

COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
SPECIAL MEETING
March 16 - 17, 2020

The Henrico County Board of Supervisors convened a Special Meeting on Monday, March 16, 2020, 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:

Thomas M. Branin, Chairman, Three Chopt District
Daniel J. Schmitt, Vice Chairman, Brookland District
Tyrone E. Nelson, Varina District (*departed at 10:00 a.m. and returned at 10:45 a.m.*)
Patricia S. O'Bannon, Tuckahoe District
Frank J. Thornton, Fairfield District

Other Officials Present:

John A. Vithoukas, County Manager
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board
W. Brandon Hinton, Deputy County Manager for Administration
Steven W. Knockemus, Assistant Director of Public Relations & Media Services
Meaghan F. Coates, Assistant Director of Finance

Mr. Branin called the meeting to order at 9:14 a.m.

Mr. Vithoukas recommended the Board add the following resolution to the special meeting agenda by unanimous consent confirming the declaration of a local emergency by the County Manager in his capacity as the County's Director of Emergency Management. This declaration was in anticipation of the effects of the COVID-19, which threatened the health, safety, and welfare of Henrico residents and businesses.

78-20 On motion of Mr. Thornton, seconded by Mrs. O'Bannon, and by unanimous vote, the Board approved adding to the agenda an item numbered 78-20 and titled "Resolution – To Confirm the Declaration of a Local Emergency" – see attached resolution.

On motion of Mrs. O'Bannon, seconded by Mr. Schmitt, and by unanimous vote, the Board approved this item – see attached resolution.

Following the votes, Mr. Vithoukas elaborated on the purpose and contents of the resolution.

Mr. Branin announced that it was necessary to reduce the number of persons in the Manager's Conference Room for the legislative budget reviews because of COVID-19. He said it was likely the schedule of agency reviews would be abbreviated for the same reason although it was important that the business of the County go forward. In response to a question from Mrs.

O'Bannon, Mr. Vithoulikas pointed out the budget is a plan and that he anticipated there will be changes to the proposed budget prior to adoption by the Board as more information is received regarding the financial effects of the pandemic. He advised the Board that department heads were being brought into the room one at a time to present their agencies' budgets, and Ms. Coates informed the Board that Management and Budget Division staff were following the meeting via a live stream rather than being physically in attendance.

Mr. Vithoulikas recognized Jackson Baynard, the County's new Chief of Emergency Management and Workforce Safety, who along with Ms. Coates narrated a slide presentation titled *Financial and Operational Preparations for COVID-19*. Chief Baynard mentioned that Deputy County Manager for Public Safety Tony McDowell, Deputy County Manager for Administration Brandon Hinton, and Deputy Emergency Manager Rob Rowley will be instrumentally involved in coordinating these preparations and providing updates. The Department of Information Technology will help facilitate virtual local and regional meetings among County staff and their regional counterparts. Chief Baynard and Mr. Vithoulikas assured Mr. Thornton that the County will be developing a COVID-19 informational hot line for both County employees and the public. He and Mr. Vithoulikas responded to questions from the Board pertaining to COVID-19 testing, the logistics of maintaining County services, and the availability of emergency leave for employees. After brief discussion, the Board reached a consensus directing County staff not to disconnect utility customers who fall behind in their payments. Mr. Schmitt urged staff to maintain financial and operational flexibility in preparing for the rapidly changing COVID-19 environment. Mr. Thornton cautioned the Board and staff to ensure the County has a heart and watches out for the vulnerable. Mrs. O'Bannon emphasized the importance of communicating with and engaging Henrico citizens. Ms. Coates assured Mrs. O'Bannon that the County's financial exposure is minimal and that the County has the tools to deploy budget-saving measures based on its experience with the 2008 economic downturn. Ms. Coates and Mr. Vithoulikas responded to additional questions from the Board relating to the status of capital projects, the issuance of building permits, and plans for serving citizens while many employees work remotely from home.

Revenue Briefing

Mr. Vithoulikas recognized Ms. Coates, who provided the revenue briefing on the proposed Fiscal Year 2020-2021 (FY 2020-21) budget. After providing national economic data, Ms. Coates offered the following observations regarding Henrico: positive trends continue in all major revenue streams, including real property, personal property, and sales taxes; the local housing market, which is the primary driver of local revenues, is strong albeit there are small signs of tightening; caution should be applied when evaluating contributions from other governments; and consumer debt is clouding the outlook for some elastic revenues over the longer run. After summarizing local property assessment and revenue trends, Ms. Coates summarized the County's primary sources of general fund revenues and offered the following conclusions: economic activity is positive and growth is projected to rise at a moderate rate; positive trends are continuing in terms of major revenue streams; and changing conditions will be frequently monitored so that the County is poised to react, if needed. She, Mr. Vithoulikas, and Mr. Hinton responded to questions from the Board concerning various local and state revenues sources.

Expenditure Briefing

Mr. Vithoukas recognized Mr. Hinton, who provided the FY 2020-21 expenditure briefing. Mr. Hinton identified the County's FY 2020-21 budget priorities as follows: allocating funds for the County's core services, primarily education and public safety; maintaining compensation and benefits for the County's employees; enhancing the County's economic development efforts; maintaining the County's fiscal structure; and environmental sustainability. He and Ms. Coates responded to questions from the Board regarding the possibility of implementing hiring bonuses for school and public safety personnel, savings achieved from vacant school positions, career ladders for teachers, and the cost of employee benefits. Mr. Nelson and Mr. Schmitt asked for more specifics on how Henrico County Public Schools (HCPS) has spent the \$95.6 million in incremental funding allocated by the Board to HCPS since FY 2018-2019. Mr. Nelson expressed concern that his constituents have not seen where the additional funding for HCPS has produced results for schools in the Varina District. In response to questions and request from the Board, Mr. Vithoukas stated that staff will bring forward information on collective bargaining for public employees at a future Board work session. Mr. Nelson voiced concern that the General Assembly has pushed legislation to mandate collective bargaining for local employees but has exempted state employees from this legislation. Mr. Vithoukas and Ms. Coates responded to questions Mrs. O'Bannon and Mr. Schmitt pertaining to the County's recycling costs and the status and revenue mechanisms of a new regional recycling contract being discussed by localities and the Central Virginia Waste Management Authority. Mr. Vithoukas commented on trends in the County's fund balance. He, Mr. Hinton, and Ms. Coates responded to questions from Mrs. O'Bannon concerning the County's bond rating. In the interest of time, Mr. Hinton reviewed the proposed FY 2020-21 capital budget during this presentation. Mr. Vithoukas and Ms. Coates responded to questions from Mr. Schmitt relating to the authority under the Code of Virginia for local governing bodies to allocate funds to school boards on a quarterly basis and by category. There was discussion among Board members, Mr. Vithoukas, and Ms. Coates regarding this option. Although Mr. Nelson, Mr. Vithoukas, and Mr. Branin expressed concerns about following this path, Mr. Branin agreed with Mr. Thornton that the Board should be aware that this option is available.

