

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**ORGANIZATIONAL MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**January 4, 2016**  
**4:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

John J. McGlennon, Vice Chairman, Roberts District  
Ruth M. Larson, Berkeley District  
Kevin D. Onizuk, Jamestown District  
P. Sue Sadler, Stonehouse District  
Michael J. Hipple, Chairman, Powhatan District

Bryan J. Hill, County Administrator  
Adam R. Kinsman, Assistant County Administrator

**C. ORGANIZATIONAL MEETING**

1. Nominations of Chairman and Vice Chairman with Elections to Follow

Mr. Hipple asked for nominations for Chairman.

Ms. Sadler nominated Mr. Onizuk for Chairman.

Mr. McGlennon nominated Mr. Hipple for Chairman.

As there were two nominations, the Board was asked to cast its vote for the member that it wished to see as Chairman.

On a roll call vote, the vote was as follows:

Ms. Larson voted for Mr. Hipple.  
Mr. McGlennon voted for Mr. Hipple.  
Mr. Onizuk voted for Mr. Onizuk.  
Ms. Sadler voted for Mr. Onizuk.  
Mr. Hipple voted for Mr. Hipple.

Mr. Hipple elected to continue as Chairman for the new year.

Mr. Hipple nominated Mr. McGlennon for Vice Chairman.

A motion to Elect was made by Mr. Hipple and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

2. Seating Assignments

Mr. Hipple explained that the Chairman sits next to the County Administrator on the dais and that is seat number five. The rest of the Board members will draw numbers, one through four, to determine where the rest of the Board will sit at the dais.

**ADOPTED**

**FEB 09 2016**

**Board of Supervisors**  
**James City County, VA**

Mr. McGlennon drew seat one.  
Ms. Larson drew seat two.  
Mr. Onizuk drew seat three.  
Ms. Sadler drew seat four.

Mr. McGlennon stated that someone had mentioned the idea of randomizing the voting or using an electronic voting system. He was curious as to what the Board thought about the topic.

Mr. Hill stated that at the moment there is not an electronic voting system in place, but it can be done if that is the Board's direction.

Ms. Sadler questioned how randomizing the votes would be achieved.

Mr. Kinsman stated that he controls the computer at the staff table in the Board room and can utilize a website called randomize.com and just enter your names and it will give a random order each time with the Chairman always voting last.

Ms. Sadler questioned the benefits of randomizing the voting.

Mr. McGlennon stated that the basic argument for random voting is that there is no structural pressure on the votes, no pressure on someone voting at the end to fall in line with the previous votes and removes the impression that the later voters are in a more decisive position than the early voters.

Ms. Larson stated that she is in favor of the random voting as it takes pressure and focus off the strategy of voting and puts the focus back on the issue at hand.

Ms. Sadler stated that she is in favor of the random voting, but would be cautious about the electronic voting because of cost.

Ms. Larson asked for an estimate on the electronic voting be provided when possible.

The rest of the Board agreed to the randomizing of the votes during the meeting for now.

### 3. Establishment of Meeting Dates, Places and Times

A motion to Approve was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

Mr. Hill requested that the January 26, 2016, Work Session be moved to February 9, 2016. He stated that the Board Budget Retreat is on January 23 and did not feel that there was adequate time between the Budget Retreat and the Strategic Planning Work Session to divest the information from the Budget Retreat and its implications on the Strategic Plan.

The Board agreed to the changing of the January 26 work session to February 9.

General discussion ensued regarding the second meeting in November being the same week as the Thanksgiving holiday.

Mr. Hipple requested that updated calendars be sent out to the Board.

4. Adoption of Rules of Order

A motion to Approve was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

Mr. Kinsman gave the Board an overview of the memorandum and resolution included in the Agenda Packet.

5. 2016 Tentative Work Session Agenda

A motion to Approve was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

Mr. Hill gave an overview of the tentative work session topics for the year that was included in the Agenda Packet.

6. Commission/Committee Appointments

A motion to Appoint Individuals to Boards and Commissions was made by Mr. Hipple and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

The Board generally discussed the various Boards and Commissions that Board members serve on throughout the region.

Mr. Hipple made a motion to appoint the individual Board members to the following commissions:

Hampton Roads Planning District Commission	Mr. Hipple
Hampton Roads Transportation Planning Organization	Mr. Hipple
Hampton Roads Transportation Accountability Commission	Mr. Hipple
School Liaison	Mr. Hipple Ms. Larson
Historic Triangle Collaborative	Ms. Larson
Economic Development Authority Liaison	Ms. Larson
Williamsburg Area Destination Marketing Committee	Mr. Onizuk
Williamsburg Land Conservancy	Mr. Onizuk
Greater Williamsburg Chamber and Tourism Alliance	Mr. Onizuk
Virginia Peninsula Regional Jail Authority	Mr. McGlennon
High Growth Coalition	Mr. McGlennon
Williamsburg Area Medical Assistance Corp (WAMAC)	Mr. McGlennon
Hampton Roads Military and Federal Facilities Alliance	Ms. Sadler
Agricultural and Forestal District Advisory Committee	Ms. Sadler
Greater Peninsula Workforce Development Consortium	Ms. Sadler
Peninsula Council for Workforce Development	Ms. Sadler

**D. BOARD CONSIDERATION(S)**

1. Appointment - Interim County Attorney

A motion to Approve was made by Mr. Onizuk and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

Mr. Hill gave an overview of the memorandum and resolution included in the Agenda Packet.

Mr. Hill asked the Board for direction on the hiring process for a new County Attorney.

