

# **Regional Organization Updates**

- A) Virginia's Growth Alliance – Director David Denny
- B) Crossroads CSB – Supervisor Hoover



## Crossroads CSB Cleared of Any Wrongdoing in Forensic Audits

*Crossroads CSB has completed two phases of forensic audits with no unlawful - misappropriation of funds found.*

*10/28/2021 Farmville, Virginia*

At the direction of Prince Edward County, a forensic audit was performed on Crossroads CSB financial and other data records to explore the possible presence of fraud and misfeasance by Crossroads employees. This audit covered fiscal years 2019, 2020 and 2021. After the initial investigation, the report by Barrett, PC stated “no fraud or misappropriation was found” in all areas covered in the audit. Mr. Bill Barrett did, however, recommend the next phase of the audit to look further into the accuracy and veracity of Crossroads financial expenditures. At the conclusion of this phase of the audit, Mr. Barrett states “My forensic investigation of the banking and financial records yielded no unlawful misappropriation of funds”. He goes on to say that the current financial staff are highly dedicated, professional and competent and that it is his professional opinion that the forensic audit of Crossroads is complete.

*Crossroads Community Services Board supports the residents of Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway and Prince Edward counties with mental health, substance use and developmental disability services.*

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BARRETT, PC  
A Professional Corporation  
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## Professional Fees

DATE	INVOICE NO.
10/19/2021	11035

Crossroads Community Services  
214 Bush Drive  
Farmville, VA 23901

*No matter where in the World  
Your business takes you!*

TERMS	DUE DATE
Due on receipt	10/19/2021

DATE	PROFESSIONAL SERVICES	HRS	AMOUNT
10/18/2021	Phase 1.b. Forensic Audit and Report	36	9,000.00
10/18/2021	Transportation and Accommodation		845.74

Note: Your retainer balance is \$5,000.

Thank you for your trust.

There will be a \$35 charge for all returned checks. Interest of 1.5% (18% per annum) will be charged on all amounts 30 days past invoice date.

**Balance Due \$9,845.74**

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# **Crossroads Community Services Board Administrative Services and Programs Operations**

## **Interim Memorandum on Forensic Investigation and Internal Controls**

**As of August 31, 2021**

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***Prepared for:***

Douglas P. Stanley, AICP ICMA-CM and  
The Honorable Board of Supervisors  
Prince Edward County, Virginia

***Prepared by:***

WILLIAM C. BARRETT, MFAcc, CPA·CFF·ABV  
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Douglas P. Stanley, AICP ICMA-CM  
County Administrator  
Prince Edward County  
Farmville, VA

The interim memorandum attached to this letter is part of my preliminary investigation of the financial and other data records covering the period July 1, 2019 through August 31, 2021 for the Crossroads Community Services Board, Farmville VA (Crossroads, CCSB, Agency). In planning and performing this investigation, I have made an initial consideration of the agency's internal control structure. While the purpose is not to provide assurance on the internal control structure, certain matters involving the internal control structure and other operational matters are incorporated in this memorandum for your consideration.

### **Scope of Engagement**

You have engaged me to explore the possible presence of fraud and misfeasance by CCSB employees alleged in anonymous emails addressed to the Cumberland County and Prince Edward County Administrators and in interviews I conducted with concerned individuals with a willingness to discuss matters that needed investigation.

Furthermore, you have requested that I review certain CCSB grants, revenues, loans, and expenditures to analyze the administrative stewardship for said periods. You have engaged me as a consultant to investigate the CCSB's accounting and payroll records, the use of credit and food stamp cards, and any other indicia of fraud that comes to my attention, whether or not within these categories.

Prior to my being engaged by you, we discussed the need for both of us to obtain an understanding of the engagement. This is because the scope of forensic accounting investigations, also called forensic audits, will by necessity (i.e., costs, time, and obtainable documentation) be limited to specific accounts during a specific period and may be limited to transactions considered material by the Office of the County Administrator, and the Board of Supervisors. In this case, my engagement is currently limited to investigating the accounting records for the period as noted above.

We have also discussed that should the scope of my engagement change, we shall discuss any additional procedures before their undertaking. You have assured me of the CCSB staff and board of directors' commitment to allow me to obtain sufficient relevant data to achieve this engagement's objectives.



We discussed the limitations of my investigative services performed, and the possibility of not detecting a fraud that could still exist because the wrongdoing is intentionally concealed by the perpetrator(s). Individuals may collude to disguise their actions. Collusion is difficult to detect and may continue indefinitely.

Correspondingly, we have discussed that this investigation may not be used to intimidate, harass, or discriminate against certain current or past employees, board members, or advisors.

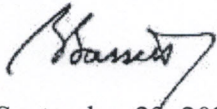
Also, we have discussed the difficulty to assess the anticipated costs in this engagement against any potential benefit derived from forensic services. We have agreed that my fee is not contingent upon any results, or lack thereof, and that I will notify you of changes to the original estimated range of costs. Finally, we discussed that I will not hesitate to terminate the forensic accounting engagement if it becomes apparent that the benefits to be derived will be less than the costs.

This letter and related memorandum are intended solely for the use of the Prince Edward County Administrator and are not intended to be used for any other purpose.

I wish to express my appreciation for any courtesies and cooperation extended to me during the course of my investigation. I would be pleased to discuss these interim finding and recommendations in greater detail or to assist you in their implementation.

Respectfully submitted,

BARRETT PC

A handwritten signature in black ink, appearing to read "Barrett", with a stylized flourish extending from the end of the name.

September 23, 2021



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# **Crossroads Community Services Board**

## **Interim Memorandum on Forensic Audit and Internal Controls**

Crossroads Community Services Board was organized in 1973 as a cooperative venture among the counties of Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward. The Services Board, the governing body over the agency's programs, consists of representatives appointed by the Board of Supervisors in each of the counties and includes elected officials, individuals receiving services, and family and community members.

The focus of the Crossroads Community Services Board is to prevent and treat the occurrence of mental illness, intellectual disabilities, substance use and co-occurring disorders and to enhance the functioning of individuals and families who experience these conditions.

The major efforts of Crossroads are directed toward the transformation into a true community-based system of care. The individual participates in a service system based on principles of recovery. All programs and services use the recovery model in which peer supports and participation are essential elements.

Funding which supports the service delivery system comes from a variety of sources: state, local and federal governments, and fees for service (over 75% of revenue). Contributions to the agency, which is organized as a public non-profit 501c3 organization, are tax deductible and represent special revenue which directly benefit individuals receiving services.

~ from [www.crossroadscsb.org/pdf/crossroads\\_brochure.pdf](http://www.crossroadscsb.org/pdf/crossroads_brochure.pdf)



## **Executive Summary**

This report of the Crossroads Community Service Board (Crossroads, CCSB, Agency, Administration) and its related entities detail the results to date of my forensic accounting investigation from July 24 through August 31, 2021.

My forensic investigation of the financial records yielded no unlawful misappropriation of funds. However, due to the outmoded accounting software and the offsite storage of accounting transactions, the verification and tracing of transactions was not available to be completed in this audit phase.

Additionally, many of the requests for investigation, such as: board of directors' issues, employee hiring and termination, and methods to manage assets were outside the parameters of a forensic audit investigation.

