



AGENDA

Board of Supervisors Work Session

December 7, 2021

6:00 PM

- A. Call to Order
- B. Discussion – Redistricting Proposals – Taryn Logan
- C. Discussion – New Tourism Dollars – Taryn Logan
- D. Update on the Department of Technology – Todd Jones
- E. Discussion – Warren County Public Schools Capital Improvement Plan – Dr. Chris Ballenger
- F. County/Public Schools Liaison Committee – Chair Cheryl Cullers
- G. County Finance Committee – Matt Robertson
- H. Legislative Initiatives – Chair Cheryl Cullers
- I. Closed Session – Section 2.2-3711(A)(8) of the Virginia Freedom of Information Act
Consultation with Legal Counsel for the Provision of Legal Advice Relating to the Disposition
of Publicly Held Tangible Property
- J. Adjournment

DEPARTMENT OF INFORMATION TECHNOLOGY

COUNTY OF WARREN, VA



DEPARTMENT OF INFORMATION TECHNOLOGY

Responsibility Breakdown

- Cyber\Network Security
- Systems Maintenance\Deployment
 - Computer workstations\Servers\Physical hardware
 - Desktop operating systems and related software
- Network Maintenance\Deployment
 - Network switches\Firewalls\Internet Service Provision
 - Server operating systems and related software
- Communications
 - Website\Social Media
 - Press\public inquiries
- Administration



STAFF:

Director

Todd C. Jones

- Oversee Information Technology Department and staff
- Set priorities and direction
- Budget preparation
- Oversee Cyber\Network\System development
- Work directly with appropriate vendors to insure best price\performance standards
- Advanced systems support
- Set IT policies
- Work with other Department Directors to cast vision and proper adoption of new systems and hardware



STAFF:

Systems Technician

Sam Cheshire

- Hired 11/21
- Primary Responsibilities
 - Advanced Systems Troubleshooting
 - Basic Network Support
 - Maintenance of various systems including data backup and storage, Active Directory, and Azure systems
 - Desktop systems deployment
 - Software deployment
 - Telecommunications support



STAFF

Network Administrator

- Requirements:
 - Exceptional computer networking skills
 - Exceptional Cyber-security skills
- Primary Responsibilities:
 - Network configuration and maintenance
 - Cyber security design and implementation
 - Network hardware deployment
 - Advanced systems troubleshooting
 - Review and response to emerging cyber and network threats
 - Train staff on advanced technical systems
 - Deployment and maintenance anti-virus\anti-intrusion systems



STAFF

Media Services Specialist

- Requirements:
 - Exceptional communication skills
 - Exceptional graphic\copywriting skills
 - Administrative skills
- Primary Responsibilities:
 - Public Information Officer:
 - Press releases
 - Primary media contact
 - Basic systems support
 - Assistance in departmental budget process
 - Assistance in writing IT policies, RFP's RFI's, RFQ's
 - Website maintenance\Social media maintenance



DEPARTMENT OF INFORMATION TECHNOLOGY

Staff Overview

- Director

Network Administrator

Systems Technician

Media Services
Specialist



DEPARTMENT OF INFORMATION TECHNOLOGY

UPCOMING INITIATIVES



UPCOMING INITIATIVES

- Deploy vulnerability scanning tools
- Deploy systems and software to assist in software updates
- Replace legacy hardware and software

UPCOMING INITIATIVES

- Deploy two servers at opposite locations
- Use reliable backup software at each location
- Backup critical desktop data
- Bare metal backup of server hardware
- Incorporate off-site repository
- Deploy – Backup – Test Restore - Repeat



UPCOMING INITIATIVES

- Deploy virtual server hardware for outdated systems
 - Purchase proper licensing
 - Purchase proper server hardware
 - Incorporate proper backup systems



UPCOMING INITIATIVES

- Communications
 - Single Point of Contact (PIO)
 - Updated website
 - Social media management
 - Employee communications



DEPARTMENT
REQUESTS:

Approval of Media Services
Specialist Job Position

Board awareness of
upcoming funding needs



QUESTIONS?

FINANCE/AUDIT COMMITTEE

The Finance Committee is established by the Warren County Board of Supervisors on x day as per the Code of Virginia, Section 5.2-1411.

