

STATE OF NORTH CAROLINA)
)
COUNTY OF STOKES)
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OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
NOVEMBER 8, 2004

The Board of Commissioners of the County of Stokes, State of North Carolina, met in regular session in the Council Chambers of the Ronald Wilson Reagan Memorial Building (Administrative Building), located in Danbury, North Carolina, on Monday, November 8, 2004, at 7:00 pm with the following members present:

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

County Attorney Jonathan Jordan
Darlene Bullins, Clerk to the Board

County Manager Richard Morris (absent)
Manager Morris attending budget classes in Chapel Hill

Chairman McHugh called the meeting to order.

Commissioner Mabe delivered the invocation.

GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE

Chairman McHugh opened the meeting by inviting the citizens in attendance to join the Board with the Pledge of Allegiance.

Chairman McHugh welcomed Commissioner-Elect Jimmy Walker who was in attendance for the meeting.

PUBLIC HEARING

Proposed 2005 Real Property Schedule of Values – Revaluation

Chairman McHugh called the Public Hearing for the Proposed 2005 Real Property Schedules of Values -Revaluation to Order.

Dale Hartman

4640 Pine Hall Road
Walnut Cove, NC 27052

Mr. Hartman spoke to the Board concerning the proposed schedule of farmland under the land use tax. Mr. Hartman commented on the different types of soil available for growing in Stokes County. Mr. Hartman disagrees with the current schedules of farmland under the land use tax and requested that an average between schedules two and three be set for the agricultural value for farmland. Mr. Hartman presented the Board with information from North Carolina Farm Bureau concerning the types of soil in Stokes County.

Chairman McHugh closed the Public Hearing for the Proposed 2005 Real Property Schedule of Values – Revaluation.

GENERAL GOVERNMENT –GOVERNING BODY-APPROVAL OF MINUTES

Chairman McHugh entertained a motion to approve or amend the minutes of the October 25th meeting.

Chairman McHugh noted the following:

The name of Burton Loop Road on pages 3 and 4 should be Burton Road only.

Vice Chairman John Turpin moved to approve the minutes of the October 25th meeting as amended.

Commissioner Mabe seconded and the motion carried unanimously.

PUBLIC COMMENTS

There were no public comments.

GENERAL GOVERNMENT – STOKES AGING PLANNING COMMITTEE

Ms. Lynn Martens, Secretary-Stokes Aging Planning Committee, presented the following Stokes County Planning Committee's recommendations to serve on the Stokes Aging Planning Committee for a one-year term: (October 2004-September 2005)

- Margaret Arey – Hospice
- Lou Charland
- Cleo Covington
- Vicky East – Walnut Cove Senior Center
- Louise Flynt
- Bill Greenwood
- James Joyce – Sheriff's Department
- Helen Mallard
- Lynn Martens – Senior Services
- Clinard Merritt
- Jacque Nuckols
- Erma Perkins – Stokes Family Health Center
- Rachel Richardson
- Jan Spencer – Social Services
- Barbara Watkins – YVEDDI
- Madeline Watkins
- Dean Burgess – Area Agency on Aging

Chairman McHugh nominated the submitted recommendations to serve on the Stokes County Aging Planning Committee. Commissioner Inman seconded and the motion carried unanimously.

Chairman Lou Charland, Aging Planning Committee, requested clarification concerning a quorum (25% of members as stated in the By-Laws). Chairman McHugh noted that a quorum for the Aging Planning Committee would be 25% if all the total members. (17 have been nominated by the Board of Commissioners)

GENERAL GOVERNMENT – SENIOR SERVICES – HOME AND COMMUNITY CARE BLOCK GRANT REVISION

Program Manager Lynn Martens, Senior Services, presented information concerning additional allocation for the Home and Community Care Block Grant. It is the recommendation of the Stokes Aging Planning Committee that the additional funding be awarded to Senior Services as follows:

- General Transportation - \$2,186
- Medical Transportation - \$1,600
- Total Additional Funding = \$3,786

Ms. Martens noted the additional funding would provide an additional 402 general transportation units and 68 medical transportation units. (a unit is equal to a one-way trip)

Chairman McHugh entertained a motion to approve the additional Home and Community Care Block Grant Funding for Senior Services as recommended by the Stokes Aging Planning Committee.

Commissioner Mabe moved to approve the additional Home and Community Care Block Grant Funding for Senior Services.

Commissioner Joe Turpin seconded and the motion carried unanimously.

