



## FLUVANNA COUNTY BOARD OF SUPERVISORS

### REGULAR MEETING AGENDA

Carysbrook Performing Arts Center  
8880 James Madison Hwy, Fork Union, VA 23055

May 4, 2022 at 5:00 pm

TAB	AGENDA ITEMS
<b>1</b>	<b>CALL TO ORDER</b>
<b>2</b>	<b>PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE</b>
<b>3</b>	<b>ADOPTION OF AGENDA</b>
<b>4</b>	<b>COUNTY ADMINISTRATOR'S REPORT</b>
<b>5</b>	<b>PUBLIC COMMENTS #1</b> (5 minutes each)
<b>6</b>	<b>PUBLIC HEARING</b>
<b>7</b>	<b>ACTION MATTERS</b>
A	Human Resources Department Position Reclassification – Eric Dahl, County Administrator
<b>7A</b>	<b>APPOINTMENTS</b>
B	Board, Commission, and Committee Appointments – Eric Dahl, County Administrator
<b>8</b>	<b>PRESENTATIONS</b> (normally not to exceed 10 minutes each)
C	AARP Charter for a Livable Community – Marta Keane, Executive Director, JABA
D	Aqua Virginia Update – John J. Aulbach II, P.E., President, Aqua Virginia, Inc.
<b>9</b>	<b>CONSENT AGENDA</b>
E	Minutes of April 20, 2022 – Caitlin Solis, Clerk to the Board
F	FY23 CSA Provider Agreement – Bryan Moeller, CSA Coordinator
G	Procurement Policy Update – Eric Dahl, County Administrator
H	CRMF - Grinding of Additional Storm Damage Brush – Dale Critzer, Assistant Director of Public Works
I	Position Description for Human Resources Generalist – Donna Snow, Human Resources Manager
<b>10</b>	<b>UNFINISHED BUSINESS</b>
	TBD
<b>11</b>	<b>NEW BUSINESS</b>
	TBD
<b>12</b>	<b>PUBLIC COMMENTS #2</b> (5 minutes each)
<b>13</b>	<b>CLOSED MEETING</b>

*Fluvanna County...The heart of Virginia and your gateway to the future!*

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TBD

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**14 – ADJOURN**

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County Administrator Review

*Fluvanna County...The heart of Virginia and your gateway to the future!*

*For the Hearing-Impaired – Listening device available in the Board of Supervisors Room upon request. TTY access number is 711 to make arrangements.  
For Persons with Disabilities – If you have special needs, please contact the County Administrator's Office at 591-1910.*

## **PLEDGE OF ALLEGIANCE**

I pledge allegiance, to the flag,  
of the United States of America,  
and to the Republic for which it stands,  
one nation, under God, indivisible,  
with liberty and justice for all.

## **GENERAL RULES OF ORDER**

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use defamatory or abusive language directed at any member of the Board or other person, to create excessive noise, or in any way incite persons to use such tactics. The Chair shall be the judge of such breaches, however, the Board may by majority vote of the Board members present and voting to overrule the judgment of the Chair.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

## **RULES OF PROCEDURE FOR PUBLIC HEARINGS**

1. PURPOSE
  - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
  - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. SPEAKERS
  - Speakers should approach the lectern so they may be visible and audible to the Board.
  - Each speaker should clearly state his/her name and address.
  - All comments should be directed to the Board.
  - All questions should be directed to the Chairman. Members of the Board are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion.
  - Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
  - Speakers with questions are encouraged to call County staff prior to the public hearing.
  - Speakers should be brief and avoid repetition of previously presented comments.
3. ACTION
  - At the conclusion of the public hearing on each item, the Chairman will close the public hearing.
  - The Board will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items.
  - Further public comment after the public hearing has been closed generally will not be permitted.

*Fluvanna County...The heart of Virginia and your gateway to the future!*



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB A**

<b>MEETING DATE:</b>	May 4, 2022				
<b>AGENDA TITLE:</b>	Human Resources Department Position Reclassification				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the reclassification of the position description for the Human Resources Manager, Pay Band 21 to the Director of Human Resources, Pay Band 24, with funding in the amount of \$2,114 for FY22 to come from the personnel contingency.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Eric Dahl, County Administrator and Donna Snow, HR Manager				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Effective April 24, 2022				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• This position reclassification for the Human Resources Department is being recommended to reflect the current essential functions for the Director of Human Resources position, as compared with the Human Resources Manager position.</li> <li>• The duties and responsibilities to reclassify this to a director is comparable to other director positions within our organization and also as compared to similar competing local government organizations within our surrounding job market.</li> <li>• The reclassified Position Description for the Director of Human Resources has been updated to reflect actual duty requirements for the existing position.</li> <li>• The proposed change for FY22 will require additional funding of \$2,114 to cover salary and benefits, with such funding to come from the FY22 personnel contingency budget.</li> <li>• For FY23, the proposed change will require additional funding of \$13,738 to cover salary and benefits, with such funding to come from a combination of the FY23 personnel contingency budget and funding for the implementation for the Compensation Study once it is completed.</li> </ul>				
<b>FISCAL IMPACT:</b>	The FY22 personnel contingency budget will be reduced \$2,114 and the FY23 increase will be covered from existing budgeted personnel related funding sources.				
<b>POLICY IMPACT:</b>	None				

<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Job Description – Human Resource Manager Job Description – Director of Human Resources				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X		X	



Fluvanna County, Virginia  
Department of Administration  
Job Description

### HUMAN RESOURCES MANAGER

<b>Job Class #:</b>	1130
<b>Pay Grade:</b>	21
<b>Category:</b>	Full-time (with benefits)
<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	County Administrator

#### SUMMARY

The Human Resources Manager performs complex work in planning, organizing and administering human resource programs for the County. This position provides leadership and counsel to departments regarding policy, compensation, benefits, and employee relations, and reports to the County Administrator.

#### ESSENTIAL FUNCTIONS

- Works with the County Administrator, Constitutional Officers, and Agency Directors to define the capital management goals and objectives.
- Develops and administers the Personnel Policy.
- Works with department managers to define staffing plans and develop recruiting strategies.
- Develops and implements compensation plan for County and Public Safety personnel.
- Responsible for position classifications and assists managers with developing position descriptions.
- Plans and coordinates employee training and development.
- Serves as EEO/AA Officer; implements, monitors and evaluates the County's Equal Employment Opportunity plan.
- Oversees personnel record keeping relating to new hires, employee evaluations, promotions, transfers, separations and exit interviews.
- Develops and implements employee retention initiatives.
- Investigates, prepares response and facilitates the settling of grievances.
- Advises management on all federal, state and local laws related to employee benefits, compensation, Fair Labor Standards Act, and antidiscrimination.
- Develops and oversees employee recognition program.
- Oversees and administers employee benefit program and may serve as a trustee and fiduciary for certain employee benefits.
- Oversees new employee orientation.
- Attends Board of Supervisors meetings as required.
- Performs related tasks as required.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge:

- Thorough knowledge of HR disciplines including, employee relations, compensation plans, benefit plan design, and organizational development.
- Comprehensive knowledge of federal and state laws applicable to employment and employee benefit plans.

Skills in:

- Establishing and maintaining effective working relations with individuals, groups, and public agencies.
- Performing cost/benefit analyses.
- Interpreting state and federal regulations and organizational policies governing personnel matters.
- Researching and analyzing various different type of data information.

Ability to:

- Work independently and take initiative, and to thrive in fast-paced, high-stress environments.
- Exercise appropriate judgment in answering questions and releasing information, and in analyzing and projecting consequences of decisions and/or recommendations.
- Create and deliver presentations in a professional public forum.
- Develop strategic human resource initiatives.
- Objectively coach employees and management through complex, difficult and sometimes emotional personnel issues.
- Make recommendations to effectively resolve problems or issues, by using judgment that is consistent with standards, practices, policies, procedures, regulation or law.

**ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**

- Any combination of education and experience equivalent to a bachelor’s degree from an accredited college or university with major course work in human resource management, organizational psychology, business administration, and 5 years of experience in human resources administration.
- Professional certification in Human Resource Management, or have the ability to obtain certification within one year of employment.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**POST OFFER REQUIREMENTS**

- Criminal Background check.
- Possession of a valid driver’s license issued by the Commonwealth of Virginia.

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	November 23, 2020		Dec 6, 2017



Fluvanna County, Virginia  
Department of Finance  
Job Description

**DIRECTOR OF HUMAN RESOURCES**

<b>Job Class #:</b>	XXXX
<b>Pay Grade:</b>	24
<b>Category:</b>	Full-Time (with benefits)
<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	County Administrator

**SUMMARY**

The Director of Human Resources performs difficult professional and administrative work planning, directing, managing, and administering a comprehensive human resources program; performs a wide variety of responsible administrative and analytical support duties in a variety of program areas including recruitment and selection; classification and compensation; employee benefits; ensuring legal compliance and implementation of policies and procedures; conducting studies and research programs; participate in special projects and assigned programs; prepare a variety of financial and statistical reports; to ensure work quality and adherence to established policies and procedures; to perform analytical and administrative tasks relative to assigned area of responsibility.

**ESSENTIAL FUNCTIONS**

- Collaborates with the County Administrator, Constitutional Officers, Departments and Agency Directors to understand the organization's goals and strategy related to staffing, recruiting, retention, attraction and motivation strategies.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Oversees recruitment; selection; classification; compensation and benefits; employee benefits; training and development; tuition reimbursement; wellness program; and employee safety
- Provides recruitment and training assistance to County departments; serves as a consultant in setting up selection procedures and processes.
- Administers all benefit programs such as health, dental, vision, life insurance, wellness, retirement, deferred compensation, flexible spending and other benefit plans/programs.
- Plans and coordinates with third-party benefits administrators on any changes to benefits.
- Addresses employee issues and concerns, ensuring adherence to policy and resolution of disputes; conducts internal investigations as needed; provides assistance and guidance to department directors regarding personnel issues and interpretation of policy
- Investigates, prepares response and facilitates the settling of grievances.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system.

- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Serves as EEO/AA Officer; implements, monitors and evaluates the County's Equal Employment Opportunity plan.
- Represents the County on Virginia Employment Commission hearings and appeals.
- Develops and maintains department budget within funding guidelines.
- Facilitates professional development, training, and certification activities for all staff.
- Supervises human resource staff and program requirements to achieve organizational goals; evaluates work performance of staff.
- Attends Board of Supervisors meetings as required.
- Performs other duties as required.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Comprehensive knowledge of the philosophies, principles, and practices of public human resources administration, including wage and salary administration, organizational development, employee relations, and benefit administration.
- Comprehensive knowledge of state and federal laws related to human resources, with the ability to comprehend, interpret, apply, and explain laws, regulation, policies, and related information.
- Thorough knowledge of local government organization and administration.
- Ability to establish and maintain effective working relationships with government officials, supervisors, employees, and the general public; ability to work in a fast-paced, interactive, team-oriented environment.
- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and delegate them when appropriate.
- Proficient with Microsoft Office programs, including Excel, Word and Powerpoint.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems (i.e. MUNIS).

#### **ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**

- Bachelor's degree in human resources management, business, public administration or a related field.
- A master's degree in a related field is preferred.
- Preferred qualifications also include certifications by the Society for Human Resource Management (SHRM) or the International Public Management Association for Human Resources (IPMA-HR).
- A minimum of (5) years of human resource management experience is required.

- Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- Office environment exposure to computer screens; sitting for prolonged periods.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must be available to work some weekends and evenings for presentations, training, and meetings  
Must possess an appropriate driver’s license valid in the Commonwealth of Virginia.
- Local travel is required for meetings and presentations

**POST OFFER REQUIREMENTS**

- Background Check
- Valid driver’s license

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
April 27, 2022	April 27, 2022	April 27, 2022	



## FLUVANNA COUNTY BOARD OF SUPERVISORS BCC APPOINTMENTS STAFF REPORT

TAB B

<b>MEETING DATE:</b>	May 4, 2022			
<b>AGENDA TITLE:</b>	Board, Commission, and Committee Appointments			
<b>MOTION:</b>	<b>I move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s):</b>			
<b>Board/Commission/Committee</b>	<b>Appointees</b>	<b>Begins Term</b>	<b>Ends Term</b>	
JAUNT Board	Leslie Woodfolk	7/1/2022	6/30/2025	
Library Board of Trustees – At-Large	Barbara Goshorn, Sherron Haley, David M. Goad, Sandra Patterson	7/1/2022	6/30/2026	
Library Board of Trustees – At-Large	Barbara Goshorn, Sherron Haley, David M. Goad, Sandra Patterson	7/1/2022	6/30/2026	
Library Board of Trustees – At-Large	Barbara Goshorn, Sherron Haley, David M. Goad, Sandra Patterson	7/1/2022	6/30/2026	
Monticello Area Community Action Agency (MACCA) – Fluvanna Representative	Ryant Washington, Edna C. Harris	5/4/2022	10/31/2023	
Parks and Recreation Advisory Board - Youth Representative	Madeline Fulk	10/1/2021	9/30/2024	
<b>BCC VACANCIES AND APPLICANTS</b>				
<b>BCC Vacancies</b>	<b>Applicants</b>	<b>Appt</b>	<b>District</b>	<b>Current BCC Appointments / Other Notes</b>
JAUNT Board	Leslie Woodfolk	Appt	Cunningham	Term beginning July 1, 2022 and ending June 30, 2025. Currently serving on the JABA Advisory Council
Library Board of Trustees – At-Large	Barbara Goshorn	Reappt	Columbia	Incumbent seeking reappointment. Term beginning July 1, 2022 and ending June 30, 2026
Library Board of Trustees – At-Large	Sherron Haley	Reappt	Columbia	Incumbent seeking reappointment. Term beginning July 1, 2022 and ending June 30, 2026.
Library Board of Trustees – At-Large	David M. Goad	Appt	Fork Union	Term beginning July 1, 2022 and ending June 30, 2026
Library Board of Trustees – At-Large	Sandra Patterson	Appt	Columbia	Term beginning July 1, 2022 and ending June 30, 2026. Also serving on the Social Services Board and Parks and Rec Advisory Board.
Monticello Area Community Action Agency (MACCA) – Fluvanna Representative	Ryant Washington	Appt	Columbia	Vacant term to begin immediately and ending October 31, 2023.

Monticello Area Community Action Agency (MACCA) – Fluvanna Representative	Edna C. Harris	Appt	Palmyra	Vacant term to begin immediately and ending October 31, 2023. Currently Serving on the Library Board, Fluvanna Partnership for Aging, and Region Ten Community Services Board.
Parks and Recreation Advisory Board - Youth Representative	Madeline Fulk	Reappt	Columbia	Incumbent Seeking reappointment. Term beginning October 1, 2021 through September 30, 2024.
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>- JAUNT Board - Fluvanna Representative – Vacant Term beginning July 1, 2022 and ending June 30, 2025.</li> <li>- Library Board of Trustees – At-Large – Three (3) Terms beginning July 1, 2022 and ending June 30, 2026.</li> <li>- Monticello Area Community Action Agency (MACCA) – Fluvanna Representative – Vacant term beginning November 1, 2021 and ending October 31, 2023.</li> <li>- Parks and Recreation Advisory Board - Youth Representative – Incumbent Seeking reappointment. Term beginning October 1, 2021 through September 30, 2024. Due to a clerical error, reappointment in October was overlooked.</li> </ul>			
<b>ENCLOSURES:</b>	Candidate Applications			



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

Name: <b>Leslie Woodfolk</b>		Election <input type="checkbox"/> Columbia <input checked="" type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union	
District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other			
Mailing Address (including City, State, & ZIP) 362 Jefferson Drive Palmyra, VA 22963		Physical Address (if different)	
Years Lived in Fluvanna <b>52</b>	Cell Phone – preferred? [REDACTED]	Home Phone – preferred?	Email [REDACTED]
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): General studies fluvanna county high school Piedmont community college Charlottesville va American national college Charlottesville va			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES:			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): West Bottom Baptist Church-Usher/Sound Tech			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I love my county and want to give back to the community and I would like to see more growth in the county. To give back to the community and to help people Achieve their goals in life.			
<b>Applicants are considered as vacancies occur and your application will be kept on file for three years.</b> Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. <b>Submit by email (<a href="mailto:clerk@fluvannacounty.org">clerk@fluvannacounty.org</a>) or mail to:</b> <b>Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</b> <b>By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.</b>			
Applicant's Signature <i>(Typing name below serves as digital signature)</i> <b>Leslie Woodfolk</b>		Date <b>4-20-2021</b>	

**PLEASE INDICATE BELOW THE BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.**

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Board of Equalization (BOE)
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
x	Family Assessment and Planning Team (FAPT)
	Finance Board
	Fluvanna Partnership for Aging Committee (FPA)
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)
x	JAUNT Board

X	Board, Commission, Committee (cont.)
X	Jefferson Area Board of Aging (JABA) Advisory Council
X	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Palmyra Area Revitalization Committee (PARC)
	Parks & Recreation Advisory Board (RAB)
	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
x	Social Services Board
	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
x	Youth Advisory Council (YAC)
	OTHER:

**Fluvanna County Board, Committee, and Commission Attendance Policy**

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

Office Use Only	
Application Received On:	Application Received By:
Acknowledgement Sent:	
Renewal Date:	Remarks:
Renewal Date:	
Renewal Date:	
Renewal Date:	



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

Applicants are considered as vacancies occur and your application will be kept on file for three years.

Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Before completing the application, please review the membership requirements for the Board, Commission, or Committee for which you are interested. Applicants who do not meet membership requirements will not be put forward for consideration.

Name: <b>Barbara Wright Goshorn</b>	Election <input checked="" type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): BA from Duke University JD from UVA	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Social Services Board Library Board	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates):	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: Libraries are an essential resource for any population. Given the distance to the nearest city, a good local library is needed to provide those living in Fluvanna with materials for education and entertainment. Over the years the library has provided services for those job hunting as well as those pursuing online education.	

### Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

**PLEASE INDICATE BELOW THE BOARDS, COMMISSIONS, OR COMMITTEES (BCC)  
ON WHICH YOU WISH TO SERVE.**

X	BCC	X	BCC	X	BCC
	Agricultural/Forestral District Advisory Committee		Finance Board		Piedmont Virginia Community College (PVCC) Board
	Board of Equalization (BOE)		Fluvanna Partnership for Aging Committee (FPA)		Planning Commission (PC)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Region Ten Community Services Board
	Building Code of Appeals Board		James River Water Authority (JRWA)		Rivanna River Basin Commission
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board	X	Social Services Board
	Columbia Task Force (CARE)		Jefferson Area Board of Aging (JABA) Advisory Council		Thomas Jefferson Planning District Commission (TJPDC)
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Board of Directors		Thomas Jefferson Water Resources Protection Foundation
	Economic Development Authority (EDA)	X	Library Board of Trustees		
	Economic Develop. & Tourism Advisory Council (EDTAC)		Monticello Area Community Action Agency (MACAA)		
	Family Assessment and Planning Team (FAPT)		Parks & Recreation Advisory Board (RAB)		

**Submit by email ([clerk@fluvannacounty.org](mailto:clerk@fluvannacounty.org)) or mail to:**

**County of Fluvanna, Attention: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963**

By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

In accordance with Virginia Code §2.2-3705.1, by submitting this application, it is presumed that you are providing your personal contact information to be used for communicating with the County, and unless otherwise indicated by you, your personal contact information will not be shared publicly.

Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date	
Barbara Wright Goshorn		04-04-22	
Mailing Address (including City, State, & ZIP)		Physical Address (if different)	
257 Plain Dealing Road, Palmyra, VA 22963			
Years Lived in Fluvanna	Phone #	Alternate Phone #	Email Address
44	[REDACTED]		[REDACTED]

**Office Use Only**

Application Received On:	04-04-22	Application Received By:	Leontyne Peck
Acknowledgement Sent:	04-04-22		
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

Name: <b>Sherron J Haley</b>		Election <input checked="" type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union	
		District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) 4477 Long Acre Rd.		Physical Address (if different) 4477 Long Acre Rd.	
Years Lived in Fluvanna 34	Cell Phone – preferred? <input type="radio"/>	Home Phone – preferred? <input type="radio"/>	Email
<p>EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.):</p> <p>Longwood College, Farmville, Virginia 1971-1972  Carson-Newman College, Jefferson City, Tennessee 1972-1975 Bachelor of Arts  Tarleton State University, Stephenville, Texas continuing studies</p>			
<p>CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES:</p> <p>I have served on the Fluvanna Library Board since 2006.</p>			
<p>CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates):</p> <p>In the past I served on the Church Council for Effort Baptist School and on the School Board for Effort Baptist Church</p>			
<p>REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY:</p> <p>I was born in Fluvanna in 1953, the daughter of a life-long educator, Emogene Johnson, and a full-time agronomist, Dallas Johnson. Married in 1972, I lived as a minister's wife in Tennessee, Texas, and Oklahoma for thirty-one years. After my husband's death, I returned home to Fluvanna where I am employed as a teacher at Fluvanna High School. I am passionate about education and the resources available to our community. As a youth I helped in the Fluvanna Baptist Church Library, and I was employed as a librarian in Rutledge High School, Tennessee. I had the privilege of serving on the library board during the construction of the new facility.</p>			
<p><b>Applicants are considered as vacancies occur and your application will be kept on file for three years.</b></p> <p>Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.</p> <p><b>Submit by email (<a href="mailto:clerk@fluvannacounty.org">clerk@fluvannacounty.org</a>) or mail to:</b>  <b>Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</b></p> <p><i>By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.</i></p>			
Applicant's Signature <b>Sherron J. Haley</b>		(Typing name below serves as digital signature)	
		Date	

**PLEASE INDICATE BELOW ANY BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.**

<b>X</b>	<b>Board, Commission, Committee</b>
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team
	Finance Board
	Fluvanna Partnership for Aging Committee
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)

<b>X</b>	<b>Board, Commission, Committee (cont.)</b>
	JAUNT Board
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
X	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Parks & Recreation Advisory Board
	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)

**Fluvanna County Board, Committee, and Commission Attendance Policy**

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

<b>Office Use Only</b>		
Application Received On:		
Acknowledgement Sent:		
Renewal Date:		



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

Applicants are considered as vacancies occur and your application will be kept on file for three years.

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Name: <b>David Michael Goad</b>	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input checked="" type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): Professional: 1. Instructor/Coach - Fork Union Military Academy (2015-2019) 2. Academic Dean - Fork Union Military Academy (2019-Present) 3. Adjunct Professor - Longwood University (January 2018-December 2019) Education: 1. BA Hampden-Sydney College (2013) - History Major; Rhetoric Minor 2. MAT Secondary Education, Liberty University (2016) 3. PhD Student, Liberty University (Current) - 50% complete	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: N/A	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates):	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: servant-minded leader hoping to expand my scope of service beyond Academy duties and into the greater Fork Union and Fluvanna communities	

### Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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**PLEASE INDICATE BELOW THE BOARDS, COMMISSIONS, OR COMMITTEES (BCC)  
ON WHICH YOU WISH TO SERVE.**

X	BCC	X	BCC	X	BCC
	Agricultural/Forestral District Advisory Committee	X	Finance Board	X	Piedmont Virginia Community College (PVCC) Board
	Board of Equalization (BOE)		Fluvanna Partnership for Aging Committee (FPA)	X	Planning Commission (PC)
	Board of Zoning Appeals (BZA)	X	Fork Union Sanitary District (FUSD) Advisory Committee		Region Ten Community Services Board
	Building Code of Appeals Board		James River Water Authority (JRWA)		Rivanna River Basin Commission
X	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board		Social Services Board
	Columbia Task Force (CARE)		Jefferson Area Board of Aging (JABA) Advisory Council		Thomas Jefferson Planning District Commission (TJPDC)
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Board of Directors		Thomas Jefferson Water Resources Protection Foundation
X	Economic Development Authority (EDA)	X	Library Board of Trustees		
	Economic Develop. & Tourism Advisory Council (EDTAC)		Monticello Area Community Action Agency (MACAA)		
	Family Assessment and Planning Team (FAPT)		Parks & Recreation Advisory Board (RAB)		

**Submit by email ([clerk@fluvannacounty.org](mailto:clerk@fluvannacounty.org)) or mail to:**

**County of Fluvanna, Attention: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963**

By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

In accordance with Virginia Code §2.2-3705.1, by submitting this application, it is presumed that you are providing your personal contact information to be used for communicating with the County, and unless otherwise indicated by you, your personal contact information will not be shared publicly.

