



IN PARTNERSHIP WITH

The counties of Amelia | Buckingham | Charlotte | Lunenburg | Prince Edward

MEMORANDUM:

To: CRC Member Localities

From: Melody Foster, Executive Director

Subject: CRC Membership Dues Refund

Date: January 4, 2021

The FY19-20 approved Audit reported a cash fund balance for June 30, 2020 of \$544,536. The CRC adopted a Membership Dues Policy in December of 2017 which stated if the CRC audited cash fund balance was in excess of \$500,000, the overage amount would be equally divided and returned to all member counties. The CRC did exceed the cash fund balance by the amount of \$44,536.

The Counties of Amelia, Buckingham, Charlotte, Lunenburg and Prince Edward will be receiving payments in the amount of \$8,536.06. Cumberland, who joined the CRC in April of 2020, will receive a payment of \$1,855.66 (prorated amount). Nottoway County was not a member in FY19-20 and therefore, will not receive a dues refund.

Payments will be delivered at the member locality's January Boards of Supervisors meetings with an explanation of the refund. Member counties can certainly choose to "reinvest" this amount with the CRC or accept the refund from the CRC.

COMMONWEALTH REGIONAL COUNCIL
One Mill Street, Suite 101 | P.O. Box P
Farmville, VA 23901 | 434.392.6104 PHONE
www.virginiashheartland.org

Piedmont Area Veterans Council
Sarah Maddox

820 Longwood Avenue
P. O. Box 872
Farmville, VA 23901
<https://pavc23901.weebly.com/>
pavc23901@aol.com
(434) 392-4142

RECEIVED
JAN 06 2021

BY: _____

December 30, 2020

Ms. Tracy Gee
Lunenburg County Administrator
11413 Courthouse Rd.
Lunenburg, VA. 23952

Dear Ms. Gee:

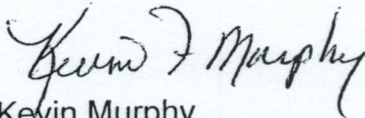
This letter is to request funding and support from Lunenburg County for the Piedmont Area Veterans Council (PAVC).

PAVC is a 501(c)(3) organization based in Farmville, VA which assists and advocates for Veterans, their families, and for the survivors of Veterans who live in our coverage area which consists of Amelia, Appomattox, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward Counties.

We assist our clients in many ways by finding resources and advocating on their behalf with entities such as the U. S. Dept. of Veterans Affairs. All of our services are provided at no charge and all of our staff are non-paid volunteers.

We would appreciate support from Lunenburg County for our operations and ask to appear before the Board of Supervisors when funding requests are considered.

Sincerely,



Kevin Murphy
President, PAVC



We Support Our Veterans
and Families!

Southside Center for Violence Prevention

Nicole Clark

From: Tonya Edmonds <CommCM@scvpcares.org>
Sent: Tuesday, January 19, 2021 2:45 PM
To: nicole@lunenburgva.net
Subject: Board of Supervisors

Good Afternoon,

My name is Tonya Edmonds and I work for Southside Center for Violence Prevention (formerly the Madeline's House). We would like to be put on your agenda to discuss our end-of the year budget and the services that our agency provides.

Thank you

Tonya D. Edmonds
Community Case Manager
Southside Center for Violence Prevention
(the agency of Madeline's House and SAVE)
Office number: (434) 394-3505
Cell number (434) 808-4420
Crisis hotline: 1-888-819-2926

www.scvpcares.org

Subscribe to e-newsletter: www.scvpcares/get-involved

Disclaimers:

Do not use email to communicate with SCVP in the event of a crisis; if crisis intervention is needed, please call our hotline (1-888-819-2926) or 9-1-1.

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**Virginia Department of Health
Statement of Agreement**

RECEIVED
JAN 25 2021



BY: _____

COMMONWEALTH of VIRGINIA

DEPARTMENT OF HEALTH

Piedmont Health District
111 South Street, 1st Floor
Farmville, VA 23901
PHONE: (434) 392-3984
FAX: (434) 392-1038
TDD 1-800-828-1120

SERVING THE COUNTIES OF:
AMELIA
BUCKINGHAM
CHARLOTTE
CUMBERLAND
LUNENBERG
NOTTOWAY
PRINCE EDWARD

Date: 1/12/2021
To: Tracy Gee
Administrator, Lunenburg County
From: Lee H. Cox
Business Manager
RE: Local Agreement for Fiscal Year 2021

Enclosed please find three (3) copies of the Statement of Agreement between the Virginia Department of Health and Lunenburg County for Fiscal Year 2021.

Please sign and return all three copies to me. A copy of the Statement of Agreement will be returned to you after the State Commissioner's signature has been obtained.

Thank you for your continued support of the Health Department.

LHC

Enc

AGREEMENT BETWEEN THE VIRGINIA DEPARTMENT OF HEALTH AND THE LUNENBURG COUNTY BOARD OF SUPERVISORS FOR FUNDING AND SERVICES OF THE LUNENBURG COUNTY HEALTH DEPARTMENT

This agreement ("Agreement") for the services to be provided by the Lunenburg County Health Department and the funding therefore is by and between the Virginia Department of Health ("VDH") and the Lunenburg County Board of Supervisors (collectively "the Parties").

The Agreement is created in satisfaction of the requirements of § 32.1-31 of the Code of Virginia (1950), as amended, in order to operate the Lunenburg County Health Department under the terms of this Agreement.

NOW, THEREFORE, in consideration of the covenants and agreements in this Agreement, the sufficiency of which is acknowledged, the Parties agree as follows.

§ 1. VDH, over the course of one fiscal year, will pay an amount not to exceed \$279,423.00, from the state general fund to support the cooperative budget in accordance with, and dependent upon, appropriations by the General Assembly, and in like time frame, the Board of Supervisors of Lunenburg County will provide by appropriation and in equal quarterly payments a sum of \$101,839.00 local matching funds and \$0.00 one-hundred percent local funds for a total of \$101,839.00 local funds for this fiscal year.