GENERAL GOVERNMENT – STOKES COUNTY RELAY FOR LIFE

Ms. Jessica Bylerly, Chairman-Stokes County Relay for Life, presented information to the Board concerning the Relay for Life to be held at North Stokes High School in 2005 on June 17th and 18th (Mr. Terrell Sanford – American Cancer Society was unable to attend).

Ms. Bylerly noted an Organizational Meeting to be held on Tuesday, November 9th at Danbury Public Library.

Ms. Bylerly also commented on events for the Relay for Life and the different types of fund raising.

Chairman McHugh requested the Clerk to the Board to draft a Resolution in support of the Relay for Life in Stokes County for the Board's next meeting.

Vice Chairman John Turpin suggested Ms. Bylerly provide the Clerk to the Board with information and timelines of the event which could be placed on the County's web page.

GENERAL GOVERNMENT – JAIL - JAIL INSPECTION REPORT

Jail Captain Craig Carico presented the October 4, 2004 Jail Inspection Report.

Captain Carico noted the following item, which required a formal response:

Rule 10a NCAC 14J.524(e) – A hinge above the floor should be extended across the front of the shower stall. Comment: Some of the water from the showers is coming out into the dayroom floor.

Captain Carico noted that the curb had already been installed and that a response had already been mailed to the Jail and Detention Section in Raleigh. Clerk to the Board Darlene Bullins presented the Board with a copy of the response sent to the Jail and Detention Section in Raleigh.

Commissioner Mabe noted that on page 4, the (yes or no boxes) in the Compliance Section referring to a Set of Duplicate Keys are stored in a safe, accessible place was not marked. Captain Carico noted that there are three sets of duplicate keys located in different locations. Marking of the Compliance Section was missed by the State Inspector.

GENERAL GOVERNMENT – HEALTH AND EMERGENCY MANAGEMENT- PRESENTATION- COMMUNICABLE DISEASE – STOKES COUNTY EMERGENCY PREPAREDNESS

PHN I Supervisor Erma Perkins, Stokes Health Department, and Emergency Services Director Monty Stevens, presented a presentation to increase awareness and promote discussion to develop a plan to address our readiness to deal with an outbreak and/or Bioterrorism event in Stokes County.

PHN I Supervisor Perkins spoke on the following:

- General Statute 130A-34- A County will provide Public Health services and operate a Public Health Department for citizens
- Four most likely Communicable Disease Outbreaks to occur
- Possible Bioterrorism event
- Investigational process
- Interventions required in an investigational process
- Population involved and long term effects
- Liability risks in an outbreak or Bioterrorism event
- Number of staff required and departments involved to complete an investigation

- Requirements to implement the Stokes County Emergency Operations Plan
- North Carolina Communicable Disease Report Card
- Needed training for Bioterrorism

Emergency Services Director Stevens spoke on the following:

- Reiterated points concerning possible Bioterrorism events
- Possible effects of a Bioterrorism event
- General Statute – 166A-7 & 166A-8 which states Board of Commissioners' responsibility in declaring a State of Emergency
- Possible Types of Bioterrorism events

PHN I Supervisor Perkins commented on the nursing position in the Health Department that currently provides 50% of time to communicable disease-which is not enough due to having clinical responsibilities as the other 50%; the need for a Bioterrorism coordinator; the responsibility of the County to provide this service to the Citizens; the urgent need for a separate department for communicable disease and Bioterrorism; and the need for a Bioterrorism plan.

PHN I Supervisor Perkins requested the following two new full time positions:

- PHN III –Bioterrorism Coordinator
- PHN II - Program Coordinator - Communicable Disease

PHN I Supervisor Perkins noted the cost of \$50,579.45 for salary and benefits for the remainder of Fiscal Year 2004-05 which would be funded by lapsed salaries and Bioterrorism funding.

The Board discussed the pros and cons of approving additional staff for a Bioterrorism Coordinator and Communicable Health Disease Nurse; funding needed in fiscal year 2005-2006; Emergency Operation Plan (addresses terrorism, but not Bioterrorism); County Liability for Preparedness concerning Communicable Disease and Bioterrorism; and the County's Preparedness pertaining to Bioterrorism.

Chairman McHugh entertained a motion to approve or disapproved the requested Bioterrorism Coordinator – PHN III and Program Communicable –PHN II positions for the Health Department.

Commissioner Mabe moved to authorize the Health Department to establish a PHN III position and a PHN II position using lapsed salaries and Bioterrorism funding (\$50,579.47) to put this plan in place and make a separate department (Bioterrorism Communicable Disease Department) under the Health Department.

