

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
JANUARY 24, 2011

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 Monday, January 24, 2011 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 - absent

County Personnel in Attendance:
Clerk to the Board Darlene Bullins
Finance Director Julia Edwards
Support Services Supervisor Danny Stovall
Health Director Josh Swift
Emergency Medical Services Director Monty Stevens
Sheriff Mike Marshall

Chairman Ernest Lankford called the meeting to order.

Chairman Lankford presented the following "Thought for the Day":

- "Stay happy and stay well"

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 January 24, 2011 Agenda.

Vice Chairman Inman moved to approve the January 24, 2011 Agenda as presented. Commissioner Jones seconded and the motion carried (4-0) with Commissioner Booth absent.

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 January 5, 2011
- Minutes of January 10, 2011

Sheriff's Department - Budget Amendment #43

Finance Director Julia Edwards submitted Budget Amendment #43.

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				
100.4310.511	Equipment Non Capitalized	<u>\$45,823.00</u>	<u>\$2,050.00</u>	<u>\$47,873.00</u>
	Totals	\$45,823.00	\$2,050.00	\$47,873.00

This budget amendment is justified as follows:

To re-appropriate OBJ Grant Funds for backordered flashlights and laser combo. No County Funding.

This will result in a net increase of \$2,050.00 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
100.3301.416	OBJ Grant	<u>\$2,500.00</u>	<u>\$2,050.00</u>	<u>\$4,550.00</u>
	Totals	\$2,500.00	\$2,050.00	\$4,550.00

Governing Body - Budget Amendment #44

Finance Director Julia Edwards submitted Budget Amendment #44.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
Housing Grant Fund				
	Single-Family Rehab. Program			
205.4970.440	Misc. Contractual Services	<u>\$00.00</u>	<u>\$200,000.00</u>	<u>\$200,000.00</u>
	Totals	\$00.00	\$200,000.00	\$200,000.00

This budget amendment is justified as follows:

To appropriate funds from Single Family Rehabilitation (SFR) for administrative costs, advertising, and contract payment.

This will result in a net increase of \$200,000.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	Housing Grant Fund			
205.3301.000	Single Family Rehab (SFR)	<u>\$00.00</u>	<u>\$200,000.00</u>	<u>\$200,000.00</u>
	Totals	\$00.00	\$200,000.00	\$200,000.00

Social Services - Budget Amendment #45

Finance Director Julia Edwards submitted Budget Amendment #45.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	Social Services			
100.5480.000	Crisis Intervention	<u>\$144,125.00</u>	<u>\$41,997.00</u>	<u>\$186,122.00</u>
	Totals	\$144,125.00	\$41,997.00	\$186,122.00

This budget amendment is justified as follows:

To appropriate additional funding for Crisis Intervention. 100% Federal Funding

This will result in a net increase of \$41,997.00 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
100.3301.202	Crisis Intervention	<u>\$1,969,341.00</u>	<u>\$41,997.00</u>	<u>\$2,011,338.00</u>
	Totals	\$1,969,341.00	\$41,997.00	\$2,011,338.00

Sheriff's Department - Budget Amendment #46

Finance Director Julia Edwards submitted Budget Amendment #46.

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			
100.4310.020	Salaries & Wages (Part Time)	<u>\$94,604.00</u>	<u>\$14,555.00</u>	<u>\$109,159.00</u>
	Totals	\$94,604.00	\$14,555.00	\$109,159.00

This budget amendment is justified as follows:

To appropriate OBJ Grant Funds for part time salary for Sex Offender Management.

This will result in a net increase of \$14,555.00 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
100.3301.416	OBJ Grant	<u>\$2,500.00</u>	<u>\$14,555.00</u>	<u>\$17,055.00</u>
	Totals	\$2,500.00	\$14,555.00	\$17,055.00

Sheriff's Department - Budget Amendment #47

Finance Director Julia Edwards submitted Budget Amendment #47.