Mr. Hipple stated that the County Attorney is hired and fired by the Board and works for the Board. However, on a daily basis, it is difficult for the Board to judge the performance of the County. So, previously, the Board asked the County Administrator to have oversight over the County Attorney and to report back to the Board on job performance. The Attorney does not report to the County Administrator. He also briefly discussed the hiring process for the County Attorney that was used last year.

General discussion ensued about the hiring process. Mr. McGlennon recommended having a Board member serve on the committee with other staff that will be reviewing applications and narrowing down the field to the top candidates. At that point, all Board members will meet with the candidates and make a decision on the hiring.

Mr. Onizuk agreed with the recommendation from Mr. McGlennon, but stipulated that all the applications be available to the Board should it desire to review them.

Ms. Sadler and Ms. Larson agreed with the recommendations as well.

Mr. McGlennon and Ms. Larson agreed to serve on the review committee with staff.

Mr. Kinsman noted that because the Board is designating a subcommittee, all the meetings of that subcommittee will be subject to FOIA and require advertising and minutes to be taken.

2. Temporary Williamsburg Regional Library Board of Trustees Appointment

A motion to Approve was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

Mr. Kinsman gave an overview of the memorandum included in the Agenda Packet. He recommended that the Board of Supervisors appoint Ms. Tara Woodruff, director of budget and accounting division, to the WRL Board of Directors, effective immediately. This appointment shall continue until his legal conflict is resolved, at which time Mr. Kinsman shall resume his duties on the WRL Board of Directors.

3. WATA Appointments

A motion to Approve was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

Mr. Kinsman gave an overview of the memorandum included in the Agenda Packet. He recommend that the Board of Supervisors appoint Mr. Paul Holt, Planning Director, to fill the balance of his unexpired term, effective January 4, 2016. In addition, the Board may appoint two alternate members to serve on the WATA Board should either of the two regular members be unable to attend a meeting.

He also recommended that the Board appoint Ms. Grace Boone, assistant director for General Services, and Mr. John Galganski, assistant fire chief, to serve as alternate WATA Board members.

4. Appointment - Director of Emergency Management

A motion to Approve was made by Mr. Onizuk and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

Mr. Kinsman gave an overview of the memorandum and resolution included in the Agenda Packet.

5. Bank Resolution Amendment

A motion to Approve was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

Mr. Kinsman gave an overview of the memorandum and resolution included in the Agenda Packet.

6. Release of New County Website

Mr. Hill announced the launch of the new County website. He introduced the staff members involved in the development of the new website, Mr. Patrick Page, Ms. Tina Colonna and Mr. Chris Coleman.

A tutorial and preview of the new website was then shown to the Board.

The Board thanked staff for all of their hard work.

**E. CLOSED SESSION**

**F. BOARD REQUESTS AND DIRECTIVES**

General discussion ensued on how the Board operates, how the Board interacts with the County Administrator (the position not the person) and how does the Board interact with staff. There was a consensus on being transparent, on allowing the County Administrator to manage his team and the day-to-day operations with the overall direction of the Board, and on having a fair dissemination of information. The creation of the agenda was discussed and the process explained for meeting with the County Administrator prior to the Board meeting to discuss the agenda items.

Mr. Hill asked for the Board to give its opinion on the signing of the Urban Crescent Letter of Support of Education Funding that is being sent to the State.

The Board voiced its agreement to the letter and authorized Mr. Hill and Mr. Hipple to sign it.

The Board generally agreed to the weekly synopsis email from Mr. Hill, but did request that important or time-sensitive issues be communicated as necessary.

1. Agenda Format Discussion

Ms. Sadler questioned the idea of the Public Caucus that Mr. Hill brought up last year and asked him to explain how it would work.

Mr. Hill briefly described the Public Caucus and how it allows for the Board to engage with individual citizens that bring issues to the Board. He stated that it also allows the Board to engage with each other.

Ms. Sadler asked if it was something that could be done on a trial basis, to see if it is compatible with the Board and the citizens.

Mr. Hill stated that he will accommodate whatever the Board desires.

General discussion ensued about the format of the agenda, the sign up process and public comments being germane to the work of the Board.

It was stated that the Board meeting system is set up to deter the "on the fly" type of decision making. The concern of the Public Caucus is that the citizens would be expecting an answer on the spot and that is not always feasible as information and research needs to be gathered before making an informed decision.

General discussion ensued regarding Public Comment.

Ms. Larson stated that she does not feel like she understands the Public Caucus enough to say yes or no to the change in agenda. She also does not feel like she has had the ability to experience the agenda format as a Supervisor and does not feel ready to make a decision on what works and what does not. She asked if this discussion could be tabled until after a few meetings.

Mr. Hipple stated yes. He recommended that the Board could reevaluate the agenda format in March and that would allow Ms. Larson and Ms. Sadler time to evaluate the format from the dais.

Mr. Kinsman clarified that the desire of the Board is to revisit the agenda format discussion at the March work session.

The Board voiced its agreement.

Mr. Hipple welcomed Ms. Sadler and Ms. Larson to the Board. He stated that he will be sending out an email asking each Supervisor to give him a list of topics or goals that they would like to see the Board accomplish throughout the year.

**G. ADJOURNMENT**

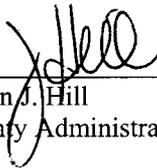
1. Adjourn until 6:30 p.m. on January 12, 2016

A motion to Adjourn was made by Ms. Larson and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

At 5:37 p.m., Mr. Hipple adjourned the Board.

  
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Bryan J. Hill  
County Administrator