

STATE OF NORTH CAROLINA)
)
COUNTY OF STOKES)
)

OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
APRIL 14, 2009

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 (Administration Building) located in Danbury, North Carolina on Tuesday, April 14, 2009 at 6:00 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
Support Services Supervisor Danny Stovall
Tax Administrator Jake Oakley
Public Works Director Mark Delehant

Chairman J. Leon Inman called the meeting to order.

Commissioner Carroll 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.

PUBLIC HEARING INSTALLATION FINANCING CONTRACT FOR CAPITAL COSTS FOR THE ACQUISITION OF LAND FOR SCHOOL PURPOSES AND ACQUISITION AND INSTALLATION OF MOBILE CLASSROOMS AND RELATED EXPENDITURES

Chairman Inman opened the Public Hearing regarding the Installation Financing

Contract for capital costs for the acquisition of land for school projects and the acquisition and installation of mobile classrooms and related expenditures.

There were no public comments.

Chairman Inman closed the Public Hearing.

GENERAL GOVERNMENT – GOVERNING BODY – APPROVAL OF AGENDA

Chairman Inman entertained a motion to approve or amend the April 14, 2009 Agenda.

Commissioner Carroll requested to move Item F- “Proposed Red Flag Identification Theft Policy” to the Discussion Agenda. The Board had no issues with moving the item to the Discussion Agenda.

Commissioner Lankford moved to approve the April 14, 2009 Agenda as amended. Vice Chairman Walker seconded and the motion carried unanimously.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

Chairman Inman entertained a motion to approve or amend the following items on the Consent Agenda:

Minutes

- Minutes of February 4, 2009
- Minutes of March 23, 2009

Finance – Budget Amendment #60

Finance Director Julia Edwards submitted Budget Ordinance Amendment #60.

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

Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
General Fund	\$6,919,355.00	\$00.00	\$6,919,355.00
Revaluation Fund	\$107,551.00	\$00.00	\$107,551.00
Regional Sewer Fund	\$2,984.00	\$00.00	\$2,984.00
Walnut Cove Senior Center	\$30,928.00	\$00.00	\$30,928.00
Danbury Water Fund	\$5,966.00	\$00.00	\$5,966.00
Totals	\$7,066,784.00	\$00.00	\$7,066,784.00

See below for details

This budget amendment is justified as follows:

To transfer funds for a 1% increase to the County's salary schedule and bonus from the personnel cost contingency.

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 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
GENERAL FUND				
Administration				
100.4120.000	Salaries & Wages	\$ 135,974.00	\$ 1,750.00	\$ 137,724.00
100.4120.090	Social Security	\$ 8,420.00	\$ 75.00	\$ 8,495.00
100.4120.091	Medicare Tax	\$ 1,972.00	\$ 25.00	\$ 1,997.00
100.4120.100	Retirement	\$ 6,704.00	\$ 100.00	\$ 6,804.00
Finance				
100.4130.000	Salaries & Wages	\$ 141,178.00	\$ 3,065.00	\$ 144,243.00
100.4130.100	Retirement	\$ 6,970.00	\$ 200.00	\$ 7,170.00
Purchasing				
100.4131.000	Salaries & Wages	\$ 47,431.00	\$ 750.00	\$ 48,181.00
100.4131.100	Retirement	\$ 2,340.00	\$ 50.00	\$ 2,390.00
100.4131.101	401K	\$ 474.00	\$ 5.00	\$ 479.00
Mapping/GIS				
100.4141.000	Salaries & Wages	\$ 117,619.00	\$ 700.00	\$ 118,319.00
100.4141.100	Retirement	\$ 5,799.00	\$ 50.00	\$ 5,849.00
Elections				
100.4170.000	Salaries & Wages	\$ 67,219.00	\$ 1,500.00	\$ 68,719.00
100.4170.090	Social Security	\$ 4,422.00	\$ 50.00	\$ 4,472.00
100.4170.091	Medicare Tax	\$ 1,023.00	\$ 25.00	\$ 1,048.00
100.4170.100	Retirement	\$ 3,314.00	\$ 100.00	\$ 3,414.00
100.4170.101	401K	\$ 673.00	\$ 10.00	\$ 683.00
Register of Deeds				
100.4180.000	Salaries & Wages	\$ 103,293.00	\$ 1,600.00	\$ 104,893.00

Sheriff's Department				
100.4310.000	Salaries & Wages	\$1,417,923.00	\$ 15,225.00	\$1,433,148.00
100.4310.090	Social Security	\$ 92,445.00	\$ 2,700.00	\$ 95,145.00
100.4310.091	Medicare Tax	\$ 21,620.00	\$ 650.00	\$ 22,270.00
100.4310.100	Retirement	\$ 67,724.00	\$ 1,425.00	\$ 69,149.00
100.4310.101	401K	\$ 899.00	\$ 10.00	\$ 909.00
100.4310.102	401K 5%	\$ 64,192.00	\$ 2,650.00	\$ 66,842.00
Jail				
100.4320.000	Salaries & Wages	\$ 578,941.00	\$ 10,000.00	\$ 588,941.00
District Resource Center				
100.4321.000	Salaries & Wages	\$ 85,015.00	\$ 1,700.00	\$ 86,715.00
100.4321.090	Social Security	\$ 5,342.00	\$ 75.00	\$ 5,417.00
100.4321.091	Medicare Tax	\$ 1,253.00	\$ 25.00	\$ 1,278.00
100.4321.100	Retirement	\$ 4,191.00	\$ 100.00	\$ 4,291.00
100.4321.101	401K	\$ 850.00	\$ 10.00	\$ 860.00
Emergency Management				
100.4330.000	Salaries & Wages	\$ 103,597.00	\$ 1,500.00	\$ 105,097.00
100.4330.100	Retirement	\$ 5,107.00	\$ 75.00	\$ 5,182.00
100.4330.101	401K	\$ 1,036.00	\$ 15.00	\$ 1,051.00
Emergency Medical Services				
100.4370.000	Salaries & Wages	\$1,121,924.00	\$ 5,000.00	\$1,126,924.00
Solid Waste				
100.4720.000	Salaries & Wages	\$ 179,231.00	\$ 4,200.00	\$ 183,431.00
100.4720.100	Retirement	\$ 8,715.00	\$ 200.00	\$ 8,915.00
Planning				
100.4910.000	Salaries & Wages	\$ 270,418.00	\$ 3,500.00	\$ 273,918.00
100.4910.100	Retirement	\$ 13,332.00	\$ 200.00	\$ 13,532.00
Natural Resources				
100.4960.000	Salaries & Wages	\$ 93,654.00	\$ 750.00	\$ 94,404.00
100.4960.020	Salaries & Wages Part Time	\$ 14,488.00	\$ 150.00	\$ 14,638.00
Social Services				
100.5310.000	Salaries & Wages	\$1,629,364.00	\$ 19,050.00	\$1,648,414.00
100.5310.100	Retirement	\$ 84,005.00	\$ 2,000.00	\$ 86,005.00
Veteran Services				
100.5820.000	Salaries & Wages	\$ 15,063.00	\$ 225.00	\$ 15,288.00
Senior Services				
100.5860.000	Salaries & Wages	\$ 86,272.00	\$ 2,300.00	\$ 88,572.00
Salaries & Wages Permanent				
100.5860.030	Part Time	\$ 30,893.00	\$ 250.00	\$ 31,143.00
Arts Council				
100.6150.000	Salaries & Wages	\$ 59,031.00	\$ 1,300.00	\$ 60,331.00
100.6150.090	Social Security	\$ 3,660.00	\$ 100.00	\$ 3,760.00
100.6150.091	Medicare Tax	\$ 845.00	\$ 45.00	\$ 890.00
100.6150.100	Retirement	\$ 2,910.00	\$ 60.00	\$ 2,970.00
100.6150.101	401K	\$ 590.00	\$ 10.00	\$ 600.00
Contingency				
100.9910.300	Personnel Cost	\$ 200,000.00	\$ (85,555.00)	\$ 114,445.00
Total General Fund		\$6,919,355.00	\$ -	\$6,919,355.00

Revaluation Fund				
202.4140.000	Salaries & Wages	\$ 92,059.00	\$ 1,985.00	\$ 94,044.00
202.4140.100	Retirement	\$ 4,539.00	\$ 125.00	\$ 4,664.00
202.4140.090	Social Security	\$ 5,697.00	\$ (500.00)	\$ 5,197.00
202.4140.091	Medicare Tax	\$ 1,335.00	\$ (100.00)	\$ 1,235.00
202.4140.101	401K	\$ 921.00	\$ (225.00)	\$ 696.00
202.4140.250	Auto Supplies	\$ 3,000.00	\$ (1,285.00)	\$ 1,715.00
	Total Revaluation Fund	\$ 107,551.00	\$ -	\$ 107,551.00
Regional Sewer Fund				
501.7140.000	Salaries & Wages	\$ 2,590.00	\$ 50.00	\$ 2,640.00
501.7140.110	Group Insurance	\$ 394.00	\$ (50.00)	\$ 344.00
	Total Regional Sewer Fund	\$ 2,984.00	\$ -	\$ 2,984.00
Walnut Cove Senior Center				
204.5861.000	Salaries & Wages	\$ 25,998.00	\$ 325.00	\$ 26,323.00
204.5861.100	Retirement	\$ 1,282.00	\$ 25.00	\$ 1,307.00
204.5861.260	Departmental Supplies	\$ 3,648.00	\$ (350.00)	\$ 3,298.00
	Total Walnut Cove Senior Center	\$ 30,928.00	\$ -	\$ 30,928.00
Danbury Water Fund				
502.7140.000	Salaries & Wages	\$ 5,178.00	\$ 115.00	\$ 5,293.00
502.7140.110	Group Insurance	\$ 788.00	\$ (115.00)	\$ 673.00
	Total Danbury Water Fund	\$ 5,966.00	\$ -	\$ 5,966.00

Finance - Budget Amendment #61

Finance Director Julia Edwards submitted Budget Ordinance Amendment #61.

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	\$1,433,148.00	\$2,940.00	\$1,436,088.00
	Social Services			
100.5310.000	Salaries and Wages	\$1,648,414.00	\$1,730.00	\$1,650,144.00
	Veteran Services			
100.5820.000	Salaries and Wages	\$15,288.00	\$750.00	\$16,038.00
	Contingency			
100.9910.000	Leave Cost	\$11,860.00	\$(5,420.00)	\$6,440.00
	Totals	\$3,108,710.00	\$00.00	\$3,108,710.00

This budget amendment is justified as follows:

To transfer funds from leave cost contingency for employees' payoff of unused vacation time, comp. time, and holiday time.

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 increase. These revenues have already been received or are verified they will be received in this fiscal year.

Finance – Budget Amendment #62

Finance Director Julia Edwards submitted Budget Ordinance Amendment #62.

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

Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
General Fund			
See Attachment below	\$8,620,702.00	\$(168,475.00)	\$8,452,227.00
Total General Fund	\$8,620,702.00	\$(168,475.00)	\$8,452,227.00
Capital Reserve Fund			
See Attachment below	\$00.00	\$25,000.00	\$25,000.00
Total Capital Reserve Fund	\$00.00	\$25,000.00	\$25,000.00

This budget amendment is justified as follows:

To transfer funds from savings in expenditures and to adjust revenues due to declining collections, decrease grant due to when a position was hired and increase revenue due to expenditure increase. To transfer funds to Capital Reserve Fund from General Fund for future projects.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
Governing Body				
100.4110.112	Retiree Insurance	\$ 56,552.00	\$ 8,750.00	\$ 65,302.00
100.4110.130	Unemployment Insurance	\$ 20,000.00	\$ (9,200.00)	\$ 10,800.00
Administration				
100.4120.180	Professional Services	\$ 25,000.00	\$ (25,000.00)	\$ -
100.4120.311	Training	\$ 2,880.00	\$ (300.00)	\$ 2,580.00
100.4120.321	Postage	\$ 500.00	\$ 100.00	\$ 600.00
100.4120.340	Printing	\$ 1,700.00	\$ 200.00	\$ 1,900.00
Finance				
100.4130.260	Departmental Supplies	\$ 7,488.00	\$ (2,525.00)	\$ 4,963.00
100.4130.321	Postage	\$ 4,450.00	\$ 250.00	\$ 4,700.00
100.4130.390	Bank Charges	\$ 5,500.00	\$ 3,000.00	\$ 8,500.00
100.4130.511	Equipment Non Capitalized	\$ 5,000.00	\$ (725.00)	\$ 4,275.00
Purchasing				
100.4131.260	Departmental Supplies	\$ 504.00	\$ (55.00)	\$ 49.00
100.4131.311	Training	\$ 1,440.00	\$ (65.00)	\$ 1,375.00