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			
100.4310.511	Equipment – Non Capital	<u>\$45,823.00</u>	<u>\$3,021.00</u>	<u>\$48,844.00</u>
	Totals	\$45,823.00	\$3,021.00	\$48,844.00

This budget amendment is justified as follows:

To appropriate State Fines & Forfeitures to purchase Word Software to add to 18 Tough Books for in-car lap top computers and to also pay for 3 backordered Beretta guns ordered in 2008.

No County Funding

This will result in a net increase of \$3,021.00 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>\$645.00</u>	<u>\$3,021.00</u>	<u>\$3,666.00</u>
	Totals	\$645.00	\$3,021.00	\$3,666.00

Emergency Medical Services - Budget Amendment #48

Finance Director Julia Edwards submitted Budget Amendment #48.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	Emergency Medical Services			
100.4370.351	M&R – Auto	<u>\$60,000.00</u>	<u>\$3,793.00</u>	<u>\$63,793.00</u>
	Totals	\$60,000.00	\$3,793.00	\$63,793.00

This budget amendment is justified as follows:

To appropriate insurance claims for ambulance repairs.

This will result in a net increase of \$3,793.00 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
100.3301.376	Insurance Claims	<u>\$26,059.00</u>	<u>\$3,793.00</u>	<u>\$29,852.00</u>
	Totals	\$26,059.00	\$3,793.00	\$29,852.00

Health Department - Budget Amendment #49

Finance Director Julia Edwards submitted Budget Amendment #49.

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	\$5,834.00	\$(5,834.00)	\$00.00
100.5100.261	Office Supplies	<u>\$15,680.00</u>	<u>\$5,834.00</u>	<u>\$21,514.00</u>
	Totals	\$21,514.00	\$00.00	\$21,514.00

This budget amendment is justified as follows:

The Health Department’s WIC Breastfeeding Program was awarded a WIC Breastfeeding Mini Grant which was approved in BA#29 on 12-13-2010. The wrong account code had been put on the request for the amendment. The funds were intended for code 100.5100.261 Office Supplies not for code 100.5100.260.

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 – December 2010

Real and Personal Release more than \$100.00

Tax Administrator Jake Oakley submitted the following Real and Personal Property Release (December 2010) which is more than \$100 at the January 10th meeting with a request for approval at the January 24th meeting:

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

Name	Bill Number	Amount	
Mark Durrett	10A698300726605	<u>\$960.09</u>	House was not complete on 01-01-2010
	Total Amount	\$960.09	

Personal Property Schedule of Values and Depreciation Schedules for 2011

Tax Administrator Jake Oakley submitted the following Personal Property Schedule of Values and Depreciation Schedules for 2011 at the January 10th meeting with a request for approval at the January 24th meeting:

1. 2011 Department of Revenue Cost Index and Depreciation Schedules (Business Personal Property)
2. 2011 Pricing Guidelines for Personal Property
3. 2011 Single Wide Mobile Home Pricing Guidelines (Schedules developed from Marshall and Swift)

2011 Board of Equalization and Review Calendar

Tax Administrator Jake Oakley submitted the following proposed hearing dates for the 2011 Board of Equalization and Review:

- Monday, April 4, 2011 from 2:00-5:00 pm
- Monday, May 2, 2011 from 5:00-8:00 pm

Commissioner Walker moved to approve the Consent Agenda as presented.

Commissioner Jones seconded and the motion carried (4-0) with Commissioner Booth absent.

GENERAL GOVERNMENT – GOVERNING BODY – INFORMATION AGENDA

Update – Manager and Board of Commissioners

Chairman Lankford opened the floor for updates from the Board.

Commissioner Walker noted that Commissioner Booth was on vacation.

Vice Chairman Inman noted the following:

- NCACC Goals Planning Session was held in Raleigh last Thursday and Friday
- At the Goals Session on Thursday, Governor Perdue stated that she was not in favor of privatization of the ABC Boards
- For information, North Carolina ranks 44th in consumption of alcohol and ranks 3rd in profits with the current ABC Board System

Commissioner Jones noted that Chairman Lankford, Commissioner Jones and herself also attended the Goals Planning Session in Raleigh.

