

A Work Session of the Westmoreland County Board of Supervisors was held Wednesday, April 10, 2024, in the public meeting room of the George D. English, Sr. Memorial Building, located at 111 Polk Street, Montross, Virginia. Those members present were Darryl E. Fisher, W. W. Hynson, Jeffrey McCormack, Matthew Ingram and Timothy J. Trivett. Also present were Ben Prescott, County Administrator, Donna Cogswell, Assistant County Administrator and Debra Whaley, Finance Director.

1. CALL TO ORDER:

Chairman Hynson called the meeting to order at 2:03 p.m.

Chairman then turned the meeting over to the County Administrator to proceed with the Presentations.

2. BUDGET PRESENTATIONS:

Mr. Prescott began calling the presenters to the podium following the agenda and the assigned times. At some point the presentations were moving along quicker than planned so we called everyone to Board Room to keep the meeting moving. The presentations then became next to arrive, next to present. The presentations followed the PowerPoint for each department with minimal discussion after each. Below you will find each PowerPoint presentation in the order that it was originally scheduled.

2:00	Treasurer - Sue Jones
2:10	Commonwealth Attorney & Victim Witness - Julia Sichol
2:20	CSA - Belinda Johnson
2:30	DSS - Keri Cusick
2:40	Finance - Debra Whaley
2:50	Sheriff - CO Balderson
3:00	EMS - Blake Byrd
3:10	Commissioner of the Revenue - Will Hoover
3:20	CRRL - Martha Hutzal
3:30	GR & Electoral Board - Dawn Jenkins
3:40	Maintenance - Chris Conley
3:50	Land Use - Beth McDowell
4:00	Clerk of the Court & Westmoreland Museum - Anne Garner
4:10	YMCA - Allison Cockrell
4:20	NN Soil & Water Conservation District - Kathy Clarke
4:30	Glebe Harbor-Cabin Point - Fred Selby
4:40	The Haven Shelter - Ellen Yackel
4:50	Cople VFD - Todd Padgett

5:00	Bay Aging/Bay Transit – Tinsley Goad
5:10	Emergency Communications & IT - Bill Cease
5:20	Middle Peninsula NN Community Services Board
5:30	VA Cooperative Extension Office – Wendy Herdman
5:40	Guadalupe Free Clinic -Lance Carington
5:50	Westmoreland Little League - Nathan Thompson
6:00	Oak Grove VFD -Mike Irvine
6:10	Legal Aid Works – Ann Kloeckner
6:20	NN Middlesex Free Health Clinic – Jean Nelson
6:30	Bay Consortium Workforce Development Board – Jackie Davis
6:40	
6:50	Colonial Beach VFD – Dave Robey
7:00	Westmoreland VFD - Calvin Balderson

Westmoreland County Board of Supervisors Work Session

APRIL 10, 2024 @ 2:00 PM

Treasurer's Office

2

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$433,049.00	\$456,534.00	\$23,485.00

The \$23,485.00 difference listed above includes \$16,985.00 for the 3% increase in salaries 07/01/2024.

The balance of \$6,500.00 is requested to meet budget items which includes higher prices for the purchase of dog tags, golf cart decals, advertising for legal ads required by law. Postage rates have increased twice in the last year. We currently mail out 43,000 tax bills and nearly 10,000 second notices for delinquent taxes.

Comp Board has awarded previously unfunded 4th position with additional \$16,068.00 to Treasurer's budget.

Request to Board to approve Comp Board awarded 5th position (\$26,000.00) be used for part-time help during tax season and/or office supplies.

Commonwealth Attorney

3

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$861,802.00	\$756,688.00	\$95,086.00

- Request for an additional \$65,000.00 to fund part-time contract attorney
- Remaining difference is a result of salary increases from pay raises the county provides
- Time study for CAs in Virginia – work load requires 4.5 attorneys, currently have 3 attorneys on staff, this would provide our office with 3.5 attorneys

Victim Witness (continued)

4

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$93,643.00	\$160,488.45	\$66,845.45

- Historically, Victim Witness has been completely funded by state grants.
- \$92,637.00 of the funds for 2023-2024 were state grant funds.
- VCCA is expecting up to a 20% cut for fiscal year 2024-2025 if lobbying efforts to maintain current funding are unsuccessful.
- Additional funds requested are to fund a full-time victim witness advocate at \$40,000/year.
- Currently we have 1 Victim Witness Director serving all victims (4+ dockets a week, approximately 55 victims a quarter*)