In addition, the Board of Supervisors has approved the Lunenburg County Health Department to carry forward \$0.00 in local matching funds for a total of \$101,839.00 matching funds and an additional \$205.00 in one-hundred percent local funds from the prior fiscal year closing locality balance.

These joint funds will be distributed in timely installments, as services are rendered in the operation of the Lunenburg County Health Department, which shall perform public health services in Lunenburg County as indicated in Attachment A(1.), and will perform services required by local ordinances as indicated in Attachment A(2.). Payments from the local government are due on the third Monday of each fiscal quarter.

§ 2. The term of the agreement begins July 1, 2020. This Agreement will be automatically extended on a state fiscal year to year renewal basis under the existing terms and conditions of the Agreement unless timely written notice of termination is provided by either party. Such written notice shall be given at least 60 days prior to the beginning of the fiscal year in which the termination is to be effective.

§ 3. The Commonwealth of Virginia ("Commonwealth") and VDH shall be responsible for providing liability insurance coverage and will provide legal defense for state employees of the local health department for acts or occurrences arising from performance of activities conducted pursuant to state statutes and regulations.

- A. The responsibility of the Commonwealth and VDH to provide liability insurance coverage shall be limited to and governed by the Commonwealth of Virginia Public Liability Risk Management Plan, established under § 2.2-1837 of the Code of Virginia (1950), as amended. Such insurance coverage shall extend to the services specified in Attachments A(1.) and A(2.), unless the locality has opted to provide coverage for the employee under the Public Officials Liability Self-Insurance Plan, established under § 2.2-1839 of the Code of Virginia (1950), as amended, or under a policy procured by the locality.
- B. The Commonwealth and VDH will be responsible for providing legal defense for those acts or occurrences arising from the performance of those services listed in Attachment A(1.), conducted in the performance of this contract, as provided for under the Code of Virginia and as provided for under the terms and conditions of the Commonwealth of Virginia Public Liability Risk Management Plan.

- C. Services listed in Attachment A(2.), any services performed pursuant to a local ordinance, and any services authorized solely by Title 15.2 of the Code of Virginia (1950), as amended, when performed by a state employee, are herewith expressly exempted from any requirements of legal defense or representation by the Attorney General or the Commonwealth. For purposes of assuring the eligibility of a state employee performing such services for liability coverage under the Commonwealth of Virginia Public Liability Risk Management Plan, the Attorney General has approved, pursuant to § 2.2-507 of the Code of Virginia (1950), as amended, and the Commonwealth of Virginia Public Liability Risk Management Plan, the legal representation of said employee by the city or county attorney, and, the Board of Supervisors of Lunenburg County hereby expressly agrees to provide the legal defense or representation at its sole expense in such cases by its local attorney.
- D. In no event shall the Commonwealth or VDH be responsible for providing legal defense or insurance coverage for local government employees.

§ 4. Title to equipment purchased with funds appropriated by the local government and transferred to the Commonwealth, either as match for state dollars or as a purchase under appropriated funds expressly allocated to support the activities of the local health department, will be retained by the Commonwealth and will be entered into the Virginia Fixed Asset Accounting and Control System. Local appropriations for equipment to be locally owned and controlled should not be remitted to the Commonwealth, and the local government's procurement procedures shall apply in the purchase. The locality assumes the responsibility to maintain the equipment and all records thereon.

§ 5. This Agreement may only be amended or otherwise modified by an instrument in writing signed by the Parties.

Robert W. Hicks
Deputy Commissioner for Community Health Services
Virginia Department of Health

Local authorizing officer signature

Date

Authorizing officer printed name

H. Robert Nash
District Health Director
Piedmont Health District

Authorizing officer title

Date

Date

Approved as to form by the Office of the Attorney General on July 23, 2018

Attachments: Local Government Agreement, Attachment A(1.)
Local Government Agreement, Attachment A(2.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

BASIC PUBLIC HEALTH SERVICES TO BE ASSURED BY LOCAL HEALTH DEPARTMENTS
INCOME LEVEL A IS DEFINED BY THE BOARD OF HEALTH TO BE MEDICALLY INDIGENT (32.1-11)

For Each Service Provided, Check Block for Highest Income Level Served			
COLLABORATIVE COMMUNITY HEALTH IMPROVEMENT PROCESS	Income A only	Defined by Federal Regulations	All (specify income level if not ALL)
Assure that ongoing collaborative community health assessment and strategic health improvement planning processes are established. To include public health, health care systems and community partners. As provided for in §32.1-122.03 Code Link-32.1-122.03; State Health Plan Link <u>Virginia Plan for Well-Being 2016-2020</u>			X
COMMUNICABLE DISEASE SERVICES	Income A only	Defined by Federal Regulations	All (specify income level if not ALL)
Immunization of patients against certain diseases, including Childhood Immunizations As provided for in 32.1-46 Code Link-32.1-46			X
Sexually transmitted disease screening, diagnosis, treatment, and surveillance 32.1-57, Districts may provide counseling Code Link-32.1-57			X
Surveillance and investigation of disease 32.1-35 and 32.1-39 Code Links-32.1-35, 32.1-39, 32.1-43			X
HIV/AIDS surveillance, investigation, and sero prevalence survey 32.1-36, 32.1-36.1, 32.1-39 Code Links-32.1-36, 32.1-36.1, 32.1-39			X
Tuberculosis control screening, diagnosis, treatment, and surveillance 32.1-49, 32.1-50.1, and 32.1-54 Code Links-32.1-49, 32.1-50, 32.1-50.1			X
FAMILY PLANNING SERVICES	Income A only	Defined by Federal Regulations	All
Clinic services including drugs and Contraceptive supplies Family Planning Population Research Act of 1970, Title X Code Link-32.1-77, 42 U.S.C 300 et seq., and 42 CFR Part 59		X	
Pregnancy testing and counseling Family Planning Population Research Act of 1970, Title X Code Link-32.1-77, 42 U.S.C. 300 et seq., and 42 CFR Part 59\		X	

