

The Board of Commissioners of the County of Stokes, State of North Carolina, met in regular session in the Council Chambers of the Administrative Building, located in Danbury, North Carolina, on Tuesday, May 27, 2003, at 7:00 pm (meeting scheduled on Tuesday, the 27th due to the observance of the Memorial Day Holiday on the 26th) with the following members present:

Chairman Sandy McHugh
Vice-Chairman John Turpin
Commissioner Howard Mabe
Commissioner Leon Inman
Commissioner Joe Turpin

Darlene Bullins, Clerk to the Board

Chairman McHugh called the meeting to order.

Finance Director Julia Edwards delivered the invocation.

GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE

Chairman McHugh invited the citizens in attendance to join the Board with the

Pledge of Allegiance.

PUBLIC HEARING

Chairman McHugh called the Public Hearing for the Secondary Road Improvement

Fiscal Year 2003/04 to order.

The following spoke at the Secondary Road Improvement – F/Y 2003/04 Public Hearing:

Melva Smith

2049 Rierson Road
Tobaccoville, NC 27050
Re: **Rierson Road**

Ms. Smith (lived on Rierson Rd since 1956) requested assistance from the Board for paving of the unpaved portion of Rierson Road. Family members have respiratory problems.

Shellie Simmons

1547 Brown Mtn Road
Westfield, NC 27053
Re: **J C Cox Road**

Ms. Simmons requested the paving of JC Cox Road. Resident of the road has medical problems. The road also needs road maintenance and would appreciate any help with paving.

Tilda Lindsay

1355 Dock Sams Road
King, NC 27021
Re: **Dock Sams Road**

Ms. Lindsay stated road had been conditioned for pavement five years ago. Chicken houses on the road require 18-wheelers which cause problems to the unpaved road. Would appreciate any help with paving.

Richard Smith

1175 Gilmer Mabe Road
Lawsonville, NC 27022
Re: **Gilmer Mabe Road**

Mr. Smith requested any assistance for paving and road maintenance of the Gilmer Mabe Road.

Chairman McHugh adjourned the Public Hearing.

District Engineer Robert McMath stated that it was anticipated that Stokes County will be allocated approximately \$2,225,000 by the General Assistance for the secondary road improvements for Fiscal Year 2003-2004. (Mike Patton-Division Maintenance

Mr. McMath reviewed the following schedule:

Paving of SRC & TF Allocation		(SRCF)
	Estimated SRCF Allocation	\$ 1,500,000.00
	Estimated SRC & TF Allocation	\$ 725,000.00
	Total SRC & TF Allocation	\$ 2,225,000.00
Rural Roads		
St. Road Number	Local Name of Road	Estimated Cost of Construction Funds
1455	Tom Mix Road	\$ 365,000.00
1179	Grassy Knob Road	\$ 100,000.00
1640	Joyce Woodworks Road	\$ 90,000.00
1418	Mills Road	\$ 150,000.00
1745	Amos Road	\$ 125,000.00
1103	Rierson Road	*
	*to be started with remaining funds of scheduled roads above	
	Sub total	\$ 830,000.00
RESIDENTIAL ROADS		
2004	Birtheil Bennitt Road	\$ 95,000.00
	Sub total	\$ 95,000.00
	SRC Total	\$ 925,000.00
Paving of unpaved Roads (Trust Funds)		
St. Road Number	Local Name of Road	Estimated Cost of Construction Funds
1165	Badget Road	\$ 200,000.00
1459	George Road	\$ 210,000.00
	sub total	\$ 410,000.00
RESIDENTIAL ROADS		
1956	Willow Road	\$ 45,000.00
1472	Shuff Road	\$ 60,000.00
2096	Tate Road	\$ 50,000.00
	Sub total	\$ 155,000.00
	TRUST FUND TOTAL	\$ 565,000.00
	Right of Way Engineering	\$ 220,000.00
	Spot Stabilization (unpaved roads)	\$ 285,000.00
	Spot Stabilization (spot improvements)	
	Road Additions/widenings/pop/fire depts.	\$ 230,000.00
	Grand Total	\$ 2,225,000.00

Mr. McMath stated that if any right of away for any road schedule for paving is not obtained, the next road on the priority list is considered and requested the Board approve the submitted listing.

The Board discussed the following issues:

- The priority list (done every 4 years-will be done fall of 2004 for 05/06)
- Priority list point system (top ten roads locked in when priority list is updated)
- Right of away issues
- Bonding of roads which takes at least 1 to 1 ½ years-John Tucker Road)
- Availability of allocation from the State
- Subdivision regulations
- Need for turnaround/paving on Hobert Overby Road
- Road improvements
- Other options for paving of rural roads

Chairman McHugh entertained a motion for the submitted Secondary Road Construction Improvement Program for Fiscal Year 2003-04.

