

STATE OF NORTH CAROLINA)
)
COUNTY OF STOKES)
)

OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
NOVEMBER 28, 2011

The Board of Commissioners of the County of Stokes, State of North Carolina, met for a regular session in the Commissioners' Chambers of the Ronald Wilson Reagan Memorial Building (Administration Building) located in Danbury, North Carolina on Monday, November 28, 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:
County Manager Richard D. Morris
Clerk to the Board Darlene Bullins
Finance Director Julia Edwards
DSS Director Kristy Preston

Chairman Ernest Lankford called the meeting to order.

Chairman Lankford stated that Commissioner Booth would not be attending tonight's meeting due to a death in his family.

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

- "If thine enemy be hungry, give him bread to eat; and if he be thirsty, give him water to drink"

Vice Chairman Inman 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 in the Pledge of Allegiance.

GENERAL GOVERNMENT – GOVERNING BODY – APPROVAL OF AGENDA

Chairman Lankford entertained a motion to approve or amend the November 28, 2011 Agenda.

Commissioner Jones moved to approve the November 28th Agenda as presented.

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

PUBLIC COMMENTS

The following spoke during Public Comments:

Sheriff Mike Marshall

Re: “Break-Ins”

Sheriff Mike Marshall noted the following regarding the recent “break-ins” in the County:

- Have had multiple “break-ins” in the King, Pinnacle, and Germanton areas
- Investigators of the Sheriff’s Department have been working long hours and did multiple search warrants last week
- Have recovered some of the stolen property
- Have drawn warrants on seven suspects with one already in custody
- Others that were identified have not been located – residences are vacant, living in homeless shelters, some with more than one address, no addresses, etc.
- Working with Surry County Sheriff’s Department, Forsyth County Sheriff’s Department and Winston Salem Police Department
- Currently have three different groups doing the “break-ins” in Stokes and Surry Counties
- Have a place ready next door (Stokes County Jail)

The Board expressed appreciation to Sheriff Marshall for the update.

CONSENT AGENDA

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

Minutes

- Minutes of November 14, 2011

Social Services - Budget Amendment #33

Finance Director Julia Edwards submitted Budget Amendment #33.

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 Department				
100.5310.030	Salaries & Wages Contract	\$27,728.00	\$24,500.00	\$52,228.00
100.5410.002	TANF Emergency Assistance	\$240,000.00	\$(20,000.00)	\$220,000.00
100.5430.000	State Foster Home Benefit	<u>\$414,360.00</u>	<u>\$(4,500.00)</u>	<u>\$409,860.00</u>
	Totals	\$682,088.00	\$00.00	\$682,088.00

This budget amendment is justified as follows:

These are two contract positions, one is being reimbursed 100% through TANF Funding, the other position is being reimbursed 100% through State Foster Home Funding.

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.

Social Services Department - 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
Social Services Department				
100.5310.180	Professional Services	<u>\$113,775.00</u>	<u>\$10,800.00</u>	<u>\$124,575.00</u>
	Totals	\$113,775.00	\$10,800.00	\$124,575.00

This budget amendment is justified as follows:

This is a contract position being paid as a professional to manage the SA-In Home caseload. This will be paid out of At-Risk Case Management revenues and CAP-DA revenues.

This will result in a net increase of \$10,800.00 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
100.3540.421	Medicaid Claims Case Management	\$30,000.00	\$9,720.00	\$39,720.00
100.3540.420	DSS Medicaid Claim CAP-DA	<u>\$200,000.00</u>	<u>\$1,080.00</u>	<u>\$201,080.00</u>
	Totals	\$230,000.00	\$10,800.00	\$240,800.00

Social Services 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
	Social Services Department			
100.5310.083	CAP-C and CAP – DA	<u>\$33,000.00</u>	<u>\$5,000.00</u>	<u>\$38,000.00</u>
	Totals	\$33,000.00	\$5,000.00	\$38,000.00

This budget amendment is justified as follows:

This is a contract position with two people to provide case management for the CAP-C and CAP-DA caseloads. This is 100% reimbursed through Medicaid Funding.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
100.3540.420	DSS Medicaid Claim CAP-DA	<u>\$200,000.00</u>	<u>\$5,000.00</u>	<u>\$205,000.00</u>
	Totals	\$200,000.00	\$5,000.00	\$205,000.00

Social Services 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
Social Services Department				
100.5310.000	Salaries & Wages	\$1,739,954.00	\$(2,065.00)	\$1,737,889.00
100.5310.030	Salaries & Wages-Contract	<u>\$27,728.00</u>	<u>\$2,065.00</u>	<u>\$29,793.00</u>
	Totals	\$1,767,682.00	\$00.00	\$1,767,682.00

This budget amendment is justified as follows:

DSS is in need of a contract employee to work in the Adult Medicaid Unit for a short term project to complete the necessary paperwork associated with the upcoming cost of living adjustment being implemented by the Social Security Administration to be effective 01-01-2012. Contracting with an individual will enable DSS to process these changes by the December 23, 2011 deadline without incurring the costs associated with our regular employees working overtime. The Adult Medicaid Unit has experienced a significant amount of turnover in recent months and there are sufficient lapsed salaries to cover the cost of this contract.

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 #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				
100.4310.260	Department Supplies	<u>\$26,449.00</u>	<u>\$2,374.00</u>	<u>\$28,823.00</u>
	Totals	\$26,449.00	\$2,374.00	\$28,823.00

This budget amendment is justified as follows:

To appropriate funds to purchase Deputy notebooks and accessories and for the Children's Christmas Fund along with extra cost on Sheriff Mugs that have already been purchased per Finance Director Edwards. No county funding

This will result in a net increase of \$2,374.00 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	Calendar Fund	\$4,419.00	\$2,374.00	\$6,793.00
	Totals	\$4,419.00	\$2,374.00	\$6,793.00

Sheriff's 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			
100.4310.520	Drug Operations	\$15,000.00	\$849.00	\$15,849.00
	Totals	\$15,000.00	\$849.00	\$15,849.00

This budget amendment is justified as follows:

To appropriate funds to clean up Meth Lab.

This will result in a net increase of \$849.00 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
100.3301.411	Federal Fines & Forfeitures	\$7,130.00	\$849.00	\$7,979.00
	Totals	\$7,130.00	\$849.00	\$7,979.00

Health Department - Budget Amendment #39

Finance Director Julia Edwards submitted Budget Amendment #39.

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	\$15,680.00	\$1,000.00	\$16,680.00
100.5100.311	Employee Training	\$11,500.00	\$750.00	\$12,250.00
	Totals	\$27,180.00	\$1,750.00	\$28,930.00

This budget amendment is justified as follows:

To appropriate and transfer funds for the Health Department's Quality Improvement Project. This funding comes from NC Public Health and was deposited on November 22, 2011 and will be used for training in NC's Public Health QI Program and also purchase the supplies needed for the designated project.

This will result in a net increase of \$1,750.00 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
100.3839.006	Health-Misc. Revenue	\$55,000.00	\$1,750.00	\$56,750.00
	Totals	\$55,000.00	\$1,750.00	\$56,750.00

Solid Waste Department - Budget Amendment #40

Finance Director Julia Edwards submitted Budget Amendment #40

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 Waste Department			
100.4720.353	Maint. & Repairs-Site	\$20,000.00	\$1,990.00	\$21,990.00
	Totals	\$20,000.00	\$1,990.00	\$21,990.00

This budget amendment is justified as follows:

To appropriate insurance claim funds due to a break-in at the Solid Waste Site.