Victim Witness

5

- Victim Witness (VW) currently serves approximately 55+ victims per quarter where criminal charges have been filed, providing approximately 55+ services per quarter to these victims, including case status notifications, protective order assistance, providing support/accompaniment, victims' rights summaries and explanations, and assistance with individual advocacy.
- VW also serves approximately 20+ victims of child abuse and neglect and sexual assault any given quarter where criminal charges have not been brought but where investigations are occurring. Services provided include explaining and understanding victims' rights, scheduling and accompanying victims to interviews, and providing information about the court process. These are unable to be tracked in the current DCJS-maintained reporting database.
- Another example of untracked services would be when a petitioner comes in to petition for a protective order but the order is not granted. This is not trackable in DCJS database for victim services.

Children's Services Act (CSA)

6

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$2,390,780.00	\$2,396,050.00	\$5,270.00

- The additional funding request is for the 3% salary increase and fringe benefits increases.
- CSA is a State mandated program that provides services to the County's foster care children, special education children, children in out-of-home placements as well as prevention services.
- The local match for funding of services is .3025.

Westmoreland Social Services

7

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$2,489,186.00	\$2,808,819.00	\$317,633.00

- Increases include the 3% salary increase and increases to fringe benefits including health insurance.
- Also includes two additional positions: Assistant Director and benefit worker as well as funds for retention and promotion of several employees.
- Due to the large increase in caseloads, there is a need for additional staff to ensure compliance as well as meeting the needs of the community timely due to the large increase of caseloads.
- The additional funding request breakdown is \$159,0000 State/Federal reimbursement and \$158,328.00 local only funds.

Finance Department

8

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$545,031.00	\$575,559.00	\$30,528.00

- An additional \$26,528.00 is the result of a 3% salary increase and increases in related benefits.
- An additional \$700.00 is requested to meet anticipated advertising costs for upcoming vacancies.
- An additional \$3,500.00 is requested to cover two VGFOA Conferences for five (5) employees that will include new hires.
- A decrease of \$200.00 in dues/memberships.

Sheriff – Law Enforcement

9

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$3,465,175.00	\$3,563,489.00	\$98,314.00

- 3% salary/wage increase (regular, overtime and part-time).
- Projections from past expenditures.
- Price increases across the board on the products used for the services we provide.

Sheriff - Dispatch

10

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$707,748.00	\$720,368.00	\$12,620.00

- 3% salary/wage increase (regular, overtime and part-time).
- Projections from past expenditures.
- Price increases across the board on the products used for the services we provide.

Sheriff – Dispatch (Colonial Beach)

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	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$284,499.00	\$305,164.00	\$20,665.00

- 3% salary/wage increase (regular, overtime and part-time).
- Projections from past expenditures.
- Price increases across the board on the products used for the services we provide.

Billed Actual Costs

Sheriff – Animal Control

12

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$337,282.00	\$359,907.00	\$22,625.00

- 3% salary/wage increase (regular, overtime and part-time)
- Projections from past expenditures
- Price increases across the board on the products used for the services we provide

Westmoreland EMS

13

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$4,228,758	\$4,816,758	\$588,000

Advanced Practitioner — This program will function under the Mobile Healthcare aspect to reduce the use of 911 ambulances within the county. The advanced practitioner is necessary for the community to meet basic health care needs, as the current values reflect one provider for 6,000 patients/residents. This exemplifies why Westmoreland EMS has a call volume nearly double that of our surrounding jurisdictions. This program design is projected to be neutral in 18-24 months and revenue-positive in the past 24 months. The cost savings from ambulance replacement, distance traveled, and revenue loss with non-billable calls all factor into the added cost savings.

