

March 31, 2020

At a special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 31st day of March, 2020; at 5:30 p.m., there were present:

Beverly M. Booth

Pattie Cooper-Jones

Llew W. Gilliam, Jr.

Robert M. Jones

Odessa H. Pride

Jerry R. Townsend

James R. Wilck

Absent: J. David Emert

Also present: Wade Bartlett, County Administrator; Sarah Elam Puckett, Assistant County Administrator (via teleconference); Terri Atkins Wilson, County Attorney; Dr. Barbara A. Johnson, Prince Edward County School Superintendent (via teleconference); Beulah Womack, School Board Chair (via teleconference); and Lucy Carson, School Board Vice-Chair (via teleconference).

Chairman Townsend called the special meeting to order. Supervisor Gilliam gave the invocation and led the Pledge of Allegiance.

In Re: Presentation of School Budget

Dr. Barbara Johnson, Superintendent, Prince Edward County Schools, presented a review of the School Budget. She said they are requesting a total budget of \$28,334,346, which reflects the Food Services requested budget (\$1,481,347), and reflects an increase in operating funds of \$57,644. She said this also reflects a 2% increase in salaries and a 6% decrease in their division-wide health insurance costs. She reviewed reasons for the increase, such as several teaching staff, a Family Preservationist/Truancy Officer, cyber-security management protection, and a new transactional finance software that will work with Frontline.

Dr. Johnson said the State has been generous to the division this year; she reviewed the budget highlights. She said this year, they are required to give a 2% increase; however, initially in the Governor's

budget it was an unfunded mandate. She said they are now receiving \$173,000 for salary supplement and the total cost to provide the salary increase is \$572,000. She said there is also a need for a school bus.

Supervisor Wilck asked if they have calculated the savings for not completing the school year [due to the closure because of COVID-19]. Dr. Johnson said while the costs for transportation and fuel have decreased, there is additional costs for mailings of packets because continuity of learning is expected to continue, and feeding the students. She said with these additional costs, she said she wasn't sure there will be savings.

Supervisor Gilliam asked if any busses were running. Dr. Johnson said there are no busses running.

Mr. Bartlett asked if the allowed software was included. Dr. Johnson said the software [cost] is included; she said they will not move forward with the migration of data until all data is accurate and correct.

Chairman Townsend asked if many students are receiving meals. Dr. Johnson said they anticipated more and initially prepared 1,400 meals, 700 breakfast and 700 lunch; she said they served only 200. She said it has increased to 500 and expects an increase with families coming to pick up meals as time moves forward.

Supervisor Cooper-Jones thanked the Superintendent for providing the meals; she said they are well-received and appreciated at the Parkview complex.

Supervisor Pride said that last year, they wanted to hire an additional Assistant Principal; she said that was included and asked if that has proven worthy. Dr. Johnson stated it has and the number of behavior issues and number of referrals has gone down.

Supervisor Emert arrived at this time.

Chairman Townsend clarified that Dr. Johnson is requesting \$57,644 in addition to level funding. Dr. Johnson said yes, assuming that the state and federal amounts remain as stated. Dr. Johnson then directed the Board members to Page 12 in her budget showing the breakdown of the funds; she then stated that booklet also contains preliminary discussion of renovations and/or a new build around the elementary school.

In Re: Presentation of County Administrator's Budget

Mr. Bartlett presented his FY 21 County Budget Transmittal Letter.

PREAMBLE

Yesterday afternoon with the Governor's issuance of the stay-at-home ordinance, potentially through June 10, 2020, everything I have projected below is now subject to substantial adjustment. The economy has never experienced anything like this and I do not believe anyone can successfully predict the short-term impact on local revenues. But within the next six to nine months, I strongly believe the state and nation will return to a more normal course. When the stay-at-home orders are lifted, and they will be lifted, the pent-up demand will cause a brief burst of economic activity before resuming normal daily operations. I discuss that in more detail below. Now is not the time to panic. It is time for strong and steady leadership and the development of plans ensuring the continuity of government and County operations to be able to serve our citizens in their time of greatest need.

