

STATE OF NORTH CAROLINA)
)
COUNTY OF STOKES)
)

OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
MARCH 10, 2008

The Board of Commissioners of the County of Stokes, State of North Carolina, met for regular session in the Commissioners' Chambers of the Ronald Wilson Reagan Memorial Building (Administrative Building) located in Danbury, North Carolina on Monday, March 10, 2008 at 1:30 pm with the following members present:

Chairman J. Leon Inman
Vice-Chairman Jimmy Walker
Commissioner Ron Carroll
Commissioner Ernest Lankford
Commissioner Stanley Smith

County Personnel in Attendance:
County Manager K. Bryan Steen
Clerk to the Board Darlene Bullins
Finance Director Julia Edwards
DSS Director Jan Spencer
DSS Social Work Supervisor Kristy Preston
Interim Health Director Jenny Braswell
Elections Director Jason Perry
Tax Administrator Jake Oakley

Chairman J. Leon Inman called the meeting to order.

Chairman Inman delivered the invocation.

GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE

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

GENERAL GOVERNMENT – GOVERNING BODY – APPROVAL OF AGENDA

Chairman Inman entertained a motion to approve or amend the March 10, 2008 agenda.

Commissioner Lankford moved to approve the March 10th agenda as presented.

Vice Chairman Walker seconded and the motion carried unanimously.

PUBLIC COMMENTS

The following spoke during public comments.

Ms. Betty Smith

PO Box 706

Walnut Cove, NC 27052

Re: Walnut Cove Library – Update

Walnut Cove Librarian Betty Smith presented an update regarding the Walnut Cove Library Renovation Project. Librarian Smith noted the following:

- New section is almost finished
- Currently waiting on electrical issues in order to move into the new section of the library while the old section of the library is being renovated
- Should be moving in the new section within the next month
- Everything is going great and everything looks absolutely great
- Still selling brick pavers
- Open house projected for late May or early June

Librarian Smith invited the Board to come and see what is happening at the Walnut Cove Library.

CONSENT AGENDA

Chairman Inman entertained a motion to approve or amend the following items on the consent agenda:

Minutes

- Minutes of February 18, 2008
- Minutes of February 25, 2008
- Minutes of March 4, 2008

General Fund – Budget Amendment #72

Finance Director Julia Edwards submitted Budget Ordinance Amendment #72.

To amend the General Fund, the expenditures are to be changed as follows:

Account Number	Account Description	Budgeted Amount	Increase (Decrease)	As Amended
General Fund				
100.9820.984	Transfer-Stokes Reynolds Fund	\$300,000.00	\$(106,110.00)	\$193,890.00
100.9820.961	Transfer-Capital Projects Fund	\$0.00	\$225,000.00	\$225,000.00
100.9910.000	Contingency	\$252,864.00	\$ (4,297.00)	\$248,567.00
100.9910.300	Personnel Contingency	\$114,593.00	\$(114,593.00)	\$0.00
	Totals	\$667,457.00	\$00.00	\$667,457.00

This budget amendment is justified as follows:

To transfer funds from contingency and appropriate funds from the Stokes Reynolds’ refund of operating expense for renovations of the 3rd floor of the Ronald Wilson Reagan Building approved at the February 25th board meeting.

This will result in a net increase of \$00.00 in the expenditures and other financial use to the County’s annual budget. To provide the additional revenue for the above, the following revenues will change. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
Stokes Reynolds Fund				
500.3839.000	Miscellaneous Revenue	\$00.00	\$106,110.00	\$106,110.00
500.3981.000	Transfer-General Fund	\$300,000.00	\$(106,110.00)	\$193,890.00
	Totals	\$300,000.00	\$00.00	\$300,000.00

Public Buildings – Budget Amendment #73

Finance Director Julia Edwards submitted Budget Ordinance Amendment #73.

To amend the General Fund, the expenditures are to be changed as follows:

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
Public Buildings				
100.4190.590	Improvements	\$0.00	\$17,500.00	\$17,500.00
	Totals	\$0.00	\$17,500.00	\$17,500.00

This budget amendment is justified as follows:

To appropriate funds from Mental Health contingency for the Stokes Opportunity Center for architect fees.

This will result in a net increase of \$17,500.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
100.3586.455	Mental Health Contingency	\$.00	\$17,500.00	\$17,500.00
	Totals	\$.00	\$17,500.00	\$17,500.00

Sheriff's Department – Budget Amendment #74

Finance Director Julia Edwards submitted Budget Ordinance Amendment #74.

To amend the General Fund, the expenditures are to be changed as follows:

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	Sheriff's Department			
100.4310.000	Salaries and Wages	\$1,347,215.00	\$(2,733.00)	\$1,344,482.00
100.4310.020	Salaries and Wage-Part Time	\$88,169.00	\$5,954.00	\$94,123.00
	Totals	\$1,435,384.00	\$3,221.00	\$1,438,605.00

This budget amendment is justified as follows:

To appropriate funds from OBJ Grant and transfer funds due to worker's compensation to part time salaries.

This will result in a net increase of \$3,221.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
100.3301.416	OBJ Grant	\$11,839.00	\$3,221.00	\$15,060.00
	Totals	\$11,839.00	\$3,221.00	\$15,060.00

Social Services – Budget Amendment #75

Finance Director Julia Edwards submitted Budget Ordinance Amendment #75.

