PRINCE EDWARD COUNTY
BOARD OF SUPERVISORS
April 21, 2020

Due to the COVID-19 Emergency, the Board of Supervisors is operating pursuant to and in compliance with its “EMERGENCY ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER.” This meeting is closed to in-person participation by the General Public, but citizens may listen to the meeting by calling: 1-425-436-6394, Access Code: 867576 # (If busy, please call again.)

<table>
<thead>
<tr>
<th>Time</th>
<th>Item #</th>
</tr>
</thead>
</table>
| 5:30 p.m.| 1. Call To Order
|          | 2. Emergency Management Update
|          | 3. Budget Work Session: |
|          | 4. Closed Session: Code of Virginia, Section 2.2-3711 (A)1 - Personnel |

Recess:
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COVID - 19

Board of Supervisors Briefing #5

April 21, 2020

1. Public Health Update:
   a. Confirmed cases in Prince Edward County and the Piedmont Health District, as of 4/21/2020 @ 1200 hours

<table>
<thead>
<tr>
<th>JURISDICTION</th>
<th>CASE COUNT</th>
<th>HOSPITALIZATIONS</th>
<th>DEATHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amelia</td>
<td>15</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Buckingham</td>
<td>27</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Charlotte</td>
<td>8</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cumberland</td>
<td>10</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Lunenburg</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nottoway</td>
<td>8</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Prince Edward</strong></td>
<td><strong>19</strong></td>
<td><strong>3</strong></td>
<td><strong>2</strong></td>
</tr>
<tr>
<td>Virginia</td>
<td>9,630</td>
<td>1,581</td>
<td>324</td>
</tr>
</tbody>
</table>

b. Prince Edward County has community spread of the COVID-19 virus.

2. Challenges and Vulnerabilities: (not prioritized)
   a. Sustainability of non-profit and school meal resources to feed county citizens. Farmville Cares, a coalition of community non-profits and faith-based organizations, continues its work and is identifying emerging issues.

   b. Surge in our health care system. There is substantial uncertainty in the modelling results, but the estimates have been stabilizing as more and better data have become available. Virginia is likely at or very near the peak hospitalization rate for the physical distancing
phase. Statewide hospital capacity is unlikely to be reached in the near term.

c. Plans for alternate health care facilities have been “paused”.

d. Public contact makes employees and citizens vulnerable. Educating and encouraging citizens to stay home is critical.

e. Adherence and/or enforcement of stay-at-home, containment and mitigation actions and social distancing is critical.

f. DSS continues to report rising numbers of Food Stamp and Medicaid applications due to rising unemployment.

g. Continuing shortage of Personal Protective Equipment and hand sanitizer. Continue sourcing of PPE and cleaning supplies. We are starting to assess “PPE burn rates” to predict and procure for PPE needs in the coming months.

h. The County should be prepared to operate with a reduction in force resulting from illness and self-quarantine.

3. Declarations of Emergency:


b. State: Governor’s Declaration - March 12, 2020
   Governor & Health Commissioner – March 17, 2020
   Governor’s Executive Order #53 – March 23, 2020
   Governor’s Executive Order #55 – March 30, 2020

c. Local: Declaration of Local Emergency - March 16, 2020
   Amended Local Declaration – April 7, 2020
   Board Affirms Local Declarations – April 7, 2020

4. Public Meetings.

5. Education: Governor has closed all K-12 schools for remainder of academic year.
a. Prince Edward County Public Schools – Meal distribution for students continues; averaging about 500 meals per day.


c. Hampden-Sydney College - The College has shifted to remote instruction for the remainder of the spring semester, with classes resuming via remote instruction on Monday, March 23. There are currently 16 students remaining.

d. Longwood University - Longwood has moved classes and assignments to a fully online format through the end of the semester. Longwood stays in daily contact with the students who remain in self-isolation via phone and text messages, and meal deliveries. Longwood required all students to move out of on-campus or Longwood-managed off-campus housing by Friday, March 27, unless an emergency exemption was approved. Estimated on-campus student count of 115. Off campus = about 100.

e. Southside Virginia Community College – For the remainder of the Spring semester, SVCC will be implementing alternative modes of instruction.

6. Status of County Facilities, Services & Operations: (Not prioritized)

a. Board Governance

  • Emergency Ordinance for Continuity of Government
  
  • Staff continues to manage citizen remote access to and participation in Board meetings.

b. County/Courthouse Offices and Facilities

  • Most offices remain open. Some staff transitioning to telecommuting. Courts still operating under Supreme Court Order, which has been extended to April 26, 2020. Asking each office/department to keep County updated so that we can keep public information current.

  • New courthouse security protocols.
7. Health Care/Emergency Services:
   a. Centra Southside Community Hospital
      - Implementing restricted entry points and visitation at hospital.
      - Out-patient appointments are limited to urgent and emergent. All elective procedures are cancelled.
      - Hospital has set up an 8-bed COVID-19 unit and has plans to expand this unit to 50 beds, if needed.
      - Pre-screened testing for COVID-19 at CSMC (clinic), Mon-Fri from 8-5, and at STIP Tent and ER, as needed.
      - Centra is working on its own testing, still likely 4 weeks out.
   b. Prince Edward County EMS Agencies (PEVRS, M-EMS, P-EMS)
      - January 2019 Calls = 326 January 2020 Calls = 333
      - February 2019 Calls = 287 February 2020 Calls = 323
      - March 2019 Calls = 326 March 2020 Calls = 244
   c. Fire Service
      - Routine operations.
   d. 911 Center/Sheriff’s Office Dispatch
      - Implementing High Risk Isolation Protocol to pre-screen 911 callers for signs/symptoms of COVID-19 to prepare first responders prior to arrival.