This will result in a net increase of \$1,990.00 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
100.3839.850	Insurance Claims	\$945.00	\$1,990.00	\$2,935.00
	Totals	\$945.00	\$1,990.00	\$2,935.00

Tax Administration Report – October 2011

Real and Personal Releases More than \$100

Tax Administrator Jake Oakley presented the following Real and Personal Property Releases (October 2011) which are more than \$100 at the November 14th meeting with a request for approval at the November 28th meeting:

Releases (Real and Personal Property) More than \$100–October 2011-Per NCGS 105-381 (b)

Palma/Doris Covington	11A690500350201	\$329.24	Late AP – Elderly Exempt
Sarah Withers	11A699305180703	\$176.25	Late AP - Elderly Exempt
Deeann M Hampton	11A155906355.07	\$101.37	SWMH Double Listed
	10A155906355.07	\$104.38	SWMH Double Listed
Elizabeth Orr	11A697800215502	<u>\$151.58</u>	Correction of Appraisal
	Total Amount	\$862.82	

Real and Personal Refunds More than \$100

Tax Administrator Jake Oakley presented the following Real and Personal Property Refunds (October 2011) which are more than \$100 at the November 14th meeting with a request for approval at the November 28th meeting:

Refunds (Real and Personal Property) More than \$100–October 2011-Per NCGS 105-381 (b)

Lillian Johnson*	11A690213031372	\$504.92	Late AP - Elderly Exempt
David J. Gore/	11A598101282398	<u>\$308.79</u>	Late AP - Elderly Exempt
Benjamin Harrison	Total Amount	\$813.71	

*This refund had been approved as a release, but the release had not been closed. The taxpayer paid the bill. The refund has already been forwarded based upon prior commissioner approval of the release.

Late Application for Elderly and Disabled Exemption for 2011

Tax Administrator Jake Oakley submitted the following Late Application for Elderly and Disabled Exemption for 2011 at the November 14th meeting with a request for approval at the November 28th meeting:

Tax Payer	Parcel #	Tax Value
Carol E. Moore	6903-03-02-4526	\$219,900

Write Off on Personal Property

Tax Administrator Jake Oakley submitted the following Write Offs for Personal Property owned by Tommy Thurman Cline at the November 14th meeting with a request for approval at the November 28th meeting:

- 96A1996000842 = \$138.85
- 98A1998004792 = \$186.64
- 99A1999025362 = \$199.57
- 00A2000009298 = \$201.66
- 01A2001004936 = \$251.45

Proposed Resolutions – Designation for Review Officers

Tax Administrator Jake Oakley submitted the following proposed Resolutions for Designation of Review Officers for Gregory Alan Hunsucker and Kristie R. Anderson at the November 14th meeting with a request for approval at the November 28th meeting:

COUNTY OF STOKES)	
)	RESOLUTION DESIGNATING
State of North Carolina)	REVIEW OFFICER

WHEREAS, Effective October 1, 1997, there will be a significant change in the procedure for recording maps and plats; and

WHEREAS, Senate Bill 875 has stipulated that the responsibility for reviewing plats be transferred from the Register of Deeds to a Review Officer to determine whether they meet recording requirements; and

WHEREAS, Mrs. Kristie R. Anderson is a certified mapper and is very knowledgeable in this area;

NOW, THEREFORE BE IT RESOLVED, Mrs. Kristie R. Anderson shall serve as Review Officer, reviewing each plat before it is recorded and certifies that it meets the statutory requirements for recording.

ADOPTED, this the ____th day of November, ____

Ernest Lankford – Chairman

J. Leon Inman – Vice Chairman

November 28, 2011

Jimmy Walker – Commissioner

Ronda Jones – Commissioner

James D. Booth – Commissioner

Attest:

Darlene M. Bullins – Clerk of the Board

COUNTY OF STOKES)	
)	
State of North Carolina)	RESOLUTION DESIGNATING REVIEW OFFICER

WHEREAS, Effective October 1, 1997, there will be a significant change in the procedure for recording maps and plats; and

WHEREAS, Senate Bill 875 has stipulated that the responsibility for reviewing plats be transferred from the Register of Deeds to a Review Officer to determine whether they meet recording requirements; and

WHEREAS, Mr. Gregory Alan Hunsucker is a certified mapper and is very knowledgeable in this area;

NOW, THEREFORE BE IT RESOLVED, Mr. Gregory Alan Hunsucker shall serve as Review Officer, reviewing each plat before it is recorded and certifies that it meets the statutory requirements for recording.

ADOPTED, this the ____th day of November, ____

Ernest Lankford – Chairman

J. Leon Inman – Vice Chairman

Jimmy Walker – Commissioner

Ronda Jones – Commissioner

James D. Booth – Commissioner

Attest:

Darlene M. Bullins – Clerk of the Board

Motor Vehicle Appeal

Tax Administrator Jake Oakley submitted the following Motor Vehicle Appeal from Mr. Charles Whitt at the November 14th meeting with a request for denial at the November 28th

November 28, 2011

meeting:

- Appeal from Mr. Charles Deston Whitt, King, NC
- Requesting a reduction to \$55,738 (per bill of sale) on a 2011 Chevrolet Corvette
- Request the BOCC deny the request and uphold the assigned value of \$60,510

**E911 Communications – Request to Purchase Software
Budget Amendment #41**

County Manager Rick Morris presented information regarding the CritiCall software for Stokes County Emergency Communications at the November 14th meeting with a request for approval to purchase software (\$2,215.00) at the November 28th meeting.

E911 - Budget Amendment #41

County Manager Rick Morris provided the Budget Amendment #41 for the Board's approval to purchase CritiCall software:

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 Communications				
100.4325.000	Salaries and Wages	\$361,430.00	\$(2,215.00)	\$358,828.00
100.4325.511	Equipment – Non Capitalized	<u>\$00.00</u>	<u>\$2,215.00</u>	<u>\$2,215.00</u>
	Totals	\$361,043.00	\$00.00	\$361,043.00

This budget amendment is justified as follows:

To transfer funds from lapsed salaries to purchase software to be used for screening applicants for Telecommunicator positions.

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.

Proposed 2012 Commissioners' Calendar

Clerk Darlene Bullins presented the following proposed 2012 Commissioners' Calendar at the November 14th meeting with a request for approval at the November 28th meeting:

PUBLIC NOTICE

2012 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 9, 2012
February 13, 2012
March 12, 2012
April 10, 2012*
May 14, 2012
June 11, 2012
July 9, 2012
August 13, 2012
September 10, 2012
October 8, 2012
November 13, 2012***
December 10, 2012

January 23, 2012
February 27, 2012
March 26, 2012
April 23, 2012
May 29, 2012**
June 25, 2012
July 23, 2012
August 27, 2012
September 24, 2012
October 22, 2012
November 26, 2012
December 26, 2012****

*May 28th Meeting changed to Tuesday, May 29th (Due to Holiday)

**April 9th Meeting changed to Tuesday, April 10th (Due to Holiday)

***November 12th Meeting changed to Tuesday, November 13th (Due to Holiday)

****December 24th Meeting changed to Wednesday, December 26th (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 7, 2012 (as needed)
April 3, 2012 (as needed)
June 5, 2012 (as needed)
August 7, 2012 (as needed)
October 2, 2012 (as needed)
December 4, 2012 (as needed)

Stokes County League of Governments – 6:30 pm
Meeting with Town of Danbury, Town of Walnut Cove, City of King & Stokes County
January 12, 2012 – Town of Walnut Cove
April 19, 2012 – Town of Danbury
July 19, 2012 – City of King
October 4, 2012 – 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

Vice Chairman Inman moved to approve the Consent Agenda as presented.

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

GENERAL GOVERNMENT – GOVERNING BODY – INFORMATION AGENDA

Update – Manager and Board of Commissioners

There were no comments from the manager and the Board of Commissioners.