To amend the General Fund, the expenditures are to be changed as follows:

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	Social Services			
100.5310.083	CAP-C and CAP-DA	\$25,000.00	\$5,000.00	\$30,000.00
		<u>\$25,000.00</u>	<u>\$5,000.00</u>	<u>\$30,000.00</u>

This budget amendment is justified as follows:

Appropriate funds from Medicaid Claims CAP-DA funding for qualifying individuals for these funds.

This will result in a net increase of \$5,000.00 in the expenditures and other financial use to the County’s annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	Social Services			
100.3540.420	Medicaid Claims –CAP/DA	\$500,000.00	\$5,000.00	\$505,000.00
		<u>\$500,000.00</u>	<u>\$5,000.00</u>	<u>\$505,000.00</u>

Capital Project Ordinance

Finance Director Edwards also submitted the following Capital Project Ordinance for the Construction for renovations to the third floor of the Ronald Wilson Reagan Building:

Capital Project Ordinance

BE IT ORDAINED by the Governing Body of the County of Stokes, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized is the construction of the completion of the 3rd Floor of the Ronald Wilson Reagan Building for office space to be financed by contingency funds with in the General Fund.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Construction \$225,000.00

Section 4. The following revenues are anticipated to be available to complete this project:

Transfer from General Fund \$225,000.00

Section 5. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 7. The Finance Director is directed to report, on a quarterly basis, on the financial status of each project element in Section 3.

Section 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board.

Section 9. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Director for direction in carrying out this project

Adopted this 10th day of March, 2008.

J. Leon Inman - Chairman

Jimmy Walker - Vice Chairman

Ron Carroll - Commissioner

Ernest Lankford - Commissioner

Stanley Smith - Commissioner

Attest:

Darlene M. Bullins – Clerk to the Board

Proposed Fiscal Year 2007-08 Audit Contract – Martin Starnes & Associates, CPAs, PA

Finance Director Julia Edwards submitted the proposed annual audit contract for fiscal year 2007-08 (July 1, 2007/June 30, 2008) with Martin Starnes & Associates, CPAs, PA in the amount of \$43,600.

March 10, 2008

(Audit will be performed and report of audit submitted to Local Government Commission by October 31, 2008) (A copy of the executed contract will be retained by the Clerk to the Board and the Finance Director)

Proposed Resolution – Farmer Appreciation Day

Mr. James Booth – Stokes County Natural Resources submitted the following proposed Resolution Proclaiming Farmer Appreciation Day in Stokes County which will be held on Thursday, April 10, 2008 – at North Stokes High School – 6:00 pm.:

**RESOLUTION PROCLAIMING
FARMER APPRECIATION DAY
IN STOKES COUNTY**

Whereas, the County of Stokes, the Stokes Soil & Water Conservation District, the Cooperative Extension, Farm Service Agency, the Natural Resources Conservation Service and the NC Forest Service desire to sponsor the Farmer Appreciation Day to recognize the contributions of our farmers to Stokes County; and

Whereas, the Board of Commissioners recognizes that the county’s farmers contribute greatly to Stokes County’s economic base; and

Whereas, the Board believes that all county citizens benefit from farming activities in some manner; and

Whereas, the Board agrees that a Farmer Appreciation Day would show our county’s support for the existing farming community and honor past activities that have contributed so much to the culture and heritage of Stokes County; and

Whereas, the Board recognizes and supports a BBQ and Chicken Dinner along with live entertainment that will be held at North Stokes High School with all Stokes County citizens invited.

NOW THEREFORE BE IT RESOLVED, THAT

The **Stokes County Board of Commissioners** hereby proclaims **Thursday, April 10, 2008** as **Farmer Appreciation Day** in Stokes County and extends its appreciation and gratitude to the county’s farmers for their many contributions to Stokes County.

Adopted by the Stokes County Board of Commissioners this **10th** day **March 2008**.

Chairman J. Leon Inman

Vice Chairman Jimmy Walker

Commissioner Ron Carroll

Commissioner Ernest Lankford

Commissioner Stanley Smith

Attest:

Darlene M. Bullins
Clerk to the Board

Commissioner Lankford moved to approve the consent agenda. Vice Chairman Walker seconded and the motion carried unanimously.

GENERAL GOVERNMENT – GOVERNING BODY – INFORMATION AGENDA

CenterPoint Quarterly Report

CEO Betty Taylor – CenterPoint presented the following quarterly update:
(Mr. Jeff Eads –CenterPoint was also in attendance for the meeting)

- ◆ Current Stokes County members of the Board of Directors:
Chairman Leon Inman, Kathy Long-Stokes Opportunity Center, and Perry Carroll who all are doing an excellent job
- ◆ Stokes County Community Collaborative which focuses on system of care for children is very active
- ◆ Three individuals from Stokes County are currently investigating membership on the Consumer and Family Advisory Committee
- ◆ April 24th Board of Directors’ meeting will be held in Stokes County – King
- ◆ Overall mental health reform in North Carolina is very chaotic, although there are still some very successful programs starting to develop
- ◆ Discussed recent articles in the Raleigh News and Observer relating to funding appropriated for community support program and the percentage of treatment received that was clinically unnecessary – 90% of the money paid to mental health providers went to the community support program and only about 5% of the money was spent on services more likely to help recipients avoid hospitalization
- ◆ Governor Easley’s recent press conference announced his recommendations to the legislature: (1) Secretary will have the authority to appoint all boards of local management entities, (2) hire and fire the area director of local management entities, and (3) move to a state run system which will be run and controlled from Raleigh
- ◆ Update on Crisis Pilot Program:
 - Transitional Housing Services-Recovery Innovations NC – Start date (03-01-08)
 - Hospital Liaison-LME Function – Start date (2 care coordinators on staff with the Peer Support position posted)
 - Respite Services for Children-Children’s Home and Adult-Easter Seals- Start date (03-15-08)

- Residential Services for Women and their children-Community Choices- Start date (06-01-08)
- Enhanced Mobile Crisis Management Team –Forsyth Medical Center- Start date (06-01-08)
- Services to Individuals at Risk/Involved with Legal System –LME Function – Start date (care coordinator started on 01-14-08 with Peer Support position posted)
- All in all - Succeeding at the local level
- One deficiency that is currently being worked on (no solution yet) is the lack of substance abuse providers (lack in all three counties)

The Board discussed Governor Easley’s recommendations and the possible effects on Stokes County citizens.