Commissioner Mabe moved to approve the submitted Secondary Road Construction Improvement Program for Fiscal Year 2003-04.

Commissioner Joe Turpin seconded and the motion carried 4-1 with Vice Chairman John Turpin voting against the motion.

GENERAL GOVERNMENT –GOVERNING BODY-APPROVAL OF MINUTES

Chairman McHugh entertained a motion to approve or amend the minutes of the May 12th meeting.

Commissioner Joe Turpin moved to approve the minutes of the May 12th meeting. Vice Chairman

John Turpin seconded and the motion carried unanimously.

PUBLIC COMMENTS

The following citizens spoke to the Board:

Rebecca Chalfa
1000 Main Street
Danbury, NC 27016
Re: **Cell Phone Service**

Ms. Chalfa spoke to the Board concerning the strict zoning regulations for cell towers that Stokes County has which prevents cell towers being placed in the County. Several dead spots with no service in the County.

David Watkins
Performance Engineer for Verizon
Campbell Post Office Road
Lawsonville, NC 27022
Re: **Cell Phone Service**

Mr. Watkins also spoke concerning the need for more cell towers to eliminate dead spots in the County, but feels strict zoning regulations prevent the placement of towers.

GENERAL GOVERNMENT-TAX ADMINISTRATION REPORT

Tax Administrator Wren Carmichael requested the approval of Itemized Releases for the month of April 2003 in the amount of \$4,244.60 and the Motor Vehicles Releases for the month of April 2003 in the amount of \$2,571.10.

Chairman McHugh entertained a motion to approve of Itemized Releases for the month of April 2003 in the amount of \$4,244.60 and the Motor Vehicles Releases for the month of April 2003 in the amount of \$2,571.10.

Commissioner Inman moved to approve of Itemized Releases for the month of April 2003 in the amount of \$4,244.60 and the Motor Vehicles Releases for the month of April 2003 in the amount of \$2,571.10.

Vice Chairman John Turpin seconded and the motion carried unanimously.

Tax Administrator Carmichael requested the approval for the Refund for Patricia Hick Jones in the amount of \$49.98.

Chairman McHugh entertained a motion to approve the submitted Refund for Patricia Hick Jones in the amount of \$49.98.

Commissioner Mabe moved to approve the Refund for Patricia Hick Jones in the amount of \$49.98.

Vice Chairman John Turpin seconded and the motion carried unanimously.

Tax Administrator Carmichael concluded that 2002 Delinquent Real Estate Tax Liens will be advertised the second week of June 2003 and that on line collections would be up and running within the next week.

APPROVAL OF BOARD OF EQUALIZATION AND REVIEW (E&R) MINUTES –MAY 19, 2003

Tax Administrator Carmichael requested the approval of the May 19th E&R Minutes (last session).

Chairman McHugh entertained a motion to approve the minutes of the May 19th E&R minutes.

Commissioner Inman moved to approve the May 19th E&R Minutes. Commissioner Mabe

seconded and the motion carried unanimously.

GENERAL GOVERNMENT-DANBURY WATER SYSTEM-PROPOSED WATER RATE INCREASE

Mayor Jane Priddy-Charleville, Town of Danbury, presented information to the Board requesting a water rate increase. (Town of Danbury leases Water System from Stokes County)

Mayor Priddy-Charleville noted that the original Lease of the Water System signed July 21, 1980, item #6, states the following: #6. Any change in the water rates shall apply proportionally to all classes of customers and shall be approved by the Board of Commissioners.

Mayor Priddy-Charleville stated that auditors had proposed a 5% increase each year for the next four years to cover the net loss during the last 10 years, water system is 23 years old, last water increase was November 18, 1993, lines and meters need repairs/replacement, residential customers would have an estimated \$18 annual increase, Stokes County’s governmental building estimate \$1,948 annual increase, increase in Bond payment, possible availability ordinance being enacted by the Town of Danbury, and the need for the requested increase. Ms. Charleville concluded that the Town was pursuing possible improvement grants for the future to expand and improve the water system.

