

A special meeting of the Board of Supervisors of Albemarle County, Virginia, was held on Wednesday, May 29, 2024, at 8:30 a.m. in Peter Jefferson Room A at the Hilton Garden Inn, 1793 Richmond Road, Charlottesville, VA, 22911. This meeting was called by the Chair, Mr. Jim Andrews, to allow a quorum of Board members to convene an open meeting to consider, discuss, and take action on the following: (1) Call to Order, (2) Introductions and Introductory Remarks, (3) Questions for Board Members, (4) Team Building Exercise, (5) Review of Facilitator Interviews with Board Members, (6) Review of the Board's Operating Guidelines, Policies, and Rules of Procedure, (7) Wrap-Up, and (8) Adjournment.

BOARD MEMBERS PRESENT: Mr. Jim H. Andrews, Mr. Ned Gallaway, Ms. Beatrice (Bea) J.S. LaPisto-Kirtley, Ms. Ann H. Mallek, Ms. Diantha H. McKeel, and Mr. Michael Pruitt.

BOARD MEMBERS ABSENT: None.

OFFICERS PRESENT: County Executive, Jeff Richardson; County Attorney, Steve Rosenberg; and Clerk, Claudette Borgersen.

Agenda Item No. 1. Call to Order. The meeting was called to order at 8:30 a.m. by the Chair, Mr. Jim Andrews.

Agenda Item No. 2. Introductions and Introductory Remarks

Mr. Andrews introduced staff present and the consultant, Mr. Kimball Payne, Executive Manager with Berkley Group. He turned the retreat over to Mr. Payne.

Agenda Item No. 3. Questions for Board Members

Mr. Payne thanked Mr. Andrews and referred to the day's working agenda. He suggested goals and ground rules for the retreat as follows:

- Work as a team and develop consensus
- Build stronger relationships
- Review the Board's Operating Guidelines
- Review Board Policies
- Review the Board's Rules of Procedure
- Determine if any changes are appropriate to consider

Mr. Payne asked if the agenda, goals, and ground rules were consistent with the Board's expectations and were acceptable. They were accepted unanimously by the Board.

Mr. Payne asked the Board members what they hoped to accomplish by the end of the retreat. Responses were written on flip charts. Some shared goals included helping the Chair to do his job better; to discuss different views and come to shared understanding and agreement, to seek consensus; to learn more about each other, what they are thinking and promote good communications; to reaffirm, and change if appropriate, the Rules of Procedure; to reinforce that the Board acts as a body, with all Board members being equal but without individual authority; and, to foster better staff/Board relationships.

Agenda Item No. 4. Team Building Exercise

Mr. Payne led the Board through a team building exercise by asking that each Supervisor respond to the following questions:

1. Tell your colleagues something about yourself that they don't know.
2. What strengths do you bring to the Board of Supervisors team?
3. What two things might people find challenging when working with you?
4. What legacy do you want to leave?

The Board members took part in the team building exercise. After the Board's discussion, Mr. Payne asked staff present to contribute their responses as well.

Non-Agenda Item. **Recess.** The Board adjourned its meeting at 10 a.m. and reconvened at 10:10 a.m.

Agenda Item No. 5. Review of Facilitator Interviews with Board Members

Mr. Payne asked the Board to shift its attention to its Operating Guidelines, Policies, and Rules of Procedure. He pointed out that, during his pre-retreat interviews with the Supervisors, issues were raised regarding provisions of the Operating Guidelines, Policies, and Rules of Procedure that possibly needed clarification or amendment. He reviewed what he called the "common themes," issues raised by more than one Board member during the interviews.

Mr. Payne asked the Board to consider the following questions to focus a review of the Operating Guidelines, Policies, and Rules of Procedure.

- What is working?
- What is not working?
- Is anything missing? Are there other issues that should be addressed?
- What revisions might be considered to improve efficiency and effectiveness?

Agenda Item No. 6. Review of the Board of Supervisors Operating Guidelines, Policies, and Rules of Procedure

Item No. 6.a. Operating Guidelines

Mr. Payne lead a discussion regarding the Operating Guidelines that was signed by the Board Members in January. The Board expressed general satisfaction with the document and discussed their concerns.

The County Executive contributed to the discussion regarding when it is appropriate for Board members to reach out to staff members directly and it was decided that it is best if the Board members contact department heads or executive leadership above the department head level in the chain of command.

Recess. The Board adjourned its meeting at 12:06 p.m. and reconvened at 12:17 p.m.

Agenda Item No. 6. Review of the Board of Supervisors Operating Guidelines, Policies, and Rules of Procedure, *continued*.

Item No. 6.b. Policies

Mr. Payne reported that he had heard some concern during the interviews with Supervisors about the large number of boards, commissions, and committees to which the Board made appointments. He said questions were raised about possible duplication of effort, the continued relevance of some committees, and the challenge of keeping full rosters of appointed citizens on boards, commissions, and committees.

There was a discussion among the Board members and Mr. Payne regarding how best to manage Boards and Commissions. Board members expressed a desire for greater clarity in the role of boards, commissions, and committees in the development of policy and also indicated an interest in providing for some form of recognition of the volunteer service of citizens on the appointed bodies. At the conclusion of the discussion, the Board agreed to take a more focused look at its appointed boards, commissions, and committees during that year's review of annual Boards and Commissions reports in the fall.

Item No. 6.c. Rules of Procedure

The Board discussed several matters regarding the Rules of Procedure including the procedure for addressing proclamations proposed by residents. During the ensuing discussion it was pointed out that most requests for proclamations were currently coming from County staff, rather than from a Supervisor or a citizen, and that the Rules of Procedure did not address how to handle such requests coming directly from citizens. With respect to proclamations initiated by citizens, Mr. Payne asked if there was an online form with guidelines for citizens to use when requesting a proclamation and was advised there was not. He said that he had come upon such a form when doing some research on the City of Roanoke and offered to share it with the Clerk. The Board agreed to review that information and consider changes to the procedure.

The Board discussed how individual Supervisors bring new issues or initiatives to the Board for consideration. Mr. Payne pointed out that most new issues would probably require some staff work to frame the issue and identify alternative responses and potential consequences. He was informed that the past practice had been not to act immediately on a new proposal but to determine if the Board wanted staff to explore the issue and bring back information at a future meeting. There was an acknowledgement that this practice might not be clear to new Supervisors and agreement that it should be a point of emphasis in the onboarding process for new Board members

The Board discussed their rules regarding matters from the public and the limit to ten speakers. Mr. Payne asked if the purpose of the 10 speaker rule was to help manage the length of the meeting by establishing a time limit on public input. He said this was one solution and offered alternatives to consider. There was a short discussion on what topics the Board would consider from the public and whether it was appropriate to try to limit public input to only those matters of local concern where the Board had the authority to act.

Agenda Item No. 8. Wrap-up and Closing Remarks.

The Board thanked Mr. Payne for facilitating the retreat.

Agenda Item No. 9. Adjourn to June 5, 2024, 1:00 p.m., Lane Auditorium

At 1:12 p.m., Mr. Andrews adjourned the meeting to June 5, 2024, at 1:00 p.m. in Lane Auditorium.

Chair

Approved by Board
Date: 08/20/2025
Initials: CKB