INTRODUCTION

I am pleased to present to the Board of Supervisors my recommended budget for Prince Edward County for Fiscal Year 2021 (FY21). I look forward to feedback and questions from the Board as you consider my recommendations and make adjustments as you move through the budget process, eventually agreeing on a final budget. The development of the budget is the single most important function the County staff completes during any year. The budget is the County's chief decision-making document detailing both the revenue generation decisions of the Board and the allocation of those resources. I could not have presented the budget today without the help of the Judges, Constitutional Officers, School Superintendent, Department Directors and my staff in the County Administrator's office. I would like to thank each of them for their assistance.

The input provided by the Board of Supervisors during the initial budget planning meeting on February 5, 2020 served as the primary direction I followed in developing my recommended budget. The FY20 budget served as a starting point for the development of the FY21 budget. This meant past decisions by the Board were carried into FY21, specifically the spending reductions approved during the FY15 budget development process and the approved policy regarding funding outside organizations.

Before developing the FY20 budget I had to understand the current financial position of the County and project how that position may change during the course of the current fiscal year. In other words, what will Prince Edward's FY21 financial starting point be on July 1, 2020?

FORECAST OF FY20 BUDGET RESULTS

There is no doubt the economic disruption and human toll caused by COVID-19 is having an unprecedented impact on the economy of Prince Edward County, the Commonwealth and the entire nation. As great as that disruption has been, because it did not start until the middle of March the impact on the FY20 Budget will be minimal. The County has already received the great bulk of revenue collections from all of our primary revenue sources – Real Estate and Personal Property while sales tax revenues will only be affected for three months. If we are still dealing with business closures on July 1, 2020, the FY21 budget will feel the brunt of the consequences. This is analyzed later in this letter.

Enclosure (1) is a chart of projected fund balances at the end of FY20 for our major budgetary funds. When totaling the funds together I predict the fund balance will increase by \$2,613,304 to slightly more than \$15 million, this does not take into account the movement of funds from the General Fund to the IDA of \$1.9M which will be discussed later in this letter. This is even after factoring in the expenditures associated with the construction of the new Social Services building and Renovations to the Courthouse and the impact of COVID-19.

Six of the funds have restrictions on their use, either by legal restrictions or by past practice of the Board of Supervisors. These are (1) School Cafeteria Fund, (2) Landfill Fund, (3) Forfeited Asset Fund, (4) Piedmont Court Services Fund, (5) EMS Fund and (6) Health Insurance Fund.

The School Cafeteria Fund is projected to have a balance of \$458,247 at the end of FY20. These funds can only be used for costs associated with the operations of the cafeteria. An additional \$2,190,642 is found in the Landfill Construction fund which has historically been used to pay for the opening and closing of landfill cells. There is no mandatory requirement to pay such costs in cash, thus those funds are available for use at the discretion of the Board of Supervisors and could be used in the case of an emergency. The last engineers estimate predicted we may need to complete a partial closure of cells in the landfill in spring/summer of 2021 at a cost of \$1,030,000 and build a new landfill cell in 2023 costing approximately \$1.6M. I have been in discussion with our engineer about completing a new calculation to determine the remaining airspace to see if those planning dates need to be revised.

It is predicted the Forfeited Asset Fund will contain \$60,162 and the Piedmont Court Services Fund will have \$401,152 at the end of FY20. The EMS fund is projected to end FY20 with a balance of \$38,995. The monies in these three funds can only be used for expenses associated with those activities.

To date the expenses in the Health Insurance Fund have been running less than the amount we have budgeted and it is expected by the end of FY20, it will have a balance of \$148,436. While those funds could be used for other purposes, I would recommend that not be done in the face of the current circumstances that may impact County outlays from the Health Insurance Fund and in order to build a reserve to be used to reduce the need to increase rates in the future.