Therefore, it is my professional opinion that a second phase of dual investigations are needed to finalize the matters of the CCSB. The first investigation would entail the acquisition of the cancelled bank checks and electronic fund transfers to provide that the payee and endorser match the transactions recorded in the accounting records.

The second, on an administrative level, where many of the organizational allegations needing investigation were beyond the purview of a forensic accounting audit. These issues, addressed in this report, may be best resolved by the Board of Directors instructing the Executive Director to engage experts in these administrative matters.

Of note: The June 14, 2021 CSB Operational Review by the Department of Behavioral Health & Developmental Services' Office of Internal Audit also reported no findings of fraud.



# **Investigation—General Allegations**

To date my investigation has consisted of:

## **Interviews and Discussions**

- Department of Behavioral Health & Developmental Services Internal Auditor
- CCSB Staff: Directors, Financial, HR, IT, Buildings and Grounds
- CCSB Board of Directors Members – Past and Present
- CPA Audit and Tax Firm
- Prior Employees
- Concerned Citizens
- Accounting Software Vendor
- County Administrators
- Bank Manager and Assistant for CCSB Operating Account

## **Software and Documents**

- Board of Directors' Minutes and Financial Statement Presentations
- Personnel Policies and Procedures Handbook 10/29/2019
- Recent Policies/Procedures Beginning 8/2020
- HR Orientation and Mandatory Trainings Requirements
- IT Server
- Bank and Investment Account Statements
- Accounting and Payroll
- Emails
- Audited Financial Statements
- Form 990 Tax Returns
- General Ledgers
- W-2s Wage and Tax Statements
- Form 1099s Non-employee Income
- IRS Employer's Guide to Fringe Benefits
- Employee Licensure / Tuition Reimbursement Agreements
- Vendor Lists
- CCSB Vehicle Listing at 7/1/2021
- Home Residents' Food Stamp Lists as of 8/25/2021

- PPP Loan and Forgiveness Documents
- Listing of Employees Related to Employees
- Review of Substance Abuse House Grant
- DBHDS CSB Operational Review Report of CCSB as of June 2021
- DBHDS Recommendations to CCSB as of February 2016
- CCSB RFP #2021 for Forensic Financial Auditing Services
- The Farmville Herald

## **Allegations**

- Financial Statement Fraud
- Food Stamp Fraud
- Credit Card Fraud
- Gas Card Fraud
- Fleet Vehicles Misappropriation and Mismanagement
- PPP Loan Misappropriation
- Board of Directors Has No Fiscal Administrative Oversight
- Board of Directors Does Not Record Minutes
- Financial Document Shredding



## **Findings**

### ***Accounting and Fiscal Operations***

The current accounting software in use is antiquated and additional financial staff is needed to handle the increasing workload as the Agency continues to grow.

BTI/HHS – Boston Technologies Inc. Software has been used for accounts payable, general ledger, payroll and human resources for over 30 years. The software, Credible EHR is used for medical billing and accounts receivable. These programs are not Windows based. Transactions are processed in batches by the staff and then reviewed by supervisors before posting to the BTI IBM Server in New Jersey. Once a batch is posted, no transactions may be edited or deleted by Agency staff. Any AP, GL, or Payroll batch that needs editing must be canceled by BTI support techs and the batch remains in the file with a special flag indicating that it was voided, along with the CCSB usernames involved.

### **Allegations and Findings**

It has been alleged that financial staff worked overtime to change the accounting records and shred documents once CCHB learned of the possibility of a forensic accounting audit after the termination of the prior Executive Director. Also, I was asked to review the emails received and sent by the prior Executive Director to ascertain any communication to altering the accounting records.

I have reviewed the 2020 AP Check Register, Balance Sheet and Income Statement both before and after the outside CPA auditor's adjustments. I conducted a random sampling of fiscal years 2019 through 2021 of the payroll reports and compared them to the postings in the AP register.

There were no findings of voided batches in my investigation of the BTI software program modules. Furthermore, the Administrative Services Director stated that only medical/prescription records were shredded to free up needed storage, after these records were scanned to the person's electronic program file.

I reviewed the prior Executive Director's current (1/2021) and backed-up emails. There were no findings of communications, either received or sent, indicating preparing the accounting records for a potential forensic audit. The ex-director was terminated on May 5, 2021, before the Board of Directors began any consideration of a forensic audit.

I then began a review of the Administrative Services Director's current emails, both received and sent, to find no indications of preparing for a forensic audit or fraudulent activities.



It should be noted that in discussions with the Administration's IT Coordinator, that when an email is deleted from any user's email account, the email is permanently deleted with no record it ever existed, unless it was saved to a backup file before being deleted.

## ***Credit and Gas Card Usage***

### **Allegations and Findings**

CCSB uses Gas cards from Wex Bank, formally Wright Express. Employees and their supervisors are charged with following the policies procedures manual to maintain their card use privilege. These include entering their personal use code, using only cards assigned to the vehicle, only using authorized service stations, only gas and oil may be purchased, and entering the milage on the vehicle's odometer.

I conducted a random sampling of disbursement vouchers to the Wex Vehicle Analysis Report from 12/2019 through 10/2020. In each analysis the documents and the procedures were deemed appropriate. No fraud or misappropriation was found.

CCSB uses Wells Fargo Bank VISA credit cards. The five cards issued are assigned to the Executive Director, Administrative Director, Director of Outpatient Services, Intellectual Disability Services Director, and the Fiscal Technician for Purchasing and Accounts Payable.

I conducted a random audit of charges by person to compare supporting receipts to applicable purchase orders for years 2019 through 2021. No irregularities or misappropriation was found.

## ***Food Stamp Card Usage***

### **Allegations and Findings**

It is alleged that clients staying in the residential group homes are having their food stamp cards used without their knowledge and that staff are buying food and personal items with the cards.

CCSB has a strong policy and procedures protocol for food stamps. First, the cards are kept in locked storage and must be signed out and back in by the Residential Manager. The cards are given to the individuals if they are able to go shopping with the residential staff. The items purchased are documented and reviewed by the Case Manager. Administrative office staff then go online to the Department of Social Services electronic system to verify the card password and amounts purchased in the Food Card Purchase Log. All receipts are then



returned to the individual's food stamp record and will not be destroyed or removed at any time.

I have conducted a random review of 3 years of the Purchase Log. In each analysis the documents and the procedures were deemed appropriate. No fraud or misappropriation was found.

## ***Substance Abuse House Grant***

### ***Allegations and Findings***

The SOR (state opioid response) grant is a federally funded formula grant distributed by the Substance Abuse and Mental Health Services Administration (SAMHSA). The Department of Behavioral Health and Developmental Services (DBHDS) manages and distributes SOR funds for Virginia. A majority of the SOR funds are disbursed to the 41 Community Service Boards (CSBs) across the state. These entities offer direct substance use disorder and opioid use disorder (OUD) programs and services to address prevention, treatment, and recovery in communities across the state.

Allegations had been made that when the Substance Abuse House closed down in August 2020, unspent funds were left unaccounted.

I reviewed the Federal Balance Report for SPY 20 Federal Funds through September 2020 which showed an unspent balance of \$34,869. Furthermore, I traced an expenditure for the same amount to the CCSB A/P Transaction Detail Report and then to a copy of the cancelled check for \$34,869 that was endorsed by the Treasurer of Virginia to the DBHDS 720 account. All documented unspent SOR funds were therefore accounted.