The Warren Finance Committee is a standing committee which advises the Board of Supervisors on financial matters as related to Warren County. This will include recommendations to the Board on matters including but not limited to County financial policies, financial planning, proposed budget actions, and other matters related to financial management.

Membership

The members of the Finance Committee shall consist of non-voting liaisons, representatives of the Board of Supervisors, and representatives of the public of Warren County.

Non-voting liaisons

Non-voting liaisons of the Finance Committee will be the Director of Finance, Treasurer, Commissioner of the Revenue, and County Administrator for Warren County. The Finance Director shall lead the non-voting liaisons membership in developing agendas and related materials, scheduling meeting dates, and leading meetings.

Non-voting liaison's primary purpose is to inform voting members on upcoming needs, issues, and topics related to financial management in Warren County. They are not voting members.

Board of Supervisors

The Finance Committee shall consist of 2 representatives from the Warren County Board of Supervisors. These representatives will specialize in financial management practices at the County and communicate needs to the Board of Supervisors when necessary.

Appointment to the Finance Committee shall be voluntary, with one serving as the Chairperson of the Committee. Terms will last for the period of one year. The Board representatives are voting members.

Representatives of the Public

The Finance Committee shall consist of 3 representatives from the public of Warren County. These representatives must live within the borders of Warren County and have financial knowledge and background to assist in informing opinion on financial management for Warren County. Suggested areas of expertise are –

- Accounting (CPA, Senior Accountant, etc.)
- Investment (CIMA, Investment Analyst, etc.)
- Municipal Financial Management (CPFO, etc.)
- Risk Management (CRM, FRM, etc.)
- Banking (CFA, CFP, etc.)

Representatives are to be appointed by the Chairman of the Board of Supervisors. Each term will last one calendar year. The representatives are voting members.

Every attempt shall be made to have one member of the Finance Committee from each of the five districts in Warren County.

Resignations

Any committee member may resign at any time from the Finance Committee. Such resignation shall be made in writing and shall take effect upon receipt by the Finance Director who shall record such resignation, noting the hour and date of its receipt.

The resigning member shall be replaced as soon as reasonably possible by the methods detailed in this document.

Removal

A committee member may be removed at a meeting called expressly for that purpose. Written notice must be given to all members of the Committee at least seven days prior to the meeting. Removal shall require the approval of all Committee members present and voting, excluding the member in question.

Meetings

Finance Committee meetings shall take place on the first Thursday of each month and are scheduled from 6:00 to 7:00 PM. The meetings are open to the public but shall not allow for public involvement or comment. Meetings will be advertised on the Warren County website at least 5 calendar days prior to the scheduled meeting date.

3 voting members being present for the Finance Committee meeting will constitute a quorum for the transaction of business.

Procedure

An agenda will be produced by the Finance Department with assistance from necessary staff and presented to all Committee Members no later than the 5 business days before the next scheduled meeting.

There shall be the following reports presented at each Finance Committee meeting which require no voting action. Additional reports may be requested by staff members, Board of Supervisors, or Committee members with adequate notice for formulation.

- **Expenditure Report** – The Director of Finance shall present an expenditure report consisting of all expenses and balances remaining for that fiscal year up to the month before the meeting.

- **Revenue Report** – The Director of Finance shall present a revenue report consisting of all revenue received and balances remaining for that fiscal year up to the month before the meeting.
- **Summary of Budget Transfers/Appropriations** – The Director of Finance shall present a summary of monthly budget transfers and appropriations as approved by County Administration.
- **Tax Collections Report** – The Treasurer shall present a report on the status of tax collections in the County and the status of delinquent taxes.

Additionally, the committee shall review the annual audit prior to dissemination to the Board of Supervisors and recommend the approval. This shall occur at the December Finance Committee meeting and no other items will be presented.

Action Items

Action items will be presented at each Finance Committee meeting as needed. These items are identified by staff as needs arise. All financial matters which require elevation to the Board of Supervisors for action will first be presented to the Finance Committee for recommendation if they do not necessitate emergency action. Additionally, all policy and procedure documentation must be reviewed first by the Finance Committee prior to Board of Supervisors approval.

