

STATE OF NORTH CAROLINA)
)
COUNTY OF STOKES)
)

OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
NOVEMBER 10, 2014

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, November 10, 2014 at 1:30 pm with the following members present:

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

County Personnel in Attendance:
County Manager Richard D. Morris
Clerk to the Board Darlene Bullins
Finance Director Julia Edwards
DSS Director Stacey Elmes
Tax Administrator Jake Oakley

Chairman James Booth called the meeting to order and welcomed those in attendance.

Chairman Booth delivered the invocation.

GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE

Chairman Booth 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 Booth entertained a motion to approve or amend the November 10, 2014 Agenda.

County Manager Rick Morris requested to add the following item to today's Agenda:

- External Posting – Social Services
 - DSS Director Elmes has had two vacancies occur since the Agenda was delivered
 - DSS Director Elmes would like to discuss the vacancies during her monthly report
 - Request to include the item with the Social Services Monthly Report – Discussion Agenda – Item (b)

Chairman Booth opened the floor for discussion.

The Board had no issues with adding the item requested by Manager Morris to today's Discussion Agenda (Social Services Monthly Report).

Vice Chairman Jones moved to approve the November 10th Agenda as amended.

Commissioner Inman seconded the motion.

Commissioner Walker questioned if the Agenda needed to be amended since it was being added to an item already on the Agenda?

Chairman Booth noted this was a separate item and would be discussed after the report while Director Elmes is still at the podium.

The motion carried unanimously.

COMMENTS - Manager/Commissioners

Chairman Booth opened the floor for comments from the Board and the County Manager.

County Manager Rick Morris presented the following comments:

- Health Department
 - Health Director Scott Lenhart will be starting Family Medical Leave at 5:00 pm on Wednesday, November 12th and will probably be out until the first of the year
 - Will be assuming the role of “acting” Health Director at that time
- Fiscal Year 2013-14 Audit
 - County audit is still being held up due to information that must be included in the audit that has not been released from the State
 - Confirmed with Finance Director Julia Edwards that the State is working on getting the information (Medicare/Medicaid/NC Health Choice) to the counties
 - Hoping there will be an extension from Local Government Commission since this is a State issue that impacts all 100 counties

Commissioner Walker commented:

- Very beautiful time in the County with the foliage turning
 - Appreciate the beautiful pictures that Johannah Sterns, who has a Masters Degree in photo journalism, takes of the County and puts to good use
- Very glad to have everyone here today
 - Appreciate people taking their time to be part of the governmental process
 - Think government works better when there is more citizen participation
- Very pleased to have had the State Soccer Team Champions from West Stokes at the last meeting
 - Learned something from them by asking the players from the West Stokes Team what they attributed their success to; they stated teamwork, mutual respect, love for one another, and good leadership
 - Appreciated their answers
 - When sports can teach people that, it is working

Vice Chairman Jones commented:

- Attended the NC Rural Assembly Day in Raleigh on October 30th with fellow commissioners regarding economy development in rural areas
- Feel that the economy is getting better, but is going at the national pace
- Attended the Triad Air Awareness Meeting last week
 - Piedmont Authority Regional Transportation (PART) received the “Clean Air Partnership Award”; PART was the first recipient of the award
 - There is some sort of camera/monitor on the Saura Mountain that is used for to test air quality
 - Air quality, in general, is better than in years past
 - Has been getting better, due partly to the past two summers

Commissioner Inman commented:

- Also attended the NC Rural Assembly Day in Raleigh on October 30th
 - Unfortunately, if we were looking for answers, we did not find any
 - Have grave concerns about two North Carolinas being created
 - One being the Urban Loop around Raleigh, Greensboro, Charlotte, and the Metro area
 - The other being the 65 rural counties outside that will be fighting for any funding available
 - Rural Center no longer exists as we know it
 - There are no grants
 - Anxious to see how things “shake out” with the NC Department of Commerce
- Great to see everyone out today taking a part in local government

Commissioner Lankford continued:

- Ethics for Life – “O give thanks unto the Lord, for he is good; for his mercy endureth for ever” (Psalms)
- Would like to recognize all the veterans who have put their life on the line for freedom in America

- Means a lot to me to have people that will go out and give their lives so that others might be able to have freedom
- Appreciate the dedicated service provided by our Veterans

Chairman Booth commented:

- Appreciate those in attendance today
- Blessed with one of the most beautiful counties in the United States
 - Able to have a mountain range that begins and ends in Stokes County

PUBLIC COMMENTS

The following during Public Comments:

Chairman Booth noted the following:

- The Board of Commissioner will hear Public Comments, but will not respond to Public Comments
- Each speaker has three (3) minutes

William Sparks

1215 Single Tree Road

Westfield, NC 27053

Re: **Open Records**

Mr. Sparks read the following and provided the Board with copies:

- “I would like to respond to comments made by the county manager and quoted in the last issue of the Stokes News. The comments were in reference to your desire to provide the public with certain closed session minutes and a policy going forward. I fully understand opinions held by the county manager may not be your opinions.

First, the manager suggested a summary of the minutes might be provided. Although, the minutes may be in narrative form, I could not find the word summary in the law as written.

Second, he indicated that due to running the county and the “3000 things they do,” the requests for public documents would have to get in line behind those things. He stated that would be in his opinion in “a reasonable time”.

The law does not say this. It plainly states records be provided at “reasonable times” (plural) and as “promptly as possible”. “At reasonable times means that you should not be expected to provide public documents say after business hours or on a Sunday. It has nothing to do with how long it should take to provide them. This important point has been adjudicated.

The NC School of Government says simple request for documents should take a day or two unless the request for documents is “extraordinary”. An “extraordinary” request should take one to two weeks. The request before you is in no way extraordinary as it is quite specific. The Stokes County Attorney used the NC School of Government as his source on how to comply with the law.

Finally, the manager may believe that requests for public documents needs to go to the back of the line. I cannot think of anything, short of a county emergency, that is more important than the prompt access by the public to their records. The NC Attorney General's Office says access to these records is "paramount". Please consider these points in your deliberation today and congratulations to those who were recently re-elected to this board.

Ms. Johannah Stern
1215 Single Tree Road
Westfield, NC 27052
Re: **Open Records**

Ms. Stern read the following and provided the Board with copies:

- o "Congratulations to all who won in the election last week, and thank you to all who put themselves out there and ran for office (a difficult thing to do) in whatever capacity. I am particularly proud of my favorite candidate, Michael Hylton. We are proud of the clean and positive campaign our candidate ran. For a campaign, it was brilliant and we are so proud of Michael Hylton.

Some of you know that my brother, John Hammer, one of the most conservative journalists in the state, is something of a fanatic on open meetings and closed meeting laws. He is forever holding the Guilford County commissioners and the Greensboro City Councilmen's feet to the fire to keep things open and transparent. So you are in good company.

