

An adjourned meeting of the Board of Supervisors of Albemarle County, Virginia, was held on March 17, 2020, at 3:00 p.m., Room 241, County Office Building, McIntire Road, Charlottesville, Virginia. This meeting was adjourned from March 11, 2020.

PRESENT: Mr. Ned Gallaway, Ms. Beatrice (Bea) J. S. LaPisto-Kirtley, Ms. Ann H. Mallek, Ms. Diantha H. McKeel, Ms. Liz A. Palmer, and Ms. Donna P. Price.

ABSENT: None.

OFFICERS PRESENT: County Executive, Jeffrey B. Richardson, Deputy County Executive, Doug Walker, County Attorney, Greg Kamptner, Clerk, Claudette K. Borgersen, and Senior Deputy Clerk, Travis O. Morris.

Agenda Item No. 1. Call to Order. The meeting was called to order at 3:00 p.m., by the Chair, Mr. Gallaway.

Introductions. Mr. Gallaway introduced staff present and the presiding security officer, Jason Frieshtat.

Mr. Gallaway said there was an amended schedule for the day, with some action items that the Board would need to take care of before moving to the COVID-19 update and the budget scheduled topic.

Agenda Item No. 2. **Action Item** – Resolution Confirming the County Executive's Declaration of a Local Emergency.

Ms. LaPisto-Kirtley **moved** to adopt the resolution. Ms. McKeel **seconded** the motion. Roll was called and the motion carried by the following recorded vote:

AYES: Mr. Gallaway, Ms. LaPisto-Kirtley, Ms. Mallek, Ms. McKeel, Ms. Palmer, and Ms. Price
NAYS: None.

**RESOLUTION CONFIRMING THE COUNTY EXECUTIVE'S
DECLARATION OF A LOCAL EMERGENCY
(COVID-19 Virus)
(Virginia Code § 44-146.21)**

WHEREAS, the County Executive is designated as the Director of Emergency Management for the County of Albemarle; and

WHEREAS, the World Health Organization characterized the spread of the COVID-19 virus as a pandemic on March 11, 2020; and

WHEREAS, the Governor declared a state of emergency on March 12, 2020 related to the COVID-19 virus; and

WHEREAS, the COVID-19 virus and its continued spread pose an imminent threat to the public health and safety of the residents of Albemarle County, and the consequences of the virus are of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate any potential damage, hardship, suffering, or possible loss of life; and

WHEREAS, because of the imminent threat to the public health and safety to the residents of Albemarle County arising from the COVID-19 virus, County Executive Jeffrey B. Richardson, acting in his capacity as the Director of Emergency Management, declared a local emergency on March 12, 2020 pursuant to Virginia Code § 44-146.21; and

WHEREAS, given the Governor's declaration on March 12, 2020 and the immediate need for local emergency actions to begin, the Albemarle County Board of Supervisors could not timely convene to give its prior consent to the County Executive's declaration.

NOW THEREFORE, BE IT RESOLVED, that the Albemarle County Board of Supervisors confirms the declaration of a local emergency by the County Executive on March 12, 2020.

Agenda Item No. 3. **Action Item** – Resolution Ratifying Authorization for the County Attorney to Request A Formal Advisory Opinion from the Attorney General.

Ms. Mallek **moved** to adopt the resolution. Ms. Palmer **seconded** the motion. Roll was called and the motion carried by the following recorded vote:

AYES: Mr. Gallaway, Ms. LaPisto-Kirtley, Ms. Mallek, Ms. McKeel, Ms. Palmer, and Ms. Price
NAYS: None.

**RESOLUTION RATIFYING AUTHORIZATION FOR THE COUNTY ATTORNEY TO REQUEST A
FORMAL ADVISORY OPINION FROM THE VIRGINIA ATTORNEY GENERAL**

WHEREAS, in light of the Governor's declaration of a state of emergency and the County Executive's declaration of a local emergency related to the COVID-19, time was of the essence for the County Attorney to request a formal advisory opinion from the Virginia Attorney General pertaining to the Board of Supervisors' powers and procedures during the emergencies; and

WHEREAS, the County Attorney polled the Supervisors on March 16, 2020 to obtain permission to make the above-referenced request and each Supervisor independently gave that permission.

NOW THEREFORE, BE IT RESOLVED, that the Albemarle County Board of Supervisors ratifies its authorization for the County Attorney to request a formal advisory opinion from the Virginia Attorney General.

Agenda Item No. 4. **Action Item** – Emergency Ordinance to Extend Certain Deadlines in County Code Chapter 15, Taxation.

Mr. Kamptner said because of the Executive Summary of the Ordinance was not finalized until around midday, he did have one slide. He said this was an emergency ordinance, and its sole purpose was to extend the application deadline for those who want to apply for the tax exemption for the elderly and disabled. He said the reason for extending the deadline to May 16 is to ensure that the application pool does not feel obligated to come down to the County Office Building during the time of the COVID-19 virus, and also because a significant number of Finance staff are working from home.

Mr. Kamptner said to relieve the applicants of the burden, the deadline would be extended to May 16. He said they do anticipate coming back to the Board with a regular, noticed ordinance between now and then. He said there were also some other deadlines, particularly in Chapter 15 (the tax chapter) that they may be coming to the Board as those other deadlines may come up. He said staff recommends approval.

Ms. McKeel asked if there was a way of notifying the people who have received this. She said it sounded like they would be notifying the people who have applied for this in the past.

Ms. Palmer said she received a question earlier today about it being the same if they were renewing the application (i.e. mailing it in as usual), and that this was more for the people who are applying for the first time who have to come in.

Mr. Kamptner said he was not fully familiar with the process. He said his sense was that first-time applicants have the meeting with finance staff.

Ms. Palmer said she assumed that this was for first-time applicants, as they would have to actually physically come in.

Ms. Jian Lin, Chief of Revenue Administration, said this is for the renewal of the applications. She said the new ones were on November 1, before that.

Ms. McKeel said this was the reason they could contact the people who were in the program before, to give them a heads up.

Ms. Lin replied yes, noting that the County has a list of people who haven't filed who they can contact.

Ms. Palmer said when she was speaking to someone that day who has a lot of contact with the elderly through her church, she got the question of if this was mailed in anyway, people were expected to come in for some reason was this was just a matter of mailing the renewal?

Ms. Lin replied yes, noting there are two different groups. She said this is a three-year cycle, so for those who have been approved at the beginning of the cycle, they can sign and send in a one-sheet recertification. She said staff then enters the information in. She said another group is once they pass the three-year cycle, at the beginning of the cycle (which was this year), they have to send in all the financial documents, as there could be a change in their income and assets. She said some of the seniors like to bring in their information, and that was why they were extending the deadline.

Ms. Palmer asked if when this is finalized, it will be very clear in the notice about the three-year cycle and one-year (renewals).

Ms. Lin said this is only sent to the people who are on the renewal cycle. She said when they are up for a full renewal application, those people are sent a different type of communication for the recertification. She said within the three-year cycle, a different batch of communication is sent.

Ms. Palmer asked if the Board would get this communication when it is finalized so that they can talk to constituents about it and answer questions.

Ms. Mallek said referring them to Ms. Lin would be the best thing to do to answer those

questions.

Ms. Palmer mentioned the dates.

Ms. Lin said the dates currently were all still April 1, which is why they were proposing to extend it.

Mr. Gallaway asked if there is a need to extend the deadline past the current one, based on judgment or information down the road, what the next step would be for that.

Mr. Kamptner said his proposal would be to come back to the Board, either at their April 15 or May 6 meeting, and have another ordinance that would extend the deadline and have a public hearing.

Ms. Price said that in addition to everything else that County staff and the County Attorney's Office needs to do right now, she recognizes that adding an additional thought is complex. She presumed that staff will be looking to compile a list of similar deadlines on which the Board may need to take some kind of action on in order to provide additional leeway for Albemarle County citizens in light of the present situation.

Ms. Price said she also recognizes that there will be some expense incurred each time the Board has to do a mailing, and that the amount of the expense will vary, dependent upon the number of individuals who have to be notified. She said the sooner they can identify these sorts of deadlines and the delays they may want to impose, the more efficient and less expensive this process could be.

Ms. Price said she has seen that utilities in the State now have been directed not to terminate services during this time period, and she expects that the County staff will recognize the same sort of situation, if anyone were to be late on a filing, and give as much latitude as possible for individuals so they are not penalized by missing a deadline that has been changed. She said she was confident that the County would do that.

Ms. Mallek pointed out they could do this where the County has authority, which has been a problem.

Ms. Price said she understood.

Mr. Kamptner said they were getting questions from departments who are looking at things that the County Executive can do as Director of Emergency Management. He said administratively, there are some things that would require an ordinance change, or that they cannot do at this point. He said they will be paying attention to any executive orders that might be coming from the Governor's office, which could change things, and that the request for the formal opinion from the Attorney General, depending on how this is answered, will provide some additional clarity to what the Board can and cannot do as far as adjusting for this current situation.

Ms. Price said she knew that Mr. Kamptner has already been very proactive in seeking guidance on flexibility that the law will allow, and that Mr. Richardson and County staff have been doing the same thing to the betterment of the community.

MOTION: Ms. Price **moved** to adopt the ordinance. Ms. Mallek **seconded** the motion. Roll was called and the motion carried by the following recorded vote:

AYES: Mr. Gallaway, Ms. LaPisto-Kirtley, Ms. Mallek, Ms. McKeel, Ms. Palmer, and Ms. Price
NAYS: None.

EMERGENCY ORDINANCE NO. 20-E(1)

AN EMERGENCY ORDINANCE TO AMEND ARTICLE 7, REAL PROPERTY TAX, OF CHAPTER 15, TAXATION, OF THE COUNTY CODE TO EXTEND AN APPLICATION DEADLINE

BE IT ORDAINED by the Board of Supervisors of the County of Albemarle, Virginia, that County Code § 15-711 is amended to extend the April 1 deadline to file an application for the real property tax exemption for certain elderly and disabled persons to May 16, and all other references in County Code § 15-711 to April 1 are changed to May 16.

