

December 12, 2016

The Carroll County Board of Supervisors held their regular monthly meeting on, December 12, 2016 in the Board Meeting Room of the Carroll County Governmental Center.

Present were:

- Joshua A. Hendrick
- Rex L. Hill
- Dr. Tom Littrell
- Bob Martin
- Phil McCraw
- Robbie McCraw
- Steve Truitt, County Administrator
- Nikki Cannon, Assistant County Administrator
- Steve Durbin, County Attorney

Mr. Hendrick called the meeting to order at 4:30 p.m.

CLOSED SESSION – PURSUANT TO VIRGINIA CODE SECTION 2.2-3711(A1, A3, A5, A7)

Upon motion by Mr. Phil McCraw, seconded by Mr. Hill, and passing, the Board convened a Closed Session for the discussion of personnel, legal matter, as authorized by Virginia Code Section 2.2-3711(A1, A3, A5, A7).

Mr. Truitt explained the reasons for entering Closed Session.

1. Discussion or consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board.

3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

5. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

VOTES

- Mr. Hendrick Yes
- Mr. Phil McCraw Yes
- Mr. Hill Yes
- Mr. Robbie McCraw Yes
- Dr. Littrell Yes
- Mr. Martin Yes

(Order)

CERTIFICATION OF CLOSED SESSION

Upon motion by Mr. Robbie McCraw, seconded by Mr. Hill, and passing, the Board adopted the following Resolution:

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WHEREAS, the Carroll County Board of Supervisors convened a Closed Session this date pursuant to an affirmative recorded vote and on the motion to close the meeting in accordance with the Virginia Freedom of Information Act;

WHEREAS, Section 2.2-3711(D) of the Code of Virginia requires a certification by the Board of Supervisors that such Closed Session was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Carroll County Board of Supervisors hereby certifies that, to the best of each member’s knowledge, (I) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the Closed Session to which this certification applies, and (II) only such business matters as were identified in the motion by which this Closed Session was convened were heard, discussed, or considered in the meeting to which this certification applies.

VOTES

Mr. Hendrick	Yes
Mr. Phil McCraw	Yes
Mr. Hill	Yes
Mr. Robbie McCraw	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

Mr. Robbie McCraw lead in invocation and pledge.

Mr. Hendrick welcomed everyone and told everyone Merry Christmas. He told that we appreciate everyone being out.

(Order)

APPROVAL OF AGENDA

Upon motion by Mr. Phil McCraw, seconded by Dr. Littrell and passing, the Board approved the agenda adding Organizational Meeting after the Public Hearing.

VOTES

Mr. Hendrick	Yes
Mr. Phil McCraw	Yes
Mr. Hill	Yes
Mr. Robbie McCraw	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

APPROVAL OF MINUTES

Upon motion by Dr. Littrell, seconded by Mr. Martin and passing, the Board approved the minutes of the meeting on November 21, 2016.

VOTES

Mr. Hendrick	Yes
Mr. Phil McCraw	Yes
Mr. Hill	Yes
Mr. Robbie McCraw	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

CONSENT AGENDA

Upon motion by Dr. Littrell, seconded by Mr. Martin and passing, the Board approved the Consent Agenda.

VOTES

Mr. Hendrick	Yes
Mr. Phil McCraw	Yes
Mr. Hill	Yes
Mr. Robbie McCraw	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

LITTLE REED ISLAND CREEK BRIDGE

Upon motion by Dr. Littrell, seconded by Mr. Martin and passing, the Board approved the concurrence with the impending improvement and associated road closure to replace the bridge on Gardner's Mill Road.

VOTES

Mr. Hendrick	Yes
Mr. Phil McCraw	Yes
Mr. Hill	Yes
Mr. Robbie McCraw	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

PUBLIC HEARING

Upon motion by Dr. Littrell, seconded by Mr. Martin and passing, the Board approved to hold a Public Hearing during the January meeting regarding an Ordinance to impose administrative and collection fees upon delinquent accounts.