### ***PPP Loan***

As a 501c3 not for profit entity, CCSB was eligible to apply for the Paycheck Protection Program (PPP Loan) backed by the U.S. Small Business Administration. CCSB was facing decisions of furloughing staff due to the COVID-19 virus pandemic. Upon the counsel of its CPA firm and DBHDS finance members, management contacted their bank, Wells Fargo, who referred them to Pinnacle Bank to apply for the loan. The loan amount of \$2,497,027 was approved for a 22-week period and was deposited on 4/27/2020 to CCSB's Pinnacle Bank checking account.

Provisions were in the loan to also cover health insurance premiums, utilities, facility rent, mortgage interest, and a few other specifically defined costs as needed. If one included all 22 weeks of all these allowed costs, it would actually be greater than the loan amount. This



process was fluid and changed weekly as the SBA developed the forms and processes and implemented extensions.

One of the main requirements of the loan was to guarantee employees to continue to be paid regardless of loss of income due to the pandemic. Crossroads kept staff employed using these funds throughout the loan period. There were specific exceptions allowed by the PPP rules such as voluntary resignations and necessary performance issue terminations.

## **Allegations and Findings**

It has been alleged that management did not use the loan proceeds appropriately nor did Crossroads meet the requirement for this loan to be forgiven.

I have reviewed all SBA, banking, payroll, and general fund transactions and have found no misuse nor impropriety. On 5/17/2021 the SBA sent notice that the CCSB's PPP Loan Forgiveness Application, and its accompanying 2 years of audited financial statements and year to date unaudited FY 2021 financials had been reviewed and approved.

Furthermore, I have reviewed the payroll validation report for 4/15/2020 (prior to the PPP Loan) and compared it to the report for 10/15/2020 for salary increases. There were 2 staff that received pay increases. One had a position upgrade and the other had additional required job duties.

## ***Hiring of Employees Next of Kin***

### **Allegations and Findings**

It has been alleged that the Board of Directors changed their own bylaws (no board member with next of kin as employees), after it was revealed that several board members had children that had directly financially benefited from CCSB's administration via the paying of college fees, creation of job positions, the promotion to supervisory positions against basic DMAS/Medicaid requirements, and questionable work performance.

I have reviewed a list of employees who had immediate relatives also employed by CCSB and discussed the issues above with the HR Director. It is the Director's professional opinion, of which I concur, that it is not unusual in a small rural town where CCSB is one of the largest employers to have a higher percentage of related employees. Furthermore, I conducted interviews with past and present employees who stated that CCSB is one of three employers which townspeople aspire to spend their entire career. The HR Director further stated there have been no reported issues of any favoritism or employee morale issues as a result of hiring relatives.



In the Personnel Policies & Employee Handbook, Section 105, page 15, the parameters and the particulars for hiring and supervising relatives is proficiently covered.

I have also reviewed employee files where tuition and promotion were given. Recipients are required to sign a Licensure/Tuition Reimbursement Agreement whereby monies given require a minimum period of post coursework/licensure is 2 years of continued employment with CCSB. I was only able to find one employee who terminated employment prior to the 2 years. Said employee reimbursed the Agency for the full amount advanced. This audit found one employee who had not signed the agreement, but when disclosed, the HR Director notified me that was now corrected and the signed agreement is now in the employee's file.

Another employee promoted to a supervisory position is completing studies that will result in becoming a Nurse Practitioner. For the Agency, it is difficult finding actual doctors, nurses, and psychiatrists to become long term onsite employees. Therefore, a NP who can write prescriptions and counsel patients is of great value.

I have reviewed the accounting for these tuition reimbursements. Each instance, there were only 2 during the audit time period, was in accordance with IRS Employer's Tax Guide (Pub 15-B) to Fringe Benefits.

### ***Salary History Database***

#### **Allegations and Findings**

I reviewed the payroll system database for 3 years, and the HR system of salary changes from for 10 years to current. The object was twofold: to see if raises were given using PPP Loan monies, and to single out employees with multiple salary increases from their hire date to present.

There were no findings of misfeasance or favoritism in staff salary increases. Furthermore, in a random sampling of the employees with multiple raises, hardcopies of signed salary change update forms were present in their personnel files.

### ***Physical Condition of Vehicles and Buildings***

#### **Allegations and Findings**

While outside the scope of this forensic accounting audit, I was made aware of questions regarding the physical condition of assets owned by CCSB. Therefore, I interviewed the



Facility Maintenance Supervisor. He stated that due to the increasing costs of purchasing new autos, trucks, vans, trailers, and busses, the Agency kept their vehicles longer. Also, only three department directors and three maintenance staff, who respond to CCSB problems after normal business hours, are issued "take home" vehicles. Since 2017, only one vehicle has been purchased.

The Executive Director further stated that CSBs that have smaller fleets choose to reimburse their employees for personal mileage rather than supply a fleet of vehicles for their staff to use. Also, some CSBs do not offer the same services/programs that Crossroads offers such as residential, day support, supported employment, psychosocial rehabilitation, Medicaid transportation, etc. These services require Crossroads to provide a means of transportation. The only services that are mandated by the state for a CSB to provide are case management and emergency services, so some CSBs only provide those two services which would mean they wouldn't need as many vehicles. Case managers use vehicles for home visits and to transport individuals in vehicles that are covered by Crossroads. The fleet of vans are used for Medicaid transportation to and from the day support programs as well as to appointments/group meetings in the clinics.

When vehicles become disabled, they are kept in an isolated area as there has been no direction on how to dispose of them. Currently, there are 21 vehicles that are totally disabled.

Also, there has been queries as to the vehicles license plates bearing government tags. Virginia DMV states that Community Service Boards, while organized as 501c3 nonprofit organizations, are part of the political subdivisions (cities and counties) that created them. Therefore, the CSBs are permitted governmental license plates provided the vehicles are used solely for governmental purposes of the board as stated in Va. Code § 37.2-500.

As to the buildings and grounds, the maintenance crew takes requests via a work order form. Once completed, the crew itemizes their work and signs off. I did not review any workorders or building improvement expenditures during this phase of the forensic audit.

## ***Board of Directors***

### ***Allegations and Findings***

It is alleged that while the Crossroads Board of Directors (BOD, Board) receives a monthly year-to-date summary financial report, the Board has found the report confusing and unclear. The Board has requested reports by program but was informed that with the current accounting system this could not be done.

It is further alleged that the Board secretary is no longer charged with taking the minutes which are now taken by the administrative staff's HR Director. There are no recorded records of votes or Board decisions. Therefore, the Board requests changes in almost every meeting to



the minutes. The Board, earlier in FY 2021, voted to electronically record the meetings to clarify the minutes, but the motion did not pass.

In 2021, the Administrative Services Director overseeing the CCSB fiscal operations began providing a YTD summary report and additional reports directly from the accounting software. The additional reports include a statement of revenues and expenditures with the current month actuals compared to one month budget as well as YTD actual compared to YTD budget.

