



CUMBERLAND COUNTY BOARD OF SUPERVISORS

Regular Monthly Meeting
Cumberland County Circuit Courtroom A
Cumberland, VA

AMENDED AGENDA

July 12, 2016

Regular Meeting – 7:00 p.m.

1. **Call to Order**
2. **Welcome and Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Agenda** **Motion**
5. **Public Comments (Part one)**
6. **State and Local Departments/Agencies/Community Service Providers**
 - a. Dr. Amy Griffin, Superintendent of Cumberland County Public Schools **Information**
 - b. VDOT **Information**
 - c. Ms. Robin Sapp, Cumberland Public Library **Information**
 - d. **Mr. Roger Hatcher, Chairman, Water and Sewer Advisory Committee** **Information**
7. **Public Hearings**
8. **County Attorney/County Administrator Report**
 - a. Consent agenda **Motion**
 - i. Approval of bills
 - ii. Approval of Minutes (June 14, 2016) (pg. 1-9)
 - b. Resolution for Keith O. White (pg. 10) **Motion**
 - c. Adopt CIP FY2016-17 thru 2020-21 (pg. 11) **Motion**
 - d. Cobbs Creek Reservoir Update **Information**
 - e. **LEPC appointment – Tom Perry** **Motion**
 - f. **Approve Job description for Victim Witness Advocate (pg. ADD 1-2)** **Motion**
 - g. **Virginia Child Identification Program (pg. ADD 3-4)** **Motion**
9. **Finance Director's Report**
 - a. Monthly Budget Report (pg. 12-20) **Information**
 - b. CUCPS Appropriation – Tell Grant \$1,525.00 (pg. 21-25) **Motion**
 - c. Fire Programs Grant Appropriation - \$3,186.00 (pg. 26) **Motion**

- 10. Planning Director’s Report**
- a. Planning Project updates (pg. 27-30)
 - b. Set Public Hearing for CUP 16-04 Hoffman (pg. 31)
 - c. Set public Hearing for CUP 16-06 Ingle-Martin (pg. 32)
 - d. Set Public Hearing for Code Amendment 16-07 Structure Heights (pg. 33)
- Information
Motion
Motion
Motion**
- 11. Old Business**
- 12. New Business**
- 13. Public Comments (Part two)**
- 14. Board Members Comments**
- 15. Adjourn into Closed Session (pg. 34-35)** **Motion**
- Pursuant to VA. Code § 2.2-3711.A.7: Consultation with Legal Counsel;
 Subject: Host Community Agreement
 Subject: Sewer Line Easement
 Subject: Piedmont Regional Jail Board Authority
 Pursuant to VA. Code § 2.2-3711.A.6: Investment of Public Funds;
 Subject: Cumberland County Debt Structure
 Subject: Cumberland County Business Park Project
 Pursuant to VA. Code § 2.2-3711.A.1: Personnel;
 Subject: Assignment of job duties in Accounting and Economic Development Dept.
 Subject: Discussion regarding salaries in the Registrar’s Office
- 16. Reconvene in Open Session** **Motion**
- Roll call vote pursuant to Virginia Code § 2.2-3712 certifying “that to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.”
- 17. Additional Information – (pg. 36-46)**
- a. Treasurer’s Report
 - b. DMV Report
 - c. Monthly Building Inspections Report (pg. ADD 5-6)
 - d. Approved Planning Commission meeting minutes-N/A
 - e. Approved IDA minutes-N/A
 - f. WWI and WWII Commemoration Commission Committee request
- 18. Adjourn – Workshop – 7:00 p.m. July 18, 2016 at Fort Picket Officers Club located at 3951 Military Road, Blackstone, Virginia 23824**

VICTIM/WITNESS PROGRAM DIRECTOR

GENERAL DEFINITION OF WORK:

