

**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
SPECIAL MEETING
March 17 - 20, 2025**

The Henrico County Board of Supervisors convened a Special Meeting on Monday, March 17, 2025, at 9:00 a.m. in the County Manager's Conference Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, Virginia.

Members of the Board Present:

Daniel J. Schmitt, Chair, Brookland District
Roscoe D. Cooper, III, Vice-Chair, Fairfield District
Misty D. Roundtree, Three Chopt District
Jody K. Rogish, Tuckahoe District
Tyrone E. Nelson, Varina District

Other Officials Present:

John A. Vithoukas, County Manager
Andrew R. Newby, County Attorney
Tanya N. Brackett, CMC, Assistant to the County Manager/Clerk to the Board
Michael Y. Feinmel, Deputy County Manager for Public Safety
W. Brandon Hinton, Deputy County Manager for Administration
Monica Smith-Callahan, Deputy County Manager for Community Affairs
Cari M. Tretina, Deputy County Manager/Chief of Staff
Steven J. Yob, Deputy County Manager for Community Operations
Yvette D. George, Director of Human Resources
Sheila S. Minor, Director of Finance
Justin Crawford, Management and Budget Division Director

Mr. Vithoukas explained that Budget staff will provide a report each day to follow up on questions that staff were unable to answer the previous day. He thanked the Budget staff and Justin Crawford, Management and Budget Division Director, for all their hard work and efforts going into the budget and the week.

Highlights of Department Presentations

- Building Inspections – Boleman Bowles, Director, joined by Corina Liddle, Residential Plan Supervisor, John Butler, Existing Structures Inspector Supervisor, and Susan Butler, Technology Support Specialist.

Building Inspections remained busy. Mr. Bowles highlighted the number of new construction inspections for the year compared to last year; from August – December 2024, they have issued 48,118 permits. He discussed their future succession plan of working with the career and technical education program to allow students to ride with the inspection staff in the field. He responded to questions from the Board regarding the cost of land in different areas of the County. He stated his department is running

smoothly and is looking forward to the upcoming year. He thanked the Board and the Manager for their continued support.

- Planning – Joe Emerson, Director, joined by Jean Moore, Seth Humphries, and Leslie News

Mr. Emerson gave the Board an update on his department. He shared several slides showing the caseload for Planning. He reviewed current special projects and milestones. He responded to questions about development throughout the County and to concerns regarding data centers and vape shops. He thanked the Board for their continued support.

- Community Revitalization – David Sacks, Community Development Manager, joined by Miguel Madrigal, Community Maintenance Manager, Carmen Noviskey, Housing Advocate, and Emily Warner.

Mr. Sacks announced Mr. Leabough was on vacation and he would be handling the presentation. He gave an update on Glenwood Farms, including the redevelopment plan, photos of the demolition, and the support being offered to the current community members. Mr. Sacks also gave an update on the Employee Home Purchasing program and the Affordable Housing Trust Fund. He reviewed the number of code enforcement violations and photos of the most challenging code violators. He thanked the Manager and the Board for their continued support.

- The Permit Center – David Pennock, Director, joined by Brett Hinson, Assistant Director

Mr. Pennock thanked the Board and the Manager for their continued support. He shared the number of permit reviews from FY22 – FY25. Mr. Pennock highlighted how POSSE has provided greater reporting capability that can be used to identify opportunities for service improvement. In addition, the Permit Center offers interpretation and translation support in more than 200 languages. He noted his staff will continue to maintain good customer service.

The Board recessed at 11:11 a.m. and reconvened at 11:20 a.m.

- Recreation & Parks - John Zannino, Director, joined by Marielle McFarland, Assistant Director, and Torrance Archie, Assistant Director

Mr. Zannino shared several highlights, including the security enhancements that will be added to 35 County parks, and the top five parks visited in the County with Deep Run Park at number one, followed by Taylor Farm Park, Dorey Park, Eastern Recreation Center, and Crump Park & Meadow Farm. He highlighted the Recreation & Parks staff and the outreach and impact they make daily with visitors to our parks and our residents. For the upcoming summer, they have expanded the summer camp spots and locations. Compared to last year, they increased the spots from 930 to 1,200, added two additional locations for the camps, and increased the camps by 2.5 hours a day. Mr. Zannino announced the purchase of a new Mobile LED Trailer that will help with movies and other offerings from the Division. Mr. Zannino responded to questions from the Board members, and he thanked the Board for their continued support.