COMMUNITY HEALTH SERVICES

BASIC PUBLIC HEALTH SERVICES TO BE ASSURED BY LOCAL HEALTH DEPARTMENTS
INCOME LEVEL A IS DEFINED BY THE BOARD OF HEALTH TO BE MEDICALLY INDIGENT (32.1-11)

CHILD HEALTH SERVICES	Income A only	Defined by Federal Regulations	All
Children Specialty Services; diagnosis, treatment, follow-up, and parent teaching 32.1-77, 32.1-89 and 32.1-90 Code Links-32.1-77, 32.1-89, 32.1-90			X
Screening for genetic traits and inborn errors of metabolism, and provision of dietary supplements Code Links-32.1-65, 32.1-67, 32.1-68			X
Well child care up to age ____ (enter age) Board of Health Code Link-32.1-77	X		
WIC : Federal grant requirement Public Law 108-265 as amended, Child Nutrition Act of 1966; Child Nutrition and WIC Reauthorization Act 2009 Code Link 42 U.S.C. § 1786; 7 C.F.R. Part 26		X	
EPSDT: DMAS MOA Social Security Act section 1905(r) (5) Code Link-32.1-11			X
Blood lead level testing Code Link-32.1-46.1, 32.1-46.2			X
Outreach, Patient and Community Health Education Code Link-32.1-11, 32.1-11.3,			X
Community Education Code Link-32.1-11, 32.1-23			X
Pre-school Physicals for school entry Code Link-22.1-270	X		
Services for Children with Special health care needs Title V, Social Security Act Code Link-32.1-77			X
Child restraints in motor vehicles Code Link-46.2-1095, 46.2-1097			X
Babycare, Child: DMAS MOA			X
MATERNAL HEALTH SERVICES	Income A only	Defined by Federal Regulations	All
Prenatal and post partum care for low risk and intermediate risk women, Title V, Social Security Act Code Link-32.1-77		X	
Babycare, Maternal: DMAS MOA		X	
WIC: Federal grant requirement Public Law 108-265 as amended, Child Nutrition Act of 1966; Child Nutrition and WIC Reauthorization Act 2009 Code Link 42 U.S.C §1786 and 7CFR Part 26		X	

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

ENVIRONMENTAL HEALTH SERVICES

BASIC PUBLIC HEALTH SERVICES TO BE ASSURED BY LOCAL HEALTH DEPARTMENTS

<p>The following services performed in accordance with the provisions of the Code of Virginia, the regulation of the Board of Health and/or VDH agreements with other state or federal agencies and VDH policies. Data regarding the below services shall be entered in, or exported to, the statewide environmental health database for all available data fields. Local health department staff shall be responsible for responding to all complaints, constituent responses, media inquiries, and Freedom of Information Act request related to the following services.</p>	
<p>Investigation of communicable diseases: Pursuant to §§ 32.1-35 and 32.1-39 of the Code of the Code of Virginia, the local health director and local staff are responsible for investigating any outbreak or unusual occurrence of a preventable disease that the Board of Health requires to be reported. Code Links-32.1-35, 32.1-39</p>	X
<p>Marinas: Pursuant to § 32.1-246 of the Code of Virginia, local health department staff are responsible for permitting marinas and other places where boats are moored and is responsible for inspecting them to ensure that their sanitary fixtures and sewage disposal facilities are in compliance with the Marina Regulations (12VAC5-570-10 et seq.) Code Link-32.1-246</p>	X
<p>Migrant labor camps: Pursuant to §§ 32.1-203-32.1-211 of the Code of Virginia, local health departments are responsible for issuing, denying, suspending and revoking permits to operate migrant labor camps. Local health departments also must inspect migrant labor camps and ensure that the construction, operation and maintenance of such camps are in compliance with the Rules and Regulations Governing Migrant Labor Camps (12VAC5-501-10 et seq.). Code Links-32.1 Chapter 6 Article 6</p>	X
<p>Milk: Pursuant to §§ 3.2-5206, 3.2-5208 of the Code of Virginia and the agency's MOA with VDACS, the local health department is responsible for issuing, denying, suspending and revoking permits for Grade "A" milk processing plants which offer milk and or milk products for sale in Virginia. Local health departments are also responsible for the inspection of Grade "A" milk plants for compliance with the Regulations Governing Grade "A" Milk (2VAC5-490-10). Code Links- 3.2-5206, 3.2-5208</p>	X
<p>Alternative discharging sewage systems: Pursuant to § 32.1-164(A) of the Code of Virginia, local health departments are responsible for issuing, denying and revoking construction and operation permits for alternative discharging systems serving individual family dwellings with flows less than or equal to 1,000 gallons per day on a monthly average. Local health departments are also required to conduct regular inspections of alternative discharging systems in order to ensure that their construction and operation are in compliance with the Alternative Discharging Sewage Treatment Regulations for Individual Family Dwellings (12VAC5-640-10 et seq.). Code Link-32.1-164</p>	X
<p>Onsite sewage systems: Pursuant to § 32.1-163 et seq. of the Code of Virginia, local health department staff is responsible for reviewing and processing site evaluations and designs of onsite sewage systems in accordance with applicable state regulations and may perform such evaluations and designs as allowed. Local health department staff is also responsible for issuing, denying and revoking construction and operation permits for conventional and alternative onsite sewage systems. Local health department staff are responsible for assuring that onsite sewage systems are inspected at time of construction for compliance with the Sewage Handling and Disposal Regulations (12VAC5-610-20 et seq.; "SHDR") and the Alternative Onsite Sewage System Regulations (12VAC5-613-10 et seq.; "AOSS Regulations"); local health department staff may perform such inspections as required. Local health department staff is also responsible for assuring the performance, operation, and maintenance of onsite sewage systems are in compliance with the SHDR and AOSS Regulations. Code Link-32.1-163</p>	X
<p>Rabies: Pursuant to § 3.2-6500 et seq. of the Code of Virginia, the local health department is responsible for investigating complaints and reports of suspected rabid animals exposing a person, companion animal, or livestock to rabies. Code Link- 3.2-6500</p>	X