FLSA Status: Non-exempt

The chief objective of the position is to reduce the trauma of victimization and encourage crime victims to cooperate with and participate in the criminal justice system by providing direct services including information and assistance required by the Crime Victim and Witness Rights Act. The position provides, and ensures that staff provide explanation of the complexities of the criminal justice system, specialized counseling or social services or referral to such services, and information and direction in applying for services available, including benefits from the Criminal Injuries Compensation Fund. Additionally, position performs program management functions including program development and budget development.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Develops, coordinates, implements and evaluates direct services to crime victims. Functions include:
 - Developing and disseminating victim assistance information
 - Training and educating criminal justice personnel and the public regarding victim assistance and how to obtain the program's services
 - Acting as liaison with other agencies and developing service agreements
 - Developing and maintaining a directory of social services and community resources available to crime victims
 - Attending relevant meetings and representing the program
- Performs program management activities including:
 - Recruiting, interviewing, training and supervising paid and/or volunteer program staff and delegating tasks and responsibilities
 - Writing grants and monitoring grant monies
 - Developing and maintaining client and program records
 - Submitting quarterly narrative, statistical and financial reports
- Provides written materials to victims and witnesses which explains how to obtain the program's services and summarize victim and witness rights established by the Crime Victim and Witness Rights Act
- Provides to victims, either directly or by referral, crisis intervention services and specialized counseling, and emergency assistance, such as food and shelter, if necessary. Informs victims of financial assistance and social services available to them and provides appropriate referral information. Explains to victims how to apply for victims' compensation and assists victims in completing applications. Acts as liaison between victims and Criminal Injuries Compensation Fund and provides follow up on claims.
- Counsels victims about their options with respect to the criminal justice process. Provides support services including follow-up counseling and victim support groups. Provides information on level of protection available to victims and witnesses and assists them in obtaining protection, as appropriate. Where available, provides a separate waiting area for victims during court proceedings. Assists in the prompt return of property held for evidentiary purposes. Directs victims to law enforcement agencies for the purpose of obtaining crime prevention services.
- Provides information to victims on developments in the investigation and adjudication of their cases with functions to include:
 - Development and maintenance of a system to assist victims in minimizing unnecessary trips to court, provision of disposition information to victims and witnesses
 - Informing victims of their right to receive advance notification of judicial proceedings and, as appropriate, providing such notice
 - Informing victims of their right to be notified of prisoner status and providing information and assistance to facilitate notice
 - Informing victims that they must provide their current names, addresses and telephone number, and any subsequent changes, in writing to appropriate notifying agencies in order to receive notification services
 - Advising victims and witnesses that it is unlawful for an employer to penalize an employee for appearing in court pursuant to a summons or subpoena and, upon request, providing employer and other intercession services
 - Arranges transportation and/or escort services through the Sheriff's Office related to the investigation or adjudication of a case.
- Prepares adult and child victims and witnesses for participation in trial proceedings through counseling, courtroom tours, accompaniment to court, and explanation of judicial proceedings. Informs victims and witnesses that they may request that their addresses and telephone numbers not be disclosed and assists victims in completing the Request for Confidentiality forms. As appropriate, advises victims and witnesses that they have the right to the services of an interpreter and assists the court in obtaining such services for victims. Advises victims that they may be allowed to

remain in the courtroom. Informs minor victims, whenever possible, that the court may allow an adult chosen by the minor, to be present in the courtroom during any trial proceeding. Coordinates with appropriate personnel to facilitate closed preliminary hearings and/or use of closed-circuit television.

