

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 4, 2021
4:00 PM

A. CALL TO ORDER

ADOPTED

B. ROLL CALL

JAN 26 2021

Michael J. Hipple, Vice Chairman, Powhatan District
Ruth M. Larson, Berkeley District
P. Sue Sadler, Stonehouse District
John J. McGlennon, Roberts District
James O. Icenhour, Jr., Chairman, Jamestown District

Board of Supervisors
James City County, VA

Scott A. Stevens, County Administrator
Adam R. Kinsman, County Attorney

C. ORGANIZATIONAL MEETING

At approximately 4:01 p.m., Mr. Icenhour recessed the Board of Supervisors organizational meeting for the James City Service Authority Board of Directors organizational meeting.

At approximately 4:09 p.m., Mr. Icenhour reconvened the Board of Supervisors organizational meeting.

Mr. Icenhour requested a motion to amend the agenda under Board Considerations with the addition of a second item. He noted the item was a resolution named Owner Applications which addressed rezoning issues.

A motion to Amend the agenda was made by John McGlennon, the motion result was Passed.

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

1. Organizational Meeting

Mr. Icenhour sought a motion for the appointment of the Chairman for the upcoming year.

Ms. Sadler thanked Mr. Icenhour for his service to the Board.

A motion to Appoint Michael Hipple as Chairman was made by Sue Sadler, the motion result was Passed.

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

Mr. Icenhour passed the gavel to his successor. Mr. Icenhour thanked his fellow

Board members for the opportunity to serve as Chairman, particularly during 2020.

Mr. Hipple thanked Mr. Icenhour for his service. He then sought nominations for the Vice Chairman position.

A motion to Appoint Sue Sadler as Vice Chairman was made by Ruth Larson, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Hipple sought a motion to Adopt the resolution addressing the meetings and times associated with the Board's 2021 calendar. He noted the Board's Retreat meeting time was not confirmed yet. He asked Ms. Larson for an update.

Ms. Larson noted she would contact her fellow Board members for Retreat dates.

Mr. McGlennon made the motion on the Board's 2021 calendar, noting a time change of 1 p.m. for the second meeting of the month, which is the Work Session.

Ms. Larson expressed concern over schedule conflicts and noted some flexibility might be needed. She further noted she had spoken with Mr. Kinsman about protocol if meeting times needed to be adjusted.

Mr. Hipple noted the 1 p.m. meeting time allowed for the Board to work on more County items. He further noted it allowed the Board for time to also work with staff.

A motion to Adopt the 2021 calendar was made by John McGlennon, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

2. Supervisor Seats for Regional Boards and Commissions

A motion to Enter a Closed Session was made by Ruth Larson, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Hipple noted discussion on the various Boards and Commissions would take place during Closed Session.

At approximately 4:15 p.m., the Board of Supervisors entered a Closed Session.

At approximately 4:27 p.m., the Board re-entered Open Session.

A motion to Certify the Board only spoke about those items indicated that it would speak about in Closed Session was made by John McGlennon, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

A motion to Approve the list of Supervisor Seats for Boards and Commissions was made by James Icenhour, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Icenhour noted the list of Supervisors and their respective Boards or Commissions.

Board/Commission Committee Board Member 2021

- Community Action Agency: Ms. Charvalla West to serve in lieu of a Board member with a term expiration of 9/25/2022
- Hampton Roads Military & Federal Facilities Alliance(HRMFFA): Michael Hipple
- Hampton Roads Planning District Commission (HRPDC): James Icenhour
- Hampton Roads Transportation Planning Organization (HRTPO): James Icenhour
- Hampton Roads Transportation Accountability Commission (HRTAC): Michael Hipple
- School Liaison: Ruth Larson and John McGlennon
- Agricultural and Forestal (AFD) Advisory Committee: Sue Sadler
- Economic Development Authority (EDA): Sue Sadler
- Williamsburg Tourism Council: Ruth Larson
- Community Services Board of Directors: Barb Watson - representative until 1/1/2023
- Greater Peninsula Workforce Board: John McGlennon
- Virginia Peninsula Regional Jail Authority: Sue Sadler
- Historic Virginia Land Conservancy: John McGlennon
- Greater Williamsburg Business Council: James Icenhour
- High Growth Coalition: John McGlennon
- Williamsburg Area Medical Assistance Corp (WAMAC): Ruth Larson

3. Seating Assignments

Mr. Hipple noted he would move next to the County Administrator in order on the dais. He further noted numbers would be drawn for positions two through five.