This emergency ordinance is effective immediately and expires at 11:59 p.m. on May 16, 2020. Upon expiration, County Code § 15-711, as it existed prior to the adoption of this emergency ordinance, shall continue in effect.

State law reference – Va. Code §§ 15.2-1427(F), 58.1-3213.

Agenda Item No. 5. **Discussion Item** – COVID-19 Planning and Preparedness Update.

Dr. Denise Bonds, Thomas Jefferson Health District, said she was glad to see plastic bags on the chairs and so few people, in keeping with both the President's and the Governor's request to keep the meeting size down.

Dr. Bonds said currently in Virginia, they are aware of about 1,020 tests that have been conducted. She said there are 67 positives spread across the State, and that they have had their first positive in Charlottesville. She said there have been two deaths of individuals who contracted the COVID-19 virus.

Dr. Bonds said a number of measures have been put in place at the State, including restrictions on gatherings and encouraging people to stay home.

Dr. Bonds said in the United States, there are about 4,200 positive cases with 75 deaths. She said all states are reporting cases except for West Virginia. She said the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands have all also had cases.

Dr. Bonds said in Virginia, there are clusters of cases, noting there is a map with numbers on the VDH website. She said to scroll down to the Corona page at the bottom, which will show clusters in Fairfax and James County. She said this webpage will be updated at noon but did have a bit of lag because the Charlottesville case wasn't reflected until that day.

Dr. Bonds presented a slide that included content from a Washington Post research article that was posted in 2007, which looked at the impact of nonpharmaceutical interventions on the 1918 flu death. She said there are two curves: one for Philadelphia, and one for St. Louis. She said the first dot on each of those curves indicates when the first case of the Spanish Flu was detected in that particular city.

Dr. Bonds said in Philadelphia, it was detected in early September. She said the second dot on the curve line is when they put into effect many social distancing activities such as closing theaters, churches, restaurants, bars, and asking people to stay at home, much like what Virginia was doing now. She said Philadelphia waited about two weeks before they implemented their social distancing, and they had a huge spike in the number of cases in the 1918 flu.

Dr. Bonds said St. Louis, on the other hand, had their first case on October 5 and two days later, they had locked the city down. She said there is a dramatically different curve for this city.

Dr. Bonds said she has these posted all over the Health Department now because the motto is, "Be like St. Louis." She said nonpharmaceutical interventions clearly are effective, and having people distance each other, stay at home, and not go to crowded places will avoid the contact so they do not spread this virus. She said it was effective in the 1918 flu deaths, and they didn't have any reason to believe it won't be effective in this one. She said people must participate in this, urging people to stay home.

Dr. Bonds said people who are in high-risk groups (older people over the age of 60-65, people who have chronic health issues, and people who are immunocompromised) must stay home. She said if they get this virus, they are at a very high likelihood of having a significantly bad outcome.

Dr. Bonds said she was glad that for the most part, people were abiding by this. She said everyone was taking it seriously. She said schools are closed, UVA is closed, and that many restaurants are either closed or moving to a take-out-only model. She applauded them, adding that she absolutely recognizes the economic impact of this. She said she hoped that when this was done, everyone would go out and patronize all those restaurants again. She said right now, in order to be like St. Louis, everyone needs to stay home.

Ms. Palmer said the question she was hearing from people was about what the criteria is currently in this area for getting the test. She said she was hearing that people have been traveling, have a fever, or have a cough, but are told that unless they have had contact with an individual that has tested positive, they cannot get tested. She asked Dr. Bonds to explain the current criteria, adding that it could change.

Dr. Bonds replied that the criteria have changed. She said testing is the biggest bottleneck, as there is a limited number of tests, and this problem has not been solved. She said they keep running into shortages. She said this week, it was a call for anyone to have swabs to do the test, as they were running out of swabs to do this. She reminded that the supply chain is global, and they get many of the things they need from overseas. She said some places are also having their own outbreak, so it is taking a while to catch up.

Dr. Bonds said at the State level, one cannot get tested unless approved, and that the criteria are symptoms and contact with an individual. She said there are commercially available lab tests. She said Lab Corps and Quest both have lab tests available. She said they are also suffering from shortages.

Dr. Bonds said the Health Department was checking that day to see if they could get some tests because they know it's a bottleneck, and they want to solve it. She said Lab Corps told them they could ship five tests. She said she was on a teleconference with the CEO of Mary Washington Hospital, as she is also covering that health district, and that he said he could get 10 tests from Quest. She noted this was for a major hospital. She said this indicates the bottleneck of the testing. She said everyone is making requests to elected officials for more access to testing, urging them to solve the supply chain.

Dr. Bonds said she knows people are frustrated, anxious, and scared. She said her best advice was that if someone has traveled or feels like they have been to a high-exposure area, to stay home and

isolate for 14 days. She said they should contact their doctor if they begin to have symptoms.

Dr. Bonds said people should be tested for the flu, as it is still flu season, and they want to make sure it was not someone who just has a case of the flu. She said this would also require them to stay home. She said there are a number of other respiratory pathogens that individuals can get, and there is a panel that physicians can do called an RVP (Respiratory Viral Panel), which the Health Department would ask them to do as well.

Dr. Bonds said if both of those are negative and people are symptomatic, they can discuss whether it would be appropriate for the State to test them, or if they wanted to use one of their own testing.

Dr. Bonds said in addition to the limited number of actual tests, many physicians will not test because they do not have the protective gear for their staff to test. She said there is a huge bottleneck of appropriate safety gear, including the N95 masks and face shields. She said the Health Department and hospitals are working to relieve that, but at that point in time, they had a limited supply that was being preserved for those high-risk procedures where there is a significant aerosolization, which would result in significant risk to the healthcare provider.

Dr. Bonds said there are bottlenecks in a couple different places. She said the Health Department continues to try to work through them. She said more commercial labs will come online, but that they have to get the supply chain fixed.

Ms. Price said acknowledging the reality of what Dr. Bonds just said, her next question may seem somewhat foolish. She said they should also be working on trying to get community testing centers, which she heard discussion of. She asked if Dr. Bonds could address where they might be on that for their region.

Dr. Bonds replied that at that time, UVA does have a testing site, and that her understanding was that one has to be a UVA patient to utilize that and that there are strict criteria, as they also have a supply issue.

Dr. Bonds said she had heard (though not yet confirmed) that Sentara Martha Jefferson will be setting up a drive-thru testing facility in their covered parking lot. She said this has been done at three other Sentara hospitals in the Tidewater area, where there is currently a cluster. She said she didn't know if this was for people who are affiliated with Martha Jefferson, or if it would be available to any community member.

Dr. Bonds said at the Health Department, they have discussed what it would like for them to stand up a testing center, but she cannot access the State tests as those were reserved for the sickest, and if she cannot get a reasonable supply of Lab Corps test kits, it was not worth the amount of work to go into standing that up. She said they will continue to monitor this.

Dr. Bonds said she thought the resources of the Health Department are likely better spent in contact tracing and for traditional epidemiological duties. She also recognized that testing was a need in the community. She said her preference would always be for the hospitals to fill that role, and though she was helpful they will, the Health Department was trying to come up with a plan if that doesn't happen.

Ms. Price recognized that supply logistics is a major impediment to virtually everything. She said there were several areas in the County where if they could ever get the supplies, they would benefit from having a community testing center. She said the Virginia Department of Health and medical facilities were at least considering how to implement something like that, if and when they can ever get the supplies to run them.

Dr. Bonds said they are meeting as a group, on a regular basis, and she knew that two of her staff members were there at the Incident Management Team meeting and would float this. She said there were representatives from both hospitals there. She said they will see if they come back and say that UVA and Martha Jefferson have recognized a community need and will expand the testing center to include anyone, even people who don't have a physician. She said in that case, she would encourage them to make that available in many areas of the community besides the Charlottesville area.

Dr. Bonds said if for whatever reason that can't happen, the Health Department is trying to determine whether their resources could be expanded to fill that role. She said it is a major drain on her staff, and that she works close to skeleton staffing as it is.

Ms. Mallek said people want a test, so they know if they have to change their life or not.

Dr. Bonds said they have to change their life now.

Ms. Mallek said they have to make them forget about that and say that everyone, regardless of age, has to take this seriously because if people don't, no matter how many tests they get, it won't make any difference.

Dr. Bonds said this was a great point. She said a negative test does not mean that a person will never get this disease. She said it means that at the moment they were tested, they didn't have a burden big enough to be picked up by that particular test. She said it could be that the person has been exposed

and just haven't ramped up enough to pick it up.

Dr. Bonds said people must stay home, and that she couldn't stress it enough. She said even if a person has had a negative test, it doesn't mean they won't be exposed to someone else who is positive. She said the only way they will keep from overburdening the hospitals and ending up in a situation where they have to decide who gets a ventilator is if the curve is flattened so it looks like the St. Louis curve, and this means staying home.

Dr. Bonds said she understands people want to be tested, and that she would like to be able to test more people because it gives the Health Department an idea of what the burden is in the community, and it allows them to see where they are on that curve so that they can know when to plan to loosen things. She said Ms. Mallek was absolutely right that it should not change people's behavior. She urged everyone to stay home to protect vulnerable people such as grandparents, or neighbors on steroids or who have COPD. She said they must protect the citizens.

Ms. LaPisto-Kirtley asked what the Board could do to help Dr. Bonds. She mentioned the supply chain and asked what kind of pressure the Board of Supervisors could apply that could help her. She asked who they should contact that would help her to be able to get the message across that this supply chain is vital to the community and can save lives.

Dr. Bonds replied that this could be shared with federally elected representatives and senators, but that she believed they were all aware of it. She said one thing the Supervisors could do is help to explain to constituents who trust them that while a test is helpful, it may not be the right thing to worry about right now. She said they could help people to begin to develop connections with their neighbors and encourage them to check in on neighbors and make sure they have enough to eat.

Dr. Bonds said the Supervisors can help people understand that there are things they can be doing right now that are useful and important to the community. She asked all the Supervisors to go out to their constituents and encourage that behavior. She said people didn't have to visit others (within the 6-foot distance) but could call them or knock on their doors. She said people can ask others if they want anything from the grocery store, for instance. She said talking to people on the phone was important because people are really lonely right now as well. She said they are a social group and giving people that social connection in a safe way was important.