Just a couple of quotes from the many he provided

The overarching purpose of access to information legislation... is to facilitate democracy. It does so in two related ways. It helps to ensure first, that citizens have the information required to participate meaningfully in the democratic process, and secondly, that politicians and bureaucrats remain accountable to the citizenry.

Gerald LaForest, former Supreme Court of Canada Justice, in Dagg vs. Canada (1997)

I believe that a guarantee of public access to government information is indispensable in the long run for any democratic society....if officials make public only what they want citizens to know then publicity becomes a sham and accountability meaningless – Sissela Bok, 1982

The liberties of a people never were, nor ever will be, secure, when the transactions of their rulers may be concealed from them. Patrick Henry, American Colonial Revolutionary

It has been 70 days guys, we want those records.

Chairman Booth expressed appreciation to those who spoke during Public Comments.

CONSENT AGENDA

Chairman Booth entertained a motion to approve or amend the following items on the

Consent Agenda:

- Minutes of October 27, 2014 – Regular Meeting

Senior Services - Budget Amendment #23

Finance Director Julia Edwards submitted Budget Amendment #23.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
Senior Services				
100.5860.263	SHIP Grant	<u>\$00.00</u>	<u>\$2,460.00</u>	<u>\$2,460.00</u>
	Totals	\$00.00	\$2,460.00	\$2,460.00

This budget amendment is justified as follows:

To appropriate grant funding for Senior Medicare Events.

This will result in a **net increase** of **\$2,460.00** 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
100.3301.366	Department of Insurance	<u>\$00.00</u>	<u>\$2,460.00</u>	<u>\$2,460.00</u>
	Totals	\$00.00	\$2,460.00	\$2,460.00

Sheriff's Department and Solid Waste Department- Budget Amendment #24

Finance Director Julia Edwards submitted Budget Amendment #24.

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				
100.4310.351	Maintenance & Repairs – Auto	\$103,094.00	\$896.00	\$103,990.00
Solid Waste				
100.4720.350	Maint. & Repairs- Equipment	\$2,000.00	\$1,109.00	\$3,109.00
100.4720.353	Maint. & Repairs – Sites	<u>\$14,000.00</u>	<u>\$1,050.00</u>	<u>\$15,050.00</u>
	Totals	\$119,094.00	\$3,055.00	\$122,149.00

This budget amendment is justified as follows:

To appropriate insurance claim funds for Sheriff's Department due to deer damage and for Solid Waste due to lighting damage and damage to a fence at a site.

This will result in a **net increase** of **\$3,055.00** 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	<u>\$18,705.00</u>	<u>\$3,055.00</u>	<u>\$21,760.00</u>
	Totals	\$18,705.00	\$3,055.00	\$21,760.00

Commissioner Lankford moved to approve the Consent Agenda as presented.

Vice Chairman Jones seconded and the motion carried unanimously.

GENERAL GOVERNMENT – GOVERNING BODY – INFORMATION AGENDA

Chairman Booth noted that there were no items on today's Information Agenda.

GENERAL GOVERNMENT – GOVERNING BODY – DISCUSSION AGENDA

Tax Administration Report – October 2014

Tax Administrator Jake Oakley presented the following informational data for the October Report:

Fiscal Year 2014-15	Budget Amt	Collected Amt	Over Budget	Under Budget
Current 2014 Taxes	\$19,080,388.00	\$11,259,601.46		\$7,820,786.54
New Schools F-Tech Fund (Includes Prior 98-2013 Taxes)	\$1,272,026.00	\$774,389.31		\$497,636.69
Prior Taxes 1998-2013 Tax Years County Regular & Motor Vehicles	\$675,000.00	\$338,291.24		\$336,708.76
Collection Percentage As of October 31, 2014 Current 2014 Tax = 0.5901%				

New School F-Tech

Fund = 0.6088%

Prior 1998-2013 Tax

Years (Reg and MV) = 0.5012%

EMS Current Collections**Total Collected**

(10-01-14/10-31-14)

\$144,002.96

Total Collected

(07-01-14/06-30-15)

\$505,294.81

Percentage of Collection =

33.69%

Balance to collect =\$994,705.19

Delinquent EMS Collection**Report - Total Collected**

(10-01-14/10-31-14)

\$17,391.65

(07-01-14/06-30-15)

\$64,542.14

Percentage of Collection = 40.34%**Balance to collect =\$95,947.86****Business and Personal Property Discovery****Report****Audit Dates**

(10-01-14/10-31-14)

Accts

119

Total Value

\$815,528.00

Taxes Due

\$7,561.86

(07-01-14/06-30-15)

296

\$3,654,865.00

\$34,772.36

Motor Vehicle Release Report**Accounts****Total Value****Audit Dates**

(10-01-14/10-31-14)

3

\$56.36

Motor Vehicle Refund Report**Accounts****Total Value****Audit Dates**

(10-01-14/10-31-14)

0

\$00.00

Garnishment Totals

Month	Total Accounts	Original Levy Amount	Collected Amount
(10-1-14/10-31-14)	232	\$58,010.22	\$36,078.82

F/Year 2014-15

(07-1-14/6-30-15)	782	\$248,763.18	\$177,556.11
-------------------	-----	--------------	--------------

Monthly Delinquent Tax Collection Report

Tax Administrator Jake Oakley presented the following Monthly Delinquent Tax Collection Report for October 2014

November 10, 2014

<u>County</u>	<u>Real/Personal</u>	<u>Property</u>	<u>October</u>	<u>2014</u>			
Year	Beginning Balance	Releases	Refunds	Debits/ Credits	Write-offs	Payments	Ending Balance
2013	\$ 455,359.15				\$(3.46)	\$(30,384.66)	\$ 424,971.03
2012	\$ 228,862.35					\$(25,373.43)	\$ 203,488.92
2011	\$ 114,474.60			\$1.92	\$(1.92)	\$(6,798.84)	\$ 107,675.76
2010	\$ 70,868.52					\$(1,628.66)	\$ 69,239.86
2009	\$ 43,573.58					\$(1,894.86)	\$ 41,678.72
2008	\$ 31,402.98					\$(1,027.67)	\$ 30,375.31
2007	\$ 20,427.18					\$(159.34)	\$ 20,267.84
2006	\$ 13,984.64						\$ 13,984.64
2005	\$ 10,836.89					\$(29.82)	\$ 10,807.07
2004	\$ 10,926.47						\$ 10,926.47
2003	\$ 8,859.97						\$ 8,859.97
2002	\$ 1,322.49					\$(89.86)	\$ 1,232.63
2001	\$ 16.98						\$ 16.98
2000	\$ 290.82						\$ 290.82
1999	\$ 319.98						\$ 319.98

