

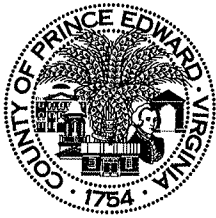


BOARD OF SUPERVISORS MEETING

ADDENDUM PACKET

November 17, 2015

<u>Item #</u>		<u>Page #</u>
18.	Committee Reports:	
	a. Personnel Committee	159
19.	Informational:	165
	a. VACo Annual Conference Summary	166



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: November 17, 2015
Item No.: 18-a
Department: County Administration
Staff Contact: W.W. Bartlett
Issue: Committee Reports: Personnel

Summary:

Commonwealth Attorney Office

The Personnel Committee met November 12, 2015 to discuss various requests from the incoming Commonwealth Attorney. There will be considerable personnel changes in the office. As of today one administrative staff member and two attorneys have announced they will be leaving or have already left.

The Administrative Associate II has announced her retirement. Ms. Clark has offered that position to the employee filling the County funded secretarial position and is requesting a salary of \$35,000. That will leave the secretarial position open which she is requesting to fill. As you have seen Morgan Greer has already left, Mr. Ennis has advertised the opening and allowed Ms. Clark to interview and select his replacement. She has done so and would like to offer the incoming attorney a salary of \$58,000. Brian Butler has decided to leave the office and Ms. Clark has selected Robert Bauer to become the Chief Deputy and is requesting a salary of \$70,000. That would still leave one attorney to be hired and the county funded secretarial position.

The Personnel Committee agrees with Ms. Clark's requests. Additionally, the Committee is recommending the Commonwealth Attorney's salary be \$119,516. This is the minimum Compensation Board salary and continues the policy of paying newly elected Constitutional Officers the minimum salary when first elected. This was done for both the Treasurer and the Commissioner of Revenue. The attachment outlines the various personnel moves and the impact it will have on the budget. Additionally the Committee recommends the County's Personnel Policy be amended (Section 4.2 – C) to institute that newly elected Constitutional Officers start at the minimum Compensation Board salary.

Holiday Schedule

The Committee recommends the County follow the Commonwealth of Virginia's Holiday schedule as stated in Section 8.4 – A - 1 of the County Personnel Manual. The state holiday calendar is attached.

Attachments: Commonwealth Attorney Personnel Budget
Commonwealth of Virginia 2016 Holiday Schedule
Proposed Amendments to County Personnel Policy

Recommendations:

1. Set the salaries in the Commonwealth Attorney's budget, as presented, on date of hire..
2. Amend the Personnel Policy to insert Section 4.2 – C, which establishes the salary of newly elected Constitutional Officers as the minimum provided by the Compensational Board. (Copy attached.)
3. The County shall follow the holiday schedule of the Commonwealth of Virginia.
4. Amend the County Personnel Policy to delete Section 8.4 – A – 2. (Copy attached.)

Motion _____	Cooper-Jones _____	McKay _____	Townsend _____
Second _____	Gray _____	Simpson _____	Wilck _____
	Jones _____	Timmons _____	

COMMONWEALTH ATTORNEY PERSONNEL BUDGET

Proposed Budget

	Annual Salary	Total Expense
Commonwealth Attorney	119,516	143,865
AAll	35,000	42,175
AT (III)	70,000	90,599
ATT I	53,967	71,308
CP (II)	-	-
ATT I	58,000	76,161
SEC	25,422	30,651
Grand Totals	361,905	454,759

Notes

1. Amount of Reimbursement for new hires from Comp Board is unknown at this time
2. Minimum Salary for the Commonwealth Attorney is \$119,516
3. Minimum Salary per Comp Board for an Attorney I or II is \$53,967
4. Minimum Salary per Comp Board for a Secretary is \$24,924
5. Estimated annual budget savings will be \$50,000 - \$55,000

Commonwealth of Virginia 2016 Pay and Holiday Calendar

State Holidays

- January 1**
New Year's Day
- January 15**
Lee-Jackson Day
- January 18**
Martin Luther King, Jr. Day
- February 15**
George Washington Day
- May 30**
Memorial Day
- July 4**
Independence Day
- September 5**
Labor Day
- October 10**
Columbus Day
- November 11**
Veterans Day
- November 23**
4 hours additional holiday time
- November 24**
Thanksgiving
- November 25**
Day After Thanksgiving
- December 23**
8 hours additional holiday time
- December 26**
Christmas (observed)

Please note: In some agencies, the holiday and payday schedule may vary from what is shown here. If you have questions, see your agency human resources officer.

