LIAISON COMMITTEE MEETING
JOINT MEETING WITH THE BOARD OF SUPERVISORS AND SCHOOL BOARD
May 29, 2019 at 1 p.m.
COUNTY ADMINISTRATION BUILDING - ROOM 502

COUNTY ATTENDEES
The Hon. Dorothy Jaeckle, Supervisor, Bermuda District
The Hon. James “Jim” Holland, Supervisor, Dale District
Dr. Joseph P. Casey, County Administrator
Sarah Snead, Deputy County Administrator - Human Services
Allan Carmody, Finance Director
Matt Harris - Deputy County Administrator - Finance
Scott Zaremba, Deputy County Administrator - Community Operations
Keith Gagnon, Procurement Director

SCHOOL DIVISION ATTENDEES
The Hon. Dianne Smith, School Board, Clover Hill District
The Hon. Dr. Javaid Siddiqi, School Board, Midlothian District
Dr. Mervin B. Daugherty, Superintendent
Dr. Thomas Taylor, Chief of Staff
Nita Mensia-Joseph, Chief Operations Officer

I. MEETING OPENING
Mrs. Smith called the meeting to order at 1:01 p.m.
Mr. Holland welcomed everyone to the meeting.

II. APPROVAL OF THE AGENDA
Mr. Holland moved to adopt the agenda as drafted. Ms. Jaeckle seconded the motion.

III. APPROVAL OF MINUTES
Upon motion of Mr. Holland, seconded by Dr. Siddiqi, the committee voted unanimously to approve as drafted the minutes from the Apr. 23, 2019 meeting.

IV. OLD BUSINESS

PLEASE NOTE: The materials and audio for this meeting can be obtained by contacting the clerk’s office at ccpsschoolboard@ccpsnet.net.
There was no old business to discuss.

V. NEW BUSINESS

1. Collaborative Services

**Mr. Harris, Mr. Zaremba, and Mr. Gagnon** provided the committee with an overview of shared services, including the following departments: Grounds Maintenance, Police / School Safety, Fleet and Radio Maintenance, Risk Management, and Procurement.

**Discussion** topics included: the shared services website; collaboration between the county and school division; the role of internal audit; the history of Grounds Maintenance as a shared service; staffing needs for a more frequent grounds-maintenance cycle; evaluation protocols for grounds maintenance; equity with regard to grounds maintenance; parks and recreation staffing; bus fleet management; the future fueling station at the Chesterfield Career and Technical Center @ Hull (“CTC@Hull”); the future park-and-ride station at CTC@Hull; and, the consolidation of CCPS central office staff to a single location.

**Mrs. Smith** requested that additional shared services be brought before the committee at future meetings.

Further **discussion** centered around procurement, and specifically: consolidation of the county and school division procurement departments; the procurement department’s use of analytics and insight; staffing allocations; fulfillment turnaround times and processes; the e-procurement rollout; prioritization of procurement items; effective resource utilization in the department; accountability protocols; best practices for future reporting and communication; communicating challenges with the community; and, the requirements for authorizing emergency purchases.

**Dr. Siddiqi** expressed concerns regarding the current procurement process. **Mr. Gagnon** shared potential solutions.

**Mrs. Smith** shared concerns regarding the procurement process related to Gordon Elementary’s HVAC units. These concerns led to a larger discussion of what would exceed the threshold for an emergency procurement.

3. Next Meeting Agenda Items
Proposed items for the Aug. 26, 2019 agenda included:

- A police and safety update.
- A report on school readiness.

**Mr. Holland** expressed concerns related to communication between the county and the school division. He also stated that the County Charter states that the Board of Supervisors has sole authority to control and manage all assets in the county.

**VI. ADJOURNMENT**

Upon motion of **Mr. Holland**, seconded by **Dr. Siddiqi**, the committee voted unanimously to adjourn.

The meeting was adjourned at 2:45 p.m.