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

- Public Relations & Media Services – Benjamin A. (Ben) Sheppard, Director

Mr. Branin thanked Mr. Sheppard on what he is doing to lead the region on the public relations front. Mr. Sheppard narrated a slide presentation highlighting his agency's community engagement efforts, press conferences and media events, and social media activities and analytics. He responded to questions from the Board regarding his agency's use of YouTube and social media platforms. Mr. Nelson thanked Mr. Sheppard for helping the Board share content on social media and remarked that he wants the Board to ramp up the agency's budget and encourage Mr. Sheppard and his staff to use all available social media platforms. He asked that the Manager's Conference Room be modified to allow for the live streaming of work sessions. Mr. Branin concurred with this request and commented that because the Board is trying to be transparent there is no reason not to stream its work sessions. Mr. Vithoukas agreed to bring back a proposal to the Board with options. Mr. Sheppard pointed out that staff is currently upgrading the Board Room and will be switching to a new provider for live streaming of the Board's regular meetings that will provide high definition capabilities.

- Internal Audit – Vaughan G. Crawley, Director

Mr. Crawley reviewed audits that his office has recently conducted as well as future audits that have been scheduled and highlighted the County's internal auditing procedures and goals. He also reviewed follow-up processes that have been developed for auditing HCPS programs and operations, his office's support for general government and HCPS external audits, the significant increase in his office's workload since assuming responsibility during the previous year for HCPS audits, and proposed changes in his office's line items. Mr. Crawley responded to questions from the Board pertaining to the types of school activities that are audited. Mr. Schmitt and Mr. Branin thanked Mr. Crawley for his office's work with general government and HCPS.

Mr. Vitoulkas announced the appointment of Steven J. Yob as Deputy County Manager for Community Operations, effective March 28. Mr. Yob currently serves as the County's Director of Public Works and is replacing Tim Foster, who is retiring after a 30-year career with the County. Mr. Vitoulkas asked both Mr. Yob and Mr. Foster to come to the podium while he reviewed the responsibilities of the position. Mr. Yob thanked the Board for its confidence in him and thanked Mr. Foster for his support.

The legislative budget reviews continued with the following presentation:

- County Attorney – Joseph P. Rapisarda, Jr., County Attorney, joined by J. T. (Tom) Tokarz, Deputy County Attorney

Mr. Rapisarda recognized Mr. Tokarz, who narrated a brief slide presentation highlighting the office's successful work on three cases that were decided by the Supreme Court of Virginia, legal work on other significant matters, and significant reduction in outside legal fees in special education matters. Prior to making the presentation, Mr. Tokarz reflected on Mr. Rapisarda's lengthy and stellar career with the County and the office's succession management preparations. He pointed out there was no requested increase in the office's operating budget. Mr. Tokarz responded to questions from the Board concerning the technology replacement line item, the current role of the Reed Smith law firm in providing outside legal counsel for special education cases, and the office's commitment to racial inclusion in its recruitment efforts.

The Board recessed for lunch at 12:21 p.m. and reconvened at 12:43 p.m.

The legislative budget reviews continued with the following presentations:

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

Mr. Smither noted that Purchasing Division Director Cecelia Stowe has announced her retirement and Real Estate Assessment Division Director Tom Little is expected to retire later in the year. He narrated a slide presentation on his department's FY 2020-21 proposed budget. Mr. Smither profiled his department's administrative team and identified his department's major budget categories, noting that 90 percent of the departmental budget is allocated to personnel expenses and more than half of the expenses are dedicated to contractual services and the printing and mailing of tax bills. Mr. Smither reviewed five-year trends for the department's total budget and noted the department has been averaging two percent growth annually compared to 3.7 percent

growth for the County's overall operating budget. Mr. Smither also reviewed highlights, focus areas, and future considerations for the department's risks management, accounting, budget, purchasing, real estate, revenue, treasury, and administrative and technical divisions. In summary, Mr. Smither pointed out that the Finance Department's budget includes supplemental requests of \$3.2 million for risk management claims and \$32,698 for software and lease payments and that the department will focus on long-term planning and better collaboration and integration, specifically in customer-facing areas. He responded to questions from Mr. Thornton pertaining to the Purchasing Division's Small, Women-owned, and Minority-owned (SWAM) procurement program and questions from Mr. Schmitt relating to tax generation and bond financing.

- Circuit Court Services – Richard S. Wallerstein, Jr., Chief Judge

Judge Wallerstein addressed the highlights of the Circuit Court's budget, including proposed increases in postage and publication costs. He noted jurors now receive box lunches in the Courts Building instead of eating in Café 1611, but jury trials will be cancelled for the next two weeks because of COVID-19. Judge Wallerstein responded to questions from the Board regarding the effect of COVID-19 on court scheduling and access. There was discussion among Board members and Judge Wallerstein pertaining to COVID-19 screening procedures that have been implemented in the Courts Building. Judge Wallerstein encouraged Board members to call his cell phone if they have suggestions, thoughts, or concerns.

- Juvenile/Domestic Relations District Court Services – Rondelle D. Herman, Chief Judge

Judge Herman advised the Board that the clerk for the Juvenile and Domestic Relations District Court (JDRDC) was not present because she was not feeling well. She and Mr. Vithoukas explained a recommendation in the proposed budget to supplement the salaries of JDRDC deputy clerks to address turnover in these positions resulting from low pay. Judge Herman, Ms. Coates, Mr. Vithoukas, and Mr. Hinton responded to questions from the Board pertaining to JDRDC salaries, staffing, and supplemental pay. Mr. Vithoukas clarified that state funding for these deputy clerk positions is determined by the Supreme Court of Virginia and not the Virginia General Assembly. In response to a question from Mr. Nelson, Judge Herman pointed out school truancy cases are no longer being sent to the JDRDC due to changes in state law but there is concern families with school-aged children in need of support are not receiving adequate services.

