

VIRGINIA: AT THE CONTINUATION MEETING OF THE DINWIDDIE COUNTY BOARD OF SUPERVISORS HELD IN THE BOARD MEETING ROOM OF THE PAMPLIN ADMINISTRATION BUILDING IN DINWIDDIE COUNTY, VIRGINIA, ON THE 25TH DAY OF FEBRUARY, 2004, AT 8:00 A.M.

PRESENT:	DONALD L. HARAWAY –CHAIRMAN	ELECTION DISTRICT #2
	HARRISON A. MOODY - VICE CHAIR	ELECTION DISTRICT #1
	ROBERT L. BOWMAN IV	ELECTION DISTRICT #3
	DORETHA E. MOODY	ELECTION DISTRICT #4
	MICHAEL W. STONE	ELECTION DISTRICT #5

=====

Mr. Donald L. Haraway, Chairman, called the continuation meeting to order at 8:14 A.M. in the Multi-purpose room of the Pamplin Administration Building.

IN RE: DISCUSSION OF BY-LAWS

The Board of Supervisors completed their discussion of the By-Laws and the County Administrator suggested that the Board allow staff to compile a list of the changes as directed which would be presented to them for their consideration at a future meeting. The Board concurred.

IN RE: SMALL PURCHASE PROCUREMENT POLICY

"Memo

To: Mrs. Wendy W. Ralph, County Administrator
From: Wendy Morgan, Senior Fiscal Technician
Date: 2/13/2004
Re: Small Purchase Procurement Policies

Per your request I contacted several local localities, in reference to what their procedure was, with small purchase procurements. Their response was as listed below:

Chesterfield County

For the County of Chesterfield, their purchasing procurement policy is, any purchase 30,000.00 and over you have to have written quotes for competitive sealed bids. From 29000.00 to 1000.00, you must have (3) telephone quotes. From 999.99 and under you don't need any quotes for the purchase only the department head over the department requesting the purchase has to approve and sign off on the purchase.

City of Hopewell

For the City of Hopewell, their purchasing policy is, any purchase 15000.00 and over you have to have written quotes for competitive sealed bids. From 14000.00 to 1000.00 you must have (3) written telephone quotes. From 999.99 and under you don't have to have any quotes for the purchase. Only the department head over the department requesting the purchase has to approve and sign off on the purchase.

County of Prince George

For the County of Prince George, their purchasing procurement policy is, any purchase 15000.00 and over you have to have written quotes for competitive sealed bids. From 14000.00 to 1000.00 you must have (3) telephone quotes. From 999.99 and under you don't need to have any quotes for the purchase, only the department head over the department requesting the purchase has to approve and sign off on the purchase.

City of Petersburg

For the City of Petersburg, there was no response.

I am requesting that the small purchasing policy for the County of Dinwiddie be revised and raised from 200.00 to 1000.00 before having to obtain bids for the purchase, The department head's approval is still required keeping in mind that we are still looking for the best price."

Upon motion of Mr. Moody, Seconded by Mr. Bowman, Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway, voting "Aye", the following small purchase procurement policy was adopted:

- 1) Any purchase under \$999.99 no quote is required with Department Head approval.
- 2) Any purchase \$1,000 to \$14,999.99 three (3) telephone quotes are required.
- 3) Any purchase \$15,000 to \$29,999 written quotes are required.
- 4) Purchases above \$30,000 the law requires a formal competitive sealed bid process.

IN RE: EMERGENCY MANUAL CHECK POLICY

"Memo

To: Mrs. Wendy W. Ralph, County Administrator
From: Wendy Morgan, Senior Fiscal Technician
Date: 2/13/2004
Re: Creating an Emergency Manual Check between Board Meeting

Per your request I contacted several local localities, in reference to what their procedure was in creating an emergency manual check between their Board of Supervisors meetings. Their response was as listed below:

Chesterfield County

For the County of Chesterfield, they have check runs 3 days a week. Their Board doesn't approve the checks, if the monies have been appropriated in the budget for the fiscal year. The Department Head over the department that is requesting the manual check would be the one approving the manual, at any amount. They also authorize other employees to approve manual checks, and it changes frequently. They don't burden the Board or the County Administrator with such a minor request.

City of Hopewell

For the City of Hopewell, the Director of Finance would be the employee to approve the manual check if it is over 15,000, or if under 15,000 the Department Head would approve the request. Again if the monies have been appropriated they don't burden the Board or their City Manager.

County of Prince George

For the County of Prince George, the County Administrator approves all checks, even emergency manual checks. The Board again is not burdened, if the monies have been appropriated in the budget.

City of Petersburg

For the City of Petersburg, the Director of Finance would approve the request for the manual check.

A manual check would only be created in the event of an emergency when funds are needed between Board meetings. The request could be approved by the County Administrator upon consultation, with the chair of the Board of Supervisors.

The County Administrator stated the Board appropriates funds when it adopts the budget. A manual check would only be issued in case of an emergency between Board meetings after consulting with the Chairman of the

Board. She assured the Board that an appropriation would only be made if it is within the budget. All CIP requests would still have to be approved by the Board of Supervisors.

Upon motion of Mr. Bowman, Seconded by Mr. Stone, Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway, voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the County Administrator is hereby authorized to approve a manual check in the event of an emergency when funds are needed between Board meetings, after consulting with the Chairman of the Board of Supervisors.