Ms. LaPisto-Kirtley asked Dr. Bonds if she felt that members of Congress that could influence the President need to be pushed on this issue.

Dr. Bonds replied that the Board could certainly help push that decision up. She said the Health Department does at every opportunity that they get, expressing how critical this is. She said she thinks it is a longer-term issue in regard to how the economy is structured, but that hearing it from multiple stakeholders is helpful.

Ms. Palmer asked, for people who call her and are sick, have been traveling, have a fever and cough, are over 65, are staying home, and have already called the hospital over the weekend but have been told not to go in, what the turnaround time is for the flu test and the RVP. She said she was envisioning her next conversations with people like this and would be urging them to go to their PCP for a flu test.

Dr. Bonds replied that a flu test can be done in the office. She said there are what are called point-of-care flu tests, which is what many providers offer. She said there is also what is called a send-out, which is a test that is sent to a lab. She said most PCPs use a point-of-care (though not exclusively), and those results are received right away. She said an RVP usually has to be sent out to a lab, and that she didn't know what the turnaround time is. She said it probably depends on the lab.

Dr. Bonds said if someone is tested for COVID-19 at the State lab, it is probably about 24-36 hours before they get the results back. She said it depends somewhat on when the courier picks it up, when it hits the lab, and when they are batching things. She said 48 hours would be the outside of that range.

Dr. Bonds said Lab Corps could be similar, perhaps adding another 24-hour period to it. She said her understanding with Quest is that it has to be shipped to the West Coast, which will take longer to get back. She said those test results are not going to come back immediately, and it will take a few days for it to happen. She said if the tests come back faster because the labs have improved their efficiency, that's great, but she didn't want to set those expectations.

Ms. Mallek said Dr. Bonds' phone must be ringing off the hook.

Dr. Bonds said it was amazing. She said they do have a hotline that people can call. She said the number one question is about where to get tested, and unfortunately, there is no great answer for that. She said the hotline is 434-972-6261, and is manned from 8:00 a.m. until 4:30 p.m., currently. She said they were trying to hire some staff to help man that phone line, and if they can get some people onboard, they will extend the hours to evening and perhaps some Saturday morning hours.

Mr. Gallaway said staffing ahead of a crisis, in terms of hospital and public safety people, was always interesting. He asked when the CDC comes out with protocols to follow (e.g. mask usage, aerosolization), if those protocols that go to hospitals are mandatory, or guidelines that the hospital

makes decisions on based on supply.

Dr. Bonds replied that the CDC has a whole series of guidelines available, based on what the supply is. She said if a hospital has an adequate supply, there are guidelines about how they should operate. She said they have different guidelines for limited supplies, as well as for critical supplies, where N95 masks need to be rationed, for example.

Mr. Gallaway asked if this was suggested protocol and not necessarily mandated.

Dr. Bonds replied that it was suggested, but she didn't think any hospital infection control would want to not utilize CDC guidelines. She said additionally, the hospitals have other respiratory protection besides N95. She said they have large respirators, which were used during the ebola outbreak. She said this allows them to operate in the gear for a much longer period of time. She said N95 masks are uncomfortable if worn for too long.

Dr. Bonds said UVA is one of two special respiratory pathogen units for the State, so they are extraordinarily experienced with what they need to do for this. She said here in the community, they were very fortunate to have two hospitals, and a hospital that serves as a special pathogens' unit for the State. She said they are very familiar with all the CDC guidelines.

Ms. Mallek asked if Dr. Bonds would stay for a while, as she may have things to add when the Board discusses what to do next.

Dr. Bonds said she could stay.

Ms. Mallek said fear was the worst thing, and that fear and anxiety combined make everything worse. She asked if Ms. Emily Kilroy could email Dr. Bonds' slide to be able to put it in the newsletter. She said her grandfather was a Spanish Flu casualty.

Mr. Doug Walker (Deputy County Executive) said Dr. Bonds had great answers to many of the County's questions. He said the support they were receiving from the Health Department was extraordinary, under extraordinary circumstances. He said the County relies extensively on them as a source, and the Board sees this in the information the office provides to them on a regular basis.

Mr. Walker said he would provide a quick update. He said the County Executive's Office is sending the Board updates daily, which is intended to make sure they are aware of their activities without overwhelming them. He said they try to pick the most relevant information that they think keeps the Board best informed about the activities going on, particularly at the County level.

Mr. Walker said the coordination they have with the City, UVA, the regional EOC, and the Health Department and the value of having different voices come to talk to the Board helps give them an appreciation and perspective. He said even as the County is focused in on how they are maintaining continuity of services to the public and protecting staff, there is a much larger effort that is also going on.

Mr. Walker said the goals his group is using as a filter for all that they are doing is to maintain essential services for the public, reduce transmission among staff, and protect people who are at a higher risk for adverse health complications. He said these goals play themselves out in many different ways as they do their planning and preparation work, and as they implement changes, many of which that the Board has already seen, including the mitigation strategies with social distancing in the COB. He said it is a constant reminder of what it is that they are trying to address at the County level.

Mr. Walker said in doing that, they are utilizing an Incident Management Team (IMT) that is part of the Incident Management System that is typically applied when they are planning for, preparing for, and implementing measures associated with an emergency or disaster. He said Chief Dan Eggleston reminded him that they have never done a pandemic before, and even though they have structure, systems, and experience, they have to adapt them as they are adapting to the unique nature of what this means in terms of how they are trying to meet these goals.

Mr. Walker said there are real people that make up the IMT and presented a picture of some of them. He said they have commandeered a space in the COB that they call a "war room." He said they are trying to practice social distancing, even in this space, and are migrating extensively to online tools such as Microsoft Teams in order to host larger meetings so that they are not compromising those mitigation measures.

Mr. Walker presented a snapshot of how the structure is laid out, with Incident Command at the top, then operational sections (Communications, Operations, Planning, Finance, Administration, and Logistics), and branches or subsections underneath that ebb and flow. He said some may be created now and perhaps may be reassigned later as the emergency evolves into other phases.

Mr. Walker said under the sections in green, there are individuals who are now in the process of assigning second individual backups, or deputies. He said for example, under Operations, Deputy Chief Heather Childress is the primary, and Lt. Sean Reeves is the deputy. He said they will be doing this throughout as they build depth in order to ensure continuity for a number of reasons, including the expectation that this could be a prolonged incident, and that people will need backup. He said they are working 7 days a week and that it is not practical to expect one person to carry that through. He said this was typical in this type of structure.

Mr. Walker said with regards to the planning effort and ongoing situational status, the Board just experienced some of that with Dr. Bonds. He said his office is also getting updates from the Health Department, their partners in the region, and from the CDC. He said they are forecasting future needs and actions through the development of plans during a specific operational period. He said they just initiated a new operational period that afternoon that would run through Friday.

Mr. Walker said typically, their operational periods are for emergencies, and run for a week. He said they have shortened the timeframe because things are changing so fast, they want to make sure they are not overextending their planning and are being most relevant. He said the planning work was done that day to help guide their work for the next couple days, and then they will reevaluate at the end of the week.

Mr. Walker said regarding the tracking of regional COVID-19 emergency calls, this is collaboration between all the emergency responders in the region. He said this is sharing information through the 911 center about the types of calls they are responding to in the community.

Mr. Walker said they are informed by intelligence and CDC guidance, making sure that they are sourcing all the information they are putting out, relying most heavily on the Health Department as well as other intelligence they get (e.g. a press release from the Governor's office, and information from schools about changing they are making). He said intelligence comes from many resources they are relying upon when they put out their information and is used to amplify the information they are receiving.

Mr. Walker said they are learning from case studies of other communities. He said Seattle's King County has been a valuable resource in understanding how they responded with very late notice of their circumstances so that Albemarle can avoid some of what they have experienced. He said New Rochelle, New York has some robust planning documents that he is reviewing. He said these are just two examples of how they are trying to use experiences from others, both in what they are actually experiencing and in their planning work to help guide thinking as they make decisions and deploy measures.

Mr. Walker said continuity of operations is a significant part of the County's goals, including maintaining essential services. He said in COB, they have seen some very direct changes, including limiting visitor access to the lobbies to the extent possible, social distancing measures in meetings in engagements, encouraging web and phone services, and the extensive signage for handwashing and sanitation. He said those were a few of many measures they are trying to deploy.

Mr. Walker said for County staff, they have already directed employees that have already demonstrated that they can telework from home to do so for the foreseeable future. He said these employees, essential or not, and regardless of how they fit into a category, if they can work from home, they are now doing so. He said they are directing high-risk employees who self-identify, using the CDC list of factors, to telework or be placed on leave. He said this is consistent with the principle of trying to protect those who are most vulnerable.

Mr. Walker said they are developing an employee roster for essential services to manage continuity of operations. He said this will enable them to know all the resources who are available. He said for example, an employee who is not at risk may not have the ability to work from home, and who may not be considered to be in an essential function may be repurposed to do work that otherwise, someone else might have to do. He said having that roster enables them to use all of their available resources to the best of their ability so that they can maintain the continuity of operations.

Mr. Walker said the Be Well employee resource for support is through the County's HR department, making sure that employees know the most up-to-date recommendations on how to self-care.

Mr. Walker said they are actively monitoring State and federal reactions. He said they were seeing this real time, as the Board probably was as well.

Mr. Walker said in the community, the schools are creating lunch distribution throughout the County. He said the County's and City's Social Services Departments are collaborating on human services activities. He said at this point, they were keeping the parks and the trails open for public use.

Mr. Walker said in public safety and human services, the 911 center is doing additional screening for callers for 911 services to help the first responders know more about what they are facing when they arrive on the scene. He said an answer to questions may prompt other questions. He said it was not definitive or diagnostic, but was intended to provide more information so that first responders are aware of calls such as for shortness of breath, which then could prompt more questions that help the first responders know how to anticipate what they may encounter when they get to the scene.