- Denotes Payday
- Denotes Holiday
- Denotes Additional Time Off

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Virginia Department of
**HUMAN RESOURCE
MANAGEMENT**

January

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CHAPTER 4

COMPENSATION

4.1 COMPENSATION PLAN

- A. The County's Compensation Plan shall be designed to achieve the following objectives:
 - 1. Establish and maintain a salary structure which attracts and retains qualified employees;
 - 2. Maintain the salary structure in proper relation to competitive pay practices in the local labor market; and,
 - 3. Provide a consistent and effective means of recognizing and rewarding valuable employee contributions made through improved and satisfactory or better work performance.
- B. The Board of Supervisors has the exclusive authority to award county-funded salary increases for full-time and part-time employees.
- C. Except as provided in this policy, anniversary dates shall not be affected by the adoption of any revisions to the Compensation Plan.
- D. When, in the opinion of the department director, following this policy results in an inequity or problem, the County Administrator may recommend to the Board of Supervisors approval of an adjustment in step(s) to correct the inequity based on the individual circumstances involved.
- E. Except as provided in this policy, anniversary dates shall not be affected by the adoption of any revisions to the Compensation Plan.
- F. The Board of Supervisors shall authorize any increase in the salary for a position, if that position and/or salary increase is funded with County funds.
- G. The Board of Supervisors may authorize a salary supplement to employees under the supervision of a Constitutional Officer. The salary supplement amount shall be determined by the Board of Supervisors subsequent to a recommendation of the County Administrator and shall be consistent with the County's adopted Compensation Plan. Employees that receive a salary supplement shall perform the duties for which the supplement is authorized.

4.2 STARTING RATE OF PAY

- A. The normal entry-level salary for appointment shall be the minimum rate of pay (first step of the salary range) for the classification assigned.
- B. Compensation may be established beyond the minimum step of the salary range, upon approval of the County Administrator if any of the following conditions exist:
 - 1. The qualifications of the applicant exceed the requirements for the class;

2. The applicant is a former employee in good standing and possesses qualifying experience; or,
3. Difficulty of recruitment requires payment of a higher rate.

→ C. **The starting salary of newly elected Constitutional Officers shall be established at the minimum rate of pay provided by the Compensation Board.**

4.3 **PERFORMANCE EVALUATION**

- A. The County's performance evaluation program is designed to help ensure quality services through improving performance. Assigned duties and responsibilities of an employee shall be evaluated annually by the department director. Recordkeeping for employee reviews (including probationary evaluations) will include all written documentation and remain on file at least five years.
- B. Uses of the Performance Evaluation Program
The formal performance evaluation program shall be used to:
 1. Provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals;
 2. Motivate employees to improve work performance;
 3. Increase employee morale through management recognition;
 4. Serve as the basis for salary increase recommendations;
 5. Improve communications between supervisors and employees; and,
 6. Serve as part of the justification for recommendations pertaining to personnel actions (promotion, demotion or dismissal).
- C. Confidentiality
The performance evaluation process is strictly confidential. Every effort shall be made by all parties involved to maintain employee confidentiality. Any employee, other than the employee being evaluated, who is found in breach of this confidentiality, shall be subject to disciplinary action.
- D. Timing of Performance Evaluations
 1. Performance evaluations are conducted at the end of an employee's probationary period in a regular full-time or part-time position where the incumbent regularly works a minimum of 20 hours per week.
 2. Performance evaluations for non-probationary employees are scheduled to be completed prior to January 15 of each calendar fiscal year.
 3. Additional evaluations shall be authorized as needed by the employee's department director.
 4. A non-probationary employee who receives a less than satisfactory performance rating may receive additional time to improve work performance when it is deemed

- C. The calculation of annual and sick leave accrual is based on a standard pay period.
- D. Charges for authorized leave shall be made on an actual usage basis and rounded to the nearest one-half hour.
- E. Department Heads will assure standard leave record maintenance is performed and those current leave records are submitted to the County Administrator's Office each month.
- F. Employees are responsible for providing required leave forms to the appropriate staff in a timely manner.
- G. No employee shall use leave that has not been earned. If an employee is off and does not have sufficient leave to cover the balance for that pay period, leave without pay shall be reflected on the employee's time sheet as approved absence or as unauthorized absence, if the time off was not approved.
- H. All County employees, including temporary employees, are eligible for leave without pay.
- I. Leave shall accrue while an employee is on approved paid leave. Leave shall not accrue if an employee is on unauthorized leave, military leave without pay or leave without pay as specified within this policy.
- J. False or fraudulent use of leave or failure to follow this policy may be cause for disciplinary action, including dismissal.

8.4 HOLIDAY LEAVE

A. Scheduled Holidays

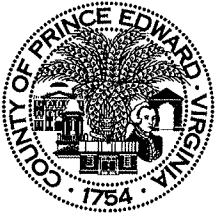
1. The County observes the same holidays as the Commonwealth of Virginia.
2. ~~The Board of Supervisors may designate additional holidays.~~

B. Eligibility

1. Regular full-time employees shall receive paid holiday leave.
2. Regular part-time employees who are specifically required by the County to work on a holiday are eligible to receive a proportional amount of paid holiday leave based on the annual leave accrual table.
3. Temporary and part-time employees are not entitled to paid holiday leave.