The seating assignments were:

1. Hipple
2. McGlennon
3. Larson
4. Icenhour
5. Sadler

D. BOARD CONSIDERATION(S)

1. Grant Award - COVID-19 Municipal Utility Relief Program - \$315,872

A motion to Approve was made by James Icenhour Jr, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Ms. Sharon Day, Director of Financial and Management Services, addressed the Board noting the earlier announcement of James City Service Authority's award of

\$315,872 of federal Coronavirus Aid, Relief, and Economic Security Act funds. She noted the funds would provide economic relief to eligible utility customers and provided the details of the program. Ms. Day further noted staff recommended adoption of the resolution.

2. Owner Applications

A motion to Approve was made by James Icenhour Jr, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Icenhour noted this resolution was drafted by the County Attorney at the request of the Board with respect to the Comprehensive Plan. He further noted the resolution addressed no active consideration on new land zoning cases by the Board of Supervisors until the Comprehensive Plan was "refreshed." Mr. Icenhour noted the Comprehensive Plan was the guiding document for the Board's land use decisions. He further noted current land applications would be heard as well as government properties seeking rezoning, but other applications would be held until completion of the Comprehensive Plan.

Mr. Hipple asked if there were any questions.

Ms. Larson asked Mr. Kinsman if this action had been done previously, specifically in consideration of the previous Comprehensive Plan.

Mr. Kinsman noted he did not know. He further noted other localities had done this action in the past. Mr. Kinsman noted it was within the Board's purview to not calendar any such actions for a year, but rather this was an announcement of that Board ability to do so.

Mr. McGlennon noted he did not remember this action being taken previously.

E. CLOSED SESSION

Mr. Hipple noted the Closed Session had occurred earlier in the meeting with the appointments to various Boards and Commissions.

F. BOARD REQUESTS AND DIRECTIVES

Ms. Sadler thanked her fellow Board members and staff for all their efforts in 2020. She noted she was glad it was a new year.

Mr. McGlennon noted the New Year and a better sense of the vaccine roll-out. He further noted getting the vaccines out to people.

Mr. Hipple thanked Mr. McGlennon for his comments. Mr. Hipple noted Fire Chief Ryan Ashe would address the Board later in the meeting with an update on the vaccine roll-out in the County. He further noted there would be an opportunity for the Board to ask questions at that time.

Ms. Sadler noted recent contact with the Honorable Amanda Batten, Virginia House of Delegates, on updates and correspondence. She further noted an email sent to the Board from the Honorable United States Congressman Rob Wittman with

updated Virginia Department of Health information. Ms. Sadler noted the need to stay updated on information and to share it with citizens.

Ms. Larson thanked Mr. Hipple for Chief Ashe's participation in the meeting. She extended New Year greetings and congratulations to her newly elected Board members for their 2021 positions. Ms. Larson noted the passing of Mr. Dan Barner, Athletic Director of Lafayette High School, over the holiday. She further noted he had been a long-time supporter of the community and expressed her condolences.

Mr. Icenhour noted he hoped 2021 was heading in the right direction. He further noted questions from constituents regarding what vaccine group they would be in and other concerns.

Mr. Hipple extended New Year wishes to everyone. He noted his appreciation of his fellow Board members and staff and looking forward to 2021.

1. COVID-19 Vaccine Update

Mr. Hipple welcomed Chief Ashe to address the Board.