Listed below is the current and proposed increase for water rates:

TOWN OF DANBURY	Current Rate
Residential/Small Business	\$12 minimum per month up to 3,000 gallons
(per bi-monthly billing cycle	\$2.30 per 1,000 gallons usage from 6,000 to 10,000 gallons
	\$3.50 per 1,000 gallons usage over 10,000 gallons
Institutional/Industrial	\$25.00 per month up to 3,000 gallons
(including all quasi-governmental offices)	\$3.00 per 1,000 gallons usage from 3,000 to 10,000 gallons
	\$3.50 per 1,000 gallons usage over 10,000 gallons
Availability Charges (effective 11-1-94)	1/2 minimum monthly charge
Non-User (Sale of Water)	\$10.00 base charge plus \$5.00 per 1,000 gallons sold
TOWN OF DANBURY	Proposed Rate
Residential/Small Business	\$13.50 minimum per month up to 3,000 gallons
(per bi-monthly billing cycle	\$2.60 per 1,000 gallons usage from 6, 000 to 10,000 gallons
	\$3.95 per 1,000 gallons usage over 10,000 gallons
Institutional/Industrial	\$28.00 per month up to 3,000 gallons
(including all quasi-governmental offices)	\$3.40 per 1,000 gallons usage from 3,000 to 10,000 gallons
	\$3.95 per 1,000 gallons usage over 10,000 gallons
Availability Charges (effective 11-1-94)	1/2 minimum monthly charge
Non-User (Sale of Water)	\$11.20 base charge plus \$5.60 per 1,000 gallons sold

Chairman McHugh moved to hold a Public Hearing for citizen input on the Proposed Water Rate Increase at the second meeting in June (June 23rd).

Commissioner Mabe seconded and the motion carried 4-1 with Commissioner Inman voting against the motion.

GENERAL GOVERNMENT-FIRE COMMISSION – PROPOSED FISCAL YEAR 2003/04 SERVICE DISTRICT BUDGET

Chairman L. G. Tilley returned to the Board submitting the following revised Proposed Fiscal Year 2003/04 Service District Budget: (Fire Commission members present- Tommy Carter, Bobby Martin, Jerry Jenkins, Audrey Hill, and Edsel Dodson)

Station	Agency Name	Proposed 2003/04 Funding
31	Pinnacle Vol. Fire - Rescue	\$ 113,188.00
32	Lawsonville Vol. Fire - Rescue	\$ 116,281.00
34	Francisco Vol. Fire - Rescue	\$ 116,133.00
36	Northeast Stokes Vol. Fire - Rescue	\$ 126,117.00
37	Stokes-Rockingham Vol. Fire - Rescue	\$ 144,755.00
38	Sauratown Vol. Fire - Rescue	\$ 165,949.00
39	Danbury Vol. Fire - Rescue	\$ 126,587.00
40	South Stokes Vol. Fire - Rescue	\$ 135,339.00
41	Double Creek Vol. Fire - Rescue	\$ 122,339.00
42	Stokes County Mountain Rescue	\$ 32,026.00
45	Stokes County Fire - Rescue Assoc.	\$ 34,931.00
73	Westfield Vol. Fire Department	\$ 44,017.00
76	Pilot Knob Vol. Fire Department	\$ 14,340.00
86	Pilot Mountain Rescue & EMS	\$ 13,630.00
	Service District Agency Totals	\$ 1,305,632.00

The proposed budget would require a two-cent fire tax increase and \$100,000 from fund balance.

Chairman Tilley expressed concerns over the amount of funding that had been taken from the Service District Fund Balance in previous years and the future of the Service District.

Mr. John Whitford stated that if funding had been misappropriated, action should be taken against those responsible.

Chairman McHugh entertained a motion concerning the acceptance of the Fiscal Year 2003/04 Proposed Service District Budget.

Commissioner Inman moved to accept the Proposed Fiscal Year 2003/04 Service District Budget submitted by the Stokes County Fire Commission.

Vice Chairman John Turpin seconded and the motion failed 2-3 with Chairman McHugh, Vice Chairman John Turpin, and Commissioner Joe Turpin voting against the motion.

Chairman McHugh requested Chairman Tilley to return to the Fire Commission for possible reductions.

GENERAL GOVERNMENT-LEPC/EOC – UPDATE

EMS Director Ricky Tuttle, presented the Board with a LEPC/EOC Update.