C. Policy

1. Exclusion from Overtime Computation – Holiday leave shall not be counted as hours worked for determining overtime.
2. Holiday on a Mandatory Workday – Eligible employees who are required to work on a holiday shall be compensated as determined by the County Administrator.
3. Holiday During Paid Leave – A holiday falling within a period of paid leave shall not be counted as a workday in computing the amount of leave taken. However, when an employee is absent on a holiday on which s/he is scheduled to work, the time shall be deducted from annual leave or be charged to leave without pay, whichever is appropriate.



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: November 17, 2015
Item No.: 19
Department: County Administrator
Staff Contact: W.W. Bartlett/Sarah Elam Puckett
Issue: Informational

Summary:

Attachments:

- a. VACo Annual Conference Summary

Recommendation:

Motion _____	Cooper-Jones _____	McKay _____	Townsend _____
Second _____	Gray _____	Simpson _____	Wilck _____
	Jones _____	Timmons _____	

VIRGINIA ASSOCIATION OF COUNTIES
2015 ANNUAL CONFERENCE SUMMARY

I. BUSINESS MEETING

- A. EXECUTIVE DIRECTOR'S RETIREMENT ANNOUNCED -- Jim Campbell, VACo's Executive Director for 26 years announced his retirement. Dean Lynch, the current Deputy Director of VACo has been selected as the new Executive Director.
- B. JUDY LYTTLE ELECTED NEW PRESIDENT OF VACO -- Mrs. Lyttle serves on the Surry County Board of Supervisors and was First Vice President of VACO last year.
- C. VACO'S 2016 LEGISLATIVE PROGRAM ADOPTED. (See Attachment I)
1. Education funding is VACO's number one priority for the 2016 Session of the General Assembly. VACO's positions on education can be found on Page 6 of the attachment. VACO wants the General Assembly to fully fund the state portion of public education, to include not only instructional staff but also the support side of K-12 education.
 2. Since 2009, the General Assembly has cut K-12 education by more than \$1.7B per biennium. After adjusting for inflation, state funding per pupil is below 2005 levels. These funding cuts have had an impact on education in Virginia. Per a Virginia Association of School Superintendent 2015 Survey, in which 92% of school divisions responded, key findings included;
 - a. 10,180 FTE positions have been eliminated, including 5,138 teachers
 - b. 20% of school divisions reduced compensation since FY09
 - c. 44.5% have reduced employee benefits since FY09
 - d. 71% of divisions have increased class sizes since FY09
 - e. 23% have closed school for financial reasons
 - f. 52% have reduced curricular programs
 3. While funding has decreased the state has experienced a more difficult and diverse student population to educate. From 2009 to 2014 the percentage of free lunch students has increased 26% and the number of Hispanic students has doubled.

II. CONCURRENT SESSIONS

A. BUDGET TRENDS, STATE TAX, & REVENUE SESSION

1. Introduction -- Speakers were the Honorable Emmett Hanger, Senator of the 24th Senate District and member of the Senate Finance Committee and Jim Regimbal of Fiscal Analytics, former staff member of the Senate Finance Committee with over 30 years of state policy analysis experience.

Mr. Regimbal ran through a presentation which highlighted various budget and tax trends and provided a projection of state revenues for the upcoming biennium. He noted that the House Appropriations Committee will meet on November 17 -18 and the Senate Finance Committee will meet on November 19 – 20 and the Governor will announce his budget in December. Each will provide new indications of what each of these institutions are forecasting for the upcoming General Assembly. But at this time Mr. Regimbal provided the following information

2. Revenue Estimates -- FY15 the state had revenue growth of 8.1%. The adopted budget forecast 4.7% growth. This additional growth provided \$553M more in state revenue than budgeted. The vast majority of that surplus per the constitution of Virginia had to be deposited into the Rainy Day fund to replenish it from the draws of previous years. But this better than expected revenue increase raised outyear estimates.

For FY16 the estimated revenue growth is 3.1% which would increase revenues by \$568M. For FY17 the estimated revenue growth is 2.1% which would increase revenues by \$581M. Thus and additional \$1.15B will be available for the General Assembly for the next biennium.

While Virginia's economy is improving it is not bouncing back as quickly as in the past. In June 2015 year over year employment growth saw 31 states with a higher growth rate than Virginia. Most think this is due to a slowing of spending by the Federal Government.

3. Reductions to Local Governments that could be replaced -- Because of reduced revenues during the recession and the rapid increase in Medicaid costs, the General Assembly cut funding to localities in a wide variety of programs. In FY2009 state aid to localities from the General Fund accounted for 52% of the entire General Fund budget for the state. For FY2016 such aid is now only 43.8% of the General Fund Budget.

