

BOARD OF SUPERVISORS MINUTES

MARCH 14, 2023

At a Worksession of the Orange County Board of Supervisors held on Tuesday, March 14, 2023, beginning at 4:00 p.m., in the Meeting Room of the Public Safety Building, 11282 Government Center Drive, Orange, Virginia. Present: R. Mark Johnson, Chairman; Lee H. Frame, Vice Chairman; James K. White; Keith F. Marshall; and James P. Crozier. Also present: Theodore L. Voorhees, County Administrator; Thomas E. Lacheney, County Attorney; and Alyson A. Simpson, Chief Deputy Clerk.

RE: PERSONNEL POLICIES UPDATE PROCESS; SECTION 3 (WORK ENVIRONMENT)

Theodore L. Voorhees, County Administrator, explained that a process had been initiated to review the existing Orange County Personnel Policy Manual in a systematic way that would result in an updated manual of Board personnel policies while removing outdated policies and reclassifying certain policies to the County Administrator. That process began with a Worksession on December 20, 2022, where policies in Section 1 of the Manual were reviewed, and continued with a Worksession in January. Mr. Voorhees indicated that review and discussion was now shifted to Section 3 of the Manual.

Mr. Voorhees presented and reviewed the proposed classification of and amendments to the thirteen (13) policies contained in Section 3 - Work Environment. He then opened the floor for discussion among the Board.

Discussion ensued among the Board regarding: changes to the smoking policy to, at a minimum, remove County offices as designated smoking locations; promotion of a tobacco cessation program for staff and education on the health benefits; inclusion of smoking, smokeless tobacco, and vaping products in the policies; excluding use of tobacco products in County vehicles as well; whether smoke breaks were addressed anywhere in County policy; updating policy language to address the transporting of non-County employees in County vehicles; the need to address buying or transporting alcohol in County vehicles; including pre-trip vehicle checklist steps in the policy; a review of the take home vehicle policy; and clarification on the applicability of the weapons policy.

By consensus, the Board agreed to policies in Section 3 that would remain Board policies and those that would be reclassified as administrative policies, understanding the Board policies, as revised, would be presented for formal adoption at a future date.

RE: ADJOURN

There being no further business to discuss, the Board concluded its Worksession at 4:29 p.m.

R. Mark Johnson, Chairman

Theodore L. Voorhees, County Administrator