Matters which require Board of Supervisor action and Finance Committee recommendation are outlined in the Warren County Fiscal Policy & Procedure Manual.

In addition, discussion items may be instituted by staff or Finance Committee members as needed to discuss larger financial management practices at the County.

Approval

The Finance Committee has no approval authority for Warren County. They are an advisory Board only which recommends options to the Board of Supervisors for potential action.

Recommendation of an action item is achieved by a majority of vote of Committee members present at the meeting. If recommendation is not approved, the matter may still be forwarded to the Board of Supervisors but with notation that the action was not recommended by the Finance Committee.



COUNTY of FREDERICK

Office of the County Administrator

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November 19, 2021

The Honorable Jill Holtzman Vogel
Senate of Virginia
45 North Hill Drive, Suite 100
Warrenton, VA 20186

The Honorable David A. LaRock
Virginia House of Delegates
P. O. Box 6
Hamilton, VA 20159

The Honorable Wendy W. Gooditis
Virginia House of Delegates
P.O. Box 180
Boyce, VA 22620

The Honorable Bill Wiley
Virginia House of Delegate
P.O. Bos 2304
Winchester, VA 22604

Re: Frederick County 2022 Legislative Initiatives

Dear Senator Vogel, Delegate LaRock, Delegate Gooditis, and Delegate Wiley:

Attached please find a copy of Frederick County's legislative initiatives and positions for the 2022 General Assembly Session, as adopted by the Board of Supervisors at their November 10, 2021 meeting. We have highlighted new additions to the program for ease of reference. We would appreciate the opportunity to meet with you in advance of the upcoming session, so we can talk about some of our priorities in greater detail.

We look forward to working with you.

Thank you for all that you do for Frederick County.

Respectfully yours,

Jay E. Tibbs
Deputy County Administrator

Attachment

2022 LEGISLATIVE INITIATIVES **FREDERICK COUNTY, VIRGINIA**

Priority Items:

1. **Land Use Regulation and Development** – Frederick County supports maintaining and expanding local authority to plan and regulate land use and opposes any legislation that weakens these key local responsibilities. Further, Frederick County supports legislation that grants localities additional tools to adequately meet increasing needs for public services driving by new development without burdening current residents with the cost of new growth through increased real estate taxes. Such additional tools may include broad impact fee authority for all counties, and adequate public facilities provisions.

Frederick County supports legislation that would allow for increased operating and capital costs incurred by the locality, due to residential growth, be borne by those creating the need for those costs without being subsidized by existing residents.

2. **Tax Exemptions** – Frederick County supports reverting authority to the locality to continue existing tax exemptions previously granted by the General Assembly, prior to January 1, 2003. Further, Frederick County seeks the revocation of the tax exempt designation granted to Westminster-Canterbury of Winchester, Inc.
3. **Funding for Transportation Improvements** – Frederick County supports increased funding for local transportation improvements. Due to insufficient funding the SmartScale program is only able to address a fraction of the many worthy projects that are applied for at each application cycle. Many projects with demonstrated need are not funded and to make matters worse, in many cases the projects that are funded, while addressing immediate needs, tend to be low cost items that provide short-term relief rather than more costly projects that provide a long-term solution. Additionally, these low-cost, immediate need projects are then not scheduled until the end of the next six-year program. The concept of SmartScale scoring is a good one, however the inadequate funding leads to many unaddressed needs and important items such as future growth not being considered.

Frederick County supports more equitable SmartScale Policy. The current 3 step process is not equitable to localities such as Frederick County. It should not be possible for projects in other areas to be funded with lower scores than projects in localities such as ours for no other reason than the way the policy is written. This goes against the purpose of SmartScale and must be corrected.

Frederick County supports changes to simplify the Smart Scale process for allocating transportation funds to reduce time and costs to prepare and review applications.

Frederick County supports the restoration of state recordation tax revenues distributed to counties and cities for use of transportation purposes.

Frederick County supports Delegate LaRock's legislative proposed amendments to §58.1-3221/3 of the Code of Virginia, to expand the number of localities that are enabled under state code to assess additional Commercial and Industrial property tax for transportation. This would provide localities with an additional tool to fund needed transportation improvements.