The Board recessed at 12:12 p.m. and reconvened at 12:21 p.m.

- Finance Department – Sheila Minor, Director

Ms. Minor discussed the divisions within the Department of Finance, to include administration, accounting, budget, purchasing, real estate, revenue, risk management, and treasury. She highlighted the Department's 2024 accomplishments and what's upcoming for 2025, including water emergency allocation and potential reimbursement, electronic payment portals, risk management information system implementation, external audit contracting, and affordable housing. She responded to questions from the Board regarding assessments and the appeal process. She thanked the Board and the Manager for their continued support.

- Circuit Court – The Honorable Randall Johnson, Chief Judge

Judge Johnson thanked the Board and the Manager for their continued support and especially appreciated the support during the water crisis for ensuring the courts didn't have to close.

- General District Court – The Honorable Craig B. Dunkum, Chief Judge, and Carol B. Kennedy, Clerk

Judge Dunkum thanked the County Manager and the Board for their continued support and believes the relationship with the Judges and Board is crucial for them to be able to do the job they do. He responded to a question from Mr. Nelson regarding court appointed lawyers.

- Juvenile/Domestic Relations Court – The Honorable Stacy E. Lee, Chief Judge, and Erin Jacoby, Clerk of Court

Judge Lee echoed the sentiments of Judge Dunkum and thanked the Board for their continued support. She noted they have two new judges coming on board and appreciated the new children's room with a welcoming mural being created.

- Robert Beard, Chief Magistrate

Mr. Beard thanked the Board for their continued support and noted they had a modest increase for office supplies.

- Community Corrections – Shelby Johnson, Director; Amanda Fetter, Pretrial Services Supervisor; and Christopher Jacobs, Community Corrections Unit Manager, Probation Services

Ms. Johnson highlighted her Department's accomplishments for the past year noting the referral program, public safety rate, community service, secondary trauma training, new database program, and new risk assessments. She also noted the highlights of her staff and their career development accomplishments. Ms. Johnson thanked the Board and the Manager for their continued support.

- Recovery Court – Shelby Johnson

Ms. Johnson explained recovery court is an alternative to incarceration. The program has been in existence for 22 years with 63 graduations and 301 graduates. She highlighted the increased incentives and the new database that recently came on-line.

- Circuit Court – Heidi Barshinger, Clerk

Mrs. Barshinger thanked the Board and the Manager for their support. She updated the Board on their yearly highlights, noting in civil cases they have processed name changes, divorces, and personal injury cases, along with qualifying pastors/priests, maintaining election records, issuing marriage licenses, delivering notary commissions, and processing concealed gun permits. She continued highlighting her Department's responsibilities and her expanded efforts at community outreach. Mrs. Barshinger concluded by noting she is continuing with the process of digitizing records.

- Commonwealth's Attorney – Shannon Taylor

Ms. Taylor stated she currently has a staff of 82 employees, including the Victim/Witness Advocates staff. Her office works collaboratively with Police for success in criminal investigations and prosecutions. She highlighted her community involvement throughout the year and shared several slides detailing those events and her collaboration with the many agencies throughout the County. Ms. Taylor discussed her collaboration with the Addiction Task Force and the Diversion program. She thanked the Board and the Manager for their continued support.

- Victim/Witness Assistance Program – Shelly Shuman-Johnson, Director

Ms. Shuman-Johnson thanked the Board and the Manager for their continued support, noting the support they receive compared to surrounding localities.

- Juvenile Detention – Ed Martin, Superintendent

The Department budget has a slight increase due to personnel costs. Mr. Martin stated they continue to deal with mental health issues among our youth. He noted the facility sits on two acres, and they receive state and local funding. He thanked the Board for their continued support of both programs.