Commissioner Inman seconded and the motion carried (3-2) with Vice Chairman John Turpin and Commissioner Joe Turpin voting against the motion.

GENERAL GOVERNMENT – PROPOSED 2005 COMMISSIONERS' CALENDAR

Clerk to the Board Darlene Bullins presented the following proposed 2005 Commissioners' Calendar:

PUBLIC NOTICE PROPOSED 2005 COMMISSIONERS' MEETINGS SCHEDULE

**The Stokes County Board of Commissioners will meet each month on the
2nd (Second) and 4th (Fourth) Monday at 7:00 pm**

2nd MONDAY

January 10, 2005
February 14, 2005
March 14, 2005
April 11, 2005
May 9, 2005
June 13, 2005
July 11, 2005

4th MONDAY

January 24, 2005
February 28, 2005
March 28, 2005
April 25, 2005
May 23, 2005
June 27, 2005
July 25, 2005

August 8, 2005
September 12, 2005
October 10, 2005
November 14, 2005
December 12, 2005

August 22, 2005
September 26, 2005
October 24, 2005
November 28, 2005
**December 27, 2005

****December 26th Meeting changed to Tuesday, December 27th (Due to Holiday)**

*The Board of Commissioners will hold the first Monday Meeting, which is held on the 2nd Monday of each month in a different location within the County. The Board would like to extend an invitation to each community to hold their meeting on these designated dates. Please contact Darlene Bullins, Clerk to the Board, to place your community on the list.

Commissioners Meeting (Planning)– First Tuesday of every other month 7:00 pm

Planning meetings are held as needed- the meeting will be advertise prior to the dates listed below: Held in Commissioners Chambers

February 1, 2005 (as needed)
April 5, 2005 (as needed)
June 7, 2005 (as needed)
August 2, 2005 (as needed)
October 4, 2005 (as needed)
December 6, 2005 (as needed)

Stokes County League of Governments – 6:30 pm

Meeting with Town of Danbury, Town of Walnut Cove, City of King and Stokes County

January 27, 2005 - Town of Walnut Cove
April 28, 2005 – Town of Danbury
July 28, 2005 - City of King
October 27, 2005 - Stokes County

Any other change in Date, Time, or Place will be advertised and placed on the County Web Page – www.co.stokes.nc.us

Darlene Bullins
Clerk to the Board

Clerk to the Board Bullins requested approval to hold the Commissioners' Meeting at the Walnut Cove Senior Center on February 14, 2005.

Chairman McHugh entertained a motion to approve the proposed 2005 Commissioners' Meeting Schedule with the February 14, 2005 meeting to be held at the Walnut Cove Senior Center.

Vice Chairman John Turpin moved to approve the submitted 2005 Commissioners' Meeting Schedule as amended. Commissioner Inman seconded and the motion carried unanimously.

Chairman McHugh noted the need for a date for the last meeting for the current Board for approval of minutes and a motion to schedule an organizational meeting the 1st Monday in December at 5:00pm.

Chairman McHugh entertained a motion to set Monday, November 29, 2004 at 6:00 pm for the last meeting for the current Board and Monday, December 6th at 5:00 pm for the organizational meeting of the new Board.

Commissioner Joe Turpin moved to approve Monday, November 29th at 6:00 pm for the last meeting for the current Board and Monday, December 6th at 5:00 pm for the organizational meeting of the new Board.

Vice Chairman John Turpin seconded and the motion carried unanimously.

GENERAL GOVERNMENT-SENIOR SERVICES-BUDGET ORDINANCE AMENDMENT #33

Assistant Finance Director Lisa Lankford (Finance Director Julia Edwards absent) requested the approval of Budget Ordinance Amendment #33 which is necessary to amend the General Fund to appropriate funds from the Home and Community Care Block Grant for transportation. The appropriations are to be changed as followed:

Account Number	EXPENDITURES	Decrease	Increase
	Senior Services		
100.5860.250	Auto Supplies		\$400.00
100.5860.260	Departmental Supplies		\$186.60
100.5860.312	Transportation		\$800.00
100.5860.351	Maint. & Repairs – Auto		\$400.00
100.5860.440	Misc. Contractual Services		<u>\$2,000.00</u>
			\$3,786.00

This will result in a net increase of \$3,786.00 in the appropriations of the General Fund. To provide the additional revenue for the above, the following revenues will be increased.