EOC- GRANT UPDATE

Wiring changes (local area network and PBX System) for placement on the emergency generator Grant approved for purchase of items for the EOC (desktop computer, etc)

First DOJ Grant – approved for equipment

Second DOJ Grant- pending

EOC Operation Grant- still in planning stage

Citizen Corp Grant- to be submitted within the next week

CERTS Grant – to be submitted next week

GENERAL GOVERNMENT-NC SENIOR TAR HEEL LEGISLATURE 2002/03 PRIORITIES

Senior Tar Heel Representative Louise Squires submitted the NC Senior Tar Heel Legislature

2002/03 Priorities as follows: (not in order of priority)

1. Maintain Home/Community Care Block Grant Services for impaired or adults at the current level
2. Strengthen dental care services for residents of long term care facilities
3. Steps to insure Medicaid Community Alternatives Program for disabled adults remains a viable service for older and disabled adults in our State
4. Support the development and operations of Senior Centers
5. Take steps to insure that national criminal backgrounds checks for employees for long term care facilities are completed

GENERAL GOVERNMENT-AAA PROJECTIONS FOR OLDER ADULTS IN STOKES COUNTY

Area Director on Aging Dean Burgess, NWPCOG, presented and discussed with the Board a detailed package, which included the following:

- o Aging Services Funding Administered by NWPCOG – FY 2002/03
- o Long Term Care Ombudsman Program
- o Nursing Home Community Advisory Committee
- o Long Term Care Facilities in Stokes County
- o Family Caregiver Support Program in Stokes County
- o Graphs of Percentages of Elderly in Stokes
- o Graphs of Percentages of Elderly with Disabilities in Stokes
- o Graphs of Percentages of Elderly Living Alone in Stokes
- o Graphs of Elderly Without a Vehicle in Stokes
- o Graphs of Elderly in Poverty in Stokes

Director Burgess concluded with a request to Board for funding in the proposed F/Y 03/04 County Budget for travel reimbursement for the Stokes County Community Advisory Committee.

(Nursing Home & Adult Care Home members).

Director Burgess presented the Board the Northwest Piedmont Area Agency on Aging-Region I Long Term Care Facility Directory and the Stokes County Long Term Care Directory.

(Directories to be maintained in the Clerk to the Board of Commissioners' office)

Home & Community Care Block Grant for Proposed Fiscal Year 2003-04

Ms. Lynn Martens, Senior Services, submitted to the Board the following information concerning the recommendations of the Block Grant Committee that met on May 7, 2003 which has been submitted to the County Manager and Finance Director for the upcoming proposed fiscal year 2003/04 county budget:

AGENCY	Service Provided	F/Y 03/04 Request	F/Y 03/04 Recommendation
Stokes County DSS	In Home Lv II	\$ 18,000.00	\$ 18,000.00
Stokes County DSS	In Home Lv III	\$ 26,500.00	\$ 26,500.00
	subtotal	\$ 44,500.00	\$ 44,500.00
Senior Services	Cong. Meals	\$ 60,860.00	
Senior Services	Home Del. Meals	\$ 102,899.00	
Senior Services	Medical Trans.	\$ 5,690.00	
Senior Services	General Trans.	\$ 71,679.00	
Senior Services	Senior Ctr Operation	\$ 25,331.00	
	subtotal	\$ 266,459.00	\$ 232,459.00
Adult Quality of Life	Adult Day Care	\$ 4,500.00	\$ 4,500.00
	subtotal	\$ 4,500.00	\$ 4,500.00
	Totals	\$ 315,459.00	\$ 281,459.00
			Total amt. Recommended
			for Senior Services without
			stipulations for each service.

Approval will be included in the Fiscal Year 2003/04 County Budget.

GENERAL GOVERNMENT-YVEDDI- PROPOSED TRANSPORTATION FACILITY

Agenda item cancelled due to Program Manager Charlie Walker unable to attend due to sickness.

GENERAL GOVERNMENT-STOKES ECONOMIC & DEMOGRAPHIC ASSESSMENT UPDATE

Economic Director Ron Morgan presented an update on the Stokes County Economic and Demographic Assessment, a part of the Northwest North Carolina Comprehensive Economic Development Strategy (CEDS) prepared by AngelousEconomics.

The report is one of several analytical documents that examine the 8-county region during a 10-month process to identify the area's assets and prepare for the future. Following the completion of the county plans, a region wide plan will be formed from each county's goals to support the existing regional economic development efforts already underway.

Director Morgan noted an important issue for the Board's consideration, to develop an Image and Tourism Council for Stokes County.

Chairman McHugh, with full consent of the Board, requested Director Morgan to present to the Board as soon as possible a plan of organization, possible category of members, etc. for an Image and Tourism Council for Stokes County.

GENERAL GOVERNMENT-PROPOSED TECHNOLOGY ACCEPTABLE USE POLICY

Information System Director Dianna Fulp presented a proposed Technology Acceptable Use Policy for Stokes County employees. Director Fulp stated the policy was created from other counties' policies, audit recommendations, and has been approved by the County Attorney. The policy gives all employees a better understanding of what is acceptable in use of the County computer, internet, and email. Director Fulp noted specific departments must have internet capability in their daily routine functions, monitoring reports can list specific web sites visited and duration by each user, and WebSense which is currently installed can also restrict internet access to particular web sites.