DSS Annual Report (2010-2011)

DSS Kristy Preston presented the following 2010-11 Annual Report:

- Very proud of the DSS Staff for the work done to provide needed services to the citizens of Stokes County
- With the current economy, the need for services continues to increase
- Reiterated the daily dedication of the DSS staff
- Food Stamps applications are currently not increasing as rapidly as during the past 6 months, but are still continuing to increase
- Department is seeing more first time users, people who have never had to apply for Food Stamps or use DSS services
- Low Energy Assistance Program starts December 1st - \$44,000 decrease this year in funding – First population served will be households where all members are sixty and above or families that are receiving some type of assistance from Division of Adult and Aging Services

Commissioner Jones noted that 55% of the DSS budget is earmarked for Food Stamps and feels efforts need to be made to help feed our communities.

Commissioner Walker, DSS Board Member, confirmed with DSS Director Preston that even though times were tough, staff was making it work.

Chairman Lankford confirmed with DSS Director Preston that Food Stamp recipients were not going to be allowed to start using Food Stamps at fast food restaurants.

DSS Director Preston noted the Food Stamps rules are very strict and designed to help families supplement their nutrition through items at the grocery store that they prepare themselves and that Food Stamp workers encourage recipients to buy local.

Commissioner Jones noted that without the federal dollars for Food Stamps, the County

would need a 27 cents tax increase to provide the amount of Food Stamps issued in 2010-11.

Chairman Lankford expressed the Board's appreciation for the continued effort made by DSS to provide the needed services to the citizens of Stokes County.

GENERAL GOVERNMENT – GOVERNING BODY – DISCUSSION AGENDA

DSS – Proposed Staff Reorganization/Reclassifications

County Manager Rick Morris noted the following regarding the DSS proposed Staff Reorganization/Reclassifications:

- From my observation, DSS Director Preston has been analyzing the organization since her take over and has been trying to improve the efficiency whenever possible
- Has been working with Danny Stovall to improve the answering system for DSS
- Has been working to be proactive with NCFAS
- Has seen an opportunity with the vacant Day Care Coordinator to implement a plan to save county dollars and provide additional supervision

DSS Director Kristy Preston presented the following information regarding the DSS – Proposed Staff Reorganization/Reclassifications:

- On June 29, 2011, the DSS Board approved a Strategic Plan for 2011-12
- Two core components of the approved Strategic Plan were to strengthen agency supervision and to reconsider the organizational structure of the agency with an end goal of improving the agency's efficiency
- As a result of work completed towards achieving the goals as defined in the Strategic Plan, DSS requests the Board of Commissioners consider a reclassification of three positions
- Day Care Coordinator
 - Position is currently vacant
 - Requesting to reclassify from its current salary grade of 68 to an Income Maintenance Caseworker III –salary grade 65
 - Decrease of approximately \$3,124 per year in the agency's overall budget
 - Position is funded entirely with state and federal dollars
 - State is in the process of changing the duties of this position
 - With consultation with Office of State Personnel, feel the duties are more closely aligned with those of an Income Maintenance Caseworker
 - Can't wait for the next budget cycle due to the position is currently vacant and it is more efficient to change the salary grade before someone is hired
 - Position manages the agency's caseload of working families who are receiving subsidized child care payments to support their employment (approximately 300 children)

- There is no other position in the agency that performs this function or could absorb 100% of this position's assigned duties
- Income Maintenance Supervisor I
 - Requesting an Income Maintenance Supervisor I position (salary grade 65) be reclassified to an Income Maintenance Supervisor II (salary grade 67)
 - Net increase to the agency's budget of \$1,534 which will be offset by the decrease to the agency's budget as a result of reclassifying the Day Care Coordinator position
 - Position is funded entirely by federal and state funds
 - Agency is in the midst of some internal reorganization and anticipate the person in the IMC Supervisor I position to be supervising an additional income maintenance unit
 - Current position supervises two Income Maintenance Units, Family Children's Medicaid and Work First
 - Per Office of State Personnel, a worker who supervises two or fewer income Maintenance programs should be classified as and IM Supervisor I
 - Adult Medicaid will be added to this unit if the reclassification is approved
 - Per Office of State Personnel, a worker who supervises multiple program areas, should be classified as an IM Supervisor II
 - DSS Agency is currently preparing for NCFAST, an automated program at the state level aimed at increasing efficiency within our eligibility programs (Food Stamps, Family/Children's Medicaid, Adult Medicaid, and Work First)
 - NCFAST is anticipated to fully automate all of the Income Maintenance programs
 - Stokes County's anticipated "go-live" date is September 10, 2012 for Phase I
 - DSS's current goal is to be organized in such a way as to be able to fully take advantage of the improved efficiencies that NCFAST will provide
- Social Worker III
 - Requesting a Social Worker III position (salary grade 69) be reclassified to a Social Work Supervisor II position (salary grade 70)
 - Net increase to the agency's overall budget of \$1,230 which can be offset by the decrease to the agency's budget as a result of reclassifying the Day Care Coordinator
 - Due to percentage calculations used to determine the funding source for this position, the proposed change will actually result in a savings of approximately \$2,318 in county dollars to the agency's budget
 - Very serious concerns have developed over the recent months about the lack of supervisors within our Adult Services Unit
 - As the population in NC and in Stokes County, ages, workers have seen caseloads increase and do not anticipate the trend to reverse in coming years
 - NC Division of Aging and Adult Services recommends a supervisor to worker ratio of 1:5 in Adult Services which is in line with recommendations for Child Protective Services where the supervisor to worker ratio is 1:5
 - Due to the intense nature of the work, workers need their supervisor to be accessible at all times

- Currently, there is one supervisor for Adult Services who manages a total of 8 full time Adult Services staff along with five contract employees and is responsible for two additional units
- Overall, has 22 direct reports, which severely limits her ability to be accessible at all times to staff who require intense supervision due to the nature of their work
- Reclassification will ease the strain on the current Social Work Supervisor III and will get DSS closer to the mark of a supervisor to worker ratio of 1:5
- Anticipate that the new supervisor will supervise a unit of 7 workers and will continue to maintain 50-75% of the current caseload
- Currently, one Social Worker in Adult Services provides assistance to the Day Care Coordinator, with the anticipated change in duties, the Social Worker will take over some of the duties of the Social Worker III, enabling her to free up some time for the supervisory responsibilities
- In Summary, the proposed reclassifications presented are the result of hours of research conducted by staff which will achieve the following:
 - Improve the ability to serve the citizens of Stokes County
 - Improve efficiencies within our agency
 - Decrease the overall operating budget for the agency
 - Decrease the county dollars required to operate the agency
- With the vacant Day Care Coordinator position, staff feels this is the perfect window of opportunity to make some changes that will be a great benefit to staff and the public that is served along with saving county dollars

Commissioner Walker confirmed with DSS Director Preston that the request would have an overall budget savings along with county savings.

Vice Chairman Inman noted the four points that would be achieved with the reclassifications:

- Improve the ability to serve the citizens of Stokes County
- Improve efficiencies within our agency
- Decrease the overall operating budget for the agency
- Decrease the county dollars required to operate the agency

Commissioner Jones had no issues with the request and felt it was a very thought out plan.

Chairman Lankford questioned the 1:5 supervisor/worker ratio in a society today that seems to be cutting management and increasing supervisory/worker ratios.

DSS Director Preston noted that this 1:5 supervisor/worker ratio is only for Adult and Child Protective Services which has positions that are more intensive and require a greater degree

of supervision. These positions make decisions on whether to remove a child or an adult from the home; every decision made must be discussed with a supervisor.

Chairman Lankford stated that he felt due to this being a budgetary/reorganization item, there is a need to place the item back on the December 12th Discussion Agenda in order to allow Commissioner Booth discussion with the entire Board.

