

STATE OF NORTH CAROLINA)
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COUNTY OF STOKES)
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**OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
DECEMBER 28, 2010**

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, December 28, 2010 at 6:00 pm with the following members present:

Chairman Ernest Lankford
Vice Chairman J. Leon Inman
Commissioner Jimmy Walker
Commissioner Ronda Jones
Commissioner James D. Booth

County Personnel in Attendance:
Clerk to the Board Darlene Bullins
Finance Director Julia Edwards
Support Services Supervisor Danny Stovall
Economic Development Director Alan Wood

Chairman Ernest Lankford called the meeting to order.

Chairman Lankford presented the following “Thought for the Day”:

- “Keep thy heart with all diligence; for out of it are the issues of life”

Commissioner Walker delivered the invocation.

GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE

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

GENERAL GOVERNMENT – GOVERNING BODY – APPROVAL OF AGENDA

Chairman Lankford entertained a motion to approve or amend the December 28, 2010 Agenda.

Vice Chairman Inman moved to approve the December 28, 2010 Agenda as presented.

Commissioner Jones seconded and the motion carried unanimously.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

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

Minutes

- Minutes of December 13, 2010

Governing Body - Budget Amendment #34

Finance Director Julia Edwards submitted Budget Amendment #34.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	Governing Body			
100.4110.130	Unemployment Insurance	\$20,000.00	\$4,715.00	\$24,715.00
	Contingency			
100.9910.000	Contingency	<u>\$170,738.00</u>	<u>\$(4,715.00)</u>	<u>\$166,023.00</u>
	Totals	\$190,738.00	\$00.00	\$190,738.00

This budget amendment is justified as follows:

To transfer funds for the unemployment insurance payment of \$24,714.45.

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 this fiscal year.

Sheriff's Department - Budget Amendment #35

Finance Director Julia Edwards submitted Budget Amendment #35.

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			
100.4310.260	Departmental Supplies	\$23,969.00	\$195.00	\$24,164.00
	Totals	\$23,969.00	\$195.00	\$24,164.00

This budget amendment is justified as follows:

To appropriate State Fines & Forfeitures to purchase a mother board for department computer – no county funding.

This will result in a net increase of \$195.00 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 this fiscal year.

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
100.3301.413	State Fines & Forfeitures	<u>\$00.00</u>	<u>\$195.00</u>	<u>\$195.00</u>
	Totals	\$00.00	\$195.00	\$195.00

Sheriff's Department - Budget Amendment #36

Finance Director Julia Edwards submitted Budget Amendment #36.

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			
100.4310.260	Departmental Supplies	<u>\$23,519.00</u>	<u>\$450.00</u>	<u>\$23,969.00</u>
	Totals	\$23,519.00	\$450.00	\$23,969.00

This budget amendment is justified as follows:

To appropriate State Fines & Forfeitures to purchase three (3) filing cabinets- no county funding.

This will result in a net increase of \$450.00 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 this fiscal year.

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
100.3301.413	State Fines & Forfeitures	<u>\$00.00</u>	<u>\$450.00</u>	<u>\$450.00</u>
	Totals	\$00.00	\$450.00	\$450.00

Sheriff's Department - Budget Amendment #37

Finance Director Julia Edwards submitted Budget Amendment #37.

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			
100.4310.321	Postage	\$2,514.00	\$50.00	\$2,564.00
100.4310.290	Miscellaneous	<u>\$1,000.00</u>	<u>\$165.00</u>	<u>\$1,165.00</u>
	Totals	\$3,514.00	\$215.00	\$3,729.00

This budget amendment is justified as follows:

To purchase postage for departmental Christmas cards and to purchase Christmas bonus gifts for employees.

This will result in a net increase of \$215.00 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 this fiscal year.

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
100.3839.001	Miscellaneous (calendar funds)	<u>\$6,643.00</u>	<u>\$215.00</u>	<u>\$6,858.00</u>
	Totals	\$6,643.00	\$215.00	\$6,858.00

Finance Department - Budget Amendment #38

Finance Director Julia Edwards submitted Budget Amendment #38.

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 & Wages	\$1,420,319.00	\$13,756.00	\$1,434,075.00
	Jail			
100.4320.000	Salaries & Wages	\$580,239.00	\$15,963.00	\$596,202.00
	Emergency Communications			
100.4325.000	Salaries & Wages	\$367,413.00	\$972.00	\$368,385.00
	Emergency Medical Services			
100.4370.000	Salaries & Wages	\$1,146,682.00	\$5,012.00	\$1,151,694.00
	Solid Waste Department			
100.4720.000	Salaries & Wages	\$179,408.00	\$3,844.00	\$183,252.00
	Health Department			
100.5100.000	Salaries & Wages	\$983,502.00	\$5,519.00	\$989,021.00
	Social Services			
100.5310.000	Salaries & Wages	\$1,736,334.00	\$79.00	\$1,736,413.00
	Contingency			
100.9910.000	Leave Cost	\$74,684.00	\$(45,145.00)	\$29,539.00
	Totals	\$6,488,581.00	\$00.00	\$6,488,581.00

This budget amendment is justified as follows:

To transfer funds from leave cost Contingency for employees' payoff for unused vacation, holiday, and compensatory time due to resignation, retirement, and dismissal. Total for payoffs are: Vacation - \$29,092.20; Holiday - \$14,916.34; and Compensatory Time - \$1,136.65

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 this fiscal year.