Applicant's Signature <i>(Typing name below serves as digital signature)</i> <b>David M. Goad (from file)</b>		Date	
Mailing Address (including City, State, & ZIP) <b>PO Box 611 Fork Union VA, 23055</b>		Physical Address (if different) <b>417 Pettit Foster Ln Fork Union VA, 23055</b>	
Years Lived in Fluvanna <b>7</b>	Phone # [REDACTED]	Alternate Phone #	Email Address [REDACTED]

**Office Use Only**

Application Received On:	<b>4-22-2022</b>	Application Received By:	
Acknowledgement Sent:	<b>4-22-2022</b>	Caitlin Solis	
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

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Name: <b>Sandra Patterson</b>	Election: <input checked="" type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience. You may also provide a resume/CV.): High school, some college credits. 2 in English. Hair Dresser (cosmetology) home health aide, admin assistant, data entry operator, payroll worker, security and record keeper	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Parks and Recreation Board DSS Board	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): FLRD Member, NAACP Member, Friends of the Library Member, VIP Coordinator, Triad Coordinator, Evergreen Baptist Church Member	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I want to serve the community by giving back and being an active member of society.	

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(Approved June 17, 2015)

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**PLEASE INDICATE BELOW THE BOARDS, COMMISSIONS, OR COMMITTEES (BCC)  
ON WHICH YOU WISH TO SERVE.**

X	BCC	X	BCC	X	BCC
	Agricultural/Forestral District Advisory Committee		Finance Board		Piedmont Virginia Community College (PVCC) Board
X	Board of Equalization (BOE)		Fluvanna Partnership for Aging Committee (FPA)		Planning Commission (PC)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Region Ten Community Services Board
	Building Code of Appeals Board		James River Water Authority (JRWA)		Rivanna River Basin Commission
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board	X	Social Services Board
	Columbia Task Force (CARE)		Jefferson Area Board of Aging (JABA) Advisory Council		Thomas Jefferson Planning District Commission (TJPDC)
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Board of Directors		Thomas Jefferson Water Resources Protection Foundation
	Economic Development Authority (EDA)	X	Library Board of Trustees		
X	Economic Develop. & Tourism Advisory Council (EDTAC)		Monticello Area Community Action Agency (MACAA)		
	Family Assessment and Planning Team (FAPT)	X	Parks & Recreation Advisory Board (RAB)		

**Submit by email ([clerk@fluvannacounty.org](mailto:clerk@fluvannacounty.org)) or mail to:**

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In accordance with Virginia Code §2.2-3705.1, by submitting this application, it is presumed that you are providing your personal contact information to be used for communicating with the County, and unless otherwise indicated by you, your personal contact information will not be shared publicly.

Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date	
Sandra Patterson		3/24/2022	
Mailing Address (including City, State, & ZIP)		Physical Address (if different)	
39 Harris Lane Palmyra, VA 22963			
Years Lived in Fluvanna	Phone #	Alternate Phone #	Email Address
17	[REDACTED]	[REDACTED]	[REDACTED]

**Office Use Only**

Application Received On:	3-24-2022	Application Received By:	Leontyne Peck
Acknowledgement Sent:			
Renewal Date:		Remarks:	Hand delivered.
Renewal Date:			
Renewal Date:			
Renewal Date:			



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

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Name: <b>Ryant Washington</b>	Election: <input checked="" type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): Deputy Secretary of Public Safety and Homeland Security 2018-2020 Special Policy Advisor to VA ABC Law Enforcement 2014-2018 Sheriff of Fluvanna 2000-2014	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Former MACAA Board Member Former Chair Fluvanna Transportation Safety Commission	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Former Member Fluvanna Rotary Former Member Fluvanna Chamber of Commerce Member Fluvanna NAACP	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: Served as a public servant in Fluvanna County for approximately 20 years. Worked with various government and nonprofit organizations for many years and found the importance to work and serve in capacities that can aid and assist those who are in poverty and who seek greater opportunities.	

### Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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**PLEASE INDICATE BELOW THE BOARDS, COMMISSIONS, OR COMMITTEES (BCC)  
ON WHICH YOU WISH TO SERVE.**

X	BCC	X	BCC	X	BCC
	Agricultural/Forestral District Advisory Committee		Finance Board		Piedmont Virginia Community College (PVCC) Board
	Board of Equalization (BOE)		Fluvanna Partnership for Aging Committee (FPA)		Planning Commission (PC)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Region Ten Community Services Board
	Building Code of Appeals Board		James River Water Authority (JRWA)		Rivanna River Basin Commission
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board		Social Services Board
	Columbia Task Force (CARE)		Jefferson Area Board of Aging (JABA) Advisory Council		Thomas Jefferson Planning District Commission (TJPDC)
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Board of Directors		Thomas Jefferson Water Resources Protection Foundation
	Economic Development Authority (EDA)		Library Board of Trustees		
	Economic Develop. & Tourism Advisory Council (EDTAC)	X	Monticello Area Community Action Agency (MACAA)		
	Family Assessment and Planning Team (FAPT)		Parks & Recreation Advisory Board (RAB)		

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Applicant's Signature <i>(Typing name below serves as digital signature)</i> <b>Ryant Washington</b>		Date <b>03-09-2022</b>	
Mailing Address (including City, State, & ZIP) <b>1188 Oak Creek Road, Palmyra, VA 22963</b>		Physical Address (if different)	
Years Lived in Fluvanna <b>25</b>	Phone # [REDACTED]	Alternate Phone #	Email Address [REDACTED]

**Office Use Only**

Application Received On:	<b>03-09-2022</b>	Application Received By:	<b>Leontyne Peck</b>
Acknowledgement Sent:	<b>03-10-2022</b>	Remarks:	
Renewal Date:			



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

Name: <b>Edna Claressa Harris</b>		Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union	
		District: <input checked="" type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) 2 Holly Circle Palmyra, VA 22963		Physical Address (if different)	
Years Lived in Fluvanna <b>6</b>	Cell Phone – preferred? [REDACTED]	Home Phone – preferred?	Email [REDACTED]
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience.): 05/2010 University of Phoenix, 12/2006 Averett University, Glendale, Arizona Danville, VA Master of Education, Master of Education, Reading Administration and Supervision Specialist 05/2004 Old Dominion University, 05/1991 Saint Paul's College, Norfolk, VA Lawrenceville, VA Endorsement in Specific Learning Disabilities BA Sociology			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: I currently serve on the Habitat for Humanity Selection committee for Fluvanna County, I am also a participant in the Fluvanna Leadership Development Program. I served on the Gang Violence Task Force in Danville, VA			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): I am a member of Alpha Kappa Alpha Sorority, Inc. 1989-present A lifetime member of New Fork Baptist Church 1980-present Delta Kappa Gamma Honor Society 2007-Present			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I would like to put forth the knowledge I have acquired in regards to education, leadership, and families towards assisting on community boards in my hometown of Fluvanna County.			
<p><b>Applicants are considered as vacancies occur and your application will be kept on file for three years.</b></p> <p>Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.</p> <p><b>Submit by email (<a href="mailto:clerk@fluvannacounty.org">clerk@fluvannacounty.org</a>) or mail to:</b>  <b>Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</b></p> <p><b>By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.</b></p>			
Applicant's Signature <b>Edna Claressa Harris (from file)</b>		Date <b>9/26/19</b>	

**PLEASE INDICATE BELOW THE BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.**

X	Board, Commission, Committee
	Agricultural/Forestal District Advisory Committee
	Board of Equalization (BOE)
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
x	Central Virginia Regional Jail (CVRJ) Authority
x	Columbia Task Force (CARE)
x	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
X	Economic Develop. & Tourism Advisory Council (EDTAC)
x	Family Assessment and Planning Team (FAPT)
	Finance Board
x	Fluvanna Partnership for Aging Committee (FPA)
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)
	JAUNT Board

X	Board, Commission, Committee (cont.)
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
x	Library Board of Trustees
x	Monticello Area Community Action Agency (MACAA)
x	Palmyra Area Revitalization Committee (PARC)
	Parks & Recreation Advisory Board (RAB)
x	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
x	Social Services Board
	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
x	Youth Advisory Council (YAC)
	OTHER:

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(Approved June 17, 2015)

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Office Use Only	
Application Received On: 9/26/2019	Application Received By: Caitlin Solis
Acknowledgement Sent:	
Renewal Date:	Remarks:
Renewal Date:	
Renewal Date:	
Renewal Date:	

Edna C. Harris  
2 Holly Circle  
Palmyra, VA 22963



### **Professional Profile**

- Student-centered educator with experience that spans both special education and inclusive classrooms as well as one-on-one settings, and leadership administrative experience
- Deeply committed to optimizing student success, learning outcomes for preK-12<sup>th</sup> grade learners
- Creative and resourceful in adapting instructional strategies to meet unique student needs. Design positive approaches and proactive interventions advancing learner engagement; academic achievement; cognitive development; and social, behavioral and communication improvements.
- Strong leadership abilities to observe, plan, and assess best practices to modify instruction, for multicultural classes with multi levels of abilities, and motivate unmotivated learners.
- Lobbyist and advocate for criminal justice reform-First Step Act and Compassionate Release

### **Education**

**05/2010 University of Phoenix,  
Glendale, Arizona**  
Master of Education,  
Administration and Supervision

**12/2006 Averett University,  
Danville, VA**  
Master of Education, Reading  
Specialist

**05/2004 Old Dominion University,  
Norfolk, VA**  
Endorsement in Specific Learning Disabilities

**05/1991 Saint Paul's College,  
Lawrenceville, VA**  
BA Sociology

## **Professional Experience**

**English Instructor**-University of Virginia-Upward Bound, Charlottesville, VA September 2018-Present

I facilitate English instruction for students in grades 10th-12th during Saturday sessions. The students receive support in Standards of Learning, tutoring, college essay writing and college application process, I also assist students in meeting their goals and objectives as outlined in their Individual Education Plans (IEP), and test taking strategies. Currently, I serve students from 11 local high schools. My goal is to ensure their success in and completing a post-secondary education and improving their quality of life and support their efforts to matriculate into a college of their choice through the provision of instruction, tutorial services, and social/academic enrichment activities.

**Title 1 Reading Specialist Buford Middle School, Charlottesville, VA**  
2017-Present

- Work with students who have reading deficiencies
- Work collaboratively with classroom teachers
- Identify reading difficulties in students and provide instruction to effectively address areas of difficulty
- Prepare and deliver instruction appropriate to students in Tier 2
- Complete quarterly data reports monitoring student progress in English
- Present professional learning to staff

**Special Education English Collaborative Teacher grades 8-12 Fluvanna County High School.**  
Palmyra, VA 2014-2017

- Utilize instructional management systems that increase student learning and Maximize time on task
- Develop and implement Individual Educational Plans according to regulations
- Monitor student progress towards achieving goals on the IEP's
- Communicate effectively within the educational community and with parents on a regular basis
- Co-Teach in a collaborative classroom setting

**Title 1 Reading Specialist Clark Elementary School, Charlottesville, VA  
2013**

- Work with students who have reading deficiencies
- Work collaboratively with classroom teachers, administrators
- Identify reading difficulties in students and provide instruction to effectively address areas of difficulty
- Develop parent involvement activities for families
- Prepare and deliver instruction appropriate to students in accordance with Federal, Division, and State guidelines
- Complete 9 weeks data reports monitoring student progress in content areas
- Work collaboratively with Title 1 staff

**F.A.S.T, IEP Team, and Autism Specialist Danville Public Schools, Central Office-Office of Exceptional Children, Danville, VA 2011-2013**

Conduct parent, student, teacher, and agency interviews. Initiate and finalize paperwork related to FAST placements. Actively participate in the Individualized Education Plan process, address regulations and procedural matters, monitor compliance, audit IEP's for grades preschool-12<sup>th</sup> grade, and serve as a resource and support for personnel working with students with Autism. Assistant to the Director of the Office of Exceptional Children. Comprehensive Service Act (CSA) contact person, develop Individual Family Services Plan (IFSP), serve as a liaison between the community and the school division to develop partnerships to meet the needs of students, parents, staff and community, private day school IEP process and compliance monitoring, and Truancy court representative

**School Testing Coordinator Danville Public Schools, Danville, VA 2007-2013**

As a School Testing Coordinator (STC) I serve as the point of contact between the school and the DDOT. I maintain the security of test materials, implement SOL test procedures, and providing appropriate training for Examiners, Proctors, and other school personnel involved in the test administration. Read all test administration materials, and inform school staff of testing policies, guidelines, and procedures

**Mentor Danville Public Schools, Danville, VA 2005-2013**

Offer counsel, provide information, interpret district, state, federal and/or school level policies and practice, serve as a role model, provide support for developing course content, model direct teaching instruction, and act as an advisor to mentees.

**Site Facilitator, Kindergarten Readiness Summer Camp** Danville Public Schools, Danville, VA/Smart Beginnings, Danville,VA June 2011-July 2011

- Supervised all aspects of the summer kindergarten readiness summer camp including instruction, discipline, and assessments
- Developed supervision plans for buses, breakfast, arrival and dismissal
- Completed reports including attendance, discipline, and student achievement

**Lead Tutor/Site Facilitator** Total Tutors afterschool program G.L.H. Johnson School, Danville, VA December 2010-April 2011

- Create rosters
- Assign teachers to tutor for afterschool program
- Coordinate transportation with the SES provider
- Report data on pre and post assessments
- Complete reports for attendance, student achievement, and payroll
- Manage office and student dismissal

**Title 1 Reading Specialist G.L.H. Johnson** School, Danville, VA  
2007-2011

- Work with students who have reading deficiencies
- Work collaboratively with classroom teachers
- Identify reading difficulties in students and provide instruction to effectively address areas of difficulty
- Develop parent involvement activities for families
- Prepare and deliver instruction appropriate to students in accordance with Federal, Division, and State guidelines
- Complete 9 weeks data reports monitoring student progress in content areas
- Work collaboratively with Title 1 staff

**School Webmaster** Danville Public Schools, Danville, VA 2007-2011

Developed the school website, maintained and updated information, complied with the Danville Public Schools district Acceptable Use Policy

**Special Education Resource/Inclusion Teacher grades K-5** Danville Public Schools, Danville, VA  
1999-2007

- Utilize instructional management systems that increase student learning and Maximize time on task
- Develop and implement Individual Educational Plans according to regulations
- Monitor student progress towards achieving goals on the IEP's
- Communicate effectively within the educational community and with parents on a regular basis
- Maintain and upgrade professional skills
- Perform other job related duties as assigned by the Principal, Special Education Director and Assistant Director

**Bridges Specialist** Grove Park School, Danville, VA 2003-2006

As a Bridges Lab Specialist I assessed the 26 cognitive abilities and 11 perceptual skills including attention, memory, verbal comprehension, visual sequencing, and auditory sequencing. In the Bridges program, I utilized activities that developed visual, auditory and sensory processing skills to improve students' attention, concentration, focus, phonemic awareness, sequencing, spatial awareness, fine and gross motor coordination

**Elementary School Teacher** Glenwood Elementary School Danville, VA 1997-1999

- Concentration in 4<sup>th</sup> grade
- Plan, instruct and assess student performance in all core subject areas
- Interpret data from assessments and apply them to instruction
- Collaborate with parents, grade level teachers and Success For All Coordinator in tracking students progress

**Parent Resource Center Coordinator** Danville Public Schools, Danville VA 1993-1996

I made home visits to families of Title I students and facilitated workshops utilizing the Parents as Teachers model. Home visits and workshops focused on assisting and modeling strategies for parents to work with their children in becoming stronger learners, while increasing parent-child

interaction, and knowledge of early childhood development and promote positive parenting. I also collaborated with another teacher in developing the Kindergarten Screening Assessment for Danville Public Schools.

## References

Eric Johnson, Principal  
Hospital Education  
434-924-2658  
[Johnsoe1@charlottesvilleschools.org](mailto:Johnsoe1@charlottesvilleschools.org)

Mozell Booker  
434-842-3311  
[mhbooker@mindspring.com](mailto:mhbooker@mindspring.com)

India Brandon  
301-318-5654  
[indiabrandon24@gmail.com](mailto:indiabrandon24@gmail.com)



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

Name: <b>Madeline G. Fulk</b>		Election <input checked="" type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union	
		District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) PO Box 35 Kents Store, VA 23084		Physical Address (if different)	
Years Lived in Fluvanna 14	Cell Phone – preferred? [REDACTED]	Home Phone – preferred? [REDACTED]	Email [REDACTED]
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): I am currently in ninth grade at Fluvanna County High School and enrolled in the Blue Ridge Virtual Governor School.			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: I currently serve on the District Council on Youth Ministry for the Charlottesville United Methodist district.			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): I have been a life-long member of Byrd Chapel United Methodist Church and an active member of the youth group. I am also a member of the Fluvanna County High School Interact Club.			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: My great-grandfather served Fluvanna County for many years as a member of the Board of Supervisors. This is my home and, like my great-grandfather, I want to be a part of making Fluvanna County a better place to live.			
<p><b>Applicants are considered as vacancies occur and your application will be kept on file for three years.</b></p> <p>Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.</p> <p><b>Submit by email (<a href="mailto:clerk@fluvannacounty.org">clerk@fluvannacounty.org</a>) or mail to:</b>  <b>Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</b></p> <p><i>By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.</i></p>			
Applicant's Signature <i>(Typing name below serves as digital signature)</i> <b>Madeline G Fulk</b>		Date <b>9/4/2018 20:29</b>	

**PLEASE INDICATE BELOW ANY BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.**

<b>X</b>	<b>Board, Commission, Committee</b>
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Equalization (BOE)
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team (FAPT)
	Finance Board
	Fluvanna Partnership for Aging Committee
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)
	JAUNT Board

<b>X</b>	<b>Board, Commission, Committee (cont.)</b>
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Palmyra Area Revitalization Committee (PARC)
X	Parks & Recreation Advisory Board
	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)
	OTHER:

**Fluvanna County Board, Committee, and Commission Attendance Policy**

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

<b>Office Use Only</b>		
Application Received On:		Application Received By:
Acknowledgement Sent:		
Renewal Date:		Remarks:
Renewal Date:		
Renewal Date:		
Renewal Date:		

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB C**

<b>MEETING DATE:</b>	May 4, 2022				
<b>AGENDA TITLE:</b>	AARP Livable Community – Charlottesville Area Alliance				
<b>MOTION(s):</b>	N/A				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			<b>X</b>		
<b>STAFF CONTACT(S):</b>	Kelly Harris, Assistant County Administrator				
<b>PRESENTER(S):</b>	Marta Keane, Executive Director, JABA				
<b>RECOMMENDATION:</b>	N/A				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	Charlottesville Area Alliance (CAA) would like to petition the Board to apply to become a member of the AARP Network of Age-Friendly Communities.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>• CAA Charter</li> <li>• CAA Age-Friendly Action Plan 2021-2026 / 2020 Annual Report</li> <li>• 2017 Charlottesville Area Alliance Support Resolution</li> <li>• AARP Network of Age-Friendly Communities Member Application (blank)</li> <li>• DRAFT Resolution Seeking Membership in the AARP Network of Age-Friendly Communities</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					<b>X</b>



## CHARTER

*Adopted August 23, 2016*

*Amended January 2022*

### ARTICLE I

#### ARTICLE I: NAME/PURPOSE

The name of this entity shall be Charlottesville Area Alliance (CAA). The Alliance shall be a collective of organizations that aim to lead the advancement of the goals making this region an age friendly community, being mindful of the unique needs of those aging in our community and taking action when needed.

The CAA's primary purpose shall be to provide leadership and development for an age-friendly community through education, advocacy, engagement, planning, and evaluation. Lead organizations create an age-friendly community by developing a common understanding of the needs and issues, developing policy recommendations, and joining together to encourage the implementation by government, nonprofit organizations, the general public and businesses.

The vision of the CAA is for "The greater Charlottesville area to be the most age-friendly community in the country."

The mission of the CAA is to lead the advancement of an age-friendly community.

### ARTICLE II

#### ARTICLE II: ORGANIZATION

##### Section 1. CAA Partners

The work of the CAA shall be carried out by Alliance partners under the leadership of a Steering Committee. Partners are advocates, leaders, contributors, and stakeholders in the community serving or advising the senior population.

CAA partners can be organizations or individuals who support the CAA objectives and who actively participate in Alliance meetings, work groups, and other Alliance activities.

Each CAA partner shall adopt this charter, and agree to actively participate in meetings, outreach and events.

##### Section 2. Steering Committee

The CAA Steering Committee will lead the work of the CAA. Approved members of the Steering Committee must be partners of the Alliance (see Section 1).

Structure and Appointments – The Committee will be made up of eight to thirteen members; up to ten will be representatives from the “Lead Organizations” as identified in Article IV and three members appointed by the CAA partners.

The elected officers of the Steering Committee shall be a Chair, Vice Chair, and Secretary. The officers shall be elected by the Steering Committee and take office at the annual meeting as defined by the Charter. Each officer shall be a member of the Steering Committee. Their terms shall be for a period of one year commencing at the end of the annual meeting and terminating at the next annual meeting or until their successors are subsequently elected.

Prior to the annual meeting of the Steering Committee, a Nominating Committee consisting of not less than three Steering Committee members shall be appointed by the Chair to consider nominations for each office to be filled. At least ten days prior to the annual meeting (at which the election is to be held,) the Nominating Committee shall give notice to each CAA Partner of a list containing the name of one nominee for each office to be filled. Additional nominations may be made from the floor during the meeting which the election is held.

The Chair shall preside at all Steering Committee meetings, shall sign all acts or orders necessary to carry out the will of the CAA, shall have the authority to assign routine administrative functions to staff, volunteers, and committees, shall be eligible to vote on all matters before the CAA, and shall have the generally recognized powers and duties of the office of Chair or president of an organization.

The Vice Chair shall serve as Chair in the absence or disability of the Chair. In the case of a vacancy in the office of Chair, the Vice Chair shall assume the Chair's duties until a new Chair is elected to fill the unexpired term.

The Secretary shall prepare and maintain permanent written record of all CAA official Steering Committee proceedings, shall transmit notices and agendas to the Steering Committee, and transmit a copy of the minutes of each CAA Steering Committee meeting to each committee member prior to the next regular meeting.

A vacancy in an office shall be filled for the unexpired term by the CAA Steering Committee at the next regular meeting following occurrence of the vacancy, except that no such action shall be taken unless placed on the agenda mailed to all partners. A member elected to fill an unexpired term may be elected to a successive full term in that office.

Duties - Each Steering Committee member shall attend Steering Committee meetings and, when appropriate, serve as liaison to one or more workgroups (see Section 3).