The Board expressed their appreciation to CEO Taylor for her continued dedication to Stokes County.

Annual Report – Community Child Protection Team

DSS Director Jan Spencer, (per NCGS 7B-1406) presented the annual report of the Stokes County Community Child Protection Team (CCPT). Director Spencer noted the following: (Social Work Supervisor Kristy Preston was also in attendance for the meeting)

- CCPT is a means for the state and local communities to form a partnership to strengthen child protection
- CCPT met seven times in 2007 with an average of 10 members present – reviewed seven cases
- CCPT noted the following system deficiencies:
 - Mental Health Reform continues to present challenges for all
 - No mentoring program in the county
 - Some families need services on the weekends but only limited services are available
 - Rural families cannot always access needed services
 - Lack of Level IV placement resources near Stokes County
 - IEPs need to be completed quickly to ensure that children receive the services they need
 - Gun Safety statutes may need to be tightened up (team is still studying the issue)
- In 2007, 449 reports of child abuse or neglect were investigated by Stokes County DSS with 923 children involved – approximately 23% were substantiated for abuse, neglect, or dependency or found to be in need of services

- CCPT recommends the following:
 - Continue to keep abreast of mental health reform and its impact on Stokes County children; continue to support the efforts of CenterPoint to develop and sustain services for families within Stokes County; reiterate the need for a mental health coordinator and feel that this position will be a great benefit to the children in Stokes County
 - Support the establishment of a mentoring program in Stokes County should one become available - need for a positive role model for at-risk children

Director Spencer noted three general public vacancies which need to be filled that were recently advertised in the Stokes News.

Director Spencer requested the Board appoint Thomas Sands-Sheriff's Department which is a statutory appointment. Director Spencer also requested the Board consider Tammy Slater-SCAN as a general public appointee.

Director Spencer expressed appreciation to the Board for their continued support for the children in Stokes County.

The Board expressed their appreciation to Director Spencer and the DSS staff for their dedication and service to the children in Stokes County.

Chairman Inman directed the Clerk to place the vacant appointments on the March 25th discussion agenda.

Annual Report – Child Fatality Prevention Team

Interim Health Director Jenny Braswell presented the annual report of the Stokes County Child Fatality Prevention Team (CFPT). Interim Director Braswell noted the following:

- ◆ Meets once a quarter to review child death cases (18 and under)
- ◆ During 2007, the team reviewed 9 fatalities (occurred in 2006) with the following causes:
 - Intracranial (nontraumatic) hemorrhage of newborn (1)

- Sudden Infant Death Syndrome (1)
- Multiple injuries of thorax, physical abuse of unspecified person (1)
- Congenital Herpes-Viral Infection (1)
- Assault by sharp object, multiple open wounds (1)
- Interstitial emphysema originating in the perinatal period (1)
- Intrauterine Hypoxia, unspecified (1)
- Intentional self-poisoning by and exposure to narcotics and psychodysletpics ruled as suicide (1)
- Car occupant injured in collision with fixed or stationary object (1)
- ◆ CFPT collaborates with the Stokes County Sheriff's Department, Department of Social Services, and Health Department to promote child safety
- ◆ CFPT also works with other local agencies to increase awareness of the Child Fatality Team as a team that seeks interventions and ways to prevent child deaths

The Board expressed their appreciation to Interim Director Braswell for the report.

One Stop Voting – Update

Elections Director Jason Perry presented the following information regarding One Stop

Voting:

- ◆ Board of Elections is looking to open additional One Stop Voting Sites in Stokes County – one in Walnut Cove and one in King
- ◆ Two grants from the State will cover all costs to implement the new sites including computers, wages for poll workers, etc.
- ◆ Executive Director of the State Board of Elections indicates that the state is looking to move away from one specific day for an election –possibly having at least two weeks for voting with multiple voting sites
- ◆ Additional one stop voting sites will provide different locations for voters and the potential to reduce problems on election day
- ◆ Possibility of hiring the previous election director and deputy to staff the additional One Stop Voting sites
- ◆ Sites will be opened 11:00 am - 6:00 pm (Monday, April 28th – Friday, May 2nd)

The Board expressed their appreciation to Director Perry for the update.

Comments – Manager and Board of Commissioners

County Manager Bryan Steen presented the following update:

- ◆ “Report to the People” will be in the Stokes News – March 13th
- ◆ Continuing to work on the audio visual for probable cause hearings with the magistrate which would save county deputies from having to transport suspects to see a magistrate in King and then return the suspect back to Danbury –both

district and superior court judges have approved of the proposed project – will keep the Board updated on the project – proposal has been sent to the Administrative Office of the Courts for their review and approval

- ◆ Information from Director Ann Watts – FTCC indicates that the FTCC Feasibility Study-Meadows Project should be completed and presented to the Board at the April 14th meeting
- ◆ Office relocations are currently underway
- ◆ Mental Health Coordinator in progress

Commissioner Lankford noted that after speaking with Planning Director David Sudderth, there would be no major issues (except the need for an engineer's footing) with the used metal building the Board is considering purchasing.