Assuming the cash in the six funds mentioned above cannot be used, the unrestricted cash balance for Prince Edward County at the end of FY20 is projected to be \$11,828,993. Historically, the County's cash balances decrease about 42% from the end of June until it hits its low point which is typically in September or October. Assuming cash needs will follow the same pattern, the County's cash balance will drop to about %6.9 million sometime in September or October. Subtracting the \$1.9M to be moved to the IDA fund will decrease that amount to \$5 million.

The projected increase in the cash balance in the General Fund of \$2,172,722 is a combination of better than expected revenues and lower than expected spending. This increase was expected and as discussed before the issuance of the bond in 2019 will be needed to lessen the impact of the debt service associated with that bond for the next three to four years until revenue growth and elimination of other bond payments expire. The General Fund is our primary source of revenue and supports the majority of all County operations. I project the General Fund will end FY20 with an estimated cash reserve of \$9,343,768 after deducting the \$1.9M allocated to the IDA.

General Property taxes are estimated to generate \$1,405,319 more than contained in the budget and is the primary reason for the increase in the General Fund cash balance mentioned above. Collections of Personal Property taxes are predicted to exceed the budget by \$1,154,172. This result is a combination of used cars holding their value, citizens buying more new cars than usual and increased collections of delinquent accounts by the Treasurer and a large payment by the construction company associated with the Atlantic Coast pipeline. The increased efforts involving collecting delinquent accounts will also result in the collections of Penalty and Interest to exceed the budgeted amounts by over \$158,000. Real Estate tax collections will fall short of the budget by slightly more than \$9,000 which is only one-tenth of one percent.

Collections of Fines are projected to exceed the budget by \$34,000. But my mathematical model had projected that amount would have been \$58,431 but because of the COVID-19 impact I reduced the estimate of the amount to be received for the remainder of the FY by 30%. Additionally, the receipt of the funds could be delayed if the courts do not return to normal operations until after July 1, 2020. The Sheriff has informed me they will still continue to do traffic enforcement but with less traffic on the roads I level-funded this revenue stream at \$170,000 for FY21 which is a reduction of 25.5% over the forecast I completed in February.

I estimate Revenues from the Local Sales tax will fall short of the budget by almost \$51,000. While not a large shortfall, this projection is a significant decrease from the amount predicted before the COVID-19 impact. I have reduced the original revenue prediction for sales tax by \$464,097 or 60.3% for the last four months of the Fiscal Year. The impact of COVID-19 on this revenue source is difficult to predict because receipt of these funds from the state is two months behind the actual date of sale. We will not see the impact on March sales until May. While the food establishments and non-essential retailers have seen a major loss of sales, Grocery Stores, Building Supplies, Hardware and Appliance sales have actually increased significantly. Revenues from the state associated with the Child Services Act (CSA) should be approximately \$182,000 less than the original budget. But this reduction in revenue is more than offset by a reduction in CSA expenditures of \$300,000 with the end result being a savings in local expenditures of slightly more than \$118,000.

Not only were revenues strong but expenditures in the General Fund are forecast to be about \$722,000 less than budgeted. The savings in CSA of \$300,000 was by far the largest area of savings. Other significant savings were the transfer to the Solid Waste Fund (\$103,550) and lower than expected Jail expenditures (\$292,000) and a savings of \$127,000 in the Planning Department from vacancy savings. As is the case every year, department directors and Constitutional Officers held the line in spending and most departments are projected to under-spend their budgets.

FY21 BUDGET

For FY21, the recommended budget for all funds besides the Health Insurance fund which is a restatement of expenses paid from other funds is \$58,411,483. As directed by the Board of Supervisors no tax increase is proposed but to balance the budget required the use of \$320,285 from the fund balance. The use of the fund balance was anticipated when the Bond was issued last year to fund the construction of the new Social Services building and the renovation of the Courthouse. This bond payment for FY21 is \$552,107. Only needing \$320,285 from the fund balance is a positive achievement.