<u>County</u>	<u>Motor</u>		<u>October</u>	<u>2014</u>			
Year	Beginning Balance	Releases	Refunds	Debits/ Credits	Write-offs	Payments	Ending Balance
2013	\$ 37,854.82	\$(48.11)		\$38.45	\$(3.06)	\$(6,902.96)	\$ 30,939.14
2012	\$ 9,234.16				\$(0.11)	\$(1,316.31)	\$ 7,917.74
2011	\$ 20,783.60					\$(597.17)	\$ 20,186.43
2010	\$ 22,424.95				\$(0.84)	\$(782.36)	\$ 21,641.75
2009	\$ 18,026.41				\$(0.07)	\$(162.71)	\$ 17,863.63
2008	\$ 18,844.65					\$(57.82)	\$ 18,786.83
2007	\$ 16,570.36					\$(19.64)	\$ 16,550.72
2006	\$ 12,099.88					\$(36.70)	\$ 12,063.18
2005	\$ 15,025.00					\$(92.98)	\$ 14,932.02
2004	\$ 13,347.70					\$(1.03)	\$ 13,346.67
2003	\$ 13,411.08						\$ 13,411.08
2002							
2001							
2000							
1999							

<u>New</u>	<u>Schools</u>	<u>Forsyth</u>	<u>Tech</u>	<u>Fund</u>	<u>October</u>	<u>2014</u>	
Year	Beginning Balance	Releases	Refunds	Debits/ Credits	Write-offs	Payments	Ending Balance
2013	\$ 32,829.06				\$(0.22)	\$(2,024.97)	\$ 30,803.87

November 10, 2014

2012	\$	17,975.91		\$(1,691.54)	\$	16,284.37
2011	\$	8,169.77		\$(453.25)	\$	7,716.52

Interstate Collection Report	Collection	Total Collected
October 2014		
Cumulative Total Collected to Date	NC Debt Setoff	\$211,794.00
Cumulative Total Collected (to date)	Motor Vehicles	\$125,597.83
Cumulative Total Collected (to date)	Property Taxes	\$43,982.62
Cumulative Total Collected (to date)	EMS	<u>\$237,217.18</u>
Collected (to date)	All Categories	\$406,797.63

Collection of New State Motor Vehicle Billings

Tax Administrator Jake Oakley presented the following new report for the combination of County/State reporting of the collection of Motor Vehicles:

- Graph shows each month's collection per taxing codes:

September 2014

New VTS System

Tax Code	Levy	Interest	Adjustment	Billing	Net
Jurisdiction	Billed	Paid	Made	Cost	Collected
City of King	\$17,567	\$167	-\$169	-\$1,352	\$16,213
King Car Fee	\$2,320	\$23	None	None	\$2,343
Walnut Cove Town	\$2,755	\$31	-\$11	-\$180	\$2,595
Danbury Town	\$180	\$0	None	-\$12	\$168
School Tax	\$11,770	\$101	-\$25	-\$791	\$11,088
King Fire	\$3,315	\$28	None	-\$225	\$3,118
Rural Hall Fire	\$609	\$5	None	-\$41	\$573
Walnut Cove Fire	\$1,936	\$21	None	-\$129	\$1,828
General County	\$176,546	\$1,513	-\$376	-\$11,875	\$165,808
Service Fire	\$10,114	\$79	-\$13	-\$678	\$9,502
Total Collected	\$227,112	\$1,968	(\$594)	(\$15,283)	\$213,203

- Cost in the New VTS System is calculated in all areas of billing (staffing, contracting, postage, DMV, software, etc.) by the NC Department of Revenue and prorated on each taxing district per bill
- Cost in car fees for the City of King is calculated in the City of King Bills

CUMULATIVE COLLECTION FOR FISCAL YEAR 2014-15

NC Vehicle Tax System Summary per Tax District)

Total Cumulative Collected to date (NCVTS) system	City of King/Car fee	\$61,204.00
Total Vehicles Billed Per Tax Code 1,566	Total Expenses	<u>\$(2,745.00)</u>
Average Cost per Bill = \$1.75	Total Net Collected	\$58,459.00

Total Cumulative Collected to date (NCVTS) system	Town of Walnut Cove	\$ 8,530.00
Total Vehicles Billed Per Tax Code 341	Total Expenses	<u>\$(360.00)</u>
Average Cost per Bill = \$1.06	Total Net Collected	\$ 8,170.00
Total Cumulative Collected to date (NCVTS) system	Town of Danbury	\$ 716.00
Total Vehicles Billed Per Tax Code 43	Total Expenses	<u>\$(27.00)</u>
Average Cost per Bill = \$0.63	Total Net Collected	\$ 689.00
Total Cumulative Collected to date (NCVTS) system	F Tech/School Fund	\$37,003.00
Total Vehicles Billed Per Tax Code 13,856	Total Expenses	<u>\$(1,610.00)</u>
Average Cost per Bill = \$0.12	Total Net Collected	\$35,363.00
Total Cumulative Collected to date (NCVTS) system	King Fire District	\$10,249.00
Total Vehicles Billed Per Tax Code 2,163	Total Expenses	<u>\$(458.00)</u>
Average Cost per Bill = \$0.21	Total Net Collected	\$9,791.00
Total Cumulative Collected to date (NCVTS) system	Rural Hall Fire District	\$2,106.00
Total Vehicles Billed Per Tax Code 400	Total Expenses	<u>\$(89.00)</u>
Average Cost per Bill = \$0.22	Total Net Collected	\$2,017.00
Total Cumulative Collected to date (NCVTS) system	Walnut Cove Fire Dist.	\$5,981.00
Total Vehicles Billed Per Tax Code 1,490	Total Expenses	<u>\$(257.00)</u>
Average Cost per Bill = \$0.17	Total Net Collected	\$5,724.00
Total Cumulative Collected to date (NCVTS) system	General County	\$555,024.00
Total Vehicles Billed Per Tax Code 13,856	Total Expenses	<u>\$(24,162.00)</u>
Average Cost per Bill = \$1.74	Total Net Collected	\$530,862.00
Total Cumulative Collected to date (NCVTS) system	Service Fire District	\$ 32,107.00
Total Vehicles Billed Per Tax Code 7,896	Total Expenses	<u>\$(1,383.00)</u>
Average Cost per Bill = \$0.18	Total Net Collected	\$ 30,724.00

Total Cumulative Collected NCVTS through September (all tax districts)	\$712,920.00
Total Expenses for NCVTS through September (all tax districts)	\$ 31,091.00
Total net collected for NCVTS through September(all tax districts)	\$681,829.00
Average cost per total billings through September	\$2.24 per bill