VOTES

Mr. Hendrick	Yes
Mr. Phil McCraw	Yes
Mr. Hill	Yes
Mr. Robbie McCraw	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

MORAL OBLIGATION RESOLUTION

Upon motion by Dr. Littrell, seconded by Mr. Martin and passing, the Board approved the Moral Obligation Resolution.

VOTES

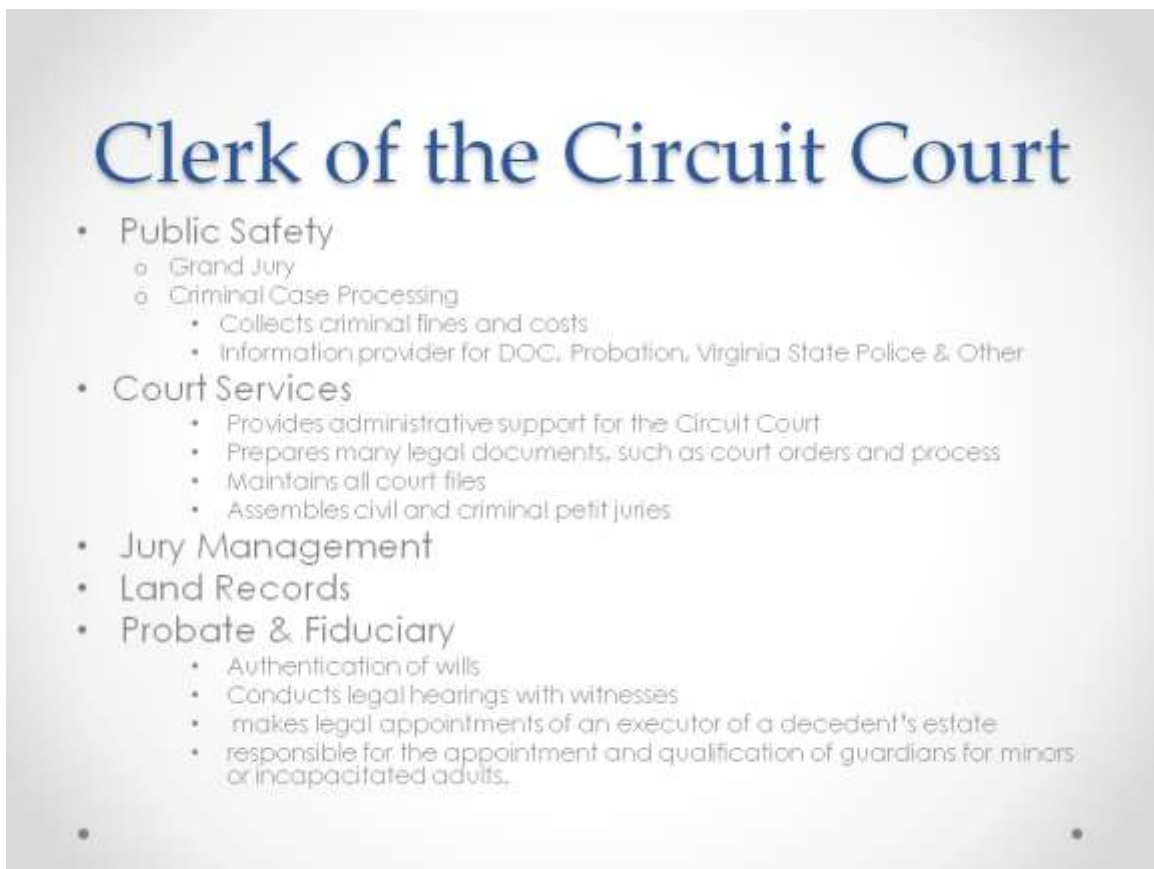
Mr. Hendrick	Yes
Mr. Phil McCraw	Yes
Mr. Hill	Yes
Mr. Robbie McCraw	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

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CLERK OF COURT UPDATE - GERALD GOAD

Mr. Gerald Goad reviewed the power point presentation below.



