DRAFT MEETING SCHEDULE – MARCH AND APRIL 2020

Given the current situation with COVID-19, which seems to change rapidly every day, the following is set forth for handling Board business over the course of the next 45 days.

March 18-31, 2020

There are no scheduled Board of Supervisors meetings or Committee meetings scheduled during this time period. The Surgeon General of the United States has declared the next 15 days as a critical period to limit social contact to the maximum extent possible. As such, no meetings will be scheduled during this time period.

April, 2020

April 7, 2020

The Board has a regularly scheduled monthly meeting set for April 7, 2020. The 7:00 p.m. meeting for April 7, 2020 will be cancelled. The 10:00 a.m. meeting is the business portion of our meeting and it does not include any public hearings. Based upon Virginia Freedom of Information Act (FOIA) requirements, the Board may not hold this meeting without it being open to the public. There are several reasons to hold this meeting, and steps that can be taken to limit public interaction. The meeting would include an additional update from our Emergency Services Director.

The Board also has a budget work session at which it needs to authorize advertisement of tax rates for a public hearing. That work session is scheduled for 1:30 p.m.

It is suggested that the Board cancel the 1:30 p.m. work session and instead simply include the budget discussion on the 10:00 a.m. agenda.

The Board could hold its 10:00 a.m. meeting on April 7, 2020 with the following steps being taken to practice social distancing:

- The only staff present in the room will be the County Administrator, County Attorney and the Deputy Clerk. If the Finance Director or other staff are needed, they will be on call.
- The County Administrator and the County Attorney will not sit at the dais. The Board members will be able to maintain a space of three feet or more between them, as will staff.
- While FOIA dictates that we cannot bar the public, we will stress through signage, social media and other means, in advance, that the meeting will be live streamed. Note that no public input is normally taken at the morning business meetings. The public is
discouraged from attending in person but will be encouraged to view the meeting and continue to stay informed. Anyone that does attend will be encouraged to practice social distancing, as it is anticipated that there will be ample space available in the room.

April 14, 2020

All scheduled Committee meetings could be cancelled. (Public Works, Buildings and Grounds, Rules)

April 16, 2020

All scheduled Committee meetings could be cancelled. (E911 Board, Public Safety, LEPC)

April 21, 2020

The Budget public hearing could be held 7:00 p.m. on April 21, 2020. This meeting would be held with the following steps taken to encourage social distancing:

- The only staff present in the room will be the County Administrator, County Attorney and the Deputy Clerk and the Finance Director.
- The County Administrator and the County Attorney will not sit at the dais. The Board members will be able to maintain a space of three feet or more between them, as will staff.
- While FOIA dictates that we cannot bar the public, we will stress through signage, social media and other means, in advance, that the meeting will be live streamed and that the public is encouraged to participate remotely rather than in person. We will encourage emailed comments which will be read into the record during the meeting, and which will be accepted for 3 days before and 3 days after the meeting. Anyone that does attend will be encouraged to practice social distancing. If necessary, we will have a Sheriff’s Deputy limit the number of people allowed to enter, providing the live stream in the lobby and allowing people to enter, make their public comments, and then exit.
- Keep in mind that the Board does not normally have discussion at this meeting, and it makes no decisions. It is solely a public information session on the proposed budget and an opportunity for citizens to comment.

There would be no additional meetings in April of 2020. Decisions regarding May meetings could be made as we see how things develop.