These reports are being given to the BOD monthly now and have been for several months. However, due to the fiscal yearend extra workload, July and August will be provided at the upcoming meetings. Twice monthly, the check registers and the approval of monthly expenditures are reviewed by the Executive Director. During COVID-19 in 2020 there were fewer BOD meetings, a large number of newly appointed BOD members, and the finance committee did not meet. The financial summaries are prepared and given to the Executive Director to distribute to the BOD via email along with regular email updates to the BOD during COVID.

The 41 Community Service Boards throughout the Commonwealth of Virginia operate as local government subdivisions. The Boards of Directors hire the Executive Director to implement all policies, administration, operations, and regulatory requirements. The Executive Director as chief executive officer reports directly to the Board and implements all policy, financial and regulatory requirements, directs operations, staffing, service delivery, contracting, and all aspects of CBS.

As to the findings, I can only report on two issues. One, as noted throughout this report, the current accounting is antiquated and is not set up to report by program. Two, there is a conflict of independence with the HR Director recording the minutes.

Therefore, it is recommended that the Board approve a competent accounting program and resolve the Board secretary duties as supported by DBHDS.

It should be cited that CCSB's updated COVID-19 operations plan includes further furloughs and hybrid work from home staff schedules. It is not known at this time how the Board will conduct its monthly meeting and committee meetings.



## **Recommendations**

### **Accounting and Fiscal Operations**

The CCSB hire a competent, bonded, full-charge accountant as a Chief Financial Officer (CFO) to maintain the books and records in accordance with Generally Accepted Accounting Principles and Government Accounting Standards.

This CFO is to work with the IT Coordinator and DBHDS IT personnel to acquire and install Windows' based accounting and email software, as well as an onsite computer server. The software and server should adhere to all governmental and FOIA regulations as well as have the capacity to separately report on CCSB's grants and programs.

The software should also be able to track and report on payroll and staff salary history. CCSB should segregate payroll to its own bank account and separate the funding sources and uses of employee pay.

### **PPP Loan**

The outside CPA audit firm, Snead, William & Mayhew PLLC, has been instrumental in providing guidance to CCSB in both the PPP Application and the SBA Forgiveness Program. It is thus recommended that the firm provide a detailed report that documents the proper use of the \$2,497,027 funds for FY 2020 and 2021, and the forgiveness of said amount and the interest of \$26,338.50.

Increasingly, the IRS is auditing borrowers; therefore, CCSB would be advised to have an outside audit report to support any issues arising in the future of this matter. Especially since there have been \$6 million to \$9 million yearend surpluses for the past 2 fiscal years. Due to restricted funds, these surpluses were deemed appropriate for loan forgiveness.

### **Physical Condition of Vehicles and Buildings**

As CCSB's physical assets continue to age, the Facilities and Grounds staff will need outside assistance to maintain the health and safety of these assets. This is becoming quite apparent with the increasing costs of the vehicles. Currently, the Executive Director and Facilities Supervisor are initiating contact with the Government Surplus Auctions – govdeals.com to dispose of unserviceable and aging vehicles.

It is recommended that the seven Counties develop a protocol for assisting in these matters.



## **Board of Directors**

While outside the scope of a forensic audit, I have become aware of Board issues and conflicts while interviewing members and prior members.

It is therefore recommended that Board meetings be recorded. Furthermore, the Board Secretary, and not a CCSB staff employee, draft and maintain the Board Minutes. It may also be necessary for Committee Meetings to be recorded and reported as well.

Since Community Service Boards are part of the political subdivisions of the cities and counties that created them, their representatives on the BOD should petition their county staff to speak to the Board on complex matters that may be outside the expertise of board members.

It is a more involved Community that assists a more involved Community Services Board.



Certified Public Accountants and Consultants

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September 29, 2021

Crossroads Community Services Board

Ms. Carmalita Escoto, Chair

Ms. Pam Wallace, Interim Exec. Director

[carmie.escoto@gmail.com](mailto:carmie.escoto@gmail.com)

[pwallace@crossroadscsb.org](mailto:pwallace@crossroadscsb.org)

Farmville, VA 23901

Re: Crossroads Community Services Board Forensic Audit, Phase 1.b.

Dear Messes Escoto and Wallace:

This letter will confirm the engagement of our firm, Barrett PC ("Barrett PC") by the Board of Directors for Crossroads Community Services Board ("Board of Directors"). It is understood that we are engaged to assist the Crossroads Community Services Board's Administrative Services and Programs operations to determine the accuracy and veracity of its financial transactions and capital assets.

You have asked us to perform a Phase 1.b., confidential forensic investigation of the cancelled bank checks and electronic fund transfers to provide that the payee and endorser match the transactions recorded in the accounting records for FY 2021, and the first quarter of FY 2022 to determine, if any, fraud indicia where organizational funds, and/or resources may have been misappropriated and/or converted to personal use.

Further, as set forth below, we will report on any indicia of fraud or misfeasance we discover, whether or not within these categories.

2906 Douglasdale Road, Richmond, VA 23221-3614



The forensic investigation is to be performed by us during an on-site examination. Furthermore, we shall reserve additional days should you decide to broaden the scope of this investigation. At the completion of our investigation, we will prepare a report of our findings to include, if any: indicia of fraud and misfeasance, internal control breaches or the lack of controls in place; and best practice recommendations from both a fiduciary (accounting) and a public policy prospective.

It is further understood that we will report to the Board of Directors directly, and that we will submit all reports, communications, and work product to same. We understand that it may be necessary for you, Crossroads Services personnel, and others to share with us your theories, strategy considerations, mental impressions, conclusions, and other thought processes that relate to this matter. It may also be necessary for you to relate to us communications between you and other concerned and/or involved parties.

We understand that the work performed by us will be confidential and is to be regarded by us as being covered by rules and privilege governed by the Code of Virginia, and the Commonwealth's Auditor of Public Accounts as these rules and privileges pertain to confidential investigations authorized by Boards of Directors. Although we have not been engaged to testify in any governmental or civil process or in a court of legal jurisdiction, we further understand that if we are asked to testify, any such privilege may no longer apply.

You have assured us the Crossroads personnel acknowledge to provide us their cooperation, and all documentation and information pursuant to our requests which we believe necessary to complete the engagement objectives as we have enumerated above or as you may further outline to us. If we believe that any failure to make reasonably requested information available prohibits us from making conclusions in accordance with engagement objectives, we will so notify you. In such event, you will not hold us responsible, and all fees and expenses will be paid to us in accordance with the terms of the engagement.

All workpapers and documentation or other documents used by us during the course of this engagement will be maintained in segregated files. At the completion of our engagement, the originals and all copies thereof will be returned to you; unless we request, and you give us written permission to keep certain materials for professional educational purposes.



Our fees in this matter are based on an hourly rate plus expenses incurred and are not contingent on the outcome of the forensic investigation. We will bill you at our standard rate of \$250 per hour. All invoices are due and payable upon presentation. After 30 days, a monthly finance charge is assessed on unpaid balances at the rate of one and one-half percent (1½%) compounded.

The estimated professional fees for the first-tier analysis are not to exceed \$8,000 unless, based upon our findings, you request us to continue.

Engagement for any Second-Tier or additional services may necessitate that we amend this letter or issue a separate engagement letter to reflect the obligations of both parties. In the absence of any other written communications from us documenting such additional services, our services will be limited to and governed by the terms of this engagement letter. In the event that any portion of this engagement letter is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of this engagement letter.