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

ENVIRONMENTAL HEALTH SERVICES

BASIC PUBLIC HEALTH SERVICES TO BE ASSURED BY LOCAL HEALTH DEPARTMENTS

Restaurants/eating establishments: Pursuant to § 35.1-14 of the Code of Virginia, local health departments are responsible for issuing, denying, renewing, revoking and suspending permits to operate food establishments. In addition, local health departments are required to conduct at least one annual inspection of each food establishment to ensure compliance with the requirements of the Food Regulations (12VAC5-421-10 et seq.). These regulations include requirements and standards for the safe preparation, handling, protection, and preservation of food; the sanitary maintenance and use of equipment and physical facilities; the safe and sanitary supply of water and disposal of waste and employee hygiene standards. Code Link- 35.1-14	X
Hotels/Motels: In accordance with § 35.1-13 of the Code of Virginia, local health department staff is responsible for issuing, denying, revoking and suspending permits to operate hotels. The local health department is responsible for conducting inspections of hotels to ensure compliance with the Hotel Regulations (12VAC5-431-10 et seq.). These regulations include requirements and standards for physical plant sanitation; safe and sanitary housekeeping and maintenance practices; safe and sanitary water supply and sewage disposal and vector and pest control. Code Link-35.1-13	X
Wells: Pursuant to § 32.1-176.4, and the resulting authority provided by the Board, local health departments are responsible for issuing, denying and revoking construction permits and inspection statements for private wells. Local health departments are also responsible for inspecting private wells to ensure that their construction and location are in compliance with the Private Well Regulations. (12VAC5-630-10 et seq.) Code Link-32.1-176.4	X
Homes for adults: The local health department, at the request of the Department of Social Services (DSS), will inspect DSS-permitted homes for adults to evaluate their food safety operations, wastewater disposal and general environmental health conditions. (22VAC40-80-160(B)(3))	X
Juvenile Justice Institutions: Pursuant to § 35.1-23 of the Code of Virginia and the agency's memorandum of understanding with the Department of Corrections, local health departments are responsible for conducting at least one annual unannounced inspection of juvenile justice institutions in order to evaluate their kitchen facilities, general sanitation and environmental health conditions. Code Link-35.1-23	X
Jail inspections: Pursuant to § 53.1-68 of the Code of Virginia and the agency's memorandum of understanding with the Department of Corrections, local health departments are responsible for conducting at least one annual unannounced inspection of correction facilities in order to evaluate their kitchen facilities, general sanitation and environmental health conditions. Code Link-53.1-68	X
Daycare centers: At the request of DSS will inspect DSS-permitted daycare centers to evaluate their food safety operations, wastewater disposal and general environmental health conditions. (22VAC40-80-160(B)(3))	X
Radon Pursuant to § 32.1-229, local health department may assist VDH Central Office with Radon testing and analysis. Code Link-32.1-229.	X
Summer camps/ Campgrounds: Pursuant to §§ 35.1-16 and 35.1-17 of the Code of Virginia and the corresponding regulations, local health departments are responsible for issuing, denying, and revoking permits to operate summer camps and campgrounds. The local health department is responsible for conducting inspections of summer camps and campgrounds not less than annually to ensure that their construction, operation and maintenance are in compliance with the Regulations for Summer Camps (12VAC5-440-10 et seq.) and the Rules and Regulations Governing Campgrounds (12VAC5-450-10 et seq.). Code Links-35.1-16, 35.1-17	X

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

OTHER PUBLIC HEALTH SERVICES
BASIC PUBLIC HEALTH SERVICES TO BE ASSURED BY LOCAL HEALTH DEPARTMENTS

The following services performed in accordance with the provisions of the Code of Virginia, the regulations of the Board of Health and/or the policies and procedures of the State Department of Health	
Pre-Admission Screenings (PAS) DMAS MOA Code Link- 32.1-330	X
Comprehensive Services Act Community Policy and Management Teams (CPMT) 2.2-5201-2.2-5211 Code Link- <u>2.2-5201</u> , <u>2.2-5211</u>	X
Interagency Coordinating Council (Infants/Toddlers) Early Intervention Services Code Link- <u>2.2-5305</u> , <u>2.2-5306</u>	X
Vital Records Code Link- 32.1-254, 32.1-255, 32.1-272	X
Immunizations for maternity and post-partum patients Code Link-32.1-11, 32.1-325, 54.1-3408.	X
AIDS Drug Assistance Program (ADAP) Code Link-32.1-11,	X
Emergency Preparedness and Response Code Link-32.1-42, 32.1-43 et seq., 32.1-229,	X
HIV Counseling, Testing and Referral Code Link-32.1-37.2	X

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

OPTIONAL PUBLIC HEALTH SERVICES

For Each Service Provided, Check Block for Highest Income Level Served			
COMMUNICABLE DISEASE SERVICES	Income A only	Defined by Federal Regulations	All
Foreign Travel Immunizations			
Other:			
CHILD HEALTH SERVICES			
Disabled disability Waiver Screenings DMAS MOA Code Link-32.1-3300Other:			
Other			
MATERNAL HEALTH SERVICES	Income A only	Defined by Federal Regulations	All
Other:			
FAMILY PLANNING SERVICES	Income A only	Defined by Federal Regulations	All
Nutrition Education			
Preventive Health Services			
Pre-Conception Health Care			
Other:			
MEDICAL SERVICES - Please identify services	Income A only	Defined by Federal Regulations	All
Community Education			
Other			