100.4131.340	Printing	\$ 850.00	\$ 120.00	\$ 970.00
	Tax Administration			
100.4140.000	Salaries & Wages	\$ 250,925.00	\$ (7,000.00)	\$ 243,925.00
100.4140.340	Printing	\$ 1,500.00	\$ 500.00	\$ 2,000.00
100.4140.352	Maint. & Repairs Buildings	\$ 8,000.00	\$ (8,000.00)	\$ -
	GIS/Mapping			
100.4141.440	Misc. Contractual Services	\$ 22,703.00	\$ (3,600.00)	\$ 19,103.00
	Superior Court			
100.4160.260	Departmental Supplies	\$ 384.00	\$ (75.00)	\$ 309.00
100.4160.430	Rental Of Equipment	\$ 550.00	\$ 75.00	\$ 625.00
	Elections			
100.4170.190	Board Reimbursement	\$ 3,015.00	\$ 400.00	\$ 3,415.00
100.4170.350	Maint. & Repairs Equipment	\$ 14,380.00	\$ (14,380.00)	\$ -
100.4170.390	Precinct Officials	\$ 20,940.00	\$ (650.00)	\$ 20,290.00
	Register of Deeds			
100.4180.020	Salaries & Wages Part Time	\$ 13,068.00	\$ (700.00)	\$ 12,368.00
	Other Fringe Supplemental			
100.4180.170	Pension	\$ 5,000.00	\$ (2,000.00)	\$ 3,000.00
100.4180.320	Telephone	\$ 2,150.00	\$ 300.00	\$ 2,450.00
	Public Buildings			
100.4190.000	Salaries & Wages	\$ 275,982.00	\$ (15,000.00)	\$ 260,982.00
100.4190.101	401K	\$ 2,749.00	\$ (900.00)	\$ 1,849.00
100.4190.110	Group Insurance	\$ 41,336.00	\$ (2,000.00)	\$ 39,336.00
100.4190.111	Dental Insurance	\$ 2,767.00	\$ (160.00)	\$ 2,607.00
	Misc. Contractual Service Road			
100.4190.240	Signs	\$ 7,600.00	\$ (4,000.00)	\$ 3,600.00
100.4190.350	Maint. & Repairs Equipment	\$ 30,000.00	\$ 5,000.00	\$ 35,000.00
100.4190.351	Maint. & Repairs Auto	\$ 5,500.00	\$ (2,000.00)	\$ 3,500.00
100.4190.490	Dues & Subscription	\$ 350.00	\$ 90.00	\$ 440.00
	Information Systems			
100.4210.000	Salaries & Wages	\$ 145,869.00	\$ (28,000.00)	\$ 117,869.00
100.4210.090	Social Security	\$ 9,023.00	\$ (2,200.00)	\$ 6,823.00
100.4210.091	Medicare Tax	\$ 2,115.00	\$ (350.00)	\$ 1,765.00
100.4210.100	Retirement	\$ 7,192.00	\$ (1,500.00)	\$ 5,692.00
100.4210.101	401K	\$ 1,459.00	\$ (225.00)	\$ 1,234.00
100.4210.110	Group Insurance	\$ 13,779.00	\$ (3,300.00)	\$ 10,479.00
100.4210.111	Dental Insurance	\$ 923.00	\$ (200.00)	\$ 723.00
100.4210.260	Departmental Supplies	\$ 8,520.00	\$ (2,000.00)	\$ 6,520.00
100.4210.311	Training	\$ 7,000.00	\$ (7,000.00)	\$ -
100.4210.320	Telephone	\$ 1,000.00	\$ 400.00	\$ 1,400.00
	Vehicle Maintenance			
100.4250.000	Salaries & Wages	\$ 97,361.00	\$ (6,000.00)	\$ 91,361.00
100.4250.090	Social Security	\$ 6,025.00	\$ (600.00)	\$ 5,425.00
100.4250.091	Medicare Tax	\$ 1,412.00	\$ (100.00)	\$ 1,312.00
100.4250.100	Retirement	\$ 4,800.00	\$ (275.00)	\$ 4,525.00
100.4250.101	401K	\$ 974.00	\$ (125.00)	\$ 849.00
100.4250.110	Group Insurance	\$ 11,811.00	\$ (500.00)	\$ 11,311.00
100.4250.111	Dental Insurance	\$ 791.00	\$ (40.00)	\$ 751.00
100.4250.250	Auto Supplies	\$ 2,300.00	\$ (600.00)	\$ 1,700.00
100.4250.320	Telephone	\$ 1,780.00	\$ 400.00	\$ 2,180.00
100.4250.330	Utilities	\$ 5,000.00	\$ 400.00	\$ 5,400.00

Sheriff Department				
100.4310.000	Salaries & Wages	\$1,417,923.00	\$ (17,000.00)	\$ 1,400,923.00
100.4310.020	Salaries & Wages Part Time	\$ 90,343.00	\$ 17,000.00	\$ 107,343.00
100.4310.040	Separation Allowance	\$ 26,482.00	\$ 11,775.00	\$ 38,257.00
100.4310.100	Group Insurance	\$ 169,280.00	\$ (4,000.00)	\$ 165,280.00
100.4310.101	Dental Insurance	\$ 11,334.00	\$ (300.00)	\$ 11,034.00
100.4310.250	Auto Supplies	\$ 230,000.00	\$ (50,000.00)	\$ 180,000.00
100.4310.320	Telephone	\$ 13,500.00	\$ 1,000.00	\$ 14,500.00
100.4310.450	Insurance & Bonds	\$ 305.00	\$ (305.00)	\$ -
Jail				
100.4320.101	401K	\$ 5,260.00	\$ (700.00)	\$ 4,560.00
10.4320.102	401k 5%	\$ 2,431.00	\$ 300.00	\$ 2,731.00
District Resource Center				
100.4321.250	Auto Supplies	\$ 2,950.00	\$ (1,000.00)	\$ 1,950.00
100.4321.330	Utilities	\$ 3,500.00	\$ 1,600.00	\$ 5,100.00
Emergency Communications				
100.4325.000	Salaries & Wages	\$ 388,565.00	\$ (13,000.00)	\$ 375,565.00
100.4325.010	Salaries & Wages-Overtime	\$ 12,000.00	\$ 6,000.00	\$ 18,000.00
100.4325.020	Salaries & Wages-Part Time	\$ 27,000.00	\$ 3,000.00	\$ 30,000.00
100.4325.101	401K	\$ 3,874.00	\$ (2,000.00)	\$ 1,874.00
100.4325.110	Group Insurance	\$ 51,178.00	\$ (2,500.00)	\$ 48,678.00
100.4325.111	Dental Insurance	\$ 3,426.00	\$ (200.00)	\$ 3,226.00
100.4325.320	Telephone	\$ 4,600.00	\$ 500.00	\$ 5,100.00
Fire Marshal				
100.4340.090	Social Security	\$ 8,428.00	\$ (600.00)	\$ 7,828.00
100.4340.091	Medicare Tax	\$ 1,950.00	\$ (100.00)	\$ 1,850.00
100.4340.100	Retirement	\$ 6,702.00	\$ (100.00)	\$ 6,602.00
100.4340.101	401K	\$ 1,360.00	\$ (1,000.00)	\$ 360.00
100.4340.110	Group Insurance	\$ 15,747.00	\$ (300.00)	\$ 15,447.00
100.4340.111	Dental Insurance	\$ 1,055.00	\$ (250.00)	\$ 805.00
100.4340.250	Auto Supplies	\$ 6,500.00	\$ (2,000.00)	\$ 4,500.00
100.4340.260	Departmental Supplies	\$ 2,053.00	\$ 150.00	\$ 2,203.00
100.4340.311	Training	\$ 1,842.00	\$ (150.00)	\$ 1,692.00
100.4340.351	Maint. & Repairs Auto	\$ 2,800.00	\$ 1,650.00	\$ 4,450.00
Emergency Medical Services				
100.4370.010	Salaries & Wages Overtime	\$ 175,000.00	\$ 5,000.00	\$ 180,000.00
100.4370.020	Salaries & Wages Part Time	\$ 150,000.00	\$ (15,000.00)	\$ 135,000.00
100.4370.250	Auto Supplies	\$ 129,000.00	\$ (4,000.00)	\$ 125,000.00
100.4370.340	Printing	\$ 2,000.00	\$ 900.00	\$ 2,900.00
100.4370.351	Maint. & Repairs Auto	\$ 35,870.00	\$ 14,000.00	\$ 49,870.00
100.4370.430	Rental of Equipment	\$ 600.00	\$ 100.00	\$ 700.00
Animal Control				
100.4380.000	Salaries & Wages	\$ 103,407.00	\$ (1,000.00)	\$ 102,407.00
100.4380.090	Social Security	\$ 6,390.00	\$ (500.00)	\$ 5,890.00
100.4380.091	Medicare Tax	\$ 1,499.00	\$ (100.00)	\$ 1,399.00
100.4380.101	401K	\$ 1,034.00	\$ (275.00)	\$ 759.00
100.4380.250	Auto Supplies	\$ 11,800.00	\$ (2,500.00)	\$ 9,300.00
100.4380.320	Telephone	\$ 2,000.00	\$ 475.00	\$ 2,475.00
100.4380.321	Postage	\$ 5,000.00	\$ (2,000.00)	\$ 3,000.00
100.4380.330	Utilities	\$ 3,000.00	\$ 300.00	\$ 3,300.00

Solid Waste				
100.4720.020	Salaries & Wages Part Time	\$ 164,528.00	\$ (7,000.00)	\$ 157,528.00
100.4720.090	Social Security	\$ 21,126.00	\$ (400.00)	\$ 20,726.00
100.4720.091	Medicare Tax	\$ 4,949.00	\$ (100.00)	\$ 4,849.00
100.4720.101	401K	\$ 1,768.00	\$ (1,000.00)	\$ 768.00
100.4720.180	Professional Services	\$ 17,000.00	\$ 2,000.00	\$ 19,000.00
100.4720.250	Auto Supplies	\$ 116,500.00	\$ (35,000.00)	\$ 81,500.00
100.4720.320	Telephone	\$ 66,000.00	\$ 1,500.00	\$ 67,500.00
100.4720.330	Utilities	\$ 11,000.00	\$ 3,000.00	\$ 14,000.00
100.4720.430	Rental of Equipment	\$ 6,000.00	\$ 325.00	\$ 6,325.00
Planning				
100.4910.090	Social Security	\$ 16,731.00	\$ (800.00)	\$ 15,931.00
100.4910.091	Medicare Tax	\$ 3,921.00	\$ (150.00)	\$ 3,771.00
100.4910.101	401K	\$ 2,704.00	\$ (175.00)	\$ 2,529.00
100.4910.250	Auto Supplies	\$ 12,900.00	\$ (3,000.00)	\$ 9,900.00
Economic Development				
100.4920.000	Salaries & Wages	\$ 48,735.00	\$ (21,000.00)	\$ 27,735.00
100.4920.090	Social Security	\$ 3,022.00	\$ (1,600.00)	\$ 1,422.00
100.4920.091	Medicare Tax	\$ 702.00	\$ (750.00)	\$ (48.00)
100.4920.100	Retirement	\$ 2,403.00	\$ (1,200.00)	\$ 1,203.00
100.4920.101	401K	\$ 488.00	\$ (250.00)	\$ 238.00
100.4920.110	Group Insurance	\$ 3,937.00	\$ (2,500.00)	\$ 1,437.00
100.4920.111	Dental Insurance	\$ 264.00	\$ (175.00)	\$ 89.00
100.4920.180	Professional Services	\$ 25,000.00	\$ (15,000.00)	\$ 10,000.00
100.4920.250	Auto Supplies	\$ 2,000.00	\$ (2,000.00)	\$ -
100.4920.260	Departmental Supplies	\$ 2,880.00	\$ (1,000.00)	\$ 1,880.00
100.4920.310	Travel	\$ 2,660.00	\$ 2,000.00	\$ 4,660.00
100.4920.321	Postage	\$ 200.00	\$ 1,000.00	\$ 1,200.00
100.4920.340	Printing	\$ 15,000.00	\$ (10,000.00)	\$ 5,000.00
Cooperative Extension				
100.4950.250	Auto Supplies	\$ 1,800.00	\$ (400.00)	\$ 1,400.00
100.4950.440	Misc. Contractual Services	\$ 170,998.00	\$ (25,000.00)	\$ 145,998.00
Natural Resources				
100.4960.000	Salaries & Wages	\$ 93,654.00	\$ (11,500.00)	\$ 82,154.00
Health Department				
100.5100.000	Salaries & Wages	\$ 888,965.00	\$ 105,000.00)	\$ 783,965.00
100.5100.020	Salaries & Wages-Part Time	\$ 37,545.00	\$ (4,000.00)	\$ 33,545.00
100.5100.090	Social Security	\$ 61,011.00	\$ (10,000.00)	\$ 51,011.00
100.5100.091	Medicare Tax	\$ 14,269.00	\$ (2,500.00)	\$ 11,769.00
100.5100.100	Retirement	\$ 48,517.00	\$ (10,000.00)	\$ 38,517.00
100.5100.101	401K	\$ 9,840.00	\$ (5,000.00)	\$ 4,840.00
100.5100.110	Group Insurance	\$ 119,282.00	\$ (25,000.00)	\$ 94,282.00
100.5100.111	Dental Insurance	\$ 7,979.00	\$ (1,000.00)	\$ 6,979.00
100.5100.180	Professional Services	\$ 100,675.00	\$ 30,000.00	\$ 130,675.00
100.5100.430	Rental of Equipment	\$ 450.00	\$ 250.00	\$ 700.00
100.5100.490	Dues & Subscriptions	\$ 1,750.00	\$ 400.00	\$ 2,150.00
100.5100.330	Utilities	\$ 9,000.00	\$ 6,500.00	\$ 15,500.00
Home Health				
100.5190.000	Salaries & Wages	\$ 272,637.00	\$ (42,000.00)	\$ 230,637.00
100.5190.020	Salaries & Wages-Part Time	\$ 43,804.00	\$ 3,000.00	\$ 46,804.00
100.5190.030	Salaries & Wages-Permanent Part	\$ 2,583.00	\$ 25.00	\$ 2,608.00