Chairman McHugh noted that the Sheriff's is being exempt from this policy due to that department already has a policy in place to address these issues that pertain to their particular job duties.

Chairman McHugh requested Director Fulp to investigate with the County Attorney the issue if any employee refused to sign the Technology Acceptable Use Policy and follow his recommendation.

Commissioner Joe Turpin moved to approve the Stokes County Technology Acceptable Use Policy as an amendment to the Stokes County Employee Handbook and also require employees sign an awareness document reviewing the employee handbook and agreeing to the policy.

Commissioner Inman seconded and the motion carried unanimously.

Stokes County

Technology Acceptable Use Policy

Draft : May 20, 2003



Stokes County Information Systems Technology Acceptable Use Policy

The Purpose of this policy is to encourage responsible and acceptable use of technological resources provided by the county. This policy is designed to help you understand the County's expectations for the use of these resources. The Stokes County Sheriff's Department is exempt from this policy.

Definition of Terms

- County – Stokes County Government and all of its departments and/or divisions.
- Computer – Any County-Owned Personal Computer(PC), Laptop Computer, Desktop Computer, Servers, Single User Computers, Multi-User Computers and workstation including any device attached to a computer.
- Network – Any County-Owned Hardware, Software, Policies, Procedures, Rules, Protocol, Security feature, wiring, cabling, configuration or any device attached to the network.
- Resource – Any County-Owned Computer, device, function, feature, Hardware, software or privilege assigned to an employee to aid in the performance of job duties.
- User ID – A unique identifier assigned to an employee allowing the user to maintain accountability for resource usage.
- Password – A unique identifier associated with an employee User Id used to gain access to authorized functions.
- Audit – A function performed to detect any misuse, abuse, violation or issue with any county resource. The Information Systems Department reserves the right to take the appropriate action necessary to correct any deficiencies situation found to threaten the security of county resources.
- Employee - Any Active Full-Time, Part-Time, Elected Officials, Appointed or Board Members.

General Guidelines

Employees are responsible for using assigned resources in a professional, ethical and lawful manner. Employees must respect copyrights, software licensing agreements, property rights, privacy and the prerogatives of others, similar to other business transactions.

Employees will be assigned a password for access to various resources. Under no circumstance should an employee divulge his/her password to anyone, including co-workers, supervisors or department heads. Employees will be held directly responsible for any activity connected to their user ID and/or password, therefore; password sharing is prohibited. Employees will be required to change their password every 60-90 days.

Employees are considered a representative of the County while using county resources and should act accordingly. Individuals who are not employees of the county are not allowed to use county resources with exception to designated Public Access stations.

Employees must logoff their machine while away from their desk for an extended period of time or out of the office. Employees are required to activate screen saver passwords while away from their desks for any period of time.

Department Heads are responsible for notifying the Information Systems Department before termination action is taken for any employee so the appropriate steps are taken to remove employee access.

Only those employees or officials who are duly authorized to speak to the media, to analysts or in public gatherings on behalf of the County may speak or write in the name of the County, including but not limited to, E-mail or Internet access.

No access to any county system is allowed for former employees.

All technological resources and all information transmitted by, received from, or stored on any County resource is the property of the County and as such, are subject to inspection by County officials. The County reserves the right for business purposes to enter, review and monitor the information on all systems, including voice mail, e-mail, and information stored on computer systems or media, without advance notice. This might include investigating theft, unauthorized disclosure of confidential business or proprietary information, personal abuse of the system or monitoring workflow and productivity. All information on the County's Computer and Information System Network is subject to the public records law.

Some technological resources such as cellular phones are billed from the first minute of use and are not allowed to be used for personal use except in an emergency. In the event of emergency use the employee is expected to reimburse any charges to the County.

Internet Access

Internet Access is a privilege. Internet Access is a resource granted to increase productivity and provide opportunities for professional growth. Internet access is intended to be used for business purposes. The Internet must not be used to compromise the integrity of the county and its business in any way. Employees shall make no intentional use of Internet services in an illegal, malicious, or obscene manner, including but not limited to, using the services to access materials such as those advocating hate, pornography or violence except when used by law enforcement officials for law enforcement purposes.

Internet Access provides easy access to many types of software applications. This access does not indicate that the software itself is free nor that it may be distributed freely. Employees are not allowed to download any software package without written permission from the Information Systems Department.

If a user is inadvertently connected to a site that contains sexually explicit or offensive material, the user must disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program.

No employee shall use the County's Internet resources to deliberately propagate any malicious or destructive code or device, including but not limited to viruses, worms or trap-door program code.