Number and Qualifications - The Steering Committee will initially be a maximum of thirteen members, but can be expanded as needed by a majority vote of the Committee members.

### **Section 3. Work Groups**

There shall be three standing work groups based on the goals set out in Article III. The Steering Committee has the right to create other work groups as need is determined by the CAA Partners. Each of the work groups shall include at least one Steering Committee member. Work groups will be responsible for developing tactics to address goal area objectives.

Goal Area One: **Assessment/Monitoring/Planning**

Goal Area Two: **Advocacy/Public Relations**

Goal Area Three: **Engagement**

Assessment, Monitoring, and Planning Work Group – This Work Group will be responsible for confirming the measurement tool (World Health Organization indicators) and matching the criteria to the resources of each CAA partner. This group will also help develop local measurements that are more specific to the Charlottesville area. Annually, it will report out the status of each measure and identify the areas needing enhanced attention by the full CAA. The committee will consist of at least three people appointed by the CAA Partners. Additionally, it will seek involvement on commissions and committees of specific target measurement areas, steward plans developed, and aid in the communication between the Alliance and local government policy development. The committee will consist of at least three people appointed by the CAA Partners.

Advocacy and Public Relations Work Group – This work group will develop the advocacy materials used by CAA to assist localities with the development of policies that could affect one of the ten measurable areas of an age-friendly community. The focus will be on creating communications materials including a position statement and presentation, communicating the advocacy of age-friendly features, and provide a policy voice for the Alliance. It will be working with the media, developing general education and awareness of the measurements, fostering the relationship with Charlottesville Tomorrow, and develop a presentation for local elected officials . The committee will consist of at least three people appointed by the CAA Partners.

Engagement Work Group – This work group will work to expand the inclusion of the CAA to other partners who have some part in making the Charlottesville area age friendly. The initial focus will be on engaging the health systems and localities, as well as determining the best use of resources from existing and possible partners. The committee will consist of at least three people appointed by the CAA Partners.

**ARTICLE III****ARTICLE III: GOALS AND MEASUREMENT**

The CAA has identified three goal areas with objectives to accompany each. Goals may be modified at the discretion and suggestion of the Steering Committee and individual work groups when deemed necessary.

Goal Area One: **Assessment/Monitoring/Planning**

Goal Area Two: **Advocacy/Public Relations**

Goal Area Three: **Engagement**

To measure impact, the CAA will utilize the World Health Organization's measurement/indicators:

- Outdoor spaces & buildings
- Transportation
- Housing
- Social participation
- Respect & social inclusion
- Civil participation & employment
- Communication & information
- Community & health services

Supplementary measures, locally specific, can be evaluated and included by the Steering Committee when appropriate.

**ARTICLE IV****ARTICLE IV: Lead Organization, Management and Finance**

The core group of the CAA will be comprised of five to ten "Lead Organizations." The Alzheimer's Association, Jefferson Area Board on Aging, The Center, JAUNT Inc., Thomas Jefferson Planning District Commission, and Sentara Martha Jefferson Hospital will serve as the initial lead organizations. Through consensus of the Lead Organizations, the CAA will seek additional commitments for other organizations to join as a "Lead Organizations." Additional Lead Organizations as of January 2022 include Albemarle County, City of Charlottesville, and the University of Virginia Lead Organizations shall provide a project manager and other resources necessary to form and maintain the majority of CAA activities. All Lead Organizations serve on the Steering Committee as described in Article II, Section 2.

**ARTICLE V****ARTICLE V: MEETINGS**

The CAA will establish a meeting schedule as detailed below. Additional meetings of each of the CAA Steering Committee and Work Groups may be called as necessary. Meetings may be held in person or through teleconference. Decisions will be expected to be in unanimity during the first year, and consensus of 75% in subsequent years.

Steering Committee – The committee shall meet at least quarterly. Meetings will be held at a regular location with a predefined agenda 10 days prior to the meeting. Minutes shall be recorded by the elected Secretary and provided to the committee prior to the next meeting for approval.

CAA Partners – The CAA partners will meet at least annually and meetings will be announced 30 days in advance. Meeting minutes will be recorded and distributed to all CAA partners.

Work Groups – Work groups will meet monthly, or self-directed in frequency based on need.

The CAA will host a public reporting meeting annually. This meeting will be held to report progress related to measurement indicators.

## **ARTICLE VI**

### **ARTICLE VI: AMENDMENT**

The CAA charter may be amended by the Steering Committee.



# Charlottesville Area Alliance

## AGE-FRIENDLY ACTION PLAN 2021-2026 / 2020 ANNUAL REPORT

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# Chair's Welcome

MARTA M. KEANE, JABA CEO

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Welcome to the Charlottesville Area Alliance's (CAA) first AARP Age Friendly Action Plan for 2021-2026 and Annual Report of 2020 CAA Activities. This first plan follows age-friendly elements to create a livable regional community. It has been nearly six years of volunteer effort: first organizing our community partners, identifying initial work activities, then developing, distributing, collecting, and analyzing regional aging needs. The effort has culminated in an action plan to guide our work over the next five years toward a more age-friendly community.

Many agencies and individuals contributed to this work, and a special thank you goes to the original Gang of 5 who had the foresight to initiate the discussion and establish a vision to invite the necessary partners together to begin this effort, not just for one organization or for one community, but for the entire region. Residents of all ages will see the benefits of what we have begun.

**“Winning communities in the future will be the ones that invest in creating great places to live, work, learn, and play at every age. The Charlottesville Area Alliance is the right idea at the right time.” - Matt Thornhill, Founder & President, Boomer Project & Generations Matter**

The CAA Steering Committee decided to incorporate the Annual CAA Report for 2020 into the 2021-2026 Age Friendly Action Plan to provide the full breadth of the past, present and future work of the CAA. Having to continue the momentum through 2020 during the COVID-19 pandemic proved very challenging as Partners continued working on CAA initiatives while their own agency's workload increased to meet the challenges of the pandemic. Many activities were limited due to this and due to the inability to fully interact with area seniors.

We already have so many community assets working for us, and with your commitment and prioritization, we can grow these assets and overcome the challenges to improve the quality of life for residents and visitors of all ages.

I look forward to working with you on this journey.

Marta M. Keane  
CAA Chair

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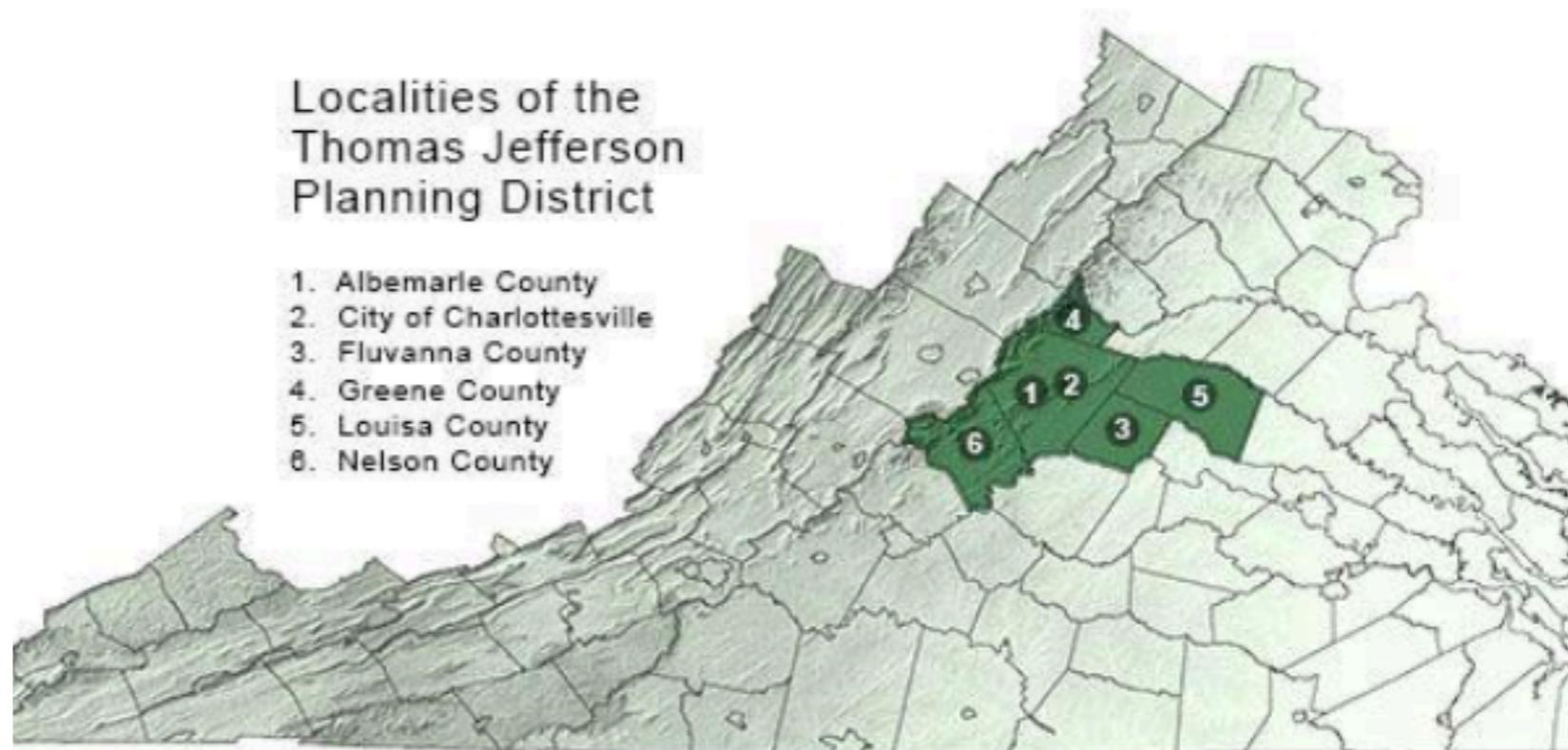
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## COMMUNITY PROFILE 4

The Charlottesville Area Alliance serves the localities in (Virginia) Planning District 10, which include the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa and Nelson. The region is defined as the Charlottesville Metropolitan Statistical Area (MSA) for statistical purposes (the MSA does not include Louisa County). The region's economy and population continue to flourish and grow. According to updated estimates of the 2010 U.S. Census, the area has a population of 249,000. The diverse economy of the region provides a variety of employment opportunities in education, biomedical/health services, business and financial services, arts and hospitality, information technology and telecommunications. With a 2019 civilian labor force of about 122,912, the Charlottesville MSA provides companies with a large labor pool and over 36,000 students enter the workforce each year. The unemployment rate has remained lower than the state average and was at 3.2% in November, 2020. In 2019 the



*Planning District 10, which include the City of Charlottesville and the Counties of Albemarle,*

per capita personal income was \$42,734 and the median family income was \$75,907. The cost-of-living is 4.5% above the national average.

The median age for the MSA is 38.9 years old with University of Virginia students contributing to that low median. Thirty-eight percent of the population is 50 years old or older. Seventy-two percent of the population

drive alone to work and only 3% travel by public transit. Of the 100,000 housing units, the median value of owner-occupied housing units is \$317,700, 30% higher than the US median (US 2019 - 1-year Census data). By 2030, it is expected that 25% of the population will be 60 and older. People choose to age in place here, and retirees find this a comfortable community to move to. Of those 60

## COMMUNITY PROFILE 5

and over, 20% live alone, and 11% live at 100% poverty level (\$11,000 /year/ single person).

All of the region's public schools are accredited under Virginia state standards with low student-teacher ratios among more than 50 elementary and secondary schools. The larger area also has a variety of higher education institutions such as the University of Virginia, Piedmont Virginia Community College and a number of other institutions of higher education providing a diverse range of degree programs and continuing education opportunities for the area's citizens.

The Charlottesville MSA offers a variety of retail shopping options, as well as a rich assortment of cultural and entertainment activities. Many civic and social organizations help foster the area's reputation for sophistication in the arts. The Charlottesville MSA's location on the eastern edge of the panoramic Blue Ridge Mountains encourages residents to take advantage of outdoor recreational pursuits such as camping, picnicking, and hiking. Fishing is also a popular activity as many of the mountain streams and lakes are well stocked with trout. Numerous local recreational facilities are available throughout the region. Golf courses, swimming, tennis, horseback riding, hiking, cycling, and canoeing provide opportunities for recreation for the entire family. In addition, the region has many historic attractions. Festivals and special events are held year-round across the region.



## FROM THE BEGINNING UNTIL THE PRESENT 6

The idea of the CAA began in 2014 after a group of leaders identified the growing population within our region of persons 65 years and older from 24,488 in 2000 to over 32,000 in 2010 and projected growth rates to 57,000 by the year 2030. Currently, 9% of the population in Charlottesville and 16% of the population in Albemarle County are over the age of 60. With the large number of baby boomers reaching 60, there will be a marked shift in this population, as people continue to age in place and to retire here. The increasing the number of seniors brings benefits and challenges to the community:

- People living many more years after retirement, which results in reducing their resources.
- The lack of extended families due to smaller size of families, geographic distance, and /or estrangement, which results in lack of support and caregiving systems.

- Increase in the incidence of dementia in an aging population.
- Opportunities to utilize seniors in educational, recreational, workforce community needs.
- Wisdom and experience brought to the community as a whole and individuals they meet.

In review of these growth rates and projections, a group of eight leaders from Alzheimer's Association, Cville Village, Hospice of the Piedmont, JABA, JAUNT, OLLI, The Center, and Westminster-Canterbury of the Blue Ridge began work on creating an organization to plan for the comprehensive needs and opportunities of an aging population. Charlottesville and Albemarle County have signed the charter with AARP, making the commitment to developing an age-friendly community. Fluvanna County has also made the commitment to CAA. Partners of the CAA work closely with staff and elected officials in planning and implementing measures

to collectively improve the quality of life for residents of all ages in the region.

This group made the decision to use the World Health Organization's 8 Life Indicators for an age-friendly community to measure the performance and impact of the CAA's efforts in the community. Partners in the CAA are asked to **adopt the inclusion of the 8 life indicators** in the decision-making process of their planning and service delivery.



## 8 LIFE INDICATORS 7

- *Buildings & Outdoor Spaces:* The outside environment and public buildings have a major impact on independence and happiness later in life.
- *Transportation:* Whether using public transportation services or alternative options, transportation is a key issue for older adults.
- *Housing:* Housing and support allow people in later life to age comfortably and safely within their own community and financial means.
- *Social:* Social participation is strongly connected to good physical and mental health and well-being throughout life.
- *Respect & Social Inclusion:* Feeling valued and respected is important for older people from all backgrounds.



# 8 LIFE ELEMENTS

FOR AN AGE-FRIENDLY COMMUNITY



- *Civic Participation & Employment:* An age friendly community provides options for all people in later life to contribute back to it.
- *Communication & Information:* Staying connected with events and people and getting timely, practical information to manage life and meet personal needs is vital for active living.
- *Community Support & Health Services:* Community support and interaction is strongly connected to good health and wellbeing throughout life, alongside accessible and affordable healthcare services.

## Working Groups

The CAA operates through volunteers from Partner agencies as well as community citizens and businesses. Work is completed under the leadership of a Steering Committee, and through a number of Work Groups where all partners participate.

WORK GROUPS to organize the operations of the Alliance:

- Executive Committee and Administration
- Advocacy & Education
- Assessment & Monitoring & Planning
- Engagement

An annual work plan is developed by current work groups with goals and work strategies for the coming calendar year.

## Current CAA Officers 2021

**Chair:** Marta Keane, JABA

**Vice Chair:** George Worthington, Dementia Friendly Central Virginia

**Secretary:** Mary Honeycutt, JAUNT

## Current CAA Partners 2021

Albemarle County - Alzheimer's Association (Central and Western Virginia Chapter) - Albemarle Housing Improvement Program (AHIP) - The Charlottesville Area Association of REALTORS® (CAAR) - Care is There- the Center (formerly the Senior Center) - City of Charlottesville - Cville Village - Dementia Friendly Central Virginia - EcoVillage Charlottesville - Fluvanna County - Here to Stay Wintergreen - Home Instead - iTHRIVE -Translational Health Research Institute of Virginia - JAUNT - JABA - Legal Aid Justice Center - Lindsay Institute for Innovations in Caregiving - Martha Jefferson House - Meals on Wheels (Charlottesville) - The Osher Lifelong Learning Institute at the University of Virginia (OLLI) - Piedmont Housing Alliance (PHA) - Region Ten - Senior Statesmen of Virginia - Sentara Martha Jefferson Hospital - The Blue Ridge Health District (Virginia Department of Health) - The Thomas Jefferson Planning District Commission (TJPDC) - United Way–Thomas Jefferson Area - University of Virginia Health System -VisitAble - Westminster-Canterbury of the Blue Ridge

# AARP Action Plan 2021 - 2026

CHARLOTTESVILLE AREA ALLIANCE 10



An age-friendly community is defined as one that “enables people of all ages to actively participate in community activities and treats everyone with respect, regardless of their age. It is a place that makes it easy for older people to stay connected to people that are important to them” (World Health Organization).

The CAA’s primary purpose is to provide leadership for, and development of, an age-friendly community through educating, advocating, engagement, planning, and evaluation. This is accomplished by developing a common understanding of the needs and issues, developing policy recommendations, and joining together to encourage implementation by government, non-profit organizations, the general public and businesses.

CAA determined early on that a national model would be the best approach to achieve age-friendly goals within our community. The CAA adopted the World Health Organization’s model, with the sponsor in the United States being AARP’s Livable Communities Network of Age Friendly Communities program.



People of all ages benefit from the adoption of policies and programs that make neighborhoods walkable, feature transportation options, enable access to key services, provide opportunities to participate in community activities, and support housing that’s affordable and adaptable. Well-designed, age-friendly communities foster economic growth and make for happier, healthier residents of all ages.

# AARP ACTION PLAN 2021-2026 11

AARP recommends a community assessment and development of an action plan for members of its age-friendly network. An action plan was created based on the results of the community surveys identifying needs within the 8 Domains of Livability that influence the health and quality of life of older adults. The action plan is an "active" rather than static document. Revisions and amendments are a sign of program improvement and progress, not of failure. Depending on what's in the plan, organizers will determine how to track its progress toward meeting its goals and objectives. If it isn't succeeding, the plan is amended.

## Background

Beginning in 2018, the partners and stakeholders of CAA worked to develop a common understanding of the needs, issues and opportunities of an aging population in our region. They engaged the community and collected data with the goal of making policy recommendations to local governments and service providers. The CAA used a three-pronged assessment approach of community members ages 50 and over. CAA members collected 322 surveys and conducted four focus groups in the City of Charlottesville and Counties of Albemarle, Fluvanna, Louisa and and Nelson. Demographics of those surveyed are below. A study overview is provided in the appendix.

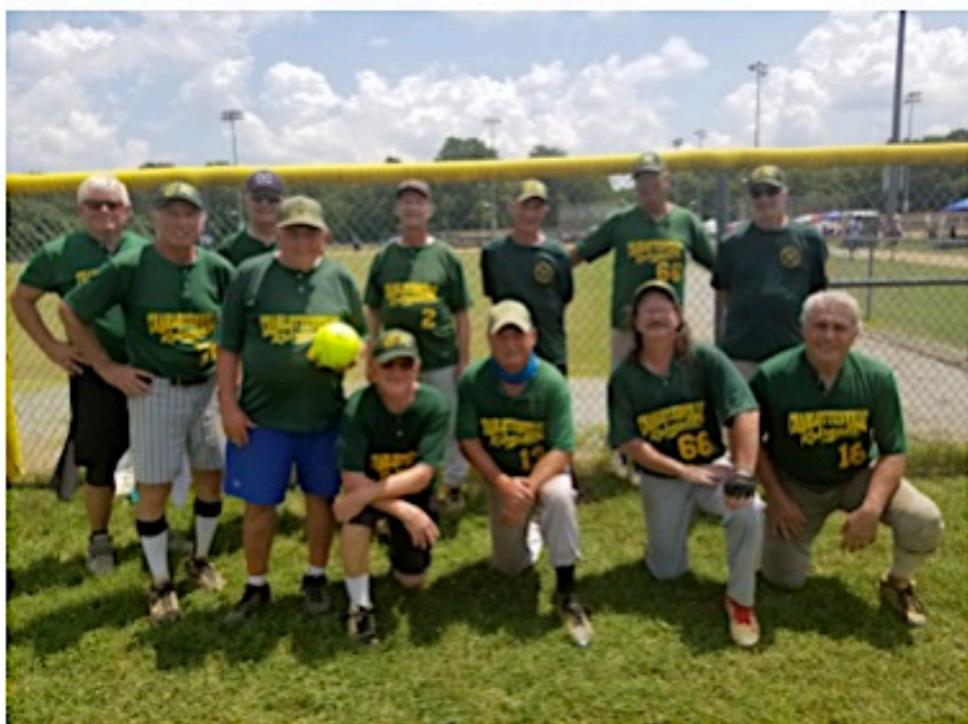


## AARP ACTION PLAN 2021-2026 12

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CAA's review of their focus group interviews and a thorough review of the MAPP2Health Community Health Assessment and Improvement Planning report produced by the Thomas Jefferson Health District resulted in the following two recommendations.

- 1.** Review discrepancies between the Thomas Jefferson Health District (TJHD) Community Health Survey and the Charlottesville Area Alliance's Age-Friendly Community Survey. The former primarily assessed how community members respond to resources, while the latter primarily assessed how seniors perceive access to resources.
- 2.** Present key findings from the MAPP2Health Community Health Assessment in a comprehensive, easily readable report (CAA Action Plan in AARP format) that includes action items for follow up by City and County representatives.



## Key Highlights

Key highlights of the results indicate that seniors age 50 and over in our community are:

- Generally food secure
- Socially engaged
- Rate the community as good place to age
- Enjoy their quality of life

Alternatively, findings show that some seniors:

- Do not feel socially included in their community
- Believe that there is not enough affordable housing in the area, leading to higher rates of stress about paying rents, mortgages and living expenses

## Key Findings

Key findings were identified by the 8 WHO Life Elements. Upon review and approval by the CAA Steering Committee, three Priority Action Areas were identified:

A. Transportation

B. Housing

C. Combined domains of Social Participation and access to Health Services

Remaining recommended findings would be placed in a secondary priority level to be addressed as resources and time become available for the CAA.