Account Number	EXPENDITURES	Decrease	Increase
	REVENUES		
100.3301.369	NWPCOG-Transportation		<u>\$3,786.00</u>
			\$3,786.00

Chairman McHugh entertained a motion to approve Budget Ordinance Amendment #33.

Vice Chairman John Turpin moved to approve Budget Ordinance Amendment #33.

Commissioner Joe Turpin seconded and the motion carried unanimously.

GENERAL GOVERNMENT –SENIOR SERVICES-BUDGET ORDINANCE AMENDMENT #34

Assistant Finance Director Lisa Lankford (Finance Director Julia Edwards absent) requested the approval of Budget Ordinance Amendment #34 which is necessary to amend the General Fund to appropriate client donations for Elderly and Disabled. The appropriations are to be changed as followed:

Account Number	EXPENDITURES	Decrease	Increase
	Senior Services		
100.5860.441	Misc. Contractual Services - EDTAP		<u>\$193.00</u>
			\$193.00

This will result in a net increase of \$193.00 in the appropriations of the General Fund. To provide the additional revenue for the above, the following revenues will be increased.

Account Number	REVENUES	Decrease	Increase
100.3586.454	Elderly & Disabled Client Donations		<u>\$193.00</u>
			\$193.00

Chairman McHugh entertained a motion to approve Budget Ordinance Amendment #34.

Vice Chairman John Turpin moved to approve Budget Ordinance Amendment #34.

Commissioner Mabe seconded and the motion carried unanimously.

GENERAL GOVERNMENT –SHERIFF’S DEPARTMENT -BUDGET ORDINANCE AMENDMENT #35

Assistant Finance Director Lisa Lankford (Finance Director Julia Edwards absent) requested the approval of Budget Ordinance Amendment #35 which is necessary to amend the General Fund to appropriate funds from insurance claim and impoundment fees for the purchase of a vehicle to replace wrecked vehicle.

Account Number	EXPENDITURES	Decrease	Increase
	Sheriff’s Department		
100.4310.351	Maint. & Repairs – Auto		\$200.00
100.4310.510	Equipment		\$5,535.00
			<u>\$5,735.00</u>

This will result in a net increase of \$5,735.00 in the appropriations of the General Fund. To provide the additional revenue for the above, the following revenues will be increased.

Account Number	REVENUES	Decrease	Increase
100.3839.850	Insurance Claims		\$4,260.00
100.3425.410	Impoundment Fees		\$1,475.00
			<u>\$5,735.00</u>

Chairman McHugh entertained a motion to approve Budget Ordinance Amendment #35.

Vice Chairman John Turpin moved to approve Budget Ordinance Amendment #35.

Commissioner Inman seconded and the motion carried unanimously.

GENERAL GOVERNMENT-ADMINISTRATION – PROPOSED RESOLUTION-BURTON ROAD

Clerk to the Board Darlene Bullins presented the following proposed Resolution for the Support of Secondary Road Pavement of Burton Road (SR# 1920):

**RESOLUTION BY THE BOARD OF COMMISSIONERS
FOR THE SUPPORT OF SECONDARY ROAD PAVEMENT
OF BURTON ROAD (SR #1920)**

WHEREAS, the Board of Commissioners for the County of Stokes is aware of the urgent need for the improvement and paving of Burton Road, State Road #1920; and

WHEREAS, Burton Road, State Road #1920 is the entrance to the East Walnut Cove Park which is used by the citizens of Stokes County; and

WHEREAS, paving of Burton Road, State Road #1920 would enhance the attendance and participation at the Park; and

WHEREAS, paving of Burton Road, State Road #1920 would help to control dust and noise, and promote public safety as citizens of the County enjoy the facilities of the East Walnut Cove Park; and

WHEREAS, Burton Road, State Road #1920 is included in the Stokes County School’s Transportation Route; and

WHEREAS, the paving and improvements of Burton Road, State Road #1920 would increase the prospective development in this area of the County.

NOW, THEREFORE, BE IT RESOLVED, that the Stokes County Board of Commissioners supports utilization of Statewide Contingency Funds for the paving of Burton Road, State Road #1920.

Adopted this the **8th** day of **November 2004**.

Sandy McHugh

Chairman

Darlene Bullins Clerk to the Board

Chairman McHugh entertained a motion to approve the Resolution for the Support of Secondary Road Pavement of Burton Road (SR# 1920) which is the entrance to East Walnut Cove Park.