To return to the same level of funding the General Assembly would have to provide \$1.5B more to local Governments. That will not happen but the additional revenues could be used to:

- a. Restore reductions to K-12 education
- b. Restore Local Jail Per Diem rates
- c. Restore reductions to support constitutional offices
- d. Restore reductions to economic development initiatives
- e. Accelerate full funding of VRS

B. STORMWATER CHANGES – WHAT IT MEANS TO YOUR COUNTY

1. Introduction -- Speakers were the Honorable Janine Burns, Supervisor, Mathews County; Honorable Keith Hodges, Representative of the 98th House District; Melanie

Davenport from DEQ and Eldon James of Eldon James and Associates. Mrs. Davenport did the vast majority of the presentation

2. Presentation -- Once again the General Assembly will be looking at stormwater. The Department of Environmental Quality, at the request of the chairs of the Senate and House natural resources committees, created the Stormwater Stakeholder Advisory Group (SAG) to consider ways to streamline and clarify the Stormwater Management Act, Erosion and Sediment Control Law, and Chesapeake Bay Preservation Act, while continuing to ensure the protection of the Commonwealth's water quality. The Group is comprised of representatives of local government, agriculture, the development and engineering communities, environmental organizations, and other necessary participants.

The presentation provided an insight to the work done by the SAG. The SAG has been focusing on the inconsistencies in the 4 base laws meant to address and reduce pollutants from entering waters. These laws are (1) Stormwater Management Act, (2) Erosion & Sediment Control Law, (3) Chesapeake Bay Preservation Act and (4) State Water Control Law. The group found inconsistencies in the following areas – (1) Establishment and adoption of programs, (2) Threshold for land disturbing activity, (3) Exemptions, (4) Plan review procedures/time frames, (5) Enforcement and Stop Work Orders and (6) Fees.

The group is proposing to consolidate Erosion and Stormwater into one program, Create a "Lite" version where DEQ provides engineering and technical review of all stormwater plans. It appears. No "opt-out" option was discussed, thus all localities will have to accept some responsibility. This should have little to no impact on Prince Edward since we are running our own program already. But by consolidating the two programs it may make enforcement less complicated.

C. QUESTIONS & ANSWERS WITH GENERAL ASSEMBLY LEADERSHIP

1. Introduction -- Speakers were the Honorable William Howell, Speaker of the House and the Honorable Terry Kilgore, Representative of the 1st House District. This was a free flowing discussion with both men answering questions from the audience.
2. They were asked the following:
 - a. Will the General Assembly extend the moratorium on the ability of Cities to annex? Answer – Both said yes
 - b. What will the General Assembly do to help local government this session? Answer - Will increase funding for K-12 education. Speaker Howell said the Commonwealth needs to change the business model in Virginia to be more competitive in attracting business to the state. Delegate Kilgore stated the House will look at pay raises for Constitutionals.
 - c. Asked if the General Assembly would look at ways to control jail costs and to ensure state prisoners are moved out of local jails more quickly. Additionally, they were asked if the General Assembly would look at allowing people

convicted of lesser crimes to be punished some other way than jail time.
Answer – Representative Kilgore stated he was willing to discuss alternative sentencing. Speaker Howell stated he would be willing to take a look at parole at the local level but not for state convictions.

- d. Asked if the General Assembly was trying to control DSS costs? Answer – Speaker Howell stated there is a commission looking at this issue now.
- e. Both men were against giving Counties the same taxing authority as Cities.
- f. Speaker Howell stated VRS should become a defined contribution system not a defined benefit system.

D. RURAL CAUCUS

- 1. Introduction -- Speakers were the Honorable Frank Ruff, Senator from the 15th Senate District, Bill Shelton, Director of Virginia Department of Housing and Community Development and Christy Morton, Executive Director, Virginia Rural Center. There were no power point presentations. Each speaker discussed various items.
- 2. Presentation –
 - a. Senator Ruff reminded everyone that rural Virginia is now a minority both in population and in representation in the General Assembly. He discussed the importance of workforce development
 - b. Christy Morton listed some of the initiatives of the Virginia Rural Center. These were:
 - i. Completed a strategic planning assessment for the Tobacco Commission
 - ii. Working with a joint commission on job development
 - iii. Received a USDA Grant to develop an Agricultural Board Guide to strengthen local support for Agricultural Economic Development. Will be regional workshops about this in February 2016
 - c. Bill Shelton described Enterprise Zones and stated DHCD is working on a Broadband initiative. Then he briefly discussed the GO Virginia. Is an initiative of the Virginia Business Higher Education Council (VBHEC) and the Council on Virginia's Future. The aim is to foster private sector growth and job creation through state incentives for regional collaboration by business, education and government. The state will dedicate significant resources to this project and we should stay tuned for more information.