8. Economic Impact
   a. Rising unemployment. *(70% of restaurant workers statewide are unemployed).*
   b. Expect drop in retail sales/sales tax revenue.
   c. The economy of Prince Edward County, VA employs approximately 8,900 people. The largest industries in the County are Educational Services (1,558 people), Health Care & Social Assistance (1,188 people), and Accommodation & Food Services (1,081 people). Source: Data USA
9. Public Information:
   a. Monitoring social media.
   b. Dedicated COVID-19 page on web site.
   c. Everbridge Alerting System available, if needed.

10. Emergency Management: (Panning & Coordination)
   a. PPE Distribution – Courts, Courthouse, PECSO, PECDSS, VFDs
   b. Following every PPE procurement opportunity.
   c. Daily reporting of PPE “burn rate” by County operations.
   d. Regional EM Briefing by VDH and VDEM.
   e. Regional coordination with surrounding counties.
   f. Weekly regional EMS coordination
   g. Internal Coordination with Courthouse Offices
   h. Coordination and communications with Hospital/Localities/Community Partners.
   i. Coordination with local first responder (LEO, Fire, EMS) agencies.

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Meeting Date: April 21, 2020  
Item No.: 3  
Department: County Administration  
Staff Contact: W.W. Bartlett  
Issue: Budget Work Session  

Summary:

A. 2% Bonus – To continue the process of budgeting conservatively and in response to the uncertainty caused by the pandemic I did not include the revenue reimbursement from the Comp Board for the proposed 2% bonus but I did include the expense of the 2% bonus. Thus, whether the bonus is given or is not given the County’s budget will receive a positive adjustment. If the bonus is given the County will receive an additional $39,877 in revenue that is not contained in the budget. If the Commonwealth does not award the bonus and assuming the County follows suit then the General Fund Pay Raise Reserve would be zeroed out reducing expenditures by $93,154 and allow the reduction of the transfer to the Solid Waste Fund by $7,124 for a total expenditure reduction of $100,278.

B. Full Reimbursement for Registrar’s Salary – The Approved budget contained funding to allow the reimbursement of 100% of the salary for the Registrar. The state approved salary for the Registrar is $49,256. The state has been providing reimbursement of only 69.41% of that amount or $32,254. If the Commonwealth does provide full reimbursement that amount would increase by $14,214.

C. Delayed Purchases – The Board discussed delaying purchases of capital/expenditure items for both FY20 and FY21 these items are:

**FY20**

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paving Natural Resources Building</td>
<td>$45,000</td>
</tr>
<tr>
<td>BOS – travel accounts</td>
<td>$4,509</td>
</tr>
<tr>
<td>County Administrator – travel accounts</td>
<td>$3,059</td>
</tr>
<tr>
<td>Commissioner – travel accounts</td>
<td>$2,400</td>
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<tr>
<td>Treasurer – travel accounts</td>
<td>$1,000</td>
</tr>
<tr>
<td>Clerk of Circuit Court - travel accounts</td>
<td>$4,425</td>
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<tr>
<td>Commonwealth Attorney – travel accounts</td>
<td>$10,408</td>
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<tr>
<td>CSA programs</td>
<td>$66,000</td>
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<tr>
<td>Planning</td>
<td>$126,000</td>
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<tr>
<td>Cooperative Extension</td>
<td>$49,000</td>
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<tr>
<td>County Recreation</td>
<td>$10,000</td>
</tr>
<tr>
<td>General Expense – Contingency</td>
<td>$9,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$330,801</strong></td>
</tr>
</tbody>
</table>

Motion,  
Second,  
Booth,  
Cooper-Jones,  
Gillian,  
Jones,  
Townsend,  
Wilck,  
Pride
FY20
Solid Waste Fund
Shop
$60,000

FY21

General Fund
Sheriff – Patrol cars $160,000
Animal Control – truck $35,000
General Properties – truck $33,000
County Recreation $10,000
General Expense – Contingency $10,000
Capital – ADP Equip $35,000
Capital – Courthouse FFE $27,000
Total $310,000

Solid Waste Fund
Collections – sheds/bins $53,000
Tires/Tracks ??? $56,000
Total $109,000

Attachments:

Recommendations:
Review the proposed Budget, determine any desired changes prior to the public hearing.
Meeting Date: April 21, 2020
Item No.: 4
Department: County Administration
Staff Contact: W.W. Bartlett
Issue: Closed Session

Summary:

I move that the Prince Edward County Board of Supervisors convene in Closed Session:

a. For discussion of the contract of the County Administrator, pursuant to the exemption provided for in Section 2.2-3711(A)(1) of the Code of Virginia.

Attachments:

Recommendation: Convene in Closed Session.