Commissioner Walker confirmed with DSS Director Preston there was an urgent need to fill the Day Care Coordinator and suggested placing the item on the Action Agenda which would allow Commissioner Booth time to discuss the item before voting.

The Board discussed placing the item on Discussion/Action Agenda for the December 12th meeting.

Vice Chairman Inman and Commissioner Jones had no issues with placing the item on the Discussion Agenda as long as the item could be moved to the Action Agenda.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the December 12th Action Agenda.

Community Child Protection Team and Child Fatality Prevention Team Merger

DSS Director Preston noted the following regarding the proposed Community Child Protection Team and Child Fatality Prevention Team merger:

- Request the merger of the Community Child Protection Team and Child Fatality Prevention Team to be effective January 2012
- Community Child Protection Team has been operated by DSS since the early 1990's
- Stokes Family Health Center has taken the lead on the Child Fatality Prevention Team
- Have discussed the merger with Health Director Scott Lenhart who agrees that a merger is an excellent idea
- NCGS 7B-1406 requires that Community Child Protection Teams be established in every county and further requires that if a Community Child Protection Team chooses not to review child fatalities, a separate Child Fatality Prevention Team must be established which was done in Stokes County

- Many team members serve on both groups and believe that a combination meeting will increase the efficiency and better serve the citizens of the community as the challenging task of reviewing child protection issues and child fatalities is done
- Board of Commissioners will be responsible for appointing members to only one committee and will receive only one combined annual report
- Will continue to meet quarterly
- Health Director Lenhart and DSS Director Preston see no reason why the joint effort will not be successful

The Board had no issues with merging the two teams and felt it was a great idea.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the December 12th Action Agenda.

Employee Evaluation System

County Manager Rick Morris presented the following information regarding the proposed Employee Evaluation System:

- Have been implementing a personnel evaluation system for County employees
- First evaluation form will be completed in December 2012
- Have discussed the system with department heads who have no issues
- The Board will need to participate for the following employees:
 - Darlene Bullins, Clerk to the Board
 - Rick Morris, County Manager
 - Jake Oakley, Tax Administrator
 - Julia Edwards, Finance Director
- Have met or have scheduled a meeting with individual departments' Boards: DSS, Health, Soil/Water, Arts Council, Elections
- Not an overly burdensome system administratively
- Part I – Personnel Evaluation Report Support Form is completed first, (December 2011)
- Part I requires the supervisor to have a face to face discussion with each employee in order to determine and agree on the employee's major performance objectives
- The employee will know what is expected of him/her
- After the first six months, the supervisor and employee meet again to discuss the objectives to make sure the employee is on the right track
- At the end of the next six months, the employee will list his/her significant accomplishments which will be turned into the supervisor for rating
- The supervisor will complete the Evaluation Report
- The same events will then start over for the next year
- Board will need to meet in Closed Session to discuss the objectives with the four named individuals
- System forces the supervisors to not inflate the form in order to make sure those employees who exceed job requirements are noted

- Can be used for promotions
- Could be used for merit purposes at later times
- Sheriff Mike Marshall confirmed that he will use the system for his employees

The Board discussed the proposed Personnel Evaluation System with Manager Morris.

Commissioner Jones had no issues with the system.

Vice Chairman Inman had no issues with the system and feels the system will definitely inform the employee what is expected and also make sure the supervisor knows what his/her employees are accomplishing.

Commissioner Walker stated that he felt that only one person reports to the Board directly – the manager and it would be up to the manager to do the other four evaluations.

Commissioner Walker also noted that he would like more time to process the evaluation forms/system.

Commissioner Walker stressed the importance of having a merit system to be able to award the good employees.

Manager Morris noted that he had no issues with doing the other evaluations at the Board's direction.

Chairman Lankford noted the need to make sure the entire Board has had discussion on the issue and suggested placing the item back on the Discussion Agenda for the December 12th meeting in order allow Commissioner Booth to have discussion with the full Board.

The Board had no issues placing the item back on the Discussion Agenda for the December 12th meeting.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the December 12th Discussion Agenda.

Delta Alert System – Proposed Policy

County Manager Rick Morris presented the following information regarding the Delta Alert System:

- Health Department purchased the Delta Alert System through a grant
- System allows an individual to send out a message to approximately 30,000 citizens at one time
- System was recently used to notify citizens of upcoming flu vaccine clinics
- Staff has drafted a policy to ensure the system is used for what it is designed for
- Would be only a few authorized users:
 - County Manager
 - Health Director
 - Health Department – Emergency Preparedness Coordinator
 - Sheriff
 - Emergency Management Director
 - ECOM Director
 - Fire Marshal
- The County Manager or his/her designee must approve all notifications before being sent, should the manager or his designee not be available, the Chairman of Board of Commissioners must approve all notifications
- If policy is approved, would suggest that an initial call be made to inform individuals about the system, what are the County's intentions, and to allow individuals to opt out of the system if so desired
- Looked into connecting to National Weather Service for possible tornado warnings, very costly, IT may be able to connect to National Weather Service at a later date
- Could possibly use for informing employees if offices are closed for bad weather
- Reiterated the need to make sure the system is used for what it is designed to be used for
- Other department heads may request access to use the system for non-emergency/public information purposes with prior approval of the county manager
- Request suggestions or comments

Proposed Policy

Delta Alert Guidelines for Use Stokes County Government Danbury, N.C.

Introduction:

Delta Alert system is a contract service that allows authorized government officials to create and distribute public information quickly and efficiently to the citizens, and employees, of Stokes County. The system can be used to send emergency or non-emergency messages within the County government or externally to local businesses and households within the county.

Use of the Delta Alert System will be limited to a small number of authorized individuals.

Goals & Uses:

- Rapid public notification in the event of a manmade or natural disaster such as a chemical spill or other catastrophic event.
- Distribution of public information that may be critical in the event of a local emergency situation such as a missing child or elderly person, public issues such as pending winter storms, adverse weather events, boil water advisories.
- Public health issues concerning the spread of diseases or illness.
- Notification of Stokes County employees when inclement weather causes delays in opening County Offices or requires emergency callback for disaster operations.
- To send useful, time-sensitive information that is beneficial to the receiver of the message and that is not a nuisance or a bother.

Messages that are personal or political in nature are strictly prohibited. Use of the Delta Alert System is for official government business and emergency communications only.

Delta Alert Database:

Authorized users can create a message and send a call to a number of people at up to three phone numbers and two-email addresses per person. This database can be created and maintained by one of two ways:

1. Delta Alert System obtains the information from telephone service providers.
2. The County obtains the information directly from a citizen who provides the information.

The Delta Alert System database is not to be shared with any other business, vendor or other government agency, and individuals can opt out of the database upon request. County employees will receive notifications only after opting in to the Delta Alert System.

The Stokes County Emergency Communications (ECOM) / Department shall be responsible for processing local requests from citizens that wish to be part of, or to opt out of, the Delta Alert System database.

Each respective department will maintain current employee contact information and assure this information is updated in a timely manner by forwarding an updated employee list to Stokes County Emergency Communications Office or Human Resources, which will be forward to Delta Alert System database.

Authorized Users:

The following positions are authorized to use the Connect-CTY system on behalf of Stokes County:

- County Manager
- Health Director
- Health Departments Emergency Preparedness Coordinator
- Sheriff
- Emergency Management Director
- ECOM Director
- Fire Marshal

The county manager or his/her designee must approve all notifications before being sent. Should the County Manager or his designee not be available the Chairman of the BOCC must approve all notifications.