- Advises victims that they may submit a written victim impact statement and, upon request, assists victims in preparing victim impact statements and/or coordinates with probation officers for the preparation of victim impact statements. For crimes occurring prior to January 1, 1995, provides information about the parole process and assists victims in completing and filing Parole Input Forms.
- Advises victims of restitution provisions of the Code of Virginia: assists victims in seeking and securing restitution by providing information about local procedures and referrals to appropriate personnel, and, as appropriate, assists in monitoring and collecting restitution.
- Processes vouchers for payment of all certified costs of a forensic medical examination of a crime victim, to the extent that such costs are not otherwise reimbursed or paid by third parties.
- May be called when off-duty. May respond to sexual assault scenes and may accompany victim and deputy to the hospital. This will be done when practical for the V/W coordinator.
- Director coordinates and works closely in conjunction with the Commonwealth's Attorney's office regarding services to crime victims
 - Schedules and facilitates crime victim interviews for the Commonwealth Attorney's office
 - Attends crime victim interviews at the Commonwealth Attorney's office
 - Serves as member of the county's Sexual Assault Response Team and Child Multidisciplinary Team
 - Appears at all court sessions to serve crime victims
 - Promptly initiates and establishes contact with crime victims after criminal process has been issued and victim contact information is received
- Must be proactive and self-starter

NOTE: Task and duty statements are intended to demonstrate the scope and complexity of work performed by the "typical" program director managing the program without additional paid staff. Factors which may lead local program administrators to modify functions and/or percentages of working time devoted to each function include: availability of paid and volunteer staff, avoidance of duplication of effort, and case loads.

INDEPENDENT ACTIONS AND/OR DECISIONS EXTENT OF SUPERVISION RECEIVED:

Actions and decisions related to budget and policy development, and program changes are subject to approval of supervisor and/or local unit of government.

MOST IMPORTANT SERVICE OR PRODUCT:

Alleviate trauma of victimization through provision of services and information.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in criminal justice or related field and some experience with court proceedings.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires walking, fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual activity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.



The Most Worshipful Grand Lodge

OF ANCIENT FREE AND ACCEPTED MASONS OF THE COMMONWEALTH OF VIRGINIA

DISTRICT DEPUTY GRAND MASTER

MY NAME IS JOHN BUTLER. I AM CURRENTLY THE DISTRICT DEPUTY GRAND MASTER FOR THE 26TH MASONIC DISTRICT WHICH INCLUDES CUMBERLAND, APPOMATTOX AND PRINCE EDWARD COUNTIES.

THE GRAND LODGE OF VIRGINIA SPONSORS A PROGRAM KNOWN AS (VCHIP) VIRGINIA CHILD IDENTIFICATION PROGRAM.

THE PROGRAM RECORDS THE CHILD'S VIDEO PHOTOGRAPH, VOICE RECOGNITION, SEVERAL SPECIFIC QUESTIONS THAT ONLY THAT PARTICULAR CHILD COULD ANSWER, SUCH AS NAME, ADDRESS, FAVORITE COLOR, BEST FRIEND, FAVORITE PLACE TO PLAY AND SO FORTH. FINGER PRINTS ARE RECORDED DIGITALLY, AND A STERILE SWAB OF THE GUMS IS TAKEN FOR DNA.

THE CHILD IDENTIFICATION PROGRAM IS STRICTLY VOLUNTARY AND IS ONLY DONE WITH THE CONSENT OF A LEGAL PARENT OR GUARDIAN. ALL OF THE ABOVE INFORMATION IS STORED ON A WRITABLE COMPACT DISC, AND GIVEN TO THE PARENT OR GUARDIAN AS A PACKAGE. ALL INFORMATION IS THEN TOTALLY AND COMPLETELY REMOVED FROM THE COMPUTER. GOD FOR BID IF THE CHILD SHOULD BECOME MISSING, THE PARENT OR GUARDIAN WOULD THEN TURN THE PACKET OVER TO LAW

ENFORCEMENT FOR FUTURE IDENTIFICATION PURPOSES.

ALTHOUGH THIS VCHIP PROGRAM IS DESIGNED FOR OUR YOUTH, IT HAS BEEN EXPANDED TO INCLUDE SOME OF OUR SENIORS WHO ARE EXPERIENCING PROBLEMS WITH ALZHEIMERS, AND OR DEMENTIA.

