

As amended on June 22, 2004

AGENDA ITEM NO. F-1a

ATA WORK SESSION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 25TH DAY OF MAY, 2004, AT 4:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

Bruce C. Goodson, Chairman, Roberts District
Michael J. Brown, Vice Chairman, Powhatan District
Jay T. Harrison, Sr., Berkeley District
John J. McGlennon, Jamestown District
M. Anderson Bradshaw, Stonehouse District

Sanford B. Wanner, County Administrator
Frank M. Morton, III, County Attorney

B. BOARD DISCUSSIONS

1. Personnel Policy Revisions

Ms. Carol M. Luckam, Human Resources Manager, provided an overview of various personnel policy revisions to be considered for adoption by the Board on June 8, 2004.

a. Drug Free Workolace Policy

The Board and staff discussed the Federal regulations that the policy revision would conform to.

Mr. Bradshaw requested clarification on language found on page 6 of the policy "Contract employees or contractors while on County property."

Ms. Luckam stated she would check on the language.

b. Grievance Procedure Policy

Mr. Goodson commented on the Library Director not being included under the umbrella of this policy but library employees were.

Ms. Luckam confirmed the statement.

Mr. Brown inquired if the forms were amended for ease of use.

Ms. Luckam stated that the forms were amended for ease of use and for better tracking of remedy.

Mr. Morton commented on the effectiveness and fairness of the County's Grievance Procedure.

Mr. Brown inquired how the decision to revisit and revise the policies is determined.

Ms. **Luckam** stated that the policies are looked at yearly and reviewed for outdates.

c. Employee Benefits

The Board and staff discussed the various types of leave, leave requirements, and anticipated employee reception of the policy changes.

2. FY 05 Budget Amendments

Mr. John E. McDonald, Manager of Financial and Management Services, provided an overview of the changes impacting both the Schools and the County resulting from the adopted State budget.

The Board and staff discussed the contribution funding level to the Schools and directed staff to move forward with its recommendation to permit the Schools to retain the \$579,363 based upon assurances by the Schools that those funds will be used for school buses and technology as nonrecurring capital expenditures and will not be added to the **Williamsburg-James City** County Public Schools Operating Budget base.

The Board and staff discussed the proposed State Sales Tax revenue allocations and alternative allocations.

The Board concurred to have staff advertise a Public Hearing for June 8, 2004, on proposed amendments to the Adopted Budget for the fiscal year ending June 30, 2005 to include allocation of Operating Revenues from the Commonwealth, additions to the Operating Expenditures, additional contributions to the General Fund from Capital Revenue, contribution to the Parks and Recreation for the Freedom Park as Capital Expenditures, General Fund contributions for Schools as additions to Debt Service Fund Revenues, and a contribution to the Fund Reserve as a addition to Debt Services Fund Expenditures.

c. RECESS

At 5:43 p.m. the Board took a dinner break until 7 p.m.


Sanford B. Wanner
Clerk to the Board