## AARP ACTION PLAN 2021-2026 15

<p><b>Domain 1: Outdoor Spaces and Buildings</b>  <i>Survey respondents most requested...</i></p> <ul style="list-style-type: none"> <li>- Improvements to roads, sidewalks, and lighting</li> <li>- Community centers, space to engage in social activities and entertainment</li> <li>- Handicap parking spots</li> <li>- Parks and walkable areas</li> </ul>	<p><b>Domain 5: Respect and Social Inclusion</b>  <i>Survey respondents most requested...</i></p> <ul style="list-style-type: none"> <li>- Inclusion in conversations that affect seniors (housing, healthcare, safety, etc.)</li> </ul>
<p><b>Domain 2: Transportation</b>  <i>Survey respondents most requested transportation that...</i></p> <ul style="list-style-type: none"> <li>- Is more reliable</li> <li>- Is low-cost/affordable</li> <li>- Travels to rural parts of counties</li> <li>- Will make quick, spontaneous trips for local errands</li> <li>- Expands JAUNT service</li> </ul>	<p><b>Domain 6: Civic Participation and Employment</b>  <i>Survey respondents most requested...</i></p> <ul style="list-style-type: none"> <li>- Part-time employment opportunities</li> <li>- Volunteer opportunities</li> </ul>
<p><b>Domain 3: Housing</b>  <i>Survey respondents most requested...</i></p> <ul style="list-style-type: none"> <li>- Thorough explanation regarding what affordable housing is</li> <li>- Senior living, handicap living, and age in place communities</li> <li>- More affordable housing stock and adequate low-income housing</li> <li>- Better system for finding housing</li> </ul>	<p><b>Domain 7: Communication and Information</b>  <i>Survey respondents most requested...</i></p> <ul style="list-style-type: none"> <li>- A community support system to check on the fragile and disabled</li> <li>- A central location to access resources</li> </ul>
<p><b>Domain 4: Social Participation</b>  <i>Survey respondents most requested...</i></p> <ul style="list-style-type: none"> <li>- More social gatherings, especially geared toward seniors</li> <li>- Community centers</li> </ul>	<p><b>Domain 8: Community and Health Services</b>  <i>Survey respondents most requested...</i></p> <ul style="list-style-type: none"> <li>- Accessible healthcare</li> <li>- Computer training and increased internet and computer access</li> <li>- Seasonal help (snow removal, lawn care, etc.)</li> </ul>

## Areas of Focus

With a vision of the greater Charlottesville area becoming the most age friendly community in the country, CAA has accepted the mission of leading the advancement of this initiative. The CAA Leadership Team selected three areas to focus their initial efforts on: Transportation, Housing and Social Participation. Social Participation includes health care and social interaction as measures for this area of focus.

CAA will work with the communities to achieve these goals by 2026.



# AARP ACTION PLAN 2021-2026 17

## HOUSING ACTION PLAN

### GOAL 1

Increase the amount of affordable housing that is energy efficient and easily accessible to amenities

Use land use regulations to increase density, accessory dwelling units, manufactured housing and other approaches to bring costs down

ACTION STEP DESCRIPTIONS	WORK GROUP, AGENCY, PERSON RESPONSIBLE	DATE TO BEGIN	DATE DUE	RESOURCES REQUIRED ( staff, tech, etc. )	DESIRED OUTCOME	NOTES
Review Regulations	PLANNING WORK GROUP			Partnership volunteers	Document reviewing regulations to support affordable housing	Utilize regional housing plan of 2021 & Charlottesville Housing Plan 2021
Develop policy suggestions	PLANNING WORK GROUP			Partnership volunteers	Approved recommendations from Steering Committee	
Propose regulations to decisionmakers	PLANNING WORK GROUP			CAA Leadership time	Meetings with decisionmakers for future local government adoption	

### GOAL 2

Increase the amount of accessible housing

## AARP ACTION PLAN 2021-2026 18

The City of Charlottesville’s Design for Life program could be an example to emulate; it provides reductions in permit fees if accessible features are incorporated; there are two levels with difference discounts: Level 1: Visit-Ability and Level 2 Live-Ability

ACTION STEP DESCRIPTIONS	WORK GROUP, AGENCY, PERSON RESPONSIBLE	DATE TO BEGIN	DATE DUE	RESOURCES REQUIRED (staff, tech, etc.)	DESIRED OUTCOME	NOTES
Develop regional standards or guidelines for accessible features	PLANNING WORK GROUP				Document describing regional standards for Steering Committee approval	
Share regional standards with community and decision makers	PLANNING WORK GROUP				Meetings with community and stakeholders	
Educate elected officials about accessible housing in Charlottesville and share	PLANNING WORK GROUP				Presentations to elected officials	
Participate as active stakeholder in Regional Housing Partnership	PLANNING WORK GROUP				Appoint CAA member to attend and participate and report back to CAA	

**GOAL 3**  
**Identify potential low-income housing projects**

Identify potential redevelopment or development opportunities for housing projects within areas with amenities, such as the Rose Hill Neighborhood or the Town of Scottsville

ACTION STEP DESCRIPTIONS	PARTY / DEPT RESPONSIBLE	DATE TO BEGIN	DATE DUE	RESOURCES REQUIRED (staff, tech, etc.)	DESIRED OUTCOME	NOTES
Meet with county and city staff	PLANNING WORK GROUP			RHP Assistance	List of potential housing sites	
Identify site attributes	PLANNING WORK GROUP			RHP Assistance	Potential sites prioritized	

# AARP ACTION PLAN 2021-2026 19

## TRANSPORTATION ACTION PLAN

### GOAL 1

Create a “One call one click” information nexus for transportation services

Users and potential users of transportation services need a straightforward way to get information on how to get to their destination

ACTION STEP DESCRIPTIONS	PARTY / DEPT RESPONSIBLE	DATE TO BEGIN	DATE DUE	RESOURCES REQUIRED (staff, tech, etc. )	DESIRED OUTCOME	NOTES
Meet with Regional Transit Partnership and ask their direction for age friendly actions	PLANNING WORK GROUP	July, 2021		Staff time	Clear path to helping potential transit customers identify rides	
Identify resources and steps to implement suggested solution	PLANNING WORK GROUP	December 1, 2021	February 1, 2022	Staff time	Document listing steps and implementation plan. Pursue funding & work program from partner agencies	Look at <a href="http://www.fams.org">www.fams.org</a> , they started with a list of transportation providers to help people find rides and now have a call center and many more mobility programs .
Implement steps	PLANNING WORK GROUP	July 1, 2021	June 30, 2022	Funding and Policy Implementation by Partner agencies	Users have clear path to learning to use transit	
Evaluate the effectiveness of the implementation	PLANNING WORK GROUP	January 1, 2023	6 months and 1 year from implementation		Recommendations for improving the system	

### GOAL 2

Bus stop improvement

## AARP ACTION PLAN 2021-2026 20

Removing barriers to transit by improving the location, access, and amenities of bus stops; bus stops may not be located in the right locations, may not be reached by accessible walking routes, and may lack amenities providing seating and shelter from the weather						
ACTION STEP DESCRIPTIONS	PARTY / DEPT RESPONSIBLE	DATE TO BEGIN	DATE DUE	RESOURCES REQUIRED ( staff, tech, etc. )	DESIRED OUTCOME	NOTES
Inventory bus stop accessibility	PLANNING WORK GROUP City Neighborhood Development Services / CAT	July 1, 2021	January 1, 2022	GIS Map of Existing Bus Stops and Conditions	Inventory of current bus stop locations	The local transit providers, CAT, JAUNT and University Transit Service, will all have lists and maps of their bus stops.
Identify communities/populations in need of transportation	PLANNING WORK GROUP RTP				Beginning of a relationship with underserved communities	
Gather input from identified community leaders on transit needs	PLANNING WORK GROUP RTP				List of bus stop improvements that are desired by transit users and potential transit users	
Prioritize improvements	PLANNING WORK GROUP				Top needs identified	
Gain support for the improvements	ADVOCACY WORK GROUP				Meetings with stakeholders (Regional Transit Partnership)	
Regional Transit Partnership	PLANNING WORK GROUP	October, 2020			Appoint CAA member to participate and report back from RTP	
<b>GOAL 3</b> <b>Advocate for Transportation for Rural areas that are of a more regular nature</b>						

## AARP ACTION PLAN 2021-2026 21

Identify potential opportunities for on-demand transportation services for rural residents						
ACTION STEP DESCRIPTIONS	PARTY / DEPT RESPONSIBLE	DATE TO BEGIN	DATE DUE	RESOURCES REQUIRED (staff, tech, etc.)	DESIRED OUTCOME	NOTES
Encourage rural residents to become drivers for Uber or Lyft	EDUCATION PR WORK GROUP				More on-demand services in rural areas	
Investigate options to connect rural residents to fixed routes	PLANNING WORK GROUP				Possible feeder routes or community park and ride stations	
Investigate other volunteer driver programs in Virginia to see if they can be replicated in the Thomas Jefferson District and Build a network of volunteer drivers	PLANNING WORK GROUP				Feasibility study for volunteer driver program in rural areas	The Rappahannock-Rapidan Regional Commission has a volunteer driver program that could help answer questions or serve as a model; <a href="http://www.fams.org">www.fams.org</a>
Participation in JAUNT Board meetings	PLANNING WORK GROUP	January 1, 2021			CAA recommendations to Jaunt on-demand delivery services and reporting back to CAA of Jaunt initiatives	

# AARP ACTION PLAN 2021-2026 22

## SOCIAL PARTICIPATION ACTION PLAN

### GOAL 1

Increase social engagement opportunities to ensure people of all ages can fully participate in their community

Identification of at-risk/isolated seniors

ACTION STEP DESCRIPTIONS	WORK GROUP, AGENCY, PERSON RESPONSIBLE	DATE TO BEGIN	DATE DUE	RESOURCES REQUIRED (staff, tech, etc.)	DESIRED OUTCOME	NOTES
Connect with TRIAD/Sheriff's Departments to identify at-risk or isolated individuals	ENGAGEMENT WORK GROUP - George and JABA are involved with TRIAD				Identification of 50 at-risk or isolated individuals and identify barriers to their social participation	
Leverage JABA/Albemarle Rescue Squad (HUMAINS) relationship	ENGAGEMENT WORK GROUP Marta				Include social engagement opportunities on HUMAINS materials	
DSS/APS training on dementia and social isolation (e.g., make sure they know where they can refer isolated individuals)	ENGAGEMENT WORK GROUP George				Conduct 1 training session with APS and DSS workers at both Charlottesville and Albemarle DSS as pilot. Assess impact and train others to continue providing at intervals	
A) Develop a cross agency protocol for where to refer isolated individuals at intake	ENGAGEMENT WORK GROUP				Protocol developed and used by three local agencies	

## AARP ACTION PLAN 2021-2026 23

(e.g., Region 10, JABA, DSS etc) B) Encourage other senior-oriented organizations to document “lives alone” and provide referrals					Four organizations include a lives alone/lives with question on their applications	
<b>GOAL 2</b>						
<b>Inclusion of people into social opportunities</b>						
Generate activities and opportunities for older adults to participate in social engagement programs						
ACTION STEP DESCRIPTIONS	WORK GROUP, AGENCY, PERSON RESPONSIBLE	DATE TO BEGIN	DATE DUE	RESOURCES REQUIRED (staff, tech, etc. )	DESIRED OUTCOME	NOTES
Buddy/mentor system for new members/enrollees including training for buddies	ENGAGEMENT WORK GROUP Kara / OLLI Peter/ Center Possible?				Train and setup a volunteer buddy program at two organizations	
Support the African American community in developing social engagement programs for at risk seniors (e.g., memory café)	ENGAGEMENT WORK GROUP Collaborate with identified church				Set up one new community social program for at risk African Americans	
Senior fair on social participation opportunities at Carver Rec Center (15 minute presentations over ½ day twice a year)	ENGAGEMENT WORK GROUP City P&R along with Alliance members				Two events delivered	
Survey/research project of what opportunities people	ENGAGEMENT WORK GROUP Alliance with				Survey 200 seniors and collect data on participation and	

## AARP ACTION PLAN 2021-2026 24

actually want—partner with UVA (Batten School?)	UVa Research group				satisfaction with current social activities and desired activities	
<b>GOAL 3A</b>						
<b>Offer education and training in the community to foster awareness and understanding of aging in general and dementia in particular</b>						
Provide dementia awareness trainings to businesses and individuals						
ACTION STEP DESCRIPTIONS	WORK GROUP, PERSON, AGENCY RESPONSIBLE	DATE TO BEGIN	DATE DUE	RESOURCES REQUIRED (staff, tech, etc. )	DESIRED OUTCOME	NOTES
Dementia Friendly @ Work trainings to area businesses and organizations	ENGAGEMENT WORK GROUP Dementia Friendly Central Virginia				Deliver 4 DF@W trainings per quarter in 2020.	
Dementia Friends information sessions	ENGAGEMENT WORK GROUP Dementia Friendly Central Virginia				Deliver 4 DF sessions per quarter in PD 10 in 2020.	
Community programming for memory unit: work with area schools to a) provide dementia awareness training to students and teachers and b) bring singing groups, arts groups possibly theater into memory units	ENGAGEMENT WORK GROUP Dick Lindsay				Offer at least one community program to a memory community each quarter	

## AARP ACTION PLAN 2021-2026 25

Dementia and aging awareness training for JAUNT/CAT staff					Train at least 50% of JAUNT drivers and 50% of CAT drivers	
Offer emergency preparedness training for individuals, people living with dementia and caregivers . (scams/frauds/ elder abuse plus emergency preparedness)	ENGAGEMENT WORK GROUP Join with TRIAD				Develop and deliver at least three emergency preparedness workshops in community settings	
Encourage age-friendly and dementia friendly health systems	ENGAGEMENT WORK GROUP				1) Provide at least two trainings for emergency room personnel 2) work with hospital administrators/health system administrators to encourage adoption of age- and dementia-friendly practices	
<b>GOAL 3 B</b>						
<b>Offer education and training in the community to foster awareness and understanding of aging in general and dementia in particular</b>						
Specific programs to support individuals in the community						
ACTION STEP DESCRIPTIONS	WORK GROUP, PERSON, AGENCY RESPONSIBLE	DATE TO BEGIN	DATE DUE	RESOURCES REQUIRED (staff, tech, etc. )	DESIRED OUTCOME	NOTES

## ACKNOWLEDGEMENTS 26



The Charlottesville Area Alliance would like to thank the community members of the entire planning district for entrusting their health and well-being with us. We would like to thank the CAA steering committee, the partner organizations who dedicated valuable staff time and resources to making this happen, and the community leaders who shared this vision.



Much thanks to Peter Thompson for serving as the founding Chair, and providing the impetus and guidance to get the Alliance off the ground, and to Chip Boyles for serving as the next Chair during the period of assessment and analysis and setting the action plan goals. They have both laid the foundation for the 5 year plan that we have today.



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 16-2017**

**CHARLOTTESVILLE AREA ALLIANCE SUPPORT RESOLUTION**

**WHEREAS**, the Charlottesville Area Alliance (CAA) is a collective of organizations who aim to lead the advancement of goals making the Region 10 an age friendly community, being mindful of the unique needs of those aging in this regional community and taking action when needed; and

**WHEREAS**, the Charlottesville Area Alliance (CAA) is comprised of five to ten “Lead Organizations” including The Alzheimer’s Association, Jefferson Area Board on Aging, The Senior Center, JAUNT Inc., Westminster Canterbury of the Blue Ridge, Region 10, Sentara Martha Jefferson Hospital, UVA Health Center United Way and Thomas Jefferson Planning District Commission as the initial lead organizations; and

**WHEREAS**, the CAA is a regional alliance with the goal to assist and interact with all of the jurisdictions of Region 10 including the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa and Nelson; and

**WHEREAS**, the CAA’s primary purpose is to provide leadership for and to develop an age-friendly community through educating, advocating, engagement, planning, and evaluation, bringing organizations together to create an age-friendly community by developing a common understanding of the needs and issues, developing policy recommendations, and joining together to encourage the implementation by government, non-profit organizations, the general public and businesses; and

**WHEREAS**, the mission of the Charlottesville Area Alliance is to lead the advancement of an age friendly community, and the vision of the CAA is, "The Greater Charlottesville area will be the most Age-Friendly community in the country," and

**WHEREAS**, The CAA has identified five goal areas of work including: 1) **Assessment/Monitoring** 2) **Planning** 3) **Advocacy** 4) **Education & Public Relations** 5) **Engagement**; and

**WHEREAS**, the CAA will utilize the World Health Organization’s measurement/indicators of Outdoor Spaces & Buildings, Transportation, Housing, Social Participation, Respect & Social Inclusion, Civil Participation & Employment, Communication & Information, and Community & Health Services; and

**WHEREAS**, according to the United States Census Bureau, Fluvanna County has seen an increase in population of individuals 65 years old or older rise from 15.7% of the County population in 2010 to 19.4% in 2016 with 5,097 people 65 or over; and

**WHEREAS**, Fluvanna County identifies that it is important for County staff and citizens to include elderly and age friendly consideration and advancement in all efforts of its strategic planning including the Natural Environment, Infrastructure, Transportation, Economic Development, Historic Preservation, Parks & Recreation, Housing, Human Services, Education, Public Safety, and Financial Sustainability; and

**NOW, THEREFORE BE IT RESOLVED**, on this 15th day of November, 2017, that the Fluvanna County Board of Supervisors hereby endorses the organization of the Charlottesville Area Alliance and supports the staff and citizen involvement in the ongoing efforts of the CAA.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at the regular meeting of the Board held on the 15<sup>th</sup> day of November, 2017;

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District						
Patricia B. Eager, Palmyra District						
Anthony P. O'Brien, Rivanna District						
John M. Sheridan, Columbia District						
Donald W. Weaver, Cunningham District						

Attest:

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John M. Sheridan, Chair  
 Fluvanna County Board of Supervisors



## Membership Application

To join the **AARP Network of Age-Friendly Communities** and the **World Health Organization Global Network of Age-Friendly Cities and Communities**

- If you have questions while completing this form, please email [livable@aarpp.org](mailto:livable@aarpp.org).
- If you need additional space for answering the questions you may add an additional sheet of paper.

**APPLICATION SUBMISSION DATE:** Click here to enter a date.

### Section 1: COMMUNITY DETAILS

**NAME OF THE COMMUNITY:** Click here to enter text.

**STATE:** VA

**POPULATION SIZE:** Click here to enter text.

**PERCENTAGE OF RESIDENTS ABOVE THE AGE OF 60:** Click here to enter text.

**NAME AND TITLE OF THE ELECTED OFFICIAL SIGNING THE OFFICIAL COMMITMENT:** Click here to enter text.

**OFFICE ADDRESS OF THE SIGNER:** Click here to enter text.

### Section 2: COMMUNITY CONTACT FOR THE AARP NETWORK OF AGE-FRIENDLY COMMUNITIES

The community contact is the local staff member or volunteer who is primarily responsible for carrying out the community-level work — it is not the responsible AARP staff member.

**NAME:** Click here to enter text.

**POSITION:** Click here to enter text.

**EMAIL ADDRESS:** Click here to enter text.

**TELEPHONE NUMBER:** Click here to enter text.

**Please describe the named person's role in the city or community's age-friendly initiative:**

Click here to enter text.

**Section 3: COMMUNITY ACTIVITIES, ENGAGEMENTS and COLLABORATIONS**

**1) Please provide a brief summary of the community policies, programs and services that are targeted toward older people and how the community plans to become more age-friendly.**

Click here to enter text.

**2) How will the community engage and involve older people in the process of becoming a more age-friendly?**

Click here to enter text.

**3) Briefly describe the mechanisms the community has or is planning to put in place to facilitate collaborative planning and implementation between different agencies and departments.**

Click here to enter text.

#### Section 4: NETWORK MEMBERSHIP

Your answers to the following questions will help us complete your membership in the global age-friendly network and better enable us to understand how to support the network.

**4) How do you hope to contribute to the AARP Network of Age-Friendly Communities and the World Health Organization Global Network of Age-Friendly Communities?**

Click here to enter text.

**5) What motivated your community to join the AARP Network of Age-Friendly Communities and the World Health Organization Global Network of Age-Friendly Communities?**

Click here to enter text.



*Click here to add a link to where we can find your logo. Or, send us your logo by email attachment to [livable@aarp.org](mailto:livable@aarp.org).*

**6) Please provide a digital (JPG, PNG or PDF) file of your community.** Membership Application: AARP Network of Age-Friendly Communities – Page 3

The image resolution should be at least 72 dpi. As an example of an image, here's ours >





**BOARD OF SUPERVISORS**  
 County of Fluvanna  
 Palmyra, Virginia

**Resolution XX-2022**

**Resolution Seeking Membership in the AARP Network  
 of Age-Friendly Communities**

**WHEREAS**, the health and safety of residents of all ages is of the highest concern to the County of Fluvanna; and

**WHEREAS**, Fluvanna County residents are staying healthy and active longer; and

**WHEREAS**, an age-friendly community encourages active aging by optimizing opportunities for health for residents of all ages; and

**WHEREAS**, planning processes including community revitalization and economic development plans should include the needs of all people regardless of age, income, physical ability, race, and other factors of older adults; and

**WHEREAS**, community decisions on land-use, housing, and transportation should be consistent with comprehensive plans that have been developed with public input; and

**WHEREAS**, members of the AARP Network of Age-Friendly Communities become part of a global network of communities that are committed to providing opportunities for their older residents the to live rewarding, productive, and safe lives; and

**WHEREAS**, membership in the Network of Age-Friendly Communities includes access to financial assistance and technical expertise;

**NOW, THEREFORE, BE IT RESOLVED** that in order to ensure the County of Fluvanna is a well- designed, livable community that promotes health and sustained economic growth for residents of all ages, the County of Fluvanna supports the planning process and requests participation in the Network of Age-Friendly Communities.

**Passed and adopted this XXth day of XXXX, 2022.**

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John M. Sheridan  
 Chair, Board of Supervisors



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB D**

<b>MEETING DATE:</b>	May 4, 2022				
<b>AGENDA TITLE:</b>	Aqua Virginia Update				
<b>MOTION(s):</b>	N/A				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	If yes, list initiative(s):		
		XX			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			XX		
<b>STAFF CONTACT(S):</b>	Eric Dahl, County Administrator				
<b>PRESENTER(S):</b>	John J. Aulbach II, P.E., President, Aqua Virginia, Inc.				
<b>RECOMMENDATION:</b>	N/A				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<p>Aqua VA will discuss and provide updates on the following topics:</p> <ul style="list-style-type: none"> <li>• Water System Capacity</li> <li>• Wastewater System Capacity</li> <li>• Fire Suppression and future residential/commercial growth</li> <li>• Wastewater compliance</li> <li>• Water and Wastewater System Operations Schedules</li> <li>• Fluvanna County Site Plan and Subdivision reviews</li> <li>• System modeling</li> <li>• Future Upgrades</li> </ul>				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	N/A				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					X



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB E**

<b>MEETING DATE:</b>	May 4, 2022				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors April 20, 2022 Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, April 20, 2022, be adopted.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>XX</b>	
<b>STAFF CONTACT(S):</b>	Caitlin Solis, Clerk to the Board				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Draft Minutes for April 20, 2022.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					<b>X</b>



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
Carysbrook Performing Arts Center  
8880 James Madison Hwy, Fork Union, VA 23055  
April 20, 2022  
Regular Meeting 5:00pm**

**MEMBERS PRESENT:**

John M. (Mike) Sheridan, Columbia District, Chair  
Tony O’Brien, Rivanna District, Vice Chair  
Mozell Booker, Fork Union District  
Patricia Eager, Palmyra District  
Chris Fairchild, Cunningham District

**ABSENT:**

None.

**ALSO PRESENT:**

Eric M. Dahl, County Administrator  
Kelly Belanger Harris, Assistant County Administrator  
Fred Payne, County Attorney  
Caitlin Solis, Clerk for the Board of Supervisors

**1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE**

At 7:02pm, Chair Sheridan called to order the Regular Meeting of April 20, 2022. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA**

- *Mr. Dahl requested moving addenda item H, VDOT Quarterly Report after agenda item A, Authorization to Advertise a Public Hearing for the VDOT Secondary Six Year Plan.*

<b>MOTION:</b>	Accept the Agenda, for the April 20, 2022 Regular Meeting of the Board of Supervisors, as amended.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>	Motion	Second			
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**4 - COUNTY ADMINISTRATOR’S REPORT**

Mr. Dahl reported on the following topics:

Announcements and Updates

New Employees

- John Gold, Communications Officer, E-911 Center, Started April 11th

Operations Captain Sean Peterson graduated from the 281st Session of the Federal Bureau of Investigation’s National Academy on March 17, 2022.