Tax Administration Report – November 2010

Real and Personal Release more than \$100.00

Tax Administrator Jake Oakley submitted the following Real and Personal Property Release (November 2010) which is more than \$100 at the December 13th meeting with a request for approval at the December 28th meeting:

**Releases (Real and Personal Property)
More than \$100–November 2010–Per NCGS 105-381 (b)**

Name	Bill Number	Amount	
Joshua Johnson	10A155894324.09.1	<u>\$111.78</u>	Per NCGS105-312.k(Discovery)
	Total Amount	\$111.78	

Real and Personal Refund more than \$100.00

Tax Administrator Jake Oakley submitted the following Real and Personal Property Refund (November 2010) which is more than \$100 at the December 13th meeting with a request for approval at the December 28th meeting:

**Refunds (Real and Personal Property)
More than \$100–November 2010–Per NCGS 105-381 (b)**

Name	Bill Number	Amount	
Sandra Siegrist	10A597700637138	<u>\$218.12</u>	2 bldgs. were removed in 09
	Total Amount	\$218.78	

Legislative Goals Conference – Voting Delegate

Clerk Darlene Bullins submitted the name of Vice Chairman J. Leon Inman to serve as voting delegate at the Legislative Goals Conference in January 2011. Vice Chairman Inman volunteered at the December 13th meeting to serve as the voting delegate. Clerk Bullins requested the Board's approval.

Commissioner Booth moved to approve the Consent Agenda as presented.

Commissioner Jones seconded and the motion carried unanimously.

GENERAL GOVERNMENT – GOVERNING BODY – INFORMATION AGENDA

Update – Manager and Board of Commissioners

Chairman Lankford opened the floor for updates from the Board.

Vice Chairman Inman noted the following:

- Attended the NCACC Board of Directors' meeting on December 15th
- Board of Directors reviewed the goals submitted by approximately 30 counties
- Two of the top five goals were goals submitted by Stokes County:

- Oppose Shift of State Transportation Responsibilities to Counties
 - Reinstate ADM and lottery funds for school construction
- Legislative Goals Conference is scheduled for January 20-21
- State is facing a huge budget shortfall- estimated at \$3.5 billion dollars
- Will report back to the Board after the Legislative Goals Conference

GENERAL GOVERNMENT – GOVERNING BODY – DISCUSSION AGENDA

Economic Development Partners – Funding Request

Economic Development Director Alan Wood submitted the following information regarding a request for funding the Stokes County Economic Partners Fund for the Dan River #319

Grant:

- Funding is requested for a grant match for an EPA 319 Grant from the Stokes County Soil and Water Department
- Request is for \$2,500 per year for three (3) years (total of \$7,500) to act as a county match for the grant
- Item was discussed at the December 15th EDC meeting
- The Dan River has been added to the NC's list of impaired rivers for fecal coliform and sedimentation
- Stokes County received \$85,000 for best management practices along with funding for a watershed coordinator, equipment, and mileage in the first three year grant cycle
- After much discussion, the EDC did not approve the request
- The EDC requested the following additional information:
 - The results of the testing that had occurred during the current three year grant program
 - Information on why the other participating counties (Rockingham and Caswell) had declined to provide a cash match
- The EDC respected the program and its intent, but had unanswered questions regarding the grant
- Personally felt that the EDC needed more information such as the results from the testing, how have the testing changed since the start of the grant, and what can be expected if the grant is approved for another three year cycle

The Board discussed the item with Director Wood.

Commissioner Walker noted the following:

- Attended the December 15th EDC meeting along with Commissioner Jones
- EDC did not vote to approve or deny the grant, it seemed the grant was unfamiliar territory for the EDC

- Thought the EDC felt the funding had to come from their Partners Funding only, did not realize it could possibly come from other sources if approved by the Board of Commissioners
- Believe the Board should consider the match for the grant considering the amount of funding the County could obtain for betterment of the river which is a valuable resource for Stokes County
- Concerned whether the County needs to provide a match in order to have a good chance at obtaining the grant

Director Wood noted that he could not necessarily address this particular grant, but other grants in general are looking at them more and more on a competitive basis, while a cash grant match may not be required, if there is one, it usually carries weight.

Commissioner Jones noted the following:

- Very concerned that the EDC could not be given specifics at the meeting
- Feels there is a good chance the three year grant will be renewed without a county match
- Concerned why the other counties weren't participating in the match
- Feeling pressure that the match was helping to secure a position
- Dan River runs are very low which results in a higher level of E-coli and coliform
- Would like to see the application be submitted, but not sure about appropriating county funding for the match

Commissioner Booth noted the following:

- Feels that the EDC can't appropriate funding to this particular grant due to indirect funding is already provided in the grant application with in-kind contributions provided by the Soil and Water Department (office space, equipment, vehicle, etc.)
- Doesn't feel it would be appropriate to allocate funding to this grant since the grant request from North Stokes High School was not approved due to funding already being provided thru another entity – Stokes County School System which is funded by the county
- Soil and Water Conservation District is not accountable for monitoring the test results
- Feels there is a very good chance in obtaining another three year grant
- Not sure it is the time to start providing grant matches due to the economy

Commissioner Walker stated that the river is a great asset to the county and would probably support \$2,500 for at least the first year, if not for all three, due to concerns that if the County did not get the grant, would it have been because there was no county match.

Chairman Lankford noted that the item is on tonight's Action Agenda for further Board discussion.