Chairman Lankford noted that there were approximately 500 individuals who attended the Nancy Reynolds Dedication Ceremony for the new school on Sunday. Chairman Lankford also noted that the community is very excited about the new school.

GENERAL GOVERNMENT – GOVERNING BODY – DISCUSSION AGENDA

Homeland Security Grant – Memorandum of Agreement

Support Services Danny Stovall presented the following information regarding the Homeland Security Grant:

- Health Department has been awarded a 2010 Homeland Security Grant to purchase a mass vaccination/emergency response trailer for the DPR 5 Region
- DPR 5 counties include Stokes, Surry, Rockingham, Caswell, Person, Alamance, Guilford, Forsyth, Yadkin, Davie and Davidson counties (eleven counties)
- Trailer will be stationed in Stokes and available to all DPR 5 counties
- Stokes will be responsible for insurance and maintenance costs per the Memorandum of Agreement
- Grant was discussed at the June 28, 2010 meeting with direction from the Board that the item would be placed back on the Agenda when the Memorandum of Agreement was received
- Health Department would like to purchase a Demonstration Model (Commander 350 Expandable Trailer System) at a price of \$75,000.00
- 10KW Generator and Scene Lights at \$25,000.00 and Cold Weather Insulation Package for soft wall shelter wings at \$12,500.00 will also be purchased
- Health Director Josh Swift and EMS Director Monty Stevens were present for the meeting and available for questions
- Trailer will be stored on the Governmental Complex
- Grant funding can't be used for insurance and maintenance costs

EMS Director Monty Stevens noted the following:

- There will only be two quarterly reports needed to be completed (one for the purchase and one for the delivery)
- Reiterated that funding can't be used for maintenance costs or insurance
- Remaining funding will be used to purchase supplies for the trailer
- Most items received under an Homeland Security Grant are considered to be "regional asset"
- Stokes County will retain ownership and can use the trailer on a day to day basis
- If there is an emergency/mass vaccination in one of the other 10 counties and the trailer is requested, it would have to be loaned to the requesting county
- If more than one county request the trailer on the same day, State Emergency Management would determine who would get the trailer
- Only new project that was awarded in this grant cycle
- There will be no prorated cost sharing for maintenance, insurance, repairs
- Gas for the generator would be provided by each county

Health Director Joshua Swift noted the following:

- Emergency Manager Coordinator will be responsible for maintaining the supplies in the trailer
- Each county would be responsible for supplies
- Health Department has no vehicle to pull the trailer
- Have been working with area fire departments' staff regarding pulling the trailer to their community
- No new personnel needed for the trailer, Health Department employees would staff the trailer
- Total cost of the trailer, generator, lights = \$115,500.00
- Feel that the trailer will be in Stokes County at least 95% of the time
- There would be a Memorandum of Agreement done between the 11 counties regarding supplies, gasoline, usage, damages to the trailer, etc.

The Board discussed the item with Mr. Stovall, Director Stevens, and Director Swift.

Commissioner Walker noted that the Board of Health had approved the proposed project and believed the trailer could be used to take the Health Department out into the county.

EMS Director Stevens and Health Director Swift feel the trailer will be a great asset to Stokes County, getting services such as school physicals and mass vaccinations out to the people, along with an excellent tool for emergency situations.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the February 14th Action Agenda.

Chairman Lankford noted that Fire Departments and Community Buildings in the communities are available for usage for school/sport physicals and mass vaccinations.

Proposed Resolution – Retiring Law Enforcement Officer

Support Services Supervisor Danny Stovall presented the following proposed Resolution for the Board's consideration:

**Resolution authorizing sale of County issued service side arm:
(North Carolina General Statute 20-187.2.A)**

WHEREAS, Lieutenant of Patrol, Benny Hill is retiring from the Stokes County Sheriff's Department on January 31, 2011; and

WHEREAS, Lieutenant of Patrol, Benny Hill has been a dedicated law enforcement officer to the citizens of Stokes County for 30 years; and