After adjusting for the non-cash expense of depreciation, to balance the water and sewer funds required the transfer from the General Fund of \$235,364 to the water fund and \$90,383 to the sewer fund. Combined, these amounts are about \$500 less than in FY20. The Welfare Fund (Social Services) will require the transfer of \$481,551 from the General Fund to meet the local funding requirements for the programs overseen by Social Services. This is approximately \$113,500 less than contained in the FY20 Budget. Additional funding from the Federal Government allowed this decrease in local funding. To balance the Solid Waste Fund requires a transfer from the General Fund of \$735,272 which is almost \$102,000 less than contained in the FY20 budget. This was caused by decreases in capital expenditures as we build up the County's capacity to operate the landfill. This decrease in cost was anticipated and was one of the primary reasons the Board made the decision for the County to assume operational control of the landfill.

Enclosure (2) is a chart that shows the anticipated revenues, expenses and projected fund balances of the various funds at the end of FY21. As you can see it is anticipated there will be only a slight increase in the fund balances. Once again, the amounts on Enclosure (2) do not reflect the \$1.9M to be transferred to the IDA Fund. After subtracting that amount the County would have available unrestricted cash of approximately \$9.6M.

FACTORS SHAPING THE FY21 PROPOSED BUDGET

In this time of economic uncertainty, Prince Edward County is fortunate because our greatest revenue collections are from sources that are categorized as inelastic. Inelastic revenue sources are relatively fixed and are determined by the tax base/assessed values and the tax rate. Real Estate, Personal Property, Merchants Capital are examples of inelastic revenue sources. Elastic Revenue sources are those that change proportionally to increases and decreases in the economy and income levels. Examples of elastic revenue sources are sales taxes and various permits and licenses such as building permits. Revenues we receive from the Commonwealth would be

considered inelastic because they are not directly tied to current economic activity and can be counted on for collection. For FY21, \$20.2M or 85% of the County's revenues are classified as being inelastic while only \$3.6M would be classified as elastic with the vast majority of that being Local Sales Tax. It is elastic revenues that decrease greatly during times of economic distress.

Just because a revenue source is inelastic does not automatically mean a local government will collect such revenue. Citizens and Businesses still have to pay the taxes they are assessed. If they do not have the funds to pay then the collection rate will fall but the tax will remain on the books to be collected later. What we see is that the vast majority of Citizens and Businesses will do all they can to pay their Real Estate taxes and to a lesser extent Personal Property taxes. Much of the remainder of our inelastic revenues come from the Commonwealth and will be paid as they are reimbursements for Constitutional Offices, CSA payments and the reimbursement for the car tax. That leaves the Personal Property Tax, Motor Vehicle License Tax and Merchants Capital Tax as inelastic revenues of significant size that citizens and businesses may elect not to pay. These are projected to amount to \$6.3M in revenue in FY20. Because of the uncertainty of collections, I project these revenue sources will decrease to \$5.6M in FY21, that is a decrease of \$700,000 or 11% over the amount projected to be collected in FY20 but still an increase of almost \$600,000 over the original FY20 budget.

I do not believe the decrease will be greater because of two reasons. First, the Federal relief bills that have been passed. A large amount of the funding in these bills are aimed at businesses and provides substantial incentives for businesses to keep paying their employees even if they are not able to go to work. If a business does layoff its workers without pay, the bill contains a sizeable expansion of unemployment benefits. The bill adds \$600 per week from the Federal Government on top of the amount the worker receives from Virginia. That increase will last for four months. So, if a person is receiving the national average payment of \$340 per week that will increase the amount to \$940. These and other provisions of the relief acts should allow employees and businesses to have enough funds to overcome this pandemic. The second reason I believe the impact will not be greater on County revenues is my belief that while the virus will be with us into the future the U.S. and the rest of the world will adapt and return to a more normal existence and the economy will rebound. As health care supplies and equipment are manufactured and distributed the health care system will become more robust and be able to handle more cases than they can currently allowing a return to normalcy. I am also hopeful that with all the resources being used worldwide to find treatments for COVID-19, that while a vaccine might be a year or more away, various treatments will be found that will lessen the severity of the symptoms and allow people to move freely once again.

