote of the majority of the Member Jurisdictions is required.

**Section 2. Long Term Indebtedness.** If the Consortium has incurred any outstanding indebtedness that obligates the Member Jurisdictions to payments beyond the present fiscal year, in addition to the steps in Section 1 of this Article, the following steps must be taken before a Member Jurisdiction can withdraw:

- A. A written agreement must be entered into to which each Member Jurisdiction is a party setting forth how the withdrawing Member Jurisdiction's share of all existing short and long term financial obligations will be met.
- B. An affirmative vote of sixty percent (60%) of the Member Jurisdictions is required for the withdrawal of the Member Jurisdiction.
- C. If there are any bonds that have been issued in the name of the Consortium, the consent of the bond holders shall be obtained.

## **Article X – Dissolution**

**Section 1. Dissolution of Consortium.** This Agreement may be terminated and the Consortium dissolved upon the occurrence of any of the following events:

- A. The Governor's re-designation of the Area that excludes any of the Member Jurisdictions, or includes any localities that are not Member Jurisdictions.
- B. The cessation of funding under the Act and approval by ordinance of each Member Jurisdiction for the dissolution of the Consortium.
- C. Approval by ordinance of each Member Jurisdiction of a Consortium Agreement which supersedes or rescinds this Agreement. If the new agreement alters the boundaries of the Area, it shall not become effective prior to approval by the Governor of Virginia.

## **Article XI – Miscellaneous**

**Section 1. Effective Date of Agreement.** This agreement shall be effective upon approval by ordinance by the governing bodies of all of the Member Jurisdictions and execution by the chief elected officials thereof.

**Section 2. Amendments.** The Member Jurisdictions may amend this Agreement by ordinance upon approval of a written amendment by the governing body of each Member Jurisdiction and execution by the chief elected officials thereof.

**Section 3. Repeal of Prior Agreements.** This agreement shall repeal and superseded any and all prior written or oral agreements including, but not limited to, the Charter Chief Local Elected Officials-Workforce Investment Board Agreement dated November 12, 2004, and the agreements under P.L. 102-367 (the Job

Training Partnership Act) and P.L. 105-220 (the Workforce Investment Act). On the effective date of this Agreement, all the duties and responsibilities of any Board of Council operating under such prior agreements shall immediately and simultaneously cease operating and the responsibilities under the Act shall vest in the Consortium Board created in this Agreement.

Section 4. **Implementation of Agreement.** This Agreement shall be implemented to ensure that the Consortium Board, Local Workforce Investment Area Board and Local Youth Council are in place and the designation of one-stop operators is complete as soon as possible but no later than two months following the effective date.

Section 5. **Severability.** Should any part of this Agreement be invalidated or otherwise rendered null and void, the remainder of this Agreement shall remain in full force and effect.

Section 6. **Amendments by Operation of Law.** References to all federal and state statutes and/or regulations shall include amendments thereto.

Section 7. **Duplicate Originals.** This Agreement may be entered into by each Member Jurisdiction as an original document. The signature on each Agreement shall bind the Member Organization.

In Re: Appointments – Filled by Board of Supervisors Members

Two appointments of Board members are necessary to fill vacancies on the Southside Virginia Family YMCA Board. Historically, the County has received a letter of notification from the YMCA regarding the expiration of terms; a letter was not received and staff overlooked the date of expiration for these appointments. Supervisors Simpson and McKay currently hold positions on the YMCA Board (term of office January 1, 2011 – December 31, 2013).

Chairman Simpson stated he will step down from the position and appointed Supervisor McKay and Supervisor Gray to the Southside Virginia Family YMCA Board, for a term from January 1, 2015 – December 31, 2017.

In Re: County Administrator’s Report

Mr. Bartlett presented the proposed budget schedule for the development of the FY16 Prince Edward County Budget. This has been coordinated with the School Superintendent.