Lowest cost billed = \$2.04 (County, School Fund, Service Fire based on 13,586 cars)
Highest cost billed = \$3.61 (County, School Fund, King City based on 1,566 cars)

Releases Less than \$100 – Real and Personal Property

Tax Administrator Jake Oakley presented the following Releases less than \$100 – Real and Personal Property (October 2014) at the November 10th meeting for the Board's review:

**Releases Less Than
\$100 - Real/Personal
Property**

Name	Bill No	Amount
Linda Sue Williams	14A601100311421	\$ 110.54
	14A31753.02	
Darren Kent Evans	14A27646.09	\$10.62
Julia Cooke Denny	14A156008398.09.1	<u>\$12.15</u>
Total		\$ 133.31

Refund Less than \$100 – Real and Personal Property

Tax Administrator Jake Oakley presented the following Refunds less than \$100 – Real and Personal Property (October 2014) at the November 10th meeting for the Board's review:

**Refund Less than
\$100 - Real/Personal
Property**

Name	Bill No	Amount
Michael Froelich	14A5637.09	<u>\$6.00</u>
Total		\$6.00

Releases More than \$100 – Real and Personal Property

Tax Administrator Jake Oakley presented the following Releases more than \$100 – Real and Personal Property (October 2014) at the November 10th meeting for the Board's review and consideration at the November 24th meeting:

**Releases more than
\$100 - Real/Personal
Property**

Name	Bill No	Amount	Reason
Betty L. Holt	14A602100541096	<u>\$283.76</u>	Board approved Elderly App.
Total		\$ 283.76	

Refunds more than \$100 – Real and Personal Property

Tax Administrator Jake Oakley presented the following Refunds more than \$100 – Real and Personal Property (October 2014) at the November 10th meeting for the Board's review and consideration at the November 24th meeting:

**Refunds more than
\$100 - Real/Personal
Property**

Name	Bill No	Amount	Reason
Phillip Smitherman	14A599219607761	\$ 477.90	Board approved VE
Mary Isabelle Boyles	14A1599304512842	\$ 386.37	Board approved VE
Lisa Beck Dyer	19015498	<u>\$ 235.41</u>	Sold vehicle
Total		\$1,099.98	

Tax Administrator Oakley requested the following be placed on the November 24th Consent Agenda:

- Real and Personal Release more than \$100
- Real and Personal Refunds more than \$100

Chairman Booth opened the floor for discussion.

The Board had no issues with Administrator Oakley's October Report.

Chairman Booth, with full consensus of the Board, directed the Clerk to place the items on the November 24th Consent Agenda.

Social Services Monthly Report

DSS Director Stacey Elmes presented the following Social Services Monthly Report:

- Child Day Care Audit – NC Division of Child Development & Early Education
 - On site monitoring visit was conducted by the Subsidy Services Section on September 23-24, 2014
 - Audits are performed every three years
 - Errors were noted, but still within 95% threshold - passed
 - Corrective action plans have been implemented for any errors identified
 - Approximately \$10.00 will need to be return to the State due to rounding issues; with changes made by the State in October, there will be no more rounding issues
 - Very pleased with the audit results
- Work First Audit – NC Division of Social Services
 - Work First Eligibility Monitoring was conducted in Stokes County for State Fiscal Year 2014-15
 - Program is audited yearly
 - Program Improvement Plan addressing each error element identified has been implemented; no monies involved
 - Very pleased with the audit results
- NC FAST Updates:
 - Food and Nutrition Services
 - Total Applications Pending in NCFast = 83
 - Total Re-certifications Pending in NCFast = 270
 - Family and Children's Medicaid
 - Total Applications Pending in NC FAST = 156
 - Total Re-certifications Pending in NCFast = 335
 - Adult Medicaid
 - Total Applications Pending in EIS/LIS = 23
 - Total Re-certifications Pending in NC FAST = 143
 - Applications completed in NC FAST (10-14-14) = 60%
 - Applications completed in EIS (10-14-14) = 40%
- Total Pending FNS and Medicaid Work by County
 - Total Pending Untimely FNS Applications = 2
 - Total Pending Untimely FNS Re-certifications = 1
 - Total Pending Untimely Medicaid Applications = 9
 - Total Pending Oct. & Nov. Re-certifications Due as of 10/29 = 617
 - Total Pending Work = 629
- NC FAST Workload Projection (October 23, 2014 to December 31, 2014)
 - State projects that Stokes County needs 26 Income Maintenance Caseworkers to perform the work from October 23rd to December 31st
 - Stokes County has 17 Income Maintenance Caseworkers
 - Do not believe that Stokes County needs 26 caseworkers, but feel the County would be well staffed with 21-22 caseworkers
- State has finally put in writing that the increased reimbursement for Income Maintenance Caseworkers for the Medicaid portion of NCFast will be 75% State and 25% County retroactive to June 2014
 - DSS has received approximately \$50,000 additional reimbursement for salaries from June to September
 - This increased reimbursement was not projected in the F/Y 2014-15 budget

- This will be ongoing forever, will not stop
- Have estimated \$100,000 additional reimbursement from October to June 2015
- Have discussed with the county manager to allow caseworkers, who desire, to get paid for working overtime for Medicaid conversions in NCFast
- County manager has agreed to hire three (3) temporary contract workers through the end of June
- Do not anticipate the 3 contract workers and the payment of overtime will use the entire funding overage
- If additional workers are needed, will let the Board know
- It is estimated that each Medicaid re-cert is going to take anywhere from 2.5 to 3 hours (depends on household size and the amount of information being entered into the system)
- It is going to take a lot of time to keep services to those in need

Low Income Energy Assistance Program (LIEAP)

- Federally-funded program that provides for a one-time vendor payment to help eligible households pay their heating bills
- Priority in eligibility is given to disabled person receiving services through the Division of Aging and Adult Services, or households in which at least one member is age 60 and older
- Applications for those households will be taken December 1st through January 31st or until funds are exhausted
- If funds are not exhausted by February 1st, households without a disabled or elderly member can be considered
- Benefits are based on the household's situation at the time to the application
- Eligible households whose primary heating source is fuel oil, kerosene, or gas will be approved for a one-time vendor payment
- Eligible households whose primary heating source is coal, electricity, natural gas or wood will also be approved for a one-time vendor payment
- Applications for other households will be taken from February 1st through March 31st or until funds are exhausted
- Stokes County has received \$215,000 for LIEAP
- Stokes County did not use all of its allocation last year
- Will be making a big effort to get the word out about LIEAP

Metrics

- As of October 14, 2014:
 - Income Maintenance
 - NC FAST – In compliance
 - WorkFirst – Needs improvement because of vacant position – position should be filled internally which will leave a vacant
 - FNS – In compliance
 - Adult Medicaid – Needs improvement because workload is too great for the number of workers that we have to do the work