Procedures for Use:

Emergency Communication and/or Notification: The County Manager or designee, Sheriff, Health Director, Emergency Mgt. Director, Fire Marshal and ECOM Director shall have the authority to create and disseminate emergency messages to responders and the public as necessary. Requests to send emergency messages should be forwarded to ECOM after approved by the county manager regardless of time of day. ECOM will create and distribute messages based upon a strict set of protocols. Emergency Messages must be coordinated between local communications centers and law enforcement agencies so as to avoid duplication and confusion. The Emergency Preparedness Coordinator for the Stokes County Health Department may disseminate public health messages as needed upon approval of the Health Director and County Manager.

Non-Emergency/Public Information: Department Heads may request access the Delta Alert System for non-emergency/public information purposes with prior approval of the county manager. The Department Head will forward the message to ECOM and then disseminate the message once it has been approved.

What the Public and Employees Need to Know:

The Public and County Employees both may opt out of notifications from the Delta Alert System by calling the following number XXX-XXXX.

For people with Caller-ID, a Delta Alert System call from Stokes County will show the following phone number (????????????). This number is an announcement line (no voicemail) that provides callers with a short message about Delta Alert and directs them to another number during normal business hours if there are any questions about the service.

For people with Call-Block, they will need to program their phone(s) to accept calls from ??????????????.

The Board discussed the proposed policy.

Commissioner Walker noted the following:

- Questioned, since it was purchased by the Health Department, should it stay in the Health Department
- Concerned that citizens might not want to be called
- Reiterated whether it should just stay in the Health Department
- Feels the Board of Health should sign off on the County using the system
- Feels the Board of Health and DSS Board should sign off using the system

Chairman Lankford agreed that common sense should be used in activating the system, but feels it could be used effectively in different issues/sections of the county.

Vice Chairman Inman noted that he feels the system could be beneficial if used properly.

Commissioner Jones noted that she feels the system would be beneficial to the citizens regarding safety issues within the county and agrees that citizens should have the opportunity to

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opt out of the system.

Chairman Lankford suggested placing the item back on the Discussion Agenda in order to have discussion with Commissioner Booth before approving the policy.

The Board had no issues placing the item back on the Discussion Agenda for the December 12th meeting.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the December 12th Discussion Agenda.

Fire Insurance Districts Boundaries – Proposed Resolution

County Manager Rick Morris noted the following regarding the proposed Resolution

Approving the Insurance Districts Boundaries in Stokes County:

- Six (6) mile Fire Insurance Districts were approved in June 2008
- Two of the districts (Rural Hall) and Walnut Cove were reported incorrectly in 2008
- Rural Hall Fire Insurance District should have been reported as Suburban Fire Insurance District
- Walnut Cove Fire Insurance District should have been reported as Southeastern Fire Insurance District
- Have consulted with the State officials and they suggested to have the Board of Commissioners approve one resolution for all districts correcting the districts

Proposed Resolution

RESOLUTION APPROVAL OF INSURANCE DISTRICTS BOUNDARIES STOKES COUNTY, NORTH CAROLINA

WHEREAS, the Stokes County Board of Commissioners has previously adopted the following Fire Districts for insurance grading purposes only; and

- **Danbury Fire Insurance District**, served by Danbury Vol. Fire Department and Rescue Squad Inc. located at 102 Old Church Road, Danbury NC 27016
- **Double Creek Insurance District**, served Double Creek Vol. Fire Department, Inc. located at 2863 HWY 268 East, Pinnacle, NC 27043
- **Francisco Fire Insurance District**, served by Francisco Vol. Fire Department, Inc. located at 7100 HWY 89 West, Westfield, NC 27053
- **King Fire Insurance District**, served by King Vol. Fire District, Inc. located at 302 West Street, King, NC 27021
- **Lawsonville Fire Insurance District**, served by Lawsonville Vol. Fire Department, Inc. located at 1013 Fire Rescue Lane, Lawsonville, NC 27022

- **Northeast Stokes Fire Insurance District**, served by Northeast Stokes Volunteer Fire Department and Rescue Squad, Inc. located at 5086 HWY 704 East, Sandy Ridge, NC 27046
- **Pilot Knob Fire Insurance District**, served by Pilot Knob Vol. Fire Department, Inc. located at 683 South Key Street, Pilot Mountain, NC 27041
- **Pinnacle Fire Insurance District**, served by Pinnacle Vol. Fire District, Inc. located at 1033 High Bridge Road, Pinnacle, NC 27043
- **Sauratown Fire Insurance District**, served by Sauratown Vol. Fire Department, Inc. located at 4475 HWY 66 South, King, NC 27021
- **South Stokes Fire Insurance District**, served by South Stokes Volunteer Fire Department, Inc. located at 4747 Flatshoals Road, Walnut Cove, NC 27052
- **Southeastern Fire Insurance District**, served by Walnut Cove Vol. Fire Department and Rescue Squad, Inc. located at 527 North Main Street, Walnut Cove, NC 27052
- **Stokes-Rockingham Fire Insurance District**, served by Stokes Rockingham Vol. Fire Department and Rescue Squad, Inc. located at the 1035 Pine Hall Road, Pine Hall, NC 27042
- **Suburban Fire Insurance District**, served by Rural Hall Volunteer Fire Department, Inc. located by 177 HWY 65 East, Rural Hall, NC 27045
- **Westfield Fire Insurance District**, served by Westfield Vol. Fire Department, Inc. located at 3386 Old Westfield Road, Westfield, NC 27053

WHEREAS, the 6 mile Fire Insurance District was approved in June 2008.

NOW, THEREFORE, BE IT RESOLVED, the **Stokes County Board of Commissioners** approves the attached maps as the official Fire Insurance Districts Boundaries for Stokes County.

Adopted this ____ day of _____, 2011.

Ernest Lankford – Chairman

J. Leon Inman – Vice Chairman

Jimmy Walker – Commissioner

Ronda Jones – Commissioner

James D. Booth – Commissioner

Attest:

Darlene M. Bullins – Clerk of the Board

The Board had no issues with the proposed resolution to approve all Fire Insurance Districts.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the December 12th Consent Agenda.

Solid Waste Purchase of Equipment

County Manager Rick Morris presented the following information regarding the purchase of equipment for Solid Waste:

- One of the two track loaders used by Solid Waste personnel at the Landfill has failed and is not economically repairable (23 years old) (cost \$60,000 at the time of purchase)
- Public Works Director Mark Delehant had solicited two repair quotes:
 - Mabe's Repair Services - \$10,000.00
 - James River Equipment - \$29,275.29
- Director Delehant is requesting to purchase a used rubber tire loader as a replacement
- Has located a used loader for \$20,000 that should last for at least 5 years based on a technical inspection from the repair technician the County normally uses
- Would be given a \$5,000 trade in allowance for the old loader
- Have \$5,000 available from White Goods Account
- Would need to take \$10,000 from Contingency to make the purchase
- The loader will switch to a wheel loader and can be used for snow removal
- Will work better than the current track loader
- Recommend the purchase of this piece of equipment in order to eliminate the need to rent loaders to keep the county's operation going

The Board discussed the purchase with Manager Morris.

Commissioner Jones confirmed that there was an adequate amount in the Contingency line item for the purchase with Finance Director Edwards.

Commissioner Walker confirmed with Manager Morris that \$5,000 is adequate for the trade in allowance.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the December 12th Action Agenda.

Appointments – Firemen's Relief Fund – Board of Trustees

County Manager Rick Morris noted that he had already provided the Board with the requested information.

There were no nominations.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the December 12th Action Agenda.

Appointments – Economic Development Commission

County Manager Rick Morris presented the following information regarding the Economic Development Commission:

- Four terms will be expiring January 2012:
 - Worth Hampton
 - Sam Hill
 - Jason Pendleton
 - Russel Slate
- All members have requested to be considered for reappointment
- Has been advertised in the Stokes News and placed on the County website

Chairman Lankford opened the floor for nominations.