Economic Development Director Alan Wood submitted the following information regarding a request for funding from the Stokes County Economic Partners Fund from the King Chamber of Commerce:

- Funding is requested to offset efforts by the King Chamber of Commerce in providing ongoing and collaborative efforts in marketing Stokes County
- Request is for \$5,000
- Item was discussed at the December 15th EDC meeting
- After much discussion, the EDC decided to recommend a grant in the amount of \$2,000 to the King Chamber of Commerce
- EDC appreciates all the efforts by the King Chamber of Commerce on behalf of the county and believes this is the proper amount based on the information received in the grant request
- Recently had a meeting with King Chamber of Commerce Executive Committee, looking at joint ventures that go above and beyond what the Chamber is currently doing which would be beneficial to all businesses in the county

The Board discussed the item with Director Wood.

Commissioner Jones stated that she felt the recommendation from the EDC is appropriate since the Chamber is promoting the county.

Commissioner Walker noted that the Economic Partners Fund was actually established due to a similar budget request from the King Chamber of Commerce during the 2010-11 fiscal year budget process and feels this is an appropriate request.

Commissioner Booth questioned Director Wood what type of funding is provided by the County to the King Chamber of Commerce.

Director Wood noted that the Economic Development Budget allocates funding for annual membership dues and activities.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the January 10, 2011 Action Agenda.

YVEDDI – Proposed Transportation Rate Increase

Support Services Supervisor Danny Stovall presented the following information regarding a proposed transportation rate increase from YVEDDI:

- On December 15th, YVEDDI Transportation Director Jeff Cockerham and Board of Directors' Chairman Jack Koontz met with Darlene Bullins and Danny Stovall concerning a transportation rate increase
- Proposed transportation rate increase to be effective February 1, 2011
- Proposed rate increase = \$1.45 per mile plus fuel surcharge which would start at \$2.50 per gallon
- Requested at the meeting on the 15th to see if the increase could be decreased due to the County currently sells YVEDDI fuel at the county's cost
- On December 20th, Director Cockerham provided the county with another option - \$1.34 per vehicle mile plus fuel surcharge which would start at \$1.95
- Senior Services Program Director Lynn Martens feels that their department could possibly survive this fiscal year due to the department does not have a van at the Francisco Nutrition Site which will allow general transportation funding to be moved into the medical transportation program
- Information received from Social Work Supervisor Stacey Elmes, DSS, indicates that if DSS maintains the current service level and there is a cost increase, it will require additional local dollars to cover the cost because you are claiming it to a capped allocation
- Estimated cost if the proposed rate of \$1.34 plus the surcharge were calculated for services from July 2010 to November 2010 – Additional cost = \$24,983.31
- Estimated cost if the original proposed rate of \$1.45 plus the surcharge were calculated for services from July 2010-November 2010-Additional cost = \$28,881.97
- Both Senior Services and DSS requests for transportation has increased this fiscal year – more citizens needing medical transportation
- No funding has been allocated in this year's fiscal year budget for an increase
- Transportation rate for November was \$1.19 per vehicle mile
- Transportation program is a very complicated system with some drivers starting at 5:00 am in order to provide transportation for medical appointments such as dialysis

The Board discussed the proposed rate with Support Services Supervisor Danny Stovall.

Chairman Lankford expressed the following concerns:

- YVEDDI proposing a rate increase in the middle of the budget year
- YVEDDI giving a COLA for the past two years with county employees not receiving a COLA in several years
- Rate increase would cut services to the citizens of Stokes County
- Questions what YVEDDI has done to decrease costs

Commissioner Walker noted the following:

- Currently a member of YVEDDI's Board of Directors and Finance Committee
- Expressed concerns at the Finance Committee about the amount of the proposed rate increase and the COLA given to drivers
- County has not budgeted for this type of increase
- Concerned if YVEDDI's rate is increased, other providers will request an increase
- Concerned whether YVEDDI is trying to operate a more efficient system
- Concerned about the requested rate increase, but values the services provided to the citizens of Stokes County

Commissioner Walker requested approval to allow Director Cockerham to speak regarding the need for the increase.

Chairman Lankford, with full consensus of the Board, allowed YVEDDI Transportation Director Jeff Cockerham to comment.

Director Cockerham noted the following:

- YVEDDI Transportation does not receive any operating funds from grants; therefore, must recoup all operational expenses from user fees
- During past three years, expenses have increased dramatically due to several reasons:
 - Mandates from NCDOT to provide extensive training
 - Drug testing and background checks
 - Rising cost of worker's compensation insurance
 - Vehicle insurance
 - Vehicle maintenance
 - Rising cost of fuel and petroleum based products
- Compared the proposed increased rate for services with neighboring counties and systems and found to be comparable to the rate they are currently charging
- Currently running in a deficit, if there is no rate increase, vans will have to be parked
- Rate should have been increased before now, but wasn't addressed by previous director
- Have been analyzing costs since appointed as director in September 2010, must do it now in order to continue
- Drivers are barely above the poverty level and only work 29 hours a week
- Not all of the increase reported in wages is due to salary increases, there was an additional 61,000 miles traveled in fiscal year 2010 in which drivers were paid, minimum wage increase also accounted for part of the increase
- Looking at more efficient vehicles
- YVEDDI Transportation System must be ADA Compliance which means that YVEDDI must provide a similar or equivalent service
- YVEDDI provides a fully compliant Federal and State system endorsed by NCDOT
- Very concerned having to request an increase in the middle of the budget year, but must have an increase in order to be able to continue to operate

- The proposed rate increase covers YVEDDI's cost to operate plus a 5% margin for reserve

Vice Chairman Inman confirmed with Supervisor Stovall that JD Cruises' current rate is \$1.32 plus fuel surcharge starting at \$3.00 per gallon.

