

COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
SPECIAL MEETING
March 19 – 22, 2018

The Henrico County Board of Supervisors convened a Special Meeting on Monday, March 19, 2018, at 9:00 a.m. in the County Manager's Conference Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico County, Virginia.

Members of the Board Present:

Frank J. Thornton, Chairman, Fairfield District
Tyrone E. Nelson, Vice Chairman, Varina District
Thomas M. Branin, Three Chopt District
Courtney D. Lynch, Brookland District
Patricia S. O'Bannon, Tuckahoe District

Other Officials Present:

John A. Vithoulkas, County Manager
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board
Tanya B. Harding, CMC, Administrative Assistant/Deputy Clerk to the Board
Timothy A. Foster, P.E., Deputy County Manager for Community Operations
W. Brandon Hinton, Deputy County Manager for Administration
Douglas A. Middleton, Deputy County Manager for Public Safety
Anthony J. Romanello, Deputy County Manager for Community Services
Randall R. Silber, Deputy County Manager for Community Development
Benjamin A. (Ben) Sheppard, Assistant Director of Public Relations & Media Services
Edward N. (Ned) Smither, Jr., Director of Finance
Justin D. Crawford, Management and Budget Division Director
Marielle P. McFarland, Budget Supervisor
Julian S. Parr, Senior Budget Analyst
Sharon Todd Van Gils, Senior Budget Analyst
Meredith L. Colonna, Budget Analyst
Heather B. Cottrell, Budget Analyst
Brandon M. Harvey, Budget Analyst
Paula G. Reid, Director of Human Resources

Mr. Thornton called the meeting to order at 9:08 a.m. He pointed out Henrico County is the only locality in the Commonwealth to have four days of budget reviews, a tradition the Board started some years ago.

Mr. Crawford distributed the schedule for the legislative budget reviews, which Mr. Vithoulkas briefly went over. Mr. Vithoulkas thanked the Office of Management and Budget, Henrico County Public Schools' (HCPS) Assistant Superintendent for Finance and Administration Chris Sorensen and Budget Director Debbie Hargrave, the Deputy County Managers, and Mrs. Reid for their work on the proposed Fiscal Year (FY) 2019 budget.

Mr. Vithoukas referred to the roots of the County's financial promises and approach through the years. He mentioned the County has received the Government Finance Officers Association (GFOA) Award for Financial Reporting for the 35th consecutive year and GFOA's Distinguished Budget Award for 28 consecutive years. Mr. Vithoukas noted highlights in the FY 2017 *Financial Trend Monitoring System (TRENDS)* document prepared by the Office of Management and Budget. He advised the Board he will put together a group to review the County's internal operations once the budget is adopted, which will be similar to an effort that was undertaken in 2010. Mr. Sorensen and HCPS will be included in this process. He thanked the Board for everything it does for the County's employees. Mrs. O'Bannon reiterated some of the issues and highlights mentioned by Mr. Vithoukas. She pointed out he was the County's Director of Finance in 2010 when the economic downturn occurred and alerted the Board at that time to trends such as a decline in the real estate market and assessments. She offered examples of how employees reduced costs and maintained services within the County's existing tax rates. She voiced concern that another downturn may be on the horizon. Mr. Vithoukas pointed to the length of the current economic expansion and suggested the County needs to be cautious going forward with its finances. Mr. Thornton remarked that one of the County's strengths is the ability of Mr. Vithoukas and the County staff to see what is coming down the pike. He spoke to the advantages of possibility governance and maintaining flexibility and the need to be even more visionary in protecting the County from future economic distress. Mr. Vithoukas assured the Board that as in previous years the budget staff would try to answer by the next day those questions posed by the Board requiring research.

Expenditure Briefing/Budget Overview

Mr. Vithoukas recognized Mr. Hinton, who provided the FY19 expenditure briefing and budget overview. Mr. Hinton's slide presentation focused on the following budget priorities: honoring prior funding commitments; enhancing the County's economic development efforts; allocating funds for the County's core services, primarily education and public safety; maintaining the County's fiscal structure; and maintaining competitive compensation and benefits for the County's employees. He also demonstrated how the County's budget is responding to trends and provided FY19 budget details and the FY19 budget calendar. Mr. Hinton responded to many questions from the Board during his presentation, with the assistance of Mr. Foster, Mr. Vithoukas, Mr. Crawford, and Mr. Smither. Mrs. Lynch asked staff to provide the real tax rates for the surrounding localities; how much was spent in overtime the past few years for police and fire personnel compared to the number of overtime-eligible employees; and the wages, by years of experience, for teachers with bachelor's and master's degrees in Henrico, Chesterfield, Richmond, and Hanover. Mr. Nelson asked staff to provide how the \$52 million in untapped economic impact from sports tourism was calculated; how much the Police and Fire Division budgets have increased over the past five years; why the Police overtime budget was proposed to increase \$549,811; and what has been the highest total fund balance for the County. He also asked staff to provide how many of the 50 positions added in HCPS's budget last year have been filled; how many were filled as teaching assistants rather than teachers; and if all the positions have not been filled, what have the budget savings been used for.

Revenue Briefing

Mr. Vithoukas recognized Mr. Crawford, who introduced the members of his staff and complemented and thanked them for their team effort in developing the budget. Mr. Crawford provided the revenue briefing on the proposed FY19 budget. At the outset of his slide

presentation, Mr. Crawford noted the following: the FY19 proposed budget projects growth with a conservative view towards the future; real estate assessments have increased by 4.7 percent over the previous year, reflecting the current condition of the local real estate market; the local economy remains healthy, with results tied to strength in tourism results; and state revenues were cautiously projected in light of the lack of a state budget. Mrs. O'Bannon commented at length on the importance of being cautious with expenditures and revenue projections and maintaining a healthy fund balance, which helped the County weather the last economic downturn. She expressed concern regarding the level of the federal debt and its impact on the economy. Mr. Vithoulkas reiterated to the Board that staff will go through an internal exercise after the budget is adopted to investigate how additional operational efficiencies may be achieved in light of future economic cycles. Mr. Crawford's presentation included a summary of general fund revenue and trends in real estate revenues, other local revenues, state aid, and national economic indicators. He concluded the presentation by pointing out there has been a national recession every five years on average since World War II. Mrs. Lynch asked staff to provide dates of the last time other comparable Virginia localities increased their real estate tax rates.

The Board recessed at 11:13 a.m. and reconvened at 11:27 a.m.

The legislative budget reviews with department heads and key officials commenced with the following administrative agency presentations:

- Internal Audit – Vaughan G. Crawley, Director

Mr. Crawley explained his office's objectives and responsibilities, various professional certifications held by members of his staff, and his office's budget highlights and operating expenses. He pointed out HCPS has a separate internal audit department. Mr. Crawley responded to questions from the Board regarding cost allocations, staffing, HCPS's internal audit department, and the County's internal audit committee.

- Real Property – Andrew S. (Steve) Price, Director

Mr. Price highlighted major projects undertaken by his department during the past year and those that will be undertaken during the upcoming year. Mr. Vithoulkas clarified the distinction between capital budget codes versus operating budget codes. Mr. Price responded to questions from Mrs. O'Bannon and Mr. Nelson pertaining to a proposed decrease in his department's budget resulting from revised salary estimates. Mr. Thornton commented it would be helpful for Henrico residents to know how the County arrives at real estate assessments. Mr. Vithoulkas suggested this can be accomplished at town meetings held by Board members. Mr. Thornton thanked Mr. Price for leading the agency during a transition period after the retirement of the previous director. Mr. Nelson thanked Mr. Price for providing Board members with advanced notice of agenda items in their districts that are brought forward by his department.

- Public Relations & Media Services – Benjamin A. Sheppard, Assistant Director; Steven W. Knockemus, Assistant Director; and Joyce H. Keenan, Business Supervisor

Mr. Vithoulkas announced Mrs. Keenan will be retiring from the County in August after 48 years of service. Mr. Sheppard reviewed his department's objectives and shared social media statistics. Mr. Vithoulkas noted the department increased its use of social

media tools following the retirement of its previous director, Tamra McKinney, in January. Mr. Knockemus elaborated on how the department is using You Tube. Mr. Nelson encouraged the department to continue broadening the use of social media tools. Mr. Sheppard, Mr. Vithoulkas, and Mr. Knockemus responded to questions from the Board concerning the County's cable television station, HCTV. Mrs. Lynch asked staff for information on HCTV's contractual obligation with the County's cable television providers regarding television broadcast time. She suggested the County consider redirecting some of the resources currently allocated to HCTV programming to other services. There was discussion by Mr. Thornton, Mrs. O'Bannon, and Mr. Vithoulkas relating to the feasibility of airing town meetings on HCTV.

- County Attorney – Joseph P. Rapisarda, Jr., County Attorney; joined by Karen W. Grizzard, Business Supervisor

Marissa Mitchell, Senior Assistant County Attorney, distributed a timeline of key events relating to the County's Facebook project. Mr. Rapisarda referred to this information, acknowledged the work of Assistant County Attorney Mike Kaestner on the Facebook project, and updated the Board on staffing changes in his office. He noted personnel costs account for 97 percent of his office's budget. Mr. Rapisarda cited the rising caseloads in his office pertaining to special education issues and the use of outside counsel to assist his staff with these matters. There was extended discussion by the Board, Mr. Rapisarda, and Mr. Vithoulkas concerning the volume of special education litigation and due process claims the County has been experiencing and the resistance local special education advocates have shown towards mediation. Mrs. Lynch suggested the Board of Supervisors and School Board hold a retreat to discuss this issue. Mr. Nelson expressed concern the process is broken and the County is spending an exorbitant amount of public funds on special education cases. Mr. Thornton voiced optimism the problem can be resolved through diplomacy and remarked that Henrico's students do not deserve this type of conundrum. Mr. Nelson questioned Mrs. Lynch's view that the Board of Supervisors should share responsibility with the School Board in addressing the issue.