The Board unanimously agreed to further investigate the purchase of the metal building.

Chairman Inman directed the Clerk to place the item on the March 25th discussion agenda.

Commissioner Smith report that he attended the RTI Steering Committee along with County Manager Steen on March 7th. The Steering Committee is seeking grants from the Rural Center, ARC, etc. to fund a Regional Tourism Director for the RTI. The next meeting will be at the Crossroads in Galax, VA on April 11th with invitations being mailed to various tourism groups, legislatures, etc.

Chairman Inman presented the following for the Board's consideration:

- Essentials of Economics Development – April 8th and 9th – Chapel Hill
- Tour of the FTCC-Woodruff Center (satellite center) – Winston Salem on either April 21st or April 24th

Chairman Inman noted that he would be out of town on Tuesday, March 25th (regular board meeting) and that Vice Chairman Walker will preside over the meeting.

GENERAL GOVERNMENT – GOVERNING BODY – DISCUSSION AGENDA

Environmental Study – Meadows Property

County Manager Bryan Steen presented the following information from Progress

Environmental Inc – Phase I Environmental Site Assessment – Meadows Property:

(Support Services Supervisor Danny Stovall unable to attend the meeting)

- ◆ Progress Environmental Inc recommends to continue with the Phase II Assessment which will take approximately four (4) weeks- approximate cost of \$10,000
- ◆ Consider waiting on Phase II until after the FTCC-Feasibility Study is presented at the April 14th meeting

The Board discussed the cost of Phase II, possible other vendors for Phase II, and the need to know the environmental condition of the property regardless of who will occupy the property.

Commissioner Lankford requested a cost breakdown from Progress Environmental regarding Phase II before any further action and the need to seek possible grants if clean up is necessary.

The Board unanimously agreed to place the item on the March 25th discussion agenda.

Chairman Inman directed the County Manager to have Mr. Stovall obtain a cost breakdown for Phase II and place the item on the March 25th discussion agenda.

Appointment – Fire Commission

County Manager Bryan Steen noted the following regarding the Fire Commission-appointments:

- ◆ Information from Fire Marshal Brad Cheek – Fire Association nominated and approved the following Fire Commissioners at their February 26th meeting:
Civilian position: David Manuel –Sandy Ridge (re-elected for two year term)
Fire Service position: Steven Roberson- King- (will finish the term of Tommy Carter who resigned – term is for one year –ending 02-2009)
Fire Service position: Thomas Sutton – Danbury (two year term)
- ◆ Appointments were nominated and approved according to the guidelines set forth in the current Service District Guidelines

The Board discussed the appointments to the Fire Commission.

Commissioner Carroll reiterated the Board approved a motion to follow the guidelines set forth in the 8 page document – Service District Guidelines until the document was reviewed and revised.

Commissioner Carroll nominated the following to serve as Fire Commissioners:

- Civilian position: David Manuel – two year term
- Fire Service position: Steven Roberson – remainder of two year term (one year)
- Fire Service position: Thomas Sutton – two year term

Chairman Inman directed the Clerk to place the item on the March 25th action agenda.

Fire Service District Study Committee

County Manager Bryan Steen presented the following information regarding appointments to the Fire Service Study Committee:

- ◆ Guidelines for appointments approved at the February 25th meeting:
 - 2 members from the Board of Commissioners
 - 3 members from those attending the February 18th meeting representing the Service District
 - 1 member from the Fire Commission not affiliated with a fire department
 - 3 members from the general public
 - total of 9 members
- ◆ General public appointments have been advertised in the Stokes News and placed on the county website
- ◆ Surry County Departments (Pilot Knob Fire Department, Pilot Mtn. Rescue & EMS and Westfield Fire & First Response) – nomination – Philip Sutphin
- ◆ Double Creek, Lawsonville, Francisco, Northeast Stokes Fire Departments – nomination - Keith Lawson
- ◆ Stokes Rockingham, Pinnacle, Sauratown Fire Departments – nomination- Wayne Barneycastle
- ◆ Fire Commission – Michael Pell only current member not affiliated with a fire department
- ◆ General Public – application received from Stephen J. Fowler

Commissioner Smith nominated Kyle Carroll for a general public appointment.

Commissioner Lankford nominated Janice Johnson and Gary Tucker for general public appointments.

Commissioner Carroll nominated Stephen Fowler and Rhonda Jones for general public appointments.

Commissioner Carroll nominated Phil Sutphin, Keith Lawson, and Wayne Barneycastle for Service District appointments.

Commissioner Smith nominated Michael Pell for the Fire Commission appointment not affiliated with a fire department.

Vice Chairman Walker nominated Chairman Leon Inman for the Board of Commissioners' appointment.

Commissioner Smith nominated Commissioner Ron Carroll for the Board of Commissioners' appointment.

Personnel Policy – Amendment to Annual Leave (Vacation Policy)

County Manager Bryan Steen presented the following amendment to Article V-

Section 2 – Annual Leave (vacation) of the Stokes County Personnel Policy:
(items underlined reflect amendments to the current policy)

Section 2. Annual Leave (Vacation)

The County provides annual leave benefits to full-time employees. However, only employees that have attained permanent employee status may request to take annual leave. Employees that have not attained permanent employee status will not be allowed to take annual leave unless authorized by their Department Head and the County Manager.