Mr. Walker said the implemented common protective measures to ensure the well-being of public safety personnel look across the entire service delivery model with the City, County, volunteer, and career staff so they are deploying protective measures for first responders uniformly and equally, in a way that is consistent or aligned with what hospitals expect when they are delivering patients to the hospital.

Mr. Walker said they are ensuring that elderly care facilities have mitigation measures in place. He said to the best of their knowledge, all of the nursing homes have either severely limited or prohibited

visitation altogether as a way to further protect the most vulnerable population.

Mr. Walker said regional collaboration is extensive, including the Regional Operations Center. He said there are three emergency service functions in the regional EOP that have been activated: public health, human services, and donation/volunteer services. He said there is a Joint Information Center (JIC) that has been opened to coordinate messaging out to the region for consistency purposes. He said they have daily calls with City and County leadership and Emergency Management staff, with the goal being that one is not getting ahead of the other. He said they discuss their thoughts and expectations to the extent that they can be aligned, which they believe is a better message for the overall community.

Ms. Price asked Mr. Walker to show the organizational chart again. She said she sensed that they have barely had the beginnings of the medical component of this pandemic, though they are already significantly experiencing the economic impact of it. She asked if the County has identified a replacement or substitute for every individual on the chart if they come down with the virus, and if they will be able to keep that substitute briefed so that when some of these individuals are not able to continue, they have a backup ready to step in place.

Mr. Walker replied that this is in the current operational period, as a task to be completed. He said some of this had already occurred, whether it is on the list or not. He gave Chief Childress as an example, under Operations, where she is the primary and Lt. Reeves is the backup. He said both of them participated in the Incident Management Team briefing that afternoon, as a shadowing. He said Chief Childress has been more involved, and that Lt. Reeves was catching up.

Ms. Price asked if every space on the chart had this same situation.

Mr. Walker replied that every space had a backup, and that he was using Chief Childress just as an example.

Ms. McKeel said what the bench looked like was a very appropriate question.

Mr. Walker said it was. He said at this level, the other bench (which was where the rosters come in) is knowing where all of their employees are and what their capabilities are so that they can pull resources from everywhere to use them as best as possible.

Ms. Price said she has that question, but underlying it was supreme confidence in the County staff. She said from the time she moved there, they could not be better served than with the people they currently have, and she was not at all surprised that he had the answer to that question.

Ms. Palmer said with respect to the hourly employees that may not get paid if they don't come to work, and they can't work from home, she was sure there were discussions, and she knew they may get help from the State and federal government. She said it was a very fluid situation. She asked if Mr. Walker had anything he could tell the Board about that.

Mr. Walker replied that this was an ongoing conversation, and it was unresolved as to how they will address employees' pay. He said conversations happen in many different places. He said what they are focused on is whether they can work from or not, and whether or not they fit into an essential category. He said another question was if they are high-risk from a self-reported high-risk standpoint, based on the CDC guidelines, or not. He said that roster then helps them determine how to best deploy human resources.

Mr. Walker said what they have done initially is to send people home who can work from home. He said they are working and are not on any kind of leave status. He said they have not, at that point, differentiated between salaried and hourly, part-time and full-time, or seasonal/temporary and permanent.

Mr. Walker said they will be getting there, as they will be very sensitive to the impact this has on their employees and their ability to deliver services. He said they have not clarified exactly how they will address the personal economic aspect of that. He said they do provide leave, but not every employee may not have adequate leave to cover them. He said they were aware and were trying to work through that issue as quickly as possible.

Ms. Palmer said she saw the notice that the park bathrooms were closed. She said she cringed at first, as people cannot wash their hands and use the bathroom, but that she did understand there were many people out there looking for things to do, and an outdoor activity looks reasonable. She asked if this was to protect the people who have to clean the bathrooms, noting that many only have one stall, so it wasn't as if there were many people coming in. She asked about the reason for closing them all down.

Mr. Walker replied that the parks are getting extraordinary use, which staff thinks is great. He said there is not a lot for people to do, and the fact that they have the park resources is a great way for people to get out and socialize. He said they hope people are still practicing social distancing and were delighted they were out in nature.

Mr. Walker said the heavy use of the bathroom facilities is causing a significant burden on staff to keep them clean to the point where they are satisfied that they are sanitary. He said candidly, they cannot keep them stocked with toilet paper. He said people have seen this dilemma at the stores, and the County has this dilemma, too. He said a practical concern is that there may not be toilet paper resources available in the bathrooms for people to use, and they cannot keep up with it. He said it was

about the health and safety of the people using the facilities and keeping them supplied.

Ms. Palmer said everyone is looking for things to do, and the SPCA had a very large number of people come over the weekend because everything else was closed, and it was entertaining to see the dogs and cats. She said the SPCA has had to go to appointment only to protect the people who come there as well as their staff. She said they do want everyone to know that the pound services are still open, and they request that people call first, though staff will still be available if they cannot. She said if someone finds a lost or abandoned animal, they can still take them to the pound. She said this was another example of people looking for things to do, and everyone getting crowded into one spot.

Ms. LaPisto-Kirtley said the SPCA would love to have newspapers when people are done with them, as they use them for cats in their cages. She said these can be dropped off outside.

Ms. Mallek said she would pile on briefly about the bathrooms at the parks, and suggest that instead of locking the bathroom doors, encourage people to bring their own toilet paper. She said this would be a better alternative to people going out in the woods and leaving things there. She said people have to have some place to go to do something useful because fear and anxiety was making things worse. She said she hoped the County would think again about closing the bathrooms, adding that as soon as the email went out about it, she got several complaints about it.

Ms. Palmer said there are places with composting toilets and that lots of people go to the bathroom without toilet paper. She said it was nice to have a place to go, however.

Ms. Mallek said she hoped her suggestion would be a solution to consider, going forward.

Ms. Mallek said she didn't know if this was the time to talk about what other things the Board has authority to do, as she has been sending senior staff repeated emails about this, rather than waiting. She expressed that the State has been very slow in their response. She said only that day had Virginia really stepped up to do things. She asked if the Board has the authority to require other things under the emergency powers, such as for businesses.

Ms. Mallek said that, for example, employees are not being given the option of not coming to work unless their business limit of 5 cases, locally, is distinguished (referring to a very large health employer in the community). She said older employees who are at risk are being told they still have to come to work and treat people who are severely elderly. She said this was a concern that she hoped someone at that business would sort out. She asked if the Board has the ability to emphasize to local businesses to follow the leadership of some of the local businesses who have already made the right choices. She said she didn't think they should leave it up to people to make their own rules.

Ms. Mallek said the day before, Arlington had 9 cases, and today, they had 13. She said Arlington had done nothing to stop their pub crawls, and now they are paying the price. She said there are 200,000 in Arlington, and that Fairfax has over 1 million. She said Fairfax only has 14 cases because they have been very proactive about doing whatever they can to squash the party behavior. She said it was certainly happening at the UVA Corner last weekend, according to State news.

Ms. Mallek said she hoped the County would be able to figure out other things to do, as the more predictability there is locally, the better people will feel. She said this will help people to comply with more restrictive behavior. She said she believed they were leaving some gaps that they didn't have to leave.

Mr. Walker said he believed Dr. Bonds and Mr. Kamptner could speak to the authority the local level has as far as mandating business practices. He said they were already seeing that the Governor has mandated that restaurants limit their facilities to 10 patrons or less. He said all other services have been mandated to be ceased, except for carry-out. He said the County was aware yesterday that D.C. and Maryland mandated the closure of bars and restaurants. He said the County discussed this at the IMT, and without the Governor taking action, they are limited as to what they can do other than encouraging behavior. He said the situation is evolving.

Mr. Walker said there is an effort going on in the County's work around what they can and cannot do with respect to the regulatory environment and deadlines set. He said some may tie to land use cases that they may now have to defer, or else there may be consequences. He said they want to try to delay them a bit. He said there are a number of different examples of the County trying to use what authority it has, either with regulatory, legislative, administration, emergency authority, or State-enabling authority or action to see how much latitude they can gain.

Dr. Bonds said she was not a lawyer, and legal was not her area of expertise. She said the State is aware that there are considerable legal issues, and they have stood up a legal team as part of their ICS structure. She said if there are specific questions, she can help push those up to be discussed.

Dr. Bonds said for example, that morning on a call they had at the State level, she mentioned that it will be very difficult for counties to meet their budgetary deadlines, given the restrictions in Albemarle where the Daily Progress publishes on a daily basis. She said in some of the outlying areas, they may only have one publication that publishes once a week, and if they start canceling meetings, they will never make the budgetary deadline. She said the State is aware that this will need some guidance on a higher level. She said if there are specific issues, she can push them.

Dr. Bonds said with regards to closing all restaurants down, she didn't know if the County had

that authority, and would look to its legal guidance to do that. She said as the meeting has been going on, she has received questions from the City as to whether that is something they should be doing. She encouraged the City and County to work together because it is very confusing for individuals to see some restaurants open and others not.

Dr. Bonds said it has huge ramifications economically, as a large number of citizens work in the restaurant industry and are already being hit hard. She said many of them are hourly workers and don't have any leave. She said she was aware, as well as the Governor, of the economic issues and the impact it would have on citizens. She said that on the other hand, they know that social isolation works, and if people stay home, they are much more likely to keep the curve where it needs to be.

Dr. Bonds said there are many things that have to be worked out, and she didn't have all the answers. She said at a local level, she would plead for people to stay home. She encouraged people to pick up takeout from their favorite restaurants once a week, to eat at home with their families. She said alternatively, people can buy gift certificates for eating at those restaurants when the issue is over.

Dr. Bonds said she has seen a number of local restaurants move to a takeout only model, and that the community should all try to support them to the degree that they can. She said those are the neighbors who need to continue to pay rent and buy their groceries.

Mr. Kamptner said the Board and County do have various pieces of enabling authority to take certain measures. He said under the Board's express police powers, the Board does have the power to adopt an ordinance establishing quarantines of people, as well as animals (though not relevant here), under the Emergency Services and Disaster Law (the statutory scheme that authorizes the Governor and the Board or County Executive to declare a State or local emergency).