The Board recessed for lunch at 12:49 p.m. and reconvened at 1:03 p.m.

The legislative budget reviews continued with the following presentations:

- General District Court – G. Barton Chucker, Chief Judge; joined by B. Craig Dunkum, Judge; John K. Honey, Jr., Judge; and Linda S. Knight, Clerk

Judge Chucker announced Judge Dunkum will become the court's new chief judge on June 30. He mentioned that the court's relationship with the Manager's Office has gone smoothly during Colonel Middleton's tenure as Deputy County Manager for Public Safety. Judge Chucker assured Mr. Branin the judges were satisfied with the new renovations to the courts building. Mr. Vithoulkas advised Mrs. O'Bannon that the renovations will accommodate a sixth judge when that position is approved by the Commonwealth.

- Circuit Court Services – James S. Yoffy, Chief Judge; joined by Romaine Cheney, Administrative Assistant

Judge Yoffy introduced Ms. Cheney and thanked Mr. Vithoulkas and Colonel Middleton for their help with the new courts building technology and renovations. He pointed out that although the renovations provided a sixth courtroom the Circuit Court will not get a sixth judge at this time. Judge Yoffy also pointed out the County consented to his request that meals can be eaten in the jury rooms and gave his court the authority to have another law clerk position. He elaborated on the increasing complexity of cases coming before his court in response to a question from Mr. Thornton.

- Board of Supervisors and County Manager – Mr. Crawford, joined by Ms. McFarland

Mr. Crawford introduced Ms. McFarland and pointed out she currently serves as the analyst for both the Board of Supervisors and County Manager's Office budgets. Ms. McFarland explained proposed increases in the personnel component of both budgets. In response to questions from Mrs. O'Bannon, Mr. Vithoulkas explained the Board's current method of setting salaries for its members. Mrs. O'Bannon expressed concerns relating to the Board's current level of compensation in comparison with other comparably-sized localities in Virginia and distributed a spreadsheet listing the results of a 2017 survey of County Supervisor salaries conducted by the Virginia Association of Counties. There was considerable discussion of this issue by the Board. Mr. Nelson and Mr. Thornton voiced the belief that it would be unfair for the current Board to reduce the salaries of future Board members. Mr. Nelson contended that being a Board member is a full-time job. Mr. Thornton remarked that the Board should be cautious of salary comparisons and primarily focused on the quality of government and those who serve. Mrs. Lynch stated she wants to ensure the Board does not minimize diversity and openness in government and looks toward the future in considering the appropriate level of compensation. Mr. Nelson remarked that he can support capping salaries at their current level but not a salary reduction. Mrs. O'Bannon expressed the view that the elected office of County Supervisor is not intended to be a full-time job and the purpose of the Board is to serve as the legislative branch for the County Manager. Mrs. Lynch suggested Board member salaries are not reflective of a part-time position. Mr. Vithoulkas recommended that discussion of this issue be continued during the wrap-up on the final day of the reviews.

- Drug Court – Gary A. Hicks, Circuit Court Judge; joined by Gary A. Hughes, Director of Community Development, and Bernard L. Greene, Jr., Drug Court Administrator

Judge Hicks introduced Mr. Hughes and Mr. Greene. He informed the Board that Drug Court participants will be playing members of the Commonwealth's Attorney's Office in a family day basketball game activity on April 5 at Henrico High School. Judge Hicks also reminded the Board that the next Drug Court graduation ceremony will be held on May 18 in the Henrico Courts Building. Mr. Greene narrated a slide presentation titled *Henrico County Drug Court: The Next 15 Years*. During his presentation, Mr. Greene provided statistics on the Drug Court's client population and graduates, reviewed its drug testing procedures and recent program enhancements, and discussed a new peer recovery specialist position that will added to the Drug Court team. He responded to questions from Mrs. O'Bannon regarding drug testing results. Mr. Branin commended Mr. Greene on instituting peer-to-peer support as an evidence-based practice that increases participants' ongoing recovery efforts after treatment. At Mr. Vithoulkas' request, Judge Hicks commented on the origin and evolution of Henrico's Drug Court. He responded to questions from the Board. Mr. Thornton noted an employee at Virginia

Union University was one of the Drug Court's first participants and speaks favorably of the program.

- Community Corrections – Mr. Hughes; joined by Laura L. Siegfried, Pretrial Services Supervisor, and Christopher Jacobs, Probation Services Supervisor

Mr. Hughes introduced Ms. Siegfried and Mr. Jacobs. He narrated a slide presentation titled *Henrico Community Corrections – The Anchor: Remaining Stable with Continued Excellence in Community Supervision*. Mr. Hughes began by explaining the responsibilities of the Community Corrections Program's pretrial and probation officers and highlighting major revenue sources and expenditure categories for the agency's FY19 budget. Ms. Siegfried continued the presentation with background information and statistics regarding pretrial supervision. Mr. Jacobs presented slides with background information and statistics pertaining to probation supervision, including community service projects, enhanced staff training, and substance abuse testing. Mr. Hughes concluded the presentation by noting fiscal challenges that the program encountered during the past five years, citing reasons for personnel increases, and explaining how additional funding will allow for employee raises and enhanced drug and alcohol testing.

- Juvenile Domestic and Relations Court Services – Stuart L. Williams, Jr., Chief Judge; joined by Shanda R. Ellis, Clerk of Court

Judge Williams gave a brief overview of the court's proposed budget, pointing out it was almost the same as the previous year's budget. He commented on the level of participation in parenting classes and responded to questions from the Board concerning progress on a new parking lot for the Courts Building, challenges faced by the court, and increases in protective orders.

- Circuit Court Clerk – Heidi S. Barshinger, Clerk; joined by Rebecca L. Cone, Land Records Supervisor

Mrs. Barshinger distributed an overview of the Circuit Court Clerk's Office, which included information on the office's three main sections, the three budgets it is required to develop, office workload measures, 2017 office highlights, and potential projects for 2018. She introduced Ms. Cone, commented on the office's ongoing efforts to digitalize records available to the general public, and discussed graphs included with the overview pertaining to civil and criminal cases and concealed handgun permits. Mrs. Barshinger advised the Board that her office hopes to scan archived Board of Supervisors' meeting minutes that are archived in the basement of the Courts Building. Mr. Lawrence commented on the storage of the Board's public records. Mrs. Barshinger responded to a question from Mr. Thornton relating to archived special election records.

- Commonwealth Attorney/Victim Witness/Drug Prosecutor – Shannon Taylor, Commonwealth Attorney; joined by Shelley Shuman-Johnson, Victim/Witness Assistance Program Director, and Julie C. Goolsby, Senior Business Supervisor

Ms. Taylor highlighted three issues – staffing, asset forfeiture, and larceny cases. Mr. Thornton offered kudos to Ms. Taylor for developing a diverse and inclusive staff and for her approach to recidivism. In response to a question from Mr. Thornton, she elaborated

on how her office is reviewing and using video from police body-worn cameras. Ms. Shuman-Johnson provided statistics on the Victim-Witness program; explained service enhancements in her office for restitution cases; referred to increases in human trafficking, jury trial advocacy, and protective orders; and mentioned the Department of Criminal Justice Services' new guidelines establishing a three-year grant cycle to replace the current two-year cycle. Mr. Vithoulkas directed the Board to a chart in the proposed budget that provides an historical depiction of State and County funding. Ms. Taylor advised the Board that the Virginia Supreme Court has advised it will not cover the cost of interpreter services for Commonwealth's Attorney's offices. At Mr. Vithoulkas' request, Ms. Shuman-Johnson updated the Board on a recent decision by the Virginia Supreme Court not to reimburse the cost of taxi services for witnesses in criminal trials. In response to questions from the Board, she commented on alternatives her staff is investigating to cover these costs. Ms. Shuman-Johnson and Ms. Taylor updated the Board on local human trafficking activities in response to questions from Mr. Thornton. Ms. Taylor noted her office orchestrates a multi-jurisdictional grand jury that meets in downtown Richmond at the John Marshall Courts Building.

- Juvenile Detention/VJCCCA (Probation and Detention) – Edward O. Martin, Superintendent (Henrico); joined by Debra A. Nedervelt, Coordinator

Mr. Martin advised the Board that his agency met its targets for the proposed FY19 budget and has begun its 37th year of operation. He reviewed the Juvenile Detention Home's services and performance measures and responded to a question from Mrs. O'Bannon regarding the facility's daily population and primary offenses committed by its residents. Mr. Martin also reviewed programs that are provided to Henrico youth through the Virginia Juvenile Community Crime Control Act (VJCCCA). He responded to questions from Mrs. O'Bannon pertaining to children who are served by detention outreach and prevention programs.

The Board recessed at 3:24 p.m. and reconvened at 3:37 p.m.

The legislative budget reviews continued with the following presentations:

- JRJDC – Michael D. Martin, Superintendent (James River); joined by Sandra K. Martin, Assistant Superintendent (James River)

Mr. Martin introduced Ms. Martin. He provided a brief overview of the James River Juvenile Detention Commission's (JRJDC) funding sources, shared statistics, and highlighted some of the Commission's partnerships and success stories from the past year. Mr. Vithoulkas offered to arrange a tour for the Board of the JRJDC facility in Powhatan County. Mr. Martin responded to questions from Mrs. O'Bannon relating to state standards and requirements, resident demographics, and recidivism rates. At Mr. Vithoulkas' request, Mr. Martin explained the composition of the commission and its meeting schedule. He pointed out legal services are provided to the commission by the Richmond law firm of Hefty Wiley & Gore. Mr. Martin responded to questions from Mrs. O'Bannon concerning JRJDC's regional partners and transitional services. Mr. Martin discussed the commission's post-dispositional program and services that are in place to reintegrate youth offenders with their families. Mr. Thornton remarked that the Board looks forward to taking a bus trip soon to the JRJDC facility.