In order to begin work, we require a retainer of \$5,000 to be applied to our final billing in this matter. This retainer is not intended to be an estimate for the total cost of work performed.

If anyone requests or subpoenas any information or materials related to this engagement which is in our custody or control, we will inform you. Should you request us to take any legal action to seek protection against disclosure of such information or materials, your administration will either retain legal counsel to represent us, or will indemnify us for all costs and expenses, including attorney's fees and expenses.

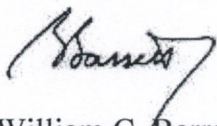
You will advise us, with sufficient notice, of the work to be performed by us. In the unlikely event that circumstances occur which we in our sole discretion believe could create a conflict with either the ethical standards of our firm or the ethical standards of our profession in continuing our engagement, we may suspend our services until a satisfactory resolution can be achieved, or we may resign from the engagement without issuing a report. We will notify you of such conflicts as soon as practicable and will discuss with you any possible means of resolving them prior to suspending our services.



In no event will our firm be liable for incidental or consequential damages even if we have been advised of the possibility of such damages. Our liability to you or Crossroads Community Services and its officials, whether in tort, contract, or otherwise, is limited to the amount of fees paid to us for our services on this engagement.

If this is in accordance with your understanding and meets with your approval, please sign, date and remit one copy of this letter in the space provided along with the retainer.

Very truly yours,



William C. Barrett, CPA

The services described in this letter are in accordance with our requirements and are acceptable to the Board of Directors of Crossroads CSB and me.

---

Carmalita Escoto, Chair  
Crossroads CSB Board of Directors  
Farmville, Virginia

---

Date



BARRETT, PC  
A Professional Corporation  
2906 Douglasdale Road  
Richmond, Virginia 23221-3614

## Professional Fees

DATE	INVOICE NO.
8/30/2021	11028

Douglas P. Stanley, AICP ICMA-CM  
County Administrator  
Prince Edward County  
PO Box 382  
Farmville, VA 23901

*No matter where in the World  
Your business takes you!*

TERMS	DUE DATE
	8/30/2021

DATE	PROFESSIONAL SERVICES	HRS	AMOUNT
In the matter of Crossroads Community Services Board			
8/30/2021	Retainer account established		5,000.00
8/30/2021	Payment by check received		-5,000.00

Your Retainer Account has been established per the terms of our Agreement.

There will be a \$35 charge for all returned checks. Interest of 1.5% (18% per annum) will be charged on all amounts 30 days past invoice date.

**Balance Due** **\$0.00**

Phone #

804.355.3555

E-mail

BillBarrett@Barrettpc.com

Web Site

<http://www.Barrettpc.com>



# **County-wide Radio System Update**



# 2021 Fall Financing Update | Mobile Radio System

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Lunenburg County, Virginia



November 4, 2021



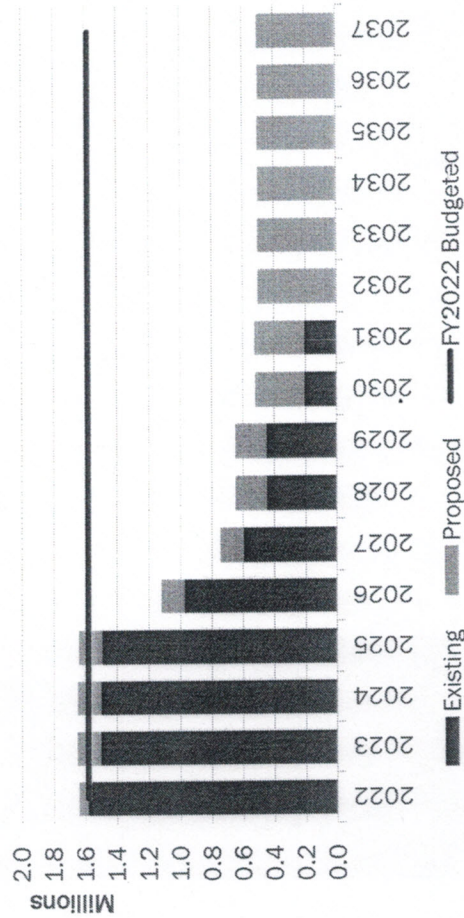


# Existing and 2021 VRA Financing Debt Service

## Final VRA Pricing

A	B	C	D
<b>Summary Statistics</b>			
Closing Date		11/17/2021	
Final Maturity		10/1/2036	
All-In TIC		2.338%	
<b>Sources of Funds</b>			
Par Amount	\$	3,425,000	
Original Issue Premium/(Discount)		600,592	
<b>Total Sources</b>	<b>\$</b>	<b>4,025,592</b>	
<b>Uses of Funds</b>			
Project Funds	\$	3,850,000	
Local Costs of Issuance		120,000	
VRA Costs of Issuance		52,890	
Additional Proceeds		2,702	
<b>Total Uses</b>	<b>\$</b>	<b>4,025,592</b>	
<b>Fiscal Year</b>	<b>Existing Debt Service</b>	<b>Proposed <sup>(1,2)</sup></b>	<b>Aggregate Exist. &amp; Prop.</b>
2022	\$ 1,577,210	\$ 59,410	\$ 1,636,621
2023	1,498,767	149,900	1,648,667
2024	1,496,875	148,875	1,645,750
2025	1,490,302	147,850	1,638,152
2026	969,025	146,825	1,115,850
2027	589,923	150,672	740,594
2028	441,673	202,981	644,654
2029	445,184	198,881	644,065
2030	204,250	311,706	515,956
2031	204,250	316,072	520,322
2032	-	499,928	499,928
2033	-	500,322	500,322
2034	-	497,719	497,719
2035	-	500,119	500,119
2036	-	496,050	496,050
2037	-	500,475	500,475
<b>Total</b>	<b>\$8,917,459</b>	<b>\$ 4,827,785</b>	<b>\$13,745,244</b>

Existing & Proposed Debt Service



(1) Interest Rates as of 10/27/2021 VRA pricing.  
 (2) Includes VRA annual administrative fees of 0.125%.





# Appendix

## Final VRA Numbers



# Sources and Uses of Funds

Virginia Resources Authority - 2021 Fall Pool

Lunenburg County

Final Numbers

Sources:	
Bond Proceeds:	
Par Amount	3,425,000.00
Net Premium	600,591.95
	4,025,591.95
Uses:	
Project Fund Deposits:	
Project Fund	3,850,000.00
Delivery Date Expenses:	
Local Cost of Issuance	120,000.00
Cost of Issuance	30,035.21
Underwriter's Discount	17,702.23
CRF Equity Contribution (Tax-Exempt)	5,152.35
	172,889.79
Other Uses of Funds:	
Additional Proceeds	2,702.16
	4,025,591.95
First Interest Payment Date	4/1/2022
All-In True Interest Cost of Borrower Bonds	2.338169%