Mr. Kamptner said in Albemarle County, the County Executive, as the Director of Emergency Management, has the authority to take a number of steps, the most extreme of which includes restricting sales and services within the County. He said this can reasonably be interpreted to include closing stores and restaurants. He said this was probably the furthest that the Director can go under that enabling authority.

Mr. Kamptner said there are many administrative things that the Director can also do internally to accelerate, for example, procurement to get supplies and food for the residents. He said under the statute that is the centerpiece of the County's request for an advisory opinion to the Attorney General, the linchpin there is whether or not this particular situation is a disaster. He said the Governor's declaration stated that it was a disaster under a different act (the Emergency Services and Disaster Law), and not under this provision.

Mr. Kamptner said the section he is looking at allows the Board to adopt an ordinance to ensure the continuity of its government, which is the centerpiece that would allow the Board to transform the public hearing process as they go through the budget season.

Ms. Mallek said that even this meeting didn't qualify under the new Governor's standards, which was 10 participants. She said this news had come out at noon that day.

Ms. LaPisto-Kirtley asked if the County suggested restaurants should close and if they went to a takeout or delivery model, this could be an exception to that.

Mr. Kamptner replied yes. He said this could be crafted in a number of ways to fit the particular situation.

Ms. McKeel said she received an email of concern that churches were still holding services with large congregations. She said she would hope that this would change this next weekend.

Dr. Bonds said the Health Department has sent out guidance, and she has spoken with some faith leaders. She said they were entering a season of very significant holidays for a number of faith-based groups, but they need to move to an online model. She said their parishioners and members of their faith-based organization could be reaching out to vulnerable people to fulfill that need. She said they need to stop meeting, and that she understood how devastating that could be for some people. She urged people to think of some alternative way to fulfill that need for spiritual guidance and fulfillment that doesn't involve meeting in a large room with lots of people.

Dr. Bonds said they are living through a very difficult time, and they have never experienced this before. She said there are a number of sacrifices that people need to take, and that they must take them now. She said they can only stem this if people do not hang out together, in whatever form that is. She said this is difficult, and she understands that people are social beings, so they need to figure out how to make that work. She said teenagers manage to hang out in large groups on their phone. She said if a 15-year-old can figure that out, everyone else can as well.

Ms. McKeel said they had talked about restaurants, but that there were other organizations that need to take this seriously.

Ms. Mallek said one of the things that slowed down some of the community organizations that still wanted to meet was that their meeting places were closed. She said when she was little, church was on the radio, and that this worked great.

Ms. Palmer said something she keeps hearing and correcting was that the absence of tests makes people think that the virus is not in the area yet. She said one of the reasons why she would like to see tests come is to prove that the virus is there so that people understand this. She said this was a very difficult concept for people to get, and that she understood that Dr. Bonds said testing was not what they need to do right now. She said it is something that is very hard to get across.

Dr. Bonds said the virus is in the area, and they do have a case. She said the press release indicated that the Health Department thought it was due to travel, and the subsequent investigation says that is probably not the case, as the timeline doesn't work out correctly. She said they don't really know where that case is, so that indicates that there might be community spread happening right now, though they didn't know for sure because they were still trying to track down contacts. She said contact investigation takes time, even in these circumstances.

Dr. Bonds said Dr. Anthony Fauci, who is the head of the National Institute of Allergy and Immune Diseases, has said that with any novel disease like this, one is always behind the curve and always behind where they think they are. She said the area is behind, and that there are probably cases in the community that they haven't detected yet. She said they need to act like this is the case, and people need to distance from each other. She said this was not the time to panic, but it was the time to be prudent, stay home, wash hands a lot, and to look after vulnerable citizens and take care of each other.

Dr. Bonds said she could not encourage people enough to follow the guidelines and stay home. She encouraged people to do things they've always wanted to do, such as reading books and playing board games. She said this is a real opportunity to reconnect with things that people used to do when they didn't have many places to go to, and as an opportunity connect with their family. She said people should go outside, when they can, while properly distancing from other people, as this is a great way to feel better.

Dr. Bonds said testing was not needed to know that the virus was there in the State and community. She said the sooner they institute social distancing, the more likely they are that they will be successful in keeping the healthcare system healthy and not overwhelming it.

Ms. Mallek said a friend in Colorado sent to her a quote from one of their leaders: "It will be impossible to know if we overreacted or did too much, but it will be quite apparent if we underreacted and did too little, and the consequences may very well be dire." She said this was in response to citizens there trying to rebel against the more draconian rules they were using.

Ms. Mallek asked if the Monday/Tuesday outcome from the Attorney General did not happen. She said they haven't gotten any response yet, but they were hoping to have that today.

Mr. Kamptner replied that the formal request was submitted around 2:30 p.m. Monday afternoon. He said these typically would take, at a very minimum, weeks, although this request did have a particular urgency to it. He said this opinion request was on the heels of Delegate Sullivan's request from last Friday. He said the opinion request went to the Chief Deputy Attorney General, and that Phyllis Errico at VACo recommended that the County email it to the Chief Deputy as well as to the State Solicitor General.

Mr. Kamptner said this particular request, combined with Delegate Sullivan's, was also combined with Senator Norment's request for the Governor to bring the General Assembly back into special session to talk about two or three items, one of which was looking at the burdens on local governments to conduct their business under, for example, the Freedom of Information Act, in light of the guidelines that are being produced. He said this will get as immediate attention as possible from the Attorney General.

Ms. Mallek asked if the current meeting format was the plan for tomorrow.

Mr. Kamptner indicated it was.

Agenda Item No. 6. **Discussion Item** – Budget Schedule and Emergency Contingency Update.

Mr. Jeff Richardson, County Executive, said he was joined by Ms. Allshouse (Manager of the Office of Management and Budget). He thanked the Board for their responsiveness over the past week, both individually and as a Board. He said the staff has been working diligently since last week and through the weekend, and that the Board was engaged on a number of issues and at a number of levels, individually, trying to help staff figure out a consistent messaging to the community as they moved into the week.

Mr. Richardson said they began to look at the direction they were getting from the Health Director, regional partners, and State officials, and that it became clear to the County that they needed to rethink their agendas for that week. He said ordinarily, they would be at a heightened level of public participation with the budget process. He said he and Ms. Allshouse rolled the budget out to the Board on February 19 and were approaching one month. He said under normal circumstances, the Board would be voting on the budget on April 20, which was about 35 days away.

Mr. Richardson said now, one thing they were looking to do that day with the consistency and messaging to the community is delaying further public activity on the public budget process in order to be able to extend their schedule, and are focusing on ensuring more time for a continued examination of the

region's economic condition, tied back to the budget process. He said this would also extend public participation within the framework of the County's health crisis, noting it is a national health crisis. He said the Board just spent the last hour or more with local and regional officials talking about that.

Mr. Richardson said that day, he would be recommending a revised FY 21 budget development schedule, talking with the Board about the emergency contingencies reserves (focused primarily on the current fiscal year), and talking about next steps for the Board to consider action on the revised FY 21 budget schedule. He said he would answer any questions the Board had, as well as on any other topics or issues related to the budget. He said he would do his best to give the Board meaningful information that day or go back and work on it and report back to the Board.

Ms. Allshouse said when they were thinking about the budget, time came to mind. She said things are changing very dramatically and daily, and they considered how to stretch the time out on the budget process.

Ms. Allshouse said they also thought about the tools the Board and staff could use as they work their way through the process.

Ms. Allshouse said she also wanted to touch upon their resilience as a government, financially.

Ms. Allshouse said she would start by discussing tools, and that there were many they could think about. She said the ones that came to mind for her was first of all, the budget being a tool and plan. She said the budget isn't the actual funding but is the plan for the fiscal year. She said they are also currently in a budget, and in a timeframe until the end of FY 20.

Ms. Allshouse said the second tool was the tool of appropriations. She said this is an extremely important tool for the Board. She said the Board grants the authority to spend money, and so they can adopt a budget (a plan) so that when they adopt their resolution of appropriations, they are authorizing granting authority for people to spend money. She said they usually appropriate annually and do a resolution of appropriations at the beginning of the year for the whole year. She said the Board could do this differently. She said when thinking about doing this flexibly and nimbly as they go into the process of many unknowns, the Board can appropriate quarterly, or even monthly. She said the Board can manage its appropriations to help staff work through the process, depending on what comes.

Ms. Allshouse said the Board could even de-appropriate. She said for example, if the Board appropriated half a year of funding and seeing that things were not going the way they wanted, they could ratchet this back as well.

Ms. Allshouse said appropriations is what really controls spending. She said the budget was the planning tool, and that appropriations actually control the spending.

Ms. Allshouse said the last thing the Board has as a tool, and they have as a government, is budget management. She said OMB and other departments manage expenditures, and the Board can manage it based on their actual receipt of revenues. She said they can watch how the revenues come in, and even if they appropriated the money or gave the authority to spend more, they can pull these back.

Mr. Richardson presented a slide with a great deal of information. He said it is their goal to elongate and slow the budget process down. He said he has shared with Board members individually that he felt they had the ability to delay the budget process. He said he has been working with the County Attorney, the Finance Department, and that Mr. Bill Letteri was also present. He said they are trying to elongate the process in order to be able to give the Board as much time to consider things as possible, given the current conditions, and to also keep the public appropriately involved and engaged.

Mr. Richardson said the meeting had originally been held as an add-on session for the budget process, when the schedule was first adopted. He said several weeks ago, this March 17 meeting was triggered to be held, with the need to add items to the work session. He said those items have been delayed.

Mr. Richardson said the next time on the current schedule they are scheduled to meet on the budget is April 13, which is a public hearing on the tax rate and the FY 21 budget. He said staff was not recommending a change, and this would be a scheduled public hearing, as has been advertised. He said they would be working between now and April 13 to identify ways for the community to participate remotely. He said this was approximately four weeks out, and that there was a lot of time with the current health issues to determine what is effective, safe, and reasonable on April 13.

Mr. Richardson said the budget set the tax rate ceiling on March 4, at the current tax rate. He reminded the Board that when they have discussions on the tax rate, they were looking at the current tax rate. He said if the Board were to choose to discuss something other than the current tax rate, it would be downward only.