Commissioner Walker nominated the following:

- Worth Hampton
- Sam Hill
- Jason Pendleton
- Russel Slate

Chairman Lankford entertained a motion to close the nominations.

Vice Chairman Inman moved to close the nominations. Commissioner Jones seconded and the motion carried (4-0) with Commissioner Booth absent.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the December 12th Action Agenda.

GENERAL GOVERNMENT – GOVERNING BODY – ACTION AGENDA

NCDOT – Proposed Secondary Road Construction Program for Fiscal Year 2011-12

Chairman Lankford entertained a motion regarding NCDOT – Proposed Secondary Road Construction Program for Fiscal Year 2011-12 which was presented at the November 14th meeting.

Commissioner Jones moved to approve the Proposed Secondary Road Construction Program for Fiscal Year 2011-12 presented by NCDOT. Commissioner Walker seconded and the motion carried (4-0) with Commissioner Booth absent.

NCDOT- Request to Abandon a Portion of SR #1703 – McAnally Road from the Secondary Road System – Proposed Resolution

Chairman Lankford entertained a motion regarding the following proposed Resolution
NCDOT- Request to Abandon a Portion of SR #1703 – McAnally Road from the Secondary Road System which was presented at the November 14th meeting:

**REQUEST FOR ABANDONMENT FROM THE STATE MAINTAINED
SECONDARY ROAD SYSTEM**

**NORTH CAROLINA
COUNTY OF STOKES**

**ROAD DESCRIPTION – Abandon A Portion of SR#1703 – McAnally Road
(per attached diagram)**

WHEREAS, the attached petition has been filed with the **Board of County Commissioners** of the **County of Stokes** requesting that the above-described road, the location of which has been indicated on the attached map, be abandoned from the Secondary Road Systems; and

WHEREAS, the **Board of County Commissioners** is of the opinion that the above described road should be abandoned from the Secondary Road System, if the abandonment is in the best interest of the public and of the Division of Highways of the Department of Transportation and Highway Safety.

NOW, THEREFORE, be it resolved by the **Board of County Commissioners** of the **County of Stokes** that the Division of Highways is hereby requested to review the above described road, and to abandon the road from the Secondary Road System if it is in the best interest of the public and the Division of Highways.

CERTIFICATE

The foregoing **Resolution** was duly adopted by the **Board of Commissioners** of the **County of Stokes** at a meeting on the 28th day of **November, 2011**, and appears on the minutes of the said Commission.

WITNESS by hand and official seal this the 28th day of **November 2011**.

**Clerk to the Board
County of Stokes**

Commissioner Walker moved to approve the Request to Abandon a Portion of SR #1703 – McAnally Road from the Secondary Road System. Commissioner Jones seconded and the motion

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carried (4-0) with Commissioner Booth absent.

NCDOT- Request to Abandon a Portion the Right of Way for SR #1703 – McAnally Road – Proposed Resolution

Chairman Lankford entertained a motion regarding the proposed Resolution to Abandon a Portion the Right of Way for SR #1703 – McAnally Road which was presented at the November 14th meeting:

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
STOKES COUNTY PROPOSING THE CLOSING OF A
PORTION OF SR#1703-McANALLY ROAD**

WHEREAS, it is the intent of the Stokes County Board of Commissioners to close a portion of SR#1703 - McAnally Road, and

WHEREAS, pursuant to N.C.G.S. 153A-241, the Stokes County Board of Commissioners will hold a Public Hearing regarding the closing of a portion of SR#1703 - McAnally Road on Tuesday, December 27, 2011 at its regular scheduled meeting; and

WHEREAS, pursuant to N.C.G.S. 153A-241, the notice of the Public Hearing will be advertised in the Stokes News for three successive weeks – December 1st, December 8th, and December 15, 2011; and

WHEREAS, pursuant to N.C.G.S. 153A-241, the notice of closing and public hearing will be prominently posted in at least two places along the road; and

WHEREAS, pursuant to N.C.G.S. 153A-241, a copy of the Resolution will be sent by certified mail to each owner (if applicable) as shown on the county tax records of property adjoining the public road; and

WHEREAS, the sole property owners petitioned to abandon approximately 2,746' along their property only from the Secondary Road System prior to this Resolution on October 10, 2011; and

WHEREAS, a portion of the SR#1703 - McAnally Road has already been petitioned by the North Carolina Department of Transportation and approved by the Stokes County Board of Commissioners on November 28, 2011 to be removed from the Secondary Road System; and

WHEREAS, the closing SR#1703 - McAnally Road does not affect any other property owner.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of the County of Stokes that since the State will not maintain the abandoned portion of SR #1703 - McAnally Road and the closing of the said portion of the road does not affect any other property owner, the portion of SR #1703 - McAnally Road will be considered by the Board of Commissioners to be closed pursuant to N.C.G.S. 153A-241.

Adopted this, the 28th day of November 28, 2011.

WITNESS, my hand and official seal this the 28th day of November, 2011.

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 Request to Abandon a Portion the Right of Way for SR #1703 – McAnally Road. Commissioner Walker seconded and the motion carried (4-0) with Commissioner Booth absent.

Northwestern Regional Library Contract – Proposed Amendments

Chairman Lankford entertained a motion regarding the following Northwestern Regional Library Contract – Proposed Amendments which was presented at the November 14th meeting:

Northwestern Regional Library Contract

The Boards of County Commissioners of Alleghany, Stokes, Surry and Yadkin Counties pursuant to G.S. 153A-270 and G.S. 160A, **Article 20**, hereby enter into this Agreement for the joint operation of the Northwestern Regional Library, a multi-county library system, to provide public library service to the residents of said counties by unifying the administration of the participating libraries, providing professional library specialists, cooperating in the selection of books and other materials, and crossing county lines for the benefit of all.

This Agreement shall be in effect as of the first day of the month following the date which all of the local units of government have ratified it by resolution **recorded** in their minutes and after the acceptance hereof by the Northwestern Regional Library and shall continue in effect until amended or terminated as hereinafter set forth in this Agreement.

A municipality within a county participating in this Agreement may contract with the Northwestern Regional Library for the operation of its public library under financial terms mutually agreed to by the Northwestern Regional Library Board of Trustees and as approved by the County Board of Commissioners and the municipal governing body.

The Northwestern Regional Library system, headquartered at the Elkin Public Library in Surry County, will be governed by the Northwestern Regional Library Board of Trustees. Members of the Regional Library Board of Trustees shall be appointed by the Boards of County Commissioners as follows:

- a. The Northwestern Regional Library Board of Trustees shall consist of thirteen (13) persons, three (3) each appointed from the local library boards by the Boards of County Commissioners of Alleghany, Stokes and Yadkin Counties, and one (1) each representing the four municipal

libraries in Surry County: The Dobson Community Library, The Charles H. Stone Memorial Library, The Mount Airy Public Library and the Elkin Public Library appointed by the Surry County Commissioners upon the recommendations of the Town Boards of Commissioners of Mount Airy, Elkin, Pilot Mountain and Dobson. Each appointed member shall reside in the county which they represent.