WHEREAS, North Carolina General Statute 20-187.2 (a), permits Stokes County to donate the badge worn at no cost, and to the sell service issued side arm to retiring law enforcement officers, at a price determined by the Board of Commissioners; and

THEREFORE, THE BOARD OF COMMISSIONERS OF STOKES COUNTY RESOLVES THAT:

1. The Sheriff of Stokes County is authorized to present to Lieutenant of Patrol, Benny Hill his Stokes County Sheriff's Department issued badge at no cost.
2. The Sheriff of Stokes County is also authorized to sell a Beretta Model 90-two, 40-caliber pistol, serial number TY04943 at a set price of \$1.00 to Lieutenant of Patrol, Benny Hill after securing a permit as required by North Carolina General Statute 14-402 or 14-409.

Adopted this the 24th day of January 2011.

Ernest Lankford- Chairman

J. Leon Inman – Vice Chairman

Jimmy Walker - Commissioner

Ronda Jones - Commissioner

James Booth - Commissioner

Attest

Darlene Bullins – Clerk to the Board

Support Services Supervisor Danny Stovall noted the following:

- Lieutenant of Patrol, Benny Hill, will be retiring on January 31, 2011 after 30+ years of service as a dedicated law enforcement officer to the citizens of Stokes County
- General Statute 20-187.2(a) permits Stokes County to donate the badge worn by the employee at no cost and to sell the service issued side arm (Beretta Model 90-two,40-caliber pistol; serial number TY04942) to retiring law enforcement officers at a price determined by the Board of Commissioners
- The Sheriff of Stokes County is authorized to present Lieutenant Benny Hill his Stokes County Sheriff's Department issued badge at no cost and is also authorized to sell a Beretta Model 90-two, 40-caliber pistol at a set price of \$1.00
- Mr. Hill will be allowed to purchase his side arm weapon after securing a permit as required by North Carolina General Statute 14-402 or 14-409
- Request the item be moved to today's Action Agenda, Mr. Hill will be retiring at the end of the month and the Sheriff's Department would like to present Mr. Hill with his side arm and badge

The Board discussed the proposed item with Mr. Stovall.

The Board had no issues with the proposed Resolution.

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

Proposed Fiscal Year 2010-11 Audit Contract – Martin Starnes & Associates, CPAs

Finance Director Julia Edwards presented the following additional information regarding the proposed Fiscal Year 2010-11 Audit Contract with Martin Starnes & Associates which was presented at the January 10th meeting:

- Proposed audit contract price was presented to the Board in the amount of \$46,500 for Fiscal Year 2010-11
- After speaking with Bryan Starnes, as requested by the Board, Martin and Starnes will provide audit services for Fiscal Year 2010-11 for the amount of \$45,000

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the February 14th Action Agenda.

Proposed Public School Building Capital Fund Application – NC Education Lottery

Finance Director Julia Edwards presented the following information regarding the proposed Public School Building Capital Fund Application – NC Education Lottery:

- Per DPI, only the costs for planning and design services for the new elementary school can be requested at this time
- Costs for new construction can't be requested until plans are approved by DPI
- Costs were provided by Superintendent Stewart Hobbs
- Construction of new elementary school:
 - Planning and Design Services = \$1,130,362.00
 - New Construction = \$1,340,412.00

The Board discussed the item with Finance Director Edwards.

Chairman Walker questioned if planning and design costs for the Southeastern Middle School Renovation/Construction Project could be included on the application.

Finance Director Edwards noted that Dr. Hobbs had not indicated that there were planning and design costs for the Southeastern Middle School Project.

Commissioner Walker requested if BOE Chairman Mike Rogers could comment on where the Board of Education is currently at regarding the proposed Southeastern Middle School Project.

The Board had no issues with allowing Chairman Rogers to speak.

BOE Chairman Mike Rogers noted the following:

- Architect has been selected and contracted for the Southeastern Middle School Project
- Initial meetings have already been established
- At the initial first meeting, structural issues with the roof were noted
- Should know within the next week how costly the structural roof issues will be
- Starting an interview process tomorrow with contractors

Finance Director Edwards noted that she could contact Superintendent Hobbs for the financial data and revise the form for the next meeting.