- Non-Departmental (Cooperative Projects) – Mr. Parr

Mr. Parr explained the approach the Office of Management and Budget used this year in developing funding recommendations for outside agencies. He responded to questions from Mr. Thornton and Mrs. O'Bannon regarding the criteria. Mr. Parr and Mr. Vithoulkas responded to questions from Mr. Nelson concerning the entities that comprise the Arts and Cultural Funding Consortium also known as Cultureworks. Mr. Vithoulkas identified several organizations and events that requested non-departmental funding, including the Virginia Hispanic Chamber of Commerce and ChinaFest, that will be considered for County funding via a transfer from the Manager's contingency fund rather than through a non-departmental allocation. He noted there are several other organizations such as project:HOMES, RAMPS, and Richmond Area ARC (Camp Baker) that will receive funding through Community Development Block Grant (CDBG) allocations. Mrs. Lynch advocated providing a larger allocation to The Cultural Arts Center at Glen Allen and adding funding for Camp Baker. Mr. Nelson suggested the Board take a closer look in the future in assessing how various outside organizations that receive County funds benefit Henrico citizens. Mrs. O'Bannon emphasized the importance of ensuring that the organizations are spending County funds wisely. Mr. Vithoulkas advised the Board that staff could return to the Board on the final day of the legislative budget reviews with a revised recommendation that reallocates some of the non-departmental funding to organizations that provide food and shelter, legal services, and recidivism prevention. He recommended the overall total allocation remain at \$12.7 million. There was further discussion by Mr. Nelson and Mrs. O'Bannon regarding the adequacy of the unwritten funding criteria used by the Office of Management and Budget. Mr. Vithoulkas and Mr. Parr responded to more questions from them pertaining to the criteria and categories of funding. Mr. Vithoulkas suggested allocating funding for construction of the Reynolds Culinary Arts Program over a two-year period rather than a one-year period to free up additional non-departmental funds for outside organizations. Mr. Nelson asked staff to provide additional information regarding Childsavers, a nonprofit 501(c)(3) organization that offers mental health services for children in the metro Richmond area. He suggested non-departmental funding be considered for Sports Backers. Mr. Vithoulkas responded to questions and comments from Mrs. O'Bannon and Mrs. Lynch concerning non-departmental funding for tax relief programs. Mr. Thornton suggested the County needs to be more receptive to outside organizations that have not previously received County funding. Mrs. O'Bannon pointed out many of the organizations requesting funding from the County perform services that the County cannot or should not do on its own.

Mr. Foster updated the Board on a possible snowstorm forecast for March 21. He informed the Board that County agencies were preparing for the worst and would be ready for whatever happens.

Mr. Vithoulkas briefly reviewed the schedule of legislative budget reviews for the following day.

The Board adjourned for the day at 4:54 p.m. and reconvened at 1:03 p.m. on Tuesday, March 20, 2018.

Members of the Board Present:

Frank J. Thornton, Chairman, Fairfield District
Tyrone E. Nelson, Vice Chairman, Varina District
Thomas M. Branin, Three Chopt District
Courtney D. Lynch, Brookland District
Patricia S. O'Bannon, Tuckahoe District

Other Officials Present:

John A. Vithoukas, County Manager
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board
Tanya B. Harding, CMC, Administrative Assistant/Deputy Clerk to the Board
Timothy A. Foster, P.E., Deputy County Manager for Community Operations
W. Brandon Hinton, Deputy County Manager for Administration
Douglas A. Middleton, Deputy County Manager for Public Safety
Anthony J. Romanello, Deputy County Manager for Community Services
Randall R. Silber, Deputy County Manager for Community Development
C. Michael Schnurman, Legislative Liaison
Benjamin A. (Ben) Sheppard, Assistant Director of Public Relations & Media Services
Edward N. (Ned) Smither, Jr., Director of Finance
Justin D. Crawford, Management and Budget Division Director
Marielle P. McFarland, Budget Supervisor
Julian S. Parr, Senior Budget Analyst
Sharon Todd Van Gils, Senior Budget Analyst
Meredith L. Colonna, Budget Analyst
Heather B. Cottrell, Budget Analyst
Brandon M. Harvey, Budget Analyst
Paula G. Reid, Director of Human Resources

The legislative budget reviews continued with the following presentations:

- Electoral Board/Registrar – Mark J. Coakley, General Registrar; joined by Stephen A. Bryant, Chair; Robert C. Shippee, Vice Chair; and Cathy P. Woodson, Secretary

Mr. Coakley introduced the three members of the Electoral Board. He cited recent newspaper headlines regarding the protection of voting systems from cyber threats and election cyber security to ensure accurate and accessible results. Mr. Coakley provided the Board members with voting statistics from their magisterial districts. In response to questions from Mr. Nelson, he advised the Board there will be a work session presentation prior to 2019 regarding the proposed splitting of five or six of the County's voting precincts. Mr. Coakley responded to questions from the Board pertaining to voter registration records and election administration. Mr. Thornton suggested the Electoral Board develop a policy for curbside voting. Mr. Coakley agreed with this suggestion.

- Human Resources/Employee Benefits/Risk Management – Paula G. Reid, Director; joined by Rebecca L. Simulcik, Assistant Director; Patricia R. Witmer, Business Supervisor; and Jason M. Young, Risk Manager

Mrs. Reid introduced Ms. Simulcik and Ms. Witmer. She informed the Board that the department's Benefits Manager, Julia Sleeman, recently retired and was replaced by Terri Melton. Mrs. Reid noted communication, collaboration, and credibility guide all her department's initiatives. She highlighted the ways the department partners with and serves the County workforce. Mrs. Reid introduced Jelisa Turner, the County's Advocate for the Aging, and explained programs coordinated by Ms. Turner that assist the aging community. She next addressed how the department provides support to employees through professional development, career enrichment, and volunteer programs. Mrs. Reid referred to the County's new volunteer leave benefit and recent transition to a new deferred compensation vendor. She commented on the department's focus on enhancing the diversity of the County's workforce and reaching out to minority institutions and organizations in the community. Mrs. Reid and Mr. Crawford responded to a series of questions from Mrs. O'Bannon relating to the County's hybrid retirement plan for newer employees and the disability insurance component of this plan. Mr. Branin thanked Mrs. Reid for working on an elective benefits plan for County employees. Mr. Thornton complemented Ms. Turner on strengthening the County's services to the aging community. Mrs. Reid responded to several questions from Mr. Thornton regarding employee morale within her department and her department's efforts to make the County workforce more inclusive and more demographically reflective of the County's changing population. She explained the responsibilities of her department's Risk Management Division and how the division has increased its focus on prevention by collaborating more closely with HCPS and other general government agencies. Mrs. Reid and Mr. Young responded to questions from Mrs. O'Bannon concerning large increases in the division's budget line items for education and training and for workers' compensation insurance.

Colonel Middleton informed the Board of a media advisory forecasting inclement weather.

The legislative budget reviews continued with the following administrative agency presentations:

- Finance – Edward N. (Ned) Smither, Jr., Director

Mr. Smither recognized Mr. Crawford and introduced the following members of his staff who were seated in the audience and explained the responsibilities of their divisions: Angela Thompson, Accounting Division Director; Cecelia Stowe, Purchasing Director; Tom Little, Real Estate Assessment Director; Leo Marsh, Revenue Division Director; and Louise Evans, Treasury Division Director. He offered a brief general overview of his department's budget, noting the department's functions include those carried out by the constitutional offices of commissioner of the revenue and treasurer in other localities. Mr. Smither concluded by referring to major initiatives his department will be undertaking during the next year.

- General Services/CAM – John H. Neal, Jr. Director; joined by Thomas D. Alford, Assistant Director

Mr. Neal narrated a slide presentation on the department's FY19 budget. He began the presentation by providing an overview of the department's structure, staffing, and proposed general fund increases for FY19. Mr. Neal also highlighted proposed budget adjustments for Central Automotive Maintenance (CAM); major departmental

accomplishments during the past year; and new initiatives concerning fleet focus, work orders, energy cap, and Leadership in Energy and Environmental Design (LEED) dashboard and benefit. He concluded his presentation by identifying current projects underway in the department. Mr. Neal and Mr. Vithoulkas responded to questions from Mrs. O'Bannon relating to the police communications training room project, renovations to the former Dumbarton Area Library (now the main office for the Division of Recreation and Parks), budgeted revenues for a vehicle wash facility, gasoline and diesel fuel costs, and expenditures for chemicals to treat County facilities when there is snow or ice. In response to a question from Mr. Branin and at Mr. Vithoulkas' request, Mr. Neal elaborated on the Osborne Landing Boat House project.

- Information Technology – Travis M. Sparrow, Co-Director; joined by Thomas L. Owdom, Director, and George D. Bains, Assistant Director

Mr. Vithoulkas announced that Mr. Owdom will be retiring on March 30 and Mr. Sparrow was recently named the new Director of Information Technology. Mr. Sparrow introduced Mr. Owdom and Mr. Bains. He narrated a brief slide presentation that identified the department's objectives, core values, technology accomplishments, and short-term and long-term goals. Mr. Sparrow, Mr. Vithoulkas, and Mr. Bains responded to questions from Mrs. O'Bannon regarding mobile application development, proactive threat mitigation, and digitalization of files and records in the Circuit Court. Mr. Sparrow concluded his presentation with budget highlights. He and Mr. Owdom responded to questions from Mrs. O'Bannon pertaining to an increase in the department's budget line item for education and training and the status of Text-to-911. Mr. Vithoulkas asked staff to send the Board additional information on Text-to-911. Mr. Sparrow responded to a question from Mr. Thornton concerning the status of diversity and inclusion in terms of the department's staff. Mr. Thornton thanked Mr. Owdom for his leadership and more than 40 years of service to the County.