	Time			
100.5190.081	On Call	\$ 12,000.00	\$ 4,000.00	\$ 16,000.00
100.5190.090	Social Security	\$ 23,890.00	\$ (6,000.00)	\$ 17,890.00
100.5190.091	Medicare Tax	\$ 5,590.00	\$ (1,000.00)	\$ 4,590.00
100.5190.100	Retirement	\$ 16,836.00	\$ (4,000.00)	\$ 12,836.00
100.5190.101	401K	\$ 3,270.00	\$ (2,200.00)	\$ 1,070.00
100.5190.110	Group Insurance	\$ 41,336.00	\$ (12,500.00)	\$ 28,836.00
100.5190.111	Dental Insurance	\$ 2,767.00	\$ (700.00)	\$ 2,067.00
100.5190.180	Professional Services	\$ 185,000.00	\$ 60,000.00	\$ 245,000.00
100.5190.250	Auto Supplies	\$ 18,700.00	\$ (8,000.00)	\$ 10,700.00
100.5190.440	Misc. Contractual Services	\$ 30,000.00	\$ (1,500.00)	\$ 28,500.00
100.5190.450	Insurance & Bond	\$ 6,300.00	\$ (2,600.00)	\$ 3,700.00
	King Clinic			
100.5191.000	Salaries & Wages	\$ 60,274.00	\$ (15,000.00)	\$ 45,274.00
	Salaries & Wages-Permanent Part			
100.5191.030	Time	\$ 2,583.00	\$ 25.00	\$ 2,608.00
100.5191.090	Social Security	\$ 3,862.00	\$ (1,000.00)	\$ 2,862.00
100.5191.091	Medicare Tax	\$ 904.00	\$ (175.00)	\$ 729.00
100.5191.100	Retirement	\$ 2,947.00	\$ (700.00)	\$ 2,247.00
100.5191.101	401K	\$ 598.00	\$ (300.00)	\$ 298.00
100.5191.110	Group Insurance	\$ 6,496.00	\$ (2,000.00)	\$ 4,496.00
100.5191.111	Dental Insurance	\$ 435.00	\$ (100.00)	\$ 335.00
100.5191.180	Professional Services	\$ 7,500.00	\$ (7,500.00)	\$ -
100.5191.230	Medical Supplies	\$ 25,000.00	\$ (25,000.00)	\$ -
100.5191.261	Office Supplies	\$ 2,160.00	\$ (2,160.00)	\$ -
100.5191.311	Employee Training	\$ 480.00	\$ (480.00)	\$ -
100.5191.321	Postage	\$ 1,200.00	\$ (1,200.00)	\$ -
100.5191.340	Printing	\$ 750.00	\$ (750.00)	\$ -
100.5191.350	Maint. & Repairs Equipment	\$ 250.00	\$ (250.00)	\$ -
100.5191.370	Advertising	\$ 150.00	\$ (150.00)	\$ -
100.5191.490	Dues & Subscription	\$ 500.00	\$ (500.00)	\$ -
	Environmental Health			
100.5192.000	Salaries & Wages	\$ 209,388.00	\$ (1,000.00)	\$ 208,388.00
	Salaries & Wages-Permanent Part			
100.5192.030	Time	\$ 2,583.00	\$ 25.00	\$ 2,608.00
100.5192.090	Social Security	\$ 12,515.00	\$ (800.00)	\$ 11,715.00
100.5192.091	Medicare Tax	\$ 2,903.00	\$ (150.00)	\$ 2,753.00
100.5192.100	Retirement	\$ 9,824.00	\$ (100.00)	\$ 9,724.00
100.5192.101	401K	\$ 1,543.00	\$ (250.00)	\$ 1,293.00
100.5192.250	Auto Supplies	\$ 5,225.00	\$ (800.00)	\$ 4,425.00
	Social Services			
100.5310.010	Salaries & Wages-Overtime	\$ -	\$ 45.00	\$ 45.00
100.5310.030	Salaries & Wages-Contract Pay	\$ 49,122.00	\$ (8,045.00)	\$ 41,077.00
100.5310.081	On Call Pay	\$ 24,000.00	\$ 3,500.00	\$ 27,500.00
100.5310.082	Incentive Pay	\$ 40,600.00	\$ (5,500.00)	\$ 35,100.00
100.5310.083	CAP-C and CAP-DA	\$ 30,000.00	\$ 6,500.00	\$ 36,500.00
100.5310.090	Social Security	\$ 110,866.00	\$ (2,500.00)	\$ 108,366.00
100.5310.091	Medicare Tax	\$ 25,227.00	\$ (750.00)	\$ 24,477.00
100.5310.101	401K	\$ 16,248.00	\$ (2,000.00)	\$ 14,248.00
100.5310.110	Group Insurance	\$ 222,426.00	\$ (1,250.00)	\$ 221,176.00
100.5310.111	Dental Insurance	\$ 14,957.00	\$ (100.00)	\$ 14,857.00

	Public Assistance			
100.5420.000	State/County Special Assistance	\$ 425,000.00	\$ 50,000.00	\$ 475,000.00
	Veteran Services			
100.5820.000	Salaries & Wages	\$ 15,063.00	\$ 1,400.00	\$ 16,463.00
100.5820.090	Social Security	\$ 934.00	\$ 100.00	\$ 1,034.00
100.5820.091	Medicare Tax	\$ 218.00	\$ 30.00	\$ 248.00
100.5820.100	Retirement	\$ 741.00	\$ 80.00	\$ 821.00
100.5820.321	Postage	\$ 155.00	\$ 175.00	\$ 330.00
	Senior Services			
100.5860.090	Social Security	\$ 8,603.00	\$ (500.00)	\$ 8,103.00
100.5860.091	Medicare Tax	\$ 2,015.00	\$ (100.00)	\$ 1,915.00
100.5860.100	Retirement	\$ 6,850.00	\$ (800.00)	\$ 6,050.00
100.5860.250	Auto Supplies	\$ 2,875.00	\$ (1,100.00)	\$ 1,775.00
	Forsyth Tech			
100.5920.250	Auto Supplies	\$ 2,550.00	\$ (800.00)	\$ 1,750.00
	Contingency			
100.9910.000	Contingency	\$ 105,305.00	\$ 277,950.00	\$ 383,255.00
	Transfers			
100.9820.960	Transfer to Capital Reserve	\$ 65,126.00	\$ 33,000.00	\$ 98,126.00
	TOTAL GENERAL FUND	\$8,620,702.00	\$(168,475.00)	\$ 8,452,227.00
	CAPITAL RESERVE FUND			
201.4120.000	Administration		\$ 25,000.00	\$ 25,000.00
201.4140.000	Tax		\$ 8,000.00	\$ 8,000.00
	TOTAL CAPITAL RESERVE FUND	\$ -	\$ 33,000.00	\$ 33,000.00

This will result in a net decrease of \$(168,475.00) 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
100.3301.420	Dan River 319 Grant	\$45,579.00	\$(11,500.00)	\$34,079.00
100.3519.412	Primary Care Child	\$80,000.00	\$(45,000.00)	\$35,000.00
100.3519.413	Primary Care Adult	\$100,000.00	\$(40,000.00)	\$60,000.00
100.3519.411	Health Family Planning Fees	\$14,500.00	\$(5,000.00)	\$9,500.00
100.3519.414	King Clinic Fees	\$60,000.00	\$(60,000.00)	\$00.00
100.3519.410	Home Health Fees	\$739,953.00	\$(13,475.00)	\$726,478.00
100.3540.421	Medicaid Claims Case Management	\$30,000.00	\$6,500.00	\$36,500.00
	Totals	\$1,070,032.00	\$(168,475.00)	\$901,557.00

Capital Reserve Fund				
201.3981.000	Transfer from General Fund		\$00.00	\$33,000.00
	Total Capital Reserve Fund		\$00.00	\$33,000.00

Health Department – Budget Amendment #63

Finance Director Julia Edwards submitted Budget Ordinance Amendment #63.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	Health Department			
100.5100.260	Departmental Supplies	\$50.00	\$3,737.00	\$3,787.00
100.5100.261	Office Supplies	\$23,837.00	\$3,412.00	\$27,249.00
100.5100.311	Employee Training	\$13,180.00	\$1,200.00	\$14,380.00
100.5100.320	Telephone	\$27,100.00	\$1,000.00	\$28,100.00
100.5310.352	M&R – Building	\$00.00	\$5,600.00	\$5,600.00
100.5310.510	Equipment	\$00.00	\$17,972.00	\$17,972.00
100.5310.511	Equipment – Non capitalized	\$14,072.00	\$27,094.00	\$41,166.00
	Totals	\$78,239.00	\$60,015.00	\$138,254.00

This budget amendment is justified as follows:

The Health Department has been awarded additional funding from the State to be used for the 10 essential services as directed in the DHHS Contract Addenda for General Aid to Counties Funding. This amount totals \$48,000.00. The Health Department was also given \$12,015.00 for participating in the Random Moment Time Study performed at the State Level. These funds can be used for improvements to the Health Department.

This will result in a net increase of \$60,015.00 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
100.3301.225	Health General	\$35,660.00	\$60,015.00	\$95,675.00
	Totals	\$35,660.00	\$60,015.00	\$95,675.00

Health Department – Budget Amendment #64

Finance Director Julia Edwards submitted Budget Ordinance Amendment #64.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	Health Department			
100.5192.260	Department Supplies	\$500.00	\$1,492.00	\$1,992.00
	Totals	\$500.00	\$1,492.00	\$1,992.00

This budget amendment is justified as follows:

The Health Department’s Food & Lodging Program has been awarded additional funding for the fiscal year 2008-09 based on their compliance rating, which is given for restaurant inspections. The department requests to use these funds for the purpose of purchasing New Well Kits, which have been proven to be very costly for Environmental Health.

This will result in a net increase of \$1,492.00 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
100.3301.234	Food & Lodging	\$1,500.00	\$1,492.00	\$2,992.00
	Totals	\$1,500.00	\$1,492.00	\$2,992.00

Health Department – Budget Amendment #65

Finance Director Julia Edwards submitted Budget Ordinance Amendment #65.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	Health Department			
100.5100.261	Office Supplies	\$23,837.00	\$1,385.00	\$25,222.00
100.5100.370	Advertising	\$1,350.00	\$115.00	\$1,465.00
	Totals	\$25,187.00	\$1,500.00	\$26,687.00

This budget amendment is justified as follows:

The WIC Program Supervisor applied for a Grant with the Health Start Foundation and was awarded \$1,500.00. The purpose of the Grant is to host a Healthy Baby Expo (similar to the Maternity Fair held in the past). This will be held in conjunction with the “The Little Folks Festival” produced by Stokes Partnership for Children.

This will result in a net increase of \$1,500.00 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
100.3519.416	Healthy Baby Expo	\$00.00	\$1,500.00	\$1,500.00
	Totals	\$00.00	\$1,500.00	\$1,500.00

Proposed Economic Development Commission – Rules of Procedures

County Manager Bryan Steen submitted the following Rules of Procedures adopted by the Economic Development Commission at their March 18th meeting for the Board's consideration:

**RULES OF PROCEDURE
STOKES COUNTY ECONOMIC DEVELOPMENT COMMISSION**

The Stokes County Economic Development Commission shall be a local commission created by the Stokes County Board of Commissioners under the authority of General Statute 153A-76 and shall not be an Economic Development Commission as provided for in Chapter 158 of the North Carolina General Statutes.

SECTION 1. ESTABLISHMENT OF ECONOMIC DEVELOPMENT COMMISSION.

There is hereby created and established the "Stokes County Economic Development Commission" hereinafter referred to as the "Commission", composed of at least seven (7) members including one Commissioner appointed by the Board of Commissioners and other members appointed by the Stokes County Board of Commissioners.

SECTION 2. MEMBERSHIP QUALIFICATIONS AND TERMS OF OFFICE

- a. All members shall be residents of Stokes County and shall be broadly representative of the interests, backgrounds, and aspirations of the County population.
- b. The initial term of the Commission shall have one half of the members appointed for two years and one half of the members appointed for a one year term with all members appointed thereafter to serve two year terms.
- c. Members of the Commission shall serve without pay, but may be reimbursed for their expenses in accordance with the per diem rate paid to the Planning Board.

SECTION 3. ORGANIZATION OF THE COMMISSION

- a. Upon its appointment, the Commission shall promptly meet and elect a Chairman, Vice Chairman, and Secretary; the latter need not be a member of the Commission.
- b. The Commission shall adopt, upon approval of the Board of Commissioners, Rules of Procedure for the conduct of its affairs.
- c. The Commission shall maintain a record, which shall be open to the public, of its members' attendance, its actions, findings, and recommendations. All meetings shall be conducted in accordance with Article 33C of Chapter 143 of the North Carolina General Statutes.
- d. All of its meetings shall be open to the public, except those that may legally be closed to the public, under

existing state laws.

A. OFFICERS AND DUTIES

1. **CHAIRMAN.** The members of the Commission shall elect a Chairman annually in January. The Chairman shall have a one-year term. The Chairman shall be eligible for re-election. The Chairman shall decide all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the commission in session at that time. The Chairman, with the approval of the Commission, shall make all committee appointments.
2. **VICE CHAIRMAN.** The Commission shall elect a Vice-Chairman in the same manner and for the same term as the Chairman. The Vice-Chairman shall serve as acting Chairman in the absence or disability of the Chairman. At such times he shall have and exercise the same powers and duties as the Chairman.
3. **SECRETARY.** A Secretary shall be elected by the Commission at the same time and for the same term as the Chairman and Vice-Chairman. However, the Secretary need not be a member of the Commission, and shall be eligible for reappointment. The Secretary shall keep all records, shall conduct all correspondence of the Commission, and shall generally supervise the clerical work of the Commission. The Secretary shall keep the minutes of every meeting of the Commission, which minutes shall be a public record. The minutes shall record all important facts pertaining to each meeting, including attendance or absence of all members, every resolution acted upon by the Commission, and all votes of Commission members upon any recommendation, resolution or other action of the Commission.

If the Secretary is appointed from outside the membership of the Commission, the Secretary shall not be eligible to vote on any matters by the Commission.

B. MEETINGS

1. **REGULAR MEETINGS.** Regular meetings of the Commission shall be held on the third Wednesday of each month in the Economic Development Conference Room- Third Floor of the Stokes County Administrative Building, any change in time and location will be approved by the Commission and posted accordingly.
2. **SPECIAL MEETINGS.** Special meetings of the Commission may be called at any time by the Chairman, provided at least 48 hours notice of the time, place, and subject of the special meeting shall be given. This notice may either be telephonic or written, and shall be given by either the Secretary or the Chairman of the Commission.
3. **CANCELLATION OF MEETINGS.** The Chairman may postpone the regular meeting by giving notice to all members not less than 48 hours prior to the time set for the meeting.
4. **QUORUM.** A quorum shall consist of a majority of members.
5. **CONDUCT OF THE MEETINGS.** All meetings of the Commission shall be open to the public. The order of business at regular meetings shall be as follows:
 - a. Approval of Minutes of Previous Meeting
 - b. Reports of Committees
 - c. Old Business
 - d. New Business
 - e. Adjournment
6. **VOTING.** The votes of a majority of those present shall be sufficient to decide any matter before the Commission, provided a quorum is present. No Commission member shall participate in the discussion or decision of any matter in which he has a personal or financial interest.

- 7. **COMMITTEES.** The Chairman may appoint committees to investigate particular matters or undertake other assignments within the responsibility of the Commission. The Chairman shall be responsible for the preparation of the charge of the committee, subject to the approval of the Commission, and shall make all appointments to the committee, subject to the approval of the Commission.
 - a. **AMENDMENTS.** Amendments, within the limits allowed by law, to the Rules of Procedure must be approved by the Commission and the Board of Commissioners.
 - b. **ECONOMIC DEVELOPMENT DIRECTOR APPOINTMENT & EVALUATION.** The Director shall be hired by the County Manager. The Director shall report to the County Manager and be evaluated regarding job performance.

SECTION 4. DUTIES OF THE COMMISSION

The Commission shall have the following powers and duties:

- a. To work with or support the Economic Development Director in the pursuit of Economic Development or Economic Development related activities;
- b. To recommend projects for carrying out economic development through attraction of new industries, encouragement of existing industries, encouragement of agricultural development, encouragement of new business and industrial ventures by local as well as foreign capital, and other activities of a similar nature;
- c. To keep the Board of Commissioners current on the activities and plans of the Commission (minimum of quarterly).