Debt Service

Virginia Resources Authority - 2021 Fall Pool

Lunenburg County

Final Numbers

Period Ending	Principal	Coupon <sup>(1)</sup>	Interest	Total Debt Service	Annual Debt Service
4/1/2022	59,410.14	5.125%	59,410.14	59,410.14	59,410.14
10/1/2022	20,000.00	5.125%	65,206.26	85,206.26	149,900.02
4/1/2023	20,000.00	5.125%	64,693.76	84,693.76	148,875.02
10/1/2023	20,000.00	5.125%	64,693.76	84,693.76	147,850.02
4/1/2024	20,000.00	5.125%	64,181.26	84,181.26	146,825.02
10/1/2024	20,000.00	5.125%	64,181.26	84,181.26	145,800.02
4/1/2025	20,000.00	5.125%	63,668.76	83,668.76	144,775.02
10/1/2025	20,000.00	5.125%	63,668.76	83,668.76	143,750.02
4/1/2026	25,000.00	5.125%	63,156.26	88,156.26	142,725.02
10/1/2026	25,000.00	5.125%	62,515.63	87,515.63	141,700.02
4/1/2027	80,000.00	5.125%	62,515.63	142,515.63	140,675.02
10/1/2027	80,000.00	5.125%	60,465.63	140,465.63	139,650.02
4/1/2028	80,000.00	5.125%	60,465.63	140,465.63	138,625.02
10/1/2028	80,000.00	5.125%	58,415.63	138,415.63	137,600.02
4/1/2029	200,000.00	5.125%	58,415.63	258,415.63	136,575.02
10/1/2029	215,000.00	5.125%	53,290.63	268,290.63	135,550.02
4/1/2030	215,000.00	5.125%	53,290.63	268,290.63	134,525.02
10/1/2030	415,000.00	5.125%	47,781.26	462,781.26	133,500.02
4/1/2031	415,000.00	5.125%	47,781.26	462,781.26	132,475.02
10/1/2031	435,000.00	4.125%	37,146.88	472,146.88	131,450.02
4/1/2032	435,000.00	4.125%	37,146.88	472,146.88	130,425.02
10/1/2032	450,000.00	3.836%	28,175.01	478,175.01	129,400.02
4/1/2033	470,000.00	3.816%	19,543.76	489,543.76	128,375.02
10/1/2033	470,000.00	3.816%	19,543.76	489,543.76	127,350.02
4/1/2034	480,000.00	2.125%	10,575.01	490,575.01	126,325.02
10/1/2034	480,000.00	2.125%	10,575.01	490,575.01	125,300.02
4/1/2035	495,000.00	2.212%	5,475.01	500,475.01	124,275.02
10/1/2035	495,000.00	2.212%	5,475.01	500,475.01	123,250.02
4/1/2036	3,425,000.00		1,402,785.38	4,827,785.38	122,225.02
10/1/2036	3,425,000.00		1,402,785.38	4,827,785.38	121,200.02
4/1/2037					120,175.02

<sup>(1)</sup> Includes Annual Administrative Charge.



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Lunenburg County, Virginia  
Microwave Network  
October 8, 2021  
Williams Communications, INC.

BASE QUOTE TOTALS		
B	CONNECTIVITY NETWORK	\$ 506,581.28
C	DISPATCH CENTERS	\$ -
D	SERVICES	\$ 22,083.34
	TOTAL BASE SYSTEM	\$ 528,664.62
E	PROJECT DISCOUNT - INFRASTRUCTURE	\$ (28,664.62)
	GRAND TOTAL	\$ 500,000.00
F	MAINTENANCE (Year 2 thru Year 15)	\$ 171,448.08
OPTIONS		
A	PHYSICAL FACILITIES	\$ 224,900.00
G	MAINTENANCE OPTIONS	\$ 148,221.80
H	PROJECT OPTIONS	\$ 28,615.00



# Planning Update



## **Board of Supervisors October Meeting—November 11, 2021**

### **Director of Planning and Economic Development's Monthly Report**

#### **Events in October:**

- October 1 – Rural Planning Caucus Annual Conference in Pembroke, VA
- October 6 – Zoom with Sandra Tanner with Virginia Tourism Corporation
- October 6 – Airport Commission Meeting
- October 7 – VGA Board Meeting
- October 7 – Meeting with Lick Life Spirits to discuss EZ incentives
- October 12 – VGA Marketing Committee Meeting
- October 13 – MBC Call with Tad Deriso
- October 14 – VEDP Call
- October 14 – Virginia Tourism's American Rescue Program Announcement Virtual Meeting
- October 14 – Board of Supervisors Meeting
- October 15 – LZA Training
- October 16 – Attendance at South Central Fair to represent Lunenburg
- October 18 – VTC Annual Conference
- October 18 – Virtual Meeting with VGA Executive Assistance, David Denny
- October 18 – 6 Month Evaluation
- October 19 – 6 Month's with the County**
- October 19 – VTC Annual Conference
- October 20 – Meeting at Victoria Town Office to discuss grants with Sue
- October 20 – CRC Meeting in Farmville
- October 21 – Aid 4-H with Mock Interviews at Central
- October 22 – Call with VDACS
- October 22 – iVS Training with VEDP
- October 22 – Meeting with Danny Bond at the Airport
- October 25 – Pre-Application Meeting for Couches Creek Solar
- October 26 – Virtual Meeting with VEDP for Airport funding
- October 26 – Sustainable Consumption at COP 26: Implementing SDG 12 webinar
- October 26 – Virginia Tourism's American Rescue Program Virtual Meeting
- October 26 – Virtual Meeting with DHCD for Airport Funding
- October 26 – Call with David Rogers, Lick Life Spirits, for funding opportunities
- October 27 – Meeting at GRG
- October 27 – Contact Team Meeting at Rosewood
- October 27 – Virtual Meeting to discuss Ashton Road Solar Project
- October 28 – VGA Marketing Committee Meeting at SPDC
- October 28 – Chamber of Commerce Meeting at Mildred's
- October 28 – Rural Solar Development Coalition Call
- October 28 – Meeting at La Victoria to discuss funding and marketing
- October 29 – Meeting at Kenbridge Town Hall with Tony Matthews and private citizen to discuss 9/11 memorial



### **Project 3035—Old Middle School Demolition**

- Received final invoices for project completion
  - o Final reimbursement request will be sent to the Tobacco Commission in November
- Approved the removal of Erosion and Sediment Control measures except the retention basins
  - o Building Inspector, Jamie Tuck, was satisfied with the growth of the grass, so he approved the removal of E&S measures

### **Planning Commission**

- Planning Commission meeting cancelled due to failure to pay third-party review fees by 6<sup>th</sup> Street Solar 2, LLC.
- Commissioner Dayton resigned from his position effective September 20, 2021
  - o Collaborated with Supervisor Hoover to determine a replacement
- Commissioner Daniels was contacted to advise her that her term would be expiring on December 31, 2021 and if she would like to be re-appointed. She declined re-appointment.
  - o Collaborated with Supervisor Hankins to determine a replacement
- Chairman Tharpe's term is expiring December 31, 2021 and he has agreed to continue serving on the Planning Commission.
- Commissioner Jennings' term is expiring December 31, 2021 and she has agreed to continue serving on the Planning Commission.

### **Broadband**

- Received notification of challenges to the VATI application
  - o CRC and Kinex are working for rebuttals to the challenges
- Late December—Anticipated Announcement of Awards
- County Attorney reviewed Dominion Pole Attachment Agreement for PSAP fiber buildout.
  - o No amendments required, so the agreement was passed along to Board of Supervisors Chairman for signature.