- Technology Replacement – Mr. Sparrow; joined by Mr. Crawford and Mrs. Van Gils

Mr. Sparrow acknowledged the efforts of Mrs. Van Gils in putting together and tracking the budget for this fund in partnership with the Department of Information Technology. He noted Mrs. Van Gils has been involved with the fund since its inception. Mr. Sparrow reviewed the budget for the fund and pointed out the Sheriff's Office has been included in the fund for the first time. He emphasized the importance of the partnership between his department and the Office of Management and Budget in maintaining the fund. Mr. Crawford and Mr. Sparrow responded to questions from Mrs. O'Bannon and Mr. Branin relating to computer purchases made through the fund.

The Board recessed at 3:02 p.m. and reconvened at 3:16 p.m.

The legislative budget reviews continued with the following administrative agency presentation:

- Public Library – Gerald M. McKenna, Director; joined by Barbara F. Weedman, Assistant Director; John C. Gentry, Controller; and Patricia C. Conway, Community Relations Manager

Mr. McKenna introduced Ms. Weedman, Mr. Gentry, and Ms. Conway. Ms. Weedman narrated a slide presentation on the Public Library's FY19 budget proposal. She reviewed the major components of the department's budget and provided public library statistical data for the previous year; local comparison benchmarks per capita with other library systems in the region; and photos profiling library facilities, services, and events. Ms. Weedman explained how the public library is connecting customers to their items faster through floating, which means items returned to any location stay there instead of being sent back to an owning location. She pointed out a new Fairfield Area Library is scheduled to open on October 6, 2019. Ms. Weedman concluded her presentation by stating the library's mission, which is to promote reading and lifelong learning, connect people with information they need, and enrich community life. She responded to a question from Mr. Branin regarding floating.

At Mr. Vithoulkas' request, Mr. Crawford distributed copies of staff's written responses to questions requiring research and asked by the Board during the previous day's sessions. He reviewed the questions and responses. Mr. Nelson requested that staff amend the answer to question no. 4 to include the matrix that was used to calculate \$52 million in untapped revenue from sports tourism. Mr. Vithoulkas elaborated on the answer to question no. 5 that asked how much Police and Fire's budgets have increased over the past five years. Regarding the answer to question no. 6, Mr. Nelson expressed concern that police overtime continues to rise despite the Board's funding for additional police officer positions. Mrs. Lynch asked that the answer to question no. 9 be expanded to include real estate tax rate trends over a period of years among the localities in the region to which Henrico was being compared.

The legislative budget reviews continued with the following community development agency presentations:

- Planning - Ralph J. (Joe) Emerson, Jr., Director; joined by Jean M. Moore, Assistant Director, and Nancy E. Graham, Administrative Manager

Mr. Emerson introduced Ms. Moore, Ms. Graham, and County Planner Seth Humphreys, who was providing technology assistance. He narrated a slide presentation that highlighted his department's caseload by fiscal year, the County's development activity, special projects his department is undertaking, and the department's FY19 budget request. Mr. Emerson responded to questions from Mrs. O'Bannon regarding form-based planning codes and to a question from Mrs. Lynch pertaining to the status of the Westwood Small Area Study. Mr. Thornton thanked the Planning Department for its leadership.

- Building Inspections – Gregory H. Revels, Building Official, and Bolman H. Bowles, Deputy Building Official

Mr. Revels introduced Mr. Bowles and his department's Technology Support Specialist, Susan Butler, who was seated in the audience. He narrated a slide presentation on his department's FY19 budget, which began with bar graphs and tables highlighting multi-year permit activity trends in his office, significant commercial projects occurring in the County, new single-family dwelling permits and dwelling facts, and multi-year trends in inspections for new construction and existing structures. Mr. Revels responded to questions and comments from Mrs. O'Bannon concerning the volume of new home construction versus home alterations and additions. Mr. Branin suggested the

department consider hiring part-time employees and retirees to help with the workload. Mr. Nelson and Mrs. O'Bannon also commented on the department's staffing. Mr. Revels concluded his presentation by providing a summary of the department's proposed FY19 budget. Mr. Thornton thanked Mr. Revels and his staff for using new tools to increase operational efficiencies.

- Community Revitalization – S. Mark Strickler, Director; joined by Paul A. Johnson, Community Maintenance Manager, and David M. Sacks, Community Development Manager

Mr. Strickler introduced Mr. Johnson and Mr. Sacks. He distributed and narrated a slide presentation on the highlights, accomplishments, and budget for his department's major programs, which include enterprise zone, Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grants (ESG), community maintenance, and volunteer assistance. He also reviewed the Laburnum Gateway/Highland Springs revitalization initiative, Highland Springs Revitalization National Register Historic District, potential uses of his department's \$2 million community revitalization fund, and proposed changes in the major categories of his department's budget. Following Mr. Strickler's presentation, Mr. Thornton complimented the department for making a difference in the way the County looks.

- Economic Development – Gary McLaren, Executive Director; joined by Toney Hall, Deputy Director, and Wendy Miller, Office Administrator

Mr. McLaren narrated a slide presentation containing charts and graphs with statistical data. During his presentation, Mr. McLaren addressed Henrico's labor force unemployment rates, major business announcements, employment creation and capital investment performance, regional economic development quadrants, office and industrial building vacancy rates, marketing initiatives, two electronic newsletters (Henrico NOW and Property NOW), the office's travel schedule, and proposed changes to major budget categories.

- Permit Centers – Lee J. Tyson, Director of Community Development, joined by Wanda H. Thibault, Community Development Supervisor

Mr. Tyson narrated a presentation on his department's budget. During Mr. Tyson's presentation, he reviewed performance measure inquiries, departmental activities and work plan, and proposed changes to major budget categories. He noted for Mr. Thornton that the department was formed in 2001 and updated Mrs. O'Bannon on same-day services offered by the department.

Colonel Middleton distributed and reviewed a transportation plan for the Board for the following day in anticipation of inclement weather. Mr. Foster advised the Board that predictions called for three to five inches of snow with the snowfall beginning between 1:00 and 5:00 a.m. Mr. Vithoulkas informed the Board that he would decide whether to activate the County's operations center by 6:00 a.m. Mr. Vithoulkas and Mr. Hinton briefed Mr. Nelson on how Children's Services Act (CSA) issues would be addressed the following day with HCPS. Colonel Middleton commented again on the transportation plan and pointed out it would be coordinated by Capt. Linda Toney from the Police Division.

The Board adjourned for the day at 5:01 p.m. and reconvened at 9:08 a.m. on Wednesday, March 21, 2018.

Members of the Board Present:

Frank J. Thornton, Chairman, Fairfield District
Tyrone E. Nelson, Vice Chairman, Varina District
Thomas M. Branin, Three Chopt District
Courtney D. Lynch, Brookland District
Patricia S. O'Bannon, Tuckahoe District

Other Officials Present:

John A. Vithoukas, County Manager
Joseph P. Rapisarda, Jr., County Attorney (*morning session*)
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board
Tanya B. Harding, CMC, Administrative Assistant/Deputy Clerk to the Board
Timothy A. Foster, P.E., Deputy County Manager for Community Operations
W. Brandon Hinton, Deputy County Manager for Administration
Anthony J. Romanello, Deputy County Manager for Community Services
Randall R. Silber, Deputy County Manager for Community Development
C. Michael Schnurman, Legislative Liaison
Steven A. Knockemus, Assistant Director of Public Relations & Media Services (*morning session*)
William H. Jones, III, Senior Public Relations Specialist (*afternoon session*)
Edward N. (Ned) Smither, Jr., Director of Finance
Justin D. Crawford, Management and Budget Division Director
Marielle P. McFarland, Budget Supervisor
Julian S. Parr, Senior Budget Analyst
Sharon Todd Van Gils, Senior Budget Analyst
Meredith L. Colonna, Budget Analyst
Heather B. Cottrell, Budget Analyst
Brandon M. Harvey, Budget Analyst
Paula G. Reid, Director of Human Resources

The legislative budget reviews continued with the following presentation:

- Schools – Patrick C. Kinlaw, Superintendent; joined by Michelle F. “Micky” Ogburn, School Board Chair, Three Chopt District; John W. Montgomery, Jr., School Board Vice Chair, Varina District; Beverly L. Cocke, School Board Member, Brookland District; Roscoe D. Cooper, III, School Board Member, Fairfield District; and Lisa A. Marshall, School Board Member, Tuckahoe District

Mr. Thornton thanked the School Board for attending this session and welcomed everyone who was in attendance. He commented on the value of having an open dialogue and maintaining a long-range focus on school issues to ensure Henrico is producing the finest students it can in the 21st century. Mr. Vithoukas echoed Mr. Thornton's comments and thanked Dr. Kinlaw for providing exemplary service to the County. Mrs. Ogburn introduced the members of the School Board and Dr. Kinlaw and noted members of HCPS' leadership team and finance and budget offices were in the audience. She offered opening remarks and referred to highlights in the HCPS budget,

noting the budget's focus on hiring new employees and more teachers. Dr. Kinlaw noted the budget includes a merit-based salary increase and the addition of 22 positions that will allow all elementary school teachers to have one planning period per day as part of a multi-year school improvement effort. Andy Jenks, HCPS' Director of Communications and Public Relations, showed a three-minute video highlighting the following themes: Achievable Dream, family engagement, social-emotional support services, meals tax improvements, career technical education, and middle school transformation.