Adopted the 14th day of April, 2009 by the **Stokes County Board of Commissioners.**

Chairman J. Leon Inman

Vice Chairman Jimmy Walker

Commissioner Ron Carroll

Commissioner Ernest Lankford

Commissioner Stanley Smith

Clerk to the Board Darlene M. Bullins

Workforce Development – Proposed Resolution

County Manager Bryan Steen submitted the following proposed Resolution –

“WorkForce Development Month” for the Board’s consideration:

WorkForce Development Month

WHEREAS, the economic development of every region in North Carolina and the ability of our businesses and industries to compete in the global economy is more than ever before dependent on the availability and quality of a skilled workforce; and

WHEREAS, the complexity and fast-paced change in our economy and labor markets puts new demands on individuals and employers at all levels; and

WHEREAS, job seekers need the assistance of knowledgeable and dedicated professionals to facilitate the process by which our workforce identifies, prepares for, obtains and maintains employment and self-sufficiency; and

WHEREAS, employers depend on similar levels of professional services to help them recruit and retain a competitive workforce and to continually upgrade the skill sets of their incumbent employees;

NOW THEREFORE BE IT RESOLVED AND IT IS RESOLVED that the [name of WDB, Commission, Council, etc.] joins with the North Carolina Commission on Workforce Development and North Carolina Division for Workforce Development in designating the month of May to honor individuals in all the workforce development organizations and partnerships who play such a vital role in our economy.

Adopted the 14th day of April, 2009.

Chairman J. Leon Inman

Vice Chairman Jimmy Walker

Commissioner Ron Carroll

Commissioner Ernest Lankford

Commissioner Stanley Smith

Attest:

Clerk to the Board Darlene M. Bullins

Proposed Fiscal Year 2009-10 Criminal Justice Partnership Application for funding

District Resource Director Tony Hill submitted the annual Criminal Justice Partnership Program Application for Continuation of Implementation Funding for the upcoming fiscal year 2009-10 for the Board's approval. (a copy of the application will be retained by the Clerk to the Board and the District Resource Director)

Proposed Resolution – Support of a New I-85 Bridge Over the Yadkin River in Davidson County

Chairman J. Leon Inman submitted the following proposed Resolution in Support of a New I-85 Bridge Over the Yadkin River in Davidson County at the March 23rd meeting, with a request for action by the Board of Commissioners at the April 14th meeting:

**RESOLUTION IN SUPPORT OF A NEW I-85 BRIDGE OVER
THE YADKIN RIVER IN DAVIDSON COUNTY**

WHEREAS, the Piedmont Authority for Regional Transportation (PART) was created by enabling legislation in 1997 to coordinate the multi-modal transportation activities in the ten-county Piedmont Triad Region of North Carolina; and **WHEREAS**, PART coordinates transportation planning among four metropolitan planning organizations and four Divisions of the North Carolina Department of Transportation; and

WHEREAS, PART is primarily focused on the planning, design, construction, maintenance and operation of a balanced transportation system which includes roadways of regional significance; and

WHEREAS, Interstate 85 passes through Davidson, Randolph, Guilford and Alamance Counties and crosses the Yadkin River in Davidson County; and

WHEREAS, the multi-lane 1-85 Bridge over the Yadkin River is in need of total replacement at an estimated cost of \$300,000,000; and

WHEREAS, allocation of sufficient funds through the statewide equity distribution formula would take all of the construction funds for all projects allocated to Division 9 for the entire seven-year Transportation Improvement Plan program; thereby, making this action extremely burdensome.

NOW, THEREFORE, BE IT RESOLVED, that the Piedmont Authority for Regional Transportation Board of Trustees supports Governor Bev. Perdue and the grant application in the amount of \$300,000,000 from the American Recovery and Reinvestment Act Discretionary Fund for construction of a new 1-85 Bridge over the Yadkin River in Davidson County.

BE IT FURTHER RESOLVED that the PART Board of Trustees encourages all local government agencies in the region to support Governor Perdue's effort to secure federal American Recovery and Reinvestment Act (Stimulus) Funds for this needed roadway of regional, statewide and national significance.

Motion made by _____ and seconded by a _____ and approved this 14th day of April 2009.

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 Amended Memorandum of Understanding for Cooperative, Comprehensive and Continuing Transportation Planning and the Establishment of the NWPRPO

County Manager Bryan Steen submitted the proposed amended Memorandum of Understanding for Cooperative, Comprehensive, and Continuing Transportation Planning and the Establishment of the NWPRPO at the March 23rd meeting, with a request for action by the Board of Commissioners at the April 14th meeting: (A copy of the proposed amended Memorandum of Understanding will be retained by the Clerk).

April 14, 2009

[18]

Proposed Proclamation: April is Child Abuse Prevention Month

DSS Director Jan Spencer submitted the following proposed Proclamation “April is Child Abuse Prevention Month” for the Board’s consideration:

CHILD ABUSE PREVENTION MONTH

Proclamation

Whereas, preventing child abuse and neglect is a community problem affecting both the current and future quality of life of a community;

Whereas, child maltreatment occurs when people find themselves in stressful situations, without community resources, and do not know how to cope;

Whereas, 808 children were reported as allegedly abused and neglected in Stokes County in 2008;

Whereas, 173 children were substantiated as abused and neglected in Stokes County in 2008;

Whereas, the majority of child abuse cases stem from situations and conditions that are preventable in an engaged and supportive community;

Whereas, child abuse and neglect can be prevented by making sure each family has the support they need to raise their children in a healthy environment;

Whereas, child abuse and neglect not only cause immediate harm to children, but are also proven to increase the likelihood of criminal behavior, substance abuse, health problems such as heart disease and obesity, and risky behaviors such as smoking;

Whereas, all citizens should become involved in supporting families to provide safe, nurturing environments for their children giving them the opportunity to grow up to be caring, contributing members of the community;

Whereas, effective child abuse prevention problems succeed because of partnerships created among social service agencies, schools, faith communities, civic organizations, law enforcement agencies, and the business community.

Therefore, we, the Commissioners of Stokes County, North Carolina do hereby proclaim April as Child Abuse Prevention Month in Stokes County and call upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

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 Memorandum of Agreement – Daymark Recovery Services Inc

County Manager Bryan Steen submitted the following Memorandum of Agreement

(MOA) with Daymark Recovery Services, Inc. for the Board's consideration:

MEMORANDUM OF AGREEMENT BETWEEN STOKES COUNTY AND DAYMARK RECOVERY SERVICES, INC.

Stokes County (County) and DAYMARK Recovery Services (DRS) both have the mutual best interest of the uninsured citizens of Stokes County that were formally receiving medical care from DRS and no longer have a provider. For these reasons, both parties agree to the following.

Stokes County:

1. Without charge, the County will provide access for DRS employees and necessary assisting parties to the SW Service Center, located at 104 Hartgrove Road, King, NC, up to one day per week (Fridays only) for the provision of agreed upon patient services.
2. The County will work collaboratively with DRS, Center Point Human Services (LME) and volunteer organizations to assist in these efforts.
3. The County will supply a building access key only to DRS for entry and exit of the building in order to provide agreed upon patient services.

DAYMARK Recovery Services:

1. DRS will identify and schedule citizens that were once under their care, without insurance and have not found a provider.
2. DRS will schedule these said citizens.
3. DRS will provide a medical provider no more than one day a week on the day agreed to by the County and likely only two days per month to see identified consumers and provide psychiatric evaluations and medication checks as needed and issue related prescription(s).
4. DRS will provide all emergency care back up through their own call services for consumers that will be seen under this agreement.
5. DRS will use the facility and utilities provided by the County only for services under this MOA. Under no circumstances shall any other use of the building or resources be allowed.
6. DRS will take responsibility for securing the building upon conclusion of each use as well as securing any key issued by the county for entry into the building and take necessary steps to ensure only an authorized DRS employee will have access to said key and no duplication or re-issuance of said key to a person or persons not specifically authorized by the County in writing. In the event DRS loses said building entry key, DRS will pay all normal cost associated with the County's decision to either replace the original key or replacement of building entry door locks.

Both Parties Mutually Agree that:

1. This MOA shall remain in effect as long as such relationship is of benefit and acceptable to the County. The County or DRS can give a (30) thirty-day notice that this MOA is terminated. Termination can be for cause or for any unspecified reason by either party.
2. Both parties may end this agreement immediately upon mutual consent.
3. Any change in the purpose of the agreement must be in writing and agreed to by both parties.
4. Both parties understand and agree that DRS will not be held responsible for damage to County property that results from the action(s) of a patient(s) being seen or served by DRS Staff or persons assisting DRS in the provision of agreed upon services.
5. At a minimum, DRS will carry and maintain a liability insurance policy normally related to their services in the amount of at least three million dollars during their use of County property for services stated in this MOA.

6. Under no circumstances will any volunteer, LME or DRS employee be considered an employee of Stokes County.

This agreement is agreed upon by DRS and Stokes County

Stokes County Manager

Date

DAYMARK Executive Director

Date

County Attorney Edward Powell has approved the MOA as to Form and Legal Sufficiency.

Office Space – Summer Youth Program

County Manager Bryan Steen requested approval from the Board to provide office space for the Summer Youth Employment Coordinator (WorkForce Development). The Coordinator will either use available space at the JobLink Office in Walnut Cove or the former Economic Development Office in the Administration Building.

Commissioner Lankford moved to approve the Consent Agenda as amended. Commissioner Carroll seconded and the motion carried unanimously.

GENERAL GOVERNMENT – GOVERNING BODY – INFORMATION AGENDA

Update – Manager and Board of Commissioners

County Manager Bryan Steen noted the following:

- Request from DSS Director Jan Spencer to be able to hire “time-limited” positions with stimulus funding
- Health Director Josh Swift has requested to be able to fill two vacancies
 - Processing IV - responsible for the Health Dept. billing
 - Home Health Public Health Nurse II- generates revenue and provides service to the citizens of Stokes County
- There may be a need in the near future to hire a “temporary worker” at the Landfill due to currently there are two Sanitation Truck Drivers out on workmen’s compensation. Currently, staff is being shifted to help with the vacancies, but this may not work for a long period of time
- New Pinnacle EMS station is moving forward, Danny Stovall will provide the Board the final drawings and specifications at the April 27th meeting

Vice Chairman Walker noted the stimulus funding will create at least two jobs at

Social Services with no cost to the County and the Board needs to do what is necessary in order for DSS to move forward with hiring these positions.

Commissioner Lankford noted the need for further discussion regarding the use of stimulus funding.

The Board agreed to place the item on today's Discussion Agenda.

The Board agreed to request Health Director Swift be at the April 27th meeting to discuss his vacancies.

Commissioner Lankford requested the Board consider a Resolution to oppose the State Cigarette Tax at the April 27th meeting. The Board had no issues with placing this item on the April 27th Discussion Agenda.

GENERAL GOVERNMENT – GOVERNING BODY – DISCUSSION AGENDA

Stokes County Fire Commission – Recommendation – Fiscal Year 2009-10 Fire Service District Budget

Fire Commission Chairman Clifford Hall submitted the following Fiscal Year 2009-10

Fire Service District Budget Recommendation:

Dept	Agency	F/Y 2009/10 Request	F/Y 2009/10 Recommendation	F/Y 2009-10 After Appeal
31	Pinnacle	\$ 180,388.00	\$ 141,128.00	\$ 141,128.00
32	Lawsonville	\$ 93,291.00	\$ 87,179.00	\$ 87,179.00
34	Francisco	\$ 231,976.00	\$ 158,318.00	\$ 158,318.00
36	Northeast Stokes	\$ 197,345.00	\$ 182,089.00	\$ 182,089.00
37	Stokes Rockingham	\$ 391,603.00	\$ 178,423.00	\$ 178,423.00
38	Sauratown	\$ 226,073.00	\$ 199,273.00	\$ 199,273.00
39	Danbury	\$ 187,886.00	\$ 182,886.00	\$ 182,886.00
40	South Stokes	\$ 232,562.00	\$ 196,482.00	\$ 200,859.00
41	Double Creek	\$ 139,540.00	\$ 126,040.00	\$ 127,065.00
73	Westfield	\$ 50,863.00	\$ 45,446.00	\$ 45,446.00
76	Pilot Knob	\$ 19,634.00	\$ 19,634.00	\$ 19,635.00
86	Pilot Mountain	\$ 21,588.00	\$ 12,588.00	\$ 14,088.00
		\$ 1,972,749.00	\$ 1,529,486.00	\$1,536,389.00

Chairman Hall noted the following:

- Current revenue estimates will allow the Fire Commission to meet the current budget needs of the Stokes County Fire Service District
- In an effort to control future funding shortfalls, the Fire Commission has set caps on funding for paid personnel/reimbursement programs
- Effective immediately, matching required grant dollars will not be approved by the Fire Commission
- All requested escrow funding was eliminated in this year's recommendation
- With the state of the economy, it is inevitable that it will be almost impossible to not raise the service district fire tax within the next couple of years
- Did not cut anything that will effect the safety or the performance of the fire departments
- Departments should be able to provide the fire/rescue services contracted with the County
- Used \$67,956.00 of the Fire Service District Fund Balance instead of requesting a fire tax increase
- Budget recommendation was calculated on a 94% collection rate based on the new revaluation values as advised by the Finance and Tax Departments
- Fire Commission worked diligently to provide a recommendation that the departments could live with

Chairman Hall noted that the recommended funding will provide the necessary equipment, but it is the dedicated volunteers that make it possible to provide fire service to the citizens of Stokes County.

Finance Director Julia Edwards noted the Fire Commission was directed to use the 94% collection rate due to not knowing what adjustments would be made to property values after the E&R meetings and any funding not allocated would be added to the Fire Service District Fund Balance.

The Board discussed the recommendation presented by Chairman Hall. Commissioner Carroll questioned the information presented regarding the current 2008-09 budget amount of \$1,974,611.

Finance Director Edwards stated that the correct Fire Service District budget for the fiscal year (2008-09) was \$1,446,336 with \$1,201,087 being funded from ad valorem taxes. The current \$1,446,336 has been amended to the current budget amount of \$1,514,443.

Finance Director Edwards also noted the upcoming revenue changes: Sales Tax

Article 44 is being eliminated and Sales Tax Article 42 will change from per capita to point of sale which will result in a decrease of revenue.

The Board commended the Fire Commission for their hard work and had no issues with the recommendation presented by Chairman Hall.