- General District Court – B. Craig Dunkum, Chief Judge

Judge Dunkum advised the Board that the Commonwealth has authorized additional deputy clerk positions for the General District Court, which along with docket changes for traffic cases will help the Court with its workload. He noted that no major changes are being requested to the budget for FY 2020-21. Tony McDowell, Deputy County Manager for Public Safety, informed the Board that all three of the County's chief judges attended a COVID-19 department head and key officials briefing held earlier in the day.

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

Mr. Neal narrated an abbreviated slide presentation titled *The House of Henrico*. He reviewed requested supplements to his department's proposed budget relating to COVID-19 and updated the Board on how his department is sanitizing County facilities in response to the pandemic. Mr. Neal responded to questions from the Board concerning cleaning protocols and schedules as well as the availability of personal protective equipment for staff. He explained for Mr. Thornton how the department is ensuring racial inclusion in its contracts with outside vendors. Mr. Schmitt thanked Mr. Neal for enhancements to Café 1611 and for the department's solar energy efforts. At Mr. Branin's request, Mr. Neal provided the Board with an update as to where solar panels are being installed at County facilities.

- Drug Court – John Marshall, Judge, joined by Shelby P. Johnson, Director of the Community Corrections Program, and Sara Perkins Smith, Drug Court Administrator

Ms. Johnson narrated a slide presentation addressing the Drug Court. During her presentation, Ms. Johnson reviewed the Drug Court's staffing and five-phase structure, treatment groups, program successes, and primary sources of funding. Judge Marshall thanked the County for providing the Drug Court with an outside, independent company to conduct drug tests seven days a week. He and Mr. Vithoukias responded to a question from Mr. Nelson regarding how the Drug Court will maintain services during COVID-19.

- Community Corrections – Ms. Johnson, joined by Christopher Jacobs, Probation Services Supervisor

Ms. Johnson narrated a slide presentation titled *Community Corrections: Pretrial, Probation & Community Services*. She explained the major services provided by her office, reviewed pretrial and probation statistics, discussed the office's collaborative efforts with other agencies and entities, and identified the office's major funding sources. She responded to questions from the Board pertaining to how the office will remain open during the pandemic and staffing additions to her office resulting from recommendations by the County's Recovery Roundtable.

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

Ms. Taylor narrated a slide presentation that explained her office's mission and staffing, identified the office's major expenditure categories, documented the office's increasing workload, provided statistics on body-worn camera cases and videos as well as other cases handled by her office, and illustrated what her office has done to increase the County's positive image. Following her presentation, Ms. Taylor elaborated on efforts by the Virginia Association of Commonwealth's Attorneys and the Association's Compensation Committee that she chairs to assess staffing and workload issues among Commonwealth's Attorney's offices. She responded to questions from the Board relating to the status of the State Compensation Board allocating additional positions to her office, the level of the County's subsidy to her office compared with other Virginia localities, and her office's commitment to racial inclusion in hiring attorneys. In response to a question from Mr. Thornton, Ms. Taylor cited upswings in cases concerning human

and cigarette trafficking and mental health. Mr. Thornton thanked Ms. Taylor and her staff for the fine job they are doing.

Ms. Shuman-Johnson reviewed increases in the Victim-Witness Program budget to cover increased rental costs for the program's office space. She noted her office has been serving more victims because of new restitution services and an increase in human trafficking and is hoping for an increase in its grant funding from the Virginia Department of Criminal Justice Services. Ms. Shuman-Johnson responded to questions from Mr. Schmitt regarding this grant.

- Circuit Court Clerk – Heidi S. Barshinger, Clerk

Mrs. Barshinger distributed and reviewed a two-sided, one-page handout titled *Circuit Clerk's Office – Half Time Report – March 2000*. The report included four-year statistics for money remitted from her office to the County and the state; the number of 2019 filings compared to 2018; the office's mission; advancements made by the office in 2019; and the office's 2020 goals. It identified the office's motto as "Saving Our Past, Modernizing Our Future." Mrs. Barshinger commented on her office's focus on technology and training during the past year. She advised the Board that advancements in her office have included digitizing land records dating back to 1927 and scanning Board of Supervisors meeting minutes back to 1902. More than 50 percent of real estate transactions are now filed electronically, and customers can now order both certified and non-certified copies of documents online. Mrs. Barshinger responded to questions from the Board pertaining to her office's procedures for maintaining election ballots and paper records and for filing fictitious names.

- Human Resources/Employee Benefits/Risk Management – Rebecca L. (Becky) Simulcik, Acting Director of Human Resources

Ms. Simulcik spoke to the three Cs that her department practices – communication, collaboration, and credibility. Mr. Vithoulkas elaborated on how the Virginia Retirement System (VRS) makes retirement payments. Ms. Simulcik explained that her department is proposing the threshold for sick leave accruals be raised from 78 hours to 512 hours for employees who are classified as hybrid under VRS. In response to a question from Mr. Schmitt, she explained the County's cash-out policy for annual and sick leave for employees who leave the County for another job or who retire. Ms. Simulcik referred to Henrico's wellness incentives, voluntary benefits, career development opportunities, leadership programs, organizational development consultations, diversity and inclusion workshops, and sexual harassment awareness training offered through her department. She responded to questions from the Board concerning the status of the County's summer internship program, Student Government Day, long-term care insurance program, and personnel job fairs. Mr. Nelson asked for a breakdown of employees for each County agency by race, gender, and age. Ms. Simulcik responded to questions from Mr. Schmitt relating to application trends for County positions. She pointed out that transportation is one of the challenges faced by some prospective job applications.

- Information Technology – Travis M. Sparrow, Director

Mr. Sparrow played a short video highlighting his department's proposed budget and goals for FY 2020-21 and then distributed a one-page handout summarizing his department's FY 2019-2020 accomplishments, providing a FY21 budget breakdown for the department, and explaining proposed increases in the department's personnel and operating costs. He next narrated a slide presentation addressing the department's budget and FY 2019-20 successes; a new departmental Courts Technologist position dedicated to supporting new courtroom technology; and major upcoming projects, including an upgrade to a new version of Oracle, creation of a new cyber security-specific function code, and the move to fiber-optic networks and modern protocols for service providers delivering 911 calls to the County's dispatch center. Mr. Sparrow pointed out his department has 98 employees supporting 17,466 County and HCPS employees. Following his presentation, Mr. Sparrow responded to questions from Mrs. O'Bannon and Mr. Schmitt regarding the status of decompressing County servers and the County's current use of Cloud storage.