The dominant factor in developing the FY21 budget was following the Board's direction of not proposing a tax increase while being able to fund the increased debt service mentioned above and reducing revenues to reflect the impact of COVID-19.

The General Assembly passed a budget with a 4% pay increase for teachers over two budget years. The School Board has elected to provide a 2% pay increase to their employees both in FY21 and FY22 to meet the 4% required to receive the increase in state funding. Overall, the Schools will receive \$840,363 more in state funding in FY21 than in FY20. This will allow the School Board to hire additional people, buy a school bus and provide a 2% salary increase and a step increase to their employees. To assist in achieving these goals the School Board is requesting an increase in local funding of \$57,644.

There are two expenditure lines in the budget that are anticipated to increase significantly. The first is the debt service which was discussed above. Overall, the debt service increase is \$443,167. The other major expenditure increase is a \$400,000 request from the Jail. The original request from the Jail was almost twice that amount but I conducted a fairly quick review of the Jail budget and found expenses that could be reduced and revenues that could be increased. Jail staff has agreed with those changes. I and the other County Administrators will meet with the Jail Superintendent and conduct a complete review of the Jail budget and attempt to lower the County's costs even more but for now I recommend budgeting for the increase in case we are not successful.

Besides the reduction in transfers to the Social Services fund of \$113,500 and the Solid Waste fund of \$102,000 discussed above there is a reduction of \$170,000 in the amount to pay for the remaining work needed to finish the reassessment. After subtracting the costs associated with the construction projects the Capital Expenses in the General Fund decreases by \$95,422. These four reductions total almost \$481,000. There are no other substantial reductions in any other funds. I project General Fund revenues will increase about \$315,000. The personal property tax is expected to increase by about \$558,294. While this is an increase over the FY20 budget it is a decrease of almost 12% over the amount estimated to be collected in FY20. Sales tax is expected to decrease by \$268,300 over the FY20 budget. This is a decrease of 14.8% from the amount forecast to be collected for FY20 in February.

Except for the impact of last year's pay increase most expenses have been held at level funding or decreased. Also included in the budget is funding for a 2% bonus payable in December of 2020. This amounts to slightly more than \$93,000 in the General Fund and another \$12,000 in the Solid Waste Fund and \$6,000 for the Piedmont Court Service Fund. The state budget contained the same 2% bonus for Constitutional Officers and their staff and other local employees partially funded by the state. This bonus is dependent on state revenues meeting specific goals at the end of June.

After discussion with our Insurance Consultant I am recommending the amounts paid for employees remain the same as in FY20. As mentioned earlier the Health Insurance fund is projected to only have a reserve of approximately \$148,438 or 14% of annual expenditures. I recommend this reserve be maintained to reduce any future increases.

Regarding expenditures for the non-profits I am recommending increasing funding for FACES to the amount requested which is \$8,000 or \$3,500 more than contained in the FY20 Budget and after discussion with the Chairman I am recommending increasing funding for Piedmont Senior Resources by \$6,128 to a total of \$12,256 which is 61% of the amount requested. Both these organizations provide meals to those in need and in time of economic distress the need for such assistance is great.

There are six large capital expenditure items proposed in the General Fund budget. These are (1) \$160,000 to allow the Sheriff to purchase three new cars and radar units, (2) \$35,000 to purchase computers, printers, etc., (3) \$35,000 to purchase a pick-up truck for Animal Control, (4) \$33,000 for a new pick-up truck for Public Works, (5) \$22,500 for new terminals for dispatch, (6) \$27,000 to replace carpet in the Courthouse and (7) \$12,800 to buy two voting machines. There are also several capital items in the Solid Waste Fund totaling \$109,000. These are (1) \$15,000 to replace three sheds at the dump sites, (2) \$22,000 to purchase four new bins, (3) \$16,000 for two new compactor cans, (4) \$16,000 for tires for the scraper pan and the off-road truck, (5) \$12,000 for tools, and (6) \$28,000 for tracks for the 963B loader and the excavator.

There are several other adjustments to the budget but none as large as those mentioned above. We will be reviewing the budget in detail as we move through the budget schedule and all your questions will be answered.

