

**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
SPECIAL MEETING
January 24, 2023**

The Henrico County Board of Supervisors convened a special meeting at 5:30 p.m. on Tuesday, January 24, 2023, in the County Manager's Conference Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, 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
Patricia S. O'Bannon, Tuckahoe District
Daniel J. Schmitt, Brookland District

Other Officials Present:

John A. Vithoulkas, County Manager
Andrew R. Newby, County Attorney
Tanya N. Brackett, CMC, Assistant to the County Manager/Clerk to the Board
Michael Y. Feinmel, Deputy County Manager for Public Safety
W. Brandon Hinton, Deputy County Manager for Administration
Monica Smith-Callahan, Deputy County Manager for Community Affairs
Ty Parr, Director of Social Services/Assistant to the County Manager for Community Services
Cari M. Tretina, Assistant to the County Manager/Chief of Staff
Steven J. Yob, Deputy County Manager for Community Operations
Benjamin A. Sheppard, Director of Public Relations

Mr. Vithoulkas announced the Senior Connections presentation would be rescheduled for another time.

Overview of the Virginia Public Procurement Act

Andrew Newby, County Attorney, gave the Board an overview of the current County procurement process. The process is governed by the County Manager Act, the Virginia Public Procurement Act (VPPA), the Henrico County Code – Chapter 16, the Henrico County Procurement Manual, and the Purchasing Division standard operating procedures. He also reviewed the current award authority thresholds for various procurements and the roles of the Board and staff in awarding contracts.

Oscar Knott, Purchasing Director reviewed different procurement methods by noting the five most commonly used methods: small purchases/informal purchases, competitive sealed bidding, competitive negotiation, sole source procurement, and emergency procurement. He reviewed each procurement method. He also reviewed the process for change orders and contract amendments. He noted any change orders/contract amendments over 15% are considered an exception. Mr. Knott continued explaining over the past two years there have been 31 construction projects Countywide with contract amendments and only one of those exceeded 15%, with the average construction change order increase being 7.3%. There was some

discussion and questions from Board members regarding professional services and the current contract limits. Mr. Thornton noted he wanted to ensure we are keeping our stats with our SWaM vendors, making sure Henrico is the leader among the region in procurement.

Prior to the next presentation, Mr. Vithoulkas recognized Mr. Branin's and Mr. Schmitt's upcoming birthdays.

All Henrico Reads 2023


Barbara Weedman, Director of Libraries, was excited to announce All Henrico Reads 2023 on March 20, 2023, with Jamie Ford and the book *The Many Daughters of Afong Moy*. Mrs. Weedman stated this year the event will be held at J.R. Tucker High School at 7:00 p.m. and it will be back in-person. It will be a community event with an opportunity for Q&A with the author and a book signing. Assistant Director, Angie Bennett, distributed the book to the members of the Board of Supervisors and staff.

Update on ChildSavers

Robert Bolling, Chief Executive Officer of ChildSavers, thanked the Board and the County Manager and gave an update on their program and what they have to offer to the community. He introduced John Richardson-Lauve, the Director of Mental Health and Lead Trauma & Resilience Educator, to discuss their programs. Mr. Bolling stated they have been in the community for 100 years and have served more than 34,000 children with mental health services. Currently, they have served more than 230 children in the Henrico area. Mr. Richardson-Lauve explained they work with children who have experienced abuse, neglect, housing trauma, and trafficking issues. Right now, they are in the 15 schools within the City of Richmond, five schools in Hopewell, and hope to work within the County of Henrico schools soon. Mr. Branin asked what the relationship is currently with children in our school system. Mr. Richardson-Lauve explained currently they are working with our Department of Social Services and our Mental Health & Developmental Services Department who connect them with children who are in crisis whether they have been removed from home or in foster care. Mr. Ty Parr, Director of Social Services, noted his department has worked with ChildSavers to do training with employees in Social Services on trauma informed training. Mr. Thornton questioned why they were not within our school system yet. Mr. Bolling explained they have met with Schools and are in discussions and hopes to bring the programs to Henrico soon.

General Meeting Agenda Overview

Mr. Vithoulkas briefly reviewed the agenda items for the 7:00 p.m. meeting. There being no further business, the meeting was adjourned at 6:33 p.m.


Chairman, Board of Supervisors
Henrico County, Virginia