Clerk of the Circuit Court

- Custodian of all Circuit Court Cases
- Public Services
 - Marriage Licenses
 - Concealed Handgun Permits
 - U.S. Passports
 - Oaths of Office
 - Notary Public
- Official Record Keeper of Election Ballots
- Custodian of Historic Records
- Law Library
- Recorder of History Every Day

2016 Completed Projects

- Full digital conversion from the Logan Systems Inc. Land Record System to the Records Management System through the Virginia Supreme Court
- Benefits
 - Substantial cost savings of approximately \$35k of local taxpayer dollars from switching systems
 - More streamline processing
 - Security of scanned record data – Supreme Court Server located on 1st floor
 - New features, such as marriage license look up, unverified feature, and tax map indexing
 - Universal searches with neighboring localities (Grayson, Patrick, Wythe, Pulaski, Floyd)

RMS

VIRGINIA'S JUDICIAL SYSTEM

Gerald Goad - Welcome To The Circuit Records Management System
 -Please Select a FIPS and Instrument Group-

FIPS	Name
035	Carroll Circuit Court
035	PLATS ONLY
001	Confidential
UNV	UNVERIFIED DOCUMENT SEARCH ONLY

Instrument Group	From Date	To Date
Deeds And Land Records	01/02/1985	12/09/2016
Marriage Licenses	01/06/2015	12/02/2016
Wills And Fiduciaries	03/17/2000	12/08/2016
Judgments	01/02/1985	12/07/2016
Financing Statements	06/01/1999	11/09/2016
General Miscellaneous	06/07/2016	11/29/2016
Search All Groups		

Search Special Issues (R4) Exit Search

RMS

	2016 Charges (Beginning July 2016)		2017 Charges (Beginning July 2017)		2018 Charges (Beginning July 2018)	
	Monthly	Total	Monthly	Total	Monthly	Total
Logan's						
SRA	\$ 500.00	\$ 6,000.00	\$ 500.00	\$ 6,000.00	\$ 500.00	\$ 6,000.00
Deed Room Upkeep	\$ 1,200.00	\$ 14,400.00	\$ 1,200.00	\$ 14,400.00	\$ 1,200.00	\$ 14,400.00
Equipment Upkeep	\$ 2,000.00	\$ 24,000.00	\$ 2,000.00	\$ 24,000.00	\$ 2,000.00	\$ 24,000.00
Year Total		\$ 44,400.00		\$ 44,400.00		\$ 44,400.00
					Total Contract Cost	\$ 133,200.00
	2016 Charges (Beginning July 2016)		2017 Charges (Beginning July 2017)		2018 Charges (Beginning July 2018)	
RMS/ Supreme Court		Year Total		Year Total		Year Total
First Year Setup		\$ 14,500.00				
Subsequent Years				\$ 7,500.00		\$ 7,500.00
					Total Contract Cost	\$ 29,500.00
	2016 Charges (Beginning July 2016)		2017 Charges (Beginning July 2017)		2018 Charges (Beginning July 2018)	
Xerox Local Solutions		Year Total		Year Total		Year Total
First Year Setup		\$ 37,500.00				
Subsequent Years				\$ 37,500.00		\$ 37,500.00
					Total Contract Cost	\$ 112,600.00
	Logan's Contract @ 8 years		\$ 355,200.00			
	RMS @ 8 years		\$ 27,000.00			
	Xerox @ 8 years		\$ 300,400.00			
	Maximum Funds Expend:		\$ 288,200.00			

CIS – Case Imaging System

- Full scan of all criminal and civil case files
- Software through the Virginia Supreme Court
 - Successfully ended the contract this year with Commonwealth Systems (eLegal Case Pro) and saved approximately \$14,000 of local taxpayer dollars yearly
 - The CIS was part of the RMS package shown earlier
 - Compatible with other Virginia Supreme Court software
 - DOC interface
 - Now have the option to fully become paperless
 - Officer of the Court Remote Access (OCRA)
 - February target for full launch
 - Attorneys would have access to cases