Mr. Richardson said staff is revising three dates on the schedule. He said the first date was the Board setting the calendar year tax rate. He said they are revising this date, for the Board's consideration, from April 20 to April 15. He said the reason for the suggested change is that April 15 is a regular Board meeting, and therefore the Board would be coming to that meeting and it would eliminate the need for them to meet on April 20. He said this would condense three meetings into two, and they would be reducing the number of times the Board would have to come in for public meetings. He said

staff believes that when they can, this fits the goals around COVID-19 and holding public meetings.

Mr. Richardson said on April 15, all the Board would be doing is adopting their tax rate.

Mr. Richardson said between April 13 and May 14, they are flagging additional work sessions and additional public hearings can and will be identified for the Board to discuss the budget, and work through budget items the Board is currently wanting more options on. He said currently, there is a recommended budget, and the Board set the ceiling at the current tax rate, but that a number of members have expressed wanting to look at alternatives to the recommended budget. He said this was part of the process.

Mr. Richardson said they would like to provide the Board with the April 13 to May 14 window for additional "TBD" work session times. He said their suggestion is to adopt the schedule with the three changes and that they hold, or do not identify, the work sessions and public hearings until they know more, moving forward. He said this was almost a month away.

Mr. Richardson said he would suggest the Board adopt the FY 21 budget on May 14 rather than April 20. He said this work was done with the Finance Department, County Attorney, and School Division. He said for legalities, they need to adopt the budget on May 14, which meets the deadline in terms of their ability to approve the Schools' budget by May 15. He added that on April 15, the Board needs to set the tax rate in order to give the Finance Department time to get the tax bills out.

Mr. Richardson said on June 3, they would set this date (which is a regularly scheduled meeting for the Board) for appropriating funding. He said, as Ms. Allshouse covered, this provides legal spending authority, and the Board can appropriate for a full year or a partial year. He said they could go later than June 3 but hoped they wouldn't have to because of the work that is involved with staff to get that to July 1.

Mr. Richardson said he would ask the Board to consider changing the three dates on the current schedule, and to replace the calendar year tax rate setting to occur on April 15. He said they would suggest adopting the budget on May 14. He said they flagged about one month between April 13 and May 14 for work sessions and additional public hearings at the Board's discretion, and with some staff input. He said they suggest replacing May 20 with June 3 for the Board to appropriate funding.

Mr. Gallaway asked if Mr. Richardson wanted questions about the calendar.

Mr. Richardson replied that it would be advantageous to stop, as this was a lot of information, and allow the Board to confer and ask staff questions.

Ms. Mallek said the changes were a step in the right direction.

Ms. McKeel said she thought it made a lot of sense because they can adopt the tax rate, then come back later to figure out what will actually be in the budget. She said they were not in the position currently to have a lot of meetings and discussion, and they were up against deadlines.

Ms. Price agreed.

Ms. Palmer also agreed. She said the only thing she was somewhat confused about is what it would look like as far as appropriating annually, quarterly, or even monthly. She said this was a change that staff are not necessarily suggesting but were presenting as an option if the Board couldn't have a work session because things were happening quickly. She asked staff to describe what it would look like to appropriate quarterly. She said she assumed they could be doing something like this if the Board was unable to meet during those times.

Ms. Allshouse replied that the appropriations make for an important tool for the Board and is a tool of authorizing spending. She said even if they approve the budget (through which many things have to be considered, as things were changing) and they find out that they are still not sure about some things, instead of the Board appropriating money for the whole year, they can appropriate in chunks.

Ms. Allshouse said they could say, as a Board, that even if they approve the budget for the whole year, they could choose to appropriate the first six months of it to see how it goes. She said if something changes or they are not sure about the future, they can appropriate another set. She said staff would bring the Board an appropriation authorization to approve in an appropriate timeline, given the situation at the time.

Ms. Palmer asked if, for instance, the money that is not necessarily earmarked for anything in particular at this point in time could be left open, or if Ms. Allshouse was referring to the entire budget.

Ms. Allshouse replied that this could be done in many different ways. She said the Board could say that, for example, they will determine how much money the Department of Social Services costs to run for the year. She said because they were not sure how the year would go, they would appropriate their first six months to see how it goes, and if they have to do something different later on, they could do something different. She said this just gives the Board additional controls.

Ms. Allshouse said even if the Board did appropriate and they see situations are changing, they will manage the money to the actual revenues. She said as a budget office and as departments, they will monitor what they are doing along the way as well. She said these were just ways they can be more

cautious and responsible during a changing time.

Ms. Palmer said one thing she was confused about was about hiring more people (e.g., two more police officers). She said this didn't sound like something they could stop. She said much of the County's revenue goes towards paying salaries. She said this was where her confusion was about appropriation.

Ms. Allshouse said this was a great question and some of the conversations they should have during the budget process and between April 13 and May 14. She said the Board could also time things. She said that, for example, there have been years in the past where they have decided to hire two additional police officers, but that they wanted to wait until the end of the first quarter. She said the Board could use time as a tool to have something in the budget, but when they actually appropriate could have some time elements that can be very helpful.

Ms. Palmer said that with the work sessions they may or may not have, depending upon the advancement of the health crisis at this moment in time, she was thinking that the appropriations done quarterly would occur in the absence of those work sessions. She said it sounded as if they were being combined. She said if they were worried about revenues coming in, the change in appropriation is more directed at matching revenues rather than decision making.

Ms. Allshouse replied yes.

Ms. McKeel said that nothing was written in stone.

Ms. Palmer said she understood that, but wanted to understand what the purpose of that statement was, and if it was the absence of being able to make decisions because they are not having meetings, or if it was about the insecurity of not knowing what the revenues are, going forward.

Ms. Allshouse said in her mind, the budget is a plan, and the Board does the best they can. She said they use revenue forecasts and project expenditures and are looking into the future as a plan. She said after they have the plan, they can then use their tool of appropriations to keep an eye on things, and that the Board may want to appropriate in a time increment. She said they don't know the timing of the situation or how things will change, and that this gives an additional tool. She said appropriation is the authority to spend money, and the budget is a plan. She said they want to plan the best they can, but they then have the second tool.

Ms. Mallek said triage-wise, she likes the idea of the phased appropriation because it forces decisions to be made before the money goes out. She said her understanding was that they would not be making any capital investments until after those work sessions happen, whenever they happen. She said it could be in September. She said in her mind, she didn't want to be rushing into any new spending until they have sorted out exactly where the future lies. She said this means that things such as DSS and ACPD have to have funding, period.

Ms. Mallek recalled the situation in 2008, adding it was remarkable how things change, as they had been celebrating weeks ago how great the budget was going to be. She said everyone, in the back of their mind, knew this may not last. She said they will have to figure out how to have the time to have those decisions about what is the right way to go forward, and she was not prepared to say yes to any of those things right now.

Mr. Gallaway said they would have their conversation about the emergency contingencies, moving forward, and that they were diving into that before they've had that explanation. He said bringing it up will help as they start looking at how, as an organization, they will manage through both the contingencies funds, and how and when to appropriate. He asked if there were any other specific questions to the budget timing or concerns about the calendar.

Ms. McKeel said she noticed that May 14 is a Thursday, which was unusual for the Board. She asked if this was deliberate as far as pushing the date out as far as they can.

Ms. Allshouse replied that this was their intention.

Ms. McKeel said she pointed this out because she was used to seeing Wednesday meetings, but that she didn't have a problem with it.

Mr. Gallaway noted that it was driven by the Schools' deadline. He said they don't have a choice (but to have their budget approved on May 15).

Ms. Price said this was a week between the regularly scheduled Board of Supervisors meetings, so the timing of that was clear.

Ms. Price said she had a question on the timing of annual, semiannual, or quarterly appropriations. She said the Board makes amendments to the appropriations all the time and if it is less than 1% of the budget, they don't have to have a public hearing. She said if it is more than 1%, they do have to have a public hearing. She said if they chose annual appropriations (though she felt that going to the quarterly made much more sense, given the current environment), they would always have the option of being able to then amend the appropriations, but that they would have to go back through the public hearing anyway.

Ms. Allshouse said this was correct, and this was a great point in that the next day, they would be having a budget amendment. She said when staff brings those appropriation requests to the Board, they are making adjustments almost monthly to their budgets. She said often times, if they get a new grant, they have to appropriate it. She said they have to be very nimble with the appropriations in this environment.

Ms. Mallek said for all recipients of new initiatives, they need to be aware that those things may not get appropriated on July 1, and to consider that as well so that they are not surprised.

Ms. Allshouse said she appreciated that, noting that communication was key.

Mr. Gallaway asked if they could move on to the next item, noting that he didn't hear any objections to the calendar change.

Ms. Allshouse said with regards to resiliency that, thanks to this Board and previous Boards, there were very sound financial policies in the County. She said there are policies that have this in mind, being thoughtful that things could change. She said this was a situation they have never been in before, but they know as people who work in budgeting that things do not always go as planned. She said there must be reserves and thoughtfulness about things like this to occur. She said there are established reserves and contingencies.

Ms. Allshouse said there are staff members who are experienced in going through the Great Recession. She said there have been situations before where they had a certain budget and then suddenly, they had to continue to change how to move forward very dramatically. She said there is experience around this in the County as well as in other jurisdictions, which will be helpful when maneuvering through this time period.

Ms. Allshouse said with the County having a AAA bond rating, one thing that is looked at in addition to the experienced staff is policies, activities, and how the County is set up for these types of emergencies.

Ms. Allshouse said although they were in uncharted territory, the County Government does have these things working for them.

Ms. Allshouse said she would speak about the Emergency and Repurpose Reserves. She presented a chart, noting that the Board had seen it before when they were doing the five-year financial planning, as well as earlier on in the budget process. She said she had organized the chart somewhat differently, and that she would start at the top line.

Ms. Allshouse recalled that there is a fund balance at the end of the fiscal year, so every time a year ends, there is an audit. She said in that audit, they look at the General Fund fund balance. She said this is a time where they freeze things and start talking through what they have on hand, what they have to hold by policies, and what is some unobligated fund balance they can use for other purposes. She said this was all related to that audit and fund balance. She said the funds she was referring to were funds that the Board has available to it right now. She said this was not part of the future budget, but actual funds that were available as of their last audit.