Conclusion

As we move forward in the budget process, we will learn more each day. We will begin to understand how businesses and the citizens are availing themselves to the funding available from the Federal Relief bills and how that funding is trickling through the local economy. This will provide key insight on the County's revenue collections and provide the Board with information to make final decisions regarding the budget.

I look forward to our future work sessions and realize the Board may make changes to the proposed budget, that is understandable and expected. Thank you for the opportunity to present this budget for the citizens of Prince Edward County.

Supervisor Wilck asked if there would be any reduction in Jail costs by releasing non-violent offenders. Chairman Townsend said that would be up to a Judge; he said they could go to home-monitoring but movement has ceased.

Mr. Bartlett said the Board just recently approved applying for a grant for Pretrial Services that Piedmont Court Services would monitor, but only for Prince Edward County. The purpose of Pretrial Services is to keep the offenders out of jail, which would help lower the numbers in the Regional Jail, which would reduce our portion of the expense. Discussion followed.

Mr. Bartlett said there are a lot of unknowns, and that the Board has decisions to make.

Mr. Bartlett then stated the Policy for Funding Non-County Agencies and Organizations was adopted June 2016. He said the Fire and EMS departments are now being treated as governmental organizations; and reviewed several other organizations not considered outside organizations. He said that other than the two mentioned previously, he historically does not budget those increases or decreases unless specifically requested by the Board Chair. He said last year, the Board requested a Contingency Line in the budget of \$10,000 in case there is a need to help an organization that the Board views as necessary. Mr. Bartlett stated he included \$10,000 in the budget for the Piedmont Veterans Council; he said the Board approved a one-time funding of \$10,000 for the Piedmont Veterans Council. He said they have done a tremendous job helping the veterans, and was able to bring in about \$21 million of aid to the whole region. Mr. Bartlett said several veterans, young and old alike, have expressed how thankful they are for what the Council has been able to do for them; some is literally life-changing.

Chairman Townsend questioned Recreation Fund. Mr. Bartlett said there is \$10,000 in the County Recreation line item, in a contingency, and the Board would have to vote to spend that. Discussion followed.

Supervisor Cooper-Jones stated the YMCA are providing services for the hospital workers, essential personnel, rescue squad, etc., at a reduced rate; they are opening day-care. Mr. Bartlett said this [funding] is for a whole fiscal year, so if they open later, they made need the funding. Discussion followed.

Chairman Townsend said the Virso Recreation Center needs to be taken off [the list]. Discussion followed on other agencies and the services they provide.

Chairman Townsend asked if providing \$10,000 for the Veterans Council will put them over their self-imposed limit of \$150,000. Mr. Bartlett said it would, but that the ceiling on the donations can be

changed. The policy was adopted before either Supervisor Booth and Gilliam were on the Board so the Board may want to review the policy. Discussion followed.

Supervisor Cooper-Jones requested a change be made in the ceiling for donations from \$150,000 to \$160,000. The Board concurred.

Supervisor Wilck stated he would like to cut a few items. He said the Board needs to be prudent; he said the virus is going to become worse and if the Board is spending more up-front, he would rather not raise things, and may have to give out more later in a time of greater need. He emphasized the Board needs to be careful.

Mr. Bartlett reviewed the budget presentation.

Supervisor Emert asked if the convenience workers have been told to stay back from the citizens [due to social distancing with the COVID-19 pandemic]. Mr. Bartlett said they have and were instructed to help but maintain a safe distance from the citizens.

Mr. Bartlett said the County will have an increase cost due to the elections with extended voting. He then stated several items were not included in the budget because of cost, such as the Chiller, which would be \$180,000 to replace; the telephone system, which is old and parts are no longer available; furniture and carpet in several offices which are now 20+ years old and some are broken; paving of the SCOPE parking lot; and a roll-off truck and compactor at the recycle sites, estimated at \$200,000. He said overall, a 3% increase is represented in the combined budget, which is normal. He stated no increase in tax rates is recommended, and presented a comparison with surrounding localities.