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

OPTIONAL PUBLIC HEALTH SERVICES

For Each Service Provided, Check Block for Highest Income Level Served

SPECIALTY CLINIC SERVICES - Please identify services	Income A only	Defined by Federal Regulations	All
DENTAL HEALTH SERVICES - Please identify services	Income A only	Defined by Federal Regulations	All

PUBLIC HEALTH ENVIRONMENTAL SERVICES PROVIDED
UNDER LOCAL ORDINANCE OR CONTRACT

[illegible]

LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(2.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

PUBLIC HEALTH SERVICES PROVIDED UNDER
LOCAL ORDINANCES OR CONTRACT WITH LOCAL GOVERNMENTS

OPTIONAL PUBLIC HEALTH MEDICAL SERVICES

For Each Service Provided, Check Block for Highest Income Level Served			
Neither the <i>Code of Virginia</i> nor Regulations of the Board of Health requires the following services to be provided by the local health department. (identify services below)	Income A only	Local ordinance code cite, or contract number	All

Planning Update

ADMINISTRATOR'S UPDATE

-- As necessary

Board of Supervisors February Meeting – 2/11/21

County Administrator's Monthly Report

Events in January:

- January 1 – New Year's Day - Holiday
- January 6 – Piedmont Health District – COVID-19 schools update call
- January 7 – VA's Growth Alliance virtual meeting
- January 7 – meet w/ Ollie Wright re: Pollbooks and Elections Security
- January 8 – VA's Crossroads virtual meeting
- January 8 – Tobacco Commission virtual meeting
- January 11 – Unloaded courtroom barriers
- January 11 – meet w/ Sheriff re: staffing and jury trials
- January 12 – meet w/ DataCare re: courtroom camera set-up
- January 13 – Piedmont Health District weekly COVID-19 update call
- January 14 – Board of Supervisors meeting
- January 18 – Martin Luther King, Jr. Day - Holiday
- January 19 – DCJS – Grants webinar
- January 19 – Social Services Advisory Board meeting
- January 20 – Piedmont Regional Jail Board meeting
- January 21 – Solar Facility call with Dominion Energy
- January 21 – Regional Emergency Manager call re: vaccine
- January 21 – AED Install w/ R. Newton
- January 26 – Piedmont Health District EM COVID-19 call
- January 26 – Heartland Regional Authority Board virtual meeting
- January 26 – Prospect presentation – through VGA
- January 27 – CPMT meeting
- January 28 – Tracy 4 hours PTO
- January 29 – Workforce Innovation Board CLEO meeting
- January 29 – VDH Regional Call re: vaccine
- January 29 – National Weather Service call re: winter weather

Administration

- Started training on new Dept. of Criminal Justice Grant Management System.
- We have had a lot of winter weather calls and two delayed office openings for winter weather, but no closures.
- Working on the meeting platform to allow virtual public participation; we are testing systems.

Airport

- Larry Way has found a potential tenant for the leased hangar at the Airport. I made reference calls and we are working on a draft lease.
- We have a meeting on 2-18-21 with DOAV to review the Capital Improvement Plan.
- Will be purchasing an underground propane tank for the Airport to allow us to procure propane gas at the best local rate, rather than only use the current tank provider.

Budget & Finance-

- Will talk to the Finance Committee to set a date for a meeting to discuss FY22 Budget.

Building Official and Building & Grounds –

- The generators were installed this week and the Tax Office and County Administration had to each close for one day to allow for all electrical connections to be made.

- The elevator repair was denied by our insurance, leaving us with a cost of over \$45,000. I will move this repair to our capital improvement fund and delay the scheduled projects for the fiscal year to avoid going over budget.

Community/Economic Development/Planning -

- Participated in virtual VGA meeting. Director Jeff Reed notified me later in the month that he is leaving to take a position in MD.
- Glenn and I met with VGA director and an agricultural prospect interested in locating in our area.
- I was elected to serve as a member on the VA Association of Counties' Statewide Energy Committee and will have to attend one meeting in August and be at the Annual Conference one day early to attend the committee meetings.
- Glenn, Buck Tharpe, and I participated in a solar facility prospect call with Dominion Energy.
- Attended the VA's Crossroads meeting online to discuss the tourism strides they are making for our area.
- Participated in Tobacco Commission virtual meeting to review the extension request for the old Lunenburg Middle School. The extension to September was approved.

COVID-19 Updates -

- Piedmont Health District started vaccine distribution in Phase 1B on February 19, 2021. A great deal of coordination is underway for vaccination points of distribution utilizing multiple governmental partners outside of the Health Department.
- First Lunenburg COVID-19 case was April 6th, the cumulative VDH count as of 2/3/21 is five hundred seventy-five (575). We have had 14 hospitalizations and 4 deaths. We are on a downward trend over the last 22 days.
- We unloaded the courtroom partitions for the courtrooms and virtual meeting equipment with help from Town of Victoria and County staff. We have Marvin Estes installing the panels. The first jury trial has been moved to April from February.
- Compiled and submitted the Safe & Secure Elections Grant paperwork.
- Still monitoring CARES Funds spending. We have small requests coming through now and will re-evaluate when considering upcoming public safety purchases necessary due to COVID-19.
- Installed new AED's in the new Courts Building, County Administration, Human Resources Building, and Tax Office.

Elections -

- Need to discuss the with the Finance Committee the funding requirements to consider making the Deputy Registrar a full-time or extended part-time staff member to aid with State requirements for Election Security Standards.

