

A special meeting of the Botetourt County Board of Supervisors was held on Wednesday, September 17, 2014, in Room 227 of the Greenfield Education and Training Center in Daleville, Virginia, beginning at 4:30 p.m.

PRESENT: Members: Dr. Donald M. Scothorn, Chairman
Mr. L.W. Leffel, Jr., Vice-Chairman
Mr. Todd L. Dodson
Mr. Billy W. Martin, Sr.
Mr. John B. Williamson, III

ABSENT: Members: None

Others present at the meeting:

Mrs. Kathleen D. Guzi, County Administrator
Mr. David V. Moorman, Deputy County Administrator
Mr. Adam E. Cody Sexton, Information Specialist

The Chairman called the meeting to order at 4:40 p.m. He then turned the meeting over to Mr. Williamson and the Strategic Planning Committee for a report.

Mr. Williamson distributed a handout of the strategic planning framework for the Board to review. He then discussed the history of the strategic planning process and gave an overview of the steps the committee and staff have taken up to this point. He also noted the previous updates that had been given to the Board. He then noted that the original proposed schedule for the strategic planning has changed due to Mr. Leffel's surgery. He then proposed two, day-and-a-half extended sessions in November and December for this purpose.

Mr. Williamson discussed the overall framework of the strategic planning process with the Board. He highlighted the Draft Plan Phases at the bottom of the handout. He noted that the Community Background meeting (the first session), will discuss where the County is today. He confirmed with Mrs. Guzi that the dates of that session will be November 21 and 22, 2014.

After questioning by Dr. Scothorn as to whether the Board should go outside of the County for the first session or stay local, Mrs. Guzi stated that the first session will likely be local in order to accommodate the staff and guests who would be attending.

Mr. Williamson said that the first session will be scheduled for a day-and-a-half to discuss the necessary information instead of a number of shorter meetings spread out over the next couple months. He then asked about the dates of the Board Vision session, and Mrs. Guzi confirmed that those dates are December 5 and 6, 2014. Mr. Williamson mentioned that that session could be offsite. He noted that, after the December session, the facilitator will put together a draft plan for formal adoption.

Mr. Williamson then introduced Ms. Tyler St. Clair, facilitator for the Board's strategic planning sessions, and asked her to lead the Board through the proposed process.

Ms. St. Clair thanked the Board members for their support and their participation in the individual interview sessions that she held with them earlier today. She emphasized that it is important for strategic planning to be well put together and that the design of the process is good to create an effective framework for a successful process.

She then began a broad, general discussion of strategic planning and led the Board through a brief brainstorming session. She then asked the Board, Mr. Moorman, and Mrs. Guzi

to write and present answers to the question: “What would I like to come away with at the ‘end’ of the Botetourt County Strategic Planning process?”

The Board members and staff provided answers to the questions in a freeform manner.

They discussed the following general ideas:

- A timeline for the process
- Growth in the County
- County services
- A long-term, 50-year vision
- Diversity of the County
- Agriculture-based economic growth
- The role and size of government
- Resources for strategic planning and implementation
- Keeping the final product simple with clear priorities
- Regionalism, including the County’s towns
- Facilitation versus the driving of development projects
- Taxpayer impact
- Website and public information
- Comparisons and benchmarking
- Attaching the strategic plan to the budget process
- Education and collaborating with the School Board
- Interfacing with the State
- Clear vision

Ms. St. Clair thanked the Board and staff for their input and turned the meeting back over to Mr. Williamson.

Mr. Williamson confirmed what data and information were already available to the Board and asked that all information for the first session be available to the Board by October 15 via Dropbox.

Dr. Scothorn ensured the members and staff present that there would be good communication between the Board, staff, and Mr. Leffel during his recovery from surgery.

There being no further discussion, on motion by Mr. Williamson, seconded by Mr. Dodson, and carried by the following recorded vote, the meeting was adjourned at 5:40 p.m. (Resolution Number 14-09-01)

AYES: Dr. Scothorn, Mr. Leffel, Mr. Dodson, Mr. Martin, Mr. Williamson

NAYS: None

ABSENT: None

ABSTAINING: None