Discussion followed regarding the work session scheduled for Thursday, April 2. The Board decided it was not necessary and cancelled that meeting.

Supervisor Wilck stated Piedmont Senior Resources has a budget of \$1.9 million, and their salaries and benefits are over a million [dollars]; more than fifty-cents of every dollar goes in their pocket. He said by comparison, every dollar FACES receives gets \$22 in retail cost of food. Supervisor Wilck said there are now robo-calls for donations. He said the amount of money contributed to the amount of money actually going to the people is small in comparison. He said it is good for Ms. Young and the four people at the top; 57% is spent on salaries and they have a fleet of vehicles.

Supervisor Wilck said the \$6,000 donation should be left at that, and the \$2,000 that goes to the Small Business Association. Discussion followed.

Supervisor Wilck said Longwood University recently finished their administration building and another is being built. He said they are moving the tennis courts to put in a convocation center, and asked why the County gives to the SBA when they can do that.

Supervisor Cooper-Jones said she understands that Piedmont Senior Resources has a large budget. She said a 62-year old citizen that resides in Meherrin had a serious medical issues and had been in MCV for about four months. Supervisor Cooper-Jones said that this woman's stomach and leg literally burst open and she could not return home because she did not have a ramp. Supervisor Cooper-Jones said she herself contacted PSR and they built a ramp to make access to her house wheelchair accessible, and made adjustments to the bathroom in her home to make it wheelchair accessible. She said there are a lot of residents that cannot take care of themselves or cook for themselves, but they are supplied with home health aides, meals and services, and also provide microwaves to heat the meals. She said Prince Edward County is the biggest user of these services. Supervisor Cooper-Jones said the home health aides get paid to provide this much-needed service.

Supervisor Pride said the vehicles are necessary to serve all the counties, not just Prince Edward County that is served. She asked how long a Board member has been a representative on the PSR board; Mr. Bartlett said she is the first.

Supervisor Pride said more people in Prince Edward County are served than any other county, and Prince Edward County gives one of the lowest fees. She said she will investigate; she said with the services they do, the money is used to the maximum for the County.

Supervisor Wilck said too much of the funding goes to salaries, and at what price because other organizations can serve meals cheaper. He said he plans to report them to the state who will investigate those that spend too much on themselves.

Chairman Townsend stated he knows of a citizen in Meherrin that both their refrigerator and stove were broken and PSR replaced them. He said the Board has the obligation to the citizens of Prince Edward County to ensure they are taken care of. He said it is just fair for the County to pay its fair share. He said going from \$6,100 to \$19,000 is too much, but \$6,100 to \$12,200 is reasonable.

Supervisor Wilck said when you look at the situation, and asked if other counties have [similar organizations like] FACES or Meals On Wheels, or does PSR take care of that service. He said the Board contributes to other organizations that do the same thing.

Supervisor Emert said PSR is not equal with FACES or Habitat for Humanity as those can use all-volunteer labor. He said PSR cannot use volunteer labor; they are required to do background checks for the health aides, which costs more; he said the comparison is not “apples to apples.” Discussion followed.

Mr. Bartlett said there has been discussion regarding programs other than providing meals. Supervisor Cooper-Jones said PSR vans run every Monday to bring five prepared/frozen meals for the people, who just need to microwave the meals, and in addition, for people who cannot take care of themselves, there is a home health aide that goes into the house for at least four hours a day and some receive eight hours of care.

Supervisor Wilck said to make those meals, PSR uses the SCOPE building free of charge; he said they may have put the oven in, but they are not charged a fee to use the building. Supervisor Emert said Prince Edward County would not have the SCOPE building if it were not for the predecessor of Piedmont Senior Resources; he said the predecessor, Senior Center of Prince Edward, and the Area Agency on Aging came about because of SCOPE, and SCOPE is the reason Meals on Wheels happened to apply through a program, through SCOPE and the Area Agency on Aging. Originally, they got it for free because it was their reasoning to get the building to begin with. He said yes, they do use it but the name changed and if it were not for that [original] agency, we would not have a building to begin with.