- James River Juvenile Detention Center – Ryan Stevenson, Superintendent

The Center houses youth who are awaiting court in the counties of Henrico, Goochland, and Powhatan. At times, the facility can house up to 60 youth. While staying at the facility, the youth can continue their education and are offered opportunities to participate in programs. Mr. Stevenson highlighted several projects the youth have participated in with the Cultural Arts Center and noted the "Holiday Party and Art Show" in conjunction with Henrico County Cultural Arts program. He thanked the Board for their continued support.

- Capital Region Workforce Partnership – Brian Davis, Director

Mr. Davis explained the CRWP is a partnership with eight jurisdictions that is primarily funded by the U.S. Department of Labor. He reviewed how funds are allocated and how the funds are used with career services. He thanked the Board and the Manager for their continued support.

- **Non-Departmental**

Julian Parr and Monica Smith-Callahan reviewed the non-departmental budget requests with the Board and responded to questions and concerns about some of the organizations that had requested funding from prior years. Mr. Schmitt thanked them for meeting with each Board member individually on the non-departmental requests.

The Board recessed at 4:09 p.m. and reconvened on Tuesday, March 18, 2025, at 12:45 p.m.

Members of the Board Present:

Daniel J. Schmitt, Chair, Brookland District
Roscoe D. Cooper, III, Vice-Chair, Fairfield District
Misty D. Roundtree, Three Chopt District
Jody K. Rogish, Tuckahoe District
Tyrone E. Nelson, Varina District

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Justin Crawford, Management and Budget Division Director

- **Public Health** – Dr. Elaine Perry, District Health Director, joined by Deanna Krautner, Chief Operations Officer

Dr. Perry stated they have three sites: Henrico West, Henrico East, and Shrader Road. They have 105 positions, with four vacancies. She highlighted the events they have had this past year and explained they will continue working on their core services, recruitment, and retention of staff. They will continue to grow the mobile health unit beyond immunizations and use community health workers in strategic community health initiatives and partnerships. Dr. Perry thanked the Board and the County Manager for their continued support and looks forward to the upcoming year.

- **Social Services** – Gretchen Brown, Director of Social Services; Tracy Johnson, CSA Coordinator; Terry Painter-Beals, Assistant Director of Administration; Amanda Green, Assistant Director of Services

Mrs. Brown reviewed each component of her Department and their increasing caseloads. She announced her excitement for the procurement of the new Social Services Building. Mrs. Brown responded to questions from the Board regarding her increasing caseloads and EBT clients. She thanked the Board for their continued support.

- Mental Health & Developmental Services – Laura Totty, Executive Director, joined by Martha Sheppard, Assistant Director for Administrative Services, Daniel Rigsby, Assistant Director for Clinical Services, and Leslie Stephen, Assistant Director for Substance Use, Forensic & Prevention Services

Ms. Totty highlighted some of the services and achievements for MHDS for the FY24-25 year, noting they served 10,297 individuals. Ms. Totty discussed some of the current challenges they are experiencing, including overdose deaths, transportation barriers, *significant gap in services for pregnant and parenting women*, and the need for free access to Narcan for the community. She thanked the Board and the Manager for their continued support.

- Department of Public Works – Terrell Hughes, Director, and Danielle Bazemore, Assistant Director

Mr. Hughes highlighted projects for sidewalks, bus shelters, bike lanes, and trails. Mr. Hughes also discussed the amount of new funding coming from the Central Virginia Transportation Authority for work on the Fall Line Trail. There was discussion from the Board members on who would be handling the maintenance for the Fall Line Trail, with Mr. Hughes clarifying there is an agreement with VDOT. Mr. Hughes highlighted details about pedestrian and sidewalk projects. He thanked the Board for their continued support.

The Board recessed at 3:09 p.m. and reconvened at 3:27 p.m.

- Department of Public Utilities – Bentley Chan, Director, joined by Alvin Christian and Ralph Claytor, Assistant Directors

Mr. Chan responded to Mr. Rogish's questions concerning the increased rate for each year. Mr. Chan also shared several slides reviewing the year for his Department. He briefed the Board on progress on the Cobbs Creek Reservoir. He noted the continued projects they are working on in collaboration with other departments and responded to questions from the Board regarding water main breaks throughout the County.