- Family and Children's Medicaid – Needs improvement because workload is too great for the number of workers that we have to do the work
 - Child Support - Incompliance
 - Program Integrity – In compliance
 - Appeal Hearings and Fraud Hearings – In compliance
- Day Care – In compliance
- Foster Care
 - Foster Care Services – Needs improvements
 - Continue taking children into custody
 - Reunification plans aren't working and children are staying in care longer
 - Could possibly change to green if an additional position were added
 - Have a contract worker through December 2014
 - Foster children must be seen by a social worker monthly
 - Disservice to the foster child to have a contract social worker, no stability for the child
 - Foster Care Home Licensing – In compliance
 - Adoptions – In compliance
- Child Protective Services
 - Investigations – Needs improvements
 - Getting ready to go green as cases open longer than they should be are being closed
 - Case Management – Needs improvements
 - State reviewed the numbers from all counties
 - Thirty counties were awarded funding for additional staff with Stokes being one of those counties
 - Funding will be provided totally by the State for a Social Worker III (CPS) position (no county funds)
 - Adult Services
 - Adult Protective Services– In compliance
 - Guardianship– In compliance
 - SSBG/HCCBG/Payee/Adult Day– In compliance
 - Family/Monitoring– In compliance
 - SA IH/MAC– In compliance
 - CAP DA/CAP C– In compliance
 - Intake– In compliance
 - Caseloads– In compliance
- Supervision (Staff/Supervisor Ratio)- Needs Improvement
 - Continue to have two supervisors who supervise more than the state recommends
 - CPS supervisor currently supervises 8 social workers; statute states supervision of 5 social workers; will be soon be adding the new position to this supervisor bringing total to 9

- Income Maintenance Caseworker Supervisor currently supervises 18; Office of State Personnel says 15
 - Staffing (Years of Service) – In compliance
 - Medicaid Transportation – In compliance
 - Clerical – In compliance
- National Adoption Month
 - November is National Adoption Month
 - November is also National Caregiver Month

Chairman Booth opened the floor for discussion.

Chairman Booth confirmed with DSS Director Elmes that the contract workers approved last fiscal year by the Board were very helpful.

DSS Director Elmes commented:

- Contract workers and overtime for this fiscal year will be a great help, but believe it will not be enough
- Starting with only three workers to get them trained
- State did not include other administrative duties such as changes, telephone calls, etc.
- Food Stamps is currently working well
- Need help for the other programs

Commissioner Inman commented:

- Child Care Assistance - Confirmed with DSS Director Elmes that Stokes County had 42 children terminate during the month of October with 13 children terminated due to the changes made by the State to Child Care Assistance; this will probably continue
- Unfortunately, those working moms may have to quit and go back to receiving services due to the cuts in child care

Commissioner Lankford commented:

- Very helpful information included in the monthly report
- Confirmed with DSS Director Elmes that the average time to put an old case into NCFAST is 2-3 hours due to the slowness of the system and the newest of what is being done; will be like this for one complete year
- Confirmed with DSS Director Elmes that after this first year and all the cases are in the NCFAST, efficiency should improve
- Hopefully, the economy will get better and hopefully lighten the number of applications

DSS Director Elmes commented:

- If the economy improves, it should definitely help, but may need additional workers even after the total conversion is complete; will just have to wait

Commissioner Walker commented:

- Appreciate the information

- Seems things are looking up
- Very pleased with the additional reimbursement from the State for Income Maintenance Caseworkers' salaries
- Amazed at the estimate of Income Maintenance Caseworkers from the State
- Requested Director Elmes provide information regarding the number of Income Maintenance Caseworkers only being at 17 when the State recommends 26
- Don't feel I can keep up with what is actually going on at DSS like I did when I served on the DSS Board
- With this Board multitasking, it is very hard to keep up with everything

DSS Director Elmes responded:

- Not sure I can answer the question of the number of Income Maintenance Caseworkers
- In years past when positions were needed, ended up feeling that it was not the best time and/or funding to ask for additional staffing
- Contract workers did a great job with the conversion of Food Stamps

Commissioner Walker continued:

- As director, can you comment on staffing during "peak" times versus more "stable" times

DSS Director Elmes responded:

- Very hard to answer
- Since 2008, DSS has about the same number of workers, but the clients have predominantly increased (some programs doubling)
- With NCFAS, workers are having to do more, morale is low, very tired workers – applications go in spurts, but continue to increase

Commissioner Walker commented:

- Surprised the County did not spend all the LIEAP Funding last year
- Confirmed with DSS Director Elmes that the outreach ministries across the county can refer clients to DSS
- Very disappointing to hear the number of children terminated from the Child Care Assistance Program

DSS Director Elmes responded:

- Have already arranged for a worker to be at the King Outreach Ministry once a week to take applications during eligibility period for LIEAP
- Will be talking to East Stokes Outreach Ministry and the new Food Pantry in Francisco about placing a worker there

Commissioner Walker continued:

- Confirmed with DSS Director Elmes that WorkFirst is still a viable program
- Appreciate all the work being done by Social Services
- My concerns are for young people, elderly, and those who are in situations in life where they need help
- Feel DSS has a dedicated staff wanting to make sure services are being provided

- Is there abuse of programs? Always, will be, no matter how hard we try for it not to be
- Generally speaking, a lot of people are helped that truly need help
- On board with continuing to try to do all we can do
- Not sure what to do with the staffing issues
- How can that be addressed?

DSS Director Elmes responded:

- Have already been talking about staffing with the manager
- Contract workers are good, but need employees that are wanting to stay, contract workers often leave when they find a full time job

County Manager Rick Morris commented:

- Contract workers are often times more expensive

Vice Chairman Jones commented:

- Commend the DSS staff for their dedication
- I am sure it is not an easy job
- Glad to see the new position for CPS funded by the State
- Very concerned about Foster Care with using contract workers
- Confirmed with DSS Director Elmes that there is absolutely no way to use the additional funding for Foster Care and that the State is currently talking about additional funding for Foster Care

Chairman Booth confirmed with DSS Director Elmes that a majority the counties are having to use overtime regarding NCFAS.

County Manager Rick Morris commented:

- Have been spending some time with social workers who work a lot of time during the night and weekends that they are not being monetarily compensated for

Chairman Booth, on behalf of the Board, extended the Board's appreciation for the monthly report.

Social Services – External Postings

County Manager Rick Morris noted the following:

- Requested to post two vacant Income Maintenance Caseworker positions if no qualified applicants apply by Monday, November 17th
- Need to post externally as soon as possible
- Would request to move to today's Action Agenda

DSS Director Stacey Elmes noted:

- One employee left to move to Florida

- One employee left for a better paying job.
- Really need to fill the caseworker positions as soon as possible

Chairman Booth opened the floor for discussion.