### **Solar**

- Pre-application meeting to discuss Couches Creek Solar
  - o Tracy and I attended
  - o Addressed the questions provided by the developers
- Follow-up meeting with Ashton Road Solar
  - o Attended by PC Chairman Tharpe, Tracy, and I.
  - o Questions by prospective applicant addressed
- Participated in Rural Solar Development Coalition call

### **Other Activities**

- Discussed grant opportunities with La Victoria and Lick Life Spirits (distillery that will be opening in the Town of Victoria)
  - o Provided contact information to both for the Longwood Small Business Development Center
- Met with Danny Bond at the airport to discuss his intentions for business expansion



- He will be submitting a 5-year business plan to show his intentions and commitment to remaining in Lunenburg
- Discussed numerous options for hangar expansion at the airport
  - Virtual meetings, in collaboration with CRC, with VEDP and DHCD
- Call with Stephen Versen, Department of Agriculture and Consumer Resources, to discuss AFID grant
  - Provided grant opportunity information to David Rogers, Lick Life Spirits
- Virtual meeting with Sandra Tanner, Virginia Tourism Corporation, to discuss upcoming opportunities, strategies, and plans.
- Attended Virginia Tourism Corporation's Conference for agribusiness, agritourism, and trails
- Received notification that counties will receive American Rescue Program funding will be received from Virginia's Tourism Corporation
  - Amount has not been determined at this time
- Discussed the need for definitions of short-term rentals and event venues with Planning Commission Chairman
- Met with Amanda at Global Refining Group to:
  - Deliver EZ incentive check
  - Provide introduction
  - Discuss their further plans
  - Determine if they need any additional information/resources from the County
- Assisted Rodney Newton with contact information for the cell tower at Plank Road/Wallace Bridge Road—information required for new radio system
- Served as a panel judge for the 4-H Mock Interviews at CHS to:
  - Interview students
  - Review resumes
  - Review cover letters
- Met with David Denny virtually to discuss industrial sites in Lunenburg
  - Discussed funding for Site Characterization/Readiness/Development grants
  - He will be coming on November 11<sup>th</sup> to conduct site visits and speak at the BOS meeting

**UPCOMING dates of interest:**

**November 1:** *CRC New Economic Development Initiative Mtg in Farmville, VA*

**November 2:** *Closed—Election Day*

**November 4-5:** *Governor's Summit on Rural Prosperity in Farmville, VA*

**November 9:** *Solar Facilities Committee Meeting at Cowan Gates*

**November 11:** *Veteran's Day—Holiday, but working*

**November 12:** *Off due to working the 11<sup>th</sup>*

**November 16:** *Planning Commission Meeting*

**November 18:** *VGA Board Meeting*

**November 24:** *1/2 Day—Thanksgiving Holiday*

**November 25:** *Closed—Thanksgiving Holiday*

**November 26:** *Closed—Thanksgiving Holiday*





IN PARTNERSHIP WITH

The Counties of Amelia | Buckingham | Charlotte | Cumberland | Lunenburg | Nottoway  
Prince Edward

### CRC October 2021 Items of Interest

#### New Ventures

- Town of Blackstone was **awarded \$600,000** from DHCD for the VUMAC Adaptive Reuse project for rehabilitation into a boutique hotel utilizing Industrial Revitalization Funds.
- Town of Farmville was **awarded \$63,692** in State Homeland Security Program Funds (SHSP) for Radio Replacement and Upgrade.
- CRC staff assisted the Town of Blackstone in submitting a Virginia Brownfields Restoration and Economic Redevelopment Assistance Site Remediation Grant to VEDP for the renovation of the Harris Memorial Armory into a Community Center.
- CRC staff assisted Prince Edward County in submitting a VDOT Revenue Sharing Application for the Manor House Drive Turn Lane project.
- CRC staff assisted Amelia County in submitting a VDOT Transportation Alternatives Set-Aside Grant Application for the Amelia County Schools Sidewalk Project.
- CRC staff assisted the Town of Farmville in submitting a VDOT Transportation Alternatives Set-Aside Grant Application for the Farmville Riverwalk Phase I Project.
- CRC staff assisted the Piedmont Regional Jail in submitting a Virginia Department of Criminal Justice Services Coronavirus Emergency Supplemental Grant to purchase a van cell and other equipment.
- CRC staff assisted the Farmville Police Department in submitting a Byrne Justice Assistance Grant to request funds for overtime pay for officers.
- CRC staff are assisting Prince Edward County in submitting an Agriculture and Forestry Industries Development Fund (AFID) grant for the Prince Edward County Cannery.
- The CRC continues to pass on information gathered on instituting a cigarette tax and the formation of a Regional Cigarette Tax Board. Recently, calculated projected cigarette tax revenues were shared with the counties.
- **Next CRC Meeting, Wednesday, November 17, 2021 at 9:30 a.m., Farmville, Virginia.**

#### Activity

- Dillwyn CDBG Housing Rehabilitation Project – The contractor will be installing the ADA ramp for the new home at 84 White by the end of October. CRCs staff are assisting the town with final closeout of the project.
- Regional Emergency Planning – A training class for managing volunteers has been scheduled for December 6<sup>th</sup>, 9:00-12:00 Noon, at the Farmville Emergency Operations Center.
- DEQ Watershed Implementation Plan (WIP) III Assistance: The CRC conducted the 4th educational series – *Capitalizing on the Benefit of Trees* local government participants. The next series will be November 19, 2021. CRC staff have submitted the CRC Regional Activities for the FY22 Scope of Work to DEQ.
- PE County Access Road Project Administration: The County's Consultant is working with VDOT to address VDOT comments regarding right-of-way issues.
- CRC Housing Development Program: CRC staff is working with Virginia Housing to put together a Request for Qualifications for Housing Partners. This will be utilized to pre-qualify Housing Partners, that once selected will then submit project proposals.
- CRC Regional Hazard Mitigation Plan: CRC are finalizing a citizen survey for public outreach to be distributed in November.
- GOVAR3 Entrepreneurship & Innovation Implementation Project: CRC assisted in submitting the 1<sup>st</sup> invoice for GOVA funds.
- Nottoway County Comprehensive Plan: CRC staff met with the Working Committee on October 19th to review Draft Sections III. The citizen survey has been distributed to locations in the county and posted online. Surveys are due November 30<sup>th</sup>.
- Follow-Up Meeting - Discussion of New Regional Economic Development Initiative – Monday, November 1, 2021, 3:00 p.m., Prince Edward County Courthouse Boardroom. Participants – CRC Member Locality Representatives, Successful Regional Economic Development Organization Presenters: Southern Virginia Regional Alliance; Shenandoah Valley Partnership and Virginia's Industrial Advancement Alliance – Bryan David GO Virginia Region 3, Meeting Facilitator.
- Redistricting Update: The CRC is awaiting guidance from the localities on the deadline for local completion of redistricting and also on the relevance of the Virginia Redistricting Commission's completion of the state legislative redistricting.