Commissioner of the Revenue's Office

14

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$465,297.00	\$597,357.36 \$545,358.10 \$521,055.00	\$132,060.36 \$79,997.10 \$55,758.00

- 3% increase in salaries
- Need vehicle replaced
- Staffing
 - (2) state funded Deputy 1 (requested)
 - (1) state funded Deputy 1
 - Part time increase from temporary to full year
- Increases in costs

Central Rappahannock Regional Library

15

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$530,939.00	\$589,490.00	\$58,551.00

- Adding one new PT position to staff the Westmoreland Library on the Go outreach van. Also, offering a 5% COLA and 2.5% Mid-year Merit Increase (if eligible) to current employees to keep wages competitive and address the high inflation of the past several years.
- An increase to Books & Materials will help reduce customer wait times and offset the higher cost of e-materials which are available 24/7. In the 2nd quarter of FY24, Westmoreland customers checked out 29,053 items. Of that, 19,381 items were eMaterials.
- Increases to several line items affected by inflation (average inflation of the past 3 years = 5.6%)
 - Benefits, Telephone, General Supplies, Computer Services, Furniture & Equipment

GR & Electoral Board (continued)

16

	Adopted 2023-2024	Proposed 2024-2025	Difference
GR 13200	\$17,050.00	\$20,050.00	\$3000.00
Electoral Board 13100	\$93,850.00	\$98,350.00	\$4500.00
Total	\$110,900.00	\$118,400.00	\$7500.00

Please note the figures above are only totals for line items I have access to in the BAI software. I do not have access to Salaries/Wages full time or part time, FICA, Insurance, etc. For the above total of \$7500 increase, adjustments for inflation & an upcoming Presidential Election which will require more ballots, envelopes, postage, etc.

***I have also requested an increase in hourly wages for my part time staff.

GR & Electoral Board

17

My Deputy GR currently makes \$14.07/hour. Per a 2023 GR/Staff Salary Survey, she is the lowest paid Deputy GR in the 25 localities that participated with the exception of Craig County, population 4865. I ask that her hourly wage be increased to \$20.00/hour. Since 7/1/2023 to present she has worked approximately 531 hours \times \$14.07 = \$7471. Had she made \$20/hour she would have made approximately \$10,620 a difference of \$3150 thus far.

My 2 part-time on call staffers make \$12/hour and together they've worked a total of approximately 730 hours \times \$12 = \$8760. Had they made \$15/hour they would have made approximately \$10,950 a difference of \$2190 thus far. They are also among the lowest paid part time staff in the same survey. I will be over budget for the \$20,000 adopted for the current FY due to 3 elections, November 2023, March 2024 & June 2024.

If they were to double the hours worked by the end of this FY, I approximate the following differences: 23-24 FY: \$32,160; 24-25 FY: \$43,140; Increase of \$10,980. The employees here have a great responsibility working elections, I feel their pay should be more commensurate with these responsibilities.

Maintenance

18

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$1,420,179.00	1,495,775.00	\$75,596.00

- Additional money to purchase machinery and equipment – mini excavator (\$25,096.00).
- Museum building improvements, including window replacement, painting, lead abatement and wall repair (\$50,500.00).

Planning (Land Use)

19

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$360,982.00	\$447,881.00	\$86,899.00

We requested \$30,000 for replacement of 2010 truck with multiple issues. \$18,490 additional is projected for salaries with smaller additional amounts for benefits. Also, we requested small increases to cover shortfalls in vehicle fuel, supplies, and printed permit documents due to higher costs and increased permit demand.

Inspections (Land Use)

20

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$353,464.00	\$398,068.00	\$44,604.00

We requested \$30,000 for vehicle for 3rd inspector who is currently borrowing a fleet vehicle. \$11,677 additional is projected for salaries with smaller additional amounts for employee benefits. Also, we requested small increases to cover shortfalls in telecommunications and postage due to higher costs.

Board of Zoning Appeals (Land Use)

21

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$2,600.00	\$2,600.00	0

We are requesting level funding.

Planning Commission (Land Use)

22

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$8,750.00	\$8,050.00	\$700.00

The Planning Commission typically meets almost every month. We requested less than the bare minimum to compensate the Commission for a full year, with the expectation that there will be a skipped month or less than full attendance. Also, we requested an increase in fuel costs due to rising prices.

Wetlands Board (Land Use)

23

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$5,400.00	\$6,300.00	\$900.00

The Wetlands Board meets every month during most years. We requested the bare minimum to compensate the Board for the year. Also, we requested an increase in fuel costs due to rising prices.

Circuit Court Clerk's Office

24

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$475,878.00	\$490,029.00	\$14,151.00

- There is a small increase in the amount requested for part-time staff. This position has been vacant for several months. I have interviewed a number of candidates and have been unable to find a suitable candidate. Postal expenses continue to rise, necessitating a small increase in that line-item.
- Most other increased amounts are salary based and out of the control of the Clerk's Office. The County generously provides the salary for one entry-level Deputy Clerk position. All other positions are reimbursed by the Compensation Board with a supplement from the County Budget.