Chairman Lankford reiterated concerns with requesting an increase in the middle of a budget year and requested Supervisor Danny Stovall to explore any other possible options for the Board to consider.

Commissioner Jones noted the following:

- Sympathize with Director Cockerham having to request an increase after only being the director since September 2010 – did not prepare the 2010-11 fiscal year budget
- Could volunteer drivers decrease cost

Director Cockerham noted that YVEDDI would be willing to work with volunteers to offset drivers cost and would be willing to work with the County to develop incentives to try to get passengers to ride to appointments together.

Commissioner Walker confirmed with Director Cockerham that financial shortages last year were taken from YVEDDI's operating reserve; there currently is no operating reserve.

Commissioner Walker suggested that Supervisor Stovall and Director Cockerham continue negotiations. Director Cockerham confirmed that he would be willing to continue discussion with Supervisor Stovall.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the January 10, 2011 Discussion Agenda.

State Employees' Credit Union – Annual Lease Agreement

Clerk to the Board Darlene Bullins submitted a request received from the State Employees' Credit Union to exercise the next one-year renewal option for the ATM located in the Government Center Upper Parking Lot.

Clerk Bullins noted the following:

- Monthly rental payments will remain rent free
- Lease Term begins 01-01-2011 and ends 12-31-2011
- ATM is a valuable service for county/state employees along with citizens

Clerk Bullins requested the Board's approval to renew the lease agreement with the State Employees' Credit Union.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the January 10, 2011 Action Agenda.

Job Vacancies

Chairman Lankford presented the following job vacancies for the Board to consider:

- Fire Marshal Department – Assistant Fire Marshal (vacant: 12-7-10)
- Health Department - Emergency Management Planner I (vacant: 01-10-11)
- Health Department – Health Director (vacant: 02-01-11)

Chairman Lankford opened the floor for discussion.

Assistant Fire Marshal

Vice Chairman Inman noted that he had no issues with moving forward with the vacancy in the Fire Marshal's office due the number of inspections, investigations, etc. being provided by the department.

The Board agreed to place the item on the January 10, 2011 Action Agenda.

Emergency Management Planner I

The Board discussed the duties performed by the Emergency Management Planner I which is a joint position with Health and EMS, (92% State funding with the remaining 8% allocated from the Health Department's Escrow Account).

The Board agreed to place the item on the January 10, 2011 Action Agenda.

Health Director

Clerk Bullins noted that Health Board Chairman, Dr. Kim Gemeinhardt, has requested
December 28, 2010

that the Board of Health be allowed to post the position immediately in order to expedite the recruitment process which can sometimes take up to 3-5 months.

The Board discussed the vacancy.

Commissioner Walker confirmed with the Clerk to the Board that the Board of Health has full control of hiring the director, but the salary must be approved by the Board of Commissioners.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the January 10th Action Agenda.

Proposed State Public Building Capital Fund Application – NC Education Lottery

Finance Director Julia Edwards noted the following regarding the Proposed State Public Building Capital Fund Application for NC Education Lottery funding:

- Application is to request release of \$2,470,774 from the Public School Building Capital Fund (Lottery Distribution) to Stokes County
- Construction Project on the application is the new elementary school in King
- Spoke with Director of Finance Lanette Moore, Stokes County Schools, regarding the request
- Director Moore noted that the Board of Education does not meet until January 2011, but Superintendent Hobbs has indicated that if the Board of Commissioners approve the request, it will be placed on the Board of Education's Agenda for the first meeting in January 2011
- Feels the funds need to be requested in case the lottery funds are taken or frozen by the State (funding is in a state account in Raleigh earmarked for Stokes County)
- Lottery funding is included in the financial model for school debt service
- Lottery funds were frozen last year by the State and later released

Commissioner Booth confirmed with Finance Director Edwards that placing the new elementary school in King as the construction project obligates the County to use the funding for that specific project. Commissioner Booth expressed concerns with obligating the funding before the actual financing of the project has been approved.

Commissioner Walker noted that this is a proactive approach to try to transfer the funding into a county account instead of in a state account in case the funds are frozen or taken.

Vice Chairman Inman noted that he had spoken to Finance Director Edwards about requesting the lottery funds due to the expected upcoming state shortfall. Vice Chairman Inman noted the sooner the County gets these funds into a county account, the better.

Commissioner Jones agreed with Vice Chairman Inman regarding getting these funds into the county's account.

Chairman Rogers, Stokes County Board of Education, noted that he would poll the Board upon the action taken by the Board tonight in order to request the funding as soon as possible.

Commissioner Walker suggested placing the item on tonight's Action Agenda.

Commissioner Booth suggested Action Agenda for the next meeting.

Vice Chairman Inman and Commissioner Jones agreed with Commissioner Walker to place the item on tonight's Action Agenda.

Chairman Lankford, with consensus from a majority of the Board, directed the Clerk to place the item on tonight's Action Agenda.