Tax Administration Report – March 2009

Tax Administrator Jake Oakley presented the following informational data:

Fiscal Year 2008-09	Budget Amt	Collected Amt	Over Budget	Under Budget
County Regular & Motor Vehicles	\$(19,053,616.00)	\$18,121,512.56		\$932,103.44

Prior Taxes 1991-2007 Tax Years

County Regular & Motor Vehicles	\$ 700,000.00	\$ 592,122.14		\$ 107,877.86
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EMS Collections

Total Collected (3-1-09/3-31-09)	\$ 5,907.22			
Total Collected (7-01-08/6-30-09)	\$ 50,516.34			
Delinquent accounts received from EMS (Received on 3-17-09) =168 in the amount of \$63,779.34				

Personal Property Discovery Report

Audit Dates	# of Accts	Total Value	Taxes Due
03-01-09/03-31-09	7	\$165,109	\$1,460.26

Business Personal Property Discovery Report

Audit Dates	# of Accts	Total Value	Taxes Due
03-01-09/03-31-09	0	\$00.00	\$00.00

Motor Vehicle Release Report

Audit Dates	Accounts	Total Value
03-01-09/03-31-09	51	\$2,072.24

Motor Vehicle Refund Report

Audit Dates	Accounts	Total Accounts
03-01-09/03-31-09	9	\$159.08

Number billed for March 2009 3551

Garnishment Totals

Month	Totals Accounts	Original Levy Amount
F/Y 07-08 (July-June)	1547	\$ 585,042.84
F/Y 08-09 (July-Feb. 28th)	1480	\$376,229.98
March 2009	296	\$69,255.94
Totals	3323	\$1,030,528.76

Real and Personal Property Refunds Less than \$100—March 2009 – per NCGS 105-381(b)

Zane & Fonda Ferguson	08A4668.08	\$33.21
	07A698900490340	\$32.25
	06A698900490340	\$31.79
	05A2005008298	\$31.63
	04A2004008272	\$32.37
Totals		\$161.25

Tax Administrator Oakley presented the following Real and Personal Property Releases (March 2009) which are more than \$100 for the Board’s consideration:

Real and Personal Property Releases More than \$100—March 09-Per NCGS 105-381 (b)

Name	Account Number	Amount	Reasons
Jackie Shields	08A155926131.09	\$124.75	Single wide mobile home doubled listed
Tonya Jackson	04A2004013294	\$146.15	Different Owner for 2004
John Key	08A8877.09	\$104.24	Different Owner for 2008
		\$375.14	

Tax Administrator Oakley presented the following EMS Delinquent Release Report (March 2009) for the Board’s consideration:

Amount	Call#	Date of Service	Reason
\$ 40.00	983756A	8/27/1998	DEC 10-12-07 No estate
\$ 110.00	984074A	9/16/1998	DEC 10-12-07 No estate
\$ 125.00	985345A	12/5/1998	DEC 10-12-07 No estate
\$ 40.00	100329	1/12/2001	DEC 10-12-07 No estate
\$ 270.00	100331	1/21/2001	DEC 10-12-07 No estate
\$ 415.64	204665	11/16/2002	DEC 10-12-07 No estate
\$ 928.46	405608	12/8/2004	DEC 02-04-07 No estate
\$ 470.00	504161	8/24/2005	DEC 02-04-07 No estate
\$ 589.00	600742	2/9/2006	DEC 02-04-07 No estate
\$2,988.10			

Tax Administrator Oakley noted the current collection rate as of March 2009 is 94.6%.

Commissioner Lankford reiterated to the County Manager the need to make sure the EMS billing is being handled promptly. The Board discussed the time frame that EMS is delivering the unpaid bills to the Tax Department and agreed the unpaid bills should be

delivered to the Tax Department as soon as possible in order to try to eliminate future release of EMS delinquent accounts.

Chairman Inman directed the Clerk to place the Releases more than \$100 and the EMS Delinquent Release Report on the April 27th Consent Agenda.

County Auction – Declaring Surplus Property

Support Services Supervisor Danny Stovall presented the following information regarding the upcoming County Public Auction:

- Public Auction scheduled for Saturday, May 16, 2009
- Burwell and Sons is scheduled to conduct the public auction
- Currently have 52 vehicles to sell with some that have clear titles and others that will have to obtain judicial court action on the following Monday
- Additional vehicles need to be added before the final Resolution is approved
- Will have a complete list of vehicles at the April 27th meeting

Mr. Stovall presented the following proposed Resolution:

DRAFT- NOT FOR APPROVAL

RESOLUTION

STATE OF North Carolina

COUNTY OF STOKES

WHEREAS, the County of Stokes has accumulated an excessive amount of unusable vehicles; and,

WHEREAS, it is in the best interest of the County of Stokes to dispose of these vehicles by public auction in accordance with North Carolina General Statute 160A-270; and,

WHEREAS, the items to be sold at public auction are listed below,

COUNTY VEHICLES:

1988 Ford	1FABP57U5JA193662
1993 Chevrolet	1GCCS14ZXP8120860
1993 Ford	2FACP71W4PX141014
1994 Ford	2FALP71W4RX143123
1995 Toyota	4TARN93P2SZ321876
1995 Ford	2FALP71W5SX160602
1995 Ford	2FALP71W0SX160605
1995 Ford	2FALP71W6SX160608
1996 Ford	2FALP71W0TX202322
1997 Ford Chassis	1FDKE30F3VHB08990
1998 KIA	KNAFB1214W5710592
2001 Ford Chassis	1FDWE35F51HA74121

IMPOUNDMENT LOT VEHICLES:

April 14, 2009

1966 Chevrolet	C1546B142649
1975 Chevrolet	CC0145B158848
1978 Chevrolet	1N69U8J191528
1979 Dodge	NL41D9F150680
1980 Pontiac	2E7VA7686478
1981 Ford	1FABP35F6BU111348
1982 Buick	1G4AM47A2CH242501
1983 Lincoln	1LNBM81F2JY809173
1987 Datsun	1N6ND06Y6EC350842
1985 QALT	1G1GZ37G9FR134317
1986 Buick	1G4AH19R7GD420731
1986 Chevrolet	1G1AW19R4G6264784
1986 Chevrolet	1G1BN69H7GY181253
1987 Toyota	JT2AE86S7H0281506
1987 Chevrolet	1GNCT18R1H0186955
1987 Ford	1FABP40AXHF122058
1987 Nissan	JN1HT2117HT045947
1988 Mitsubishi	JA7FL24D4JP028559
1988 Mazda	JM1BF2227J0176997
1989 Ford	1FTDE14Y6KHA08679
1989 Pontiac	1G2NE14U9KC699144
1989 Nissan	JN1HS36P0KW030881
1989 Buick	1G4NJ14N5KM011324
1990 Ford	1FTHS34M9LHA40837
1990 Ford	1FTHS34M9LHA40837
1991 Toyota	JT4RN81A1M0060468
1991 Mazda	JM2UF3142M0168291
1991 Ford	2FACP72G3MX166246
1992 Mazda	JM1HD4613N0127685
1992 Cadillac	1G6CB53B1N4276286
1992 Nissan	JN1EJ01F8PT401507
1993 Ford	1FAPP6246PH196833
1993 Nissan	1N4EB32A6PC778664
1994 Pontiac	1G2WJ52M0RF265746
1994 Ford	1FTCR10A2RTA46989
1995 Chevrolet	1G1JC124XS7137077
1995 Chevrolet	1G1LV1540SY268690
1996 Ford	3FASP11J1TR137556
1996 Chevrolet	1G1JC1248T7121851
1997 Ford	1FALP13PLVW162844
2000 Chevrolet	1G1NE52J9Y6162933
2001 Pontiac	1G2JB524117321523
2001 Chevrolet	2C1MR522116709805

NOW, THEREFORE BE IT RESOLVED that the Stokes County Board of Commissioners declares the above personal property as surplus and is to be sold at public auction.

AND, BE IT FURTHER RESOLVED that the Stokes County Board of Commissioners has approved May 16, 2009, at 10:00 a.m., at the Stokes County Governmental Complex in Danbury as the time and place of said public auction.

Adopted this the ____ day of _____ 2009.

J. Leon Inman – Chairman

Jimmy Walker – Vice Chairman

Ron Carroll - Commissioner

Ernest Lankford - Commissioner

Stanley Smith - Commissioners

Attest

Darlene Bullins – Clerk to the Board

Commissioner Lankford requested to add the two mobile units located at the Meadows property.

The Board had no issues with adding the two mobile units as requested by Commissioner Lankford.

Proposed Courtroom “C” Renovation Project – Cost Proposals for Drawings

County Manager Bryan Steen noted the following comments received regarding the need or requirement for architect sealed drawings for the proposed Courtroom “C” Renovation Project:

- **County Attorney Edward Powell noted:**
“ In conclusion, there are occasions where the County may avoid the usage of a General Contractor, Architect, or Engineer in its contraction projects, but caution advised that where the safety of the public is involved, it is required that these outside professionals be retained – In all other cases, GS 133-1.1(d) must be strictly followed.”
- **David Conner, Department of Insurance, noted:**
The following items which have been indicated that will occur in the proposed renovations are probably of a nature that would require sealed drawings and specifications as a result of load changes on the structural system and/or changes to the access and exit patterns:
 1. Removal of walls
 2. Construction of new walls
 3. Construction of new office space
 4. Door additions and relocationsIn speaking with Level III Building Code Enforcement Officer Jimmy Kallam, Mr. Kallam has stated that sealed plans will be necessary in order for a building permit to be issued due to the nature of the project.
- **Marty Marion, Forsyth Technical Community College Program Coordinator for Architectural Technology noted:**
“It is true our students have assisted with community projects in the past and we are amenable to do so in the future if the project is appropriated in terms of the time line, the complexity of the project, and it fits with the course content.

This project seems to exceed what we can deliver – it is clear that this project merits professional consultation and will require an architect’s seal of structural, mechanical, and electrical engineers”

Support Services Supervisor Danny Stovall reiterated the bids that were received for architectural services which were discussed at the March 23rd meeting:

- Robbins Architecture = \$10,800.00
- Peterson/Gordon Architects = \$13,500.00

The Board discussed information received regarding the requirement of sealed drawings.

Commissioner Lankford expressed concerns with proceeding with capital projects without the Board determining if this is a top priority project.

County Manager Steen noted that the County had appropriated \$50,000 in last year’s budget (2007-08) and appropriated \$50,000 in this year’s current budget (2008-09) with the intentions the project would be completed in fiscal year 2008-09.

The Board discussed proceeding with the proposed project.

Commissioner Carroll, Commissioner Smith, and Vice Chairman Walker requested the item be moved to today’s Action Agenda.

Chairman Inman confirmed with Mr. Stovall that County employees could still perform some of the renovation work as long as the project is under \$135,000.00.

Chairman Inman, with a consensus of a majority of the Board, directed the Clerk to place the item on today’s Action Agenda.

Proposed Resolution – Danbury Wastewater Treatment Plant Improvements

Public Works Director Mark Delehant presented the following proposed Resolution needed for a recent application for DENR funding assistance for improvements to the Danbury Waste Water Treatment Plant:

**RESOLUTION
BY THE COUNTY OF STOKES
BOARD OF COMMISSIONERS**

WHEREAS, The Federal Clean Water Act Amendments of 1987 and Safe Drinking Water Act Amendments of 1996 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater or drinking water system improvements, and

WHEREAS, The County of Stokes has need for and intends to construct a wastewater or drinking water system project(s) described as:

Danbury Wastewater Treatment Plant Improvements

WHEREAS, The County of Stokes intends to request state loan assistance for the project(s),

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF STOKES:

That the County of Stokes, the **Applicant**, will arrange financing for all remaining costs of the project(s), if approved for a State loan award.

That the **Applicant** will adopt and place into effect on or before completion of the project(s) a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the County of Stokes to make scheduled repayment of the loan, to withhold from the County of Stokes any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project(s). on completion of construction thereof.

That Kenneth B. Steen, the County Manager, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan to aid in the construction of the project(s) described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project(s): to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project(s) and to Federal and State grants and loans pertaining thereto.

Adopted this the _____ at Danbury, North Carolina.

(Signature of Chief Executive Officer)

(Title)

Director Delehant noted the following:

- Improvements have originally been recommended, but not done due to lack of funding
- Mechanical parts are in need of repair or replacement along with interior and exterior coating applications
- Full project cost is estimated at \$190,284 with half (\$95,142) to be forgiven
- The remaining half will be the County's responsibility, but can be financed at 0% interest for a period of 20 years, the payment is estimated to be \$4,757 per year
- Determination has been made that the Regional Sewer Fund Revenues are sufficient to support the annual payment
- Project is "shovel ready" for possible stimulus funding
- No permitting is required and ready to go if funding is approved
- Great opportunity to get funding for needed renovations

Finance Director Julia Edwards noted that the Regional Sewer System still has debt that will not be paid until 2019 (approximately \$100,000 per year).

The Board discussed the needed repairs, need for a capital improvement plan, need for an engineer to oversee the project, and the projected annual \$4,757 payment.

Vice Chairman Walker noted the need to investigate the possibility of funding a part time county engineer position.

Chairman Inman suggested discussing the funding of a part time county engineer on a retainer status during the upcoming budget work sessions.

Chairman Inman, with full consent of the Board, directed the Clerk to place the item on the April 27th Consent Agenda.

Disposal of County Property – 1260 Burton Loop Road – Walnut Cove- Proposed Resolution

County Manager Bryan Steen presented the following proposed Resolution for Disposal of County Property:

RESOLUTION

State of North Carolina

COUNTY OF STOKES

WHEREAS, NCGS 153A-176 authorizes the County to dispose of real property in accordance with procedures prescribed in Chapter 160A, Article 12;

WHEREAS, NCGS 160A-265 gives the Board of Commissioners the authority to dispose of real or personal property;

WHEREAS, NCGS 160A-266(d) (III) authorizes the County of Stokes to discard, dispose of any real property that (i) is determined to have no value, (iii) poses a potential threat to the public health or safety:

WHEREAS, located at East Walnut Cove Park, 1260 Burton Loop Road is an old building that has been determined to have no value, is no longer useful for storage, is a danger to park participants and is in the County's best interest to dispose of said building;

NOW, THEREFORE BE IT RESOLVED that the Stokes County Board of Commissioners declares this building as surplus and approves for this building to be burnt by the Walnut Cove Volunteer Fire Department as requested by Mr. James Dalton, East Walnut Cove Community Park Chairman;

Adopted this the 14th day of April 2009.