Mr. Vithoukas informed the Board that he would be participating in a conference call at 4:00 p.m. with his regional counterparts concerning what area localities are facing in terms of COVID-19 challenges. He noted that the City made a commitment to its restaurants not to collect meals taxes if they voluntarily shut down. Mr. Nelson said he did not see the benefit in participating in the 4:00 p.m. call because he felt the City was dragging other localities along in making the region seem reactive rather than proactive and given that its mayor previously had a private conference call with the restaurant industry that excluded other local government representatives in the region. Mr. Vithoukas responded to questions from the Board concerning the City's proposed meals tax amnesty program and the Governor's role in closing businesses.

The legislative budget reviews continued with the following presentations:

- Mental Health & Developmental Services (MH/DS) – Laura S. Totty, Director

Ms. Totty narrated a slide presentation about her agency and its FY 2020-21 proposed budget. She identified her agency's vision; provided demographics on the clients it serves; spotlighted the work of its Cultural Awareness & Competency Committee; and provided an overview of its services in the areas of integrated healthcare, emergency services, employment, housing, and jail diversion. Ms. Totty also highlighted her agency's recent awards and accreditation, FY 2019-22 strategic initiatives, Medicaid expansion, major revenue sources, five-year funding comparison, and statistics for individualized day support services. Mr. Branin asked Ms. Totty to step up the agency's substance use discovery transformation. Ms. Totty responded to questions from Mrs. O'Bannon relating to the languages used by her agency for behavioral health focus groups and the impact of COVID-19 on her agency.

- Recovery Roundtable – Ms. Totty and Anthony E. (Tony) McDowell, Deputy County Manager for Public Safety

Mr. McDowell provided background information on the County's Recovery Roundtable, which was convened during the past year to take a holistic view of how opiate use is driving overdoses, deaths, and jail overcrowding. He pointed out that the Roundtable generated considerable enthusiasm among participants and has given staff clear direction on how to address this community crisis. Ms. Totty suggested that staff can

come back to the Board later with additional information. She thanked Mr. McDowell for his leadership.

Ms. Totty and Mr. McDowell jointly narrated a slide presentation on the Roundtable. During the presentation, they identified the Roundtable's partners and challenges; provided statistics on the County's adult outpatient substance use workload; and highlighted points of contact and the Roundtable's findings and recommendations in the areas of jail diversion, outpatient treatment, supervision, housing and related support services, prevention programs, and outreach. They concluded the presentation by providing a consolidated listing of budget requests associated with the Roundtable's recommendations and by summarizing goals and expected outcomes. During the presentation, Ms. Totty and Mr. McDowell responded to questions from Mrs. O'Bannon regarding opioid overdose trends and from Mr. Branin pertaining to the timeline for establishing standards for recovery homes. Mr. Branin thanked Ms. Totty and Mr. McDowell for their work and remarked that he hopes to see swift and continued progress.

Ms. Coates distributed an updated schedule of agency presentations. Mr. Branin commented that the Supreme Court of Virginia has announced only essential court cases will be heard going forward while the Commonwealth is under a state of emergency. Mr. Nelson pointed out that President Trump has put some further stipulations in place that could extend through July or August. He noted that he and Mr. Schmitt were at the County's Emergency Operations Center the previous day. Mr. Branin concluded the day's session by suggesting that the County needs *to be transparent, informative, cautious, and focused in a right way in moving forward with its COVID-19 preparations and planning.*

The Board adjourned for the day at 4:05 p.m. and reconvened at 11:19 a.m. on Tuesday, March 17, 2020.

Members of the Board Present:

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

Other Officials Present:

John A. Vithoukas, County Manager
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board
Cari M. Tretina, Chief of Staff/Assistant to the County Manager
Meaghan F. Coates, Assistant Director of Finance

Mr. Vithoukas recommended the Board add the following resolution to the special meeting agenda by unanimous consent to award the County's annual audit services contact to Cherry Bekaert LLP for a three-year term. He noted this was a time-sensitive matter.

79-20 On motion of Mrs. O'Bannon, seconded by Mr. Schmitt, and by unanimous vote, the Board approved adding to the agenda an item numbered 79-20

and titled “Resolution – Award of Contract – Annual Audit Services” – see attached resolution.

Mr. Vithoukas responded to a question from Mrs. O’Bannon regarding the amount of the contract.

On motion of Mrs. O’Bannon, seconded by Mr. Nelson, and by unanimous vote, the Board approved this item – see attached resolution.

Mr. Vithoukas recommended the Board add the following resolution to the special meeting agenda by unanimous consent to award the County’s annual employee health services contract to HCA Health Services of Virginia, Inc., for a one-year term, with the option to renew for four additional one-year terms. He noted this was also a time-sensitive matter.

80-20 On motion of Mrs. O’Bannon, seconded by Mr. Schmitt, and by unanimous vote, the Board approved adding to the agenda an item numbered 80-20 and titled “Resolution – Award of Annual Employee Health Services” – see attached resolution.

Mr. Vithoukas responded to a question from Mrs. O’Bannon concerning the scope of services that are to be performed under the contract. Mrs. O’Bannon stated that although not legally required to do so she would be abstaining from voting on this item because her husband is an employee of HCA Health Services.

On motion of Mr. Schmitt, seconded by Mr. Thornton, with Mrs. O’Bannon abstaining, the Board approved this item – see attached resolution.

Mr. Vithoukas advised the Board that staff had met in pre-Board prior to this morning’s session, and there were no remaining items on the draft agenda for the March 24 Board meeting that could not be deferred or moved to a future meeting. He further advised the Board that the County Attorney’s Office was researching whether local governing bodies can convene a meeting electronically if a quorum is not physically present. The Virginia Attorney General’s Office has referred this question to local government attorneys without an answer. Mr. Vithoukas provided the Board with copies of a March 13, 2020, opinion from the Virginia Freedom of Information Advisory Council regarding electronic meetings under the Virginia Freedom of Information Act and Coronavirus State of Emergency.

Mr. Vithoukas recognized Chief Baynard, who provided a COVID-19 update. Chief Baynard identified various agencies and community partners that are working as teams to address COVID-19 issues and challenges. He advised the Board that County staff has been working on regional testing and looking at ways to support HCPS. Chief Baynard also pointed out that the deputy county managers were helping agencies manage their COVID-19 activities and daily situation reports were being developed through his office. He responded to questions from Mrs. O’Bannon concerning the County’s Emergency Operations Center, COVID-19 call centers, security measures at County parks, and potential for drive-through library services. Dr. Amy Cashwell, Superintendent of Schools, responded to a question from Mrs. O’Bannon relating to the status of college board testing for Henrico public school students.