4. **Utility Scale Solar**- Frederick County supports maintaining local authority to address all impacts and all choices associated with utility-scale projects. Frederick County opposes any expansion or extension of the state-mandated tax exemption on local property taxes for solar equipment.
5. **Workers' Compensation Presumptions** – Frederick County opposes any effort to expand workers' compensation presumptive illnesses eligibilities for public employees that is not done in concert with additional state funding assistance to local governments to offset additional insurance liabilities.
6. **Mental Health** – Frederick County Supports the reopening of the state's adult mental health hospitals to new admissions. The lack of available mental health facilities is a burden to localities due to increased overtime costs for law enforcement to monitor patients at local medical facilities along with impacting law enforcement service to our citizens by taking deputies away from patrol and other public safety responsibilities.

In addition, Frederick County supports legislation requiring the removal from the correctional facility and placement in a non-correctional facility within 72 hours of inmates with severe mental illness or who are developmentally disabled, as identified by a mental health evaluation. The responsibility to facilitate this placement shall be with the local Community Services Board and the Department of Behavior Health and Developmental Services.

7. **Election Districts and Precincts (redistricting issue)** – Frederick County supports an amendment to Va. Code Sec. 24.2-305 to remove the prohibition on the use of a subdivision boundary as a "clearly observable boundary" for purposes of defining the composition of the territory for each election district and precinct.

Other Positions:

1. **Education Funding** – Frederick County calls upon the Governor and General Assembly to fully fund the Virginia Standards of Quality as recommended by the Board of Education and the Standards of Accreditation. Further, Frederick County supports the full reinstatement of the COCA (Cost of Competing Adjustment) for

teachers and support staff. In addition, Frederick County supports the exclusive use of state lottery proceeds to fund public education. Further Frederick County supports the development of a statewide school modernization plan supported by adequate state funding. In addition, Frederick County supports additional funding options for localities for capital and school construction costs, including expanding dedicated local sales and use tax authority given to select counties by the General Assembly in 2018.

2. **Reversion of Funds** – Frederick County supports the current practice whereby all year-end funds appropriated to the school divisions by the locality revert to the locality, retaining discretion with the governing body to evaluate and approve the reallocation of year-end fund balances.
3. **Regulation of Home-based Businesses** – Frederick County opposes any legislation that limits or restricts local authority to regulate home-based businesses, including short-term rentals regardless of whether services or goods are purchased through an online hosting platform.
4. **Curtailment of Executive Authority** – Frederick County supports legislation that would curtail the ability of the Governor and Executive Branch departments and agencies to have unlimited emergency powers. The General Assembly should have some ability to affirm or over-ride this use of power through a two-thirds or three-fourths vote at the end of the currently allowed 30-day time-period.
5. **Funding for Jails** – The state should fully fund any increased costs or operational issues faced by local or regional jails when a change to the definition of state-responsible prisoner or other term results in an increase. Further, Frederick County supports an increase in jail per diem funding levels to better represent the costs of housing inmates and that the per diem be adjusted for inflation in the future so that payments keep pace with rising costs.
6. **Additional Resources for Department of Corrections** – Frederick County encourages the General Assembly to provide sufficient resources to the Department of Corrections in order that they may comply with the Code of Virginia requirement that they take state responsible inmates within 60 days of being notified by the courts.
7. **Funding for State Mandated Positions** – Frederick County encourages the General Assembly to meet its obligations to fund appropriate staffing for the state's system of justice to include clerks, magistrates, Commonwealth's Attorneys, public defenders, district court employees and probation office employees. Frederick County urges the Commonwealth to meet its full funding obligations to include realistic levels of staffing to enable constitutional offices to meet their

responsibilities and limit the need for localities to provide additionally local-funded positions.