Virginia Jury Management System

- Only \$650 per year
- Significantly reduces production time
- Enhanced record-keeping and processing of jury services



Library of Virginia Grant Award

- Received grant award from the Library of Virginia of \$14,626.00 for record preservation
 - First grant award for Carroll County since 2005
 - Provided the full restoration of Deed Book 1, 3, 4, and 5 ranging from 1839 - 1857



Professional Development

- Completed 12 courses through the Virginia Department of Judicial Services (Virginia Supreme Court)
 - VJM - VA Jury Training
 - BAS 101 - Criminal Case Processing
 - BAS 102 - Civil Case Processing
 - FMS 202 - Assessing Fines and Costs
 - PRB 101 - Beginner Probate
 - PRB 102 - Probate
 - PRB 201 - Intermediate Probate
 - PRB 301 - Advanced Probate
 - FMS 102 - Bookkeeping
 - Processing Protective Orders
 - BAS 103 - Basic Land Records Management
 - FMS 520 - Restitution
 - FMS 202 - Assessing Fines & Costs

Career Development Program

- Currently taking courses and meeting requirements to earn "Certified Court Manager" status through the Virginia Compensation Board
- Have already completed 4 of 6 required courses through the National Center for State Courts
- Must have 2 audit periods with no findings
- Have completed a Employee Policy Manual and wrote official job descriptions for all Deputy Clerks
- Currently working on an official Mission Statement for the office per requirements

Appointments

- Have recently been appointed by the Virginia Circuit Court Clerk's Association to serve on the Library of Virginia Grants Committee for 2017
 - Can still apply for future grants for Carroll by recusing myself upon application review

Human Resources

- Constructed our Employee Policy Manual specific to office
- All deputy clerks now have official job descriptions, electronic timesheets, and will have to go through yearly Employee Work Performance evaluations
- Any future hiring for full time will be done before a committee
- 5 full time deputy clerks, 1 part-time
- Professional Development/Certification

Future Projects

- Conducting probate/will appointments in a private office area across the hall in the secondary wing
 - Enhanced customer services
 - Better success and accuracy on the processing of appointments
- Preservation Efforts of the Archive Room downstairs through future Technology Trust and prospective grant funds



Mr. Hendrick told that he has told Gerald before that he hears lots of positive things coming from the Clerk's Office.

(Order)

PUMPKIN FESTIVAL

Mr. Hill told that he thought it would be appropriate to do the Pumpkin Festival with the Town.

Mr. Phil McCraw told that he doesn't have any objections and the Manager of the Farmers Market thinks that it is a good idea.

Mr. Robbie McCraw told that he has heard some people say that we will not be able to do all of the things such as the pumpkin cannon.

Ms. Cannon told that there has been some discussion about having the pumpkin cannon on the back side of the building.

Mr. Truitt told that the upside of it is if it rains we will not have to cancel it.

Mr. Hendrick told that Amanda was looking for support and it is safe to say that the Board will support her efforts.

(Order)

PUBLIC HEARING - EROSION & SEDIMENT ORDINANCE

Mr. Hendrick told that purpose of the Public Hearing.

Mr. Truitt told that all but one change is required by code.

Mr. Hendrick opened the Public Hearing at 6:41 p.m.

With no one to speak, the Public Hearing was closed at 6:42 p.m.

Mr. Robbie McCraw asked if it typically takes 60 days to get a plan back.

Mr. Newman told that it depends on what is in it.

Dr. Littrell told that it looks like the majority of these are mandatory.

Mr. Truitt told that it is basically changing the number of the Code.

Upon motion by Mr. Martin, seconded by Dr. Littrell and passing, the Board approved the changes to the Erosion and Sediment Control Ordinance as presented.