GENERAL GOVERNMENT – GOVERNING BODY – ACTION AGENDA

Proposed Code of Ethics

Chairman Lankford entertained a motion regarding the following proposed Code of Ethics along with a proposed Resolution to adopt the Code of Ethics submitted at the December 13th meeting by County Attorney Edward Powell:

STOKES COUNTY CODE OF ETHICS FOR THE BOARD OF COMMISSIONERS

The stability and proper operation of democratic representative government depends upon the continuing consent of the governed, upon the public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people. Government decisions and policy must be made and implemented through proper channels and processes of the governmental structure. The purpose of this code is to establish guidelines for ethical standards of conduct for the Board of Commissioners. It should not be considered a substitute for the law or a Board of Commissioners member's best judgment.

Board of Commissioners members must be able to act in a manner to maintain their integrity and independence; yet must be responsive to the interests and needs of those they represent. Board of Commissioners members serve in an important advocacy capacity in meeting the needs of their citizens and should recognize the legitimacy of this role as well as the intrinsic importance of this function to the proper functioning of representative government. At the same time, Board of Commissioners members must, at times, act in an adjudicatory or administrative capacity and must, when doing so, act in a fair and impartial manner. Board of Commissioners members must know how to distinguish these roles and when each role is appropriate and they must act accordingly. Board of Commissioners members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each Board of Commissioners member must find within his or her own conscience the touchstone on which to determine appropriate conduct.

I. A Board of Commissioners Member Shall Obey the Law

Board of Commissioners members shall support the Constitution of the United States, the Constitution of North Carolina and the laws enacted by the Congress of the United States and the General Assembly pursuant thereto. Members specifically acknowledge and agree to comply with the requirements of NCGS §14-234 entitled "Public officers or employees benefiting from public contracts; exceptions."

II. A Board of Commissioners Member Should Uphold the Integrity and Independence of His or Her Office

Board of Commissioners members should demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all their public activities in order to inspire public confidence and trust in County government. Board of Commissioners members should participate in establishing, maintaining, and enforcing, and should themselves observe, high standards of conduct so that the integrity and independence of their office may be preserved. The provisions of this Code should be construed and applied to further these objectives.

III. A Board of Commissioners Member Should Avoid Impropriety and the Appearance of Impropriety in All His or Her Activities

It is essential that county government attract those citizens best qualified and willing to serve. Board of Commissioners members have legitimate interests of a private nature: economic, professional and vocational. Board of Commissioners members should not be denied, and should not deny to other Board of Commissioners members or citizens, the opportunity to acquire, retain and pursue private interests, economic or otherwise, except when conflicts with their responsibility

to the public cannot be avoided. Board of Commissioners members must exercise their best judgment to determine when this is the case.

Board of Commissioners members should respect and comply with the law and should conduct themselves at all times in a manner that promotes public confidence in the integrity of the office of Board of Commissioners.

Board of Commissioners members should not allow family, social, or other relationships to unduly influence their conduct or judgment and should not lend the prestige of the office of Board of Commissioners to advance the private interests of others; nor should they convey or permit others to convey the impression that they are in a special position to influence them. Board of Commissioners members shall not grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

If a Board member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the Board's attorney and should consider publicly disclosing the facts of the situation and steps taken to resolve it.

IV. A Board of Commissioners Member Should Perform the Duties of the Office Diligently

Board of Commissioners members should, while performing the duties of the office as prescribed by law, give precedence to these duties over other activities. In the performance of these duties, the following standards should apply:

A. Legislative Responsibilities

1. Board of Commissioners members should actively pursue policy goals they believe to be in the best interests of their constituents within the parameters of orderly decision-making, rules of the Board of Commissioners and open government.
2. Board of Commissioners members should respect the legitimacy of the goals and interests of other Board of Commissioners members and should respect the rights of others to pursue goals and policies different from their own.

B. Adjudicative Responsibilities

1. Board of Commissioners members should be faithful to the general and local laws pertaining to the office and strive for professional competence in them. They should be unswayed by partisan interests, public clamor, or fear of criticism.
2. Board of Commissioners members should demand and contribute to the maintenance of order and decorum in proceedings before the Board of Commissioners.
3. Board of Commissioners members should be honest, patient, dignified and courteous to those with whom they deal in their official capacity, and should require similar conduct of their staff and others subject to their direction and control.

4. Board of Commissioners members should accord to every person who is legally interested in a proceeding before the Board full right to be heard according to law.
5. Board of Commissioners members should dispose promptly of the business of the County for which they are responsible.

C. Administrative Responsibilities

1. Board of Commissioners members should clearly distinguish legislative, adjudicatory and administrative responsibilities and should refrain from inappropriate interference in the impartial administration of County affairs by County employees. Board of Commissioners members should diligently discharge those administrative responsibilities that are appropriate, should maintain professional competence in the administration of these duties and should facilitate the diligent discharge of the administrative responsibilities of fellow Board of Commissioners members and other County officials.
2. Board of Commissioners members should conserve the resources of the County in their charge. They should employ County equipment, property, funds and personnel only in legally permissible pursuits and in a manner that exemplifies excellent stewardship.
3. Board of Commissioners members should require County employees subject to their direction and control to observe the standards of fidelity and diligence that apply to Board of Commissioners members as well as those appropriate for employees.
4. Board of Commissioners members who become aware of improper conduct by a County employee should promptly inform the County Manager, or, in the case of a County employee who reports directly to the Board, initiate appropriate disciplinary measures.
5. Board of Commissioners members should not employ or recommend the appointment of unnecessary employees and should exercise the power of employment only on the basis of merit, avoid favoritism and refrain from illegal discrimination and nepotism. They should not approve compensation of employees beyond the fair value of services rendered.