Commissioner Inman moved to approve the Resolution for the Support of Secondary Road Pavement of Burton Road (SR# 1920).

Vice Chairman John Turpin seconded and the motion carried unanimously.

GENERAL GOVERNMENT – INTERIM HEALTH DIRECTOR COMPENSATION

Clerk to the Board Darlene Bullins (County Manager Rick Morris –absent) presented a recommendation from the County Manager to apply the current county policy (adopted January 12, 2004) which places an interim department head appointment at the minimum of the salary grade for the position or the current salary (whichever is greater) to Erma Perkins and Kim Sutton. Rebecca Warren was placed at the minimum of the salary grade effective June 3, 2004. Minutes from the Health Board indicate that Rebecca Warren was named Interim Health Director; Erma Perkins as Interim Assistant Director-Clinical Services; and Kim Sutton as Interim Assistant –Environmental Health.

The Board discussed the County Manager's recommendation, the additional amount of time being worked by Erma Perkins, responsibility of the Interim Director, and the setting of a precedent for compensating three interim directors.

Chairman McHugh noted as a member of the Health Board that the Health Board's intentions were for all three appointed interim directors share the responsibilities each in their own respective areas with any needed guidance from the County Manager.

Chairman McHugh entertained a motion to approve or disapprove of the County Manager's recommendation for Interim Health Director Compensation.

Vice Chairman John Turpin moved to approve the motion for the Interim Director Rebecca Warren to remain being the sole employee receiving compensation for Interim Director of the Health Department.

Commissioner Joe Turpin seconded and the motion carried unanimously.

GENERAL GOVERNMENT-ADMINISTRATION- FORSYTH TECHNICAL COMMUNITY COLLEGE –CERTIFIED NURSING PROGRAMS

Clerk to the Board Darlene Bullins (County Manager Rick Morris –absent) requested that the currently unused office space at old Duke Power Building on Main Street in Walnut Cove (former FTCC office) be designated by the Stokes County Board of Commissioners as the Stokes County Instructional Facility for the Certified Nursing Assistant I & II Programs to address the current regional demand for Certified Nursing Assistant's classes and to prepare those interested in pursuing a nursing career. These Programs are currently offered at a surplus mobile facility, which is experiencing maintenance issues at Stokes Reynolds Memorial Hospital. By designating this space, this provides continuity of the program, stability of the program, and direct access for clinical training. Further plans are to request additional Duke Endowment Funding to help renovate the space. At the present time, Duke Endowment Funding has provided classroom equipment and materials in excess of \$24,000 along with additional funding for scholarships to county residents pursuing a nursing career. This designation is a condition for acquiring the additional Duke Endowment Funding.

Chairman McHugh entertained a motion to approve or disapprove the request to designate the former FTCC office as the Instructional Facility for the Certified Nursing Assistant I & II Programs.

Commissioner Inman moved to designate the former FTCC office as the Instructional Facility for the Certified Nursing Assistant I & II Programs with a time period to be determined at the November 22nd meeting.

Vice Chairman John Turpin seconded and the motion carried unanimously.

**GENERAL GOVERNMENT-ADMINISTRATION-FISCAL YEAR 2004-2005
BUDGET FOOTNOTES**

Clerk to the Board Darlene Bullins (County Manager Rick Morris –absent) presented the following footnotes that were not included in the final Fiscal Year 2004-2005 Budget:

- Sheriff's Department – Sergeant's position should be grade 68
- Legal – County Attorney's position is on grade 94
- Administration – County Manager's position is on grade 84

Chairman McHugh moved to approve the submitted request for additional footnotes be added to the Fiscal Year 2004-05 County Budget.

Commissioner Joe Turpin moved to approve the submitted request for additional footnotes for grades be added to the Fiscal Year 2004-05 County Budget as amended.

Commissioner Mabe seconded and the motion carried unanimously.

GENERAL GOVERNMENT – WALNUT COVE AND KING PARADES

Clerk to the Board Darlene Bullins informed the Board of the following:

- King Parade – December 4th
- Walnut Cove Parade – December 11th

GENERAL GOVERNMENT – VETERANS' MEMORIAL

Vice Chairman John Turpin reminded the Board of the upcoming dedication for the Veterans' Memorial in King on Thursday, November 11th.

There being no further business to come before the Board, Commissioner Mabe moved to adjourn the meeting. Commissioner Joe Turpin seconded and the motion carried unanimously.

Darlene Bullins
Clerk to the Board

Sandy McHugh
Chairman