Emergency Management & Public Safety -

- The two generator installations will be complete before the Board meeting.
- Participated in numerous calls regarding VDH and

Piedmont Regional Jail Authority and Juvenile Detention Center Board -

- I was appointed as the Piedmont Regional Jail Board Vice-Chair at their recent meeting.
- I was also selected as the budget committee chair.
- Superintendent Townsend has a strong grasp on the budget and needs at the Jail.

Schools

- The School Board Accounts Payable Clerk had to go out on medical leave suddenly, then

retired. The finance department is sorting out the duties and working on their reports.

Social Services and Children's Services –

- Social Services currently has four vacancies in their office.
-

Solid Waste -

- We are still seeking land to build another site in Beaver Creek District.
- Jeff Robinson sent over a draft plan for Courthouse site. He is fine-tuning and then we can have the Landfill Committee review it before advertising.
- Had a couple of scheduling glitches which kept our sites from opening on time. Hopefully, these are resolved.

UPCOMING dates of interest:

February 11 - Board of Supervisors meeting

February 14 – Valentine's Day

February 15 – George Washington Day Holiday – Office Closed

ROTARY Four-Way Test:

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it BUILD GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

“Be completely humble and gentle; be patient, bearing with one another in love.”

1 Corinthians 16:14

County Attorney Update



RULES OF PROCEDURE

Lunenburg County
Board of Supervisors

Adopted:
February 11, 2021

**Board of Supervisors
Lunenburg County, Virginia
RULES OF PROCEDURE**

Adopted February 11, 2021

**ARTICLE I
OFFICERS AND THEIR SELECTION**

- A. The Officers of the Board of Supervisors shall consist of a Chairman and Vice Chairman, each of whom shall serve for a term of one (1) year, or at any other terms as provided in accordance with Va. Code § 15.2-1422.
- B. Nomination of Officers shall be made from the Board at the first meeting of each calendar year. Election of Officers shall follow immediately.

**ARTICLE II
DUTIES OF OFFICERS**

- A. The Chairman shall:
 - (1) Preside at all meetings;
 - (2) Work closely with the County Administrator on day to day matters, approve appropriate financial documents, and approve the agenda for all meetings;
 - (3) Serve on all standing committees of the Board;
 - (4) Carry out such other duties as assigned by the Board.
- B. The Vice-Chairman shall act in the absence or inability of the Chairman to act.

**ARTICLE III
AGENDA PREPARATION POLICY**

- A. The County Administrator shall prepare an agenda for each regular meeting of the Board of Supervisors. Supervisors, staff, and others may submit to the County Administrator items for the agenda at any time prior to close of business Wednesday preceding the regular meeting to which such item relates. Emergency Items will be added as an amendment to the agenda.
- B. Copies of the agenda shall be made available at the office of the County Administrator for each Supervisor and for members of the News Media serving the County and the public not later than close of business on Friday preceding the meeting to which it relates.

ARTICLE IV
MEETINGS

- A. The time and place of Board Meetings shall be set from time to time by resolution of the Board in conformance with State Law. The regular meeting schedule shall be set at the organizational meeting held in January each year.
- B. Minutes from the previous meeting shall be delivered to the Board members with the agenda prior to the next meeting. Unless requested by a Board member, the minutes will not be read and will be approved upon motion and vote of the Board.
- C. Order of Business
 - (1) Commencement of Meetings:

At the time established in accordance with Article IV (A) of these Rules for the commencement of regular meetings or at the hour specified for continued or special meetings, the Chairman shall call the meeting to order and shall direct the clerk to note the absence of any Board members by roll call. A quorum shall be required for commencement of any meeting.
 - (2) Agenda:

An agenda shall be prepared by the County Administrator in accordance with Article III under these Rules. The proposed agenda shall be adopted by the Board at each meeting. Should the chairman or any member of the Board have a matter which he or she feels needs to be brought to the attention of the Board but which is not on the agenda, or if there is an amendment to the order of the agenda, he or she may make a motion that an addition or amendment be made to the agenda. Such amended agenda must be approved by a majority of the Board members present.
- D. Quorum and Method of Voting

A majority of the members of the Board of Supervisors shall constitute a quorum of the Board. All questions submitted to the Board for decision shall be determined via voice vote of a majority of the supervisors voting on any such questions, unless otherwise provided by law. The name of each member voting and how he or she voted may be recorded.
- E. Procedure for Roll Call Vote of Board Members
 - (1) The Chairman of the Board of Supervisors shall cast the last vote.
 - (2) The Members of the Board of Supervisors shall cast votes in district order on a rotating basis per meeting.
 - (3) The Chairman/Clerk shall restate all motions before a vote is taken and the result of the vote shall be announced following each vote.

F. General Rules of Procedure

The Board's Parliamentary Procedures shall be Robert's Rules of Order, Newly Revised, 10th edition, specifically to include Section 49, Conduct of Business in Boards, pages 469 - 471, in all matters not covered by the Board's procedure, to the extent compatible with law and the historical practices of the Board. The County Attorney, or his or her designee, shall act as Parliamentarian to the Board. Any questions involving the interpretation or application of Robert's Rules shall be addressed to the County Attorney. The Board may amend, by Resolution, the rules as it deems appropriate. The following rules shall apply:

- (1) Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
- (2) Motions need not be seconded. If a motion is not seconded, the Chairman shall decide if a vote is taken on the motion or if a motion is dead.
- (3) There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
- (4) Informal discussion of a subject is permitted while no motion is pending.
- (5) The Chairman can speak in discussion and can vote on all questions, but cannot make motions unless by consent of a majority of Board members present.
- (6) No Board member is required to vote on any issue.

If any Board member determines, prior to the calling of any issue before the Board, that he, because of conflict or otherwise, will abstain from voting on such issue, he shall announce such intention at the time the issue comes before the Board and shall not participate in the discussion on such issue or question.

An abstention shall be counted for the purpose of determining a quorum. An abstention defeats a motion requiring a unanimous vote.

