

At a Special (Budget Work Session) Meeting  
of the Board of Supervisors Held in the  
General District Courtroom on  
Tuesday, April 14, 2020 – 4 pm

**BOARD MEMBERS PRESENT**

C. Eric Fly, Sr.  
Marian D. Johnson  
Debbie P. Jones  
Wayne O. Jones  
Susan M. Seward  
Rufus E. Tyler, Sr.  
Steve White, Tie Breaker

**STAFF PRESENT**

Larry Hughes, Interim County Administrator  
Jeff Gore, County Attorney  
Kelly W. Moore, Director of Finance  
John Broderick, Director of Finance and Operations  
Deste J. Cox, Treasurer  
G. Reid Foster, Public Safety Coordinator  
Ernest Giles, Sheriff  
Arthur Jarrett, Superintendent of the Public Schools  
Vincent L. Robertson, Sr., Commonwealth's Attorney  
LaSonya White, Cooperative Extension  
Shilton R. Butts, Assistant to the County Administrator/Deputy Clerk

**Item 1. Call To order/Determine Quorum (6:00 p.m.)**

The April 14, 2020 special meeting (Budget Work Session) of the Sussex County Board of Supervisors was called to order by Chair Seward.

**Item 2. The Invocation**

The invocation was offered by Supervisor W. Jones.

**Item 3. The Pledge of Allegiance**

The Pledge of Allegiance was recited by all.

**Item 4. Agenda Amendment**

There were no agenda amendments.

**Item 5. Approval of Agenda**

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the April 16, 2020 special (Budget Work Session) meeting agenda as presented.  
All Board members present voted aye.

### **Item 6. Budget Discussions**

There was general discussions of revenue, possible revenue and expenses, local shortfalls and possible decrease in State funding.

There was discussion of the Comp Board, Schools, and federal funding in regards to Social Services.

There was inquiry of the schools as to whether there could be possible savings due to the schools being closed such as administrative cost, janitorial services/cleaning, bus transport, etc. Dr. Jarrett advised that employees are salaried and are still being paid. Schools have contracts that still have to be honored. Schools are still serving meals and transporting/delivering instructional packets. Schools are being deep cleaned and disinfected.

There was inquiry as to whether there were any funds to be returned to the County to be reallocated back to the schools. The schools stated that there was an anticipation of a 20% reduction in sales taxes.

There was discussion of the County not moving forward with the budget until there is a final State budget.

There was discussion of Outside Agency budgets.

There was discussion of receiving Public Comments for the Public Hearing.

### **Item 7. Resolution for County Profile for County Administrator Search**

Mr. Kimball Payne with the Berkeley Group gave a brief overview of the County profile drafted for the Board's consideration. Mr. Payne noted that applications would be reviewed May 22<sup>nd</sup> instead of May 15<sup>th</sup>.

Mr. Payne stated that the Berkley Group would provide guidance on the process and answer any questions.

There was inquiry of advertising for the County Administrator position. It was stated that it would be advertised via Virginia Municipal League, Virginia Association of Counties (VACo), International City/County Management Association (ICMA), the Association of Black Public Administrators, the Berkley Group and County websites. They are anticipating receiving 20 – 35 applications. Mr. Payne noted that he hoped to have ten (10) strong applications for onsite interviews possibly in July. He would like to meet with the Board at its June 18, 2020 Board meeting to go over the process and help to select a finalist for interview.

Mr. Payne explained that the team working on this search will review the applications for basic qualifications based on using the profile as the standard. Approximately 10 -12 individuals will be identified as who are the strongest applicants and meet the qualifications. Telephone interviews will be conducted with each of these candidates, after which candidates will be ranked into three (3) groups – a top, a middle, and a bottom group. Applicants/candidates will have to provide cover letters, resumes, list of references and salary expectations. This information provided by the top 10 or 12 candidates will be shared with the Board members. Mr. Payne stated again the he would like to meet with the Board on June 18, 2020 or a date that works for the Board, to help the Board to select four (4) or five (5) candidates for a full day of interviews probably in July. .

There was inquiry regarding the type of point system that would be used. Mr. Payne stated that no point system will be used. Their judgement will be used based on qualifications. A spread sheet will be prepared and shared with the Board noting who they are, where they are from; what their relevant experience is; and what concerns they might have about the application. A summary will be provided from the telephone interviews based on their experience of their sense of what will work in Sussex County will be shared with Board.

There was discussion of criteria for the position.

ON MOTION OF SUPERVISOR D. JONES, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the profile, to-wit:

WHEREAS, a Sussex County profile has been drafted for the purposes of recruitment; and

WHEREAS, the County profile provides background information on the community and its government operations and services; and

WHEREAS, the position profile outlines the qualifications, education, experience, as well as personal trait and desire characteristics considered necessary for the position; and

WHEREAS, candidates performance expectations are outlined; and

WHEREAS, compensation and benefits are outlined along with application process; and

NOW THEREFORE BE IT RESOLVED that the Sussex County Board of Supervisors hereby certifies that the foregoing Sussex County Profile was introduced and adopted in order to proceed with advertising for recruitment of a new county administrator on April 14, 2020 at the Special Meeting (Budget Work Session) of the Sussex County Board of Supervisors with the review of applications to be done on May 22, 2020.

All Board members present voted aye.

There was discussion of employees' health insurance. It was noted that there was an increase of 2.31%.

ON MOTION OF SUPERVISOR D. JONES, seconded by W. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves paying the County employees health insurance at 100% for single coverage for Fiscal Year 2021.

All Board members present voted aye.

### **Item 8. Citizens' Comments**

Comments were heard from:

- Ernest Giles (Sheriff) – Thanked Board for paying for healthcare for employees.
- Vincent Robertson (CWA) – Thanked the Board for invite; will be around to meet staff.
- LaSonya White (VCE) – Thanked Board for invite; wanted to be present for questions.
- Arthur Jarratt (Superintendent) – Thanked Board for allowing to participate.

### **Item 9. Adjournment**

ON MOTION OF SUPERVISOR D. JONES, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the Special (Budget Work Session) Meeting of the Sussex County Board of Supervisors hereby adjourned at 5:10 p.m.

All Board members present voted aye.