Chief Ashe provided an update on the vaccinations. He noted a Virginia website that indicated approximately 400,000 doses had been received, but he did not have an exact distribution of how those doses were allocated across Virginia. Chief Ashe noted the Peninsula Health District had received vaccines and were administering them to Group 1a healthcare workers in the local area, specifically the City of Hampton Fire Department and its Emergency Medical Services (EMS) providers this week. He further noted the Riverside Health Systems has worked with the Peninsular Health District to take care of the other Fire Departments on the peninsula. Chief Ashe noted James City County firefighters started receiving first dose vaccinations early this morning. He further noted the focus was on providing vaccinations for the Group 1a, which is comprised of all healthcare providers and long-term healthcare facilities. Chief Ashe noted the Centers for Medicaid Services, commonly known as CMS, was partnering with commercial pharmacies CVS and Walgreens to assist in the process. He further noted weekly checks on the long-term facilities with the County's Department of Social Services and EMS, adding the process would hopefully start in the next few weeks at County facilities. Chief Ashe noted 26,000 healthcare workers in the Peninsula Health District who were not associated with the healthcare system and the focus on those workers who wanted the vaccine as part of the Group 1a. He further noted the Peninsula Health District would then move to Group 1b which was comprised of frontline essential workers and those aged 75 years and older. Chief Ashe noted Group 1b had not started yet as Group 1a had not been completed. He noted the analogy to the springtime COVID-19 testing and availability was similar to the vaccination schedule. Chief Ashe noted the Virginia Department of Health (VDH) thought the transition to the Group 1b would begin in the next few weeks. He further noted this group included firefighters who were not EMS providers, Police officers, 911 dispatchers, other essential County government staff, and some essential staff at other facilities. Chief Ashe noted the Centers for Disease Control's (CDC's) criteria for essential worker groups. He further noted later this week or next week, Virginia was hoping to have a clearer interpretation of essential worker as defined in Group 1b, particularly in relation to local businesses. Chief Ashe noted the VDH Board was working through definitions to the different groups. He further noted the 65-74 age group or the 16-64 with a preexisting condition constituted the next group. Chief Ashe noted the VDH felt the third vaccine from Astra-Zeneca could be available then to distribute

to assist in the vaccination process. He further noted that the possibility of commercially available vaccinations could be at CVS, Walgreens, or other pharmacies at that time and would also aid in the process. Chief Ashe noted there was unknowns regarding timeline, staffing needs, and number of available vaccines. He further noted the Peninsula Health District planned to open four vaccination clinics with one in the City of Hampton, one in the City of Newport News, one in James City County which will also serve the City of Williamsburg and upper York County, and one in the lower York County area. Chief Ashe noted the Williamsburg facility was slated to open third, but details were still being addressed. He further noted there was currently no sign-up availability for the vaccine, but added reaching out to your doctor's offices if you are in one of the high-risk groups. Chief Ashe noted the VDH has indicated it will have a registration system where individuals will be able to register for appointments and the steps of that process. He further noted the frustration, but added the vaccinations had started.

Ms. Sadler asked the timeline between the first and the second doses.

Chief Ashe noted that depended on which vaccine an individual received. He further noted for the Pfizer vaccine, it was 21 days for the second dose. He noted the Moderna vaccine was 28 days for the second dose.

Ms. Sadler asked if the Astra Zeneca was the refrigerated vaccine and not the deep freeze.

Chief Ashe noted he was not sure, but he would research the question. He further noted that vaccine had been released in Europe and the United States was awaiting the Federal Drug Administration approval.

Ms. Sadler asked how tracking would work if an individual went to CVS for the first dose in relation to the timeline for the second dose.

Chief Ashe noted some questions would be addressed with the specific commercial pharmacies. He further noted he received his first dose that morning and received a card from the CDC with the vaccine information. Chief Ashe noted his follow-up appointment was scheduled on-site while he was at Riverside Doctors' Hospital. He further noted he felt the process would be similar, but added the CDC had indicated the second dose could be at a different location, but that was fine. Chief Ashe noted the importance centered on receiving the same vaccine for the second dose. He further noted he was unsure if commercial pharmacies would require the second dose also take place there.