- b. Terms of membership shall be for six (6) years with the terms of one (1) member from each County expiring every two years, except that the terms of membership of the members from Elkin and Mount Airy shall expire at the same time. Terms shall run concurrent with the fiscal year (July 1 – June 30). The same person may serve two consecutive full terms. Board members who are appointed to fill unexpired terms are eligible to be appointed to one (1) additional full term. If the new member is fulfilling an unexpired term for less than 36 months, that member is eligible to serve two consecutive full terms. All Board Members shall serve until their successors have been appointed. In case of a vacancy on the Board, however caused, the County Commissioners shall appoint a new member to serve the remainder of the unexpired term. One Commissioner from each County may be appointed to serve on the Board.
- c. Any trustee missing three (3) consecutive board meetings, **exempting County Commissioners**, shall be considered to have resigned, and the County Commissioners shall appoint a new member to serve the remainder of the unexpired term upon notification by the Chairman of the Northwestern Regional Library Board of Trustees.

All Boards of County Commissioners hereby delegate to the Northwestern Regional Library Board of Trustees the following powers and duties:

- 1) To adopt such bylaws, rules and regulations for its own guidance and for the government of the library as may be necessary and in conformity with law; **the Board shall be delegated the power to assure compliance with all applicable State and Federal law and eligibility requirements for the receipt of State and Federal funds.**
- 2) To elect a chairman, vice-chairman, and **Secretary** and such other officers as it shall deem necessary;
- 3) **The Board shall be delegated the power to appoint a Regional Director and delegate to that person executive powers.** The Regional Director of library services must possess a Masters of Library Science Degree from an accredited American Library Association school and who must obtain a North Carolina certification from the State Library within 12 months and to authorize the Director to appoint regional and branch librarians and other personnel, and to remove such librarians or personnel. It is understood that the Director will seek advice from local trustees and regional board members in appointing personnel. All library personnel will be under the administration of the Northwestern Regional Library Director;
- 4) To designate a budget and finance officer to serve as prescribed by G.S. 159 Article 3 Local Budget and Fiscal Control Act. **The Regional library finances must be administered by a**

person or firm reporting to the Director and the Northwestern Regional Library Board of Trustees.

- 5) To prepare the annual budget of the Northwestern Regional Library system in line with the needs of each unit and the grants anticipated from the State Aid to Public Libraries Fund and other state and federal sources, and to present such budgets for approval and to be included in the budgets of the participating local government units;
- 6) To make recommendations concerning the construction and improvement of physical facilities of the libraries in the region;
- 7) To report **after every regional board meeting in writing**, to the participating local governmental units and to report annually to the State Library as required by G.S. 125-5, and to obtain an annual audit of library accounts according to generally accepted accounting principles and submit a copy of this audit to the Division of State Library;
- 8) To set forth the salary pay scale for all personnel.

All monies from both State and local governmental units will be paid into the Northwestern Regional Library as a "Public Authority" (G.S. 159-7 .b10) which will comply with the provisions of the Local Government Finance Act (G.S. 159).

Each county/municipality will pay into the Northwestern Regional Library account a mutually agreed upon amount of money necessary to operate its facilities, including heat, utilities, and building maintenance or rent; salaries and employer share of benefits for personnel working exclusively in the county/municipality; for materials or equipment exclusively for that county/municipality. Each county/municipality may also contribute to joint operations as mutually agreed on.

All State funds will be expended throughout the region in compliance with the North Carolina Administrative Code. The Northwestern Regional Library Finance Officer will account for all expenditures by source of funds.

It is further agreed that all real property will be acquired and owned by the appropriate unit of local government. The cost of utilities may be shared between local and regional sources of income. If the Northwestern Regional Library offices are separate from any library, rent is a proper shared expense for the region. All other property: books, **CD's, DVD's computers, electronic materials and devices**, vehicles, and other property purchased with state or federal funds or shared local funds shall be owned by the Northwestern Regional Library.

An agreement establishing a regional library shall contain provisions for termination of the agreement.

If one county should withdraw, it forfeits any rights to joint personal property. If this Agreement is terminated, the joint property shall be divided equally or sold. If sold, receipts may be divided equally among the counties or on a pro-rata basis, according to the participation of each unit of government in the purchase of said items. However that any item purchased with local funding or gifted shall remain the property of the local library.

A County proposing to withdraw from a regional library shall give written notice on or before July 1 to the Northwestern Regional Library Board, the other participating local governmental units, and the State Library of North Carolina. The withdrawal shall be effective the following June 30.

If the withdrawal does not result in the dissolution of the Northwestern Regional Library system, the withdrawing county will forfeit all rights to joint property of the region. However, the Northwestern Regional Library Board of Trustees shall decide by June 30 of the following year **whether** to give the withdrawing library a portion of books and other materials when the loss of these materials to the region will not impoverish the collection. The Regional Director's professional judgment will be used to determine which materials can be spared.

If the withdrawal results in dissolution of the Northwestern Regional Library system, the books, **CD's, DVD's, computers, electronic materials and devices** purchased jointly by the region shall be divided equally among the counties. All other property (vehicles, equipment) shall be sold by sealed bids taken and the proceeds equally divided among the counties.

This Agreement may be amended by resolution of all of the Boards of County Commissioners and recorded in their minutes and the acceptance of the amendment by the Northwestern Regional Library Board of Trustees. The amendment shall be in effect after the last county has approved it and the acceptance by the Northwestern Regional Library Board of Trustees, or at the time specified in the amendment. Copies of this contract and future adopted amendments should be sent to the Division of State Library (N.C. Administrative Code Chapter 2, Title 7, Subchapter 2I, Section .0201. Requests for amendment may come from either a Board of County Commissioners or from the Northwestern Regional Library Board of Trustees.

This Agreement supersedes all previous existing Agreements.

Signed and sealed this _____ day of _____ in the year _____.

_____ Chair, County Commissioner of _____ County

_____ County Commissioner

_____ County Commissioner

_____ County Commissioner

_____ County Commissioner

ACCEPTED:

_____ Northwestern Regional Library
Chairman

_____ Northwestern Regional Library

Secretary

Vice Chairman Inman moved to approve the Northwestern Regional Library Contract
– Proposed Amendments. Commissioner Jones seconded and the motion carried (4-0) with
Commissioner Booth absent.

Proposed Resolution – NC Alcoholic Beverage Control Commission

Chairman Lankford entertained a motion regarding the following proposed Resolution – NC
Alcoholic Beverage Control Commission which was presented at the November 14th meeting:

**North Carolina
Alcoholic Beverage Control Commission**

**Resolution of the County of Stokes, Regarding the Designation of an Official to make
recommendations to the North Carolina Alcoholic Beverage Control Commission on ABC Permit
Applications**

WHEREAS, G.S. 18B-904(f) authorizes a governing body to designate an official, by name or by position,
to make recommendations concerning the suitability of persons or locations for ABC permits; and

WHEREAS, the County of Stokes wishes to notify the NC ABC Commission of its designation as required
by G.S. 18B-904 (f).

BE IT THEREFORE RESOLVED that **Michael Marshall, Sheriff**, is hereby designated to notify the
North Carolina Alcoholic Beverage Control Commission of the recommendations of the County of Stokes
regarding the suitability of persons and locations for ABC permits within its jurisdiction.

BE IT FURTHER RESOLVED that notices to the County of Stokes should be mailed or delivered to the
official designated above at the following address:

Mailing Address: **P O Box 118**
Office Location: **1012 Main Street**
City: **Danbury, NC**
Zip Code: **27016**
Phone: **336-593-8787**

This the _____ day of November, 2011

Ernest Lankford - Chairman

Jimmy Walker - Commissioner

James D. Booth - Commissioner

J. Leon Inman - Vice Chairman

Ronda Jones - Commissioner

Attest:

Darlene Bullins – Clerk to the Board

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Commissioner Jones moved to approve the proposed Resolution – NC Alcoholic Beverage Control Commission designating Sheriff Mike Marshall to make recommendations concerning the suitability of persons or locations for ABC permits. Vice Chairman Inman seconded and the motion carried (4-0) with Commissioner Booth absent.