The legislative budget reviews continued with the following presentation:

- Schools – Dr. Amy E. Cashwell, Superintendent, joined by Dr. Roscoe D. Cooper, III, School Board Chair, Fairfield District; and Christopher A. Sorensen, Chief Financial Officer

Mr. Vithoukas commented that the cooperation between the County's general government and HCPS has never been better.

Mr. Sorensen narrated a slide presentation on HCPS's FY 2020-21 approved budget. Mr. Sorensen reviewed how students are benefitting from the investment in HCPS's budget as well as outlining HCPS enrollment trends and changes in HCPS's operating funds and general fund expenditures from FY 2019-20 to FY 2020-21. He explained how HCPS's multi-year budget planning has provided consistency and big wins for the community. Mr. Sorensen then shared general fund highlights. Dr. Cashwell responded to a question from Mrs. O'Bannon regarding transportation hub security for the YMCA swim program that will be offered in partnership with HCPS. Mr. Sorensen continued his presentation by reviewing three-year funding for teacher support and teacher ratio reduction positions. He provided the following highlights for HCPS contained in the County Manager's proposed budget: a general fund increase of \$8.9 million; a salary increase for all qualifying employees on July 1 of three percent or \$8.5 million, with the balance from attrition; an additional \$150,000 for residency compliance; and an additional \$255,000 for veteran teachers. Mr. Sorensen concluded his presentation by identifying budget planning priorities for FY22 and beyond and budget approval steps for HCPS's FY 2020-21 budget. Dr. Cashwell distributed and referred to a one-page handout titled *Superintendent's Recommended FY20-21 Financial Plan*, which included HCPS's strategic goals and cornerstone alignment of these goals with FY 2020-21 budget recommendations. She assured Mrs. O'Bannon that the HCPS budget contained considerable flexibility.

Dr. Cashwell responded to questions from Mrs. O'Bannon pertaining to HCPS's plans for the summer and fall sessions in light of COVID-19, anticipated enhancements to HCPS's online learning models, and the role of the Henrico Education Foundation in helping HCPS address student hygiene and lunches while school facilities are closed.

Dr. Cashwell, Mr. Sorensen, and Ms. Coates responded to questions from Mr. Schmitt concerning HCPS's counselor-student ratio for elementary, middle, and high schools; HCPS's utilization of substitute teachers; and anticipated cost savings from school facilities being closed. Mr. Schmitt encouraged the finance teams from the County's general government and HCPS to have frequent and transparent communications to identify areas in the HCPS budget where cost savings can be achieved. He suggested those areas may include personnel and benefits, diesel fuel, field trips, athletic services, contractual services, and printing and binding.

With Mr. Vithoukas's assistance, Dr. Cashwell responded to a lengthy series of questions from Mr. Nelson relating to the impact of reductions in meals tax revenues on school projects; the effect of decisions by Richmond City Schools on school closures in Henrico; alternative arrangements for high school graduations; the percentage of HCPS's workforce that is part-time and safeguards in place to protect the jobs of HCPS's part-time or hourly employees; HCPS's graduation rates compared to those of other school systems in the region; HCPS's capital improvement plan priorities; the reasons massive school redistricting has been proposed in western and northern Henrico; the

status of an Achievable Dream program for middle school students; plans for the future renovation and reuse of the current Highland Springs High School building; and the status of teacher support positions and vacant teacher positions. Mr. Nelson asked HCPS to provide the Board with updated information on vacant teacher positions. Mr. Schmitt expressed concern that the Board previously funded 50 additional teacher positions and later learned that the former school superintendent only filled 20 of these positions. He asked Mr. Hinton to assist HCPS in coordinating the information requested by Mr. Nelson. Dr. Cashwell responded to further questions from Mr. Nelson regarding the adequacy of the \$255,000 in additional funds budgeted for veteran teachers, the status of new school construction, and the implementation of recommendations contained in the 2018 independent report pertaining to equity and parent engagement in HCPS's special education program. Dr. Cashwell advised the Board that an outside law firm, Reed Smith LLP, is handling new litigation involving appeals of special education due process cases. Mr. Nelson expressed appreciation to Dr. Cashwell for being forthright with the Board in her responses.

Mr. Thornton complimented Dr. Cashwell on her leadership and open-mindedness. He expressed hope that HCPS is making progress in hiring more teachers of color to reflect Henrico County's changing demographics. Mr. Thornton also voiced hope that HCPS will optimize its funding to produce a 21st century education for its students, will have a heart and be sensitive to the needs and expectations of both students and parents, will continue to improve Henrico's schools and education process, and will openly share information requested by the Board.

Mr. Schmitt suggested redirecting savings in the budget from cancelled field trips to fund more cleaning in the schools. He distributed a handout to the Board citing census data for each of Henrico's five magisterial districts. Mr. Schmitt said the data indicates to him that people move but schools do not and explains why pressure is being put on existing schools in the Brookland and Tuckahoe magisterial districts.

Mr. Branin remarked that Henrico was blessed to have Dr. Cashwell as school superintendent. He asked that Dr. Cashwell and the School Board involve the Board of Supervisors before making decisions about collective bargaining for teachers in view of recent Virginia General Assembly legislation. Dr. Cooper thanked the Board for its collaboration and spirit. He noted the positive way that the Board of Supervisors and School Board have worked together. Dr. Cooper characterized the County as results driven and complimented Mr. Vithoukias for his leadership and for convincing HCPS that the renovation of Virginia Randolph Education Center should be a number one capital project priority. Mr. Branin apologized that the entire School Board could not be physically accommodated for this meeting because of COVID-19 restrictions and the need to safeguard the health of County and HCPS officials. Dr. Cashwell asked the Board of Supervisors to call on HCPS whenever she and her staff can provide information.

The Board recessed for lunch at 1:13 p.m. and reconvened at 1:29 p.m.

The legislative budget reviews continued with the following presentations:

- Social Services – Ty F. Parr, Director; joined by Gretchen Brown, Division Manager

Mr. Parr distributed a slide presentation to the Board on his department's proposed FY 2020-21 budget that he did not put on the screen. He addressed the first slide, which provided statistics documenting the impact of Medicaid expansion on his department's workload. Ms. Brown reviewed the department's child welfare division programs and how two new positions funded by the Board for FY 2020-21 are being used. She discussed the department's partnership with Virginia Kids Belong, which provides wrap-around support to foster and birth families. Mr. Vithoulkas joined Mr. Parr and Ms. Brown in responding to questions from Mrs. O'Bannon pertaining to children crossing the border and to the County's escalating Children Service Act expenditures. Ms. Brown thanked the Department of Public Relations & Media Services for facilitating an article in the *Richmond Times-Dispatch* profiling her department's Family Visitation Room that opened in December with help from Virginia Kids Along and Henrico Faith Partners. Mr. Parr responded to questions from Mrs. O'Bannon concerning the status of a safe zone for children at the County's Training Center.