V. **A Board of Commissioners Member Should Conduct the Affairs of the Board of Commissioners in an Open and Public Manner**

Board of Commissioners members should be aware of the letter and intent of the State's Open Meetings Law, should conduct the affairs of the Board of Commissioners consistent with the letter and spirit of that law and consistent with the need to inspire and maintain public confidence in the integrity and fairness of County government and the office of Board of Commissioners. Consistent with this goal of preserving public trust and in compliance with the State's Open Meetings Law. Board of Commissioners members should be aware of the need for discretion in deliberations when the lack of discretion would pose a threat to the resources of the County, to the reputation of current or potential County employees, to orderly and responsible decision making, to the integrity of other governmental processes or to other legitimate interests of the County.

This Code of Ethics is adopted and effective this the _____ day of December, 2010 and shall apply to all Board of Commissioners members holding office on that date. Upon the effective date of this Code of Ethics, the previously adopted Code of Ethics of Stokes County is hereby repealed.

Ernest Lankford, Chairman

J. Leon Inman, Vice Chairman

James Booth, Commissioner

Ronda Jones, Commissioner

Jimmy Walker, Commissioner

ATTEST:

Darlene Bullins, Clerk to the Board

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
STOKES COUNTY
ADOPTING A CODE OF ETHICS
FOR THE BOARD OF COMMISSIONERS**

WHEREAS, Section 160A-86 of the North Carolina General Statutes requires local governing boards to adopt a Code of Ethics, and

WHEREAS, as public officials we are charged with upholding the trust of the citizens and residents of Stokes County, and with obeying the law, and

WHEREAS, as public officials of Stokes County, we believe our citizens and residents are entitled to the most open and ethical government possible under the law.

NOW THEREFORE, in recognition of our blessings and obligations as citizens of the State of North Carolina and as public officials representing the citizens and residents of Stokes County and acting pursuant to the requirements of Section 160A-86 of the North Carolina General Statutes, we the Stokes County Board of Commissioners, do hereby adopt the Code of Ethics, attached hereto as Exhibit A, to guide the Board in its lawful decision-making. The Board of Commissioners directs all advisory boards and committees, which currently serve, or which may in the future be created to serve, to respect and abide by this Code of Ethics in the performance of their lawful duties insomuch as they may be applicable to the performance thereof.

Upon the effective date of this Code of Ethics, the previously adopted Code of Ethics of Stokes County is hereby repealed.

This Resolution duly adopted this _____ day of December, 2010.

Ernest Lankford - Chairman

J. Leon Inman - Vice Chairman

Jimmy Walker - Commissioner

Ronda Jones - Commissioner

James D. Booth – Commissioner

Attest:

Darlene M. Bullins – Clerk to the Board

Vice Chairman Inman moved to approve the proposed Code of Ethics and Resolution to adopt the Code of Ethics. Commissioner Jones seconded and the motion carried unanimously.

Additional Home and Community Care Block Grant Funding

Chairman Lankford entertained a motion.

Commissioner Booth moved to approve the following Budget Amendments #39 and #40 to allocate additional Home and Community Care Block Grant Funding:

Social Services – Budget Amendment #39

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
Social Services				
100.5130.184	Professional Services-HCCBG	\$47,868.00	\$4,354.00	\$52,222.00
100.9910.000	Contingency	\$187,681.00	\$(272.00)	\$187,409.00
	Totals	\$235,549.00	\$4,082.00	\$239,631.00

This budget amendment is justified as follows:

To appropriate additional HCCBG funding in the amount of \$4,082.00 for In Home Aide.

This will result in a net increase of \$4,082.00 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 this fiscal year.

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
100.3301.373	NWPCOG – HCCBG	<u>\$42,918.00</u>	<u>\$4,082.00</u>	<u>\$47,000.00</u>
	Totals	42,918.00	\$4,082.00	\$47,000.00

Walnut Cove Senior Center – Budget Amendment #40

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	General Fund			
100.5830.696	Walnut Cove Senior Center	<u>\$48,095.00</u>	<u>\$92.00</u>	<u>\$48,187.00</u>
	Totals	\$48,095.00	\$92.00	\$48,187.00
	Walnut Cove Senior Center			
204.5861.180	Professional Services	<u>\$20,000.00</u>	<u>\$92.00</u>	<u>\$20,092.00</u>
	Totals	\$20,000.00	\$92.00	\$20,092.00

This budget amendment is justified as follows:

To appropriate additional funding for operations and decrease appropriation for general purposes for the Walnut Cove Senior Center.

This will result in a net increase of \$184.00 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 this fiscal year.

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	General Fund			
100.3301.376	NWPCOG-Senior Center General Purpose	\$12,653.00	\$(408.00)	\$12,245.00
100.3301.377	NWPCOG-Senior Center Operations	<u>\$28,102.00</u>	<u>\$500.00</u>	<u>\$28,602.00</u>
	Totals	\$40,755.00	\$92.00	\$40,847.00
	Walnut Cove Senior Center			
204.3301.376	NWPCOG-Senior Center Operations	\$28,102.00	\$500.00	\$28,602.00
204.3301.377	NWPCOG-Senior Center General Purpose	<u>\$12,653.00</u>	<u>\$(408.00)</u>	<u>\$12,245.00</u>
	Totals	\$40,755.00	\$92.00	\$40,847.00

Commissioner Jones seconded and the motion carried unanimously.

Proposed 2011 Board of Commissioners' Calendar
Proposed Work Session for Financial Models for Debt Service

Chairman Lankford entertained a motion.