To take annual leave, an authorized employee must first make a written request to their supervisor at least three working days in advance of the date they wish to start their leave period and receive written approval from their supervisor before taking the requested annual leave. Approval / denial of an annual leave request is based on the needs of the employer.

The rate at which annual leave is accrued is based on years of service. The following scale demonstrates the annual leave granted to an employee who works a 37.5 hours per week schedule.

<u>Years of Employment</u>	<u>Earned Annual Leave</u>
0 – 2 years	10 days
2 – 5 years	12 days
5 – 10 years	15 days
10 – 15 years	18 days
15 – 20 years	21 days
20 or more years	24 days

All other work schedules will be accrued and calculated in a proportional manner.
(See Appendix A: Leave Accrual Schedule)

At the end of a calendar year, all annual leave accrued and available to an employee that exceeds the maximum carry-over limit for their position will automatically be converted to sick leave. The annual leave carry-over limits are as follows:

37.5 hour workweek personnel	180 hours
40 hour workweek personnel	192.6 hours
Law enforcement/jail employees	216 hours
EMS personnel	240 hours

Employees retiring, resigning or terminated from County Service shall be paid for accrued annual leave. Employees that have access, or supervisory control over cash money, checks, certified checks, bank drafts, financial records, or other types of in-coming revenue must take at least one consecutive week of annual leave per calendar year.

County Manager Steen noted that the amendment would eliminate an employee losing any vacation leave if they were unable to use it by the end of the calendar year, eliminates possible disruptions to services to the citizens of the county, allows employee to transfer any unused vacation leave (over the maximum carryover) to sick leave, and requires probationary employees to attain permanent status before taking vacation leave.

The Board discussed the proposed policy, changes to current policy, and holiday/comp. time.

County Manager Steen noted that this does not affect holiday or comp. time and that he would present other options for paying off holiday time in the near future. Manager Steen noted that 24/7 departments such as EMS, Communications, Jail, Sheriff’s Dept . must place a part time employee in those positions in order to keep services provided to the citizens which

would have budgetary effects.

Vice Chairman Walker noted the widening gap between the private sector in comparable benefits and positions to county benefits and positions.

Chairman Inman directed the Clerk to place the item on the March 25th action agenda.

YVEDDI – Board of Directors – Appointments

County Manager Bryan Steen stated that YVEDDI Executive Director Jo Ann Larkins had notified the County that the term of office on the YVEDDI Board of Directors for the following representatives from Stokes County will expire April 2008:

(Alternate appointment has been advertised and placed on the county website)

- Current Representative – Chairman J. Leon Inman
- Alternate Representative – Alan Boyles

Director Larkins requested that the current representatives be re-appointed as they represent Stokes County well and are always willing to lend their support and expertise to other staff or agency issues when needed. Vice Chairman Walker also noted that Mr. Boyles did wish to be reappointed.

Vice Chairman Walker nominated Chairman J. Leon Inman as regular representative and Alan Boyles as the alternate.

Chairman Inman directed the Clerk to place the item on the March 25th action agenda.

Tax Administration Report – February 2008

Tax Administrator Jake Oakley presented the following informational data:

Fiscal Year 2007-08	Budget Amt	Collected Amt	Over Budget	Under Budget
County Regular & Motor Vehicles	\$(18,619,330.00)	\$17,366,583.49		\$(1,252,746.51)
Prior Taxes 1991-2006 Tax Years				
County Regular & Motor Vehicles	\$ 700,000.00	\$ 587,793.38		\$ 112,206.62

EMS Collections

Total Collected 02-01-08/02-29-08 \$ 6,596.89

No accounts received from EMS during February 2008

Personal Property Discovery Report Audit Dates	# of Accts	Total Value	Taxes Due
02-01-08/02-29-08	2	\$83,958.00	\$ 570.73

Business Personal Property Discovery Report Audit Dates	# of Accts	Total Value	Taxes Due
02-01-08/02-29-08 - none to report			

Motor Vehicle Release Report	Accounts	Total Accounts
02-01-08/02-29-08	38	\$ 1,203.78

Motor Vehicle Refund Report	Accounts	Total Accounts
02-01-2008/ 02-29-08	0	\$ -

Number billed for February 2008 3749

Refunds Less than \$100 Real/Personal Property Per NCGS 105-381(b) February 2008

	Bill Number	
Joan Saunders	06A6928033249064	\$ 2.62
	05A2005023675	\$ 2.62
	04A2004023605	\$ 1.34
	03A2003023531	\$ 1.34
Tyson Hooker	07A15592727007.03	\$ 38.71
American General	07A697602878759	\$ 56.59
James Reeves	06A155895600.01.1	\$ 64.00
	05A2005022515	\$ 84.70
	04A2004022449	\$ 92.89
	03A2003022380	\$ 51.26
	Total	\$ 396.07

Garnishment Totals	Total Accounts	Original Levy Amt
July 07 to January 08	588	\$ 152,149.33
February 08	93	\$ 63,905.45
Total of all	681	\$ 216,054.78

Tax Administrator Oakley presented the following information according to NCGS

105.360(c) regarding discounts:

- By Resolution of the Board of Commissioners, a county may adopt a schedule of discounts

- The Resolution must be adopted no later than the first day of May
- If the Resolution changes the current discount amount, it must be submitted to the Department of Revenue for approval, stating the period of time to which it will apply
- Upon approval by the Department of Revenue, the discount schedule must be published at least once in the paper
- Stokes County is currently giving a 2% discount if paid by August 31st of each year, with the exception of motor vehicles, which equates to an annual figure of approximately \$172,683.78 (reduction in revenue) based on the 07/08 tax bills

Tax Administrator Oakley reiterated if the Board desired to change the current discount for 2008/09 tax bills, the Board would have to take action before the first of May 2008.