The County will comply with reasonable requests from law enforcement and regulatory agencies for logs or archives regarding any employee's Internet activities.

Internet Access exposes users to endless offers, promotional, demos, freebies, discounts, scams, chain letters etc. It is the employee's responsibility to demonstrate good judgment when conducting business on the internet. Employees are prohibited from participating in chain letters.

Electronic Mail (E-Mail)

The county provides employees with email privileges to be used as a business tool in the performance of day-to-day job functions. All E-mail messages are the property of the County and are not to be considered private. E-mail messages are subject to the Public Records Law. The county reserves the right to inspect any or all E-mail messages. This policy applies to both incoming and outgoing E-mail messages. Under no circumstances should confidential information be transmitted via E-mail message.

Each Outgoing E-mail message must contain the following information at the end of each message:

Your Full Name
Your Organization, Department and/or Division
Your Full Internet E-mail Address

This information is recognized as a signature card. Upon request, the Information Systems department will be happy to assist you in setting up this information.

Ninety percent (90%) of viruses are contracted through E-mail messages. Viruses can cause computer downtime, loss of data and corruption of data. Therefore, employees are urged to use extreme caution when opening E-mail attachments and when downloading information from the Internet. Although the county has various virus scanning software applications installed throughout the network to detect viruses it is still possible for the county to be exposed to a virus. Early detection is the best defense against viruses, so employees are required to contact the Information Systems Department immediately in the event of a virus.

Each employee is responsible for inspecting the E-mail message folder on a weekly basis and remove any unneeded messages including messages in the Inbox, Sent Box and Trash Can. Each user will be designated 75 MB of space for storing email messages. Once you have exceeded your allotment, you will no longer be able to send an email message until you remove older email messages.

Employees are prohibited from participating in chain letters. E-mail must not be threatening, insulting, obscene, abusive, or derogatory. E-mail shall not include remarks that are defamatory toward any person, or constitute sexual harassment. Sending, receiving, forwarding, displaying, printing or otherwise disseminating material that is fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating, or defamatory is prohibited. The display of any sexually explicit image or document on any County resource is a violation of the County's policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using the County network or computing resources.

E-mail must not be used to compromise the integrity of the county and its business in any way.

Guidelines for E-mail Etiquette :

- Proofread and use spell check
- Keep messages brief and to the point
- Don't over distribute e-mail
- Avoid sending e-mail in anger or as an emotional response
- Avoid putting text in all capital letters
- Reread your message for content and tone before sending
- Don't make messages "urgent" when they don't need to be

Security

It is the responsibility of the Information System department to provide a secure and reliable computing environment. This task is addressed through software applications, hardware devices, policies and procedures and security features. The County has designed the network in such a way as to try to ensure the safety and security of the network. Any employee who attempts to disable, defeat or circumvent any County security feature is be subject to immediate dismissal.

Audits

The Information Systems Department will conduct audits at least once per year. Random audits will be performed as deemed necessary. Unannounced audits will be performed based on the discretion of the Information Systems department. These audits will include, but not limited to, Hardware, Software, E-mail and Internet functions. The Information Systems Department will take the appropriate action necessary to correct any deficiencies. Deficiencies of a significant nature will be reported directly to the Stokes County Board of County Commissioners.

Illegal software will be removed by the Information Systems Department and the employee responsible for the illegal software will be subject to disciplinary action.

Hardware / Software

Employees must follow standard purchasing procedures in obtaining any software application or hardware device. Employees must obtain approval from the Information System Department prior to obtaining any software application or hardware device.

This practice is a vital component in establishing software licensing compliance, eliminating vulnerability to viruses, unexpected hardware/software interactions and applications that may subvert or bypass security controls. The Information Systems Department must inspect or test any software application or hardware device to determine compatibility, document inventory and validate prior to installation.

Hardware/Software obtained through methods other than described above will not be permitted. Use of software and/or hardware devices obtained personally by an employee will not be allowed. The Information Systems Department must approve all requisitions for any software application or hardware device.

Personal Use

Personal use of county resources by county employees is subject to the following restrictions:

Personal Use of a county resource are subject to the guidelines of this policy including but not limited to inspection and monitoring.

Any activity must be at no cost to the county.

Personal Use must not interfere with any county employee or co-worker's performance of duties.

Personal Use must not undermine the use of county resources for official purposes.

Employees may not use County Internet resources for commercial or personal advertisements, solicitations, promotions, destructive programs, political material or any other unauthorized or personal use.

Personal Use of county resources by an employee neither expresses nor implies sponsorship or endorsement by the county.

