**At a Finance & Personnel Committee Meeting held on Thursday, July 28, 2011**

**in the Conference Room of the County Administration Building**

**20135 Princeton Road, Sussex VA**

**Present**

Harris L. Parker, Chairman, Board of Supervisors

C. Eric Fly, Sr., Chairman, Finance Committee, Vice-Chairman, Board of Supervisors

Rufus E. Tyler, Sr., Chairman, Personnel Committee, Member, Board of Supervisors

T. Wayne Birdsong, Member, Finance Committee/Board of Supervisors

George E. Morrison, III, Interim County Administrator

Eddie T. Vick, Public Safety Coordinator

Bruce Edwards, MACE, Inc.

**Item 1. Approval of Agenda**

ON MOTION OF SUPERVISOR PARKER, seconded by SUPERVISOR FLY and carried: RESOLVED that the Finance Committee hereby approves the agenda of the July 28, 2011 meeting.

Voting aye: Supervisors Birdsong, Fly, Parker, Tyler

Voting nay: none

**Item 2. Emergency Radio Communications**

Eddie T. Vick, Public Safety Coordinator, explained to the Committee the backbone or the hardware of the County’s communications system can no longer be supported. He stated that we are unable to get the components and hardware to support the current system. What Sussex has is a 5 site simulcast system that was designed for the County. Currently, the County has a narrow bandwidth of 12.5. The Federal Communications Commission regulations say that in 2013, everyone has to be narrow banded to 6.25. Every time they reduce the bandwidth, it takes more equipment and towers to get the same signal. The other issue with current system is that Sussex County owns one tower. It was not designed to do that we are doing with it, but rather it was designed to use antennas, but we use microwave dish. Mr. Vick advised that Mr. Bruce Edwards, with MACE Incorporated is present and can answer questions from the Board.

There were detailed discussions between Mr. Vick, Mr. Edwards and members of the Finance Committee.

The Finance Committee authorized the Public Safety Coordinator to prepare an RFP for a study of communications system needed by the County and a meeting will be set with the State Police.

**Item 3. County Complex Telecommunications**

George E. Morrison, III, Interim County Administrator provided an update on Courthouse and Waverly Office telephone systems. He advised that the system was struck by lightning; the necessary parts were ordered and repairs are being completed.

Supervisor Fly asked Mr. Morrison to contact Verizon to request that they come out and diagnose the problem that we have with lightning.

Supervisor Fly suggested that the Committee looks for another company to work with us on our T-1 line, computer issues, etc. The Board needs to work out an agreement with Dr. Charles H. Harris, III, Superintendent of Schools.

Mr. Morrison advised that he has held discussions with Dr. Harris and they are working on scheduling a meeting to discuss sharing IT staff and services.

By general consensus, the members of the Finance Committee suggested getting another vendor to replace Pearson’s as the County’s IT service provider.

Supervisor Fly suggested that the Board allows Verizon evaluate the phone system; then as a temporary fix, ask Keith Cox (an electrician) to come in and run fiber optics; cease using Pearson’s Appraisals; bring in another company to perform an evaluation of the complex and take it from there.

Supervisor Fly asked that the Communications Systems issue be tabled.

**Item 4. Correction of FY 2102 Budget**

George E. Morrison, III, Interim County Administrator explained to the Committees that the Treasurer had included some items in the budget that are questionable. They are:

* Included $100,000.00 in Sheriff’s Department for the leasing of vehicles, but Board approved $75,000.00;
* The Board voted to move Code Compliance Specialist from under Building Department to the Planning Department; but Treasurer left the position in the Building Department.

Mr. Morrison further advised that if the budget is incorrect, he does not want his name on it.

Chairman Parker asked Mr. Morrison to send a letter to the Treasurer, on his signature addressing, those two items and ask him (the Treasurer) to ask to make those changes to the budget immediately.

Supervisor Birdsong requested that Mr. Morrison send a letter to the Sheriff clarifying that the correct amount of funding for vehicles in the FY 2012 budget is $75,000.00.

**Item 5. Employee Bonus**

George E. Morrison, III, Interim County Administrator stated that Supervisor Fly had asked that the Board discuss the Employee Bonus at a later date, because of the radio communications system issues.

Supervisor Fly requested that the Board consider the Employee Bonus at the next regular meeting or another Finance Committee meeting can be held.

**Item 6. Freedom Fish, LLC**

George E. Morrison, III, Interim County Administrator, advised that although not on the agenda, Freedom Fish, LLC, has asked the County to assume the cost of the borings for the properties that they are looking at. He has contacted a company that does borings, but has not heard back from them. Freedom Fish has asked County to move within 7 to 10 days.

The Committee requested that Mr. Morrison contact Freedom Fish, LLC and request that they contribute 25% of the cost of the borings.

**PERSONNEL COMMITTEE**

**Item 1. Contract For Deputy County Administrator/Director of Economic Development**

The Committee held a discussion regarding the proposed Contract for the Deputy County Administrator/Director of Economic Development.

County Attorney Thompson suggested that the Personnel Committee make a recommendation to the Board of Supervisors to approve the contract for the Deputy County Administrator/Director of Economic Development, subject to ratification, and be placed on the next meeting’s agenda. Mr. Thompson will provide each Board member with “a clean copy” of the proposed contract prior to approval.

**Item 2. Proposed Title Change for Assistant to County Administrator**

George E. Morrison, III, Deputy County Administrator/Director of Economic Development requested a title change for the current Assistant to County Administrator to Executive Administrative Secretary.

Supervisor Fly suggested that a new job description be developed and that this issue be communicated with the employee.

Supervisor Tyler suggested that a new job description be done and the Board can act upon it and advised the employee after the Board’s actions.

County Attorney Thompson, Supervisor Parker and Mr. Morrison all stated that they had discussed the proposed title change with the employee.

Mr. Morrison stated that the employee has indicated that she wants a title that is more impressive so that she can put it on a resume’ and leave.

Supervisor Birdsong suggested placing this item on the agenda for discussion at next month’s meeting.

The Committee then resumed their discussion regarding the contract for the Deputy County Administrator/Director of Economic Development.

**Item 3. Other Matters**

County Attorney Thompson advised that working with the redistricting has “blown” his three computers and requested that the Board pay half for him to purchase a new one.

Supervisors Fly recommended that Mr. Thompson put his request in writing and the Board will consider it.

Mr. Morrison mentioned that he has another agenda item, but the Board may reconvene to discuss that; a request from department head for an increase in salary.

There was no discussion.

**Item 4. Adjournment**

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR BIRDSONG and carried: RESOLVED that the July 28, 2011 meeting of the Finance and Personnel Committees is hereby adjourned.

Voting aye: Supervisors Birdsong, Fly, Parker, Tyler

Voting nay