Chris Sorensen, HCPS' Assistant Superintendent for Finance and Administration, pointed to his strong relationship with the County's general government staff and the important role of HCPS' Budget Director, Debra Hargrave, in developing HCPS' budget. He narrated the first portion of a slide presentation on the School Board's FY 2018-19 annual financial plan. Mr. Sorensen began by reviewing school system statistics, HCPS' budget process, and actual and projected enrollment trends since 2007. Mr. Nelson asked staff to provide a five-year projection of student enrollment, and Mr. Branin asked staff to provide a more detailed analysis as to why enrollment is projected to remain flat. Mr. Sorensen continued his presentation by reviewing a five-year history of development activity in each of the County's magisterial districts. He and Dr. Kinlaw explained for Mrs. O'Bannon how HCPS is monitoring housing types in new subdivisions to improve enrollment trend predictions. Mr. Sorensen then offered statistics on student diversity and students receiving free meals. Mr. Nelson asked staff to provide the percentage of students who use free and reduced lunches at each school. Mr. Sorensen next shared state accreditation Standards of Learning (SOL) results. Mr. Nelson asked staff to provide accreditation statistics, including SOL scores, for each school.

Nyah Hamlett, Assistant Superintendent for Instructional Support, narrated the next section of the presentation. She reviewed out-of-school suspensions, existing student supports, and additional student supports contained in HCPS' FY19 budget. Mr. Nelson expressed concerns regarding the disproportionate number of African-American students being suspended in Henrico public schools. There was discussion by Mrs. O'Bannon, Mrs. Ogburn, Dr. Kinlaw, Mr. Nelson, and Mr. Montgomery regarding year-round school models and the Achievable Dream program. Dr. Hamlett responded to a series of questions from Mrs. O'Bannon, Mr. Nelson, and Mr. Branin pertaining to supports for dyslexic students and the role of a new dyslexia advisor position included in the HCPS budget. Assistant Superintendent for Instruction Beth Teigen, Mrs. Ogburn, Mrs. Cocke, and Mrs. Marshall responded to concerns voiced by Mr. Thornton relating to the continued statewide emphasis on SOLs versus critical thinking.

Mr. Sorensen continued the presentation by returning to the podium and highlighting five-year changes to HCPS operating funds and changes to the general fund budget for FY19. He identified general fund target areas on which HCPS has focused. Mrs. Ogburn, Dr. Kinlaw, and Mr. Montgomery responded to questions and comments from Mr. Thornton and Mr. Nelson regarding the national teacher shortage and how HCPS is facing this challenge. In response to a question from Mrs. O'Bannon, Mrs. Ogburn elaborated on how HCPS is responding to school safety issues. Mrs. Cocke responded to questions and comments from Mr. Nelson, Mr. Branin, and Mrs. O'Bannon pertaining to teacher supports. Mr. Sorensen resumed the presentation and addressed general fund expenditure reallocations, the special revenue fund, and the special revenues budget. After receiving more information on the Family Advocates program from Dr.

Hamelett, which is funded in the special revenues budget, Mr. Thornton noted the program can make a big difference in the community and expressed hope the program will gain more synergy. Mr. Sorensen next reviewed proposed increases in the County Manager's proposed budget for salaries, the debt service fund, and school nutrition and federal/state grant funds. He concluded the presentation by giving an operating funds summary and general funds summary, identifying major components of HCPS' capital improvements plan budget, providing a meals tax history, and listing the next steps in HCPS' budget process.

The Board recessed at 11:08 a.m. and reconvened at 11:23 a.m..

Mr. Sorensen, Mrs. Ogburne, Mrs. Marshall, Dr. Kinlaw, and Mr. Montgomery responded to questions from Mr. Nelson and Mr. Branin pertaining to instructional vacancies, student-teacher ratios, and school building capacities. Mr. Nelson suggested the Board of Supervisors and the School Board have an extended conversation concerning these and other issues at a future meeting outside the legislative budget reviews. Mr. Thornton pointed out the County's public schools have different challenges than they did 25 years ago. Mr. Nelson suggested there needs to be a strategic plan for addressing school issues that is sensitive to the County's taxpayers. Mrs. Cocke commented on school security and safety issues.

Mrs. Lynch voiced concerns that HCPS lags other localities in the region in teacher pay except at the entry level and leads the region in teacher turnover. She advocated adding \$4.3 million to the County Manager's proposed budget for teacher salaries and suggested HCPS needs to take a market-based approach towards teacher compensation. Mrs. Lynch distributed teacher salary comparison data. Mrs. Ogburn asked for additional time to review the data since it had not previously been shared with the School Board. Mr. Branin and Mr. Nelson expressed concern the information provided by Mrs. Lynch had not been validated by the County staff or shared with the other members of the Board of Supervisors before being distributed and discussed. Mr. Nelson agreed teachers are undervalued but pointed out the Board of Supervisors relies on the School Board to bring forward HCPS budget priorities. There was discussion by Mr. Vithoulkas and Mrs. Lynch relating to pay scales. There was also discussion by Mrs. Lynch, Mrs. Ogburn, and Mrs. Marshall regarding pay compression. Mr. Thornton suggested the issues raised by Mrs. Lynch should be researched, analyzed, and discussed collegially.

The Board recessed for lunch at 12:31 p.m. and reconvened at 12:57 p.m.

The legislative budget reviews continued with the following presentation:

- Children's Services Act/Schools' CSA – Ty F. Parr, Director of Social Services; joined by Hubert V. (Hugh) Field, Senior Controller; Tracy Johnson, CSA Coordinator; and Dr. Hamlett

Mr. Parr introduced Mr. Field and Ms. Johnson and recognized Dr. Hamlett. Ms. Johnson narrated a slide presentation on the Children's Services Act (CSA). She began the presentation by reviewing CSA office staffing responsibilities and funding streams. Mr. Parr responded to questions from Mrs. O'Bannon concerning the Department of Social Services' use of federal matching funds authorized under Title IV-E of the Social Security Act. Ms. Johnson continued her presentation by explaining CSA's legislative

history and the composition of the County's Family Assessment and Planning Team (FAPT). Mr. Parr and Ms. Johnson responded to questions from Mrs. O'Bannon pertaining to the team's cases and workload. Ms. Johnson concluded her presentation by explaining CSA's legislative requirement for family engagement, its core principles, the County's CSA's budget versus actual expenditures during the past seven years, private day placement expenditures and growth during the past seven years, and CSA responsibilities for special education placement. Ms. Johnson, Mr. Vithoulkas, and Dr. Hamlett responded to questions from Mrs. O'Bannon and Mr. Nelson relating to the role of HCPS' Individualized Education Plan (IEP) assessment team versus the role of FAPT.

Dr. Hamlett also narrated a slide presentation on the CSA. She began by reviewing historical data on HCPS students with disabilities. Mr. Nelson asked staff to provide a demographic breakdown of students in private day placements. Dr. Hamlett continued her presentation by explaining the placement continuum for students with special education needs and CSA's impact on private day placements. She and Mr. Parr responded to questions from Mrs. O'Bannon and Mr. Branin pertaining to the local and statewide escalation in private day placement costs. Dr. Hamlett continued her presentation by highlighting HCPS' short term plan for reallocating Title II funds to implement an intensive professional development plan for staff; mid-term plan to expand services based on schools with the highest referral rates for private day placements and establish a team of compliance and engagement coordinators for schools; and long-term goal of developing a more intensive alternative program for students with disabilities, including those with behavioral and mental health challenges. She concluded her presentation by referring to a two-page handout describing the need for the alternative program, which would serve as a separate and public special education placement option for kindergarten through twelfth (K-12) students with disabilities.

In response to a question from Mr. Thornton, Dr. Hamlett distributed a spreadsheet documenting the recent growth in HCPS' special education due process hearings and comparing HCPS' data with comparable Virginia school divisions and statewide statistics. There was extended discussion by Board members and Dr. Hamlett regarding the County's experience with due process hearings and the budgetary impact of these hearings. In response to a question from Mrs. Lynch, Dr. Hamlett distributed a copy of the *Request for Due Process Hearing* form that must be submitted to the Virginia Department of Education to initiate the process. Mr. Thornton and Mr. Nelson voiced concerns relating to the dramatic increase in HCPS due process hearings filed during the past two years by special education advocates. Mr. Nelson pointed out the County has incurred substantial legal costs as result of these hearings and it is difficult for the Board to justify these costs to Henrico taxpayers. Dr. Hamlett noted HCPS staff is always receptive to mediation but many parents with advocates are not interested in that approach. Mrs. Ogburn assured Mr. Nelson that HCPS' staff has undergone training and professional development but pointed out HCPS' hands are tied when parents insist on retaining special education advocates and pursuing a legal recourse. She informed Mr. Nelson that HCPS has undertaken a systemwide evaluation of its IEP assessment process. Mr. Rapisarda and Dr. Hamlett responded to questions from Mrs. O'Bannon, Mr. Nelson, and Mr. Branin pertaining to the role of mediators. Dr. Hamlett advised the Board that special education advocates in Henrico are encouraging parents to keep students out of school and use due process to threaten HCPS staff. Mr. Branin voiced concern that Henrico students are being used by special education advocates to

attack HCPS and the County. Mrs. O'Bannon suggested the County pursue changes in state or federal law that would require mediation to be used for special education due process cases. Mr. Rapisarda agreed to research this issue.

The Board recessed at 2:25 p.m. and reconvened at 2:35 p.m.

Mr. Foster provided a quick update on the snowstorm and advised the Board that County crews would be treating County facilities for black ice after sundown.

The legislative budget reviews continued with the following presentations:

- Social Services – Mr. Parr; joined by Faye C. Owhin and Shawn M. Rozier, Assistant Directors, and Mr. Field

Mr. Parr introduced Ms. Owhin, Mr. Rozier, and Mr. Field as well as two members of his staff seated in the audience, Beth Gilmore and Judy Kraft, who are participating in the County's Leadership Development Program. Mr. Parr narrated a slide presentation on his department's proposed FY19 budget. Mr. Vithoulkas asked Mr. Parr to abbreviate the presentation and skip over some of the slides in the interest of time. Mr. Parr summarized issues discussed by his staff at a recent executive retreat and cited Henrico Social Services program statistics for program year 2016-17. He responded to questions from Mrs. O'Bannon concerning how Medicaid expansion will affect staffing within his department. Mr. Parr concluded his presentation by reviewing the fiscal impact of FY17 programs and operations on his department's budget and the breakdown of personnel versus capital/operations costs for the department's proposed FY19 budget.