The Board had no issue with the request.

The Board discussed moving the item to today's Action Agenda.

The Board had no issues moving the item to today's Action Agenda due to the severity of the situation.

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

Voting Delegate Designation – Legislative Goals Conference

County Manager Rick Morris presented the following request from the North Carolina Association of County Commissioners (NCACC):

- Voting delegate for the 2015 Legislative Goals Conference to be held at the Pinehurst Resort – Moore County (January 15-16, 2015)
- Must be returned to the NCACC before January 2, 2015

Commissioner Inman volunteered to be the voting delegate as he has to be at the Conference (Chair of the Statewide Task Force for Mental Health).

Chairman Booth opened the floor for nominations.

Commissioner Lankford nominated Commissioner Leon Inman.

Chairman Booth entertained a motion to close the nominations.

Commissioner Walker moved to close the nominations. Vice Chairman Jones seconded and the motion carried unanimously.

Chairman Booth, with full consensus of the Board, directed the Clerk to place the item on the November 24th Action Agenda.

Walnut Cove Lions Club – Park Grant Project – Walnut Cove Lions Park

County Manager Rick Morris presented the following information regarding a request from the Walnut Cove Lions Club:

- Request to apply for the Park Grant (up to \$2,000) approved in the F/Y 2014-15 budget
- Project is to repair and restore foundation and floor due to water damage
- Wall and Floor Fix = \$2,420.00
 - Materials and Professional Labor = \$2,220
 - Pre/Cleanup by Lions Club Members = \$200 (in-kind match)
- Replace Flooring = \$3,908.00
 - Materials and Professional Labor = \$3,708
 - Pre/Cleanup by Lions Club Members = \$200 (in-kind match)
- Total Project = \$6,328.00
- Revenues:
 - Stokes County Park Grant = \$2,000
 - Winston Salem Foundation Grant Request = \$3,000 (application due in Dec)
 - Not sure what amount, if any, will be awarded
- Lions Club Match = \$1,328
- Lions Club could have to pay additional \$3,000 if no funding is received from the Winston Salem Foundation
- Request to move to today's Action Agenda in order to execute the project – safety issues (building can't be rented out for income until repaired)

Chairman Booth opened the floor for discussion.

Commissioner Inman commented:

- Have seen the facility and is in much need for repairs

The Board had no issues with the request.

The Board discussed moving the item to today's Action Agenda.

The Board had no issues moving the item to today's Action Agenda.

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

Surplus Tax Foreclosed Property – Upset Bid Process

County Manager Rick Morris presented the following information regarding Surplus Tax Foreclosed Property:

- A bid has been received from Mr. Marcus Flynt dated November 3, 2014 to purchase the following tax foreclosed surplus parcel from the County:
 - Parcel – 5987-00-27-0299
 - Deed/Page – 379/1686
 - .56 acres – Pilot-Westfield Road
- Bid received = \$2,197.61
- Bid amount is equal to the total outstanding taxes and legal fees as of November 3rd
- Request consensus approval from the Board to start the upset bid process “only” as outlined in NCGS 160A-269
- Advertisement will be placed in the Stokes News along with being posted on the County website

Chairman Booth opened the floor for discussion.

The Board had no issues with starting the upset bid process.

Chairman Booth, with full consensus of the Board, directed Manager Morris to have Support Services Supervisor Danny Stovall start the upset bid process for parcel #5987-00-27-0299.

GENERAL GOVERNMENT – GOVERNING BODY – ACTION AGENDA

Proposed Policy - Release of Closed Session Minutes

County Manager Rick Morris presented the following proposed policy for the Release of Closed Session Minutes prepared by the staff as directed by the Board of Commissioners:

Request for Closed Session Minutes

This policy addresses the recording and release of “closed session minutes” by the Stokes County Board of County Commissioners.

North Carolina General Statute 143-318.10 requires the release of closed session minutes when the release of those minutes will no longer frustrate the purpose of the topic being discussed in closed session. Prior to the release of closed session minutes, the minutes must be carefully reviewed to ensure only appropriate portions of the minutes, as required by General Statutes, are made public. The process for review and release of closed session minutes is outlined below:

1. For all closed sessions held after the date of adoption of this policy, the Clerk to the Board shall submit closed session minutes that are requested to be released to the County Attorney for review and determination if all or a portion can be released for public inspection.
2. County Attorney shall return closed session minutes to the Clerk with recommendation of what should be released for public inspection.
3. Clerk shall submit a copy of County Attorney’s recommendation to each Commissioner for review.

4. If all Commissioners agree with the recommendation of the County Attorney, they shall so notify the Clerk, who will put the release of the minutes on the Consent Agenda for action by the Commissioners in open session.
5. If any Commissioners disagree with the recommendation of the County Attorney, the items of disagreement shall be resolved in a closed session.

In addition to the review process described above, there are other considerations that are included in this policy on the recording and release of closed session minutes. These policy considerations are addressed individually below:

- **Recording of Closed Session Minutes**
 - General Statutes allow for recording closed session minutes in detail or by use of a general account that captures the major points of the closed session discussion
 - If official action is taken in a closed session, a detailed account of the action must be taken
 - The Stokes County Board of County Commissioners will use the “general account” approach for recording closed session minutes unless official action is taken
- **Periodic Release of Closed Session Minutes**
 - For all closed sessions held after the date of adoption of this policy, the Stokes County Board of County Commissioners will release closed session minutes once per quarter if closed session activity has taken place and minutes have been approved for release by the review process described in this policy
- **Posting of Closed Session Minutes to the Website**
 - It will not be the policy of the Stokes County Board of County Commissioners to routinely post closed session minutes on the website as is done with the county’s open session minutes
- **Timeliness of Closed Session Minutes Release**
 - The County’s objective will be to release closed session minutes in a timely and reasonable period of time in accordance with the quarterly release provision of this policy
 - It should be noted; however, that the review and release of closed session minutes competes directly with many other administrative priorities that must be completed by a limited administrative and legal staff
 - The actual time to release closed session minutes upon request may vary and will be directly impacted by the volume of other administrative tasks being performed by county staff at any given time
- **Cost for Request of Closed Session Minutes**
 - The fee per page of closed session minutes will be the same as for other public information requests that are provided in hard copy

Closed Session Minutes for Closed Sessions held prior to the adoption of this Policy

Closed session minutes for any closed sessions held prior to the adoption of this Policy shall be reviewed for release only upon specific request.