Personal resources, i.e. any resource not provided by the county, is strictly prohibited. Under no circumstances is any employee allowed to use software, hardware and or peripheral device with any county resource.

Disciplinary Action

Any violation of this policy will be reported to the Stokes County Board of County Commissioners.

Violators of this policy are subject to disciplinary action up to and including immediate dismissal, legal charges if they apply and legal suits to recoup any losses the county may have incurred as a result of the violation.

(Draft)

GENERAL GOVERNMENT-SHERIFF'S DEPT.-BUDGET AMENDMENT #73

Finance Director Julia Edwards requested the approval of Budget Amendment #73, which necessary to appropriate funds for insurance claim for accident.

Chairman McHugh entertained a motion to approve Budget Amendment #73.

Following discussion, Chairman McHugh called the question.

Vice Chairman John Turpin moved to approve Budget Amendment #73.

Commissioner Inman seconded and the motion carried unanimously.

GENERAL FUND		INCREASE	DECREASE
REVENUES			
Insurance Claims	100.3839.850	\$ (747.00)	
EXPENDITURES			
Sheriff's Department			
Maintenance & Repair-Auto	100.4310.351	\$ 747.00	

GENERAL GOVERNMENT- SHERIFF'S DEPT.- BUDGET AMENDMENT #74

Finance Director Julia Edwards requested the approval of Budget Amendment #74, which necessary to appropriate fund for drug donations for drug operations.

Chairman McHugh entertained a motion to approve Budget Amendment #74.

Commissioner Inman moved to approve Budget Amendment #74.

Commissioner Joe Turpin seconded and the motion carried unanimously.

GENERAL FUND		INCREASE	DECREASE
REVENUES			
Sheriff's Dept-Miscellaneous	100.3839.001	\$ (900.00)	
EXPENDITURES			
Sheriff's Department			
Drug Operations	100.4310.520	\$ 900.00	

GENERAL GOVERNMENT-HEALTH DEPT.-BUDGET AMENDMENT #75

Finance Director Julia Edwards requested the approval of Budget Amendment #75, which necessary to appropriate funds from Pilot View Grant, Stokes County Water and Sewer Authority and Town of Walnut Cove to purchase a Quantitray Tray Machine and supplies to test water samples.

Chairman McHugh entertained a motion to approve Budget Amendment #75.

Commissioner Joe Turpin moved to approve Budget Amendment #75.

Commissioner Mabe seconded and the motion carried unanimously.

GENERAL FUND		INCREASE	DECREASE
REVENUES			
Pilot View Grant	100.3519.417	\$ (2,000.00)	
Stokes Co. Water/Sewer Authority	100.3519.418	\$ (1,000.00)	
Town of Walnut Cove	100.3519.419	\$ (1,000.00)	

EXPENDITURES

Health Department			
Departmental Supplies	100.5100.260	\$ 500.00	
Equipment-Non Capitalized	100.5100.511	\$ 3,500.00	

GENERAL GOVERNMENT- EMS-BUDGET AMENDMENT #76

Finance Director Julia Edwards requested the approval of Budget Amendment #76, which necessary to transfers funds for PREMIS export Modeule upgrade to EMS Software.

Chairman McHugh entertained a motion to approve Budget Amendment #76.

Commissioner Joe Turpin moved to approve Budget Amendment #76.

Vice Chairman John Turpin seconded and the motion carried unanimously.

GENERAL FUND		INCREASE	DECREASE
EXPENDITURES			
Emergency Medical Department			
Maintenance & Repairs-Equipment	100.4370.350		\$ (720.00)
Equipment	100.4370.510	\$ 720.00	

GENERAL GOVERNMENT- HEALTH DEPT.- BUDGET AMENDMENT #77

Finance Director Julia Edwards requested the approval of Budget Amendment #77, which necessary to transfer funds to cover the remainder of the fiscal year.

Chairman McHugh entertained a motion to approve Budget Amendment #77.

Commissioner Mabe moved to approve Budget Amendment #77.

Commissioner Joe Turpin seconded and the motion carried unanimously.