8. **Medicaid coverage for jail inmates.** – Frederick County supports legislation to eliminate the ineligibility of incarcerated inmates to receive Medicaid benefits. Currently state and federal law requires that incarcerated individuals lose their full Medicaid coverage, instead receiving limited coverage to include hospitalization only, while they are in jail. This negatively impacts the locality's contribution to local or regional jail budgets, especially with the increasing numbers of chronically and mentally ill inmates on the rise. This proposed change would also allow state inmates to receive Medicaid benefits while incarcerated.
9. **Medicaid Expansion** – Frederick County supports continued state funding for the local costs associated with Medicaid expansion, such as local eligibility workers.
10. **Virginia Alcohol Safety Action Program (VASAP) Fee** – Frederick County supports an increase in the average offender fee charged to participants in the local ASAP program. The current fee is \$400 and has not seen an increase since 1986. The revenues for this program are derived from user fees.
11. **Pretrial Services** – Frederick County supports increased funding for and expansion of pretrial services. If the Commonwealth adopts a funding formula for pretrial services, it must hold harmless the localities currently participating.
12. **Appeals of tax assessments** – Frederick County opposes major changes to the current appeals processes for real or tangible personal property assessments, such as changes to the assessor's presumption of correctness or the role of the Tax Commissioner with respect to the valuation of property.
13. **Local Finance** – Frederick County supports the authority of county governments to levy and collect revenue from local business taxes.
14. **Unfunded Mandates** – Frederick County opposes the enactment of any new mandates on local governments or school systems unless state appropriations are made to fully fund those mandates.
15. **State Fee, Tax, Surcharge** – Frederick County opposes the imposition of a state fee, tax, or surcharge, on water, sewer, solid waste, or any service provided by a local government or authority.
16. **Electric Grid Capacity Planning** – Frederick County supports legislation and policy that requires electric grid operators to continually share with localities where

current and planned infrastructure to transmit and store energy exists that may feasibly accommodate the development of large-scale renewable energy facilities.

17. **Revision/Update of Virginia's Litter and Recycling Fund** – Frederick County supports increasing fees above the historical \$25/quarter for beer/wine/soft drink retailers, wholesalers, and restaurants (a.k.a. those who generate litter). Grant funding from this program is allocated based on road mileage and population. Because there is no enforcement mechanism for those who elect not to pay the fee, the program is woefully underfunded. In Frederick County, this program covers only the operational costs for a part-time litter crew supervisor and leaves the county to fund additional costs such as supplies, vehicle, and outreach programs to deter litter.
18. **Mining Reclamation Plans** – Frederick County supports legislation that require localities receive formal notice of any reclamation plans and amendments to said plans submitted for mining operations located within the respective locality in order that the locality might have the opportunity to review and provide comments regarding any reclamation plan and amendment.
19. **Tax Incentives for Land Conservation** – Frederick County supports increasing the tax incentives in order to encourage landowners to participate in land conservation programs.
20. **Medicaid Expansion** – Frederick County supports full reimbursement for the local share of the additional administrative costs associated with Medicaid expansion.
21. **Local Authority** – Frederick County supports relaxation of the Dillon Rule and support legislation that maintains and enhances local authority and autonomy in matters including land use, revenue measures, procurement, and other issues of local concern. Frederick County further supports extending powers currently granted to some local governments to all local governments. Frederick County opposes legislation that erodes local authority.
22. **Collective bargaining for public employees** – Frederick County opposes any effort to mandate collective bargaining for public employees.
23. **Election Costs** – Frederick County supports legislation that would decrease the costs of elections to localities to include primaries, voting equipment, personnel, and voting places. Solutions include requiring parties to pay for primary elections and having one date for primary elections to name a few.
24. **Referendum Language** – Frederick County supports legislation that would expand the wording of a proposed ballot referendum to provide voters a more detailed description of the matter being considered.

25. Party Designation Local Ballots – Frederick County supports legislation that would allow for the placement of political party designation next to the names of candidates for local offices on local ballots.

26. Voting Procedures – Frederick County supports legislation that would eliminate no excuse early voting and would require anyone requesting an absentee ballot to have a reason they cannot vote on Election Day.

27. Sovereign Immunity- Frederick County opposes any substantive change in local governments' ability to present defense of sovereign immunity. Frederick County opposes efforts to bring counties under the Virginia Tort Claims Act.

Motion to be Made Going into Closed Meeting

I move the Board enter into a closed meeting under the provisions of Section 2.2-3711(A)(8) of the Virginia Freedom of Information Act for consultation with legal counsel for the provision of legal advice relating to the disposition of publicly held tangible property.

- - -

Motion to be Made Coming out of Closed Meeting

I move that the Board certifies to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711(A)(8) of the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.