

At a Finance Committee Meeting of the Board of Supervisors  
Held in the Social Services Conference Room on  
Tuesday, November 30, 2021 – 1 p.m.

**BOARD MEMBERS PRESENT**

C. Eric Fly, Sr.  
Wayne O. Jones  
Rufus E. Tyler, Sr.

**STAFF PRESENT**

Richard Douglas, County Administrator  
Deste J. Cox, Treasurer  
G. Reid Foster, Public Safety Coordinator  
Ernest Giles, Sheriff  
Kelly W. Moore, Director of Finance  
Gary M. Williams, Circuit Court Clerk  
Shilton R. Butts, Assistant to the County Administrator/Deputy Clerk

**Item 1. Call to Order/Determine Quorum (9:04 a.m.)**

The November 30, 2021 Finance Committee meeting of the Sussex County Board of Supervisors was called to order by Supervisor Fly, Chairman.

**Item 2. Agenda Amendment**

County Administrator Douglas requested to change the order of business moving Item 5. ARPA Funding to Item 6. and change Item 6. Sheriff's Request for Deputy Sheriffs Salary Increase to Item 5.

**Item 3. Approval of Agenda**

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the Sussex County Finance Committee hereby changed Item. 5. ARPA Funding to Item 6. and change Item 6. Sheriff's Request for Deputy Sheriffs Salary Increase to Item 5. All Finance Committee members voted aye.

**Item 4. Health Insurance - HRA**

Mr. David Rowe, Health Insurance Program consultant, was in attendance to present an overview of a Health Reimbursement Account (HRA) to county employees in comparison to what the County currently offers. Mr. Rowe advised that the County buys health insurance through the Commonwealth of Virginia. He stated that the County has about 120 employees on the health insurance plan.

Mr. Rowe stated that the county administrator requested scenarios to be presented to the Board and staff that he's been trying to solve in Sussex for many years—to find a rich plan that will allow the County to eliminate the Key Advantage Expanded plan. He stated that he meets with the county administrator, finance director and the payroll clerk quarterly to review claims and do projections to educate on the next renewal of insurance.

Mr. Rowe reviewed what the County was spending per claims per employee per month. He stated that the County was spending approximate \$427.13 on medical claims per employee per month. He stated that because of the size of the County, the County is not able to be fully creditable on what the County's medical spend is. The County is 58% creditable. To be creditable, approximately 300 employees will be needed for what is spent. As a result, the County is blended with the overall Local Choice pool, which \$825 per employee per month. He noted that the pool was driven by number of neighboring localities using the plan that have 100-299 employees.

Mr. Rowe discussed the fee/penalty the County paid to offer Key Advantage Expanded health insurance. There was also discussion of the utilization of the health insurance offered.

He stated that his best estimate of the July 1 renewal is a 7.4% increase.

There was discussion of offering something of cost benefit to the County employees. There was inquiry of comparison of the current plan and what another plan would offer. Mr. Rowe stated that he had met with the County's management team and discussed concerns. He would review with staff again on December 7.

Mr. Rowe reviewed the current plan including employee deductibles, copay costs, singles, dual and family enrollment that provided in the handout. He noted that the County was sending more money to Anthem that was being forwarded to the State than what the County was actually using. Mr. Rowe stated the eliminating the Key Advantage Expanded plan would save the County at the underwriting of the plan at renewal.

Mr. Rowe reviewed alternate plans offered that were provided in the handout of the HRA plans.

A copy of Mr. Rowe's presentation was provided to the Board.

#### **Item 5. Sheriff's Request for Deputy Sheriffs Salary Increases**

This item was carried over from the November 21, 2021 regular Board of Supervisors meeting. Sheriff Giles is requesting increased compensation to be competitive with surrounding localities to retain and attract employees.

There was discussion of how this increased compensation would affect budget as a recurring expense. There was also discussion of funding the compensation. There was discussion of appropriation from Fund Balance for the remaining months of the current fiscal year—estimated at a cost of \$175,000 to increase the current positions.

There was discussion of hiring additional people to resolve the overtime issues.

There was discussion of receiving information for additional costs hiring. It was estimated to add the five (5) new positions and the new increase/raise, costs would be approximately \$400,000. There was inquiry as to whether this would be funded by Fund Balance. The County Administrator noted that ARPA fund could be used until year three. It was noted that the costs were reoccurring.

Sheriff Giles stated that the Towns of Wakefield and Waverly would be making contributions.

Sheriff Giles noted that the Sheriff's office covers law enforcement, school resources, jails, etc.

There was also discussion of the additional increase requiring local match.

Sheriff Giles also discussed staff shortages. He stated that benefits were a "clincher".

Sheriff Giles provided a salary scale

There was also brief discussion that a discrepancy of vehicle payments may come back to the Board to request monies from Fund Balance.