THE COST OF THESE SPECIALIZED COMPUTERS IS RIGHT AT \$2,500. CURRENTLY THE MASONIC LODGES IN THE 26TH DISTRICT ARE COLLECTING MONTHLY FROM OUR MEMBERSHIP. BY OCTOBER, 2016 I EXPECT TO HAVE COLLECTED ABOUT \$1,500 DOLLARS OF THIS COST. ANY FUNDS COLLECTED OVER THE COST WILL BE USED TO PURCHASE THE WRITABLE COMPACT DISCS, STERILE SWABS, ENVELOPES, AND OTHER NEEDED MATERIALS.

CURRENTLY WHEN WE HAVE AN EVENT SUCH AS PATRIOT DAYS, A SCHOOL OR CHURCH FUNCTION WHERE THE CHILD ID PROGRAM IS REQUESTED WE HAVE TO BORROW COMPUTERS FROM BUCKINGHAM AND ALTAVISTA LODGES.

AS THE DISTRICT DEPUTY GRAND MASTER, I AM REACHING OUT TO OUR SERVICE ORGANIZATIONS AND FRIENDS IN THE THREE RESPECTIVE COUNTIES.

ANY CONSIDERATION YOUR ORGANIZATION CAN PROVIDE WILL BE GREATLY APPRECIATED.

FRATERNALLY

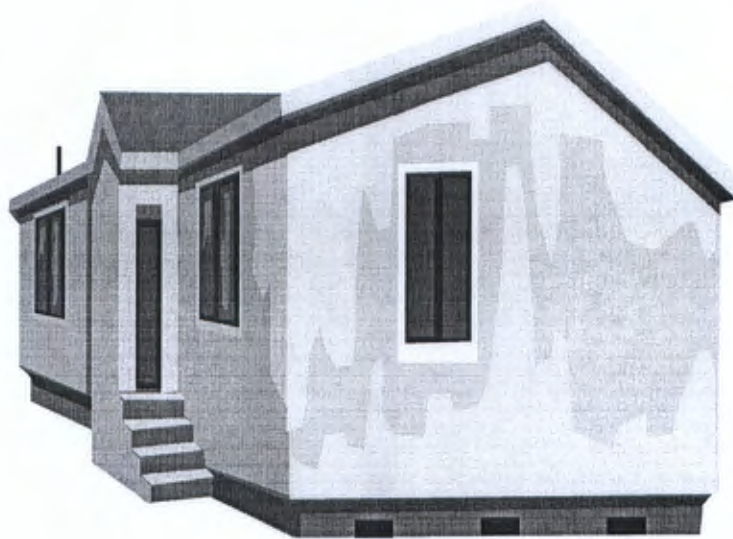
John Butler

JOHN BUTLER DDGM

492-4417

CUMBERLAND COUNTY

BUILDING INSPECTIONS
DEPARTMENT



JUNE 2016

MONTHLY
REPORT

COUNTY of CUMBERLAND VIRGINIA

FOUNDED • 1749

Building Official's Office

Leland H. Leeds
Building Official
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Mackenzie Tate
Building Coordinator
mtate@cumberlandcounty.virginia.gov

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June	Current Month 2015	YTD 2015	Current Month 2016	YTD 2016
Singlewides	2	5	0	3
Doublewides	2	5	2	4
Modular	0	1	1	5
New Homes	0	7	3	3
Ag & Exempt	0	0	0	4
Garages & Carports	3	8	2	13
Additions & Remodels	0	13	2	11
Misc	6	74	16	67
Commercial	6	14	3	14
Totals	19	127	30	123
Total Fees Collected	\$3,455.76	\$20,194.20	\$4,403.86	\$16,473.62
E-911 Fees Collected	\$36.00	\$132.00	\$34.00	\$94.00
Zoning Fees Collected	\$10.00	\$130.00	\$11.00	\$131.00
S & E Fees Collected	\$150.00	\$450.00	\$0.00	\$500.00
Total Estimated Value	\$564,970.00	\$3,656,827.00	\$641,101.00	\$3,444,042.00
Admin. Fees	\$0.00	\$10.00	\$0.00	\$20.00
CO's Issued	3	14	3	20



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