Ms. Larson asked about the different locations. She noted the two-part shingles vaccination process. She further noted the location where she received the first vaccination indicated it would hold the second dosage aside upon shipment delivery for her return within a particular timeline. Ms. Larson questioned how that could impact various locations for the second vaccine and tracking that data. Ms. Larson noted commercial pharmacies were familiar with this process.

Chief Ashe noted the VDH had a registration system that logged the individual's vaccination information. He further noted a phasing aspect to the timing, with a resupply becoming available for anticipated second vaccinations.

Ms. Larson questioned why individuals would not return to the original vaccination location.

Chief Ashe noted the majority of people probably would return to the original location for the second dose. He further noted the follow-up appointment for the second vaccine was made at the time of the first to monitor the needed future doses.

Ms. Larson noted other localities seemed to be further along in the vaccination process. She asked if that point had been discussed. She further noted the process of volunteering and information on that point.

Chief Ashe noted that would be a question for the VDH. He further noted reviewing the Memorandum of Understanding and training, but added County EMS was familiar with this type of injection in their field work on a regular basis. Chief Ashe noted the skill itself had been performed many times, adding review of the specifics for a vaccination clinic was ongoing. He further noted videos and online training recommended by the CDC as well as state requirements. Chief Ashe noted staffing and the Peninsula Health District's intention to provide enough staff for a seven-day clinic availability at each of the four centers. He further noted the District was also reviewing these clinics remaining open over the next year for vaccinations.

Mr. McGlennon asked about eligible County EMS and other staff and the willingness to receive the vaccination.

Chief Ashe noted firefighters specifically had been asked several weeks prior who would want to receive the vaccination now, who wants to wait, and who was uninterested in receiving the vaccination. He further noted slightly over 50% wanted to receive the vaccine now and 25-30% who wanted to wait to see after others received the vaccine. Chief Ashe noted additional names have appeared since the registration for the vaccine began and more information on the vaccine and its science are widely available. He further noted contact with other localities' Fire Departments and minimal reaction to vaccines, though he added different reactions for people could be noted. Chief Ashe noted the vaccine was a personal choice. He further noted after researching the science behind the vaccine, he felt it was safe and he was comfortable receiving it.

Mr. Hipple noted people referencing some discomfort after the second vaccine. He questioned the scheduling impact if staff was absent after the second dose.

Chief Ashe noted he had requested staff to receive their vaccinations on days they were not scheduled to work and particularly during their multi-day breaks in the work rotation. He further noted staff had been encouraged to participate off-duty, adding the 21-day cycle worked well with the department's three-week cycle. He noted some challenges with the 28-day vaccination and the request to staff to schedule the 21-day vaccination. Chief Ashe noted timing factors had been considered in the staffing needs and scheduling. He further noted the focus on staff interested in receiving the vaccinations and the ability to do so in the correct timeframe.

Mr. Hipple noted some of the larger local medical facilities might be available to dispense the vaccinations in the upcoming months.

Chief Ashe noted that had been the case with some of those facilities assisting with the COVID-19 testing earlier. He hoped that type of community engagement would continue for the vaccinations.

Mr. Hipple asked about the vaccination temperature and relocation implications to effectiveness.

Chief Ashe noted the Pfizer vaccination required an ultra-cold freezer. He further noted Moderna was similar, but that six hours seemed to be the usage time once the vaccine was removed from the freezer. Chief Ashe noted staff reviewed the appointments and removed the necessary number of vaccines based on that schedule.

Mr. Hipple thanked Chief Ashe for the update.

Chief Ashe noted this had been an ongoing discussion with the Peninsula Health District when COVID-19 began. He further noted future planning throughout the year and the weekly communication with the Fire Department, local health department, and EMS staff over the past few months.

The Board thanked Chief Ashe.

G. ADJOURNMENT

1. Adjourn until 5 p.m. on January 12, 2021 for the Regular Meeting

A motion to Adjourn was made by Ruth Larson, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 5:02 p.m., Mr. Hipple adjourned the Board of Supervisors.


Deputy Clerk