Supervisor Cooper-Jones stated that the senior citizens are normally able to go to the SCOPE building several days a week to receive meals and socialize, but they are not able to do that now because of COVID-19. She said the other meals are prepared elsewhere. Supervisor Cooper-Jones said they are also being taught how to use computers and other programs.

Supervisor Gilliam said he spoke with Ms. Young about a situation where an elderly person was brought food and she had too much. He said they cleaned out two freezers, two refrigerators and it filled two pick-up trucks. He said he was told that sometimes they “slip through the cracks.” He said when the food is delivered, if the person notices that there is still food there, it should be given to someone else.

Supervisor Gilliam then said the virus is affecting the world and the Board needs to think about what they are getting ready to do with the budget because no one knows thirty to sixty days from now what will happen. He said not to give it out money where the County may really need it to help the citizens months from now; he said the Board may need to hold the line and review things down the road.

Discussion followed on the preparations for the virus.

Mr. Bartlett said Mr. Trey Pyle has ordered masks and gloves that should arrive by the end of this week. Further discussion followed.

Mr. Bartlett said the budget can be approved, but the County will not buy things like capital items right away.

Supervisor Emert said Longwood Village has provided housing for a few months to one of the EMT Fire fighters shifts so both shifts would not be using the squad house to reduce the chance of possibly being cross-contaminated. He added that if any churches or individuals would be interested in donating a card to a store or restaurant to provide meals so they don't have to go out more than necessary.

Mrs. Sarah Elam Puckett, Assistant County Administrator, stated the supply of PPE is not expected to be resupplied for as much as four to six weeks. She said it is possible that Virginia will peak in May and we could be operating under Crisis Standards of Care with a severe shortage of PPE. She said they hope to receive the order by mid-April but many items are unavailable; she said YakAttack is working with the hospital on some equipment that they can make, some local distilleries are making hand sanitizer and people with 3-D printers are trying to fabricate PPE. She said it is going to get a lot worse and the med-surge is expected to peak in May.

In Re: Closed Session

Chairman Townsend made a motion, seconded by Supervisor Jones, that the Board convene in Closed Session for discussion, consideration and evaluation of the contract of the County Administrator, pursuant to the exemption provided for in Section 2.2-3711(A)(1) of the *Code of Virginia*; the motion carried:

Aye:	Pattie Cooper-Jones	Nay:	None
	J. David Emert		
	Llew W. Gilliam, Jr.		
	Robert M. Jones		
	Odessa H. Pride		
	Gene A. Southall		
	Jerry R. Townsend		
	James R. Wilck		

The Board returned to regular session by motion of Supervisor Emert, seconded by Supervisor Wilck, and adopted as follows:

Aye: Pattie Cooper-Jones
J. David Emert
Llew W. Gilliam, Jr.
Robert M. Jones
Odessa H. Pride
Gene A. Southall
Jerry R. Townsend
James R. Wilck

Nay: None

On motion of Chairman Jones, and seconded by Supervisor Emert, and carried by the following roll call vote:

Aye: Pattie Cooper-Jones
J. David Emert
Llew W. Gilliam, Jr.
Robert M. Jones
Odessa H. Pride
Gene A. Southall
Jerry R. Townsend
James R. Wilck

Nay: None

the following Certification of Closed Meeting was adopted in accordance with the Virginia Freedom of Information Act:

WHEREAS, the Prince Edward County Board of Supervisors convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the *Code of Virginia* requires a certification by this Board of Supervisors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Prince Edward County Board of Supervisors hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Prince Edward County Board of Supervisors.

On motion of Chairman Townsend, seconded by Supervisor Gilliam, and adopted by the following vote:

Aye: Beverly M. Booth
Pattie Cooper-Jones
J. David Emert
Llew W. Gilliam, Jr.
Robert M. Jones
Odessa H. Pride
Jerry R. Townsend
James R. Wilck

Nay: None

the meeting was adjourned at 8:19 p.m.