Tax Administrator Oakley presented the following information according to NCGS 105-321(f) regarding minimum tax bill:

- Stokes County is currently at a \$1.00 minimum tax bill level, which equates to an annual figure of \$462.44 (reduction in revenue) based on the 07/08 tax bills
- The (\$1.00 - \$5.00 range) minimal tax bill resolution must be adopted on or before June 15th preceding the first taxable year to which it applies
- The (\$1.00 - \$5.00 range) bill amount refers to the combined taxes, fees and other taxing units on the specific bill
- If the (\$1.00 - \$5.00 range) maximum amount allowable by NCGS 105-321(f) was adopted, the estimated annual reduction in tax revenue would be \$22,100 with \$21,240 being motor vehicles and real personal property being \$860 based on the 07/08 tax bills
- The minimal tax bill can range from \$1.00 to \$5.00

The Board discussed the current 2% discount and the current \$1.00 minimum tax bill.

Vice Chairman Walker stated he favored increasing the minimum tax bill from a \$1.00 to possibly \$3.00. Vice Chairman Walker requested additional information from Administrator Oakley regarding the number of bills and amounts that would be written off up to \$5.00.

Administrator Oakley also presented information regarding what other counties are currently doing regarding discounts and minimum tax bills.

Tax Administrator Oakley noted that delinquent tax notices were mailed on February 28th which states the taxes must be paid by 03-31-08 in order to prevent advertisement of

delinquent taxes in the Stokes News on April 10th.

Tax Administrator Oakley recommended to leave the 2% discount as is.

The Board unanimously agreed to leave the 2% discount as is.

Tax Administrator Oakley recommended to consider real and personal property minimum tax bill (possibly \$5) with motor vehicles being a lower amount (possibly \$3) due to the State is scheduled to take over billing of motor vehicles within the next two years.

Commissioners Carroll, Lankford, Smith and Chairman Inman stated they have no interest in making any changes regarding the minimum tax bill. Vice Chairman Walker noted that he was very interested in changing the minimum tax bill.

Tax Administrator Oakley presented the following Real and Personal Property Release which is more than \$100 for the Board's consideration:

Real and Personal Property Release

More than \$100 - February 2008

Name	Account Number	Amount	Reason
Paul & Patricia Stark	30706	\$ 450.87	House burned in October 2006
		\$ 450.87	

Chairman Inman directed the Clerk to place the Real and Personal Property Release over \$100 on the March 25th consent agenda.

Refinancing – Northeast Stokes Vol. Fire Department Facility

County Manager Bryan Steen noted that Deputy Fire Chief Joe James had contacted the County regarding refinancing of the Northeast Stokes Vol. Fire Department facility. The Board of Directors has been negotiating with banks regarding their interest rate and must give Southern Community Bank who offered the lowest interest rate an answer within forty-five days. Manager Steen noted that there was insufficient time for the issue to be presented to the Fire Commission and then to the Board of Commissioners for consideration within the forty-

Five-day timeframe. Manager Steen noted that the finance department was currently seeking other interest rates from other banks for comparison.

Deputy Fire Chief Joe James, on behalf of the Board of Directors, presented the following information regarding the refinancing:

- Board of Directors would like to have the financing back in the County if possible, currently the bank that holds mortgage is in California
- The current loan (estimated to be \$1,145,500) has been sold three times within three years
- The Board of Directors has received refinancing quotes from First Bank, Farm Credit, and Southern Community
- Southern Community's proposal is for a 20 year loan at an interest rate of 4.80% (fixed for ten years) which would cut seven years off the present loan
- The semi annual payment for this loan would be \$44,868.00, the bank estimated \$124,013 cash flow savings in the first 10 years with a total estimated saving of \$500,000
- Current annual payment of \$77,025.74 would increase to \$89,736.00 which would be an increase of \$12,710.26 in the budget

The Board discussed the payment schedule, interest rate, and the increase in the Fire Service District budget for the upcoming year.

Commissioner Smith noted the need to look into group financing if possible to save funding.

County Manager Steen noted the need to explore group financing and other interest rates before the next meeting.

The Board expressed appreciation to Board of Directors for seeking a lower interest rate.

Chairman Inman directed the Clerk to place the item on the March 25th action agenda.

**DEC Associates Inc – Financial Advisor – Proposed Contract
Budget Amendment #76**

Chairman Inman noted that he, Manager Steen, and Finance Director Edwards met

last week with President Doug Carter and Vice President Jeremy Carter-DEC Associates to discuss the proposed contract for financial advisory services.

Chairman Inman referred to the following fee contained within the contract:

- A one time financial planning fee for assistance to the County in preparing the initial phase of its financial and capital plan for the general county capital program. The initial financial phase will explore the amount of financing capacity available for the general government needs, preparation of a comprehensive plan and financial model and the accompanying presentation materials. The plan and materials will be formatted and presented to meet the needs of the County, the Local Government Commission and the bond rating and insurance firms. The financial planning fee of \$25,000 will be paid within thirty days after presentation of the plan to the County

Commissioner Lankford noted the previous presentation by President Doug Carter indicated that the company, if chosen, would be open for negotiations, the \$25,000 being the original proposed amount.