DATE	ACTIVITY	TIME / LOCATION
January 23, 2015	Budget Preparation Guide distributed to County Departments and Constitutional Offices	
January 23, 2015	Donation Request forms distributed	

Jan. 30 – Mar.10, 2015	Budget work sessions between Departments and County Administrator	
January 27, 2015	Joint meeting of Board of Supervisors and School Board	5:30 p.m. Career Technical Center
January 29, 2015	Board of Supervisors Budget Planning meeting	9:00 a.m. 3 <sup>rd</sup> Floor Conference Room
February 23, 2015	Budget worksheets submitted to County Administrator	
March 17, 2015	Joint budget work session of Board of Supervisors and School Board	5:30 p.m. Career Technical Center
March 19, 2015	School Superintendent submits local funding request to County Administrator	
March 23, 2015	Revenue estimates completed by County Administrator	
March 24, 2015	Presentation of County Administrator's proposed budget to Board of Supervisors	3:00 p.m. Board of Supervisors Room
March 31, 2015	Board of Supervisors budget work session – presentation of School Budget	5:00 p.m. Board of Supervisors Room
April 7, 2015	Board of Supervisors budget work session – presentation by Outside Agencies	2:00 p.m. Board of Supervisors Room
April 7, 2015	Board of Supervisors authorizes Public Hearing for April 21 (Ad dates – April 10 & 17)	
April 14, 2015	Board of Supervisors Budget Work Session	3:00 p.m. 3 <sup>rd</sup> Floor Conference Room
April 21, 2015	Board of Supervisors Budget Work Session	3:00 p.m. 3 <sup>rd</sup> Floor Conference Room
April 21, 2015	Joint Public Hearing on County & School Budgets & Tax Rates	7:00 p.m. Board of Supervisors Room
April 28, 2015	Budget Work Session, Adoption of County & School Budgets & Tax Rates	7:00 p.m. Board of Supervisors Room
June 9, 2015	Approval of Appropriations	7:00 p.m. Board of Supervisors Room

Supervisor McKay made a motion, seconded by Supervisor Gray, to approve the budget schedule as presented; the motion carried:

Aye:	Calvin L. Gray Robert M. Jones Charles W. McKay Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
Absent:	Pattie Cooper-Jones	

In Re: Committee Reports

Courthouse Security Committee:

Mr. Bartlett reported the Courthouse Security Committee met December 2, 2014. The Committee is comprised of Supervisor Simpson (Chair), Supervisor McKay and Supervisor Townsend. Also in attendance at the meeting were Sheriff Wesley Reed, Chief Deputy David Wilmoth, County Administrator Wade Bartlett, and Director of Public Works Ron Van Eps. The Sheriff conducted a tour of the entire Courthouse facility for the Committee. During the tour, security concerns were discussed which included spaces not currently being observed by cameras and certain physical renovations of the complex required to increase safety and security for employees and citizens of the County. Mr. Van Eps demonstrated how the existing cameras can be focused and adjusted to overcome some existing visual problems.

The Committee then discussed the need to limit access to the Courthouse to one entrance and how that could be achieved. The Committee directed the staff to collect additional information and develop cost estimates of all the upgrades required. The Committee realized it will take several months to finalize a plan and the cost could be significant. As such, the Committee decided to bring the issue to the full Board during the development of the FY16 budget.

Finance Committee:

Mr. Bartlett stated the Finance Committee is comprised of Supervisor Cooper-Jones (Chair), Supervisor Jones, Supervisor Simpson and Supervisor Timmons; in November, Supervisor Cooper-Jones stated she would not be available to meet during December and asked Supervisor Timmons if he would serve as the temporary Chairman of the Committee until she returned. The Committee met Monday, December 8, 2014 to discuss several issues, including:

EMS Response in the western part of the County:

The Committee discussed various scenarios to improve response times in the area served by Pamplin EMS. The Committee has no recommendation at this time. A meeting is scheduled for Thursday, December 11, 2014 with the EMS providers to discuss strategies to help improve response times.