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

Manager Steen noted the following:

- Request received from Mr. James Dalton, Chairman of the East Walnut Cove Community Advisory Council to give the Walnut Cove Volunteer Fire Department authorization to burn an old unused building located at the East Walnut Cove Park
- East Walnut Cove Park - county property
- Building is no longer useful for storage and poses a danger to park participants and is in the County's best interest to dispose of the building

Commissioner Carroll noted that the proposed Resolution states the disposal of "personal" property instead of "real" property.

Chairman Inman requested Mr. Stovall to clarify the statute which relates to the county's authorization for disposal of real property and place the item on the April 27th Consent Agenda.

Proposed Resolution – Authorizing the Negotiation of Installment Financing Contract – School Projects

County Manager Bryan Steen presented the following proposed Resolution regarding the authorization to negotiate installment financing for school projects:

A regular meeting of the Board of Commissioners of the County of Stokes, North Carolina, was duly held on April 14, 2009 at 1:30 p.m. in the Commissioner’s Chambers on the 2nd Floor of the Administration Building located at 1014 Main Street, Danbury, North Carolina. Chairman Leon Inman presiding.

The following members were present:

The following members were absent:

-
-
-
-
-

Commissioner _____ moved that the following resolution, copies of which having been made available to the Board of Commissioners, be adopted:

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF STOKES, NORTH CAROLINA, AUTHORIZING THE NEGOTIATION OF AN INSTALLMENT FINANCING CONTRACT AND PROVIDING FOR CERTAIN OTHER RELATED MATTERS THERETO

WHEREAS, the County of Stokes, North Carolina (the “County”) is a validly existing political subdivision of the State of North Carolina, existing as such under and by virtue of the Constitution, statutes and laws of the State of North Carolina (the “State”);

WHEREAS, the County has the power, pursuant to the General Statutes of North Carolina to (1) purchase real and personal property, (2) enter into installment financing contacts in order to finance the purchase of real and personal property used, or to be used, for public purposes, and (3) grant a security interest in some or all of the property purchased to secure repayment of the purchase price;

WHEREAS, the Board of Commissioners of the County (the “Board of Commissioners”) determines that it is in the best interest of the County to enter into an installment financing contract (the “Contract”) with a financial institution to be determined (the “Bank”) to provide for the acquisition of land to be used for school purposes and the acquisition and installation of portable classroom units (the “Project”) and create a security interest in all or a portion of the property acquired with the proceeds of the Contract;

WHEREAS, the County hereby determines that the Project is essential to the County’s proper, efficient and economic operation and to the general health and welfare of its inhabitants; that the Project will provide an essential use and will permit the County to carry out public functions that it is authorized by law to perform; and that entering into the Contract and Deed of Trust is necessary and expedient for the County by virtue of the findings presented herein;

WHEREAS, the County hereby determines that the Contract allows the County to purchase the Project and finance the acquisition of title thereto at a favorable interest rate currently available in the financial marketplace and on terms advantageous to the County;

WHEREAS, the County hereby determines that the estimated cost of the Project is an amount not to exceed \$2,600,000 and that such cost of the Project exceeds the amount that can be prudently raised from currently available

appropriations, unappropriated fund balances and non-voted bonds that could be issued by the County in the current fiscal year pursuant to Article V, Section 4 of the Constitution of the State;

WHEREAS, although the cost of the Project pursuant to the Contract is expected to exceed the cost of the Project pursuant to a bond financing for the same undertaking, the County hereby determines that the cost of the Project pursuant to the Contract and Deed of Trust and the obligations of the County thereunder are preferable to a general obligation bond financing or revenue bond financing for several reasons, including but not limited to the following: (1) the cost of a special election necessary to approve a general obligation bond financing, as required by the laws of the State, would result in the expenditure of significant funds; and (2) the time required for a general obligation bond election would cause an unnecessary delay which would thereby decrease the financial benefits of the Project and (3) no revenues are produced by the Project so as to permit a revenue bond financing;

WHEREAS, the County has determined and hereby determines that the estimated cost of the Project pursuant to the Contract reasonably compares with an estimate of similar costs under a bond financing for the same undertaking as a result of the findings delineated in the above preambles;

WHEREAS, the County does not anticipate a property tax increase to pay installment payments falling due under the Contract;

WHEREAS, the sums to fall due under the Contract will be adequate but not excessive for its proposed purpose;

WHEREAS, Parker Poe Adams & Bernstein LLP, as special counsel ("*Special Counsel*"), will render an opinion to the effect that entering into the Contract and the transactions contemplated thereby are authorized by law;

WHEREAS, no deficiency judgment may be rendered against the County in any action for its breach of the Contract, and the taxing power of the County is not and may not be pledged in any way directly or indirectly or contingently to secure any moneys due under the Contract;

WHEREAS, the County is not in default under any of its debt service obligations;

WHEREAS, the County's budget process and Annual Budget Ordinance are in compliance with the Local Government Budget and Fiscal Control Act, and external auditors have determined that the County has conformed with generally accepted accounting principles as applied to governmental units in preparing its Annual Budget ordinance;

WHEREAS, past audit reports of the County indicate that its debt management and contract obligation payment policies have been carried out in strict compliance with the law, and the County has not been censured by the North Carolina Local Government Commission (the "*LGC*"), external auditors or any other regulatory agencies in connection with such debt management and contract obligation payment policies;

WHEREAS, a public hearing on the Contract after publication of a notice with respect to such public hearing has been held and approval of the LGC with respect to entering the Contract must be received; and

WHEREAS, the County hereby determines that all findings, conclusions and determinations of the County in this Resolution are subject to modification or affirmation after all interested parties have been afforded the opportunity to present their comments at a public hearing regarding the execution and delivery of the Contract and the acquisition of the Project to be financed thereby.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF STOKES, NORTH CAROLINA, AS FOLLOWS:

Section 1. ***Application to LGC.*** That the Finance Officer or her designee is hereby directed to file with the LGC an application for its approval of the Contract and all relevant transactions contemplated thereby on a form prescribed by the LGC and to state in such application such facts and to attach thereto such exhibits regarding the County and its financial condition as may be required by the LGC.

Section 2. **Professionals.** That Parker Poe Adams & Bernstein LLP, Charlotte, North Carolina, as Special Counsel, is approved. That DEC Associates, Inc., Charlotte, North Carolina, as financial advisor, is approved.

Section 3. **Repealer.** That all motions, orders, resolutions and parts thereof in conflict herewith are hereby repealed.

Section 4. **Effective Date.** That this Resolution is effective on the date of its adoption.

On motion of Commissioner _____, seconded by Commissioner _____, the foregoing resolution entitled “**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF STOKES, NORTH CAROLINA, AUTHORIZING THE NEGOTIATION OF AN INSTALLMENT FINANCING CONTRACT AND PROVIDING FOR CERTAIN OTHER RELATED MATTERS THERETO**” was duly adopted by the following vote:

AYES:

NAYS:

STATE OF NORTH CAROLINA

COUNTY OF STOKES

) ss:
)

I, DARLENE BULLINS, Clerk to the Board of Commissioners of the County of Stokes, North Carolina, **DO HEREBY CERTIFY** that the foregoing is a true and exact copy of a resolution entitled “**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF STOKES, NORTH CAROLINA AUTHORIZING THE NEGOTIATION OF AN INSTALLMENT FINANCING CONTRACT AND PROVIDING FOR CERTAIN OTHER RELATED MATTERS THERETO**” adopted by the Board of Commissioners of the County of Stokes, North Carolina at a meeting held on the 14th day of April, 2009.

WITNESS my hand and the corporate seal of the County of Stokes, North Carolina, this the 14th day of April, 2009.

DARLENE BULLINS
Clerk to the Board
County of Stokes, North Carolina

Manager Steen noted the following:

- Next step for completing the application for submission to Local Government Commission

The Board discussed the proposed Resolution.

Commissioner Carroll requested clarification on the following item regarding the taxing power of the County:

- ❖ **WHEREAS**, no deficiency judgment may be rendered against the County in any action for its breach of the Contract, and the taxing power of the County is not and may not be pledged in any way directly or indirectly or contingently to secure

any moneys due under the Contract;

Finance Director Julia Edwards noted that Bond Attorney Don Ubell had prepared the proposed Resolution.

Chairman Inman, with full consent of the Board, directed the Clerk to place the item on the April 27th Action Agenda with clarification from the Bond Attorney.

Proposed Service District Fire Contracts

Proposed Fire Service Contract – Walnut Cove Vol. Fire Department

County Manager Bryan Steen noted that the current contracts for the Fire Service District, Walnut Cove Vol. Fire Department, King Fire Department, and Rural Hall Fire Department will terminate on June 30, 2009.

Manager Steen requested direction from the Board to proceed with the renewal of these contracts. (Town of Rural Hall and City of King will submit separate individual contracts for the Board's consideration).

The Board discussed the renewal of the Service District Fire contracts and the Walnut Cove Vol. Fire Department contract.

Chairman Inman, with full consent of the Board, directed the County Manager to proceed with the renewal of the Service District Fire contracts and Walnut Cove Vol. Fire Department contract.

Policy for Fire Service District and Fire Commission and Use of Service District Funds – Amendments

Commissioner Carroll requested the following amendments to the recently approved Policy for Fire Service District and Fire Commission and Use of Service District Funds:

Section II – Item (2) (page 2 of the document)

- ***Three appointed Civilian Members Not Affiliated with a Service District Agency:***
The Stokes County Board of Commissioners shall appoint three individuals who have *no* affiliation with a service district agency to serve on the Fire Commission. In making these appointments, the Board of Commissioners shall identify possible

candidates by using the same recruitment procedures as with other appointed boards, committees, and commissions, but shall specifically invite recommendations from the Stokes County Fire and Rescue Association. Each member shall serve a term of two years without a limit on the number of terms to which he/she can be re-appointed provided that he/she continues to meet the qualifications and duties described in Parts III and IV of this document. During the term in which the member is serving, if the member's status changes and he/she no longer meets the qualifications described in Part III, the member shall resign and the Board of Commissioners shall appoint a successor to complete the remainder of his/her term, following the same process used in making the initial appointment. Each member will have one vote on any item of business that comes before the Fire Commission, except as limited in Part VI of this document. **(delete - except as limited in Part VI of this document)**

Section IX. Renewal of this Document (page 9 of the document)

- This document, along with any modifications or amendments made in accordance with Part IX, shall be the policy of the Stokes County Board of Commissioners during the term of the Board that adopted it. To remain in effect, this policy must be renewed by each newly constituted Board within 90 days following the seating of new members on the first Monday in December of every even-numbered year.
- (change the following to: To remain in effect, this policy must be renewed by each newly constituted Board within 90 days following the seating of **newly elected or newly re-elected** members on the first Monday in December of every even-numbered year.

Commissioner Carroll noted according to Section IX, the proposed amendments must be forwarded to the Stokes County Fire and Rescue Association for a review and comments period of at least 30 days before enacting such changes.

The Board discussed the proposed amendments.

County Manager Bryan Steen requested clarification from the Board regarding proceeding with the Fire Commission's budget recommendation as a part of the county's annual budget process and that any modification to the Fire Commission's recommendation would be brought back to the Board.

Chairman Inman, with full consent of the Board, directed the Manager to proceed with the annual budget process and return any suggested modification to the recommendation from the Fire Commission back to the Board.

Chairman Inman directed the proposed amendments be forwarded to the Fire and

Rescue Association.

Opposition to Senate Bill 758

County Manager Bryan Steen presented the following information regarding opposition to Senate Bill #758 which if adopted will require Counties to be responsible for secondary roads:

- Proposed legislation would transfer responsibility for all maintenance of secondary roads from the State to counties beginning in 2011 including all of the highway system located both inside and outside municipal corporate limits that is not a part of the State's primary system
- NCACC estimates that the 782.04 miles of secondary roads in Stokes County without the continuation of existing State revenue streams to pay for road upkeep and construction would force the County to raise property taxes by 16.4 cents
- Actual cost for fiscal year 2007-08 as submitted by NCDOT was \$6,474,506 which without the continuation of existing State revenue streams would actually force the County to raise property taxes by 20 cents
- County does not have the equipment or staff and would probably have to contract for these types of services

The Board had no issues with placing this item on today's Action Agenda to request the County prepare a Resolution in Opposition of Senate Bill #758.

Chairman Inman directed the Clerk to place the item on today's Action Agenda.

County Employee Travel Restrictions

County Manager Bryan Steen requested direction from the Board regarding the manager's current restriction of employee travel/training.

The Board discussed the agenda item.

Vice Chairman Walker noted the following:

- As always, use common sense and good judgment
- Good training makes for better employees and increases employee moral
- Not in favor of wasteful travel
- Should be left up to the department head – they know what has value for their employees
- Give the department head the philosophy regarding the tight budget times
- Takes burden off the manager

- Travel can be different for each department such as state mandated training, travel for Economic Development Director, etc.

Commissioner Carroll noted the following:

- Vice Chairman Walker basically summed up my position regarding travel

Commissioner Smith noted the following:

- Agrees with Vice Chairman Walker and Commissioner Carroll
- Has no problems with County Manager having to sign off on out of county travel
- Make sure to relate to department heads the need for only mandated travel and training

Commissioner Lankford noted the following:

- Normally would agree with other Commissioners, but feels different due to believing we are in a deep recession
- Other counties around us are already requesting voluntary furloughs, laying off employees
- Need to be proactive in order to eliminate furloughs and layoffs for county employees
- Travel and training needs to be mandatory along with being fair and consistent
- Stokes County is not exempt from this recession
- Need to set guidelines
- Very concerned about the outcome of this recession

The Board discussed the current travel and training being approved, proactive measures being taken such as adding back over \$200,000 to contingency with Budget Amendment #62, and continuation to increase the County's fund balance.

Commissioner Lankford reiterated the need to continue to keep adding to the County's fund balance.

Chairman Inman agrees with restrictions on travel, agrees that Manager needs to approve out of county travel/training, and noted the proactive measures being taken over the past years which allowed the Fund Balance to increase from 3.5% to 19.5% over a six year period.

Chairman Inman confirmed that a majority of the Board directed the Manager to continue with impressing on department heads that travel should be mandatory or necessary for job performance and travel would be reviewed and approved by the Manager.

Fiscal Year 2009-10 Health and Dental Proposals

Health

County Manager Bryan Steen presented the following regarding the health and dental coverage for the upcoming fiscal year 2009-10:

- The County issued an Invitation for Proposals (IFP) for group health and dental benefits to the following vendors:
 - NCACC – CIGNA
 - Blue Cross and Blue Shield
 - Mark III Financial Services (Broker)
 - United Health Care
 - Med Cost (Principal, Wellpoint, Guardian)
 - AdminUSA

Health Insurance

Only Blue Cross / Blue Shield and NCACC (CIGNA) provided a competitive response to the IFP.