Chairman Inman noted that the \$25,000 was the negotiated price.

Commissioner Lankford requested additional information regarding what the County will actually receive for the \$25,000 fee and noted the reimbursements for all customary out of pockets cost, including but not limited to travel, mailing, communications, copies and other costs do not include an estimate. Commissioner Lankford expressed concerns that the vendor did not try to negotiate with the County as indicated in their presentation.

Finance Director Edwards noted that her understanding of the services to be provided were that DEC Associates would compile the financial data, advise the County what it can afford, where the revenues could be found, and present estimates on the best direction the County should choose – COPS, Bonds, Bank Loan, etc.

Manager Steen noted that the first phase would be a formalized analysis of where the County is, what the County can afford and the available revenues. DEC Associates would

also accompany the County to meet with the Local Government Commission.

Finance Director Edwards noted that there would be an additional fee of \$10,000 if the County does go out for bids, which could be included in the debt.

Manager Steen noted that DEC Associates would also help the County design formalized financial policies dealing with fund balance, contingency, etc.

Chairman Inman requested the Clerk to place the item on the March 25th action agenda.

Chairman Inman requested that Board members contact County Manager Steen if there was additional information needed from DEC Associates and also requested the Finance Director to request representatives from DEC Associates to be at the March 25th meeting.

Budget Amendment #76

Finance Director Julia Edwards submitted Budget Ordinance Amendment #76.

To amend the General Fund, the expenditures are to be changed as follows:

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	Governing Body			
100.4110.180	Professional Services	\$1,000.00	\$25,000.00	\$26,000.00
	Contingency			
100.9910.000	Contingency	\$248,567.00	\$(25,000.00)	\$223,567.00
	Totals	\$249,567.00	\$00.00	\$249,567.00

This budget amendment is justified as follows:

To transfer funds from contingency for the financial advisor contract

This will result in a net increase of \$0.00 in the expenditures and other financial use to the County’s annual budget.

Board of Health – Appointments

Chairman Inman presented the following individuals nominated at the February 25th meeting:

- Buster Robertson - one year of the unexpired 3 year term

- Keith Lawson – 3 year term
- Dr. Dana Dalton – one year of the unexpired 3 year term

Vice Chairman Walker moved to appoint Buster Robertson to serve on the Board of Health for one year of the unexpired 3 year term. Commissioner Lankford seconded and the motion carried (3-2) with Commissioner Smith and Commissioner Carroll voting against the motion.

Commissioner Lankford moved to appoint Keith Lawson to serve on the Board of Health for a three-year term. Vice Chairman Walker seconded and the motion carried (4-1) with Commissioner Smith voting against the motion.

Economic Development Commission – Repeal of EDC Ordinance/Proposed Resolution

County Manager Bryan Steen presented the following Ordinance to Repeal the Economic Development Commission in Stokes County and a proposed Resolution to Establish An Economic Development Advisory Board in Stokes County which was discussed at the February 25th meeting for further discussion:

(County Attorney Edward Powell had investigated the issue and suggested both)

ORDINANCE TO REPEAL THE ECONOMIC DEVELOPMENT COMMISSION IN STOKES COUNTY, NORTH CAROLINA

SECTION 1. REPEAL OF ECONOMIC DEVELOPMENT COMMISSION.

The Stokes County Ordinance in Ordinance Book at Page 290 passed by the Stokes County Board of Commissioners on August 21, 1989 and any amendments thereto are hereby repealed pursuant to North Carolina General Statute 158-8.

SECTION 2. EFFECTIVE DATE.

This ordinance shall be effective from and after its approval by the Stokes County Board of Commissioners, as required by law.

ADOPTED this 10th day of **March, 2008.**

ATTEST:

J. Leon Inman - Chairman

Jimmy Walker – Vice Chairman

Ron Carroll - Commissioner

Ernest Lankford - Commissioner

Stanley Smith - Commissioner

Attest:

Darlene M. Bullins – Clerk to the Board

**RESOLUTION TO ESTABLISH AN
ECONOMIC DEVELOPMENT ADVISORY BOARD
IN
STOKES COUNTY, NORTH CAROLINA**

WHEREAS, the Stokes County Board of Commissioners desires to carry out an economic development program through encouragement of existing industries and other businesses, attraction of new industries and other businesses, encouragement of agricultural development, encouragement of new business and industrial ventures by local as well as outside capital, and other activities of a similar nature; and

WHEREAS, the Stokes County Board of Commissioners desires to create an Economic Development Advisory Board to help formulate projects for carrying out these economic development programs and to regularly advise the Board of Commissioners on ways to increase economic development in the County; and

WHEREAS, the Stokes County Economic Development Advisory Board shall consist of residents of the County who are broadly representative of the interests, backgrounds, and aspirations of the County's population, and

WHEREAS, the Stokes County Economic Development Advisory Board shall consist of seven members, including the Chairman of the Board of Commissioners and six other members appointed by the Board of Commissioners, and the initial board shall have three members appointed for two year terms and three members appointed for a one year term with all members appointed thereafter to serve two year terms; and

WHEREAS, members of the Stokes County Economic Development Advisory Board shall serve without pay, but may be reimbursed for their expenses in accordance with the per diem rate paid to County employees; and

WHEREAS, the Stokes County Board of Commissioners may provide staff and other assistance to the Stokes County Economic Development Advisory Board; and

WHEREAS, upon appointment, the Stokes County Economic Development Advisory Board shall promptly meet and elect a Chairman, Vice Chairman and Secretary, the latter need not be a member of the Board; and

WHEREAS, the Stokes County Economic Development Advisory Board shall adopt rules of procedure for the conduct of its affairs; and

WHEREAS, all meetings of the Stokes County Economic Development Advisory Board shall be conducted in accordance with Article 33C of Chapter 143 of the North Carolina General Statutes; and

WHEREAS, a quorum of four members shall be necessary to conduct business, and the Stokes County Economic Development Advisory Board shall hold at least six meetings annually; and

NOW, THEREFORE, BE IT RESOLVED that the Stokes County Economic Development Advisory Board is hereby created in accordance with all of the foregoing provisions, and this resolution shall be effective from and after its approval by the Stokes County Board of Commissioners, as required by law.