Mr. Parr and Ms. Brown responded to questions from Mr. Nelson relating to the County's homelessness assistance programs and resources. Mr. Parr expressed concerns about the red tape residents must go through in seeking assistance and suggested the County needs a simpler process. Ms. Brown elaborated on the history and services of Homeward, a planning and support agency working to prevent, reduce, and end homelessness in the Greater Richmond region. Mr. Thornton suggested it would be helpful to establish a homelessness assistance hotline while COVID-19 restrictions are in place. Mr. Nelson said he wants to ensure that homelessness is being adequately addressed in Henrico. The Board agreed with a recommendation by Mr. Vithoulkas to bring back the issue of homelessness at a future Board work session. There was additional discussion by the Board, Mr. Parr, and Ms. Brown regarding homelessness.

In response to a question from Mr. Branin, Mr. Parr updated the Board on his department's recent expansion into newly renovated space at the Human Resources Building. Mr. Branin asked that a work session on homelessness be held at the Human Resources Building along with a tour of the facility. Mr. Parr responded to a question from Mr. Thornton regarding how his department will be providing adult services in the COVID-19 environment and how staff is being screened for the virus.

- Public Works – Steven J. Yob, Director, joined by Eldon T. (Todd) Eure and James T. (Jamie) Massey, Assistant Directors, and Danielle E. Bazemore, Senior Controller

Mr. Yob introduced the members of his staff who were present and thanked the Board for its ongoing support. Ms. Tretina distributed a copy of Mr. Yob's slide presentation, which was not shown on the screen. Mr. Yob alerted the Board that construction began earlier in the day on the Woodman Road construction project. He reviewed slides that were distributed to the Board, which included photographs of the Wyndham Forest sidewalk project, Gayton sidewalk project, Masonic Lane culvert repair project, a hot mix paving project, and the Dorey Road access road project. Mr. Yob highlighted several landscaping projects for which he did not provide slides or photos. He also discussed slides profiling the department's recent United State Environmental Protection Agency audit of the County's municipally separate storm sewer system and a recent award he and Mr. Branin received for Best Biking Road – Twin Hickory Bike Lanes. Mr. Yob

concluded his presentation by referring to several of his department's programs that are supported by the County's general fund.

Mr. Yob responded to questions from Mrs. O'Bannon and Mr. Thornton relating to the status of unused snow removal funds. He referred to the litter control grant his department receives and noted the department has a new litter control coordinator. Mr. Vithoulkas distributed a spreadsheet analyzing proposed allocations of sales tax and wholesale fuels tax revenues to the GRTC Transit System through the new Central Virginia Transportation Authority (CVTA) established by the Virginia General Assembly during the 2020 session. Mr. Thornton commented that he disapproves of other entities trying to bully the County on the issue of public transit. Mr. Yob responded to questions from Mr. Thornton regarding hot mix paving and the status of repaving roads in older subdivisions in the Fairfield District. Mr. Massey responded to a question pertaining to the status of a departmental plan for paving potholes. There was discussion between Mr. Nelson and Mr. Vithoulkas concerning the County's level of financial support for GRTC, both currently and as proposed under the new CVTA. Mr. Branin reminded Mr. Eure to provide him with information he requested at the Board's January retreat that he has not received.

- 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. Mr. England narrated a slide presentation on his department's FY 2020-21 budget and how the department is moving forward together with other County agencies to enrich a thriving community. Mr. England shared photographs spotlighting the Cobbs Creek Reservoir project, the department's project design team, the department's operations division making repairs, the Water Treatment Facility (WTF) and Water Reclamation Facility, the department's custom call center, and the Keep Henrico Beautiful program. He also provided an overview of the water and sewer systems, departmental assets, multi-year growth in the department's water and sewer customers, its top ten water and sewer customers, the FY 2020-21 cost of delivering water and sewer to Henrico customers. Mr. England further explained how the department is tracking spending and revenues, debt service as a percentage of expenditures, the impact on residential customers of a proposed five percent rate increase, and FY 2019-20 monthly service charge benchmarks among five of the region's localities. Mr. England responded to a question from Mrs. O'Bannon relating to replacement of the mosaic tile in the WTF courtyard and to questions from Mr. Branin regarding the proposed rate increase for utility customers. Mr. Branin suggested that the Board may need to delay the rate increase because of the financial effect of COVID-19 on the community.

Mr. England resumed his presentation by reviewing the department's curbside (refuse) collection program; solid waste revenues and expenses; and multi-year statistics for electric services, maintenance and repairs, and revenues associated with its street lighting program. He concluded his presentation by offering the following budget takeaways: projected operating, maintenance, and capital expenses will fit within projected revenues with the proposed increase in service charges; no increases have been proposed for water and sewer connection charges, solid waste fees, or streetlighting fees;

and the department has infrastructure renewal needs. Mr. England thanked the Board for its ongoing support.

Mr. Thornton suggested the County release a public service announcement and other information alerting residents to the proposed rate increase, which will take effect on July 1 if approved by the Board. Mr. England responded to a question from Mr. Schmitt pertaining to the potential effect of public utility rate increases on the County's bond ratings.

- Recreation and Parks/Belmont Golf – Edwin C. (Neil) Luther, IV, Director

Mr. Luther narrated a slide presentation on his division's FY 2020-21 proposed budget. He began by reviewing changes in the personnel, operating, and capital components of his division's budget during the past five years. Mr. Luther explained the division exists to engage the entire Henrico community to provide all residents and visitors with recreational experiences and opportunities that they value. He shared photographs illustrating several of the division's recent capital projects that define a generational moment and highlighting departmental programs that focus on the community, on developing and diversifying the County's workforce, and on expanding the "Visit Henrico" brand. Mr. Luther responded to questions from the Board concerning how the division's staff is handling COVID-19 operationally; the status of recreation programs, spring sports played at County facilities, and weddings and special events held at County recreational facilities; and plans to keep County parks open to accommodate the Governor's suggestion that families take advantage of green spaces.

