

STATE OF NORTH CAROLINA)
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COUNTY OF STOKES)
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OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
MAY 8, 2008

The Board of Commissioners of the County of Stokes, State of North Carolina, met for a recessed session (recessed from the April 28th meeting) in the Commissioners' Chambers of the Ronald Wilson Reagan Memorial Building (Administrative Building) located in Danbury, North Carolina on Thursday, May 8, 2008 at 3:00 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

Chairman J. Leon Inman called the meeting to order.

Vice Chairman Walker 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 – SETTLEMENT UPDATE – BUDGET AMENDMENT #102

County Manager Bryan Steen presented documentation from County Attorney Edward Powell regarding the Settlement Agreement and Release for the following per NC General

Statute 143-318.11:

- ◆ Larry and Tia Childress
- ◆ Jack and Nancy Stone
- ◆ Randy McHone

County Manager Steen requested approval of Budget Amendment #102 in order to execute the terms of the each Settlement Agreement and Release.

Environmental Health – Budget Amendment #102

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	Environmental Health			
100.5192.290	Miscellaneous Expenses	\$0.00	\$6,250.00	\$6,250.00
	Contingency			
100.9910.000	Contingency	\$203,155.00	\$(6,250.00)	\$196,905.00
	Totals	\$203,155.00	\$00.00	\$203,155.00

This budget amendment is justified as follows:
To transfer funds for the settlement of septic tank issues.

This will result in a net increase of \$00.00 in the expenditures and other financial use to the County's annual budget.

Chairman Inman entertained a motion to approve Budget Amendment #102.

Commissioner Lankford moved to approve Budget Amendment #102. Commissioner Smith seconded and the motion carried unanimously.

Review of Annual Leave Policy

County Manager Bryan Steen presented the following revised annual leave policy as requested at the April 28th meeting for the Board's consideration:

(Items underlined are the revisions)

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 should 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.

Department Heads are authorized to extend the minimum 3-working day advanced written notice as needed for the proper operation of their department.

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 incoming revenue must take at least one consecutive week of annual leave per calendar year.

Manager Steen noted the following regarding the revised policy:

- ◆ Revision accommodates flexibility related to the three working days notification requirement
- ◆ Revision also addresses a concern of some department heads related to their desire to continue with their past practice of requiring a notification period that exceeds three working days due to the nature of their work and difficulty inherent in scheduling other employees to fulfill service requirements (this concern is most notable for Emergency Communications, EMS, Sheriff's Department –Patrol and Jail)

The Board discussed the revision submitted by Manager Steen.

Chairman Inman entertained a motion to approve the revised Annual Leave Policy.

Commissioner Carroll moved to approve the revised Annual Leave Policy as submitted by County Manager Steen. Vice Chairman Walker seconded and the motion carried unanimously.

Closed Session

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

- 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 closed session for the following:

- 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 Smith seconded and the motion carried unanimously.

The Board returned to open session of the May 8th recessed meeting.

Adjournment

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

Commissioner Lankford moved to adjourn the recessed meeting. Commissioner Smith seconded and the motion carried unanimously.

Darlene M. Bullins
Clerk to the Board

J. Leon Inman
Chairman