- (7) In the incidence of a tie vote, the issue voted upon by the Board is dead and therefore voted down.
- (8) Only Board members and the Parliamentarian shall have standing to raise noncompliance with these Rules of Procedure, and only during the current meeting at the time of violation. Failure of the Board to comply with these General Rules of Procedure shall not invalidate any action taken by the Board.

G. Member Absenting Himself from Meeting Prior to Adjournment

After the name of any member of the Board has been recorded as present at any meeting of the Board, he shall not absent himself from the remainder of the meeting prior to adjournment unless by consent of the Board.

H. Board to Sit with Open Doors

The Board of Supervisors shall sit with open doors and all persons conducting themselves in an orderly manner may attend the meetings; however, the Board may hold closed sessions as permitted by law and when deemed necessary by a majority vote of the Board.

The consent agenda shall be introduced by a motion "to approve", and shall be considered by the Board as a single item. There shall be no debate or discussion by any member of the Board regarding any item on the consent agenda. The Clerk or his/her designee may provide a brief written summary or memo on each item included in the consent agenda. Upon request of any Board member who wishes to question or discuss an item, that item shall be removed from the Consent Agenda. This item shall be transferred onto the agenda for consideration.

I. Citizen Comment Period

Rules for Citizen Comment Period:

To ensure that the affairs of the Board and its committees may be conducted in an orderly manner, to ensure that all persons desiring to address the Board on matters pertinent to it are afforded an opportunity to do so, to permit persons in attendance to observe and hear the proceedings of the Board without distraction, and to permit to the fullest extent the Board to conduct County business with minimal disruption, the following rules are established.

- (1) Each person desiring to speak must sign up in advance of the opening of the Citizens' Comment period on the agenda.
- (2) Each speaker shall be limited to a period of three minutes per comment period; when two minutes have passed the speaker will be reminded that there is one minute remaining.
- (3) Speakers who have signed up may use their allotted time only for themselves and may not donate their time to other speakers.
- (4) Speakers will not be permitted to use audiovisual materials or other visual displays, but may present written and photographic materials to the Board members.

- (5) Comments must be confined to matters germane to the business of the Board of Supervisors and shall not be cumulative or repetitive.
- (6) Speakers should address the Board with decorum - loud, boisterous, and disruptive behavior, obscenity, and vulgarity should be avoided as well as other words or acts tending to evoke violence or deemed to be a breach of the peace.
- (7) The Citizens' Comment period is not intended to be a question and answer period for dialogue with County officials. Questions which are raised during a comment period may at the discretion of the Board be responded to by County officials after sufficient time for appropriate investigation.
- (8) Speakers shall remain at the podium while addressing the Board.
- (9) Speakers shall not be interrupted by audience comments, calls/whistles, laughter, or other gestures. Individuals in the audience who do not abide by this policy after a warning will be asked to leave the meeting.
- (10) Expressive activities including, but not limited to, petitioning, picketing, displaying signs and posters, solicitation, demonstrating, pamphlet distribution, and conducting polls shall not be permitted within the Courthouse or in any other building that the Board is meeting.

These rules do not preclude persons from delivering to the Board or its Clerk written materials including reports, statements, exhibits, letters, or signed petitions or to prohibit persons from presenting oral or written comments on any subject germane to the business of the Board, to individual Board members or to the Board through its Clerk outside the context of the public meeting.

J. Agenda Item Procedure

The following guidelines shall be followed for comment addressed to specific agenda items:

- (1) In order to prevent obvious questions from consuming Board Meeting time, the Chairman and/or designated person(s) may give a brief explanation of each agenda item prior to opening the floor for citizens' comments.

ARTICLE V
SPECIAL MEETINGS

- A. The Board of Supervisors is authorized to hold such special meetings as it may deem necessary. Special meetings need not be held at the courthouse, county office building, or other place used for regular meetings. A special meeting must be held whenever it is requested by the Chairman or two (2) or more Board members, who must make a request to the Clerk of the Board specifying the time and the matters to be considered. The Clerk,

after consulting with the Chairman, then must notify each member of the Board of Supervisors and the County Attorney of the time, place and matters to be considered.

- B. In order for a special meeting to be held without such notice, each member of the Board must attend the meeting or sign a waiver of notice. Only matters specified in the notice may be considered in a special meeting unless all members of the Board are present, in which case, other issues may be discussed, subject to approval by a majority of the Board and the requirements of the Virginia Freedom of Information Act.

ARTICLE VI

PROCEDURE FOR DEALING WITH ITEMS NOT ON THE AGENDA

- A. All matters not on the agenda must be raised during citizens comment period. Any matter not on the agenda shall not be considered unless approved for consideration by the majority of the Board present in accordance with Article IV, C (2).

ARTICLE VII

PUBLIC HEARINGS

- A. All public hearings will be advertised in accordance with the Virginia Code. Public hearings may be postponed, continued or canceled at the discretion of the Board.
- B. In addition to those required by law, the Board at its discretion may hold public hearings when it decides that a hearing will be in the public interest.
- C. The case before the Board shall be summarized by the Chairman or designated person(s). Interested parties wishing to speak must sign the register at the rear of the room prior to the start of the hearing. Each person wishing to speak will be called to the podium by the Chairman or designated person(s) in the order such person signed the register and must state his or her name and address for the record. Each speaker shall be limited to five (5) minutes, unless waived by the Board.
- D. Board Members should limit their comments during the course of public hearing comments to ensure participation by the public without Board interference.
- E. Speakers should direct their comments or questions to the Board collectively and not to individual Board members.

ARTICLE VIII

APPOINTMENT OF COMMITTEES

Appointments to committees of the Board and to authorities, boards, and commissions, shall be made only by Resolution adopted by a majority of the full Board. Prior to consideration of the nomination, the nominee shall be notified to determine his or her willingness to serve and to determine if he or she meets the qualifications for such appointment.