Mr. Chan briefed the Board on the solid waste component of his budget, noting the new composting efforts after Halloween with the pumpkin composting event. He thanked the Board and the Manager for their continued support.

- General Services & Central Automotive Maintenance – Jamie Massey, Director, joined by Tom Alford, Anne Fortune, and Derek Gresko, Assistant Directors

Mr. Massey noted his agency currently handles 109 facilities throughout the County and highlighted the improvements they have made with accessible doors and elevator maintenance. He also noted the new improvements made to the Human Services

Building and the restroom updates near Human Resources, making it more ADA accessible. The Manager noted they will be having conversations to identify savings in our fleet area. Currently, we have 3,700 vehicles. Mr. Massey thanked the Board and the Manager for their continued support.

The Manager and the Budget Division staff reviewed previous questions with the Board before adjourning for the day.

The Board recessed at 5:30 p.m. and reconvened on Wednesday, March 19, 2025, at 9:08 a.m.

Members of the Board Present:

Daniel J. Schmitt, Chair, Brookland District
Roscoe D. Cooper, III, Vice-Chair, Fairfield District
Misty D. Roundtree, Three Chopt District
Jody K. Rogish, Tuckahoe District
Tyrone E. Nelson, Varina District

Other Officials Present:

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- Sports and Entertainment Authority – Dennis Bickmeier, Executive Director, joined by Jacquelyn Frame, Business Supervisor

Mr. Bickmeier shared the County is bringing in \$1.9 billion in visitor expenditures and \$99.8 million in sports economic impact. He gave the Board an update on the outlook and the events to come this year. In response to questions from the Board, Mr. Bickmeier noted we still see our biggest competition from Williamsburg, Fairfax/NOVA, Virginia Beach, and Rocky Mount, NC. Mr. Bickmeier noted he was excited for the future of sports tourism within the County and thanked the Board and the Manager for their continued support.

- Economic Development Authority – Anthony J. Romanello, Executive Director, joined by Ashley Kubat, Office Administrator

Mr. Romanello reviewed strategic plan goals and highlighted 2024 successes. He thanked the Board and the Manager for their continued support and noted they will continue to build on the momentum from 2025 going into 2026.

- Board of Supervisors/County Manager's Office

The Manager highlighted the increase in staff salaries and benefits and rising cost in advertising. The Board decided to move additional advertising to the Henrico Citizen.

- County Attorney – Andrew Newby, County Attorney, joined by Karen Grizzard, Business Supervisor; Audrey Burges, Deputy County Attorney; and Lee Ann Anderson, Chief Deputy County Attorney

Mr. Newby highlighted his budget for the year and increases due to salaries and benefit charges. Mr. Newby thanked the Board for their continued support.

- Internal Audit – Vaughan Crawley, Internal Auditor

Mr. Crawley noted this was his sixth year operating as Auditor for General Government and Schools and noted the collaboration was going well. The Internal Audit Department remains busy with audits. He thanked the Board for their continued support.

- Public Relations – Ben Sheppard, Director of Public Relations

Mr. Sheppard highlighted the many events PR has covered and advertised for the past year, showing the many videos and staff spotlights, along with the many ribbon cuttings and groundbreaking events. He informed the Board his office will be taking on the responsibilities of town hall meetings and community meetings for the Board with the new position they will be hiring. He also shared with the Board the postcards for each member they requested at the Retreat and made improvements based on the Board's comments. The cards will be given to new residents. He thanked the Board for their continued support.

- Outreach & Engagement Agency – Jelisa Turner, Director, joined by Victoria Davis, Outreach Coordinator

Ms. Turner highlighted the Agency's priorities, including aging services, multicultural engagement, access and opportunity, volunteerism, and community engagement. She reviewed the events they have hosted since the forming of the Agency and noted her excitement for what's coming. She thanked the Board and the Manager for their support.