- Sheriff – Michael L. Wade, Sheriff; joined by Col. James B. Fitzgerald, Undersheriff, and Christopher Pecci, Controller

Sheriff Wade narrated a slide presentation on the Sheriff's Office's FY19 proposed budget. He began his presentation with a brief overview of his office's budget and personnel complement. Sheriff Wade also addressed data regarding facility operations and population trends at Jail East and Jail West; health services contracts; inmate medical and prescription drug costs; detox protocol statistics for 2015-18; his department's receipt of the Lucy Webb Hayes Award; social media services; community outreach initiatives; facilitated services; recruiting missions; cost saving initiatives, including the student summer basic academy; and the Opiate Recovery by Intensive Tracking (ORBIT) program and workforce initiative, including ORBIT painters and a painting partnership with Richmond Raceway. In response to questions from Mrs. Lynch and Mr. Nelson, he elaborated on the genesis and scope of the ORBIT workforce initiative. Sheriff Wade concluded his presentation by sharing statistics from his office's December 2017 inmate survey pertaining to drug involvement and usage. Mr. Nelson remarked he would like to see a separate stepdown facility in Henrico for drug offenders as recommended by Sheriff Wade. Mr. Thornton thanked Sheriff Wade and his staff for operating humane jail facilities that have received national and international accolades.

- Police/Metro Aviation/Wireless E-911 – Humberto Cardounel, Chief; joined by Captain Toney and Kathryn A. Sobczak, Controller

Chief Cardounel noted many members of his command staff were in the audience and then introduced Captain Toney and Ms. Sobczak. He narrated a slide presentation on the Police Division's FY19 legislative budget proposal. Chief Cardounel began his presentation by addressing the major components and functions of his division's budget, the division's special revenue fund, divisional efficiencies achieved through technological advancement, the division's TRI-ARC accreditation by the Commission on Accreditation for Law Enforcement Agencies (CALEA), law enforcement challenges, additional awards and recognitions, police officer recruitment efforts and results, and community outreach. Mrs. O'Bannon suggested the division apply for a National Association of Counties Achievement Award for establishing a cybersecurity specialist position. In response to a question from Mr. Nelson, Chief Cardounel elaborated on the division's efforts to recruit more minority police officers. He also explained the division's current tattoo policy for officers. Chief Cardounel continued his presentation by reviewing the division's engagement and communication initiatives, including its expanding use of social networks and social media; career development for its next generation of leaders; and training and education programs. He provided Mrs. O'Bannon with examples of social media threats. Chief Cardounel concluded his presentation by reviewing Henrico's crime rates for the past 32 years and comparing its Part 1 crime totals for 2016 and 2017.

Following his presentation, Chief Cardounel provided a status report on the Henrico Police Athletic League (PAL) program at Mr. Thornton's request. He assured Mr. Thornton that Henrico's Police Academy graduates are educated about and introduced to PAL. Mr. Thornton thanked Chief Cardounel and his staff for their efforts with PAL and noted the program serves as a template for other localities. Chief Cardounel responded to questions from Mrs. O'Bannon relating to budgetary increases for medical and laboratory expenses and the use of NARCAN Nasal Spray by the County's public safety agencies to help reverse opioid overdoses. He explained for Mrs. Lynch how the division budgets for overtime pay for police officers. Pete MacRae, Deputy Chief for Administrative Services, offered a status report on text-to-911. Mr. Thornton commented he was proud to have the division represented at one of his recent town meetings.

The Board recessed at 4:03 p.m. and reconvened at 4:14 p.m.

The legislative budget reviews continued with the following presentation:

- Fire/EMS/Emergency Services – Anthony E. McDowell, Chief; joined by Alec W. Oughton, Deputy Chief for Operations, and Krystal S. Adebayo, Controller

Chief McDowell introduced Chief Oughton and Ms. Adebayo and acknowledged several other members of his staff who were in the audience. Chief McDowell advised the Board that in the interest of time he was going to skip over a series of slides in the first section of the division's prepared presentation. He began the presentation by identifying proposed funding for the three major components of the Division of Fire's budget – personnel, operating, and capital outlay. Chief McDowell then provided a comparison of the division's operating costs per capita as compared to several other Virginia localities and noted the division's staff ratio of civilian personnel and sworn firefighters as compared to like agencies. He also provided a comparison of the division's proposed FY19 general fund budget and personnel complement compared to the FY17 actual and

FY18 approved budgets. Chief Oughton narrated the next portion of the presentation by reviewing the division's changing landscape; the County's growth in population and Emergency Medical Services (EMS) calls for service; call frequency impact on the County's EMS system, including delayed advance life support (ALS) responses; the historical solution to increased ALS call volumes; and desired outcomes and proposed solutions for the County's ALS system. He cited the division's proposed solutions as development of a new Emergency Medical Dispatch (EMD) system, enhancement of the County's Basic Life Support (BLS) response infrastructure, development of the Community Assistance Resource and Education Team (CARE), and collaboration with community partners to improve system efficiency. Chief McDowell clarified for Mr. Nelson that the division was suggesting a multi-year, phased approach. Chief Oughton concluded the presentation by providing an EMD/emergency fire dispatch (EFD) update and identifying next steps in year one and years two through five in developing a comprehensive and collaborative approach to service delivery. Chief McDowell assured the Board that the division has modeled its proposed solution on a combination of best practices from other EMS systems around the country. Because the County does not collect revenue for EMS services, it has flexibility in maximizing its resources for ALS. Mrs. Lynch complimented the division staff for devising a creative and comprehensive solution. Mr. Vithoulkas noted there was insufficient time for Chief McDowell to highlight the division's efforts involving regional cooperation, but this information could be conveyed to the Board in a future work session. He asked Chief McDowell to elaborate on a letter Chief McDowell received from Charles City's county administrator thanking the division's personnel for responding to a house fire that occurred in Charles City on March 19. Chief McDowell pointed out Charles City County does not currently have a certified volunteer fire department. Mr. Thornton suggested the County needs to articulate cooperative efforts such as this more articulately to the public. Chief McDowell and Mr. Vithoulkas responded to questions from Mr. Nelson and Mrs. O'Bannon pertaining to the status of Charles City County's volunteer fire department; the expectations of Henrico's citizens for superior EMS services; and the division's recent logistical support to other localities, including Petersburg.

Mr. Vithoulkas briefly reviewed the schedule for the final day of legislative budget reviews. The Office of Management and Budget distributed a list of non-departmental funding requests with recommended funding levels for FY19. Mr. Julian Parr and Mr. Vithoulkas explained how outside agencies are notified about the status of their funding requests after the Board's adoption of the budget.

The Board adjourned for the day at 4:53 p.m. and reconvened at 9:07 a.m. on Thursday, March 22, 2018.

Members of the Board Present:

Frank J. Thornton, Chairman, Fairfield District

Tyrone E. Nelson, Vice Chairman, Varina District

Thomas M. Branin, Three Chopt District

Courtney D. Lynch, Brookland District (*departed at 10:30 a.m. and returned at 12:00 noon*)

Patricia S. O'Bannon, Tuckahoe District

Other Officials Present:

John A. Vithoukas, County Manager

Joseph P. Rapisarda, Jr., County Attorney (*morning session*)

Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board

Tanya B. Harding, CMC, Administrative Assistant/Deputy Clerk to the Board

Timothy A. Foster, P.E., Deputy County Manager for Community Operations

W. Brandon Hinton, Deputy County Manager for Administration

Douglas A. Middleton, Deputy County Manager for Public Safety

Anthony J. Romanello, Deputy County Manager for Community Services

Randall R. Silber, Deputy County Manager for Community Development

C. Michael Schnurman, Legislative Liaison

Benjamin A. (Ben) Sheppard, Assistant Director of Public Relations & Media Services

Edward N. (Ned) Smither, Jr., Director of Finance

Justin D. Crawford, Management and Budget Division Director

Marielle P. McFarland, Budget Supervisor

Julian S. Parr, Senior Budget Analyst

Sharon Todd Van Gils, Senior Budget Analyst

Meredith L. Colonna, Budget Analyst

Heather B. Cottrell, Budget Analyst

Brandon M. Harvey, Budget Analyst

Paula G. Reid, Director of Human Resources

The legislative budget reviews continued with the following presentation:

- Recreation and Parks/Belmont Golf – Edwin C. (Neil) Luther, IV, Director; joined by Catherine J. Latimer, Controller, and Kimberly C. Schott, Administrative Assistant

Mr. Luther briefly reviewed budget highlights for the Division of Recreation and Parks, noting the proposed increase in operating expenses was related to the following events: the opening of Greenwood Park, necessary supplies for the maintenance of new high school athletic fields, and the addition of funding for Henrico's commitment to the Richmond Raceway and Richmond Symphony. He also pointed to the division's focus on enhancing park operations. Mr. Luther narrated a slide presentation on the division's proposed FY19 operating budget. He began by updating the Board on ongoing capital projects. Mr. Luther and Capital Projects Division Manager Steve Hart responded to questions from Mrs. O'Bannon and Mr. Branin regarding drainage projects at Freeman High School's athletic field. Mr. Luther showed a video clip of the activities going on at Greenwood Park. He continued his slide presentation by sharing data for the past several years documenting the economic impact of sports tourism from the County's athletic fields and highlighting the east end and Route 5 corridor visitor experience, special events and community engagement activities, and recreation facility operations. In response to questions from Mrs. O'Bannon and Mr. Branin, Mr. Luther elaborated on the growing popularity of pickleball. He continued his presentation by addressing restroom maintenance, the Park Services career series, and the division's process for applying to the National Recreation and Parks Association to attain accreditation from the Commission for Accreditation of Park and Recreation Agencies (CAPRA). Mr. Luther and Mr. Vithoukas responded to questions from Mrs. O'Bannon concerning the division's expenditures to install and maintain synthetic turf at athletic fields. Mr. Thornton asked staff to provide data documenting the average time people

spend each day on leisure activities. In response to a question from Mr. Thornton, Mr. Luther elaborated on the division's progress in making its staff more demographically inclusive and diverse. He also identified for Mr. Thornton criteria that the division will use in planning and building future recreation centers.