- The FBI National Academy, in Quantico, VA, is a 10 week professional course of study for U.S. and international law enforcement managers nominated by their agency heads because of demonstrated leadership qualities.
- We are proud the Fluvanna County Sheriff’s Office now has two FBI National Academy graduates serving on the Command Staff.

Certified Tourist Information Center

- Pleasant Grove House Museum & Visitor Center received it’s certificate of certification at the 2022 Visitor Centers Seminar which was held in Halifax, VA on March 30

Easter Egg Hunt in The Park

- Annual Easter Egg Hunt was held on Saturday, April 16 at 10am promptly.
- Egg hunt lasted approximately 9 minutes with over 300 youth hunting eggs!
- We had four hunt zones with a total of 7,000 eggs spread out with one “Golden” egg in each zone worth an Easter basket if found.
  - Infant to 3 = 1,500 eggs
  - 4 to 6 = 2,000 eggs
  - 7 to 9 = 2,000 eggs
  - 10 to 12 = 1,500 eggs
- Special THANK YOU to the High School SGA and FUMA Interact clubs whom assisted with various aspects of the event!

Earth Day Event - Tire Collection Only

- April 23, 2022 / 10am – Noon

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- We will be using the Horse Trailer Parking Area for this event.
- Must present valid Fluvanna County residency proof to drop off tires.
- 12 tires only per Fluvanna resident.
- Only standard tires off rims accepted.
- No hazardous waste collection this year. Hazardous waste collection in 2023 pending budget approval.

Drive Through Rabies Clinic

- Saturday, April 30<sup>th</sup>
- 9:00am to 12:00pm
- Pleasant Grove Park, 271 Pleasant Grove Drive
- Cost: \$10 per animal (cash only)
- Preregistration forms must be filled out and returned in advance
  - Can be picked up at FSPCA or <https://fspca.org> or scan the QR Code
- Must remain in vehicle, dogs must be on leashes and cats must be in individual carriers

Fluvanna Meals on Wheels is accepting new clients.

- There is no age requirement and most clients do not pay for their meals.
- For those that do have the means, or wish to pay for meals, a sliding scale available.

Please call (434) 589-1685 for more information

April 24–30, 2022 is National Crime Victims’ Rights Week, a time to celebrate the progress achieved and raise awareness of victims’ rights and services.

- The Fluvanna Victim/Witness Assistance Program resolves to help crime victims find their justice, and forge new healing pathways
- The Fluvanna Victim/Witness Assistance Program commits to enforcing victims’ rights, expanding access to victim services, and providing equity and inclusion for all.
- Call the Fluvanna Victim/Witness Assistance Program at (434) 591-1985 to learn how you or someone you know can get the help they need.

Next BOS Meetings:

Day	Date	Time	Purpose	Location
Wed	Apr 27	7:00 PM	BOS Special Meeting – TBD – Adopt FY23 Budget & CY22 Tax Rate	Performing Arts Center
Wed	May 4	5:00 PM	Regular Meeting	Performing Arts Center
Wed	May 18	7:00 PM	Regular Meeting	Performing Arts Center

**5 - PUBLIC COMMENTS #1**

At 7:13pm, Chair Sheridan opened the first round of Public Comments.

- Rudy Garcia, 802 Rivanna Woods Drive, addressed the Board of Supervisors as Chair of the Economic Development Authority, briefing the Board on the Pitch Contest for local businesses.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:18pm.

**6 - PUBLIC HEARING**

None.

**7 - ACTION MATTERS**

*Authorization to Advertise a Public Hearing for the VDOT Secondary Six-Year Plan* – Scott Thornton, VDOT Residency Administrator

- New funds are being allocated for future unpaved road plans and all other projects are being funded in the SSYP.

<b>MOTION:</b>	Authorize staff to advertise for a public hearing regarding the Virginia Department of Transportation Secondary Six Year Plan.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>	Second	Motion			
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

- Mr. Sheridan mentioned a sharp turn in Kents Store that needs a new warning sign.
- Mrs. Booker mentioned the sharp drop-off on Rte. 15 traveling South before the town of Palmyra, that needs a guardrail.
- Mr. Fairchild asked for a community meeting for Garden lane where it meets Rte. 53 to address concerns in line of sight and easements from new development.
- Rte. 619 and Rte. 53 intersection safety was also brought up by Mr. Fairchild.

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VDOT Quarterly update – Scott Thornton, VDOT Residency Administrator

- Mr. Thornton updated the Board on debris cleanup efforts from the winter storms. The target cleanup completion is June.
- Crews are returning to routine maintenance work, litter pickup, mowing, etc.

FY22 American Rescue Plan Act (ARPA) Funds Allocation – Eric Dahl, County Administrator

Background:

- The American Rescue Plan Act (ARPA) was signed into law by the President of the United States on March 11, 2021.
- As part of the Act, additional funding will be provided to state and local governments through the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund (SLFRF).
- In early May 2021, Treasury published Interim final rule (IFR) and has since issued the final rule which takes effect on April 1, 2022.

The funding is allocated for relief to:

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control;
- Replace lost public sector revenue to strengthen support for vital public services and help retain jobs;
- Support immediate economic stabilization for households and businesses; and,
- Address systemic public health and economic challenges that have contributed to the inequal impact of the pandemic on certain populations.

FY22 American Rescue Plan Act (ARPA) Funds Allocation

- The Coronavirus State and Local Fiscal Recovery Funds provide substantial flexibility for each jurisdiction to meet local needs.
- These funds also deliver resources that recipients can invest in building, maintaining, or upgrading their water, sewer, and broadband infrastructure.

County's Auditor Comments

- In early May 2021, Treasury published Interim final rule (IFR) and has since issued the Final Rule which takes effect on April 1, 2022.
- After communication with our audit firm Robinson, Farmer, Cox Associates, PLC, they stated "The biggest change between the prior rule and the current rule is the establishment of a "standard allowance" of \$10 million for revenue loss.
- Funds received for revenue loss should be used for government services, which include any service traditionally provided by a government, unless Treasury has stated otherwise.
- Government services is the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements.
- Accordingly, we are encouraging localities to consider using the revenue loss provisions available under the final rule.
- The election would need to be reported in April 2022 and additional guidance from the Treasury is expected as the reporting deadline approaches".

The County's full ARPA funding is \$5,296,878:

- Fluvanna County received \$2,648,439 in June 2021
- The County will receive another \$2,648,439 around June 2022.
- The covered period for funds use begins March 3, 2021 and ends on December 31, 2024, with a few important distinctions and exceptions to the covered period:
  - Funds must be INCURRED (i.e. obligated) by December 31, 2024
  - Funds must be EXPENDED with all WORK PERFORMED and COMPLETED by December 31, 2026

ARPA funds history and balance summary:

- The County has already committed through previous board action \$558,308 (see the ARPA Fund Balance Memo in the board package for detailed approved uses)
- The current balance from the first batch of funds already received is \$2,090,131 (see ARPA Fund Balance Memo)
- Once the second batch of funds are received in June 2022, the updated balance will be \$4,738,570
- On August 18, 2021, the board approved the Firefly Fiber Broadband VATI Grant submission, which was approved and required a County match of \$601,500.
- This project will be partnership between the County, Firefly and Dominion Energy to provide broadband in the unserved and underserved areas of the Dominion electric territory in the Fork Union district.
- At the time of grant submission, it was discussed and determined by the board the \$601,500 match would be utilized from the ARPA funds. This action will include a formal recommendation to commit the \$601,500 from ARPA funds.
- This ARPA category use of funds fall under is "Invest in water, sewer, and broadband infrastructure."
- The balance after this will be \$4,137,070.
- Finally, as discussed at the board meeting on April 13, 2022 and also recommended by the County's audit firm, this action will also include a recommendation to commit the remaining \$4,137,070 under the category of "Revenue Loss", and recipients are permitted to use that amount (not to exceed the award amount) to fund "government services."

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- Government services generally include any service traditionally provided by a government and is the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements.

Summary Chart

Description	Funds
1st Batch of ARPA Funds	\$ 2,648,439.00
Current board approved uses	\$ (558,308.00)
subtotal	\$ 2,090,131.00
Subtotal from above	\$ 2,090,131.00
2nd Batch of ARPA Funds	\$ 2,648,439.00
subtotal	\$ 4,738,570.00
Subtotal from above	\$ 4,738,570.00
Firefly Fiber Broadband VATI Grant	\$ (601,500.00)
Revenue Loss - Use for "Government Services"	\$ (4,137,070.00)
Total Remaining:	\$ -

<b>MOTION:</b>	Approve the FY22 American Rescue Plan Act (ARPA) Funding to the following allocation categories: <ul style="list-style-type: none"> <li>\$601,500 – Broadband: Firefly Broadband VATI Grant</li> <li>\$4,137,070 – Revenue Loss: Government Services</li> </ul>				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>			Second	Motion	
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

Fiscal Year 2023 Operations Budget and Tax Rates – Tori Melton, Management Analyst

- Budget totals \$98,029,405
  - Real Estate tax rate of \$0.87
    - Results in a tax decrease of 1.58% for the average homeowner.
  - \$0.65 decrease in Personal Property tax rate from \$4.35 to \$3.70 (per \$100 of assessed value)
  - No change to the Business and Public Utility Personal Property tax rates (Remains at \$2.90 per \$100 of assessed value)
  - No change to the Machinery & Tools tax rate (Remains at \$1.90)
- Overall decrease in total County expenditures by \$15.0 million, a 13.2% decrease from the FY22 amended budget
  - Largest decreases:
    - Capital Improvements Plan: \$21.1 million
    - Debt Service: \$543K
  - Largest Increases:
    - Schools: \$5.0 million (\$4.0 million offset by state/fed and \$1.0 million County)
    - Sheriff’s Office: \$249K ( 2.5 Deputy Sheriffs)
    - E911: \$220K (2 positions to finalize Emergency Medical Dispatch replacements) (EMD) Implementation and Radio
    - Fire and Rescue: \$161K (Ops increase and Maintenance Contracts)
    - Facilities: \$120K (1 new position (Fleet Appr) and Ops increase)
    - Convenience Center: \$120K (Convert PT to FT position, Site Improvements and Equipment)
    - COLA, Comp Study & Health Insurance: \$550K - 5% COLA for all County staff (\$154K offset by state/fed), \$356K Comp Study implementation and \$179K health insurance increase.

New Positions:

Position	Department	Notes
Included in FY2023 Budget Proposal (planned for July 2022)		
Human Resources Generalist	Human Resources	Convert PT to FT
Convenience Center	Convenience Center	Convert PT to FT
Communications Officer	E-911	New FT Position
Communications Officer	E-911	New FT Position
Deputy Sheriff	Sheriff’s Office	New FT Position
Deputy Sheriff	Sheriff’s Office	New FT Position
Deputy Sheriff	Sheriff’s Office	New PT Position
Fleet Apprentice Tech	Public Works	New FT Position
Not Included in FY2023 Budget Proposal (planned for July 2022)		
Carpenter	Public Works	New FT Position

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<b>MOTION:</b>	Adopt the resolution entitled "A Resolution to Adopt the FY23 Operations Budget, Set the Tax Rates and Appropriate Funds."				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Second		Motion	
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

*Fiscal Year 2023 – 2027 Capital Improvements Plan – Tori Melton, Management Analyst*

<b>MOTION:</b>	Adopt the resolution entitled "Adoption of the FY2023-2027 Capital Improvements Plan."				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Motion	Second		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

*Project Agreement #4 - Term Contract Between County and Hurt & Proffitt, Inc. for GIS System Update/Upgrade and Hosting Services – Kelly Harris, Assistant County Administrator*

Task Order Amendment - Political Road Index

- A Political Road Index provides an individual, address-level view of all streets in the County. This level of detail is necessary in order to verify voter changes subsequent to 2021 redistricting.
- At the request of Joyce Pace, General Registrar, Hurt & Proffitt, Inc. (H&P), the County's GIS provider, has created a revised Political Road Index book, which outlines road address ranges broken at US Congressional, Virginia Senate, Virginia House, and County Precinct boundaries.
- This project follows the same deliverables as performed by H&P in 2018.
- The County wishes to expedite this work to meet a forthcoming short deadline. This task is outside of the original contract terms, and task order amendment is required.
- The cost of creating the Political Road Index is \$4,500.

<b>MOTION 1:</b>	Approve a budget transfer of \$4,500 from the FY22 BOS contingency budget to the FY22 Registrar's budget to create a Political Road Index.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>	Motion			Second	
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

<b>MOTION 2:</b>	Approve the 4th Project Agreement between Fluvanna County and Hurt and Proffitt in the amount of \$4,500, for the addition of a Political Road Index, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>	Motion	Second			
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

*FY22 Kents Store ARC Funding Request – Eric Dahl, County Administrator*

Background

- The Kent Store ARC submitted a funding request to the County to receive annual funding as a "Non-Profit" on March 4, 2022.
- The request would be for \$400/mo. or \$4,800/yr. starting with the new FY23 fiscal year on July 1, 2022.

ARC leadership submitted issues:

- The County and the ARC already have a long standing partnership of joint use with the Fire Department to include:
  - The mutual use of the sewage treatment facilities located on ARC property.
- Voting precinct for the Columbia District
- County Presentations for all issues relative to Fluvanna, i.e. public water lines, redistricting, and comprehensive planning reviews, etc.
- Parks and Rec is now using the ARC multiple times a month for senior activities.
- The number of elections, special elections and primaries that the Registrar has to conduct continues to grow; each event requires a three day usage of the building to set up and prepare.
- Have begun to open the building for usage as an Emergency Sheltering facility such as for the most recent snow/ice storm in January.
  - It provided shelter, a place to just come in and get warm, bathrooms, and maybe just as important; internet and recharging capability for cellular devices.

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- The ARC would like to offer the use of the building as part of the County’s permanent planning for emergency sheltering going forward.
- Staffing could be augmented with county personnel and we think it is an excellent location since all of the Columbia District folks know where their voting precinct is located.
- Their revenue stream is very limited and dependent entirely on rental income, which generally pays the electric and annual insurance bills, but does not cover for grounds/building maintenance or any capital improvements.
- All grass cutting, leaf/debrief and snow removal is done entirely by a few members who volunteer their time and equipment.
- The Board heard a presentation from Kents Store ARC vice-president, Mel Sheridan on April 13, 2022 discussing the request and their above-submitted issues.
- The Board did not want to consider this as part of the FY23 budget request and asked to bring it back for the April 20, 2022 meeting as an action item.

<b>MOTION:</b>	Approve a budget transfer of \$3,600.00 from the FY22 BOS contingency budget to the FY22 Non-Profit budget to provide funding for facility maintenance for the Kents Store Agricultural Recreational Center (ARC) Club, Inc.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>	Motion	Second			
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Abstain
<b>RESULT:</b>	<b>4-0-1</b>				

**7A – BOARDS AND COMMISSIONS**

<b>MOTION:</b>	Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s)/reappointments(s):				
<b>BOARD/COMMISSION/COMMITTEE</b>	<b>APPOINTEES</b>		<b>APPT/REAPPT</b>	<b>BEGINS TERM</b>	<b>ENDS TERM</b>
JABA Advisory Council - Citizen Representative	Bern'Nadette Knight		Reappt	5/1/2022	4/30/2024
<b>MEMBER:</b>	<b>Mrs. Booker</b>	<b>Mrs. Eager</b>	<b>Mr. O’Brien</b>	<b>Mr. Sheridan</b>	<b>Mr. Weaver</b>
<b>ACTION:</b>	Motion		Second		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**8 - PRESENTATIONS**

*VDOT Quarterly update* – Scott Thornton, VDOT Residency Administrator

- *Moved the Quarterly Update up the agenda to after Authorization to Advertise a Public Hearing for the VDOT Secondary Six Year Plan*

*Economic Development Strategic Plan – Draft Strategic Goals* – Jennifer Schmack, Director of Economic Development & Sandy Dubay, Platinum PR

1. Position Fluvanna County as a business-friendly county with competitive assets in the central Virginia region.
  - Reorganize and communicate steps of streamlined and standardized business permitting process to new and existing businesses in Fluvanna County.
  - Design potential business incentive offerings in Fluvanna County.
  - Promote the “Fluvanna County Shovel-Ready Sites” program to landowners, businesses, and the community at large to encourage the creation of higher tiered pad-ready sites (as defined by the Virginia Economic Development Partnership Authority in its Virginia Business Ready Sites Program in accordance with Section 2.2-2238.B of the Code of Virginia of 1950) in Fluvanna County.
  - Continue to invest in key growth areas in Fluvanna County, including but not limited to Fork Union, Columbia, Palmyra, and Zion Crossroads.
2. Foster entrepreneurship, business growth, and expansion in Fluvanna County through business retention efforts.
  - Continue to collaborate at the regional level to provide programs and services; share resources and assets to reduce costs and improve quality.
  - Formalize a County Business Retention and Expansion (BRE) program.
  - Create a business database of all existing businesses for tracking business metrics in Fluvanna County.
  - Support, advocate, and promote the new community commercial kitchen.
  - Explore entrepreneurial support opportunities such as the development of a coworking space, business incubator, or maker’s space.
  - Work towards the creation of a new position geared towards marketing and tourism promotion and business retention within the Fluvanna County Economic Development Office.

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- Develop a comprehensive hazard mitigation plan for businesses within Fluvanna County.
3. Develop new and enhance existing tourism experiences, activities, and events in Fluvanna County to increase tourism attraction.
    - Devise and implement a shop local incentives and programs.
    - Promote local tourism experiences - agritourism, viticulture, artisans, events, parks, outdoor recreation.
    - Research and apply for grants to support tourism initiatives in Fluvanna County.
  4. Support Fluvanna County businesses with talent recruitment and retention challenges.
    - Establish and continue partnerships with local educational institutions and workforce partners to develop a talent pipeline to fit local skills needs.
  5. Advocate for the Fluvanna County business community as the county addresses its infrastructure challenges.

**9 - CONSENT AGENDA**

The following items were discussed before approval:

M - Accounts Payable Report for March 2022 – Eric Dahl, County Administrator

The following items were approved under the Consent Agenda for April 20, 2022:

- *Minutes of April 6, 2022* – Caitlin Solis, Clerk to the Board
- *Minutes of April 13, 2022* – Caitlin Solis, Clerk to the Board
- *Proclaiming May 2022 Older Americans Month* – Caitlin Solis, Clerk to the Board
- *Accounts Payable Report for March 2022* – Eric Dahl, County Administrator
- *Resolution Recognizing Jacob Charles Krouse*– Eagle Scout – Caitlin Solis, Clerk to the Board
- *CRMF - CAR- HVAC Fan and Motor Assemblies* – Don Stribling, FCPS
- *Temporary Staff Stipend for Additional Duties* – Black – Eric Dahl, County Administrator
- *Temporary Staff Stipend for Additional Duties* – Melton – Eric Dahl, County Administrator

<b>MOTION:</b>	Approve the consent agenda, for the April 20, 2022 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for March 2022 in the amount of \$5,000,373.30				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>	Second			Motion	
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**10 - UNFINISHED BUSINESS**

- Mr. Fairchild mentioned photos needed to show what the Grape Vine Substation would look like once completed.
- Mr. Fairchild also asked for voting district renaming to be brought back in the near future. Staff will bring it back on a June agenda.

**11 - NEW BUSINESS**

- Mr. Payne addressed finalizing the Fluvanna County boundaries with neighboring counties in the GIS system, in the near future.

**12 - PUBLIC COMMENTS #2**

At 9:24pm, Chair Sheridan opened the second round of Public Comments. With no one wishing to speak, Chair Sheridan closed the second round of Public Comments at 9:24pm.

**13 - CLOSED MEETING**

<b>MOTION:</b>	At 9:25pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, & A.7 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel Matters – County Attorney Services, and Litigation – Actual litigation in connection with the Zion Crossroads Water and Sewer project.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>	Second			Motion	
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

<b>MOTION:</b>	At 10:29pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the
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	closed meeting was convened were heard, discussed, or considered in the meeting.”				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>	Second			Motion	
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**14 - ADJOURN**

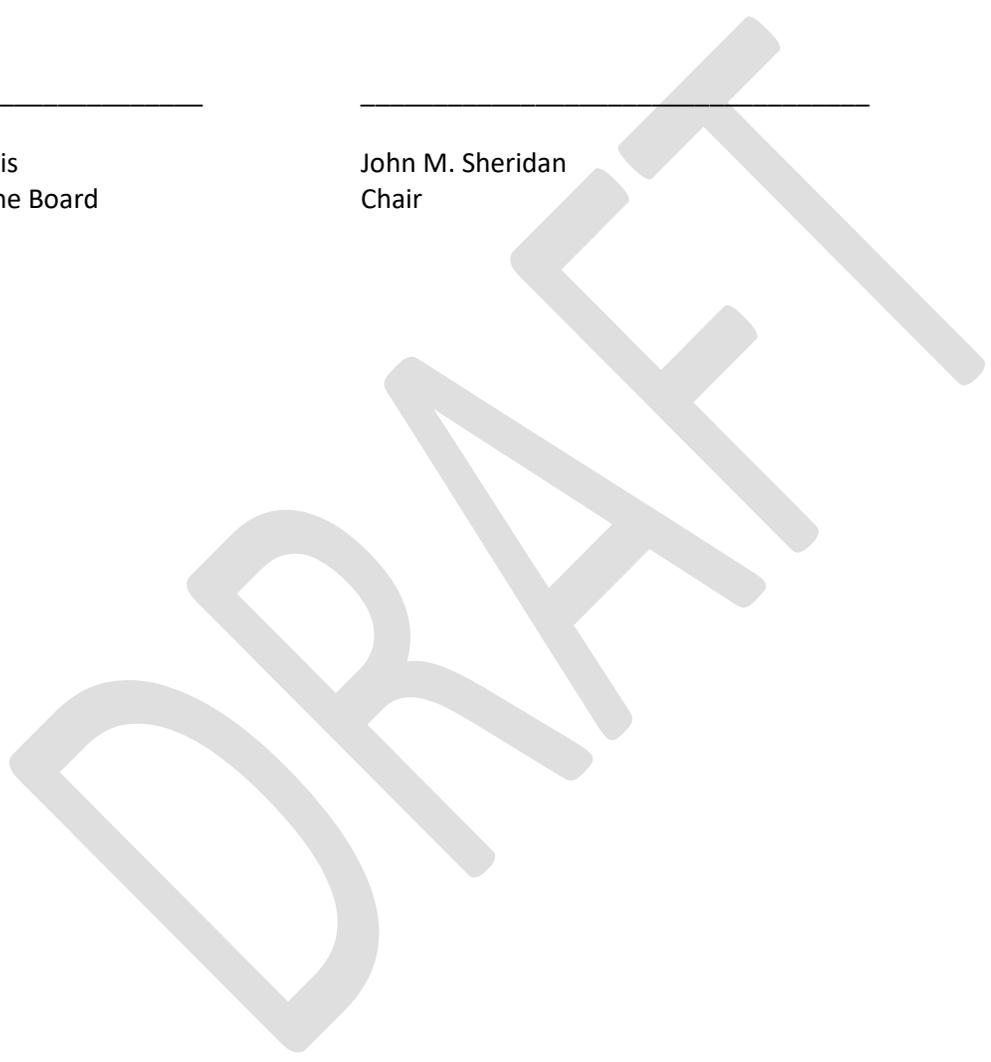
<b>MOTION:</b>	Adjourn the regular meeting of Wednesday, April 20, 2022 at 10:31pm.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>	Second			Motion	
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
 Caitlin Solis  
 Clerk to the Board

\_\_\_\_\_  
 John M. Sheridan  
 Chair





**BOARD OF SUPERVISORS**  
 County of Fluvanna  
 Palmyra, Virginia

**RESOLUTION No. 06-2022**

**A RESOLUTION TO ADOPT THE FY23 OPERATIONS BUDGET,  
 SET THE TAX RATES AND APPROPRIATE FUNDS**

**WHEREAS**, it is the responsibility of the Fluvanna County Board of Supervisors to approve and control the County’s fiscal plan for FY23; and,

**WHEREAS**, the Board of Supervisors has received numerous staff reports; received comments from residents at a duly advertised public hearing on April 13, 2022; and has reviewed each request for funding;

**NOW, THEREFORE, BE IT RESOLVED** by the Fluvanna County Board of Supervisors this 20th day of April 2022, that the Fluvanna County budget totaling **\$98,029,405** is adopted and the tax rates for FY23, the period July 1, 2022 through June 30, 2023, are set as given below:

**COUNTY TAX RATES**

Real Estate	\$0.87 per \$100 of assessed value
Mobile Homes	\$0.87 per \$100 of assessed value
Public Service Corps.	\$0.87 per \$100 of assessed value
Personal Property (Residential)	\$3.70 per \$100 of assessed value
Personal Property (Business)	\$2.90 per \$100 of assessed value
Personal Property (Public Utilities)	\$2.90 per \$100 of assessed value
Machinery & Tools	\$1.90 per \$100 of assessed value

**BE IT FURTHER RESOLVED** that the Board of Supervisors does hereby budget and appropriate to the COUNTY OPERATING BUDGET the following revenues and expenditures; this appropriation is also conditioned on the understanding that, with regard to the operating budget for the School system, revenues received from the Commonwealth will be expended prior to local dollars:

**GOVERNMENTAL REVENUES**

Local	\$49,599,906
State	36,201,718
Federal	<u>6,058,858</u>
<b>TOTAL</b>	<b>\$91,860,482</b>

**GOVERNMENTAL EXPENDITURES**

General Government Administration	\$ 3,163,928
Judicial Administration	1,320,035
Public Safety	10,489,472
Public Works	3,045,547
Health and Welfare	6,592,624
Education	52,095,078
Parks and Recreation	1,099,742
Community Development	1,271,902
Non-Departmental	1,341,860
Debt Service	<u>10,064,899</u>
<b>TOTAL</b>	<b>\$ 90,485,087</b>

**BE IT FURTHER RESOLVED** that for budgeting and accounting purposes, the adopted budget revenues and expenditures for the Capital Improvements fund are set as follows:

Capital Fund Revenues*	
Local Use of General Fund Balance	\$ 2,089,540
Federal - ARPA	1,801,160
Proceeds from Indebtedness	<u>0</u>
<b>TOTAL</b>	<b>\$ 3,890,700</b>

Capital Fund Expenditures	
Community Services	\$ 260,000
Public Works	1,584,540
Public Safety	1,801,160

695,000  
**\$ 4,340,700**

\*Capital fund revenues are supplemented by transfers from the General Fund.