The Board recessed at 11:27 a.m. and reconvened at 11:44 a.m.

- Electoral Board – Mark Coakley, Registrar, joined by Anna Marie Middlesworth, Deputy General Registrar, and members of the Electoral Board

Mr. Coakley noted the department has 10 permanent employees and 82 part-time employees and temporary employees. He reviewed the November 2024 election, noting the training classes held for the Chiefs, Assistant Chiefs, and Officers of Election prior to the election. Mr. Coakley reviewed the voter turnout and vote by mail. He thanked the Board for their continued support.

- Extension Office – Kim Edmonds, Extension Agent, Family & Consumer Services; Angela Wrigglesworth, Administrative Assistant

Ms. Edmonds explained the Extension Office provides local access to programs developed by a network of land-grant universities throughout the nation, based on partnerships with local, state, and federal government agencies. She highlighted the Office's priorities and events for the past year. She thanked the Board and the County Manager for their continued support.

- Library – Barbara Weedman, Director; Angela Bennett, Assistant Director for Public Services and Branch Operations

Mrs. Weedman gave statistics for the Department for the previous year. She noted the multiple awards and achievements the Department has won for its programming and for its architectural designs. She thanked the Board and the County Manager for their continued support and looks forward to the new year.

- Human Resources – Yvette George, Director

Mrs. George highlighted the successes of her department for the FY24-25 year by noting support of the access and opportunity efforts in the County. Her office has been participating in events, job fairs, and various outreach programs, as well as providing strategic guidance and leadership in personnel matters. Mrs. George also highlighted the importance of remaining a preferred employer in the region by continuing to enhance support of employees; focusing on helping employees and departments fulfill their missions/potential; maintaining the County's compensation and benefits at a competitive level; and supporting the County in creating a culture of inclusion and belonging and ensuring leadership readiness. She thanked the Board and the Manager for their continued support.

- Police Division – Eric English, Chief

Chief English updated the Board on his recruitment strategies, stating they currently have 815 total authorized positions. Chief English reviewed the need to employ crime-fighting technology and discussed declining crime rates. Chief English gave an update on their continued efforts within the community with the Chiefs community walks throughout the County. Chief English responded to questions from the Board members and concluded his presentation with an update on the community recognition and awards the Division has received. He thanked the Board and the Manager for their continued support.

- Sheriff – Alisa A. Gregory, Sheriff, and Tyrone Montague, II, Undersheriff

Sheriff Gregory highlighted her staff and current vacancies at 132 positions. She reviewed the average inmate population and the current trends they are seeing within the jail. She noted their social media platforms and the outreach they have been doing within the community showcasing the Hearts of Henrico, Phirst Pham Food Drive, and other outreach they have participated in the past year. Sheriff Gregory reviewed the current ORBIT (Opiate Recovery by Intensive Tracking) program, She also highlighted

the RISE program that currently maintains 90 inmates, including males and females at Jail East. Sheriff Gregory responded to questions from Board members.

- Emergency Management and Workplace Safety – Rob Rowley, Chief of Emergency Management and Workplace Safety

Mr. Rowley highlighted the Department's public outreach efforts, including efforts on social media and other outlets. He also noted the continued training of County departments and employees. He stated the Department will work more aggressively to pursue grant opportunities and continue to prepare for emergencies. He thanked the Board and the County Manager for their continued support.

- Emergency Communications Center – Judson Smith, Assistant Director of Operations, joined by Brandy Coullier, Business Manager

Mr. Smith highlighted some of the Department's awards and accomplishments and updated the Board on their partnerships with the Police Division and the Division of Fire. He thanked the Manager and the Board for the support that has been offered this past year to E-911 employees and their wellness and health.

- Division of Fire – Jackson Baynard, Chief, joined by Catherine Latimer, Director of Administration, and Anna Newell, Controller

Chief Baynard highlighted the Division's current program enhancements, such as safety and wellness screenings, the care team, and training and professional development for their current staff. He reviewed how the Division spends their funds and the many community engagements, trainings, and professional development opportunities. He thanked the Board and the Manager for their continued support.