The next section of Mr. Luther's presentation focused on Belmont Golf Course, including its retained earnings history. He advised the Board that staff will be preparing a request for proposals for privatization of the facility in response to direction given by the Board at its January retreat. The goal is to put Belmont Golf Course in a position to generate a positive revenue stream. He confirmed for Mr. Thornton that more golf courses are closing nationally than opening and there was an oversupply of golf courses that were built in the early 1990s as part of new residential development. Mrs. O'Bannon noted she has received e-mails from constituents who are interested in seeing Belmont rebuilt as a classic course. Mr. Luther informed the Board that he will bring back options for preserving Belmont for future generations in light of today's market.

The Board recessed at 9:53 a.m. and reconvened at 10:00 a.m.

The legislative budget reviews continued with the following presentations:

- Agriculture and Home Extension – Kimberly H. Edmonds, Extension Agent; joined by Angela M. Wrigglesworth, Administrative Assistant

Ms. Edmonds introduced Ms. Wrigglesworth and noted the proposed budget for her agency only reflects the County's annual contribution. She pointed out the County reimburses Virginia Tech for the full cost of two positions in her office and provides 50 percent of the cost of the other positions. Ms. Edmonds narrated a slide presentation titled *Extending Knowledge, Improving Lives: Henrico Extension Office*. She began by reviewing Virginia Cooperative Extension's mission, statistics documenting how the Henrico Extension Office is reaching citizens, priority issues for the period 2014 to 2017, and her office's outreach role regarding the County's Municipal Separate Storm Sewer System (MS4) program plan. Ms. Edmonds responded to questions from Mrs. O'Bannon and Mr. Branin pertaining to nutrient management plans written for residents of certain areas of Henrico County and training associated with those plans. Ms. Edmonds continued her presentation by explaining a new well water drinking clinic program offered by her office. She responded to questions from Mr. Branin and Mrs. O'Bannon relating to well testing. Mr. Branin asked staff to provide the results of a well test survey conducted by the Extension Office. Ms. Edmonds concluded her presentation by explaining the Henrico 4-H Youth Development Program, family and consumer services programs Henrico Extension offers in nutrition and financial education, and how Henrico Extension is serving Henrico's schools.

Mr. Thornton remarked that he sees additional possibilities for the Extension Office in terms of the services it provides and would like for the County to further exploit the Extension Office in view of today's modern American family. Mr. Vithoulkas confirmed for Mrs. O'Bannon that the Extension Office can be included in the ongoing discussion of allowing backyard chickens in the County's residential zoning districts. Mr. Hinton informed the Board that Ms. Edmonds is part of an interim working group that is looking at extending Richmond's Tricycle Farm to Henrico through a partnership with

HCPS. Ms. Edmonds explained for Mr. Thornton a free soil- sampling program Henrico Extension offers to homeowners.

- Public Works – Steven J. Yob, Director; joined by Michael A. Jennings, Assistant Director; Eldon T. (Todd) Eure, Transportation Development Division Director; and Danielle E. Bazemore, Senior Controller

Mr. Yob introduced Mr. Jennings, Mr. Eure, and Ms. Bazemore as well as the following members of his staff who were seated in the audience: Jennifer Cobb, Engineering and Environmental Services Director; Jamie Massey, Road Construction and Maintenance Supervisor; John Cezka, Traffic Engineer; and Sam Amos, Chief Design Engineer. Mr. Yob highlighted several accomplishments of the Department of Public Works during the past year and then narrated the first section of a slide presentation on the department's FY19 budget. He began by reviewing several major projects, including engineered Wood Way, the Nuckols Road ramp lane extension, the Charles City Road project, sidewalk projects, and repairs to Galaxie Road resulting from a June 2017 thunderstorm. Mr. Yob also explained his department's community outreach through citizen information meetings for capital projects, public meetings for mass transit, and establishing an online presence with an up-to-date status of projects. He next addressed bridge replacement projects on Lakeside Avenue and Wilkinson Road, bridge rehabilitation projects on Parham Road and Greenwood Road, and a stream restoration project in the Duncroft subdivision. Mr. Yob broke away from the slide presentation and highlighted the department's major revenue sources, how gasoline taxes are generated and distributed, and the department's major expenditure categories. Mr. Vithoulkas responded to a question from Mrs. Lynch regarding how the County budgets for snow removal services. Mr. Yob assured Mr. Branin his department is taking a proactive approach towards pothole repairs. He pointed out the County's general fund supports several functions within his department, including environmental inspection, the standing water initiative, leaf collection services, feasibility studies, and GRTC and JOBS services. Mr. Yob and Mr. Vithoulkas responded to concerns expressed by Mr. Thornton that some homeowners do not understand how the County bills for leaf vacuuming.

Mr. Eure narrated the second section of the slide presentation. He reviewed proposed GRTC Transit Service expansion, including the extension of Route 19 service to Short Pump and the extension of service hours for Routes 7, 19, and 21. Mr. Eure noted the estimated cost of these service enhancements is \$1.2 million. Mr. Branin suggested GRTC reduce the size of the Route 19 bus if service is extended to Short Pump, so the vehicle will be more maneuverable in an area with heavy traffic congestion. He commended Mr. Nelson for identifying the reasons for extending service to Short Pump and commended staff for its work on this. Mr. Thornton and Mrs. O'Bannon cited the need for proactive marketing of the proposed expansion, which Mr. Eure recommended be implemented in October 2018 after GRTC launches its new bus rapid transit (BRT) service. Mr. Thornton cited the efficiency of Europe's mass transit system. Mr. Eure responded to questions from Mrs. O'Bannon pertaining to route coverage and explained diagram of Henrico County's transit coverage area and GRTC's new route network. Mr. Nelson pointed out expanded GRTC service was brought up by the Board at its January retreat, and staff worked hard to bring back a plan to the Board. He agreed with Mr. Branin that attention needs to be paid to providing safe bus access in the heavily-congested Short Pump area. There was discussion by Mr. Nelson, Mr. Branin, Mrs.

O'Bannon, and Mr. Vithoulkas relating to the process staff followed to carry out the Board's vision for expanded service. Mr. Thornton cited this successful process, which included citizen participation, as an example of the Henrico Way. The Board recessed for lunch at 11:31 a.m. and reconvened at 11:43 a.m.

The legislative budget reviews continued with the following presentation:

- Public Utilities/Solid Waste/Street Lighting – Charles B. (Chip) England, Director; joined by Bentley B. Chan, Assistant Director, and Evelyn D. McGuire, Senior Controller

Mr. England introduced Mr. Chan and Mrs. McGuire. The following members of his leadership team who were in the audience introduced themselves: Jon Clary, Solid Waste Division Director; Ralph Claytor, Design Division Director; James Grandstaff, Water Reclamation Facility Director; Lee Maddox, Construction Division Director; Russell Navratil, Water Treatment Facility Division Director; Michele MacLauchlan, Assistant Operations Division Director; Stephen Porter, Operations Division Director; Neal Burns, Assistant Water Reclamation Facility Division Director; Alvin Christian, Senior Engineer; Marchelle Sossong, Senior Engineer; and April Swanson, Senior Engineer. Mr. England narrated a slide presentation on the Department of Public Utilities' FY19 operating budget. He explained how his department is delivering value; highlighted the FY19 cost of delivering water and sewer; provided a water, sewer system, and solid waste overview; documented the annual growth in the County's water and sewer customers; identified future renewal needs and echo curves for sewer system and water distribution pipe; and explained how the department's water and sewer expenditures and revenues are tracked. Mr. Vithoulkas and Mr. England responded to concerns voiced by Mrs. O'Bannon regarding how expansion of the County's solid waste collection services has affected private haulers. Mr. Vithoulkas offered to have a personal conversation with Mrs. O'Bannon to discuss this matter further. Mr. England responded to questions from Mr. Branin and Mrs. O'Bannon regarding the status of leachate gas collection at the Springfield Road transfer station. Mr. Branin thanked staff for working with Dominion to explore future ways of capturing energy from the site of the former Springfield Road landfill. Mr. England continued his presentation by highlighting expenditure and revenue trends for solid waste and street lights and summarizing his department's budget request takeaways. He concluded his presentation by reviewing customer impacts and benchmarking.

Following his presentation, Mr. England responded to questions from Mrs. O'Bannon concerning the department's water and sewer connection fees. There was discussion by Mrs. O'Bannon and Mr. Smither relating to the County's process for selling water and sewer bonds.

Mr. Silber clarified for the Board that the housing complex currently known as 11 North at White Oak Apartments has 1,184 units.