Westmoreland County Museum & Library

25

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$40,000.00	\$40,000.00	0

Requesting level funding.

The current funding received from the County covers salaries for Museum staff. There is one full-time position and two part-time positions. Fundraising covers all operating expenses.

Westmoreland Family YMCA

26

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL \$115,000	\$115,000.00	\$115,000.00	0

Requesting continuation of level funding at \$115,000.00 for FY 24-25 in alignment with current contract.

Northern Neck Soil & Water Conservation District

27

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$15,000.00	\$15,000.00	0

We are requesting level funding.

Glebe Harbor-Cabin Point Sanitary District

28

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$306,884.00	\$330,535.00	\$23,651.00

Previously approved budgets have not kept up with inflation since 2018. Inflation over the past 6 years has been 21%. To keep pace, the Recreational User Fee (RUF) would be \$243.69. The Community is growing rapidly and changing with 42 new homes built in the past 2 years. 150 lots are owned by builders and developers demonstrating that growth will continue in the future near the current pace. New owner expectations are changing with an increasing number of younger, full-time residents with jobs. The pool hosted 8,537 swimmers in 2023, a record number. 41 lots have been consolidated since 2018 reducing the RUF income by that amount. Owners renting their lots are doing so for \$260 or more per year, establishing the "market value" of access to our recreational facilities. The GHCPA Board of Directors unanimously recommends the RUF be increased from \$225 to \$245 per year.

The Haven Shelter and Services, Inc.

29

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$7,700.00	\$7,700.00	0

We are requesting level funding.

Cople District VFD

30

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$122,868 and \$61,436	\$334,304.00	150,000.00

- No major budget increases for many years.
- Increased maintenance costs for apparatus and buildings.
- Increased PPE for firefighters.
- Increased training costs when no local training is available.
- Increased costs of insurance for apparatus and members.

Bay Aging & Bay Transit

31

	Adopted 2023-2024	Proposed 2024-2025	Difference
Aging Services	\$13,840	\$14,046	3%
Transit	\$63,866	\$67,543	3%
Housing Choice Voucher Prog	\$0	\$10,609	6% over 2023 Allocation

We are requesting a 3% increase for Aging Services and Transit, to primarily address personnel cost increases Bay Aging has been experiencing. In FY2023 The Housing Choice Voucher Program was transitioned from the County's DSS to Bay Aging and funded with \$10,000. For FY2025 we are asking that this program be re-instituted with an annual increase of 3%.

Office of Emergency Management

32

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$53,342.00	367,781.00	\$314,439.00

- Increase for requested mobile and portable radios from Department of EMS and Cople District Fire Department. A total of 7 Mobile and 12 Portable radios were requested.
- Cost included for Microwave Realignment which should be completed as soon as possible.
- Includes request to upgrade the current 60 Mobile and Portable radios at Oak Grove VFD and Colonial Beach VFD to add 7/800 Mhz ability so they can talk directly to all 7/800Mhz counties. There are numerous Counties that have move to this band.
- Cost request also for replacement batteries for the Portables, remote speaker mics, Antenna's, etc.

Emergency Services

33

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$446,526.00	\$486,385.00	\$39,859.00

- Increase in line 35500-3330 shows a requested increase based on current appropriation and matching that.
- Increase in line 35500-6008 requested additional funding for fuel costs for the generators.

VOLUNTEER FIRE DEPARTMENTS

34

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$78,900.00	\$118,000.00	\$39,100.00

This account is used to pay for Hose, Ladder, and Pump Testing for each of the Departments. The estimate provided included increases for those costs, SCBA flow testing, and software maintenance on their ESO Reporting software for State NFIRS and EMS reports.

Information Technology

35

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$212,127.00	\$223,629.00	\$11,502.00

Increase appears to be mainly salary costs. \$6100.00 was tied to minor line item increases such as telecommunications for mobile computer connections.

Data Processing

36

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$430,500.00	\$680,686.00	\$250,186.00

- Significant increase in Software Maintenance, Professional Services and Hardware Replacement.
- Licensing requirements for Microsoft products such as server licensing, user individual licensing and Office products.
- Storage costs for backups such as in car video, email, etc. are requiring adding additional storage costs to the proposed budget.