The Board recessed at 5:04 p.m. and reconvened on Thursday, March 20, 2025, at 9:10 a.m.

Members of the Board Present:

Daniel J. Schmitt, Chair, Brookland District
Roscoe D. Cooper, III, Vice-Chair, Fairfield District
Misty D. Roundtree, Three Chopt District
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Mr. Vithoulkas welcomed Schools and members of the School Board who were in attendance for the presentation.

Henrico County Public Schools – Henrico School Board – Marcie F. Shea, Chair; Madison T. Irving, Vice Chair; Kristi B. Kinsella, Brookland District; Ryan E. Young, Fairfield District; Alicia S. Atkins, Varina District; and Dr. Amy Cashwell, Superintendent

Dr. Cashwell began her presentation highlighting Schools' accomplishments for the past year, including more instructional assistants, a family engagement position, and many enhancements focused on security.

Dr. Cashwell continued her presentation highlighting the career ladder track for 172 teachers who have completed a specialization; 154 teachers are currently enrolled in specialization cohorts; 1,161 teachers have completed a 30-hour micro-credential; and 565 classified employees and 23 leaders have enrolled in expanded opportunities this year. These teachers have seen an average 54% salary increase between FY17 and FY26, which doesn't include the FY22 longevity increases or Career Ladder adjustments.

Dr. Cashwell noted the growth in student support positions, with 102 English Language Learner teachers, 59 school counseling positions added, and 51 reading specialists added. She reviewed the expanded pathways for students with the ACE programming and making more seats available at the specialty centers.

There was discussion with the Board of Supervisors and Dr. Cashwell regarding salary increases and step increases for teachers and infrastructure improvements for schools. They also discussed opportunity schools and what is being done for the schools that have more challenging issues. The Board thanked Dr. Cashwell and her staff for the detailed presentation and requested a conversation with the School Board members on the redistricting of school boundaries.

Mr. Rogish expressed concerns about the redistricting plan being taken off the table after staff presented the options, particularly the options for alleviating some of the overcrowding concerns at Freeman High School. There was discussion between both Boards about overcrowding, plans to alleviate overcrowding, and the funding provided by the Board of Supervisors.

The Board thanked the School Board members for an open conversation and expressed the conversation only works when all members are present.

The Board recessed at 11:25 a.m. and reconvened at 11:48 a.m.

- Information Technology – Travis Sparrow, Director, joined by Jonathan Lumpkin, Assistant Director of Application Development, and Brian Viscuso, Assistant Director of Operations

Mr. Sparrow highlighted IT's accomplishments. The Web Team helped with the migration of hosting environments for 11 websites, including Henrico.us, and assisting with Teen Summit RVA. He updated the Board on the transition from Henrico.us to

Henrico.gov and how the migration process would work. Mr. Sparrow thanked the Board and the Manager for their continued support.

- H.E.A.R.T – Sam Hudson, Sustainability Division Director

Ms. Hudson gave the Board an update on the projects they have been working on from energy saving, pollution control, transit, land conversation, public involvement, greenspace and trails, and the savings the County has received due to these projects. She explained their main priority is following the PlanRVA Priority Climate Action Plan. She updated the Board on future projects and thanked the Board and the Manager for their support.

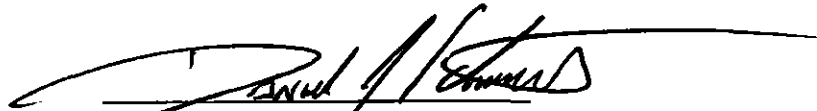
- Capital Improvement Programs

Mr. Vithoulkas reviewed the capital improvement programs, as well as funding for different kinds of buses and vehicles.

The Board concluded with a continued discussion on non-departmental funding.

The Manager thanked the Budget staff and the Finance Department for all their hard work this week. He thanked the Board for the commitment they put in every year to review the budget line by line. The Board members thanked the Finance staff for all their hard work this week and all the information brought forward.

There being no further business, the meeting was adjourned at 2:05 p.m.



Chair, Board of Supervisors
Henrico County, Virginia