Commissioner Jones moved to approve the following 2011 Commissioners' Meeting Schedule along with the date of January 13, 2011 at 2:00pm for a work session with the county's financial advisor:

2011 COMMISSIONERS' MEETINGS SCHEDULE

The Stokes County Board of Commissioners will meet each month on the 2nd (Second) Monday at 1:30 pm and 4th (Fourth) Monday at 6:00pm

2nd MONDAY

4th MONDAY

January 10, 2011

February 14, 2011

March 14, 2011

April 11, 2011

May 9, 2011

June 13, 2011

July 11, 2011

August 8, 2011

September 12, 2011

October 10, 2011

November 14, 2011

December 12, 2011

January 24, 2011

February 28, 2011

March 28, 2011

April 26, 2011*

May 23, 2011

June 27, 2011

July 25, 2011

August 22, 2011

September 26, 2011

October 24, 2011

November 28, 2011

December 27, 2011**

*April 25th Meeting changed to Tuesday, April 26th (Due to Holiday)

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

*The Board of Commissioners will conduct its regular meetings in the Commissioners' Chambers at the Administrative Building in Danbury. The Board will consider invitations to meet at different locations throughout the County at the invitation of community groups that wish to host a meeting.

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

Planning meetings are held as needed- the meeting will be advertised prior to the dates listed below:

Held in Commissioners' Chambers

February 1, 2011 (as needed)

April 5, 2011 (as needed)

June 7, 2011 (as needed)

August 2, 2011 (as needed)

October 4, 2011 (as needed)

December 6, 2011 (as needed)

Stokes County League of Governments – 6:30 pm

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

January 27, 2011 – Town of Walnut Cove

April 21, 2011 – Town of Danbury
July 21, 2011 – City of King
October 6, 2011 – Stokes County

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

Darlene Bullins
Clerk to the Board

Commissioner Walker seconded and the motion carried unanimously.

Proposed Vehicles Purchases – Fiscal Year 2010-11

Chairman Lankford entertained a motion.

Commissioner Booth moved to approve the following Fiscal Year 2010-11 vehicle purchases for county departments from NC State Contracts:

- **Funding Sources:** Lease Purchase Agreement and Sewer Fund Budget
- **Social Services**
 - Budget = \$130,500.00
 - Cost for vehicles = \$123,985.00
 - Capital Ford, Raleigh, NC - (7) 2011 Ford Fusion (\$14,691.00 each)
 - Ilderton Dodge, High Point, NC – (1) 2011 Caravan (\$21,148.00)
 - 2010-11 allocated funding for (9) Fusions – only enough funding to purchase (8) vehicles
- **Water and Sewer Fund**
 - Budget = \$25,612.00
 - Cost for truck = \$23,432.80
 - Capital Ford, Raleigh, NC – (1) 2011 F250 4x4 Truck (jump cab, gas engine) – (\$23,432.80)
- **Sheriff's Department**
 - Budget = \$200,000.00
 - Cost for vehicles = \$168,949.00
 - Capital Ford, Raleigh, NC – (7) 2011 Crown Vic (\$20,707.00 each)
 - Capital Ford, Raleigh, NC – (1) 2011 Explorer 4x4 (\$24,000.00) – to be used by Sheriff Marshall
 - Additional equipment such as computer mounts, light bars, push bars, radios, sirens, cages, etc. will be purchased from other sources
- **EMS**
 - Budget = \$50,000.00
 - Cost for vehicle = \$29,643.40
 - Capital Ford, Raleigh, NC- (1) 2011 F250 (cab/chassis, 4x4 jump cab, diesel engine, 8 ft. bed, 10,000 GVW) = \$29,643.40)

Commissioner Walker seconded and the motion carried unanimously.

Home Health Relocation – Further Discussion

Chairman Lankford entertained a motion:

Commissioner Jones moved to approve the following Option “B”:

- **Option B**
Move the Preparedness Planner, two Health Department Community Care employees and a DSS Community Care employee to the modular building and provide storage space for the Preparedness Planner, Baby Love, Health Department and DSS.
- Move Home Health Supplies, Dead & Live Files to current Home Health Conf. Rm. and move, if needed, non-essential items to the current copier, fax, supply room or the modular building.
- Shift two Home Health nurses to the current Community Care office.
- *Preparedness Planner & Supplies could be moved to former Enviro. Health Office.
- **County would be responsible for cost related to long distant phone calls, fax line, DSL connection and electric service for HVAC, equipment and lights. Hospital will add this to their current phone system.
- ***I believe all repairs, modifications and operation of the modular building through June 30, 2011 can be accomplished with the funds originally set aside for repair of the Day Care Building.
- No Home Health personnel leave the DSS Building, see Option “B” diagram.

Modular Building

- In his memo, the Health Director asked for additional investigation into moving the modular building to the Stokes County Government Campus. I presented the information below on 11-08-2010 and nothing has changed.
- The building can be moved to our campus, but there will be costs: tear down/transport approximately \$12,000.00/set up fee, Town of Danbury zoning compliance permit application (\$35.00), site preparation cost and cost for water and sewer line extensions that can't be calculated until a location is established. Parking lot and ADA building accessibility cost, to include handicapped parking, may also be incurred depending on the topography of the site selected.

Vice Chairman Inman seconded the motion.

Commissioner Walker requested the Board allow comments from Chairman Jan Culler, DSS Board, and Health Director Josh Swift.