The Committee requested that a spreadsheet of the amounts the Towns are to provide and information forwarded to the Committee for review, as well as a more refined numbers to include health benefits. It was requested information for the increased revenues for the Towns of Wakefield and Waverly to the Finance Committee prior to the December meeting in order to have a recommendation. It was noted that the December meeting would be in reference to the salary increase only.

#### **Item 6. Use of ARPA Funding**

County Administrator Douglas stated that the first year of funding had been received \$1.8 million. He noted that Capital Projects were taken out the budget to be used with ARPA Funds. He noted Year 2 had funding for Broadband allocated.

The ARPA fund list was reviewed by each line item listed.

There was discussion that Waverly Wastewater was a joint project of the Sussex Service Authority with the Town of Waverly for a house on Main Street that wasn't connected to the Town system. There was discussion of removing the \$5,000 under the Outside Agencies, Waverly Wastewater.

There was discussion of the Sheriff's Operations and Jail line item. Sheriff Giles stated that the sanitizing machine was for the upgrade in the jail for COVID-19. He stated that he would prefer salary increases instead of sanitizing machine. Sheriff Giles requested to remove the sanitizing machines. He noted that the E-tickets would pay for itself with the writing of tickets.

There was discussion that the GIS upgrades that the GIS has been consolidated and is under contract. It was noted that the amount was an estimate.

There was a discussion of Fire and Rescue line item. Mr. Foster stated that there was \$8,000 in the budget which was the contribution from the County. It has been requested to increase to \$10,000 for \$2,000 extra requested for the five fire departments. He mentioned \$4,000 for EMS. It was stated that there was discussion needed for this item. Mr. Douglas stated that Lifestar was under contract.

They discussed the EMS line item.

There was discussion to remove Animal Control line item for the horse trailer. There was discussion of mutual aid being that the trailer will not be used every day. There was discussion of having to replacing a vehicle, approximately \$30,000, for the Sheriff's office.

There was discussion of removing the \$40,000 funding for the Building and Grounds projects and reduce the funding for planning support in the amount of \$5,000. It was recommended to remove the horse trailer for now and reduce the amount to whatever the Sheriff's vehicle costs. The funding is to be moved to the Sheriff's line item.

There was discussion of bulk containers and paying for staffing at convenience centers.

There was discussion of Building and Grounds projects in regards to paving the parking lot and the roof of old administration building. It was noted that there was no use in doing this project if the Courthouse was going to be renovated. It was noted that the \$40,000 could be taken from that line item.

There was discussion that the voting machines were State mandated. There was discussion of combining the Economic Development and Human Resource Directors positions.

There was discussion of the front desk/secretary position and making it to a full time position. There was discussion of the salary including benefits. It was suggested to leave the funds in the budget. The \$20,000 would be for the remaining six months. There was discussion of the full time salary of up to \$31,000.

County Administrator Douglas stated that there were a couple people interested in the Deputy County Administrator. His intention is to merge the position which will be full time. He wanted to advertise for this position. This person would be primarily economic and some human resource.

Supervisor Tyler discussed adding a sidewalk on Marian Avenue/Hwy 301 in Jarratt due to his concerns of handicap individuals on electric wheelchairs in the roadway. County Administrator Douglas stated that he would have a discussion with VDOT.

## **Item 7. Parks and Recreation**

Supervisor Fly stated that the opportunity has risen for the 4-H Center Board of Directors has voted to try to partner with the County to allow the Board to act as the Parks and Recreation Department for the County. This would allow trained staff to run programs for the citizens of

Sussex except a few weeks during the summer. He discussed the various programs that would be available—basketball, soccer, etc.

There was discussion of various things that would be offered.

Supervisor Fly stated that he was bringing to the Board for consideration of negotiating a contract with the 4-H Center for a Parks and Recreation Department.

There was discussion of using the schools for recreation. There was discussion to explore all options.

Supervisor Tyler discussed providing funding for the Waverly Pool. For informational purposes, the Sussex County Youth and Adult Recreational Association (SCYARA).

Supervisor Jones stated that he wanted on record that until there was further resolution, he will not ask for funding for the SCYARA. There was discussion of funding they received.

The Finance Committee is to meet with the 4-H Center and SCYARA.

#### **Item 8. Committee's Recommendations to the Board of Supervisors**

After review of the ARPA Use of Funds list, the following was recommended:

- Removing \$5,000 for Waverly Wastewater from Outside Agencies.
- Removing \$56,000 for the Sheriff's Sanitizing Machines from Sheriff's Operations & Jail
- Removing \$47,000 from Animal Control (MISC)\* from Fire, Rescue & Emergency for now.
- Cutting the \$10,000 under Public Works to \$5,000
- Combining the Economic Development Director and Human Resource Director positions.

All Finance Committee members voted aye.

#### **Item 9. Citizens' Comments**

There were no citizens' comments.

#### **Item 10. Adjournment**

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby adjourned the November 30, 2021 Finance Committee Meeting at 4:35 p.m. All Finance Committee members voted aye.