ADOPTED this 10th day of **March, 2008**.

J. Leon Inman- Chairman

Jimmy Walker – Vice Chairman

Ron Carroll - Commissioner

Ernest Lankford - Commissioner

Stanley Smith - Commissioner

Attest:

Darlene M. Bullins – Clerk to the Board

Chairman Inman opened the floor for further discussion.

Commissioner Carroll suggested the following changes to the proposed Resolution:

- Having at least seven members instead of seven total members
- Board shall have one half of the members appointed for two year terms and one half members appointed for a one year term
- A majority of members will constitute a quorum

- Change Advisory Board to Commission with the insertion of the following: that the Commission shall be a local commission created by the Stokes County Board of Commissioners under authority of GS 153A-76 and shall not be an Economic Development Commission as provided for in Chapter 158 of the North Carolina General Statutes – the paragraph being inserted as the third paragraph.

Vice Chairman Walker noted the following change:

- Change per diem rate paid equal to the Planning Board

The Board discussed the changes present by Commissioner Carroll and Vice Chairman Walker.

Chairman Inman entertained a motion.

Commissioner Carroll moved to adopt the proposed Resolution presented by the County

Manager with the following changes:

- All references to Advisory Board to be changed to Commission
- The paragraph dealing with the pay reads: in accordance with the per diem rate paid to the Planning Board instead of county employees
- Membership consist of at least seven members
- Board shall have one half of the members appointed for two year terms and one half members appointed for a one year term
- Change to a majority of the members shall constitute a quorum necessary to conduct business
- Insert as new paragraph #3: Whereas, the Stokes County Economic Development Commission shall be a local commission created by the Stokes County Board of Commissioners under authority of GS 153A-76 and shall not be an Economic Development Commission as provided for in Chapter 158 of the North Carolina General Statutes

Vice Chairman Walker seconded the motion.

The Board further discussed Commissioner Carroll's suggested changes.

Commissioner Lankford stated that he supported all the suggested changes except for changing Advisory Board to Commission.

Chairman Inman noted that the group had stated their main goal was to be able to get to work. The motion carried unanimously.

Chairman Inman entertained a motion to Repeal the Ordinance adopted by the Stokes County Board of Commissioners on August 21, 1989.

Commissioner Carroll moved to repeal the Ordinance adopted by the Stokes County Board of Commissioners on August 21, 1989. Commissioner Smith seconded and the motion carried unanimously.

Chairman Inman directed the Finance Director to prepare a budget amendment to allocate funding for the per diem rate to be paid to Economic Development Commission members for the March 25th consent agenda.

The Board directed the County Manager to compare the Resolution with the Rules of Procedures to formulate Rules of Procedures for the Economic Development Commission.

Forsyth Technical Community College (FTCC)– Tour of Woodruff Center

The Board unanimously agreed to schedule the FTCC Tour of the Woodruff Center for Thursday, April 24, 2008.

Closed Session

Chairman Inman entertained a motion to enter into closed session for the following:

- To prevent the disclosure of information that is privileged or confidential pursuant to the law of this state or of the United States, or is not considered a public record within the meaning of Chapter 132 of the General Statutes pursuant to GS143-318.11(a)(1).
- To consider the initial employment or appointment of an individual to any office or position, other than a vacancy in the Board of County Commissioners or any other public body, or to consider the qualifications, competence, performance, character, and fitness of any public officer or employee, other than a member of the Board of Commissioners or of some other public body pursuant to G.S. 143-318.11(6).

Commissioner Lankford moved to enter into closed session for the following:

- To prevent the disclosure of information that is privileged or confidential pursuant to the law of this state or of the United States, or is not considered a public record within the meaning of Chapter 132 of the General Statutes pursuant to GS143-318.11(a)(1).
- To consider the initial employment or appointment of an individual to any office or position, other than a vacancy in the Board of County Commissioners or any other public body, or to consider the qualifications, competence, performance, character, and fitness of any public officer or employee, other than a member of the Board of Commissioners or of some other public body pursuant to G.S. 143-318.11(6).

Vice Chairman Walker seconded and the motion carried unanimously.

The Board returned to open session of the March 10th meeting.

Health Department – Physician Assistant Position

Chairman Inman entertained a motion regarding the Physician Assistant position.

Commissioner Smith moved to give the authority to the Interim Health Director to make the necessary changes in the salary scale to employ the Physician Assistant.

Commissioner Carroll seconded the motion. Vice Chairman Walker noted the need to have approval from the Board of Health in cases where part time positions are being reclassified to full time positions with benefits. The motion carried unanimously.

Adjournment

There being no further business to come before the Board, Chairman Inman entertained a motion to adjourn the meeting.

Commissioner Smith moved to adjourn the meeting. Vice Chairman Walker seconded and the motion carried unanimously.

Darlene M. Bullins
Clerk to the Board

J. Leon Inman
Chairman