The Board unanimously agreed to allow DSS Board Chairman Culler and Health Director Swift to comment.

DSS Board Chairman Culler confirmed that Option “B” is a workable plan.

Health Director Swift noted that Option “B” is a workable plan, but noted that information in tonight’s Agenda packet indicates that the Board of Health does not wish to relocate any employees to the POD building on the campus of Stokes Reynolds Memorial Hospital which will lead to increased costs due to internet, phones, and heating/cooling in a separate building.

Health Director Swift stated that the Health Department would proceed with whatever action was approved by the Board of Commissioners.

Commissioner Booth expressed concerns with the option provided by Director Swift which would place employees behind secured doors in the lower level of the Government Center and also take space on the third floor of the Administrative Building which is currently used for records storage.

The motion carried unanimously.

Personnel Policies Handbook – Proposed Revision

Chairman Lankford entertained a motion.

Chairman Lankford questioned Section 15- Possession of Firearms, Explosive Devices, Weapons as it relates to a person with a concealed weapon permit carrying a firearm on County property in a personal vehicle.

Commissioner Walker suggested Sheriff Mike Marshall, who was in the audience, review the wordage in Section 15. The Board had no issues with Sheriff Marshall reviewing the

section.

Sheriff Mike Marshall reviewed Section 15 and confirmed that the policy was worded correct according to the state law, even a person with a concealed weapon permit can't be on government property with a firearm.

Commissioner Jones moved to accept the amendments to the Stokes County Personnel Policy Handbook to be effective February 1, 2011. Commissioner Booth seconded and the motion carried unanimously.

Dan River #319 – Request for Approval to Apply for State/Federal Funding – Second Phase

Chairman Lankford entertained a motion.

Vice Chairman Inman moved that the Soil and Water Department proceed with applying for the second phase to request State/Federal Funding for the Dan River #319 Grant without the County providing any funding for the coordinator's position. Commissioner Booth seconded the motion.

The Board further discussion the grant match.

Commissioner Walker expressed concerns that there was no recommendation from EDC and would be willing to fund the match at some modest level. Commissioner Walker reiterated his concerns with possibly not getting the grant due to no county allocation for a grant match.

Commissioner Jones reiterated that there were no facts available regarding the grant.

Commissioner Booth noted that he feels that there is no need for further discussion by the EDC due to this grant would not qualify because of in-kind match being provided by the Soil and Water Department. Commissioner Booth reiterated that it is not the right time to start grant matches in this current economy.

Commissioner Walker noted that about three years ago, leveraging of county funds for grants was a top priority and felt this would be a “windfall” for the county.

Commissioner Booth noted that this is a very important grant for the Dan River and feels there is a good chance in securing the grant without county allocations.

Commissioner Walker reiterated the chance of losing the grant by not allocating some monetary match.

The motion carried (4-1) with Commissioner Walker voting against the motion.

Job Vacancies

Chairman Lankford entertained a motion.

Vice Chairman Inman moved to approve advertisement and filling of the following positions:

- Solid Waste – Landfill Supervisor
- Social Services – Income Maintenance Caseworker II

Commissioner Walker seconded and the motion carried unanimously.

Proposed State Public Building Capital Fund Application – NC Education Lottery

Chairman Lankford entertained a motion.

Vice Chairman Inman moved to approve the proposed State Public Building Capital Fund Application – NC Education Lottery. Commissioner Jones seconded the motion.

Commissioner Booth requested clarification from Finance Director Julia Edwards regarding whether the funding, which had been designated on the application for the construction of the new elementary school, had to be used for that specific project. Finance Director Julia Edwards confirmed that the funding could be used for other debt services and if it was not used for the project, it would not have to be returned to the State.

Commissioner Walker confirmed with Finance Director Julia Edwards that the request

is designating the funds for construction of a new elementary school in the western part of the county.

The motion carried unanimously.

Closed Session

Chairman Lankford entertained a motion to enter Closed Session for the following:

- To consider the initial employment or appointment of an individual to any office or position, other than a vacancy in the Board of County Commissioners or any other public body, or to consider the qualifications, competence, performance, character, and fitness of any public officer or employee, other than a member of the Board of Commissioners or of some other public body pursuant to G.S. 143-318.11(a)(6).

Commissioner Walker moved to enter Closed Session for the following:

- To consider the initial employment or appointment of an individual to any office or position, other than a vacancy in the Board of County Commissioners or any other public body, or to consider the qualifications, competence, performance, character, and fitness of any public officer or employee, other than a member of the Board of Commissioners or of some other public body pursuant to G.S. 143-318.11(a)(6).

Commissioner Booth seconded and the motion carried unanimously.

The Board re-entered the regular session of the December 28th meeting.

Health Department Request

Chairman Lankford entertained a motion.

Commissioner Jones moved to deny the increase for the employee's salary for the WIC director. Vice Chairman Inman seconded the motion.

Commissioner Walker stated that his position is that the request be approved for the sake of consistency and precedent and by virtue of the fact that if the county employee moved to a higher classification such as supervisor, the employee would automatically receive a pay increase. The motion carried (4-1) with Commissioner Walker voting against the motion.

Vice Chairman Inman moved to deny the salary request for the Environmental Health Specialist. Chairman Lankford seconded and the motion carried unanimously.

Adjournment

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

Commissioner Booth moved to adjourn the meeting. Vice Chairman Inman seconded and the motion carried unanimously.

Darlene M. Bullins
Clerk to the Board

Ernest Lankford
Chairman