Finance Director Edwards informed the Board that if the application was approved and funding is drawn down by Stokes County and the project is not completed, Stokes County will be responsible for reimbursing the State.

Vice Chairman Inman noted that his concern when requesting the item be placed on the Agenda is still the same – getting the funding in the County’s account, especially with the projected State shortfall of \$3-4 billion dollars. Vice Chairman Inman reiterated that Lottery Funding is not used only for schools, funding is being pulled out by the State for other things.

The Board didn’t have any issues with the request.

The Board unanimously agreed to direct Finance Director Edwards to revise the application to include planning and design costs for the Southeastern Middle School Project.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the February 14th Action Agenda.

Job Vacancies

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

- Social Services – Community Social Services Assistant (vacant: 02-28-11)
- Sheriff’s Department- Lieutenant (vacant: 01-31-11)

Chairman Lankford opened the floor for discussion.

Commissioner Walker questioned if vacancies in the Sheriff’s Department are filled from within if possible.

Sheriff Mike Marshall (approved by the Board to comment) confirmed that the Sheriff’s Department has a committee which tries to fill vacancies from the part time roster.

The Board had no issues with the requested job vacancies.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the February 14th Action Agenda.

Appointments

Northwestern Regional Library Board – Board of Trustees - King Library Representative

Clerk Darlene Bullins presented the following information regarding the King Library Representative on the Northwestern Regional Library Board:

- Virginia Southern’s term (six years) will be expiring
- Recommendation from the King Public Library Board – re-appointment of Virginia Southern
- Ms. Southern does wish to be considered for re-appointment
- Northwestern Regional Library Board Bylaws state that per General Statutes, members must be a member of the local Library Board

Vice Chairman Inman nominated Virginia Southern for re-appointment to the Northwestern Region Library Board – Board of Trustees – King representative.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the February 14th Action Agenda.

Goals Planning Session

Chairman Lankford opened the floor for possible dates for Goals Planning Sessions.

The Board discussed possible dates. The Board agreed upon the following dates:

- Recess today's meeting until Wednesday, February 2nd at 2:00 pm
- Tuesday, February 8, 2011 at 9:00 am
- Friday, February 11, 2011 at 9:00 am

GENERAL GOVERNMENT – GOVERNING BODY – ACTION AGENDA

YVEDDI Transportation Contract – Proposed Transportation Rate Increase

Chairman Lankford opened the floor for any further discussion regarding the YVEDDI Transportation Contract – proposed rate increase was presented at the January 10th meeting.

Chairman Lankford noted the following:

- Effective February 1, 2011, the base rate for service charge will increase to \$1.34 per vehicle mile plus fuel surcharge
- Fuel surcharge will remain the same as last year starting at \$1.95
- If and when fuel drops below \$1.95 per gallon, there will be no add-on for the same fuel surcharge

Commissioner Jones and Commissioner Walker both confirmed with Mr. Stovall that there was ETAP funding available from YVEDDI to cover the rest of the fiscal year for transportation services for Senior Services once the county funding is exhausted. Mr. Stovall acknowledged that was his understanding from YVEDDI Transportation Director Jeff Cockerham.

Commissioner Walker confirmed with Mr. Stovall that all that could be done with negotiations with YVEDDI had been done.

Chairman Lankford confirmed with Mr. Stovall that he is currently investigating other options for Fiscal Year 2011-12.

Chairman Lankford entertained a motion.

Commissioner Walker moved to accept the new price and contract submitted by YVEDDI for transportation services for the rest of Fiscal Year 2010-11. Commissioner Jones seconded and the motion carried (4-0) with Commissioner Booth absent.

Personnel Policies Handbook – Proposed Revisions

Chairman Lankford entertained a motion.

Commissioner Walker moved to accept the following proposed revisions submitted by Finance Director Julia Edwards: (changes are underlined)

Section 4. Workweek

The workweek for general County employees is thirty-seven and one-half (37 ½) hours per week unless otherwise designated according to their job requirements.