Ms. Allshouse said the first line on the chart was called "unobligated fund balance." She said as they were working through the FY 21 budget work sessions, they talked a lot about one-time funding being available that they could do different things with. She said they went through the charts that said out of all the funds they talked about that they could use for some one-time costs, they believe there is \$3.2 million there that they could repurpose, if needed.

Ms. Allshouse said there was a plan and they were thinking about different things to do in FY 20 and 21 with it, but that these were reserves and contingencies that could be refocused, if needed. She said staff would bring back the details of that to the Board. She said this would be the first place they would go for some emergency reserves.

Ms. Allshouse said the second thing they have is the 1% stabilization reserve. She said this was a Board policy that was put in place after the Great Recession. She said they reserve 1% of the General Fund revenues for one-time emergencies or unanticipated expenditures to meet the current level of services or to offset any revenue fluctuations. She said this is about \$3 million as well.

Ms. Allshouse said there is also the 10% unassigned fund balance reserve. She said this is primarily for cash liquidity purposes, but also could be used for major emergencies. She said they would not go to that until they would go through other activities.

Ms. Allshouse said that even before they would hit these reserves, they would be managing, and were already thinking about expenditures and revenues, even in the current budget, and watching those very carefully right now. She said as a budget office, the first thing they do is manage through it, then they also have the reserves, if needed.

Ms. Price said there has been a lot of talk among the communities over the last few weeks about the County having a big surplus. She said she didn't necessarily see the funds they have as a surplus so much as these reserves and contingencies. She said she saw it as an exceptionally efficient financial management for the County to finish the year out of the red and be able to maintain that superior financial

ranking the County has.

Ms. Price said anytime there is unexpended money, she understands there will be people in the community who will ask why they don't spend it on something. She noted that some of those expenditures are not one-time. She said for example, Ms. Palmer mentioned that the proposed budget, as they received it, had two additional employees for Community Development, and two additional law enforcement. She said as they all know, there is a big discussion within the County about the manning of the Stony Point Station. She said employees are not one-time expenses, however, and are recurring because once they have hired someone, they are not just there for a year. She said this becomes a continuing expense.

Ms. Price asked if there was anything more Ms. Allshouse could share with the Board to help them and their constituents understand the difference between a surplus and reserves, contingencies, and emergency funding, as well as one-time money.

Ms. Allshouse replied that there were many different phrases Ms. Price used, and she may not hit all of them. She said one-time money versus ongoing is very important in local government budgeting. She said they should use one-time money for one-time occurrences, as this is a principle of sound financial policies for governments. She said ongoing money is used for things that are known to recur year after year. She said salaries and personnel are considered ongoing expenses.

Ms. Allshouse said in this particular situation, the reserves are for emergency. She said if there is an emergency and they have to offset some kind of level of services, this would be an exception to that. She said they could use this money for some emergency services that they need to make sure they provide for the community.

Ms. Price asked if they don't have these reserves and contingency, what the impact is in terms of salaries, services, or both.

Ms. Allshouse replied that if they didn't have reserves, they would have to cut services quickly. She said revenues and expenditures have to balance, so they would have to be doing things very rapidly. She said the reserves allow them time to get through situations, and they put enough money away so they can ride through situations, if needed.

Mr. Gallaway said it was important to note that the County is not liberal, in any stretch, in projecting revenues and expenditures. He said in years past, they have had \$10-14 million surpluses. He said one of the reasons they went to doing their revenue update closer to March was to have a better piece of that, so they were not underestimating the revenues coming in. He said it was the same thing projecting out what they think the expenditures will be.

Mr. Gallaway said the County has a AAA bond rating because they are fairly conservative in that. He said each year, they look back at how they did last year, and that they look at how the actuals matched up to the projections. He said where this complicates it is that turns into one-time monies. He said if someone has a \$14 million surplus, they didn't do a good job programming money for the ongoing expenses in that year.

Mr. Gallaway said they want to make sure they're doing a good budget process so that their surpluses are giving them some cushion, but not necessarily giving so much so that they are, in his opinion, irresponsibly programming money based on very conservative projections and expenditure.

Mr. Gallaway said they have to think about that in the current year, and the fact that they have gotten down to where the surpluses are somewhat lower, to him, suggests that they are doing a better job at projecting the revenues out. He said they are doing a better job of programming them the right way, which many times means additional staff, and for good reasons. He said this adds a layer in the current year because that one-time money then turns into what the leftover is, and moving it forward, it becomes one-time money.

Ms. Price said what Mr. Gallaway just expressed is the underlying point that she was trying to get to in that the County, over the last few years, has dramatically improved their financial management, both in terms of revenue expectations and expenditure expectations. She said they are now at a much smaller delta, which gives them better financial management, but that it was important they maintain some of the reserves, and they were thankful they have those with what they were getting ready to face.

Ms. Palmer added that as a percentage of the total budget, this is very small. She said they will never get it exactly right, so if they hit it right on the mark, they would be doing it wrong. She said they would rather have a small percentage extra.

Ms. Price said in that respect, she didn't think it was any different than the average taxpayer, who has some variability on their income each year, trying to calculate what their estimated withholdings should be so that at the end of the year, they are not owing money, but they also don't have too much money coming back as a refund that they could have used during the course of the year. She said her standpoint was that she would always rather pay a little more in advance during the year to get a refund instead of getting hit with a tax bill, as that tax bill hits two years in a row (for the last year, to pay taxes, and then they have to increase withholding for the next year).

Ms. Price said the County's financial management has protected them from running into the

deficit last year that they would have to pay for now, during the risks they are facing with the economic situation today.

Ms. Mallek said because of the fiscal management in 2008, Albemarle County was able to face and handle the falling revenue and the dramatic cuts from State revenue that happened very abruptly, with attrition. She said other counties who didn't have those reserves had to lay off huge numbers of people, which was even more destructive to their local survival and economy. She said preventing this is a very important thing for consistency and keeping the skilled staff.

Ms. Mallek said even the most conservative former colleague of hers said that 1% is the absolute minimum they should have for reserves. She said they were below that, but because they have a \$400 million budget and are looking at \$3.6 million, they are close.

Ms. Mallek said she would always defend reserve because without it, they would be cooked. She said there are so many things they cannot control that even though they can anticipate as well as they want, it still won't give all the answers.

Ms. Price agreed, adding that she agreed that they should probably look to increase the reserves.

Mr. Gallaway said Ms. Allshouse was focusing on reserves set aside for the Board's consideration, and that this didn't take into account reserves they have in departments, such as fuel reserves.

Ms. Allshouse agreed.

Mr. Gallaway said every department has to have some sort of contingency reserve built into it.

Mr. Richardson said this was correct. He said this is a focus on current year (FY 20), audited with what they know today. He applauded the Board and staff, coming out of the recession during 2012-2013, with the 1% stabilization fund. He said this was a brilliant move by the organization, and they were very disciplined to do that. He said it was easy to say, but very hard to discipline oneself to grow that by 1%. He said in this case, the Board did it, and they are now in a spot where they should be very happy that, as an organization, they have stayed true to that.

Mr. Richardson said this was about \$6 million in the current year as they continue to monitor.

Mr. Richardson said he would summarize where they were, at that point. He said they didn't want to leave that day without the Board approving the amended budget calendar. He said they would go back to that if there were questions from the Board, or to make the motion.

Mr. Richardson said he wanted to tie back to Mr. Walker's and the staff's work, as well as Dr. Bonds. He said he couldn't thank the Health Department enough.

Mr. Richardson said over the past week, their focus has been on three items. He said they are focusing on maintaining essential services to the public. He said it was critically important to continue to evaluate staffing levels, staff rosters, and the health of the organization.

Mr. Richardson said they are taking steps to reduce the transmission of COVID-19 to staff. He said this is a marathon, not a sprint, and they know they will be in this new normal for some period of time.

Mr. Richardson said the third goal was to protect the vulnerable populations. He said Mr. Walker and his team have been steadfast in working back through the appropriate channels already in place with UVA, the City, the Health Department, and key regional and State partners.

Mr. Richardson thanked the Board for giving staff the opportunity to put in front of them a strategy to delay. He said they were continuing to monitor the current year revenues and expenditures. He said there are travel restrictions. He said they will experience hiring delays, which will create lap salaries, and that there will be other savings on the expenditures side as they move into the last quarter of the year. He said while they don't know how much on the expenditures side that this would generate, it will generate some additional savings.

Mr. Richardson said on the revenue side, staff is working diligently to try to figure out what this means for the community in the last quarter of this year.

Mr. Richardson said staff will evaluate FY 21 revenue projections. He said these are revenue projections that the Board has seen previously, and staff has built and modeled their budget for next year with the balanced budget they put out to the Board in February. He said there were solid revenue projections. He said they went back and checked on that and made some technical adjustments. He said they will continue to monitor those revenue projections and would begin to conduct scenario modeling that would reflect a variety of economic conditions between now and the next meeting.

Mr. Richardson said staff will continue to evaluate communication strategies with the Board, given the COVID-19 situation. He said one thing that every Board member has done during the past week is they asked him how they could help. He said the Board members being available for staff to talk with is helpful. He said they may need to speak to Board members as they continue to evaluate all these points,

with communication strategies, and with the work that lies ahead of them with additional budget work sessions and public hearings.

Mr. Richardson said he knew the Board had some concerns about several things in the budget that they may have in the budget, or may not, or that they may want to see different variations or alternatives to consider staffing, Fire Department staffing in the Rural Areas, and a number of things they have talked about. He said staff was continuing to work on that as they also do their scenario modeling, and they continue to look at projections.

Ms. McKeel **moved** the Board approve the amended budget calendar, as presented that day. Ms. Price **seconded** the motion.

Roll was called and the motion carried by the following recorded vote:

AYES: Mr. Gallaway, Ms. LaPisto-Kirtley, Ms. Mallek, Ms. McKeel, Ms. Palmer, and Ms. Price
NAYS: None.