**FINALLY BE IT RESOLVED** that for budgeting and accounting purposes the adopted budget revenues and expenditures for the Enterprise funds are set as follows:

	<b>Expenditures</b>	<b>Revenues</b>
School Food Service	\$1,676,898	\$1,676,898
Fork Union Sanitary District	435,543	435,543
Palmyra Sewer*	193,423	20,000
ZXR**	<u>897,754</u>	<u>145,782</u>
<b>TOTAL</b>	<b>\$3,203,618</b>	<b>\$2,278,223</b>

\*\*Utility fund & ZXR revenues are supplemented by transfers from the General Fund.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at the annual Organizational Meeting of the Board held on the 20th day of April, 2022;

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District						
Patricia B. Eager, Palmyra District						
Anthony P. O'Brien, Rivanna District						
John M. Sheridan, Columbia District						
Christopher Fairchild, Cunningham District						

Attest:

\_\_\_\_\_  
John M. Sheridan, Chairman

DRAFT



**BOARD OF SUPERVISORS**  
 County of Fluvanna  
 Palmyra, Virginia

**RESOLUTION No. 07-2022**

**A RESOLUTION TO ADOPT THE FY23-27 CAPITAL IMPROVEMENTS PLAN**

At a meeting of the Fluvanna County Board of Supervisors held in the Carysbrook Performing Arts Center at 7:00 PM on Wednesday, April 20, 2022, the following resolution was adopted by the Board of Supervisors, the vote being as shown below and recorded in the minutes of the meeting.

**WHEREAS**, it is the responsibility of the Fluvanna County Board of Supervisors to approve the County’s Capital Improvements Plan; and,

**WHEREAS**, the Capital Improvements Plan recommends the initiation and completion of numerous capital projects based upon staff recommendations and citizen input; and,

**WHEREAS**, the Board of Supervisors held a public hearing on the proposed Capital Improvements Plan on April 13, 2022; and,

**WHEREAS**, the Board of Supervisors has approved the FY23 Capital Improvements Budget as part of the overall Fluvanna County Budget;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Supervisors that the FY 2023-2027 Capital Improvements Plan hereby be approved.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at the annual Organizational Meeting of the Board held on the 20th day of April, 2022;

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District						
Patricia B. Eager, Palmyra District						
Anthony P. O’Brien, Rivanna District						
John M. Sheridan, Columbia District						
Christopher Fairchild, Cunningham District						

Attest:

\_\_\_\_\_  
 John M. Sheridan, Chair  
 Fluvanna County Board of Supervisors



**BOARD OF SUPERVISORS**  
 County of Fluvanna Palmyra, Virginia

**RESOLUTION No. 08-2021**

**A RESOLUTION RECOGNIZING  
 JACOB CHARLES KROUSE  
 AWARD OF EAGLE SCOUT STATUS**

*The Fluvanna County Board of Supervisors adopted the following resolution on Wednesday, April 20, 2022:*

- WHEREAS**, the Boy Scouts of America was incorporated by Mr. William D. Boyce on February 8, 1910; and
- WHEREAS**, the Boy Scouts of America was founded to promote citizenship, training, personal development and fitness of individuals; and
- WHEREAS**, Jacob Charles Krouse has completed all the requirements for becoming an Eagle Scout; and
- WHEREAS**, Jacob has been examined by an Eagle Scout Board of Review and deemed worthy of the Eagle Scout award; and
- WHEREAS**, Boy Scout Troop 138 will be convening an Eagle Scout Court of Honor on April 24, 2022 at 2:00 p.m. at Saints Peter and Paul Roman Catholic Church, Palmyra, Virginia; and
- WHEREAS**, the Fluvanna County Board of Supervisors fully supports the programs of the Boy Scouts of America and recognizes the important services they provide to the youth of our Country.

**NOW, THEREFORE BE IT RESOLVED** that the Fluvanna County Board of Supervisors joins Tyler’s family and friends in congratulating him on his achievements, the award of Eagle Scout status and acknowledges the good fortune of the County to have such an outstanding young man as one of its citizens.

***THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED*** by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 20<sup>th</sup> day of April 2022, by the following vote:

SUPERVISORS	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District						
Patricia B. Eager, Palmyra District						
Anthony P. O’Brien, Rivanna District						
John M. Sheridan, Columbia District						
Christopher Fairchild, Cunningham District						

*Attest:*

\_\_\_\_\_  
 John M. Sheridan, Chair  
 Board of Supervisors



**BOARD OF SUPERVISORS**

County of Fluvanna  
Palmyra, Virginia

**PROCLAMATION 03 - 2022**

**Proclaiming May 2022 Older Americans Month**

**WHEREAS**, Fluvanna County includes a growing number of older Americans, currently over 19 percent of the population, who contribute their strength, wisdom, and experience to our community; and

**WHEREAS**, our community benefits when people of all ages, abilities, and backgrounds are welcomed, included, and supported; and

**WHEREAS**, Fluvanna County recognizes our need to create a community that provides the services and supports older Americans need to thrive and live independently; and

**WHEREAS**, Fluvanna County can work to build an even better community for our older residents by:

- Providing supports and services that allow for greater independence.
- Developing infrastructure that is responsive to individual needs and preferences.
- Designing programs, services, and policies with people of all ages in mind.

**NOW, THEREFORE**, the Fluvanna County Board of Supervisors does hereby **PROCLAIM** the month of May 2022, is Older Americans Month in the County of Fluvanna, and we urge every resident to recognize the contributions of our older citizens, help to create an inclusive society, and join efforts to support older Americans' choices about how they age in their communities.

Passed and adopted this 20th day of April, 2022.

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John M. Sheridan  
Chair, Board of Supervisors



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB F**

<b>MEETING DATE:</b>	May 4, 2022				
<b>AGENDA TITLE:</b>	FY23 CSA Provider Agreement				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve to form the CSA Provider Agreement to be used by the Children's Services Act department for FY 2023.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>XX</b>	
<b>STAFF CONTACT(S):</b>	Bryan Moeller, CSA Coordinator				
<b>PRESENTER(S):</b>	Bryan Moeller, CSA Coordinator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	The Office of Children's Services requires that all localities' CSA programs secure vendor contracts with all providers that receive CSA funding. This provider agreement ensures that this requirement is met for all current CSA providers. The agreement was approved to form by the Community Policy and Management Team on April 26, 2022.				
<b>FISCAL IMPACT:</b>	Minimal				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	CSA Provider Agreement FY 2023				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	<b>X</b>	<b>X</b>			



## Children's Services Act (CSA) Provider Agreement

This **Children's Services Act Provider Agreement** (the "Agreement") dated the 1st day of July, ~~2021~~2022, is made by and between Fluvanna County, a political subdivision of the Commonwealth of Virginia, through the Fluvanna County Community Policy and Management Team, an agency of Fluvanna County (hereinafter referred to as the "CPMT"); and \_\_\_\_\_ (hereinafter referred to as the "Provider)." CPMT and Provider are sometimes each referred to herein as a "party" and collectively as the "parties".

Whereas, the CPMT is authorized to enter into agreements for services pursuant to the Children's Services Act, Virginia Code 2.2-5200 et seq. (the "CSA");

Whereas, any agreement for services (each a "Services Order" as defined below) under this Agreement is for CSA goods or services for direct use by an individual recipient (child or family) exempt from the Virginia Procurement Act as provided by Virginia Code 2.2-4345(A)(14) and no Services Order under this Agreement may be for the bulk procurement of goods or services;

Whereas, this Agreement shall set forth the terms and conditions, parameters, guidelines, and expectations that must be met by any Provider of services to any and all children and/or families receiving services through the CPMT;

Whereas a "Placement" or "Placements" shall be defined in this Agreement to mean a placement as such term is used in Title 63.2 of the Code of Virginia relating to Foster Care;

Whereas, Fluvanna County (the "Fiscal Agent"), a political subdivision of the Commonwealth of Virginia, is the Fiscal Agent for the CPMT; and

Whereas, the Provider has established itself as a qualified Provider of services for children and/or families, and meets all requirements of Applicable Law; "Applicable Law" is defined as all applicable local, State and Federal laws, statutes, rules, regulations, ordinances and other standards, including without limitation, the CSA and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as in effect during this Agreement, including any additions thereto and amendments or replacements thereof (collectively referred to hereinafter "Applicable Law") relative to such services to be provided hereunder.

NOW, THEREFORE, for valuable consideration the sufficiency of which is acknowledged, the parties do hereby mutually agree to the following:

The recitations above are a material part of this Agreement and are hereby made a part of the body of this Agreement.

### **A. Services Order**

1. Requirement for Service Order. A Services Order (each a "Service Order") shall be issued for any and all discrete services that are to be provided by the Provider for children and families receiving services through the CPMT. No services shall be administered to a child and/or family (each an individual recipient) without a Service Order authorizing such discrete services signed by the Fiscal Agent and the Provider. Any child or family receiving any services under this Agreement may referred to herein as

“child”, “family”, “recipient”, “individual”, “client”, or any other word or phrase which in the context is intended to mean a person(s) receiving any services under this Agreement.

2. Contents of Service Order. The Service Order shall define the terms of purchase and service delivery to a specific child and/or family. The Service Order shall include the term of service, and the type of services to be rendered to the child and/or family. The child's Individual Family Services Plan (the “Individual Family Service Plan”) shall be considered by the Provider and the CPMT in determining the proposed objectives, the term of service and the types of services to be rendered to the child and/or family. A Service Order setting forth a description of the services and the duration thereof will be presented to the Provider on a child and/or family specific basis when the CPMT chooses to purchase services. The Provider shall charge the CPMT only as authorized by a Service Order signed by the Fiscal Agent. The Provider shall charge only for actual services rendered. The charge shall not exceed the authorized amount on the Service Order. Such Service Orders are incorporated into this Agreement by reference. The Provider has the right to refuse to accept the CPMT's Service Order. For all children and/or family receiving services from the CPMT, Provider and CPMT shall execute a Service Order provided by the CPMT. Provider is hereby notified that although each Service Order is required to be prepared by the CPMT, it must also be accepted and signed by the Fiscal Agent to become binding upon CPMT. Upon receipt of a proposed Service Order, Provider shall sign and return such Service Order to CPMT or shall give notice of its refusal to provide the services within five (5) business days. Failure to respond within five (5) business days shall be deemed a refusal to provide the services.

3. Charges Under Service Order. The Provider agrees to charge the CPMT for only those services described in the Service Order and in accordance with the Billing provisions this Agreement, including, without limitation, Section F of this Agreement. The Provider shall invoice for allowable, reasonable, and necessary service costs in accordance with the Service Order and the categories applicable to Title IV-E, Medicaid and other identified alternative funding source as directed by the CPMT.

4. Adjustment or Termination of Service Order by CPMT. The CPMT may adjust or terminate the Service Order at any time because of changes in the child's eligibility for or progress with services or if the CPMT deems it to be in the child's best interest to terminate the services and the Service Order. If the CPMT becomes unable to honor any or all approved Service Orders for causes beyond the CPMT's reasonable control, including, but not limited to, failure to receive promised funds from federal, state, or local government sources or donor default in providing matching funds, the CPMT may terminate or modify any or all Service Orders issued pursuant to this Agreement as necessary to avoid delivery of services for which the CPMT cannot make payment. The CPMT shall notify the Provider immediately as soon as it becomes aware of such a cause for termination. Without limiting CPMT's other rights, CPMT instead terminating a Service Order may request the Provider submit an equitable modification to its Provider Rate Sheet based on a change in circumstances, a change in services, or other factor affecting the level, type, quality, amount, or nature of the services to be provided by Provider pursuant to this Agreement and any Service Order(s) hereunder. If a modification to rates is agreed upon by the parties such shall be incorporated into a written amendment to the Agreement signed by both parties. Provider agrees to consider such request and apply the principles of good faith and fair dealing in determining whether to enter into such an amendment. Provider agrees that within five (5) business days of such a request, it will respond in writing by either providing to CPMT an amended Provider Rate Sheet or denying the request. CPMT may terminate services under a Service Order as otherwise provided for herein, even after a Provider Rate Sheet adjustment and this provisions is not intended to, nor shall it be read to, limit CPMTs options, remedies or rights under this Agreement.

5. Termination of Service Order by Provider. In the event of termination of a Service Order, all reasonable efforts will be made to give the CPMT ten (10) days written notice prior to termination of services to the child, in any event such notice shall be as soon as practicable under the circumstances. Such written notice shall include the specific reason(s) for terminating services to the child.

6. Termination of Service Order for Conduct of Provider and Provider's Employees. For purposes of this Agreement, Provider's Employees is defined to mean Provider, its directors, officers, partners, members, staff, agents, employees, representatives, volunteers, and other persons associated with or working under the direction of Provider (collectively "Employees", each being an "Employee"). The Provider is responsible for its conduct and the conduct of its Employees at all times during the delivery of services hereunder. Should a complaint be made against Provider or any of its Employees for inappropriate conduct, as determined by the CPMT, the Provider shall remove that person from the job immediately and for the duration of this Agreement and any Service Orders. If a complaint about the Provider's conduct is received, and the complaint is deemed by the CPMT to indicate inappropriate conduct on the part of the Provider, the Provider agrees that the CPMT has the right to terminate this Agreement and all Service Orders between the CPMT and the Provider immediately. Nothing herein is intended to limit any claim or other action, in law, equity or otherwise, that CPMT may seek or have against Provider for any misconduct, breach, default, act or omission under this Agreement, including, without limitation any Service Order.

**B. Licenses, Requirements of Applicable Law and Other Requirements**

The Provider represents and warrants that it: (1) duly holds all necessary licenses required by Applicable Law to enter into this Agreement and provide any services under a Service Order; (2) will furnish satisfactory proof of such licensure(s) to the CPMT and Fiscal Agent at the time of execution of the Agreement; and (3) that if Provider is not a sole proprietor, that Provider is an entity properly registered with the Virginia State Corporation Commission to transact business in Virginia and will maintain such status for the duration of this agreement (for any such entity, any termination of the Provider's corporate existence or registration must be immediately reported to the CPMT and shall cause immediate termination of this Agreement). The Provider covenants that it will maintain its required licensed status, if applicable, with the appropriate governmental authorities and will immediately notify the CPMT in the event such licensing has lapsed, is suspended, withdrawn or revoked. The Provider agrees that such lapse, suspension, revocation or withdrawal shall constitute grounds for the immediate termination of this Agreement. Misrepresentation of possession of such license shall constitute a breach of the terms of this Agreement and shall terminate this Agreement without written notice and without financial obligation on the part of the CPMT to pay the Provider's invoices.

The following are other requirements applicable to certain services as identified below:

1. Agencies providing in-home services require a license issued by the Department of Behavioral Health and Developmental Services.
2. Requirements for Mentoring. Providers of CSA funded "mentoring" services (as defined by the Office of Children's Services Standardized Service Name) represent and warrant that the mentors (1) have received some form of First Aid training, (2) have received some form of Mental Health First Aid training, (3) have completed Mandated Reporter training, and (4) meet Professional Expectations as provided by an agency's Code of Ethics and/or the "Standards of Conduct" provided by the CPMT.

3. Individuals in private practice providing outpatient counseling and/or psychological evaluations require a license provided by the Board of Health Professions.
4. Individuals providing outpatient counseling within an agency setting who are not licensed MUST meet all of three of the following criteria: (i) Possess a graduate degree; (ii) be under the direct supervision of an individual licensed by the Board of Health Professions and whose supervision is registered and approved by the Board of Health Professions; and (iii) a licensed individual must be present in the facility while the service is being conducted.

Any misrepresentation of any of the above requirements shall constitute a breach of the terms of the Provider Agreement and shall terminate the agreement without written notice and without financial obligation on the part of the CPMT to pay the Provider's invoices.

**C. Employee Background Checks ~~Applicable Only to Providers who Interact Directly with Children or Providers who Supervise Individuals that Interact Directly with Children.~~**

**For any child or family receiving services under this Agreement, ~~this Section Ce~~ ONLY applies to individual ~~Pr~~providers that at any point during the term interact directly with a child or children and ~~P~~providers who supervise individuals that interact directly with a child or children.**

~~If this section applies, then i~~Individual Providers must complete those background checks required including, without limitation, a Virginia State Police criminal background record check and a check through the Virginia Child Protective Service Registry and to provide a Department of Motor Vehicle checks of the individual Provider, copies of which shall be included by Provider with this Agreement. Provider agrees and certifies that all individuals, including volunteers working under the Provider's supervision, providing services to or having contact with a client placed with or served by the Provider have successfully completed a Virginia State Police criminal background record check and a check through the Virginia Child Protective Service Registry or the State in which such services are being rendered. If it is known that the individual providing services, has moved from another state and has worked with children within one year of his or her employment the previous State must also be checked. If the Provider is notified that any of the individuals providing services are named in a child protective service registry, then the Provider will immediately notify the CPMT and remove the individual from working with any clients. For those Providers who provide transportation services, a Division of Motor Vehicle check is also required for all individuals, including volunteers working under the Provider's supervision, providing this service. The Provider is and will comply with Applicable Law, its State's laws, regulations and licensure requirements relating to the conducting of criminal and Department of Motor Vehicle checks of individuals providing services hereunder at all times during the Term. Providers are required to provide a current copy of all such background checks as may be requested by the CPMT.

**D. Services**

1. Quality. The Provider shall provide services at or above the quality standard in the industry at which the service is rendered. The description of services shall be provided along with the published Provider's Rate Sheet at the execution of this Agreement. The Provider shall permit representatives of the CPMT to conduct program and facility reviews to assess service quality and compliance with the Individual Family Service Plan of any child under the supervision or authority of the CPMT. Such reviews shall include, but are not limited to, meetings with consumers, review of services records, review of service policy and procedural issuance, review of staffing ratios and job descriptions, review of financial records

pertaining to any child and/or family receiving services through the CPMT, and meeting with any staff directly or indirectly involved in the provision of services to any child and/or family receiving services through the CPMT. Such reviews may occur as deemed necessary by the CPMT and may be unannounced. CPMT may employ or retain the services of a Utilization Review Clinician. Provider shall allow CPMT's Utilization Review Clinician access to its facilities and to Provider's books and records relating to services paid for by CPMT and rendered to CPMT's clients (subject to Applicable Law). Further, upon request, Provider shall complete such additional forms or reports as may be requested by the Utilization Review Clinician in the performance of his or her official responsibilities.

2. Changes. The Provider shall notify CPMT of any changes in service delivery, which alter the level or quality of service provided, or the expected outcomes set forth at the initiation of the contracted service. Substantial changes in the proposed delivery of services from that stated by the Provider or that is stated in the published Provider's Rate Sheet, whether actual or anticipated, such as, but not limited to, changes in services quality, key personnel, ability to provide specified volumes of services, submitted budgetary data, or compliance with applicable State and/or Federal standards shall be reported in writing to the CPMT as soon as practicable and whenever possible in advance of such change, however in any event notice of any change must be provided within five (5) days of the occurrence.

3. Rates. The rates for services provided to a specific child and/or family by the Provider shall be set forth in the Service Order for the child and/or family. The Provider may not increase the rate for any service described in a Service Order during the term of this Agreement. The Provider is requested to have all services and rate information entered and up-to-date in the Service Fee Directory by the beginning of the Agreement year. The Provider shall provide to the CPMT written notice of any planned rate increase thirty (30) days prior to the initial month of the CPMT's next fiscal year. Such written notice shall contain the justification for the increase and shall be submitted to the CPMT's Fiscal Agent. Services shall be provided at the rate(s) published by Provider on the Provider Rate Sheet as of July 1 of the fiscal year in which the services were delivered, and/or Medicaid rate(s) for applicable fiscal year. The July 1 rate shall be specified within the Service Order executed by Provider and CPMT for a specific client, and Provider shall not charge CPMT a higher rate during that fiscal year. All rates specified within a Service Order shall be inclusive of any and all costs, of whatever nature (including incidentals or reimbursable items, including, without limitation, administrative, copying, travel, mileage (no greater than the applicable IRS mileage rate) or other expenses of any kind) for which CPMT may be charged by Provider. The Provider shall immediately notify CPMT if the rates or fees contained in any Service Order are lowered during the period covered by the Service Order, whereupon, CPMT shall be entitled to require Provider to amend existing Service Orders to conform to the lower rate(s). Any reimbursements from the CPMT are limited to rates established by Applicable Law and also by any applicable CPMT policy guidelines; and reimbursements can never exceed the actual costs paid by Provider without mark-up of any kind.