The schedule of some departments vary from the basic schedule. For example, law enforcement personnel normally work 168, or 170, or 180 hours in a 28 day cycle, Communications personnel normally works 168 hours in a 28 day cycle, and EMS works either 218.25 or 242.25 in a 28 day cycle. The basic workweek begins at 12:01 a.m. on Saturday and ends at 12:00 a.m. on the following Saturday for all county employees. Flex schedules must be approved by the Board of Commissioners. Employees who work a 37.5 or 40.0 hour work week will be required to take a one hour lunch break unless a change is approved by their immediate supervisor.

Section 5. Pay Periods

The County's pay period shall be based on a twenty-eight (28) day cycle. There shall be thirteen (13) pay periods within a year. Paychecks shall be issued eleven (11) calendar days following the last day of the pay period.

Section 10. Time and Attendance Record

Non Exempt Employees

Non exempt employees are required to complete a Time and Attendance Record documenting the time worked each day of the pay period. The County provides an electronic attendance record system for employees. It is the responsibility of each employee to punch in and out each day in the Attendance Enterprise Software. The Attendance Software allows departments who do not have computer access/internet capability to be auto punch; therefore, the department head/supervisor can require the employee to submit a paper document to verify the time worked. This electronic attendance record is an official record of the time and attendance of each employee, and requires an employee and department head/supervisor to approve the attendance record electronically. Any misstatement of falsification of hours worked is grounds for disciplinary action.

Exempt Employees

Exempt employees will only complete a Time and Attendance Record using the electronic Attendance Record System for the purpose of documenting the use of leave (annual, sick/personal, holiday or compensatory time).

Leave Request

Non exempt and exempt employees who have access to a computer/internet should request any leave (vacation, sick/personal, holiday or compensatory time) with the Attendance Software. It is the responsibility of the supervisor to approve/deny/change the request in order to document time taken on the Attendance Record.

Commissioner Jones seconded the motion.

Chairman Lankford questioned Finance Director Edwards if comments had been expressed from employees who still receive checks. Finance Director Edwards responded that there were only about 89 employees who still receive paper checks.

The motion carried (4-0) with Commissioner Booth absent.

Appointments:

Region I Advisory Council

Chairman Lankford polled the Board regarding the nomination of Jim Carlin which was made at the January 10th meeting to serve on the Region I Advisory Council:

- Commissioner Walker – Jim Carlin
- Commissioner Jones – Jim Carlin
- Vice Chairman Inman – Jim Carlin
- Chairman Lankford – Jim Carlin
- Commissioner Booth – absent

Chairman Lankford noted the Board had approved Jim Carlin to serve on the Region I Advisory Council.

Firemen’s Relief Fund – Board of Directors

Chairman Lankford polled the Board regarding the following nominations to serve each designated fire department which were made at the January 10th meeting:

Department	Recommendations
Danbury Vol. Fire Department	Norman Scott
Double Creek Vol. Fire Department	Tom Tilley
Francisco Vol. Fire Department	Atherton Jessup
Lawsonville Vol. Fire Department	Ronnie Mabe
Northeast Stokes Vol. Fire Department	Gary Wilkins
Pinnacle Vol. Fire Department	Travis Sink
Sauratown Vol. Fire Department	Randall Smith
South Stokes Vol. Fire Department	Bobby Boles
Stokes Rockingham Vol. Fire Department	Libby Paris
Walnut Cove Vol. Fire Department	James Teague

- Commissioner Jones – all nominations presented Chairman Lankford
- Vice Chairman Inman – all nominations presented Chairman Lankford
- Chairman Lankford – all nominations presented Chairman Lankford
- Chairman Walker – all nominations presented Chairman Lankford
- Commissioner Booth – absent

Chairman Lankford noted the Board had approved the following re-appointment/appointments to serve on the Firemen’s Relief Fund – Board of Directors for each designated fire department:

Department	Recommendations
Danbury Vol. Fire Department	Norman Scott
Double Creek Vol. Fire Department	Tom Tilley
Francisco Vol. Fire Department	Atherton Jessup
Lawsonville Vol. Fire Department	Ronnie Mabe
Northeast Stokes Vol. Fire Department	Gary Wilkins
Pinnacle Vol. Fire Department	Travis Sink
Sauratown Vol. Fire Department	Randall Smith
South Stokes Vol. Fire Department	Bobby Boles
Stokes Rockingham Vol. Fire Department	Libby Paris
Walnut Cove Vol. Fire Department	James Teague

Job Vacancies

Chairman Lankford entertained a motion.