Final decision regarding a Garbage Truck:

During the October meeting of the Board of Supervisors, the Board approved a budget amendment of \$180,000 to purchase a Garbage truck and \$30,000 to purchase a vehicle for use by the County Administration. County Staff was directed to compare the advantages of purchasing a chassis and transferring the hook from the garbage truck to be retired versus purchasing a new truck with a new hook. The Finance Committee reviewed the information County Staff developed and determined the net cost of a new truck with a new hook after disposing of the truck to be retired would be between \$125,000 and \$120,000 depending on the price obtained from selling the old truck. This amount is at least \$55,000 less than the budget approved by the Board. The net cost of purchasing a new truck and transferring the existing hook would be at least \$119,000. This estimate assumes all cylinders can be repaired. If the cylinders have to be replaced, the cost will increase.

Supervisor Timmons made a motion, seconded by Supervisor Townsend, to purchase a new Garbage Truck with a new hook and sell the old truck, as is; the motion carried:

Aye:	Calvin L. Gray Robert M. Jones Charles W. McKay Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
Absent:	Pattie Cooper-Jones	

The Board approved expending up to \$30,000 for the purchase of a new SUV for use by County Administration. It is recommended any vehicle purchased have AWD or 4WD. The only vehicle meeting our criteria and also costing less than \$30,000 is a Ford Explorer. A Chevrolet Tahoe with a Police package has a base price of \$31,438; options could increase that amount.

The Finance Committee was concerned a Ford Explorer was not appropriate for some of the uses required by County Administration. Therefore the Committee recommends a Tahoe be purchased. The net cost to the County would be approximately \$31,000 after the disposal of the County's Jeep. While this amount is \$1,000 more than the amount budgeted by the Board, the savings from the Garbage Truck (\$55,000) could be used to offset the difference. The Finance Committee recommends the Board authorize the County Administrator to transfer \$2,000 from the Refuse Disposal / Vehicle Accounting Line (42300-8206) to the Capital / Motor Vehicle Accounting Line (94000-0005) to purchase a Tahoe.



Supervisor Gray made a motion, seconded by Supervisor Townsend, to purchase the Chevrolet Tahoe and to authorize the County Administrator to transfer \$2,000 from the Refuse Disposal / Vehicle Accounting Line to the Capital / Motor Vehicle Accounting line for the purchase; the motion carried:

Aye:	Calvin L. Gray Robert M. Jones Charles W. McKay Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
Absent:	Pattie Cooper-Jones	

Burn Building:

Mr. Bartlett stated the Committee discussed the Town of Farmville's request that Prince Edward County share in the cost of the Burn Building the Town will construct. The Committee is most appreciative of the Town taking the lead on this project which will provide enhanced training to the fire departments in the region. The Committee continues to work on the details of this request and anticipates bringing a recommendation to the Board in January.

State Aid Reduction to Localities of \$41,348

Mr. Bartlett stated that as a means to balance the State's budget, the Governor recommended and the General Assembly approved reducing state aid to local governments by \$30 million in FY15. Prince Edward's portion is \$75,795, which affects certain revenues and programs, some of which are not part of the Prince Edward County budget (Library, Juvenile Detention Center, and the Virginia Juvenile Community Crime Control Act for which Charlotte County is the fiscal agent). The State allocated these items to Prince Edward County because they are located in Prince Edward County or provide services to Prince Edward County. These funding reductions will be withheld from those agencies and not from revenues Prince Edward County receives. These agencies have been notified of the proposed reductions. Additionally, \$13,630 corresponds to the grant provided to operate the Piedmont Court Services operation; this amount is provided to Prince Edward County but is in a separate fund and is not included in the County's General Fund. After subtracting these amounts, the total reduction for Prince Edward County's General Fund budget is \$41,348. The County has three options to achieve the reduction: 1) designate the

reductions be withheld from the payments for one or more of the programs in the list; 2) make a payment of the full amount to the Commonwealth; or 3) choose a combination of program reductions and a reimbursement payment.