Blue Cross / Blue Shield quote came in 44% higher than our current premium cost.

NCACC –CIGNA provided the following quotes:

Insurance Provider	Rate	Estimate County
HMO	Change	Annual Savings
Current Plan Renewal	-4.8%	\$56,160.00
Alternate 1	-3.0%	\$35,928.00
Alternate 2	-4.0%	\$47,160.00

Administration is recommending selection of Alternate 1 for the upcoming fiscal year for the following reasons:

- County will realize a 3% decrease in premiums for employees (est. \$35,928)
- Employees will see a 3% decrease in premiums for dependents
- Plan reduces generic prescription drug co-pays for employees from \$10 to \$0. We believe this will likely increase the use of generic prescriptions, reduce our prescription cost history and result in lower insurance cost next year
- Reduction of the employee’s cost for their prescriptions will motivate them to fill / use their prescription(s), reduce the number of doctor visits / cost history for such visits and lower insurance cost next year

- Will increase Stokes County’s generic dispensing rate which will help lower prescription cost in future years
- All other plan design options remain the same as current coverage
- NCACC will offer an aggressive disease management program to target seven health conditions that should improve health, reduce health costs, increase work productivity, employee retention, and satisfaction.
- Alternate 2 which is an Evidence Based Plan changes the generic prescription drug co-pays to \$0 instead of \$10 for only five selective health conditions

The Board discussed the health coverage for the upcoming fiscal year.

Clerk Bullins reiterated by placing the \$0 on generic drugs will not only benefit the county employee, but should also benefit county’s generic dispensing rate which will help lower prescription cost in future years, if not the County can always change back to the \$10 co-pay for generic prescriptions in the future.

Dental

Dental	Rate Change	Estimated County Annual Savings
Ameritas Current Plan Renewal	-same	Rate is the same
NCACC-CIGNA	-11.4%	\$8,136.00

Administration is recommending selection of NCACC-CIGNA for the upcoming fiscal year for the following reasons:

- NCACC-CIGNA will mirror the Ameritas current plan design
- County will see an 11.4% decrease in premium cost (\$8,136)
- Employees will see an 11.4% decrease in premium deductions for dependent coverage
- Participant’s carryover plan of \$250.00 is given each year regardless of benefits paid out by carrier
- NCACC-CIGNA will take over all COBRA responsibilities which are currently handled by County’s Administration Staff
- Missing tooth exclusion and waiting periods for major services will be waived for all initial enrollees.

The Board discussed the proposals submitted by Administration.

Clerk Bullins noted that if the Board elects to stay with NCACC - Group Benefits, Liability and Property, and Workers’ Compensation, the County will receive a three-pool

discount of \$16,165 versus a two-pool discount of \$10,675.

Chairman Inman, with full consent of the Board, directed the Clerk to place the item on today's Action Agenda.

Appointments – Stokes County Nursing Home Community Advisory Committee

Chairman Inman noted that Mr. Leo Gatewood and Mr. Yates Wilkinson were nominated at the March 23rd meeting for re-appointment to the Stokes County Nursing Home Community Advisory Committee.

Chairman Inman entertained a motion.

Commissioner Smith moved to re-appoint Mr. Leo Gatewood and Mr. Yates Wilkinson to serve on the Stokes County Nursing Home Community Advisory Committee. Vice Chairman Walker seconded and the motion carried unanimously.

Appointments – Stokes County Planning Board

Chairman Inman noted the following vacancies which were presented at the April 7th Planning meeting:

- Snow Creek Township
- Beaver Creek Township
- Big Creek Township
- Peters Creek Township

Chairman Inman noted that Planning David Sudderth had noted the following had wished to be considered for re-appointment:

- Beaver Creek Township – Ted Hairston
- Big Creek Township – Ronnie Tilley
- Peters Creek Township – Tommy White

Commissioner Lankford nominated the following to serve on the Stokes County Planning Board:

- Beaver Creek Township – Ted Hairston

- Big Creek Township – Ronnie Tilley
- Peters Creek Township – Tommy White

The nominations will be placed on the April 27th Discussion Agenda.

Clerk Bullins noted the vacancies will be advertised and posted on the county’s website next week.

Proposed Red Flag Identification Theft Policy

Finance Director Julia Edwards presented the proposed Red Flag Identification Theft Policy for the Board’s consideration

**County of Stokes
Administrative Policy**

Policy: Security of Sensitive and Confidential Information and Breach Response Plan

Approved By: Stokes County Board of Commissioners

Date Approved:
REMOVE DRFT

Effective Date: 05/01/09

Supersedes:

SECTION 1. Purpose

In accordance with the Federal Trade Commission’s Fair and Accurate Credit Transactions Act of 2003, the Identity Protection Act of 2005, North Carolina General Statutes (N.C.G.S) 75-60 of the Identity Theft Protection Act, N.C.G.S 14-113.20 Identity Theft, and N.C.G.S 132-1.10 of the Public Records Act (together, the “Act”), the County is required to safeguard certain information of customers, vendors, employees, and other individuals who provide information to the County that is covered by the Act. The purpose of this policy is to communicate to employees and third parties their responsibility for protecting sensitive and confidential information pursuant to the Act and a response plan in the event that there is a breach of information subject to the Act.

SECTION 2. Definitions

Sensitive Information – Information that is identifying information according to the Act and through contractual obligations related to merchant services (credit card acceptance). The following are specifically identified as sensitive information:

1. Social security and employer taxpayer identification numbers
2. National and international identification
3. Drivers license, State identification card, or passport numbers
4. Credit card and debit card numbers
5. Savings and checking account numbers
6. Personal Identification (PIN) Code

7. Passwords
8. Electronic identification numbers, electronic mail names or addresses, internet account numbers, or internet identification names
9. Customer credit information (credit history, pay arrangements, and financial transactions)
10. Parent's legal surname prior to marriage
11. Any other numbers or information that can be used to access a person's financial resources.
12. Digital signatures
13. Biometric data
14. Fingerprints
15. A persons first name or first initial and last name in combination with identifying information

Confidential information – Under State statute (N.C.G.S 132-1), the County also has an obligation to secure and limit access to other information involving customers and employees. The following are identified as confidential information, although this is not a complete listing:

1. Communication with legal counsel
2. State and local tax information that contain information about a taxpayer's income or receipts except as provided in G.S. 153A-148.1 and G.S. 160A-208.1.
3. Public enterprise billing information (utility customer data)
4. Records of criminal investigations conducted by public law enforcement agencies
5. Names, addresses, telephone numbers, or email addresses that are contained in the 911 database, emergency notification system, or reverse 911 system.
6. Emergency response plans
7. Economic development incentives

Security Breach – A breach is considered to have taken place if any sensitive or confidential information is suspected to have been stolen, viewed, copied, or otherwise compromised by an unauthorized individual or if it is suspected that information has been lost and could be accessed by unauthorized individual(s). A breach of information can occur physically or virtually via technology. Access and use of sensitive or confidential information by an employee or agent of the County for a legitimate purpose is not a security breach, provided that the sensitive or confidential information is not used for a purpose other than a lawful purpose and is not subject to further unauthorized disclosure.

SECTION 3. Responsibilities of Departments

- 3.1 Each department will develop and maintain a standard procedure to provide staff with specific guidance on the protection of sensitive and confidential information applicable to the department. Departmental procedures will supplement, but not supersede this policy or applicable laws.
- 3.2 Each department will ensure that service providers who are in contact with sensitive or confidential information are aware of security requirements, as well as the need for confidentiality, through proper contractual agreements and arrangements.
- 3.3 Department heads are responsible for determining which employees are authorized to access and handle sensitive and confidential information and the department head must ensure that the authorized employees are trained to handle such information in accordance with this policy.
- 3.4 All employees who manage and work with sensitive and confidential information are required to read and sign the Sensitive Information User Agreement which will be maintained in the employees personnel file.
- 3.5 All third party contractors who may have access to sensitive and confidential information are required to read and sign the Sensitive Information Service Agreement which will be maintained with the contract.

SECTION 4. Managing, maintaining, and storing sensitive and confidential information

- 4.1 Employees who have access to sensitive and confidential information are required to create, handle, maintain, and dispose of such information with prudent care in order to ensure proper security. Access to sensitive and confidential information will be limited and only provided in order for authorized employees and contractual third parties to perform essential tasks for County business.
- 4.2 The following procedures should be followed while creating, handling, maintaining, storing, and disposing of sensitive information.
1. Enter information directly to a final destination (i.e. computer system) and refrain from documenting the information in other areas.
 2. If sensitive information is written on paper for reference, shred immediately upon recording the information in the final destination.
 3. Electronic payment data should be handled by authorized personnel and only the last 4 digits of the customer's credit or debit account number should be visible on reports.
 4. Sensitive information should not be included on e-mails.
 5. Sensitive information should not be included on printed reports except as needed for the performance of essential tasks.
 6. Maintain documents that contain sensitive information in a secured room and limit access to the area.
 7. If possible, utilize encryption to secure information in the database or storage system.
 8. Do not leave a computer unattended if sensitive information could be accessed by unauthorized individuals. While away from the computer, log off or lock the workstation.
 9. Do not store files with sensitive information on laptops or on flash drives unless the information and the device can be secured and not accessible to unauthorized individuals.
 10. Take reasonable measures when destroying sensitive data that will prohibit the information from being read or reconstructed. Documents with sensitive data should be shredded by the individual who has authorized access to the data or by another employee while in the presence of the authorized employee. The County may enter into a written contract with a third party in the business of record destruction to destroy sensitive information in a manner consistent with this policy.
- 4.3 In order to protect sensitive and confidential information, the County will only release sensitive information to the account holder or individual(s) who own the information upon confirmation of personal identifying information or a valid picture ID. The confirmed account holder or individual may authorize the release of sensitive information to a third party. Confidential information will only be released in accordance with state statute. The only exception will be the release of specified information pursuant to a court order, warrant, subpoena or other requirement by law.

SECTION 5. Identify Theft Risk

- 5.1 The County has a responsibility to define high risk areas for identity theft and identify potential threats for identity theft known under the Act as red flags. The red flags are indicators that sensitive information is being fraudulently used. This policy in combination with department specific guidelines should help to detect a potential for identify theft and unauthorized use of information.
- 5.2 The following are red flags that have been identified as indicators that sensitive information is being used fraudulently. Red flags are most commonly associated with activity on customer accounts (utilities, taxes, activity registrations, vendors). Other red flags may exist that are unique to a department and should be included in departmental guidelines.
1. The customer or individual provides notice that they are a victim of identify theft
 2. A consumer reporting agency or service provider has provided an alert, notification, or other warning
 3. Unusual number of recent and significant inquiries
 4. Unusual or significant change in recently established credit or financial relationships

5. Conflicting names on identification and other documentation
 6. Documents provided appear to have been altered or forged
 7. Picture identification is not consistent with the appearance of the individual presenting the identification or the physical description on the identification does not match
 8. Shortly after establishing an account, there is a request to change a mailing address or to add authorized users to the account
 9. Personal identifying information provided is not consistent with other external information sources
 - a. Social security number does not match or is listed on the Social Security Administration's death master file
 - b. Address does not match or is fictitious, a mail drop, or prison
 - c. The phone number is invalid or associated with a pager or answering service
 - d. Authenticating information (i.e. PIN, password) provided is incorrect
 - e. Name on credit card or check does not match name on account or names associated with the account
- a. 5.3 Upon identification of a red flag indicating a potential risk of identify theft; staff should notify their immediate supervisor in person or by telephone to determine the validity of the red flag. Once an identify theft risk is confirmed, staff should respond in accordance with the breach response plan (Section 6).

SECTION 6. Sensitive and Confidential Information Breach Response Plan

6.1 Step 1. Identify that a breach of sensitive or confidential information has occurred.

Physical Breach - The following are indications that there has been unauthorized access to sensitive and confidential information via a physical breach. Other activities may occur that are also physical breaches that are not included in the listing.

- a. Evidence of lock tampering on file cabinets or office doors
- b. Evidence of unauthorized entry in an area where sensitive and confidential information is stored
- c. Missing files or documents that contain sensitive information

Technology Breach - The following are indications that there has been unauthorized access to sensitive and confidential information via a technology breach. Other activities may occur that are also technological breaches that are not included in the listing.

- a. Unknown or unauthorized name in the computer logon window
- b. Disconnected computer cables or power cables
- c. Missing computer equipment (desktop, laptop)
- d. Evidence that electronic files have been accessed by unknown or unauthorized individuals or are missing
- e. Devices or media attached to the computer that are not known or authorized
- f. Unusual programs running, icons, or windows that appear that are not known and are not part of the normal work process
- g. Any other suspicious activity which indicates an attempt to use technology without approval

6.2 Step 2. Notify the appropriate internal and external contacts.

Internal notification – Any County employee who becomes aware of a suspected or actual security breach must notify their immediate supervisor. The immediate supervisor will notify department management who is responsible for further investigation and notification. If the breach involves electronic equipment, the Information Systems Manager should be notified by telephone or in person.

External notification – The County is required to notify affected individuals of actual security breaches. Each suspected breach will be reviewed by the County manager's office, the department where the breach occurred, law enforcement, and Information Systems (if applicable) to determine the appropriate action that will include the following:

- a. Notify the affected individuals without unreasonable delay providing information in general terms about the incident, the type of sensitive information that was subject to the unauthorized access, the actions that the County will take to protect the information from further access, a telephone number that the person may call for further information and assistance, and advice that directs the person to remain vigilant by reviewing account statements and monitoring free credit reports.
- b. Providing affected individuals with information about how to alert credit agencies to potential fraud and identity theft.
- c. Notice to affected individuals may be provided by one or more of the following methods:
 - a. Written notice
 - b. Electronic notice for those individuals for whom the County has a valid email address and who have agreed to receive communications electronically
 - c. Telephonic notice provided the contact is made directly with the affected persons and appropriately documented by the County.
- d. A substitute notice may be given if the cost of providing the notice exceeds \$250,000, the number of affected persons is greater than 500,000, or the County does not have the necessary contact information to notify the individual in any of the aforementioned manners. A substitute notice will include posting a notice on the County's website and notifying major statewide media.
- e. If a security breach involves more than 1,000 persons, the County will provide written notice of the timing, distribution, and content of the notice to the Consumer Protection Division of the North Carolina Attorney General's Office, as well as to all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis, as defined in 15 U.S. C. 1681a(p).
- f. Notice may be delayed if law enforcement informs the County that disclosure of the breach would impede a criminal investigation or jeopardize national security. Such request by law enforcement must be documented in writing.