Vice Chairman Inman moved to approve to advertise and fill the following:

- o Sheriff’s Department – Patrol Sergeant
- o District Resource Center – Office Assistant III

Commissioner Jones seconded and the motion carried (4-0) with Commissioner Booth absent.

Proposed Resolution – Retiring Law Enforcement Officer

Chairman Lankford entertained a motion.

Commissioner Walker moved to approve the following Resolution for retiring Lieutenant Benny Hill submitted at today’s meeting:

**Resolution authorizing sale of County issued service side arm:
(North Carolina General Statute 20-187.2.A)**

WHEREAS, Lieutenant of Patrol, Benny Hill is retiring from the Stokes County Sheriff’s Department on January 31, 2011; and

WHEREAS, Lieutenant of Patrol, Benny Hill has been a dedicated law enforcement officer to the citizens of Stokes County for 30 years; and

WHEREAS, North Carolina General Statute 20-187.2 (a), permits Stokes County to donate the badge worn at no cost, and to the sell service issued side arm to retiring law enforcement officers, at a price determined by the Board of Commissioners; and

THEREFORE, THE BOARD OF COMMISSIONERS OF STOKES COUNTY RESOLVES THAT:

3. The Sheriff of Stokes County is authorized to present to Lieutenant of Patrol, Benny Hill his Stokes County Sheriff’s Department issued badge at no cost.
4. The Sheriff of Stokes County is also authorized to sell a Beretta Model 90-two, 40-caliber pistol, serial number TY04943 at a set price of \$1.00 to Lieutenant of Patrol, Benny Hill after securing a permit as required by North Carolina General Statute 14-402 or 14-409.

Adopted this the 24th day of January 2011.

Ernest Lankford- Chairman

J. Leon Inman – Vice Chairman

Jimmy Walker - Commissioner

Ronda Jones - Commissioner

James Booth - Commissioner

Attest

Darlene Bullins – Clerk to the Board

Commissioner Jones seconded and the motion carried (4-0) with Commissioner Booth

absent.

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).

Vice Chairman Inman seconded and the motion carried (4-0) with Commissioner Booth

absent.

The Board re-entered the regular session of the January 24th meeting.

Health Department Request- Interim Health Director

Chairman Lankford entertained a motion.

Vice Chairman Inman moved to authorize the suggested salary of the Interim Health Director Doris Petree at \$25.00 per hour. Commissioner Jones seconded and the motion carried (4-0) with Commissioner Booth absent.

Moratock Park Shelter

Chairman Lankford noted that he recently received a call from Kenneth Mabe requesting that his father's name, Gordon Mabe, be placed on the Moratock Picnic Shelter.

Clerk Darlene Bullins provided the Board with the following information:

- Mr. Mabe had worked as a part time park attendant at Moratock Park for 18+ years
- Upper shelter has already been renamed "The Marion James Picnic Shelter", which was requested by former Public Buildings Director Jay Kinney and approved by the Board several years ago
- Mr. Mabe worked under Mr. James

The Board discussed the item.

Chairman Lankford stated that Mr. Mabe was requesting a plaque in honor of his father.

The Board agreed that a plaque could be placed at the shelter in honor or appreciation of Mr. Mabe's service to Stokes County.

Chairman Lankford stated that he would inform Mr. Mabe of the Board's decision.

Adjournment

There being no further business to come before the Board, Chairman Lankford recessed the meeting to Tuesday, February 2, 2011 at 2:00 pm.

Darlene M. Bullins
Clerk to the Board

Ernest Lankford
Chairman