Proposed Resolution – Adopting a Policy for Mutual Assistance with other Law Enforcement Agencies

Chairman Lankford entertained a motion regarding the following proposed Resolution – Adopting a Policy for Mutual Assistance with other Law Enforcement Agencies which was presented at the November 14th meeting:

**RESOLUTION ADOPTING A POLICY FOR MUTUAL ASSISTANCE
WITH OTHER LAW ENFORCEMENT AGENCIES**

WHEREAS, pursuant to North Carolina General Statutes 160A-288, the governing body of a county may adopt appropriate guidelines for the purpose of mutual assistance with other municipal and county law enforcement agencies: and

WHEREAS, pursuant to said laws, the law enforcement assistance to be rendered authorizes lending officers to work temporarily with officers of the requesting agencies, including in an undercover capacity, and lending equipment and supplies; and

WHEREAS, it is deemed to be in the best interests of the citizens of Stokes County to adopt a reasonable policy and guidelines whereby reciprocal law enforcement assistance can be both rendered to and obtained from other governmental jurisdictions; and

WHEREAS, such reciprocal assistance is necessary for effective law enforcement for the protection of the citizens of Stokes County;

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

1. The Sheriff is hereby authorized to enter into mutual assistance arrangements with other municipal and county law enforcement agencies, provided that the head of the requesting law enforcement agency makes such a request in writing.
2. The Sheriff is hereby authorized to permit officers of the Stokes County Sheriff's Office to work temporarily with officers of the requesting agency, including in an undercover capacity, and the Sheriff may lend such equipment and supplies to requesting agencies as he deems advisable.
3. All such request and authorizations shall be in accordance with North Carolina General Statutes 160A-288, as applicable.

4. While working with a requesting agency, an officer shall have the same jurisdiction, powers, rights, privileges, and immunities (including those relating to the defense of civil actions and payment of judgments) as the officers of the requesting agency in addition to those the officer normally possesses.
5. While on duty with the requesting agency, an officer shall be subject to the lawful operational commands of the officer's superior officers in the requesting agency, but the officer shall for personnel and administrative purposes, remain under the control of the officer's own agency, including for purposes of pay. An officer shall furthermore be entitled to worker's compensation and the same benefits to the extent as though he were functioning within normal scope of the officer's duties.
6. The Sheriff is hereby authorized to enter into mutual assistance agreements with other law enforcement agencies in accordance with such reasonable arrangements, terms, and conditions as may be agreed upon between the respective heads of the law enforcement agencies.

_____ moved for the adoption of the foregoing resolution.

_____ seconded the motion and, upon vote, the same was adopted.

This the _____ day of _____, 20__.

Ernest Lankford - Chairman

J. Leon Inman - Vice Chairman

Jimmy Walker - Commissioner

Ronda Jones - Commissioner

James D. Booth - Commissioner

Attest:

Darlene Bullins
Clerk to the Board

Vice Chairman Inman moved to proposed Resolution – Adopting a Policy for Mutual Assistance with other Law Enforcement Agencies. Commissioner Jones seconded and the motion carried (4-0) with Commissioner Booth absent.

Sheriff's Department - Retirement of K-9 Officer – Proposed Resolution

Chairman Lankford entertained a motion regarding following proposed Resolution – Authorizing the Sale of Personal Property worth less than \$30,000 regarding the Retirement of K-9 Officer which was presented at the November 14th meeting:

**Resolution authorizing sale of personal property worth less than \$30,000.00
(G.S. 160A-266; 267)**

WHEREAS, The County of Stokes owns a Malinois police dog that is being retired from service; and

WHEREAS, North Carolina General Statute, 153A-176, 160A-266 and 160A-267 permits the County to sell such property by private sale at a negotiated price upon authorization by the Board of Commissioners at a regular meeting and notice to the public; and

WHEREAS, the Board of Commissioners is convened in a regular meeting;

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

1. The Board of Commissioners authorizes Stokes County Sheriff Mike Marshall to sell by private sale "Ace" a Malinois police dog to his K9 handler Officer James Bradley Smith for the sum of \$1.00.
2. The Support Services Supervisor shall publish a notice summarizing this resolution, and no sale may be executed pursuant to this resolution until at least ten (10) days after the day the notice is published

Adopted the ____ day of November 2011.

Ernest Lankford - Chairman

J. Leon Inman - Vice Chairman

Jimmy Walker - Commissioner

Ronda Jones - Commissioner

James Booth - Commissioner

Attest _____
Darlene Bullins

Commissioner Jones moved to approve the proposed Resolution – Authorizing the Sale of Personal Property worth less than \$30,000 regarding the Retirement of K-9 Officer. Commissioner Walker seconded and the motion carried (4-0) with Commissioner Booth absent.

Appointments – City of King – ETJ Planning Board

Chairman Lankford opened the floor for any other nominations.

Chairman Lankford noted the following were nominated at the November 14th meeting:

- Todd Martin – Regular ETJ Member
- Dean Hartgrove – Alternate ETJ Member

There were no other nominations.

Chairman Lankford entertained a motion to close the nominations.

Vice Chairman Inman moved to close the nominations. Commissioner Jones seconded and the motion carried (4-0) with Commissioner Booth absent.

Chairman Lankford polled the Board:

Commissioner Jones: Todd Martin (Regular member) and Dean Hartgrove (Alternate)
Vice Chairman Inman: Todd Martin (Regular member) and Dean Hartgrove (Alternate)
Chairman Lankford: Todd Martin (Regular member) and Dean Hartgrove (Alternate)
Commissioner Walker: Todd Martin (Regular member) and Dean Hartgrove (Alternate)
Commissioner Booth: absent

Chairman Lankford noted the appointments of Todd Martin and Dean Hartgrove to the City of King Planning Board (ETJ Appointment).

Appointments – Walnut Cove Senior Center Advisory Council

Chairman Lankford noted the three remaining vacancies for the Walnut Cove Senior Center Advisory Council, one of which must be over age 60.

There were no nominations.

Commissioner Walker suggested questioning current members to see if they know anyone who might be interested in serving on the Council.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the December 12th Action Agenda.

Closed Session

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

- To consider and take action with respect to the position to be taken by the county in negotiating the price or other material terms of an agreement for the acquisition or lease of real property pursuant to G.S. 143-318.11(a)(5)
- To consult with an attorney employed or retained by the public body in order to preserve the attorney client privilege between the attorney and the public body, which privilege is hereby acknowledged pursuant to GS 143-318.11(a)(3)

Vice Chairman Inman moved to enter into Closed Session for the following:

- To consider and take action with respect to the position to be taken by the county in negotiating the price or other material terms of an agreement for the acquisition or lease of real property pursuant to G.S. 143-318.11(a)(5)
- To consult with an attorney employed or retained by the public body in order to preserve the attorney client privilege between the attorney and the public body, which privilege is hereby acknowledged pursuant to GS 143-318.11(a)(3)

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

The Board reentered the regular session of the November 28th meeting.

Planning Board Meeting – December 6, 2011

Chairman Lankford suggested the Board visit a “Dirt Farm” site regarding the proposed text amendments scheduled for the December 6th Planning Agenda.

Chairman Lankford noted that the Planning Board had voted to deny the request.

The Board discussed visiting a facility in Forsyth County or near Charlotte.

Commissioner Walker suggested possibly having Planning Director Sudderth video a facility for the upcoming Planning Meeting.

The Board directed the County Manager to see if the Board could possibly visit a site on Monday before the meeting.

Adjournment

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

Vice Chairman Inman moved to adjourn the meeting. Commissioner Jones seconded and the motion carried (4-0) with Commissioner Booth absent.

Darlene M. Bullins
Clerk to the Board

Ernest Lankford
Chairman