VOTES

Mr. Hendrick	Yes
Mr. Phil McCraw	Yes
Mr. Hill	Yes
Mr. Robbie McCraw	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

ORGANIZATIONAL MEETING

Mr. Hendrick told that typically this meeting is very short. He told that we typically have it of the morning and come back that meeting. He told that unless someone has objections he thinks we can set the meeting at 4:30 on January 9th which is our normal meeting time. He told that the Board should be able to conduct the Organizational Meeting, do Closed Session and be out by normal time.

Mr. Phil McCraw told that he has no problem doing it that way unless we think something major is going to change that would affect the PSA meeting.

Ms. Cannon told that they are holding theirs at 2:30 before their meeting.

Upon motion by Mr. Phil McCraw, seconded by Mr. Robbie McCraw and passing, the Board approved to hold their Organizational Meeting on January 9th at 4:30.

VOTES

Mr. Hendrick	Yes
Mr. Phil McCraw	Yes
Mr. Hill	Yes
Mr. Robbie McCraw	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

CITIZENS TIME

No one was signed up to speak.

(Order)

SUPERVISORS TIME

Mr. Martin asked how our budget is and how will it end up this year. He asked if we are rich or poor.

Mr. Truitt told that we are rich in the spirit.

Mr. Martin told that he was afraid of that but he was hoping that we found some money in a chest.

Mr. Truitt told that we are finding it in back taxes but it is still very early in the process. He told that we could report back towards the end of the month and we would know a lot more.

Mr. Martin wished everyone a happy Christmas and upcoming New Year.

Dr. Littrell told that he appreciates everybody being here today. He told that it was nice to hear Gerald give an update, sounds like he hit the ground running and has done a lot of good things. He wished everyone a Merry Christmas.

Mr. Robbie McCraw told that he had a call about a couple roads that he would like staff to pass on to VDOT, east of Timeberline on Cranberry there are a couple big pot holes and on Mallory just before Poplar Knob there are some that need to be looked at. He thanked everyone for being here and wished everyone a Merry Christmas and a Happy New Year.

Mr. Hill thanked the folks of the County and the people working here for the pretty decorations we have in the building. He wished everyone a Merry Christmas and asked everyone to continue to pray for our police officers.

Mr. Phil McCraw thanked everyone for coming. He told that the deed book that Gerald brought in was nice. He told that it had some very beautiful cursive handwriting

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and that may become a thing of the past. He told that he can't imagine someone who had never been taught that trying to read it. He told that he represents Carroll County on BRCEDA and CLEO and Rex is the alternate. He told due to health issues he is going to resign on both those boards and ask that we put Rex on those since he is the alternate.

Upon motion by Mr. Phil McCraw, seconded by Mr. Martin and passing, the Board appointed Rex Hill to the BRCEDA and CLEO Board.

VOTES

Mr. Hendrick	Yes
Mr. Phil McCraw	Yes
Mr. Hill	Yes
Mr. Robbie McCraw	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

Mr. Phil McCraw told that due to health reasons he will not be running for office again. He told that he wanted to put it out there and he is hoping that several will think about it and run because we need good representation. He told that he appreciates the Board for voting for Rex and he will do a good job. He wished everyone a Merry Christmas.

Mr. Hendrick told that we appreciate all that Phil does and if he can't attend a meeting they have a lengthy discussion because it is good to get his insight. He told that we will have a budget meeting December 21st at 8:30 in the Conference Room. He appreciates staff and Gerald for the update. He wished everyone a Merry Christmas and Happy New Year.

(Order)

ADJOURNMENT

Upon motion by Mr. Robbie McCraw, seconded by Dr. Littrell and passing, the Board adjourned.

VOTES

Mr. Hendrick	Yes
Mr. Phil McCraw	Yes
Mr. Hill	Yes
Mr. Robbie McCraw	Yes
Dr. Littrell	Yes
Mr. Martin	Yes

(Order)

Chairman

Clerk