The Director of Piedmont Court Services is requesting she be allowed to make a payment to the Commonwealth for her portion. If the County chooses that payment is withheld from this program, the County will have to submit a budget amendment to DCJS. Finally, the calculated reduction of \$2,109 for the Rolling Stock Taxes cannot be achieved because the state has already distributed the full amount of these taxes to local governments. The state is now aware of that fact and realizes local governments will have to reduce another program.

Funds that could be used to offset the loss of revenue include savings from the Planner position (\$65,000) and the Director of Planning and Community Development (\$42,000) for a total of \$107,000. The County must inform the state of its decision by December 31, 2014 or the state will begin withholding revenues from the County until the amount of \$75,795 is recouped.

Mr. Bartlett stated that because the reductions contain a significant portion of non-County funds, the Finance Committee recommends that Prince Edward County inform the Commonwealth to withhold payments from the programs listed with the exception of the \$13,630 for the Piedmont Court Services Grant and the \$2,109 from Rolling Stock taxes. The Committee recommends the \$2,109 be added to the amount to be withheld from the Recordation taxes and the \$13,630 for Piedmont Court Services to be paid to the Commonwealth from the Supervision Fee Department of the Piedmont Court Services Fund. Because the action recommended will result in a reduction in the amount of state revenues that will be received except for the Piedmont Court Services Grant, no budget amendment is required except for the Piedmont Court Services Fund. If the County elects to make a payment to the Commonwealth, we would then have to obtain reimbursement from the Library and the Juvenile Detention Center. This would most likely require their respective boards to meet and take action to approve such a payment.

Following some discussion, Supervisor Timmons made a motion, seconded by Supervisor Gray, to accept the recommendation to inform the Commonwealth to withhold payments from the programs listed with the exception of the \$13,630 for the Piedmont Court Services Grant and the \$2,109 from Rolling Stock taxes, and to approve the budget amendment as follows:

FY 2015 Budget Amendment

		<u>Debit</u>	<u>Credit</u>
3-741-41050-0741	Piedmont Court Services Fund Balance		\$13,630
4-741-97004-5510	PSA Grant – State Reduction	\$13,630	

The motion carried:

Aye:	Calvin L. Gray Robert M. Jones Charles W. McKay Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
Absent:	Pattie Cooper-Jones	

In Re: Animal Warden's Report

Mr. Ray Foster, Animal Warden, submitted a report for the month of November 2014, which was reviewed and ordered to be filed with the Board papers.

In Re: Building Official's Report

Mr. Coy Leatherwood, Building Inspector, submitted a report for the month of November 2014, which was reviewed and ordered to be filed with the Board papers.

In Re: Cannery Report

Mrs. Lena Huddleston, Cannery Manager, submitted a report for the month of November 2014, which was reviewed and ordered to be filed with the Board papers.

In Re: Cannery – Commercial Report

Ms. Emily Wells, Commercial Manager, submitted a report for the months of September 2014, October 2014, and November 2014, which were reviewed and ordered to be filed with the Board papers.

In Re: Prince Edward County Public Schools

Mr. K. David Smith, School Superintendent, submitted a financial summary report for the month of November 2014, which was reviewed and ordered to be filed with the Board papers.

In Re: Tourism and Visitor Center Report

Mrs. Magi Van Eps, Tourism & Visitor Center Coordinator, submitted a report for the month of November 2014, which was reviewed and ordered to be filed with the Board papers.

On motion of Supervisor McKay, seconded by Supervisor Gray, and adopted by the following vote:

Aye:	Calvin L. Gray	Nay: None
	Robert M. Jones	
	Charles W. McKay	
	Howard F. Simpson	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	Jim R. Wilck	
Absent:	Pattie Cooper-Jones	

the meeting was recessed at 7:42 p.m. until Tuesday, January 13, 2015 at 5:30 p.m. for a Joint Meeting with the Prince Edward County School Board.