**ADMINISTRATOR'S UPDATE**

-- As necessary



# **Board of Supervisors November Meeting – 11/11/21**

## **County Administrator's Monthly Report**

### **Events in October:**

October 1 – CRC Economic Development meeting (virtual)  
October 4 – FEMA PA call  
October 5 – Team meeting  
October 6 – DSS Office Manager interviews  
October 6 – Airport Commission meeting  
October 7 – Piedmont Regional Jail conference call re: lobbying for funds  
October 8 – Tracy off – no sitter  
October 11 – Columbus Day/Yorktown Victory Day – Holiday (office closed)  
October 12-15 – RFCA final audit fieldwork  
October 12 – FEMA PA call  
October 13 – Piedmont Regional Jail Finance committee (virtual)  
October 14 – Solar Finance meeting with Red Brick Solar, LLC  
October 14 – Board of Supervisors meeting  
October 15 – Tracy PTO  
October 18-22 – Nicole Vacation  
October 18 – meet w/ Rodney re: fiber project  
October 18 – VRA and Davenport call for final logistics  
October 19 – Meeting w/ Carl Ashworth  
October 19 – DSS Advisory Board meeting  
October 20 – Piedmont Regional Jail Board meeting  
October 20 – Farm Bureau Dinner  
October 22 – School 4-H interviews  
October 25 – Couches Creek Solar pre-application call  
October 26 – leave early for kids dental appts  
October 27 – Contact Team meeting at Rosewood  
October 27 – Ashton Road Solar pre-application call  
October 29 – Broadband call w/ Evan Feinman of Tobacco Commission

### **Administration**

- VACo Conference is Nov. 14-16. Attendees are Chairman Slayton and Supervisors Bacon, Hankins, and Hoover.
- Worked through a staff member having to quarantine while another was on vacation. Taylor and I took turns manning the office around our other obligations and the team got it done!
- The County's checking account was a victim of check fraud from an outside source. Benchmark covered the fraudulent checks, launched an investigation, and the State Police are involved.
- Received FOIA request for a Board member's emails, worked through the request with Board member, citizen, and Frank Rennie. FOIA requests are coming in monthly, but most are fairly simple responses, a few are not.
- Contact Team meeting held at Rosewood.
- Participated in mock interviews with students at CHS through 4-H.
- Attended Farm Bureau dinner at LMS.

### **Airport**

- No responses to RFB for tree service to mitigate aviation easement encroachments. Will seek out a contractor to complete the work. I have to submit a mitigation plan to the VAB by November 15<sup>th</sup>.
- Taylor has found sources of grant funding for expansions of the hangars at the Airport. She is



in touch with Danny Bond about the leased hangar expansion.

- Held an Airport Commission meeting.

#### **Animal Control**

- ACO Elliott continues to receive donations toward improvements at the shelter and for spaying and neutering of pets. The Ruff 'N It with Ray will take place again on Thanksgiving Day 6AM-6PM.

#### **Budget & Finance-**

- Participated in call with Davenport & Co. and VRA to reduce our borrowing to allow for use of ARPA funds for radios. The borrowing closed and we will soon complete final documents.
- Worked with Treasurer Currin to migrate all County finances over to new checking account not associated with the frauded account.
- The final fieldwork for FY21 with RFCA was October 12-15 and was very busy, especially with the addition of the CARES funds reporting and increase in auditor's threshold expenses.
- Submitted grant claims for DCJS grants.

#### **Building Official and Building & Grounds -**

- The Caterpillar generator for the pumphouse should be installed in the next month, but still waiting on backordered transfer switch.
- The leak in the roof at the Human Services building is back and we are seeking a professional to locate the problem.

#### **Community/Economic Development/Planning -**

- Prince Edward advertised a multi-county request for bid to be sure we meet federal funds procurement for ARPA match for the VATI Broadband Grant.
- Reviewing Kinex Telecom's report for the Last Mile Broadband Grant.
- Participated in a business meeting with Red Brick to discuss financial considerations.
- Participated in CRC Economic Development initiative call with VEDP and local leaders.
- Joined in on two calls for solar facility pre-applications for Couches Creek Solar and Ashton Road Solar.
- Joined a call with Prince Edward and Evan Feinman of the Tobacco Commission to discuss the VATI application and best practices for procurement.

#### **COVID-19 Updates -**

- First Lunenburg COVID-19 case was April 6, 2020, the cumulative VDH count as of 11/3/21 is 1,115. We have had 39 hospitalizations and 20 deaths. We had 19 in May, 2 in June, 17 in July, 74 in August, 113 in September, and 115 in October. Only 9 current active cases.
- Filed final report for CARES Broadband Grant and quarterly for CARES/CRF general funds.
- Working with vendors to assure that we have all CARES money spent by December 31, 2021.
- Piedmont Health District conducted a drive-through vaccination event at the Victoria Railroad Park on November 4<sup>th</sup>, they had 62 participants.

#### **Elections -**

- The Registrar's Office worked many hours in advance of the election to provide early voting.
- Todd Fortune of CRC is working on election security grant funding with local registrars.

#### **Emergency Management & Public Safety -**

- Awaiting word on our FEMA Public Assistance Grant.
- Met with Rodney to go over radio system and emergency management matters.

#### **Piedmont Regional Jail Authority and Juvenile Detention Center Board -**

- Jail discussed Comp Board bonuses, which led to two finance committee meetings to address how to fund non-covered bonuses. Ultimately, the Jail Board approved all staff receiving a bonus, regardless of position. Several of the County Administrators voted against it due to the BOS in our localities not approving the bonus for all staff.
- Participated in a call with correctional facility lobbyists and the Jail attorney to make



recommendation to the Jail Board to hire the firm for a total of \$30,000 in the hopes to appeal to the GA to fund additional officers in the PRJ facility from the Comp Board.

- I served as the Chair for the last two PRJA Board meetings due to the absence of the Chairman.

#### **Project LUIS**

- Received fiber build connection bids and awarded the project to BCS/DataCare.
- Rodney worked with CTA Consultants on the Microwave Ring negotiations. We discussed the evaluation and submitted an intent to award with Williams Communications, negotiations on price continue, but should be solidified by the Board meeting.

#### **Schools**

- Worked with school finance regarding some outstanding checks from a vendor for private day education at an outside facility. We think they can be voided and returned.

#### **Social Services and Children's Services -**

- The interim part-time CSA Coordinator, Hope Hodgson, received our draft audit report with NO recommendations for fiscal repayment! This is great news!
- Participated in DSS Administrative Office Manager interviews and the position is still in the negotiation phase.
- The Family Service specialists have had a long, difficult month with local cases.
- Held virtual DSS Advisory Board meeting.

#### **Solid Waste -**

- Request to advertise a public hearing in December to discuss Meridian Waste's plan to increase tonnage to 2,000 tons per day in 2022.
- Met with Carl Ashworth to review solid waste operations.
- Revised and resubmitted the recycling rate information and updated the litter grant with DEQ.

#### **UPCOMING dates of interest:**

**November 2** – Election Day - Holiday

**November 11** – Veteran's Day – Holiday & Board of Supervisors meeting 6PM

**November 11** – School Legislative Day 9:30AM at Central High School

**November 14-16** – VACo Conference

**November 24** – Close at Noon for Thanksgiving Holiday

**November 25-26** – Thanksgiving Holiday

**December 9** – Board of Supervisors meeting 6pm

#### **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?

"A good leader is a person who takes a little more than his share of the blame and a little less than his share of the credit."

--John C. Maxwell



# **County Attorney Update**