AMENDED FY 21 BUDGET CALENDAR

Public Hearings on Tax Rate and FY 21 Budget	April 13 – no change
Board of Supervisors sets CY 20 Tax Rate	April 15
Board of Supervisors could hold additional work sessions/public hearings. TBD	Between April 13 – May 14
Board of Supervisors adopts the FY 21 Budget	May 14
Board of Supervisors appropriates funding	June 3

Agenda Item No. 7. From the Board: Matters Not Listed on the Agenda.

Mr. Gallaway asked Ms. Kilroy about public comment at the meetings, moving forward. He noted they had done some creative things for the town hall meetings and public hearings. He said he received questions about the meeting scheduled for the next evening, and 6:00 p.m.’s Matters Not Listed (for public hearing). He asked if they were equipped to allow for people to participate beyond just sending emails. He said he wanted to be clear for alternatives if people did not want to attend in person the next evening.

Ms. Emily Kilroy (Director of Communications and Public Engagement) said staff was evaluating a couple different options. She said they wanted to see where the budget calendar landed and to figure out what the next steps should be.

Ms. Kilroy said they were able to accommodate something for the new budget calendar, and she fully expected that by April 13, they would have a good solution in place. She said staff has been spending a lot of time over the past several days figuring out how to focus on continuity of operations for the core functions.

Ms. Kilroy said that for next evening’s meeting, they did not have a great technological solution in place. She said they could look at some things they could probably implement quickly. She said she spoke with the Deputy Clerk about setting up a designated place for people to write in public comments that they could read aloud into the record. She said anything sent to bos@albemarle.org is public comments that the Board all has access to.

Mr. Gallaway said the main message for the next evening was if someone feels compelled to give the Board budget comments at 6:00 p.m., they don’t have to feel pressured to come speak in public to do that. He said they have built in extra time to participate. He said there would be alternative means in place for people to speak specifically to the budget so that those who may feel compelled to speak on that item can write the Board and do what they feel is necessary to communicate, as they normally would. He said they would have ample time to come speak to the Board in future weeks on specific budget items.

Ms. Kilroy said their communications at that point, with respect to that week's Board meetings, is that they have reduced and modified the agenda items to remove those items that they felt didn't have a mandate or timeliness to them. She said she knew there would be a lot of people who would be coming to speak to the draft Climate Action Plan, for example, and so that has been pulled from the agenda in order to not compel people to come, and to also not take action on things that people feel very strongly about providing public comment on.

Ms. Kilroy said they have been messaging that there will be changes. She said there was a statement from Mr. Gallaway over the weekend asking the County Executive to bring forward a new budget schedule. She said staff would send out another message that evening saying that the new budget calendar has been adopted, and that people will have ample, very well-advertised opportunities to speak on the budget, as it moves forward on the adjusted time schedule, understanding that there is a month of a time that is TBD where there will be several opportunities for people to weigh in.

Ms. Mallek said it may be helpful to advise people that there likely will be changes to what is being considered in the budget, and they would be better able to respond once they know what those changes might be. She said when something might be changing, it's good to wait and see what changes are proposed, as an issue may not even be happening anymore.

Ms. Kilroy agreed, adding that staff would plan and advise on the level of engagement that would be necessary as a response to what changes may happen over the next several weeks, with respect to some of the proposals that were in the budget.

Ms. Mallek said for next evening, she encouraged anything that they could do to encourage people to stay home and to share via email or the phone. She said some people do not use email, and if there was news that people could call their Supervisors, this would help reassure people that they can comment. She said there may be matters the next evening for which people feel they do need to say something, but it doesn't mean that they will be ignored if they are not in the room. She said if they are meeting the Governor's guidelines, they don't have space for people to come, unless they come in one at a time. She said it is complicated.

Ms. McKeel added that they don't want to line people up in the hall.

Ms. Mallek agreed that they didn't want people coming in and standing around, as this makes everyone worse, and all it takes is one person to infect everyone.

Ms. Price expressed great appreciation to Mr. Richardson, Ms. Allshouse, Mr. Walker, and Mr. Kamptner. She said she has endeavored not to send them endless emails, given the work that they are all engaged in currently. She said they have been very responsive to all the questions that she had, and that her questions were all addressed in the presentations.

Ms. LaPisto-Kirtley asked Ms. Kilroy if something would be going out through A-mail, specifically regarding public input the next day, so that people wouldn't have to scroll through an email update. She asked if a communication could go out encouraging people not to come, but to still offer input, and that the budget would possibly look different than what they currently have.

Ms. Kilroy replied yes.

Ms. McKeel said this is a good point because one thing she has been telling people who email and call her is to sign up for A-mail. She said A-mail provides messaging from the County to the community. She recognized that not everyone has the internet, but that a good portion of the community can do this. She said A-mail is one thing to understand what the County is doing and receive schedule changes. She said it was amazing how many people who do have internet access aren't aware of A-mail.

Ms. Price said this was a good point. She mentioned the ability to broadcast all the meetings. She asked if there was the capability of streaming messages, such as a newsreel of information. She withdrew her question, realizing that this was all done through the internet and not through TV.

Ms. McKeel said the meetings are podcasted and that people can watch them at their leisure.

Ms. Price noted that they must have internet access.

Ms. Palmer said there were many people working from home, and that many were using DSL. She said there are already many people who complain that about 7:00 p.m., when everyone is home, different areas don't get good enough bandwidth to download and watch things. She said it will be interesting, going forward, with everyone working at home if they will start having those problems earlier in the day.

Ms. Mallek said it has already happened on Allen Road.

Ms. Palmer said this surprised her because they just got more bandwidth.

Ms. Mallek said this shows what the need was.

Ms. McKeel said this terrible experience the country would go through would show many people

what they lack, as well as infrastructure issues. She said she was appalled that there are 30 million children in the country who can't eat sufficiently when school is cancelled. She said they should be ashamed of themselves.

Ms. Mallek agreed. She said she was impressed with school departments all over the place making an effort.

Ms. McKeel said this was true, and she didn't want it to seem that she was criticizing the schools.

Ms. LaPisto-Kirtley asked if Ms. Kilroy is able to see how many people are signing up for A-mail to see if there is an increase or not.

Ms. Kilroy replied that they are doing excellently in their engagements that week, on social media channels as well as Albemarle County news. She said if someone is a recent subscriber, she apologized for the number of messages they were sending. She said they don't typically send this volume of messages, but that things are rapidly changing, and they are trying to get messages out as timely as they can. She said there is a constant decision-making process of whether to hold a message and wait for something else, or to send the word out quickly. She said she looked forward to feedback later.

Ms. Kilroy said they were seeing a big uptick in subscriptions and are encouraging people to continue to follow and subscribe the County, as well as the Health District, as this was where they were getting good scientific-based information.

Ms. Mallek said she was getting great responses from a recent newsletter. She said she had to change it three times, as that was how quickly things were changing. She asked Ms. Kilroy not to hold back on the messages, as short single-topic messages were far better than one long one every several days. She said otherwise, people begin to feel more isolated.

Ms. Mallek said she had a completely different topic to put on the list for later. She said Mr. Jonno Alcaro (School Board Chair) shared with her the design plans for the Boys and Girls Club, and they had been discussing the slope.

Ms. McKeel said that the plan was that the School Division was planning to show the Supervisors those plans.

Ms. Mallek said she sent a question to Mr. Trevor Henry about the slope. She said Mr. Henry said that if the Board was interested in learning that, they could ask the County Engineer to look at it. She said if others were interested and felt inclined, they could pass this to the County Executive to get some information on.

Ms. Palmer said she didn't recall receiving those plans and asked Ms. Mallek to send them.

Ms. McKeel said they were attached to the packet that was sent out to the Board members. She said the pictures were in color and were beautiful.

Agenda Item No. 8. From the County Executive: Report on Matters Not Listed on the Agenda.

Mr. Richardson asked if he just received an assignment from the Board regarding the plans for the Boys and Girls Club.

Mr. Gallaway said this may need to be something he looks at, and then they could perhaps discuss it the next evening. He said he was not clear what this meant, at that point.

Ms. Mallek said they could discuss it the next day.

Mr. Richardson thanked the Board for their time over the last week, and for the interruptions they have taken on a regular basis at night and weekends. He said staff will stay focused on maintaining essential services to the public. He said they are continuing to take steps to heed the advice of medical professionals on reducing transmission of COVID-19 to staff. He thanked Dr. Bonds, noting she is currently serving two regions and has been burning the candle at both ends.

Mr. Richardson said most staff have stepped out to move back into the Incident Command meetings that evening where they would continue their focus on protecting vulnerable populations.

Mr. Richardson thanked Ms. Price for asking the question about developing redundancies with staff, as it is critical that they do that. He said as administrative staff begins to merge more closely with public safety officials, they are trained for emergency management situations. He said administrative staff has had a step-up to do in order to be able to keep pace and handle day-to-day operations.

Mr. Richardson asked the Board to remain patient with staff, and that they should not hesitate to contact him, Mr. Henry, Mr. Walker, Ms. Kilroy, or anyone in the County Executive's Office. He said if it is of an urgent nature, they will get back to the Board very fast. He said as things change, they will continue to evaluate communication strategies with the Board.

Mr. Richardson asked the Board to please carefully read the things staff sends to them, and that

they would try not to burden them with too many things. He said staff is trying to stay effectively connected with the Board on a day-to-day basis. He said most everyone carries their cell phones 7 days a week and if the Board needs anything, staff will try to get to them as quickly as they can.

Mr. Richardson said with the questions they have, staff may push them back to the entire Board, as it is oftentimes helpful with individual Board member questions to share the information with all six members.

Mr. Richardson said he was proud of his staff and appreciated the Board’s support of the staff. He said one year ago today was Selection Sunday, when the NCAA brackets came out. He said three weeks later, the community was riding a high with the UVA being crowned the men’s national basketball champion. He said one year later, they were in a very different spot. He said the community is prepared for this, and they have an outstanding public safety relationship with key partners. He said staff will do their best work.

Agenda Item No. 9. Adjourn.

At 5:16 p.m., the Board adjourned their meeting to March 18, 2020 at 5:00 p.m. in Lane Auditorium.

Chairman

Approved by Board
Date 04/21/2021
Initials CKB