The legislative budget reviews continued with the following presentations:

- Capital Projects – Mr. Vithoulkas

Mr. Vithoulkas narrated a slide presentation on the FY19 proposed capital budget. Mr. Vithoulkas began his presentation by explaining the need for public infrastructure maintenance and reviewing infrastructure requests for education, public utilities, and public safety. Mr. Vithoulkas asked for the Board's concurrence in moving forward with a Public-Private Education Facilities and Infrastructure Act (PPEA) proposal for a stepdown jail facility for drug offenders as discussed during Sheriff Wade's budget presentation the previous day. He responded to questions from Mrs. O'Bannon pertaining to how the facility would be used. The consensus of the Board was to give Mr. Vithoulkas the flexibility to go forward with the proposal. Mr. Vithoulkas continued his presentation by reviewing infrastructure requests for recreation, libraries, and schools. He and Mr. Crawford responded to questions from Mrs. O'Bannon regarding the use of state lottery proceeds. Mr. Vithoulkas continued his presentation by reviewing infrastructure requests for public safety and roadways. Mr. Foster elaborated on the unique design features of the Woodman Road Extension project. He responded to questions from Mrs. O'Bannon regarding the project. Mr. Vithoulkas continued his presentation by reviewing infrastructure requests for stormwater requirements. There was discussion by Mr. Foster, Mrs. O'Bannon, Mr. Branin, and Mr. Vithoulkas concerning these requirements. Mr. Vithoulkas continued his presentation by reviewing infrastructure requests for building/site improvements and information technology and by identifying the funds composing the proposed capital budget. He concluded by informing the Board the 2016 bond referendum addressed many needs in the community, from needed renovations to enhancing field space to meeting public safety needs, and the FY19 capital budget will continue to fund strategic investments in the maintenance of the County's infrastructure.

Following his presentation, Mr. Vithoulkas encouraged Board members to call Mr. Yob or him if they have questions concerning the status of road paving on streets in their districts. Mr. Thornton suggested staff provide a report to the Board in the future on subdivisions with inactive homeowners' associations. Mr. Vithoulkas acknowledged the efforts of Mr. Foster in working with the Montezuma Village community on infrastructure improvements.

- MH/DS – Laura Totty, Director; joined by Michelle A. Johnson, Assistant Director for Community Support Services; Daniel R. Rigsby, Assistant Director for Clinical Services; Lynn A. Goodale, Assistant Director for Administrative Services; Yvonne D. Russell, Quality Assurance Manager; and Martha J. Shephard, Controller

Ms. Totty introduced Ms. Johnson, Mr. Rigsby, Ms. Goodale, Ms. Russell, and Ms. Shephard. She also introduced Joyce Hann, Brookland District representative on the Henrico Area Mental Health & Developmental Services (MH/DS) Board who was seated in the audience. Ms. Totty narrated a slide presentation on the FY19 budget for Henrico Area MH/DS. She began her presentation by explaining the role of the agency; sharing a story about a client who has a mental health disorder; highlighting agency statistics pertaining to detention and custody orders, emergency assessments, and crisis calls and admissions; and documenting how increased demand has led to the short supply of hospital beds. There was discussion by Mrs. O'Bannon and Ms. Totty relating to hospital bed availability. Ms. Totty continued her presentation by reviewing how her agency is achieving its jail diversion goal by partnering with the Sheriff's Office; Commonwealth's Attorney's Office, judges, defense attorneys, and magistrates. She next elaborated on how MH/DS is responding to those in crisis through regional

partnerships, provided statistics on unduplicated customers served, and explained how grants continue to be the key to enhancing services and the Same Day Access (SDS) initiative is providing faster access for all who need MH/DS services. Ms. Totty responded to a question from Mr. Thornton relating to the level of grant funding received by her office. She continued her presentation by noting how her office is expanding primary healthcare and explaining the Department of Justice settlement agreement. Ms. Totty clarified the distinction between intellectual disability and developmental disability for Mrs. O'Bannon. She continued her presentation by reviewing her agency's focus on health and wellness in recovery and its awards and accreditations. Ms. Totty commented on the green warrant process in response to questions from Mrs. O'Bannon. Looking to 2018, Ms. Totty concluded her presentation by discussing the future environment of mental health, developmental, and substance abuse services; updating the Board on her agency's new managed care service delivery system (CCC Plus), new electronic health record project, and plans for a new east center clinic; and identifying financial trends for her agency, including sources of revenue and expected changes for FY19.

Following her presentation, Ms. Totty responded to questions from Mrs. O'Bannon concerning the status of mental health first aid training for County employees. She also responded to a question from Mr. Thornton pertaining to support services and training that are available to members of her staff who routinely deal with traumatic situations.

Mr. Branin reported the Department of Public Utilities (DPU) responded to a local assisted living facility earlier in the day within one hour of receiving a call about a sewer backup. He complimented DPU staff on the quick response.

The legislative budget reviews concluded with the following community service agency presentations:

CRWP – Brian K. Davis, Director

- Mr. Davis narrated a slide presentation on the Capital Region Workforce Partnership (CRWP) FY19 budget. Mr. Davis explained what CRWP does, why workforce development matters, and how CRWP is organized. He then provided budget highlights and confirmed for Mrs. O'Bannon that the proposed budget includes the City of Richmond's share of funding. Mr. Davis continued his presentation by reviewing who CRWP's customers are, the agency's individual and business services, the agency's partners, service statistics, customer distribution among participating localities, CRWP's business solutions team, and indicators of the agency's success. He responded to a question from Mrs. O'Bannon relating to the average time period it takes for dislocated workers served by CRWP to be placed in jobs. Mr. Davis concluded his presentation by sharing several of his agency's success stories. He advised Mrs. O'Bannon of CRWP's relationship with Goodwill Industries. Mr. Thornton expressed an interest in having workforce development partnerships as a topic for one of his future town meetings.
- Public Health – Dr. Danny TK Avula, Acting Director; joined by Cecil L. (Charlie) Lintecum, Administrator; Richard M. (Mike) Callahan, Environmental Supervisor; and Deanna M. Krautner, Population Health Manager

Dr. Avula, Mr. Callahan, and Ms. Krautner narrated a slide presentation on the Henrico Health District's FY18 department highlights and budget request. Dr. Avula began by identifying the members of the Health Department staff who were present and their position titles and providing statistics pertaining to the district. Mr. Lintecum reviewed the major revenue sources for the department's FY19 proposed budget. Ms. Krautner explained the district's community health assessment and improvement planning, including its 2017 community health assessment. She and Dr. Avula discussed social determinants of health. Dr. Avula identified and explained the department's clinical services programs and how they are accessed. Mr. Thornton suggested the district consider purchasing and operating a medical care van to reach underserved areas. Dr. Avula agreed with the concept but voiced a concern about the costs associated with purchasing and operating the van. Dr. Avula continued the presentation by noting the district's continued harm reduction efforts and participation in the County's Heroin Task Force and its expanded focus on healthy lifestyles and chronic diseases. Mr. Thornton pointed out the district needs to ensure lower income persons receive good health care information. He said he was glad to see a movement towards community gardens. Mr. Callahan continued the presentation by reviewing environmental health statistics for the district relating to permitted food establishments, onsite well applications, and houses served by an alternative onsite sewage system. He responded to questions from Mrs. O'Bannon regarding the maintenance, costs, and reliability of onsite sewage systems. Mr. Callahan continued the presentation by reviewing rabies surveillance statistics. Dr. Avula addressed health-related basic needs and provided statistics on local and regional tuberculosis outbreaks and Henrico cases investigated versus confirmed for the top 10 reportable conditions in 2016. In response to a question from Mr. Branin, Dr. Avula elaborated on origin of tuberculosis infections and the populations most at risk. Mr. Lintecum continued the presentation by reviewing the district's emergency preparedness and response statistics. Dr. Avula highlighted the district's increasing involvement with refugee health and documented the significant annual increases in refugee patients served by the district. In the interest of time, he skipped over additional slides relating to refugee clients and a slide relating to regional community health assessment coalitions. Dr. Avula concluded the presentation by explaining his district's Women, Infants, & Children (WIC) program and documenting five-year local, regional, and statewide infant mortality rate trends. In response to questions from Mrs. O'Bannon, Dr. Avula elaborated on neonatal death syndrome and factors contributing to the rise in the district's infant mortality rates.

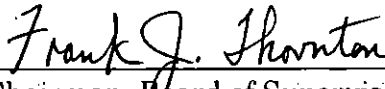
Following the presentation and at Mr. Nelson's request, Dr. Avula updated the Board on the recruitment for the district's open Health Director position. In response to a question from Mr. Thornton, Dr. Avula commented on how public policy affects higher infant mortality rates among African American babies. Mrs. O'Bannon asked staff to provide data showing whether there is a correlation between infant mortality and maternal age. Mr. Lintecum confirmed for Mrs. O'Bannon that the district no longer provides neonatal care inhouse but provides the service through an agreement with Virginia Commonwealth University's Medical College of Virginia (MCV).

Mr. Vithoulkas distributed revised non-departmental agency funding recommendations reflecting increases in a number of community organizations based on feedback provided by the Board during the review of non-departmental agency requests on March 19. He advised the Board that additional financial resources for FY19 were made available by funding the Reynolds Community College Culinary Arts construction over two years instead of one year and

by making small adjustments to the contingency fund. Mr. Vithoukas noted for Mrs. Lynch that funding for The Cultural Arts Center at Glen Allen was restored to the amount requested by the organization as she had requested.

Mr. Vithoukas informed the Board the proposed budget will be advertised in the March 25 *Richmond Times-Dispatch* for public hearing on April 10. The Board will adopt the FY19 budget and establish 2018 tax rates on April 24. He thanked Mr. Crawford and the Office of Management and Budget staff for their work on the budget. Mr. Thornton thanked staff for putting the budget information together. In response to a question from Mrs. O'Bannon, Mr. Vithoukas noted You Tube videos have been prepared profiling the proposed FY19 budget. Mrs. O'Bannon commented on the tremendous amount of time each County department spends working on the budget. She pointed to all the work that especially goes into the public safety area of the budget and referred to public safety as the Board's most important responsibility.

There being no further business, the meeting was adjourned at 2:57 p.m.



Chairman, Board of Supervisors
Henrico County, Virginia