County Manager Morris noted the following:

- Proposed policy was reviewed, edited and approved by County Attorney Ty Browder
- Meets all requirements of the General Statutes for transparency and other requirements
- Would like to clarify one thing mentioned by Mr. Sparks during Public Comments, I did use the word “summary” when speaking to Nick Elmes (Stokes News); misspoke, should have used the wording “general account”
- Proposed policy can be amended if so desired by the Board
- Will be ready to execute the policy if approved

Chairman Booth opened the floor discussion.

Commissioner Walker commented:

- This policy causes me to have mixed feelings
- General speaking, I have always tried to opt in the direction of putting myself in the citizens’ place in whatever we do as a board
- This Board directs our manager, department heads, and staff to be as citizen friendly as possible
- Not sure if I apply that to this particular procedure, it totally meets that condition
- The other thing is simply a matter of law, letter, and spirit of the law
- Never served on a board before where we had a comprehensive policy for releasing closed session minutes
- My previous experience has been when the minutes were requested, they were provided in a timely and appropriate manner
- There was a small charge for each page, no charges are allowed for staff time
- When I start thinking about the approval process, I have always used the approach that the minutes are the minutes, if approved that is the minutes
- It doesn’t need any further consideration or approval
- If there is a legal aspect or personnel issue, that is the legal counsel position to identify that and deal with it
- Confused about the wording regarding a detailed account of any official action taken in closed session; we don’t take official action in closed session
- Official actions are always taken in open session

County Manager Morris responded:

- Requested to respond to Commissioner Walker’s comments regarding a detailed account of any official action taken in closed session
- If any official action is taken in Closed Session, there can’t be a general account of the official action, there must be a detailed account of the action
- It then goes out to open session and gets approval
- If no decisions are made, a general account can be taken for the closed session minutes

Commissioner Walker continued:

- Questioned – Using this procedure, typically how long would you expect from the time a request came to the clerk or manager for the request to be honored?

County Manager Morris responded:

- Policy states the request would depend on other administrative priorities
- Also depends on the county attorney's availability
- The volume of the request
- No exact answer without knowing what the specific request was
- Even though it is very important to release the information that the public is supposed to receive, it is also very important not to release information that would still frustrate the cause of having the closed session in the first place; sometimes, that could be permanent
- After the adoption of the policy, if approved by BOCC, future closed session minutes will be released once per quarter

Commissioner Walker continued:

- Realize that there are certain things that could be discussed in closed session that could never be released for various reasons
- However, if a citizen was aware that the sensitivity of a certain issue no longer exists and they needed to know what led to how this Board made its decision and requested those closed session minutes, it could be a factor in their next move
- That citizen could need that information to decide how they would deal with it
- I would want it if I was someone who was requesting it
- To release it only once during the quarter would be frustrating

Chairman Booth responded:

- Any specific request will be released in a timely manner according to the provisions of releasing closed session minutes

County Manager Morris responded:

- Minutes could be released sooner, but would probably require additional staff, increase in legal fees, etc. if wanting to release the next day

Commissioner Walker responded:

- Only thing that I can say to address that is that I served four terms on the King City Council (2 as councilman and 2 as mayor); we had multiple requests for closed session minutes that were provided in a timely manner at a nominal cost and none of what you just mentioned never occurred in any of those 4 terms
- We had to apply some judgment, we respected our employees, we did not have a fat staff and we knew if it was an overwhelming request
- We did not expect the employee to drop everything they were doing and focus totally on the request
- Have no problem releasing requested closed session minutes

- Some people are going to look at closed session minutes and say that should have been done differently, some will say I see where they are coming from
- I don't think we have abused closed sessions
- We have probably done some things that someone might say they would have done it different, that is the normal political process
- There will never be an 100% agreement

County Manager Morris responded:

- This is not anything to do with releasing closed session minutes
- It is the administrative burden
- If you noticed, the minutes for the last meeting were 38 pages for the regular meeting, most of which I don't think was done during regular office hours by the clerk
- There is one clerk who has a lot of other duties

Commissioner Walker confirmed with the Clerk that the number of pages vary with closed session minutes.

Commissioner Walker continued:

- Not on board with this proposed policy
- This policy lends too much in favor of our board, to me, not enough in favor of the citizens

Vice Chairman Jones commented:

- Getting mixed signals
- You were wanting to get these minutes out and now you are saying that you don't want this policy
- What I do know is that we have never had a closed session that was not covered under general statute
- And what I know too is that we have had a lot of conversations that would frustrate the county if they were released without any review, that is just not prudent
- I don't think that is anyone's intent when they asked for closed session minutes to frustrate the county
- Given that, we have to have time
- We do have to look at the burden on the administration, they are worked to death as anyone else in this county is
- It is only fair to make a policy for them to go back and get it done according to time limits
- It has nothing to do with hiding anything
- No one has never asked for them, and now it is a big thing
- I feel it is important to have a policy in writing; it is not written in stone, can go back and look at it later if we find there is a real problem
- Would like to get this done and start moving forward
- If there are issues, go back and review the policy

- At least move forward now

Commissioner Inman commented:

- As I sit here and think about the policy and the request; everyone on the Board has served as Chair, except for Vice Chairman Jones
- I served four years as Chairman on this board and made sure that we were entering closed session for something that met the statute
- I don't think it is about that, I feel we only have ourselves to blame; we have allowed time to go on and did not release any closed session minutes; if we had done that we would not be having this discussion today
- With that being said, there is very much a perception in the audience that we are hiding something, so the longer you go without releasing, the greater perception comes
- Perception becomes reality
- I am confident that you are going to see some very boring reading
- The request has been made and we are bound by statute to honor the request
- We have gotten ourselves behind by not releasing closed session minutes; some could have already been released
- Quite frankly, we might have to do a little extra, even if it means to hire additional staff for a little bit to catch up and be done with it; will be on board with that

Commissioner Lankford commented:

- Feel that everything has been said
- Every time we have been in closed session is according to statute
- Don't think anyone has anything to hide
- When it goes from 2 pages to 10 page, it is because you have some long-winded people who like to talk; the minutes could be shorter
- Have been on this Board for eight (8) years; have never heard of any request for closed session minutes; do not think there has ever been a request
- There is no problem with releasing the closed session minutes after that particular issue been discussed and a ruling has been made in open session; there is no reason why they can't be released
- On board with the proposed policy
- Feel it is a good starting point

Chairman Booth commented:

- Being chair this year, I can say the same thing about going into closed session; the county attorney makes sure we are following general statutes
- Feel this policy covers everything for the Board to go forward
- On board with the policy

Chairman Booth entertained a motion regarding the proposed policy.

Commissioner Lankford moved to approve the proposed policy. Vice Chairman Jones

seconded the motion.