- Police/Metro Aviation/Wireless E-911 – Humberto Cardounel, Chief

In the interest of time, Chief Cardounel distributed copies of a video relating to the Police Division's FY 2020-21 proposed budget that he had planned to show on the screen. He narrated a slide presentation on the budget. Chief Cardounel broke down the budget request by category (operating, capital, and personnel) and function (communications, radio shop, animal protection, and police). He explained that the division's special revenue fund is composed of the 9-1-1 service board, metro aviation, and extradition. Chief Cardounel emphasized how technology has reshaped the division, and he highlighted the division's increased emphasis on diversity in hiring police officers and the success of the Police Athletic League, which is targeted at disadvantaged youth. He compared Henrico's Part 1 annual crime rates over a 25-year period, provided a five-year comparison of Henrico's Part 1 violent crimes and Part 1 non-violent crimes, and documented 2018 and 2019 police activity for felony arrests, misdemeanor arrests, traffic summonses, calls for service, and mark outs. Prior to concluding his presentation, Chief Cardounel reviewed the work of the County's STAR (Services to Aid Recovery) and CIT (Crisis Intervention Team) programs in which the division participates with other County agencies, and he emphasized that addressing crime is a multi-agency effort. He responded to questions from the Board regarding local trends in domestic violence situations; additional supplies or support the division may need in a COVID-19 environment; the frequency and nature of mark outs; the status of minority recruitment within the division; and ways the division can improve. Mr. Schmitt complimented Chief Cardounel on his accessibility. Mr. Nelson requested a racial breakdown of officers who have recently been recruited by the division.

- Fire/EMS/Emergency Services – Alec W. Oughton, Chief, joined by Catherine Latimer, Director of Administration, and Krystal S. Adebayo, Controller

Chief Oughton distributed a slide presentation titled *Henrico County Division of Fire FY 2020-21 Proposed Budget: People, Programs & Projections* and in the interest of time discussed only the final four slides of the presentation. He highlighted changes in the division's proposed budget from the FY 19-20 budget in the categories of personnel, operating, and capital, and he highlighted changes in the division's personnel complement. He also showed a rendering of Firehouse 20, scheduled to open on Willis Road in the spring of 2021, and he discussed a new behavioral health assessment tool being developed for Henrico firefighters. Chief Oughton and Mr. Vithoukas responded to questions from the Board regarding the status of mental health first aid training for firefighters, the process for implementing the behavioral health assessment tool, the status of the disposal of fire protection jackets containing carcinogens, and the level of funding in the proposed budget for fire apparatus replacement.

The Board recessed at 3:50 p.m. and reconvened at 4:09 p.m.

Mr. Thornton reflected on Mr. Foster's service to the County and the various positions he held with the County over the years. Mr. Schmitt presented a parking cone to Mr. Foster, noting he first met Mr. Foster 19 ½ years ago when Mr. Foster was standing in front of a traffic cone. Mr. Branin thanked Mr. Foster for his service. Mr. Foster assured the Board he will be only a phone call away if he can be of assistance after he retires.

The legislative budget reviews continued with the following presentations:

- Sheriff – Ms. Coates

Mr. Vithoukas informed the Board that Sheriff Alysa Gregory has been exposed to someone with a fever, so he asked her not to appear to present her office's budget. Ms. Coates briefly reviewed the Sheriff's Office budget. She spotlighted the office's Student Basic Jailor Academy and ORBIT (Opiate Based on Intensive Tracking) program. Ms. Coates pointed out that increases in overtime and medical costs for inmates have driven increases in the office's budget and rising medical costs continue to be an area of special concern. Ms. Coates responded to a question from Mrs. O'Bannon pertaining to the numbers of state prisoners being held in Henrico jails. She responded to questions from Mr. Schmitt concerning the County's responsibility for housing certain state inmates and paying their medical bills.

- Community Development – Randall R. Silber, Deputy County Manager for Community Development

In the interest of time, and rather than having the department heads make individual presentations, Mr. Silber narrated a slide presentation addressing the proposed budgets for the community development agencies. He noted none of these departments was making a supplement request. Mr. Silber began his presentation by highlighting the Department of Planning. He reviewed graphs and maps containing information on the location of rezoning cases, multi-year trends in recorded lots and approved residential units, and the location of residential and commercial properties for which certificates of occupancy were issued in FY 2018-19.

Mr. Silber next discussed the Department of Building Construction and Inspections. He identified significant commercial projects that are currently active and the construction value of these projects. Mr. Silber also cited six-year trends in the numbers of construction permits issued by the County and the value of these projects. He shared photographs of old hotels that are being removed for redevelopment at 5701 Chamberlayne Road and 6531 West Broad Street.

Mr. Silber moved on to the Department of Community Revitalization. He provided highlights of the County's Enterprise Zone Program in FY19 and first half of FY 2019-20, including building permit fee waivers, grants fund awarded, and project values. Mr. Silber also highlighted the evaluation process that is underway for a national historic district in Sandston; survey, violation, and open case statistics for the Williamsburg Road/Sandston commercial corridor; and home acquisition, rehabilitation, repair, and down payment assistance for the Laburnum Gateway and Highland Springs revitalization areas.

Mr. Silber played a video demonstrating how the County's community development agencies are supporting future projects by removing obstacles to economic development. He noted that Economic Development Authority (EDA) Executive Director Anthony Romanello has shared this video with economic development prospects. Mr. Silber resumed his slide presentation at the conclusion of the video by spotlighting the EDA. He explained graphs and charts illustrating Henrico's six-year employment figures and unemployment rates; Henrico's fourth quarter office, industrial, and flex vacancy rates; recent EDA agreements with companies and how County incentives have leveraged private investment for these projects; and Henrico's ranking in Virginia during the past 10 years in terms of economic development announcements, employment creation, and private capital investment. Mr. Silber and Mr. Branin clarified the location of Henrico's Class A office space in response to a question from Mrs. O'Bannon. Mr. Silber concluded his presentation by reviewing EDA's reimagined marketing campaign and key initiatives and by profiling EDA's nine-member staff. He responded to a question from Mrs. O'Bannon relating to the status of rewriting the County's zoning and subdivision ordinances and updating its comprehensive plan.