GENERAL FUND		INCREASE	DECREASE
EXPENDITURES			
Health Department			
Salaries & Wages	100.5100.000		\$ (10,500.00)
Salaries & Wages-Part Time	100.5100.020	\$ 10,500.00	
Social Security	100.5100.090		\$ (6,715.00)
Professional Services	100.5100.180	\$ 8,500.00	
Travel	100.5100.310	\$ 400.00	
Training	100.5100.311		\$ (6,000.00)
Telephone & Postage	100.5100.320	\$ 5,900.00	
Utilities	100.5100.330	\$ 800.00	

Maintenance & Repairs- Equipment	100.5100.351	\$	(1,500.00)
Auto Supplies	100.5100.250	\$	(1,000.00)
Rent	100.5100.430	\$	(400.00)
Equipment-Non Capitalized	100.5100.511	\$	15.00

GENERAL GOVERNMENT-SHERIFF'S/SOLID WASTE DEPTS-BUDGET AMENDMENT #78

Finance Director Julia Edwards requested the approval of Budget Amendment #78, which necessary to appropriate funds from insurance claims from damage to vehicle in Sheriff's Department and gate repair at Pinnacle site.

Chairman McHugh entertained a motion to approve Budget Amendment #78.

Vice Chairman John Turpin moved to approve Budget Amendment #78.

Commissioner Joe Turpin seconded and the motion carried unanimously.

GENERAL FUND		INCREASE	DECREASE
REVENUES			
Insurance Claims	100.3839.850	\$	(1,794.00)

EXPENDITURES

Sheriff's Department

Maintenance & Repairs Auto 100.4310.351 \$ 569.00

Solid Waste

Misc. Contractual Services 100.4742.440 \$ 1,225.00

GENERAL GOVERNMENT-EMS.-BUDGET AMENDMENT #79

Finance Director Julia Edwards requested the approval of Budget Amendment #79, which necessary to appropriate funds from the Division of Emergency Management for the purchase of a Decontamination Trailer, gloves, boots, coveralls, and full-face piece.

Chairman McHugh entertained a motion to approve Budget Amendment #79.

Commissioner Mabe moved to approve Budget Amendment #79.

Vice Chairman John Turpin seconded and the motion carried unanimously.

GENERAL FUND		INCREASE	DECREASE
REVENUES			
Division of Emergency Management	203.3301.008	\$	(11,525.00)

EXPENDITURES

Emergency Management

Office Supplies 203.4330.261 \$ 1,040.00

Equipment 203.4330.510 \$ 10,485.00

GENERAL GOVERNMENT- SOCIAL SERVICES- BUDGET AMENDMENT #80

Finance Director Julia Edwards requested the approval of Budget Amendment #80, which necessary to transfer funds for the remainder of the fiscal year and to purchase computer equipment from the TANF federal.

Chairman McHugh entertained a motion to approve Budget Amendment #80.

Commissioner Joe Turpin moved to approve Budget Amendment #80.

Commissioner Inman seconded and the motion carried unanimously.

GENERAL FUND		INCREASE	DECREASE
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GENERAL GOVERNMENT-CHILD FATALITY PREVENTION TEAM-APPOINTMENT

The Child Fatality Prevention Team requested the appointment of Donna Wishon by the Board to serve on the Child Fatality Prevention Team. Ms. Wishon can be considered by the June 9th meeting.

GENERAL GOVERNMENT-NORTHEAST STOKES VOLUNTEER FIRE DEPARTMENT & RESCUE INC-

The Northeast Stokes Volunteer Fire Department & Rescue, Inc. requested the approval of Ms. Crystal Dodson, 10722 NC Hwy 704, Madison, NC 27025 to serve on the Relief Board to replace Mr. Sochor who is no longer with the department due to moving out of district. Ms. Dodson can be considered at the June 9th meeting.

GENERAL GOVERNMENT-GOVERNING BODY-BUDGET WORK SESSION SCHEDULE

Chairman McHugh requested dates and times from the Board for upcoming budget work sessions. The proposed budget is scheduled to be presented to the Board at an advertised special meeting on Friday, May 30th at 6:30pm.

The Board unanimously agreed to set the following dates for budget work sessions and the public hearing:

- June 4th - Wednesday 6:00pm (Work Session)
- June 5th - Thursday 6:00pm (Work Session)
- June 9th - Monday 7:00pm (Public Hearing)
- June 11th - Wednesday 6:00pm (Work Session)
- June 20th - Friday 6:00pm (Work Session)

GENERAL GOVERNMENT-GOVERNING BODY-EAST STOKES COMMUNITY CENTER MEETING

Clerk to the Board Darlene Bullins informed the Board that East Stokes Community Center had invited the Board to bring the Board meeting to their community on October 13, 2003.

Chairman McHugh moved to schedule the meeting of October 13, 2003 to be held at the East Stokes Community Center.

Vice Chairman John Turpin seconded and the motion carried unanimously.

There being no further business to come before the Board, Commissioner Inman moved to adjourn meeting.

Vice Chairman John Turpin seconded and the motion carried unanimously.

Darlene Bullins
Clerk to the Board

Sandy McHugh
Chairman