ARTICLE IX
DUTIES OF THE COUNTY ADMINISTRATOR

The County Administrator shall:

- A. Prepare the agenda for each meeting for approval in conformance with the agenda preparation procedure outlined herein, and act as the Clerk of the Board of Supervisors at each Board meeting.
- B. Keep a written record of all business transacted by the Board.
- C. Administer the financial control procedures of the County as instructed by the Board.
- D. Advise and inform the Board on all matters affecting County government.
- E. Execute all formal documents authorized by the Board of Supervisors.
- F. Provide and supervise all staff services directly under the control of the Board of Supervisors.
- G. The County Administrator shall be responsible for all personnel management of the County. Department Directors will be hired and dismissed with the consent of the Board of Supervisors.
- H. Prepare an annual operating budget for the County government in accordance with guidelines established by the State auditor's office for approval by the Board of Supervisors. The County Administrator shall be responsible for maintaining adequate financial and accounting records on all County business under their control.
- I. Serve as the Board's representative in all circumstances where the Chairman, Vice Chairman, or a majority of the Board Members are not available.
- J. Perform all other duties delegated by the Board as required by law.

ARTICLE X
AMENDMENTS

- A. The Rules of Procedure may be amended by a recorded majority vote of the entire membership of the Board provided that written notice has been given to all members of the Board and a copy of the proposed amendment is sent with the notice, prior to said meeting.
- B. The Rules of Procedure may be suspended in whole or in part only upon the unanimous vote of Board members present, relating to any matter before it.

**CODE OF ETHICS AND STANDARDS OF CONDUCT
FOR MEMBERS OF
THE LUNENBURG COUNTY BOARD OF SUPERVISORS**

CODE OF ETHICS

Recognizing that persons who hold public office have been given a public trust and that the stewardship of such office demands the highest levels of ethical and moral conduct, any person serving on the Lunenburg County Board of Supervisors should adhere to the following Code of Ethics:

1. Uphold the Constitution, laws and regulations of the United States and of all governments therein and never knowingly be a part to their evasion.
2. Put loyalty to the highest moral principles and to the County as a whole above loyalty to individuals, districts, or particular groups.
3. Give a full measure of effort and service to the position of trust for which stewardship has been granted; giving earnest effort and best thought to the performance of duties.
4. Seek to find and use the most equitable, efficient, effective, and economical means for getting tasks accomplished.
5. Adopt policies and programs that support the rights and recognize the needs of all citizens regardless of race, sex, age, religion, creed, country of origin or handicapping condition. Avoid adopting policies, supporting programs or engaging in activities that discriminate against or offend individuals because of race, sex, age, religion, creed, and country of origin or handicapping condition.
6. Ensure the integrity of the actions of the Board of Supervisors by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member should never accept for himself or herself or for family members, favors or benefits under circumstances, which might be construed by reasonable persons as influencing the performance of Board of Supervisors duties.
7. Make no private promises of any kind binding upon the duties of any office, since a public servant has no private word, which can be binding on public duty.
8. Engage in no business with the county government, or the school system, either directly or indirectly, which is inconsistent with the conscientious performance of Board of Supervisors duties except as may be consistent with the conflict of interest statutes in the Code of Virginia.

9. Never use any information gained confidentially in the performance of Board of Supervisors duties as a means of making private profit.
10. Expose, through appropriate means and channels, corruption, misconduct, or neglect of duty whenever discovered.
11. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act using closed sessions only to deal with sensitive matters as provided by the Code of Virginia.
12. Avoid using the position of public trust to gain access to the media for the purposes of criticizing colleagues or citizens, impugning their integrity or vilifying their personal beliefs.
13. Make sure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the Board.
14. Review orally and in public session, at the annual organizational meeting, each of these principles.
15. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

LUNENBURG COUNTY BOARD OF SUPERVISORS
160 COURTHOUSE SQUARE
LUNENBURG COURTS BUILDING, LUNENBURG, VIRGINIA
February 11, 2021 Meeting

6:00PM

1. Call to Order
2. Invocation/Pledge of Allegiance: Supervisor Hankins
3. Requests for Additions to the Agenda
4. Conflict of Interest Statements & Organizational Matters
5. Citizen Comment Period
6. Consent Agenda:
 - A) Minutes of the January 14, 2021 Meeting
 - B) Warrants for Approval January 2021
 - C) Treasurer's Reports December 2020
7. County Offices and Departments
 - A) VA Department of Transportation-Update on Route 137/138 Traffic Study
 - B) Lunenburg County School Board
 - C) Electoral Board laptops – Surplus Property
 - D) Sheriff's Office-Upgrade for the Door Access Control System
8. Commonwealth Regional Council – Surplus Funds
9. Piedmont Area Veterans Council – Sarah Maddox
10. Southside Center for Violence Prevention - Tonya Edmonds
11. Virginia Department of Health—Statement of Agreement
12. Planning and Economic Development Update
13. Administrator's Update
14. County Attorney Update
15. Closed Session Items (if necessary)
16. Other Business (per Board approval)
17. Adjournment

GUIDANCE FOR 2-11-2021 MEETING:

-All Supervisors will adhere to social distancing. All citizens/guests who attend the Board of Supervisors meeting must maintain a distance of at least six feet apart at all times and wear face coverings according to [Governor's Executive Order No. 72](#).

-It is requested that advance inquiries about agenda items be directed to the County Administrator prior to the meeting at tgee@lunenburgva.net or by phone at 434-696-2142 to address your concerns prior to the Board meeting.

-This meeting plan is subject to change, based on further action by the Governor of Virginia and/or the Lunenburg County Board of Supervisors.

-It is the intention of the Lunenburg County Board of Supervisors to comply with the Americans with Disabilities Act. Should you need special accommodations, please contact the County Administrator's Office at 434-696-2142 prior to the meeting date.

-- Tracy M. Gee, County Administrator