4. Maintenance. The CPMT cannot make any additional payment or reimbursement to the Provider or to a foster parent for the following items considered by the state to be included in the Room and Board or Basic Foster Care Maintenance payment: (i) School Supplies: Costs associated with books, materials, and supplies necessary for a child's education; (ii) Child's personal incidentals: Incidental costs associated with the personal care of a child such as; items related to personal hygiene; cosmetics; over-the-counter medications and special dietary foods; infant and toddler supplies, including high chairs and diapers; and fees related to activities including recreation (includes monthly allowance as applicable); and (iii) Clothing: Costs associated with providing and maintaining the clothing for the child. These costs may include: Costs of the clothing itself, laundry and dry cleaning. (This is separate from the annual Supplemental Clothing Allowance for which a foster child may be eligible.)

5. Payment for Court Testimony. The Provider acknowledges that by the nature of the services rendered pursuant to this Agreement there exists the possibility that evidence and/or testimony will be

needed from the Provider and its Employees and agents. Unless such testimony is compensable expert testimony as defined below, court appearances and testimony shall not be compensable. The CPMT will not reimburse the Provider for court testimony when the Provider is considered a "fact witness." "Fact witnesses" are those who testify about compliance with services or recount facts observed as an eyewitness and do not offer expert witness testimony.

The CPMT may reimburse the Provider for expert witness court testimony when the Provider is subpoenaed as a witness by the Guardian ad Litem. The court defines expert witnesses to be those with specialized knowledge, skill, experience, training, or education, those maintaining certain licenses to perform their work, and those who have conducted training in a particular subject or who have authored writings pertaining to a particular subject. A court may qualify someone expert if a previous court has recognized him or her to be so. An expert witness is further defined as one who will synthesize and analyze facts, draw inferences from facts, circumstances, or data, and prepare and render an opinion. They are expected to provide expert opinions on expectations for future progress or improvement and for opinions on what would be needed to obtain such progress considering clinically identified barriers. Expert witnesses are also able to shed light on a topic about which a "fact finder" is not familiar and to assist the Trier of fact to understand the evidence or to determine a fact in issue.

#### **E. Medicaid.**

**This Section E only applies to Medicaid eligible Providers.**

\_\_\_\_\_ **Provider is a Medicaid eligible Provider.** *(Please Initial in the blank provided only if Provider is a Medicaid eligible Provider).*

Provider shall file for Medicaid reimbursement for any Medicaid eligible services provided by the Provider to any Medicaid eligible child and/or family receiving services through the CPMT. The Provider shall be responsible for adhering to all Medicaid requirements, both service and fiscal. Any costs associated with improper management of Medicaid cases on the part of the Provider shall be the sole responsibility of the Provider. The Provider shall provide the CPMT with documentation specifying the status of initial Medicaid approval within twenty-four (24) hours (one business day) of receipt of such by the Provider. All other documentation specific to Medicaid received by the Provider shall be provided in writing to the CPMT within forty-eight (48) hours (two business days) by the Provider. The CPMT shall not be responsible for payment of Medicaid eligible services that are denied by Medicaid for reasons attributable to fault of the Provider. This section is only applicable to the Provider if the Provider is a Medicaid provider or claims to be a Medicaid eligible Provider in Section E of this Agreement.

**The provisions of the following paragraph only apply to Providers of Residential Placements (For Residential Placements Only).** The CPMT shall supply Provider with the child's Medicaid number, if applicable; make referral to Independent Assessment and Care Coordination Team (IACCT), if applicable; provide a signed Reimbursement Rate Certificate (certificate form to be supplied by Provider) and a Certificate of Need at the time of placement that documents necessity for each child eligible for Medicaid reimbursement, and provide Child and Adolescent Needs and Strengths ("CANS") assessments as and if required."

#### **F. Billing**

1. **Billing Notifications.** Any billing-related correspondence from the CPMT, including Service Orders, Invoices, or correspondence related to either Service Orders or Invoices, will be sent to the following contact information:

**Provider:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

(If applicable) ATTN: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

2. **Monthly Billing.** The Provider shall bill the CPMT by returning the completed CPMT invoice each month for all services rendered to a child and/or family pursuant to a Service ~~Order, using the invoice form provided to the vendor by Fluvanna County's CSA Office. Providers are required to use the invoice form provided to the vendor by Fluvanna County's CSA Office; and other forms of invoice may be rejected~~included as supplemental documentation for the invoice form provided by Fluvanna County's CSA Office. The Provider shall bill the CPMT for any and all services provided within thirty (30) days of the date on which the service was provided. The CPMT agrees to either mail payment for invoices within forty-five (45) days of receipt of the invoice or to notify Provider that the invoice is disputed. In no case, shall the CPMT be obligated to pay for services rendered to a child when the Provider fails to submit an invoice to the CPMT for such services within forty-five (45) calendar days following the month of the provision of service. CPMT does not waive any breach, misconduct, fraud, act, omission or similar conduct of Provider by paying an invoice under this Agreement. Furthermore, CPMT reserves all rights under this Agreement including any claims, rights to adjustment/offset or to later dispute any improper invoice. Should CPMT later discover an issue relating to an invoice previously paid, it may notify the Provider of the dispute. Notwithstanding any other provision herein, CPMT shall not be obligated to pay any invoice(s) from Provider until all disputed invoice(s) are resolved and any other invoice(s) shall not be deemed to have been received by CPMT until the date the disputed invoice(s) are all resolved.

3. **Content of Invoices.** The invoice shall identify the Services Order number, CSA-eligible child/family/individual, the services authorized for the child and/or family member(s), and the month of service. The amount billed for services shall be the amount agreed upon in the Service Order authorizing services to the child and/or family member(s) to whom the service was provided. The Provider agrees to bill and the CPMT agrees to pay for only those services authorized by the Service Order for a specific child and/or family. The Provider shall bill the CPMT for no more than the actual number of hours, or portion thereof, of services provided; and such must be in fifteen (15) minute increment portions of an hour, or less (i.e. Provider can charge in 1/10<sup>th</sup> of an hour increments, but Provider cannot charge in ½ hour increments). The Provider shall not charge or accept from the CPMT more than the Provider charges all CPMTs of the same service. Additionally, the Provider shall not invoice the CPMT a greater number of units of any service than are specified in the Service Order unless the Fiscal Agent enters into a written amendment to the Service Order authorizing the same. The Provider shall invoice the CPMT only for services actually delivered. The Provider shall not submit any billings for services provided prior to the "Effective Date" of the Service Order. The Provider shall invoice the CPMT each calendar month which services are delivered. Invoices, which are correct and are received by the CPMT shall be processed and paid no later than forty-five (45) calendar days from receipt of invoice. Invoices received which are not correct shall be returned to the Provider for correction.

4. **Incorrect Invoices.** The CPMT shall return incorrect invoices without payment to the Provider for correction within forty-five (45) days of receipt of the invoice. Within fifteen (15) days of receipt of the returned invoice, the Provider shall correct any incorrect invoice and re-submit the corrected invoice to the CPMT for payment. If the Provider finds that the invoice is correct, the Provider shall forward a written explanation for the invoice with supporting documents to the CPMT within fifteen (15) days of receipt of the returned invoice. If the Provider's notification and supporting evidence are not received by the CPMT within the fifteen (15) day limit, then the CPMT shall not be obligated to make payment upon any disputed portion of the invoice. The Provider shall immediately notify the CPMT of any overpayment for services by the CPMT.

5. **Educational Services (For Private Day Placements Only).** **The provisions of the following paragraph only apply to Providers of Private Day Placements (For Private Day Placements Only).** All educational services provided shall be delivered as defined by Applicable Law; including, but not limited to, regulations published by Virginia Department of Education, the United States Department of Education, Virginia Department of Behavioral Health and Developmental Services, the United States Department of Health and Human Services, and any other statutes that govern these services on a local, state and/or federal level. Should a child for whom there is a Service Order with Provider under this Agreement not attend school for an entire day during normal operating hours of a Private Day Placement, the Provider of the Private Day Placement may bill for services on the day that a student's absence occurs, so long as the absence occurs on a calendar day that is defined by the Private Day Placement's academic calendar as being open and providing instruction on the day of absence and only if the Private Day Placement was actually open and providing services on such day. Notwithstanding the foregoing, a Private Day Placement may bill for no more than five (5) days of the child's absence per calendar month; should a child be absent for more than five (5) days per calendar month of the Private Day Placement's normal operation, the Private Day Placement may not bill CPMT for such services for those days and CPMT will not be required to pay the Private Day Placement for services on such days. If the absence is a result of medical issues being experienced by the student, the Private Day Placement may submit a written request to CPMT for additional days of absence to be considered billable for this student and CPMT may reject or deny the request in its sole discretion. In no circumstances will CPMT be billed or pay for services on any day in which the Private Day Placement is not open for normal operation.

6. **Medical Services (For Residential Placements Only).** **The provisions of the following paragraph only apply to Providers of Residential Placements (For Residential Placements Only).** All outside medical services shall be approved by the CPMT prior to the client receiving the services, unless they are of a nature requiring immediate emergency assessment and to prevent life threatening or serious debilitating medical deterioration. In those instances when payment from an insurance company such as Virginia Medicaid, is sought by the Provider, the forty-five (45) day requirement is suspended, provided the Provider immediately notifies the CPMT of this contingency. Forty-five (45) calendar days following receipt by the Provider of said insurance payments, the Provider shall be required to submit invoices for the balance due if applicable; however, under no circumstance will the CPMT be required to make payment for services provided during any fiscal year if the invoices are not received by the CPMT within 2 months following the end of such fiscal year.

7. **Unauthorized Absences (For Residential Placements Only).** **The provisions of the following paragraph only apply to Providers of Residential Placements (For Residential Placements Only).** In the event the child leaves a facility/placement without authorization for more than forty-eight (48) consecutive hours, the CPMT will discontinue payment for room and board and other services after the second day of unauthorized absences. Provider will contact CPMT after forty-eight (48) hours to negotiate continued stay on a case-by-case basis to avoid disruption of placement and/or loss of Medicaid authorization.

8. **Incorrect Payment.** If the Provider feels that a payment received for services invoiced is incorrect, the Provider must notify the CPMT in writing of the questionable payment within forty-five (45) calendar days after the receipt of the payment. Supporting evidence must accompany such notification. The CPMT must correct any error found or respond in writing to the Provider why no error exists within the forty-five (45) calendar days after the receipt of the Provider's notification. If the Provider's notification and supporting evidence are not received by the CPMT within the forty-five (45) calendar day limit, the CPMT is not obligated to make any adjustments to the questionable payment. If the Provider feels that the payment received for services invoiced was an overpayment, then the Provider must notify the CPMT immediately.

9. **Double Billing.** The Provider guarantees that any costs incurred pursuant to this Agreement shall not be included or allocated as a cost of any other federal, state, or locally financed program in either the current or a prior period. No fee shall be imposed by the Provider upon the child and/or family pursuant to this Agreement.

10. **Disputes.** Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this Agreement which is not disposed of by negotiation and agreement shall be referred to the CPMT for further consideration. Their decision is final and shall be reduced to writing and with a copy being supplied to the Provider. This provision shall not preclude the Provider exercising any rights under Applicable Law and -consistent with this Agreement for failure of the CPMT to comply with the terms of this Agreement.

#### G. **Accounting and Record Keeping**

The Provider and any subcontractor shall maintain an accounting system and supporting records adequate to assure that claims for funds are in accordance with Applicable Law and applicable state, federal and appropriate accrediting agency requirements. Such supporting records shall reflect all direct and indirect costs of any nature expended in the performance of this Agreement and all income from any source. If required, the Provider shall also collect and maintain fiscal and statistical data pursuant to the servicing of this Agreement and any Service Order for a child under the supervision or authority of the CPMT on forms designated by the CPMT.

The Provider shall maintain and retain all books, records, and other documents relative to this Agreement and any Service Order for a child and/or family receiving services through the CPMT for five (5) years after any final payment pursuant to this Agreement and any Service Order for a child and/or family receiving services through the CPMT or as long as necessary for purposes of any unresolved state or federal audit. The CPMT, its authorized agents, and State or Federal auditors shall have full access to and the right to examine any of the said materials during an audit or specific to children served by this Agreement during said period. In the event an audit shows that Provider expended or received CPMT's funds improperly, Provider shall provide full restitution to CPMT.

Reports, studies, photographs or other documents prepared by Provider in the provision of services to CPMT's client(s) shall be the property of CPMT. Provider shall not use, willingly allow to be used, or cause such materials to be used for any purpose which has not been authorized by CPMT.

To the extent Applicable Law, including without limitation HIPAA regulations, apply to any documents or information coming into Provider's possession, Provider agrees to comply with such rules and regulations.

#### H. **Service Reports**

1. **Treatment Plans.** Within thirty (30) calendar days of the commencement of any services to a client, Provider shall submit a written treatment plan to CPMT. Said plan shall include at a minimum the following information: short- and long-term goals, anticipated time of completion, prognosis, medications administered (if applicable), and preliminary discharge plan.

2. **Monthly Reports.** Provider shall submit written progress reports to CPMT on a monthly basis, or more often if required by the CPMT for a particular client, or if required by Medicaid policy. Monthly progress reports shall include at a minimum the following information: Statement of goals and objectives and progress made toward these goals, both positive and negative, during the month, significant incidents or accidents, and summary of the child's/child/individual's social, emotional and physical development and any changes that might reflect outcomes of the treatment intervention; review of treatment goals and objectives, with revision of goals as needed, estimate of length of service and preliminary discharge plans, with clear indication of follow-up and continuing treatment needs and medications prescribed (if applicable). **The following provision only apply to Providers of Private Day Placements (For Private Day Placements Only): Provider shall also submit a report of attendance on a monthly basis, which must include: a) a list of daily attendance, and b) a key that decodes all symbols and abbreviations used in each daily attendance field.**

3. **Assessments/Evaluations.** Provider shall submit to CPMT any and all assessments and/or evaluations ordered through a Purchase of Services Order, including those performed while a child or youth is admitted to any residential assessment and diagnostic program.

4. **Termination Reports.** Upon termination of services to a client, Provider shall submit a written termination report to CPMT within thirty (30) days of the last day on which services were provided.

5. **Failure to Report.** If the Provider fails to provide any written treatment plan and progress reports by the 15<sup>th</sup> day of each month, or any assessment/evaluation prior to submission of its invoice, the CPMT shall withhold payment of Provider invoices until they are received.

6. **Miscellaneous Reports (For Residential Placements Only).** **The provisions of the following paragraph only apply to Providers of Residential Placements (For Residential Placements Only).** Provider shall immediately report to CPMT any recommended, planned or necessary changes in a client's medications. Provider shall obtain consent from legal custodian prior to changing or administering any new medications to a client under the age of eighteen (18) years. The Provider shall provide the CPMT with a copy of the required reports of physical, dental and psychological or psychiatric examinations of the client while under the care of the Provider.

#### **I. Serious Incident Reporting (For Residential Placements Only).**

**The provisions of this Section I only apply to Providers of Residential Placements (For Residential Placements Only).** The following procedures shall be adhered to in reporting a serious incident, actual or alleged, which is related to child/individual placed by the CPMT. For the purposes of this Agreement, a serious incident shall include but not be limited to, abuse or neglect; criminal behavior; death; emergency treatment; facility related issues, such as fires, flood, destruction of property; food borne diseases; physical assault/other serious acts of aggression; sexual misconduct/assault; substance abuse; serious illnesses, (such as tuberculosis or meningitis), serious injury (accidental or otherwise); suicide attempt; unexplained absences; or other incidents which jeopardize the health, safety, or well-being of the child/individual.

Within twenty-four (24) hours of a serious incident, or by the next business day, the Provider shall report the incident by speaking to or leaving a message for the case manager of the placing agency of each

child/individual involved. Within forty-eight (48) hours of the serious incident, the Provider shall complete and submit to the case manager of the placing agency for each child/individual involved a written report.

The written report of the serious incident shall provide a factual, concise account of the incident and shall include the following: name of facility/Provider; name of person completing form; date and time of serious incident; date of the report; child/individual's name, age, gender, ethnicity; placing agency name; placing agency case manager' name; where the incident occurred, description of incident (including what happened immediately before, during and after the incident); names of witnesses; action taken in response to incident; names/agencies notified (family, legal guardian, child protective services, medical facility, police); recommendation for follow-up and/or resolution of incident; signature of person completing report; and facility/Provider director's (or designee) signature and date.

Separate reports should be completed and submitted for each child/individual involved and placed by the CPMT. The Provider is responsible for ensuring the confidentiality of the parties involved in the incident.

In the event the case manager of the placing agency determines that a serious incident has occurred, the case manager will notify the Provider of the allegation. The Provider shall within forty-eight (48) hours of the case manager's notification complete and submit a written report as set forth herein.

#### J. **Additional Responsibilities of Provider**

1. **Transportation to Court.** Providers that are residential treatment centers, or a therapeutic foster care agency, or a group home shall provide transportation of the child to any and all scheduled court hearings involving the child. Such Providers agree to transport a child in the care of the Provider to all scheduled court hearings and to ensure the child's timely arrival at such hearings unless exigent circumstances exist that prevent the Provider from providing such transportation. The CPMT agrees to provide the Provider with notice of a scheduled court date at least ten (10) days prior to such date whenever practicable. The Provider agrees to notify the CPMT at least ten (10) days prior to a scheduled court date of any inability on the Provider's part to transport a child to a scheduled court hearing.

2. **Participation in Meetings.** The Provider is responsible for participation in Family Assessment Planning Team, or similar, meetings as requested by the CPMT and shall provide a designee to attend a meeting if the client's assigned worker is not available.

3. **Complaints.** If a child and/or families receiving services through the CPMT, submits a complaint to the CPMT concerning the Provider, the Provider shall promptly provide all verbal or written information or documents within its control relevant to such complaint to the CPMT upon a request by the CPMT for such information. Additionally, if a child and/or family receiving services through the CPMT registers a grievance, requests a fair hearing, or submits an appeal, the Provider, its agents and Employees agree to appear on request of the CPMT in any proceedings arising from such claim and provide all verbal or written information or documentary evidence within their control relevant to such claim at no cost to CPMT.

#### K. **Subcontracts and Assignment**

The Provider shall not enter into any subcontract for any of the services provided and/or approved under this Agreement unless: (i) such is specifically disclosed in the Service Order; and (ii) each Subcontractor executes and delivers to the CPMT this CSA Provider Agreement. It is the Provider's responsibility to ensure compliance and maintain documentation of said compliance with this Agreement. Provider shall make such documentation available to CPMT upon request.

This Agreement may not be assigned by the Provider.

#### L. **Responsibility and Independent Providers**

The Provider shall, at its own expense, be responsible for its services and every part thereof, and for all personnel, materials, tools, equipment, appliances and property of any and all description used in connection therewith. The CPMT shall in no event be responsible for any direct or indirect damage of injury to the property or persons used or employed by the Provider on or in connection with the services contracted for, or any damage or injury to any person or property, wherever located, resulting from any action, omission, commission or operation under the Agreement. The Provider and its Employees, assignees, or subcontractors are independent contractors and none shall be deemed employees or agents of the CPMT or the Fiscal Agent while performing services pursuant to and/or under this Agreement.

**M. Term of Agreement**

The terms of this Agreement shall commence and be in full force and effect on the date this Agreement is executed by all of the Provider, CPMT and Fiscal Agent and shall terminate on June 30, 2023~~2~~ (the “Term”). This Agreement does not involve a definite financial obligation on the part of the CPMT, although the CPMT shall use this Agreement for the procurement of services for individual recipients as specified and for which payment shall be made by the CPMT. The Provider shall only charge for those services listed and described in both the Service Fee Directory and the published Provider Rate Sheet, provided by Provider with this Agreement and incorporated herein by reference. This Agreement, together with each fully executed Service Order, shall constitute the contractual agreement between the Provider and the CPMT. Under no circumstance will the CPMT be required to make payment for FY 2023~~2~~-beyond August 31, 2023~~2~~.

**N. Notices**

Any written notices required or made under this Agreement shall be effective when delivered in person or sent by United States mail, postage prepaid, to the following persons and addresses:

**Provider:**

Name: \_\_\_\_\_  
State Corporation Commission ID (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Email: \_\_\_\_\_

**CPMT:**

Fluvanna County  
CSA Coordinator  
P.O. Box 540  
Palmyra, Virginia 22963

with a copy to:

**Fiscal Agent:**

Fluvanna County  
Attn: Director of Finance  
P.O. Box 540  
Palmyra, VA 22963; and

Fluvanna County Attorney

Attn: Kristina M. Hofmann, ~~Assistant~~ Deputy County Attorney  
 414 East Jefferson Street  
 Charlottesville, VA 22902

**O. Miscellaneous Provisions**

1. **APPLICABLE LAW AND COURTS:** This Agreement, including without limitation any Service Order and its terms, the parties’ obligations under it, and the remedies available to each party for breach of it, shall be governed by, construed and interpreted in accordance with the laws of the Commonwealth of Virginia, and exclusive jurisdiction and venue of any dispute or matters involving litigation between the parties hereto shall be in the courts of Fluvanna County, Virginia. Any jurisdiction’s choice of law, conflict of laws, rules, or provisions, including those of the Commonwealth of Virginia, that would cause the application of any laws other than those of the Commonwealth of Virginia, shall not apply. The Provider shall comply with all Applicable Law in performance of the Agreement.

2. **PROVISION AND OWNERSHIP OF INFORMATION:** CPMT reserves its rights of ownership to all material given to the Provider under this Agreement and further CPMT reserves its rights of ownership to all background information documents, and other documentation developed by the Provider in performing under this Agreement.

3. **CONFIDENTIALITY:** Any information obtained by Provider pursuant to this Agreement shall be treated as confidential. Use or disclosure of such information by the Provider shall be limited to purposes directly with Provider’s responsibility for services under this Agreement and further limited by Applicable Law. Provider shall not publish, copyright or otherwise disclose or permit to be disclosed or published, the results of any work performed pursuant to this contract, or any particulars thereof, including forms or other materials developed for CPMT in connection with the performance by Provider of its services hereunder, without prior written approval of CPMT. Provider, cognizant of the sensitive nature of much of the data supplied by CPMT, shall not disclose any information (other than information which is readily available from sources available to the general public) obtained by it in the course of providing services hereunder without the prior written approval of CPMT, unless disclosure of such information by it is required by Applicable Law, rule or regulation or the valid order of a court or administrative agency. Both parties understand that the CPMT is a public agency subject to Freedom of Information Act (“FOIA”) requests, however some of the information related to this Agreement, including sensitive health care information, may be subject to an exception to the FOIA whereby disclosure is not required.

4. **INSURANCE:** The Provider agrees that, during the period it renders services to CPMT pursuant to any Agreement, it shall carry (and provide CPMT with evidence of coverage) the following minimum amounts of insurance:

Public Liability	\$1,000,000	
Professional Liability	\$1,000,000	
Excess Liability	\$2,000,000	Aggregate Over Above Policy Limits (Excluding Professional Liability)
Worker’s Compensation	Amount required by Virginia law	

\_\_\_\_\_ **Provider will transport clients.** *(Please Initial in the blank provided if Provider will transport clients during the normal execution of services provided).* If initialed, the following amounts of insurance are also required:

Automobile	\$500,000	Liability Medical Payment Comprehensive Collision
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A Service Order may specifically require the Provider to carry higher minimum amounts of insurance.