Step 3. Implement Plan

The County Manager will designate a security breach response team to investigate and handle the breach until such time that the threat has ended and affected individuals and agencies are notified.

Technology Breach Response – The Information Systems division is responsible for the following response upon being notified of a technology security breach by the Finance Director or County Manager.

- a. The Information Systems division will notify computer users that a technology breach has occurred and the breach response plan is being implemented
- b. The Information Systems division will secure the computer infrastructure as deemed appropriate which may include but is not limited to disconnecting network connections to outside locations, disconnecting servers or any other device on the network until the breach is isolated.
- c. Information services will preserve evidence that may be needed by law enforcement for investigative purposes

6.3 Step 4. Review of Plan

At least annually, the County will review all incidents of potential or actual security breaches and report findings and recommendations to the County Board of Commissioners..

SENSITIVE INFORMATION USER AGREEMENT

I have read the Security of Sensitive and Confidential Information and Breach Response Plan policy for the County of Stokes, North Carolina and understand how to properly manage, maintain, store, and dispose of sensitive and confidential information at the County of Stokes, North Carolina. I will abide by the policy and will handle sensitive and confidential information with prudent care in order to ensure proper security of the information.

In the event of a suspected or actual breach of sensitive and confidential information, I will notify my immediate supervisor without delay and follow the breach response plan.

I understand that negligent handling or inappropriate use of the County's sensitive and confidential information will be subject to disciplinary action up to and including dismissal and may be criminally and civilly prosecuted as allowed by law.

I have read, understand, and agree to the conditions above.

Printed Name of Employee: _____

Department/Division: _____

Signature of Employee: _____

Date Signed: _____

SENSITIVE INFORMATION SERVICE AGREEMENT

I, _____, an authorized representative of _____ ("Company"), hereby acknowledge that I have read and will adhere to the requirements listed below as they apply to the services procured by the County of Stokes, North Carolina ("County").

1. The appointed representative(s) of the Company have read the County of Stokes, North Carolina administrative policy III.14 Security of Sensitive and Confidential Information and Breach Response Plan.
2. The Company accepts responsibility for the security of sensitive and confidential information in their possession.
3. Data can only be used to complete the service as described by the County for which the Company was engaged to perform.
4. If the Company is providing service that is related to a key function of the County, the Company must assure business continuity in the event of a major disruption, disaster, or failure as provided for by contract.
5. If a security intrusion has been detected, the Company will notify the County immediately. If the Company has placed sensitive data on their system and the system has been breached, the Company will allow their system to be thoroughly reviewed at the Company's expense. This review may be conducted by the County or an appointed representative. In the event the intrusion is related to credit card numbers, the review may be conducted by a Payment Card Industry representative and will validate compliance with Payment Card Industry Security Standards for protecting cardholder data.

Name of Company: _____

Address: _____

Name of Representative: _____

Title: _____

Signature: _____

Date: _____

Director Edwards noted the following:

- Federal requirement that a policy to help prevent, detect, and mitigate identity theft be adopted by all financial institutions and creditors (that is defined to include public and private service providers that allow their clients to defer payment for services received) no later than May 1, 2009
- Each department will be given the policy to confirm with the finance department as how it relates to their department's activities
- Majority of the proposed policy is mandated by the law

Commissioner Carroll, who requested the proposed policy be transferred to today's

Discussion Agenda, questioned the following threshold:

- A substitute notice may be given if the cost of providing the notice exceeds \$250,000, the number of affected persons is greater than 500,000, or the County does not have the necessary contact information to notify the individual in any of the aforementioned manners. A substitute notice will include posting a notice on the County's website and notifying major statewide media.

Commissioner Carroll questioned if the threshold could be lowered.

Finance Director Edwards stated she would review the policy for threshold requirements.

Chairman Inman directed the Finance Director to clarify Commissioner Carroll's request and directed the Clerk to place it on the April 27th Action Agenda.

Stimulus Funding – Social Services Staffing

Vice Chairman Walker, who requested further discussion regarding the stimulus funding for Social Services Staffing, noted that the stimulus funding does not require a county match, would benefit the citizens of Stokes County, and would like to see the County move forward with implementing the use of stimulus funding.

The Board discussed implementing the use of stimulus funding for Social Services.

Vice Chairman Walker noted:

- Give discretion for staffing with contract employees, full time employees, overtime, etc. to the DSS Director with the clear understanding that the positions will be funded by stimulus funding with no obligation of any kind on the part of the County for future employment

Commissioner Carroll noted:

- Must verify with IRS regulations that this type of employee can be a contract employee
- Need to be cautious with stimulus funding
- There may not be a cost to Stokes County, but could be a cost to Stokes County citizens and future generations of Stokes County citizens

Commissioner Lankford noted:

- Need to be temporary contract employees to eliminate departments requesting future staff
- Temporary contract employees receive no benefits which would possibly provide more workable hours

Commissioner Smith noted:

- Can county staff be temporarily transferred and paid by stimulus funding in order to save county funding

Chairman Inman agreed with using temporary contract employees.

Chairman Inman, with full consent of the Board, directed Manager Steen to request a recommendation from DSS Director Spencer along with clarification of IRS regulations and place the item on the April 27th Action Agenda.

GENERAL GOVERNMENT – GOVERNING BODY – ACTION AGENDA

Proposed Resolution – Reimbursement of Capital Expenditures

County Manager Bryan Steen presented the following proposed Resolution –

Reimbursement of Capital Reimbursements which was presented at the March 23rd meeting:

Extract of Minutes of a regular meeting of the Board of Commissioner of the County of Stokes, North Carolina held in the Commissioners' Chambers, New Government Center, Danbury, North Carolina 27016, on April , 2009.

* * *

The following members were present:

The following members were absent:

Also present:

* * *

Commissioner _____ moved for consideration of the following resolution (the “Resolution”), a copy of which was available to the Board and which was read by title:

RESOLUTION OF THE COUNTY OF STOKES, NORTH CAROLINA DECLARING THE INTENT OF THE COUNTY OF STOKES, NORTH CAROLINA TO REIMBURSE ITSELF FOR CAPITAL EXPENDITURES INCURRED IN CONNECTION WITH THE ACQUISITION AND RELATED COST OF PODS AND PURCHASE OF LAND FOR THE NANCY REYNOLDS PROJECT, AND PURCHASE OF LAND FOR THE NEW ELEMENTARY SCHOOL IN YADKIN TOWNSHIP FROM THE PROCEEDS OF CERTAIN TAX-EXEMPT OBLIGATIONS TO BE EXECUTED AND DELIVERED IN CALENDAR YEAR 2008 OR 2009.

WHEREAS, the Board of Commissioners of the County of Stokes, North Carolina (“County”) has determined that it is in the best interests of County to acquisition and related cost of PODS and purchase of land for the Nancy Reynolds Project and purchase of land for the new elementary project. (the “Project”);

WHEREAS, the County presently intends, at one time or from time to time, to finance all or a portion of the costs of the Project with proceeds of tax-exempt obligations and reasonably expects to execute and deliver its tax-exempt obligations (the “Obligations”) to finance, or to reimburse itself for, all or a portion of the costs of the Project; and

WHEREAS, the County desires to proceed with the Project and will incur and pay certain expenditures in connection with the Project prior to the date of execution and delivery of the Obligations (the “Original Expenditures”), such Original Expenditures to be paid for originally from a source other than the proceeds of the Obligations, and the County intends, and reasonably expects, to be reimbursed for such Original Expenditures from a portion of the proceeds of the Obligations to be executed and delivered at a date occurring after the dates of such Original Expenditures;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Stokes, North Carolina as follows:

Section 1. **Official Declaration of Intent.** The County presently intends, and reasonably expects, to reimburse itself for the Original Expenditures incurred and paid by the County on or after the date occurring 60 days prior to the date of adoption of this Resolution from a portion of the proceeds of the Obligations. The County reasonably expects to execute and deliver the Obligations to finance all or a portion of the costs of the Project and the maximum principal amount of Obligations expected to be executed and delivered by County to pay for all or a portion of the costs of the Project to be reimbursed is \$2,500,000.

Section 2. **Compliance with Regulations.** The County adopts this Resolution as a declaration of official intent under Section 1.150-2 of the Treasury Regulations promulgated under Section 103 of the Internal Revenue Code of 1986, as amended, to evidence the County’s intent to reimburse itself for the Original Expenditures from proceeds of the Obligations.

Section 3. **Itemization of Capital Expenditures.** The Finance Officer of the County, with advice from special counsel, is hereby authorized, directed and designated to act on behalf of the County in determining and itemizing all of the Original Expenditures incurred and paid by the County in connection with the Project during the period commencing on the date occurring 60 days prior to the date of adoption of this Resolution and ending on the date of execution and delivery of the Obligations.

Section 4. **Effective Date.** This Resolution is effective immediately on the date of its adoption.

On motion of Commissioner _____, seconded by Commissioner _____, the foregoing resolution entitled **“RESOLUTION OF THE COUNTY OF STOKES, NORTH CAROLINA DECLARING THE INTENT OF THE COUNTY OF STOKES, NORTH CAROLINA TO REIMBURSE ITSELF FOR CAPITAL EXPENDITURES INCURRED IN CONNECTION WITH THE ACQUISITION AND RELATED COST OF PODS AND PURCHASE OF LAND FOR THE NANCY REYNOLDS PROJECT, AND PURCHASE OF LAND FOR THE NEW ELEMENTARY SCHOOL IN YADKIN TOWNSHIP FROM THE PROCEEDS OF CERTAIN TAX-EXEMPT OBLIGATIONS TO BE EXECUTED AND DELIVERED IN CALENDAR YEAR 2008 OR 2009”** was duly adopted by the following vote:

AYES:

NAYS:

STATE OF NORTH CAROLINA)
)
COUNTY OF STOKES) ss:

I, *Darlene M. Bullins*, Clerk to the Board of Commissioners of the County of Stokes, North Carolina, ***DO HEREBY CERTIFY*** that the foregoing is a true and exact copy of a resolution entitled **“RESOLUTION OF THE COUNTY OF STOKES, NORTH CAROLINA DECLARING THE INTENT OF THE COUNTY OF STOKES, NORTH CAROLINA TO REIMBURSE ITSELF FOR CAPITAL EXPENDITURES INCURRED IN CONNECTION WITH THE ACQUISITION AND RELATED COST OF PODS AND PURCHASE OF LAND FOR THE NANCY REYNOLDS PROJECT, AND PURCHASE OF LAND FOR THE NEW ELEMENTARY SCHOOL IN YADKIN TOWNSHIP FROM THE PROCEEDS OF CERTAIN TAX-EXEMPT OBLIGATIONS TO BE EXECUTED AND DELIVERED IN CALENDAR YEAR 2008 OR 2009”** adopted by the Board of Commissioners of the County of Stokes, North Carolina, at a meeting held on the ____ day of April, 2009.

WITNESS my hand and the corporate seal of the County of Stokes, North Carolina, this the ____ day of April, 2009.

Darlene M. Bullins
Clerk to the Board
County of Stokes, North Carolina

Chairman Inman requested to be recused from any discussion or action regarding the purchase of land in the Yadkin Township for a new elementary school due to a financial conflict.

Chairman Inman turned the meeting over to Vice Chairman Walker.

Vice Chairman Walker entertained a motion to allow Chairman Inman to be recused from any discussion or action regarding the purchase of land in the Yadkin Township for a new elementary school.

Commissioner Lankford moved to recuse Chairman Inman from any discussion or action regarding the purchase of land in the Yadkin Township for a new elementary school.

Commissioner Smith seconded and the motion carried unanimously.

Chairman Inman excused himself from the meeting.

Vice Chairman Walker entertained a motion regarding the proposed Resolution.

Commissioner Carroll questioned the wording of the following clause:

- **WHEREAS**, the Board of Commissioners of the County of Stokes, North Carolina (“County”) has determined that it is in the best interests of County to acquisition and related cost of PODS and purchase of land for the Nancy Reynolds Project and purchase of land for the new elementary project. (the “Project”);

The Board unanimously agreed on the following amendment to the clause:

- **WHEREAS**, the Board of Commissioners of the County of Stokes, North Carolina (“County”) has determined that it is in the best interests of **the** County **to finance the** acquisition and related cost of PODS and purchase of land for the Nancy Reynolds Project and purchase of land for the new elementary **school** project. (the “Project”);

Vice Chairman Walker entertained a motion regarding the amended Resolution.

Commissioner Carroll moved to approve the amended Resolution - Reimbursement of Capital Expenditures. Commissioner Smith seconded and the motion carried (4-0) with Chairman Inman recused from the vote.

Vice Chairman Walker turned the meeting back over to Chairman Inman.

Proposed Courtroom “C” Renovation Project – Cost Proposals for Drawings

Chairman Inman entertained a motion regarding architectural services for the Courtroom “C” Renovation Project.

Commissioner Smith moved to give the county purchasing agent the authority to contract with Robbins Architecture, PA in the amount of \$10,800 for sealed drawings for the Courtroom “C” Renovation Project. Vice Chairman Walker seconded and the motion carried (4-1) with Commissioner Lankford voting against the motion.

Opposition to Senate Bill #758

Chairman Inman entertained a motion regarding the Opposition to Senate Bill #758. Commissioner Lankford moved to adopt a Resolution in Opposition of the Counties taking over the State's Secondary Road System. Vice Chairman Walker seconded and the motion carried unanimously.

Fiscal Year 2009-10 Health and Dental Proposals

Chairman Inman entertained a motion regarding the Health and Dental Proposals for upcoming fiscal year 2009-10.

Commissioner Lankford moved to approve the following for the upcoming fiscal year 2009-10:

- NCACC- CIGNA – Alternate 1 for health coverage
- NCACC-CIGNA – for dental coverage

Commissioner Smith seconded and the motion carried unanimously.

Upcoming Meetings

Clerk Bullins noted the following upcoming meetings:

- League of Governments – Town of Danbury – April 16, 2009 – 6:30 pm
- Volunteer Reception – Monday, April 27, 2009 – 4:30 pm

Adjournment

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

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

Darlene M. Bullins
Clerk to the Board

J. Leon Inman
Chairman