Middle Peninsula NN Community Services Board 37

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$84,618.00	\$97,289.00	\$12,671.00

The State increased funding to MPNNCSB in FY24 by 20.5% from the previous year. The State requires a 10% Local Match. MPNNCSB has from all 10 Counties that we serve, a 15% increase in funding from the prior fiscal year.

Virginia Cooperative Extension

38

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$56,040.00	\$68,694.00	\$12,654.00

- The salary line item request (\$60,544) is bulk of the increase. This number is provided by our District Director. FY24 salary line item request was \$54,877 and approved at \$48,390.
- Support services (all other line items) is an increase of \$500 to cover ½ of the estimated cost to print our calendars.

Guadalupe Free Clinic

39

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL			

Guadalupe Free Clinic (GFC) of Colonial Beach is a Tax-Exempt Charitable Organization IRS 501(c)(3)

- The Clinic provides primary, non-emergency medical care with referrals to medical specialists when needed.
- The Clinic has a fully stocked licensed Pharmacy (no narcotics or controlled substances).
- The Clinic provides limited dental services.
- Eye Clinic Services are provided via a referral to an optometrist.
- In 2023, the Clinic saw the most patients (304) and patient visits (2,380) since opening its doors in 2005. In 2024, the Clinic is seeing a 36% increase in the number of patients.

Westmoreland Little League

40

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL			

EXPLANATION DIFFERENCE.

Oak Grove VFD

41

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$122,868.00	\$222,868.00	\$100,000.00

Since 2005 there has not been a significant increase of funding for OGVFD even though the required costs to continue operations and expand services has continued to increase, and even now increases of 3-5% occur on a 6-month basis. This increase in the annual budget would alleviate financial constraints that have prevented the life cycle replacement of equipment for personnel, assist with improved maintenance of the apparatus and facilities, and allow for expansion to improve or expand the services provided by OGVFD. Currently our department has exceeded the county funding annually and make up the difference through fundraising or have applied for and received federal funding through grants, but these are not always successful and should not be relied on to make sure that services are provided to the citizens.

Legal Aid Works

42

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$8,964.00	\$8,964.00	0

We are asking for level funding.

Northern Neck – Middlesex Free Health Clinic

43

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$5,334.00	\$42,756.00	\$37,422.00

The Northern Neck – Middlesex Free Health Clinic (NNMFHC) annually requests funding support from the five counties in its service area, with a goal that the county contributions, taken together, would cover 25% of the Clinic's budget.

The request of \$42,756 is based on the services provided during 2023 to 179 Westmoreland County residents who received \$351,295 worth of medical, dental and pharmaceutical care. This represents 8.61% of total services. (The request equals 8.61% of one-fourth of the Clinic's \$1,986,346 budget.)

The NNMFHC is currently exploring ways to re-open the outreach clinic in Montross, working with Andrew Chapel and some potential partnerships. A behavioral health program also is beginning this year. In the Dental Clinic, a full-time hygienist is now on staff and dental services are provided five days a week. A search is under way for a second dentist as well. VCU dental and hygiene students continue to rotate through the Dental Clinic three days each week.

Bay Consortium Workforce Development Board 44

Virginia Career Works Bay Consortium Region

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$4,663.00	\$4,675.00	\$8.00

We use per capita to determine the request amount.

Colonial Beach VFD 45

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$120,000.00	\$270,000.00	\$150,000.00

- Maintenance cost- Apparatus and building
- Insurance – Apparatus, building, workers comp.
- Amount of calls
- Replacement of new Engine

Westmoreland VFD

46

	Adopted 2023-2024	Proposed 2024-2025	Difference
TOTAL	\$184,304.00	\$307,890.00	\$123,586.00

- Must purchase personal protective equipment for members to maintain adherence to current NFPA standards.
- NFPA 1582 physicals with cancer screenings for members to adhere to current NFPA standards.
- Increases in cost of equipment, maintenance, insurance, fuel, etc.
- Capital improvement funding for apparatus replacement

ADJOURNMENT:

There being no further business to come before the Board at this time, upon motion by Mr. McCormack, second Mr. Fisher and carried unanimously, the Board adjourned the meeting at approximately 6:15 p.m. The Board's next meeting will be held on Monday, April 22, 2024 at 5:30 p.m. The meeting will be held in the public meeting room at the front entrance of the George D. English, Sr. Memorial Building.

Chairman, _____