IN RE: CLOSED SESSION

Mr. Stone stated I move to close this meeting in order to discuss matters exempt under section:

Industrial Development - §2.2-3711 A. 5

Mr. Moody seconded the motion. Mr. Stone, Mrs. Moody, Mr. Bowman, Mr. Moody, Mr. Haraway, voting "Aye", the Board moved into the Closed Meeting at 8:36 A.M.

The meeting reconvened into Open Session in the Multi-purpose Room at 8:53 P.M.

IN RE: CERTIFICATION

Whereas, this Board convened in a closed meeting under **§2.2-3711 A. 5 of the Code of Virginia - Industrial Development**

And whereas, no member has made a statement that there was a departure from the lawful purpose of such closed meeting or the matters identified in the motion were discussed.

Now be it certified, that only those matters as were identified in the motion were heard, discussed or considered in the meeting.

Upon motion of Mr. Moody, Seconded by Mr. Stone, Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway, voting "Aye", this Certification Resolution was adopted.

IN RE: BUDGET DISCUSSION

The Board met with the following Constitutional Officers and Department Heads to discuss their proposed budgets for FY 2004-05:

9:00 A. M. Commissioner of the Revenue – Mrs. Lori K. Stevens

10:06 A. M. Treasurer – Mr. William E. Jones

11:00 A.M. Commonwealth Attorney - Mr. George F. Marable, III

IN RE: DISCUSSION OF REQUEST FOR CONSTITUTIONAL OFFICERS EMPLOYEES TO BE PLACED UNDER COUNTY POLICIES AND PAY PLAN

Mr. William E. Jones, Treasurer, stated he was speaking on behalf of the Commissioner of the Revenue, Sheriff, and himself. At this point, the Clerk of the Circuit Court and the Commonwealth Attorney have not made a commitment as to whether or not they would like their employees to come under the County. Continuing he said the reason for the interceding was to request that the Board

place the employees in their offices under the County Policies and Pay Plan. The State is not keeping up with the salary scales. Mr. Haraway asked if the reason was to ensure that the employees would receive annual raises? Mr. Jones replied that was one of the reasons. One of the problems has been, they aren't classified State employees or County employees and this would alleviate that problem. Since the State is not keeping up with the salary scales and they aren't included in the County pay plan they haven't had a raise in 3-years. This would be for the betterment of their staff, and the County, and it would be good for morale. He stated once they are in there will be no backing out.

There was a lengthy discussion regarding how many counties in the State presently have placed the Constitutional Officer's employees under the County Plan; how many hours they work weekly; and how many employees would be affected by the change.

Mr. Haraway requested that Mrs. Glenice Townsend go back 10 years to compare what the differences were for increases in the State and County employee salaries and report back to the Board. Mr. Jones had compiled a list; only the County employee raises needed to be added.

IN RE: BUDGET DISCUSSIONS CONT'

The discussion of the budget with the following Constitutional Officers and Department Heads continued:

11:58 A.M. Clerk to the Circuit Court – Ms. Annie Lee Williams

Mr. Bowman left at 12:23 P.M.

IN RE: LUNCH RECESS

The Board took a lunch break at 12:35 P.M. The meeting reconvened at 1:03 P.M.

IN RE: BUDGET DISCUSSIONS CONT'

The discussion of the budget with the following Constitutional Officers and Department Heads continued:

1:03 P.M. Sheriff's Department

**IN RE: AUTHORIZATION TO ENTER INTO CONTRACT WITH
SOUTHSIDE REGIONAL JAIL AUTHORITY TO HOUSE
INMATES**

The County Administrator stated she had received the agreement to renew the contract for the housing of the inmates with the Southside Regional Jail Authority. She stated there has been an increase to \$28 per day for each male prisoner (with a guaranteed usage of 25 spaces) and \$30 per day for female prisoners (with a minimum of eight). We knew there would be an increase in the contract but she felt this was still a good price. The County is responsible for the medical bills incurred by the inmates but SRJA will provide transportation for medical emergencies for the inmates. She asked for authorization to enter into a contract with Southside Regional Jail Authority for a renewable term from April 15, 2004 through June 30, 2007.

Upon motion of Mr. Moody, Seconded by Mr. Stone, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway, voting "Aye",

BE IT RESOLVED that the Board of Supervisors of Dinwiddie County, Virginia authorized the County Administration to enter into a contract with the

Southside Regional Jail Authority to house the County inmates with the terms and conditions stated in the contract.

IN RE: BUDGET DISCUSSIONS CONT'

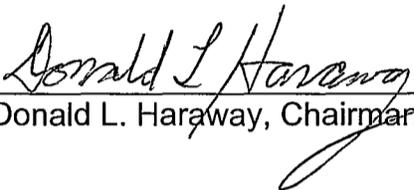
The discussions of the budget with the following Department Heads continued:

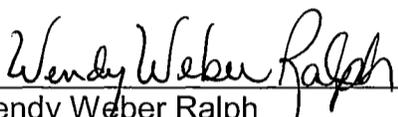
2:36 P.M. Information Technology Department

3:23 P.M. Landfill

RE: ADJOURNMENT

Upon Motion of Mr. Moody, Seconded by Mr. Stone, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway voting "Aye", the meeting adjourned at 4:29 P.M. to be continued until 1:00 P.M. on Tuesday, March 2, 2004 for a budget work session in the Multi-Purpose Room of the Pamplin Administration Building.


Donald L. Haraway, Chairman

ATTEST: 
Wendy Weber Ralph
County Administrator

/abr