In addition, the Provider shall require, and shall include in every subcontract, that any subcontractor providing any goods or services related to such Agreement obtain, and continue to maintain for the duration of the work, workers' compensation coverage in the amount required by Virginia law.

The Provider shall provide a copy of a Certificate of Insurance, evidencing such insurance and such endorsements as prescribed herein, and shall have it filed with the CPMT at the time of the signing of this Agreement. On this Certificate of Insurance, the CPMT and Fiscal Agent shall be named or indicated as additional insureds for comprehensive general liability and also for automobile insurance if the Provider will be transporting the client(s).

No change, cancellation or non-renewal shall be made in any insurance coverage without a forty-five (45) day written notice to the CPMT and such shall be noted in the policy. The Provider shall furnish a new certificate prior to any change or cancellation date. The failure of the Provider to deliver a new and valid certificate shall result in suspension of all payments until the new certificate is furnished.

Insurance required by this Agreement shall be in full force and effect throughout the Agreement term. If the Provider fails to provide the CPMT with acceptable evidence of current insurance within ten (10) days after written notice during the Agreement term, the CPMT shall have the absolute right to terminate the Agreement without any further obligation to the Provider.

5. **SEVERABILITY:** If any term, covenant or provision this Agreement shall be held to be invalid, illegal or unenforceable in any respect, this Agreement shall remain in effect and be construed without regard to such provision.

6. **TITLES:** The titles and section headings herein are inserted solely for convenience and are not to be construed as a limitation on the scope of the provisions to which they refer.

7. **ATTORNEYS' FEES:** In the event of a dispute between CPMT and Provider under any Agreement which cannot be amicably resolved, in addition to all other remedies, the party substantially prevailing in any litigation including all appeals shall be entitled to recover its reasonable expenses, including, but not limited to, reasonable attorneys' fees, costs and expert witness fees.

8. **NO WAIVER:** Neither any payment for, nor acceptance of, the whole or any part of the services by CPMT, nor any extension of time, shall operate as a waiver of any provision of any Agreement, nor of any power herein reserved to CPMT, or any right to damages herein provided, nor shall any waiver of any breach of any Agreement be held to be a waiver of any other or subsequent breach. Failure of CPMT to require compliance with any term or condition of any Agreement shall not be deemed a waiver of such term or condition or a waiver of the subsequent enforcement thereof.

9. **NO FINANCE CHARGES:** No finance charges or late payment fees of any kind shall be paid by CPMT.

10. **DEFAULT:** Failure of a Provider to deliver services in accordance with this Agreement and the Service Order including all terms and conditions and/or within the time specified, or within reasonable time as interpreted by CPMT in its sole discretion, or failure to make replacements/corrections

of rejected services when so requested, immediately or as directed by CPMT, or failure of the Provider to act in accordance with the Agreement in any material respect, as reasonably determined by CPMT, shall constitute a “default” by the Provider and shall further authority for CPMT to terminate this Agreement and any Service Order effective immediately upon said default without any further payment obligations hereunder. These remedies shall be in addition to any other remedies which CPMT may have, including but not limited to, any remedies at law, under the Agreement or in equity. Notwithstanding the foregoing, the Provider shall not be liable for damages for delay in shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, act of God, act of Government, act of an alien enemy or by any other circumstances which, in CPMT's opinion, are beyond the control of the Provider. Under such circumstances, however, CPMT may, at its sole discretion, terminate or cancel the Agreement effective immediately.

11. **NON-DISCRIMINATION ASSURANCES:** The Provider shall conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and § 2.2-4311 of the Virginia Procurement Act: During the performance of any Agreement, the Provider agrees as follows: (i) the Provider will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Provider; (ii) the Provider agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause; (iii) the Provider, in all solicitations or advertisements for employees placed by or on behalf of the Provider, will state that such Provider is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section; and (iv) The Provider shall include the provisions of (i) above in every subcontract or purchase over \$10,000.00 so that the provisions will be binding upon each subcontractor or Vendor.

12. **MODIFICATION:** This Agreement entered into by CPMT and any Provider shall not be subject to change, modification, or discharge except by written instrument signed by CPMT and Provider.

13. **INDEMNIFICATION:** Provider agrees to indemnify, keep and save harmless CPMT, its officers, agents, officials, employees and volunteers against any and all claims, claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, losses, costs and expenses, including but not limited to costs of investigation, all reasonable attorneys' fees (whether or not litigation results), and the cost of any appeal, occurring or arising in connection with the Provider's or its Employees' (as defined supra) negligence or wrongful acts or omissions in connection with its performance of this Agreement. The Provider shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against CPMT in any such action, the Provider shall, at his or her own expenses, satisfy and discharge the same. Nothing contained in this Solicitation or the Agreement shall be deemed to be a waiver of Fiscal Agent and CPMT's sovereign immunity.

14. **DRUG-FREE WORKPLACE:** Pursuant to Virginia Code § 2.2-4312: During the performance of this Agreement, the Provider agrees to (i) provide a drug-free workplace for the Provider's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a Statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Provider's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all Solicitations or advertisements for employees placed by or on behalf of the Provider that the Provider maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the

purposes of this Section, “*drug-free workplace*” means a site for the performance of work done in connection with the Agreement with Provider in accordance with Applicable Law, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Agreement.

15. **TERMINATION:** This Agreement will remain in force for the Term, unless: (i) terminated by CPMT upon thirty (30) days written notice to the Provider at CPMT’s convenience in CPMT’s sole discretion (“termination for convenience”); or (ii) earlier terminated by CPMT as specifically permitted under any provision of this Agreement. Any Agreement cancellation notice shall not relieve the Provider of the obligation to deliver and/or perform on all outstanding Service Order(s) issued prior to the effective date of the termination; or (ii) Terminated by CPMT for cause, default or negligence on the part of the Provider, including termination due to a failure of any funding or monies relied on by the CPMT. There is no advance notice requirement in the event of Termination for Cause and termination is effective immediately upon notice to Provider of the termination for cause.

16. **APPROPRIATIONS:** Notwithstanding any other provision of any Agreement, the payment of CPMT’s obligations under this Agreement shall be subject to annual appropriations by the Board of Supervisors of CPMT in each fiscal year of monies sufficient to satisfy the same. Payment of CPMT’s obligations under this Agreement shall further be subject to receipt of any funding or other monies relied on from federal, state or other sources.

17. **COMPLIANCE WITH IMMIGRATION LAW:** Pursuant to Virginia Code § 2.2-4311.1, in every Contract the following provision applies: the Contractor does not, and shall not during the performance of the Contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

18. **CLAIMS PROCEDURE:** The procedure for consideration by CPMT of contractual claims for any Agreement shall be that set forth in Virginia Code § 15.2-1243, *et seq.*

19. **ORDER OF PRECEDENCE:** Where there exists any inconsistency between the provisions of this Agreement and the provisions other documents that have been incorporated into this Agreement by reference or otherwise, the provisions of this Agreement shall control.

20. **PRIOR AGREEMENTS:** This Agreement supersedes all payment provisions in placement agreements or any prior agreements that may be in effect between the Provider and the CPMT, or the Fluvanna County Department of Social Services.

21. **REMEDIES CUMULATIVE:** All remedies afforded in this Agreement shall be construed as cumulative, that is in addition to every other remedy provided herein or by Applicable Law.

22. **BINDING:** No document other than this Agreement and a Service Order executed by both CPMT, Fiscal Agent and Provider shall bind or obligate CPMT to the Provider, unless such document is signed by an authorized Fiscal Agent of CPMT.

23. **REQUIRED DOCUMENTS.** The documents listed below shall be submitted to the CPMT with this executed Agreement, unless otherwise agreed to by the CPMT in writing after request for exception by Provider including the reasons therefor:

- (i) Provider Rate Sheet including List or Description of Services;
- (ii) IRS W-9 form (Request for Taxpayer Identification Number and Certification);

~~(iii)~~ Provider License(s) held by your facility(ies) or licensure documentation;  
~~(iii)(iv)~~ Certificate(s) of Insurance (required under this Agreement); and  
~~(iv)(i)~~ Certificate(s) of Insurance (required under this Agreement); and  
 (v) All Background Checks required under this Agreement; please note for Providers with more than 5 employees, Provider may provide CPMT with a document on Provider's letterhead containing a description of the Provider's background check process, including without limitation, the types of background checks performed and the frequency, and copies of the background checks for only those persons who will actually be providing services under this Agreement.  
 (v) ~~EITHER initial (a) below OR provide the documents listed in (b):~~

- a. ~~By initialing in the space provide, I certify that during the Term, Provider, including all individuals under Provider's supervision, will have NO DIRECT CONTACT WITH ANY CHILD/CHILDREN related to any child or family receiving services under this Agreement; **OR**~~
- b. ~~Section C of the Agreement applies to PROVIDER WHO HAS DIRECT CONTACT with children— Provider to provide all Background Checks (required under this Agreement; please note for Providers with more than 5 employees, Provider may provide CPMT with a document on Provider's letterhead containing a description of the Provider's background check process, including without limitation, the types of background checks performed and the frequency, and copies of the background checks for only those persons who will actually be providing services under this Agreement.)~~

~~[PLEASE make sure that you have EITHER — INITIALED IN v(a) above TO INDICATE NO DIRECT CONTACT WITH CHILDREN; or PROVIDED ALL BACKGROUND CHECKS required under v(b) above. DO NOT DO BOTH!]~~

**If this paragraph is initialed below by all parties to this Agreement, then in accordance with the applicable law including the Virginia Uniform Electronic Transactions Act (UETA) and the Electronic Signatures in Global and National Commerce Act, or E-Sign, regarding electronic signatures and transactions, the parties do hereby expressly authorize and agree to the use of electronic signatures and/or valid and legitimate pdf or similar format and/or facsimile signature transmitted electronically in lieu of an original signature(s) as an additional methods of signing and/or initialing this Agreement .**

<b>Fluvanna County, CPMT Fiscal Agent</b>	<b>Fluvanna County, CSA Coordinator</b>	<b>Provider</b>	<b>County Attorney</b>
<b>Initials:</b> _____	<b>Initials:</b> _____	<b>Initials:</b> _____	<b>Initials:</b> _____

Witness the following duly authorized signatures and seals:

**CPMT/Fiscal Agent:**

Fluvanna County  
Signature: \_\_\_\_\_ (SEAL)  
CPMT Fiscal Agent  
Date: \_\_\_\_\_

Fluvanna County, CSA Coordinator  
\_\_\_\_\_ (SEAL)  
Date: \_\_\_\_\_

**Provider (complete if sole Proprietor):**  
Signature: \_\_\_\_\_ (SEAL)  
  
Print Name: \_\_\_\_\_  
  
Date: \_\_\_\_\_

**Provider (complete if business entity):**  
Name of Provider: \_\_\_\_\_ (SEAL)  
(business entity name above)  
  
By: \_\_\_\_\_  
(authorized signature above)  
Print Name: \_\_\_\_\_  
  
Print Title: \_\_\_\_\_  
  
Date: \_\_\_\_\_

Approved as to Form:  
\_\_\_\_\_  
Fluvanna County Attorney

**Provider Agreement Reminders (failure to follow instructions may delay processing or be cause for rejection):**

- a. Page 1 - Providers who are business entities must use the legal name of the business as filed with the State Corporation Commission.
- b. Section E - Providers who are Medicaid eligible must initial in Section E. Do not initial Section E if you are NOT Medicaid eligible.
- c. Section F – All Providers must complete Billing contact information in Section F.
- d. Section N – All Providers must complete the notice contact information in Section N, and must include (if applicable) the State Corporation Commission ID used by the business listed on Page 1.
- e. Section O(4) – Providers who will transport any client related to this Agreement or the services must initial Section O(4). Do not initial Section O(4) if you will NOT transport client(s).
- f. ~~Section O(23)(v) – Provider either initialed Section O(23)(v)(a) that it has NO DIRECT CONTACT WITH CHILDREN;~~ ~~or~~ Provider provided all required Background checks consistent with Section C of the Agreement and Section O(23)(v)(b).
- g. Individual Providers sign as sole proprietors (left signature block).
- h. Entity Providers sign as business entities (right signature block).



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB G**

<b>MEETING DATE:</b>	May 4, 2022				
<b>AGENDA TITLE:</b>	Procurement Policy Update				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the addition of “4.8 Negotiation with Lowest Responsible Bidder Conditions and Procedures” to the Procurement Policy as presented.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>X</b>	
<b>STAFF CONTACT(S):</b>	Eric Dahl, County Administrator				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	The addition of “4.8 Negotiation with Lowest Responsible Bidder Conditions and Procedures” allows that if the bid from the lowest responsive and responsible bidder to an Invitation For Bid (IFB) exceeds available funds, the County may negotiate with the apparent low bidder to obtain a contract price within available funds. The County must contain the language as required from the policy on all issued IFB’s to be able to negotiate with the lowest responsible bidder.				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	See “Discussion”.				
<b>LEGISLATIVE HISTORY:</b>	Procurement Policy was last updated in July 2021.				
<b>ENCLOSURES:</b>	Procurement Policy 4.8. Negotiation with Lowest Responsible Bidder Conditions and Procedures				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	<b>X</b>		<b>X</b>		



## 04. PROCUREMENT POLICIES AND PROCEDURES

### 4.8. Negotiation with Lowest Responsible Bidder Conditions and Procedures

In accordance with the provisions of § 2.2-4318 of the Code of Virginia (1950, as amended) (“Code”) and the County’s General Terms, Conditions and Instructions to Bidders and Contractors (see Section 33), the Fluvanna County Board of Supervisors hereby adopts the following condition and procedures for negotiation with the lowest bidder as required by § 2.2-4318 of the Code of Virginia.

In accordance with Virginia Code § 2.2-4318, if the bid from the lowest responsive and responsible bidder to an IFB exceeds available funds, the County may negotiate with the apparent low bidder to obtain a contract price within available funds if the solicitation contains substantially the following language:

*“The County reserves the right to negotiate with the apparent lowest responsive and responsible bidder pursuant to §2.2-4318 of the Code of Virginia, to obtain a contract price within the funds available if such low bid exceeds the available funds. The conditions and procedures under which such negotiation may be undertaken are that the appropriate County officials shall determine that the lowest responsive and responsible bid exceeds available funds and notify such bidder in writing of the County’s desire to negotiate with the apparent low bidder. Thereafter, negotiations may be held to obtain a contract within available funds involving discussions of reduction of quantity, or other cost saving mechanisms. Any such negotiated contract shall be subject to final approval of the County Board of Supervisors, in the sole discretion of the County Board of Supervisors. The County’s conditions and procedures for such negotiation are as more specifically stated in the County’s Procurement Policy and Procedures Manual, Chapter 8, Virginia Code § 2.2-4318 Negotiation with Lowest Responsible Bidder Conditions and Procedures, Chapter which is incorporated herein by reference as a material part hereof.”*

If such bidder decides to negotiate under those circumstances, the decision must be documented in writing in advance of the negotiations. Otherwise, unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted. “Available funds” are generally considered those budgeted by the County or applicable department for the requirement and designated as such prior to the issuance of the IFB. The purpose of this provision is not to force a bidder to take a lower price but rather to negotiate an acceptable change in requirements, including a price agreeable to both parties. Negotiations might include an extended delivery date, reduced quantity, different options/accessories, etc., with a corresponding reduction in price.





# Capital Reserve Maintenance Fund Request

**TAB H**

**MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$9,700.00** for the purpose(s) of:  
Grinding of additional storm damage brush at Convenience Center**

### Section 1 - REQUEST

Requesting Department/Agency <b>Public Works PW22-008</b>	Dept/Agency Contact <b>Dale Critzer</b>	Date of Request
Phone <b>(434) 591-1925</b>	Fax <b>(434) 591-1924</b>	Fiscal Year <b>FY22</b>

Reserve Fund Purpose Category: **Repair required due to weather-related events**

Description of Project/Repair	Qty	Unit Price	Total Price
<b>Additional Brush Grinding at the Convenience Center</b>	1	\$8,700.00	\$8,700.00
<b>Contingency for unforeseen problems</b>	1	\$1,000.00	\$1,000.00
			\$0.00
			\$0.00

**Total Request: \$9,700.00**

Description and justification for proposed use.

**After having contractor issues with equipment downtime and parts availability , we were forced to find another contractor . While in that process of finding another contractor debris from January's snow storm has doubled quickly to our existing pile and will cost more to grind .**

Department/Agency Head Name <b>Assistant Director of Public Works</b>	Signature <b>Dale Critzer</b> <small>Digitally signed by Dale Critzer Date: 2022.04.25 14:39:52 -04'00'</small>	Date <b>04/25/2022</b>
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### Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director <b>Eric Dahl</b> <small>Digitally signed by Eric Dahl Date: 2022.04.28 11:36:09 -04'00'</small>	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator <b>Eric Dahl</b> <small>Digitally signed by Eric Dahl Date: 2022.04.28 11:36:16 -04'00'</small>	Date

### Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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**FLUVANNA COUNTY BOARD OF SUPERVISORS  
 AGENDA ITEM STAFF REPORT**

**TAB I**

<b>MEETING DATE:</b>	May 4, 2022				
<b>AGENDA TITLE:</b>	Position Description for Human Resources Generalist				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the following description for the new Human Resources Generalist position.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Donna Snow, Human Resources Manager				
<b>PRESENTER(S):</b>	Donna Snow, Human Resources Manager				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	As part of the FY23 adopted budget, the board approved converting the part-time Human Resources Assistant position to a full-time Human Resources Generalist position. The position in the Human Resources Department will assist with the workload generated through orientation, benefits, leave, enforcing the policies and practices and overall human resources administrative functions. The position description was created based upon administrative needs and will improve efficiency, service, and programming for employees.				
<b>FISCAL IMPACT:</b>	Funds for this position were included in the approved FY23 budget				
<b>POLICY IMPACT:</b>	None				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Human Resources Generalist position description				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
				X	COAD





Fluvanna County, Virginia  
Department of Finance  
Job Description

### HUMAN RESOURCES GENERALIST

<b>Job Class #:</b>	XXXX
<b>Pay Grade:</b>	14
<b>Category:</b>	Full-Time (with benefits)
<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Director of Human Resources

#### SUMMARY

Under the general supervision of the Director of Human Resources, the Human Resources Generalist will assist with the overall daily functions of the Human Resource department including but not limited to, new hire orientation, benefits, and leave, and enforcing company policies and practices and assisting with the overall operation of the department.

#### ESSENTIAL FUNCTIONS

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Assist with the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, referring complex and/or sensitive matters to the appropriate staff.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.

- Ability to act with integrity, professionalism, and confidentiality.
- Knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization’s HRIS and talent management systems.

**ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**

- Associates degree in human resources management, business, public administration or a related field.
- A bachelor’s degree or higher in a related field is preferred.
- Preferred qualifications also include certifications by the Society for Human Resource Management (SHRM) or the International Public Management Association for Human Resources (IPMA-HR).
- A minimum of (2) years of human resource management experience is required.
- Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- Office environment exposure to computer screens; sitting for prolonged periods.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must possess an appropriate driver’s license valid in the Commonwealth of Virginia.
- Local travel is required for meetings and presentations

**POST OFFER REQUIREMENTS**

- Background Check
- Valid driver’s license

<b>Department Head Recommended:</b>	<b>HR Manager Approval as to Form:</b>	<b>County Administrator Recommended:</b>	<b>Board of Supervisors Approved:</b>
April 27, 2022	April 27, 2022	April 27, 2022	

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
MEETING PACKAGE ATTACHMENTS**

Incl?	Item
<input checked="" type="checkbox"/>	BOS Contingency Balance Report
<input type="checkbox"/>	Building Inspections Report
<input checked="" type="checkbox"/>	Capital Reserve Balances Memo
<input type="checkbox"/>	CARES Fund Balance Memo
<input type="checkbox"/>	Fluvanna County Bank Balance and Investment Report
<input checked="" type="checkbox"/>	Unassigned Fund Balance Report
<input type="checkbox"/>	VDOT Monthly Report & 2020 Resurfacing List
<input checked="" type="checkbox"/>	ARPA Fund Balance Memo
<input type="checkbox"/>	American Rescue Plan Act - Fact Sheet
<input type="checkbox"/>	American Rescue Plan Act - FAQs
<input type="checkbox"/>	





# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

BOS 2022-05-04 p.129/136  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
www.fluvannacounty.org

## MEMORANDUM

**Date:** April 20, 2022  
**From:** Tori Melton – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY22 BOS Contingency Balance

The FY22 BOS Contingency line balance is as follows:

<b>Beginning Original Budget:</b>	<b>\$163,898</b>
Less: Compensation Study – 11.17.21	-\$37,000
Less: Blue Ridge Cigarette Tax Board Startup Cost – 11.17.21	-\$17,218
Less: Tyler Technologies, Inc. Merchant Services Contract – 01.12.22	-1,368
Less: Carysbrook Softball Field Lighting	-9,000
Less: FY22 Kent Store ARC Funding Request	-3,600
<b>Available:</b>	<b>\$95,712</b>





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## MEMORANDUM

**Date:** April 20, 2022  
**From:** Tori Melton – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY22 Capital Reserve Balances

The FY22 Capital Reserve account balances are as follows:

### County Capital Reserve:

FY21 Carryover	\$387,085
FY22 Budget Allocation:	\$200,000
<b>Total FY22 Budget:</b>	<b>\$587,085</b>
Add: Closed CRM Project – 06/30/2021	\$155
Less: Courts Building Sally Port Door – 08.04.21	-\$7,185
Less: Courts Building Replacement of Leaking Water Lines 09.01.21	-17,418
Less: Pleasant Grove House HVAC Replacement 09.01.21	-6,975
Less: Bobcat Skid Steer Repairs 10.20.21	-6,443
Less: Various Damages from the January 2022 Snow Storm	-7,456
Less: Public Works Maintenance Shop Generator	-6,455
Less: Generator Repair Fork Union and Palmyra Fire Stations	-13,090
Less: HVAC Fan & Motor Assembly at Carrysbrook Elementary	-7,100
<b>FY22 Available:</b>	<b>\$515,118</b>

**Schools Capital Reserve:**

FY21 Carryover	\$330,159
FY22 Budget Allocation:	\$200,000
<b>Total FY22 Budget:</b>	<b>\$530,159</b>
Add: Closed CRM Project – 06/30/2021	\$1,096
Less: FCHS HVAC Chiller Descaling and Cleaning 09.15.21	-27,700
Less: FMS Repair Leaking Flush Panels 11.03.21	-64,700
Less: Central and West Central Elementary Sidewalk Repair 11.03.21	-15,000
Less: Replace Track & Field Equipment	-29,155
<b>FY22 Available:</b>	<b>\$394,700</b>







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## MEMORANDUM

**Date:** April 20, 2022  
**From:** Tori Melton – Management Analyst  
**To:** Board of Supervisors  
**Subject:** Unassigned Fund Balance

<b>FY21 Year End Audited Total Unassigned Fund Balance:</b>	<b>\$24,035,309</b>
<b>Unassigned Fund Balance – 12% Target Per Policy:</b>	<b>\$9,959,654</b>
<b>Unassigned Fund Balance – Excess Above Policy Target:</b>	<b>\$14,075,655</b>
Less: FY22 Sheriff's Office Recruitment, Retention, and Compression Wage Adjustment - 10.06.21	-\$240,000
Less: FY21-22 County Carryover Request – 12.01.21	-\$87,074
<b>Current Unassigned Fund Balance – Excess Above Policy Target:</b>	<b>\$13,835,655</b>