- Non-Departmental (Cooperative Projects) – Mr. Vithoukias and Julian S. Parr, Senior Budget Analyst

Mr. Parr distributed a spreadsheet of non-departmental requests, which he pointed out was expanded this year at the Board's request to include metrics on each of the organizations making requests for FY 2020-21 or receiving County funds in FY 2019-20. He reviewed highlights of the spreadsheet, noting that three agencies funded by the Board in the current fiscal year were not recommended for funding in FY 2020-21 because either they had changed locations (ChinaFest) or not submitted new funding requests (India Association of Virginia and the ALS Association). Mr. Parr further noted that two organizations not listed on the spreadsheet, the Virginia Association of Recovery Residencies (VARR) and the McShin Foundation, were recommended for funding outside the non-departmental funds via special agreements. Ms. Coates provided further explanation of County scholarships in the amount of \$30,000 that staff was proposing for VARR. Mr. Parr clarified for Mr. Nelson that organizations are not notified about the status of their funding requests prior to the Board's action on the budget. Mr. Parr and Mr. Vithoukias responded to questions from Mr. Schmitt regarding

Hilliard House, the Association for Preservation of Antiquities, Virginia Capital Trail, and Lewis Ginter Botanical Garden. Mr. Vithoulkas advised Mrs. O'Bannon that Cari Tretina and Recreation Tourism Specialist Dawn Miller are applying to participate in Leadership Metro Richmond's upcoming class. He pointed out that the County has provided annual funding to LMR.

Ms. Coates, Ms. Tretina, and Mr. Vithoulkas responded to a series of questions from Mr. Nelson concerning the County's financial support for Henricus Foundation, J. Sargeant Reynolds Community College, the Virginia Institute of Government, and Richmond Regional Planning District Commission (Plan RVA) and staff's recommendation not to provide County funding to Re-Establish Richmond and the Community Food Collaborative. At the request of Mr. Nelson and Mr. Thornton, the Board agreed to fund half of the Community Food Collaborative's \$60,000 request. In response to questions from the Board, Ms. Coates and Mr. Parr provided additional information on two additional organizations, Liberation Veteran Services and Tech for Troops. Mrs. O'Bannon reminded the other members of the Board that non-departmental organizations receiving funds from the County offer services that the County cannot provide or would have to provide at greater expense. Mr. Schmitt said non-departmental funding should be used to activate and fuel non-profit organizations but not to sustain them forever. Mr. Thornton agreed that organizations previously funded by the County should not expect permanent funding from the County. He suggested the Board should give more consideration to organizations that have not previously received funding and the non-departmental allocation process should be made more flexible. There was extended discussion by the Board concerning the County's longstanding support for The Cultural Arts Center at Glen Allen and other non-profit organizations.

Mr. Nelson asked that \$15,000 be set aside for Coal Pit Learning Center. Mr. Parr responded to further questions from the Board pertaining to the Richmond Chinese School Foundation, Virginia Hispanic Chamber of Commerce, Re-Establish Richmond, and Culture Works. The Board agreed with a recommendation from Mr. Thornton to allocate \$15,000 to Hope in the Cities. Mr. Branin asked that \$15,000 be provided to Re-Establish Richmond.

In response to unanswered questions asked by the Board during the two days of legislative budget reviews, Ms. Coates provided information on HCPS position vacancies and the racial breakdown of SWAM program vendors and the County government workforce. Mr. Nelson asked that Ms. Coates send this information to the Board in writing.

On motion of Mr. Schmitt, seconded by Mr. Nelson, and by unanimous vote, the Board cancelled the legislative budget review sessions previously scheduled for Wednesday, March 18, and Thursday, March 19.

There was discussion by Mr. Vithoulkas, Mr. Smither, and the Board relating to deferral of the transient occupancy and meals taxes considering the closure of hotels and restaurants during the pandemic. Mr. Branin advocated deferral to help those businesses keep their employees. Mr. Thornton and Mr. Nelson remarked that the Board should be sensitive to the needs of individual citizens as well as the business community. Mr. Branin reaffirmed the Board's expectation that the County's utility customers will not have their services shut off because of late payments during the COVID-19 situation.

Mr. Vithoukas advised the Board that a trial run of having many County employees work remotely at home went smoothly. He assured the Board that as the County transitions to virtual offices during the pandemic County services will not be interrupted.

Mr. Vithoukas recommended the Board add the following emergency ordinance to the special meeting agenda by unanimous consent.

81-20 On motion of Mr. Schmitt, seconded by Mrs. O'Bannon, and by unanimous vote, the Board approved adding to the agenda an item numbered 81--20 and titled "Emergency Ordinance – To Relieve Taxpayers From Penalties and Interest Associated with Late Remittances of Food and Beverage Taxes and Transient Occupancy Taxes First Due and Owing Between March 17, 2020, and June 22, 2020" – see attached resolution.

On motion of Mr. Thornton, seconded by Mrs. O'Bannon, and by unanimous vote, the Board approved this item – see attached emergency ordinance.

In response to a question from Mr. Thornton, Mr. Vithoukas informed the Board that the funeral being held for a Henrico police officer who recently died would be limited to ten persons because of COVID-19.

Ms. Tretina reviewed a proposed electronic policy to allow for and govern participation of its members in a meeting through electronic communication. Mr. Vithoukas then recommended the Board add the following resolution to the special meeting agenda by unanimous consent.

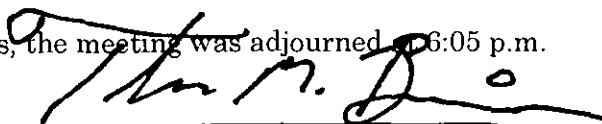
82-20 On motion of Mrs. O'Bannon, seconded by Mr. Schmitt, and by unanimous vote, the Board approved adding to the agenda an item numbered 82-20 and titled "Adoption of Electronic Participation Policy" – see attached resolution.

On motion of Mr. Schmitt, seconded by Mr. Nelson, and by unanimous vote, the Board approved this item – see attached resolution.

Mr. Vithoukas advised the Board that the County is operating at Level 4 and that although a large portion of the County government workforce will be working at home in the foreseeable future, the County will continue to be open. In response to a request from Mr. Thornton, he informed the Board that Ms. Tretina will send the Board the telephone numbers for the County's COVID-19 hotlines. Mr. Vithoukas advised Mr. Schmitt that the County is preparing to transition to Level 3 operations but should not have to go to Level 2. He and Mr. Branin expressed strong reservations about the logistics of operating at Level 2 and the impact of level 2 on County services.

Mr. Vithoukas thanked Ms. Coates and the Management and Budget Division for their work on the proposed budget.

There being no further business, the meeting was adjourned at 6:05 p.m.



Chairman, Board of Supervisors
Henrico County, Virginia