Commissioner Walker commented:

- Can't support the policy as it is presently presented for some of the reasons that I mentioned before
- I feel the policy is set by state law; the wording of open meetings law itself and when the minutes are to be provided
- I also feel the extra review by commissioners is not needed, commissioners approve closed session minutes just like open session minutes; when we approve those minutes, those are the official minutes; I don't think I should further review it and decide whether I like this part or that part; release this, but don't release that
- When I approve those minutes, that becomes the official action and that to me locks in those minutes as they are approved with the only exception being proprietary information that should never be released; anything that meets that condition would exclude itself—that is common sense
- Just don't agree with the additional approval and once a quarter; this leads it too much toward the Board of Commissioners and not enough toward the citizens

Commissioner Inman commented:

- Would like to see this specific request be honored in a timely manner; timely is an objective, not subjective
- Timely manner could be two or three weeks and then start with the quarterly release

Vice Chairman Jones commented:

- That is what I thought we were doing, honoring the request and then start with the quarterly release

Commissioner Walker commented:

- Questioned if we were talking about releasing minutes that were not requested on a quarterly basis?
- I am not interested in releasing minutes that are not requested because that would be extra work for the administrative staff
- Concerned with a request that comes in at the first part of the quarter and not done until the last of the quarter; would not want to be the person waiting three months

Vice Chairman Jones commented:

- My impression is that all closed session minutes after this request will be released quarterly upon adoption of the policy

County Manager Rick Morris commented:

- Per County Attorney Tyrone Browder, all future closed session minutes, according to statute, will be released according to the proposed policy
- Other counties are releasing closed session minutes according to statute

Commissioner Walker commented:

- Confirmed that all closed session minutes, according to statute, should have been released

- Don't ever recall hearing that all closed session minutes must be released
- Don't know of anyone who is doing that

Commissioner Inman commented:

- Closed session minutes, according to statute, should be released as long as the minutes would not frustrate the purpose

Commissioner Lankford commented:

- There are certain closed session minutes that will never be released such as personnel

Commissioner Walker commented:

- Do not know of any governmental body that is releasing all of the closed session minutes

County Manager Morris responded:

- Several counties and cities follow the statutes and release closed session minutes as long as they don't frustrate the cause of close session

Chairman Booth commented:

- That is why there needs to be a review by the County Attorney

County Manager Morris commented:

- Would assume the reason why minutes were not being released by previous boards is because the closed session minutes were never requested
- Administrative staff was not out looking for extra work to do
- Since a request has been made, need a process to start releasing closed session minutes

Chairman Booth reiterated that no previous boards have ever released any closed session minutes.

Commissioner Walker commented:

- This is all news to me
- We had multiple requests on a previous board that I served on; we would release the closed session minutes as requested and only those closed session minutes that were requested (King City Council)
- I have tried to comply with what I have been taught in the mayor's school, the councilmen's school and the commissioners' school
- Questioned since there has been a request and a proposed policy has been submitted for consideration, does it mean that all previous closed session minutes be released, 15, 20 years worth?

Commissioner Inman responded:

- My understanding is that the proposed policy sets the procedure of how this County will release future closed session minutes unless a specific request is received

County Manager Morris responded:

- That is why we are concerned about the administrative burden, if there was a request for the last 5, 10, or 15 years worth of closed session minutes, it would be a tremendous administrative burden

Commissioner Walker commented:

- Feel at some point, common sense or good judgment has to prevail and ask if this is a reasonable request

County Manager Morris responded:

- General statute does not allow for that

Commissioner Walker commented:

- Doesn't give you a lot of latitude, but I think if a request for the last 15 years was received, there would be some latitude when they are provided

Vice Chairman Jones commented:

- That is why they must be reviewed, there is some things that can never be released

Commissioner Walker commented:

- Glad we are having this discussion
- Actually learning some things from this discussion
- My typical approach is that I take information from all sources, our discussions and then see how it aligns itself
- I am confused right now, have been operating under the premise that closed session minutes were released only on a "as requested" basis; not that we should have been releasing, if eligible, all closed session minutes
- This is news to me

County Manager Morris commented:

- The proposed policy provides a procedure for the release of all future closed session minutes

Commissioner Inman commented:

- Can go with this policy if I know that the specific requests are going to be addressed in a timely and reasonable fashion and then on a quarterly basis

County Manager Morris commented:

- If the proposed policy is approved, we will proceed with the request

Chairman Booth commented:

- Reiterated that if a special request is received, it would be done in a timely manner not at the end of the quarter

Vice Chairman Jones commented:

- The once per quarter is for all future closed session minutes

Commissioner Walker commented:

- Have a couple of points of clarification:
 - This proposed policy is for the release of future closed session minutes
 - Specific requests will be handled individually
 - Specific requests will not have to wait till the end of the quarter; they will be released within a timely manner
 - Future closed session minutes will be released at the end of every quarter

The Board agreed that Commissioner Walker's clarifications were correct.

Commissioner Walker continued:

- Not comfortable working with the procedure that the commissioners will review the attorney's recommendation
- I am more comfortable operating under the premise that once the minutes are approved by the Board, legal counsel reviews to see if there is anything prohibitive in any way in the minutes
- I am willing to go with that
- I don't need to go with another review
- Who determines when an individual who has made a request gets the closed session minutes?

Chairman Booth commented:

- Release of closed session minutes will follow the process, once released by the Board of Commissioners, copies will be provided to who submitted the request

Commissioner Walker reiterated that he was having a problem with the commissioners taking a second look at the approved minutes.

Commissioner Inman commented:

- Where I come from on the particular point is that even though closed session minutes have been approved, it does not mean the purpose is finished
- It could be a personnel issue
- Just because closed session minutes are approved, it doesn't mean they will be released
- It is just a good, check and balance

Vice Chairman Jones commented:

- There are five individual board members and one county attorney; doesn't mean that he is infallible
- Sometimes a board member might have information that is going to come up that may frustrate the county that the attorney is not aware

County Manager Morris commented:

- County attorney will give you a legal recommendation
- There might be other things that might frustrate the purpose of the closed session that a commissioner might be aware of that he would not be
- The commissioner would have an opportunity to voice those concerns

Commissioner Walker commented:

- Would like to respond to the manager's observation
- To me that is a self fulfilling question or issue because whether or not it would frustrate the purpose of the closed session or not would depend future action or not in an open meeting
- So if there was a question about this item in closed session if it is public or not, there would be something, I think, in an open session that would clarify that; some type of action

County Manager Morris commented:

- Closed session minutes will be released in open session

Chairman Booth commented:

- There can be several things discussed in closed session with some being released and others not being released

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

Appointment – Walnut Cove Planning/Board of Adjustments - ETJ – Alternate Member

Chairman Booth noted the appointment to the Walnut Cove Planning/Board of Adjustments – ETJ – Alternate Member was presented at the October 27th meeting.

Chairman Booth opened the floor for nominations.

Commissioner Lankford noted that he would have a candidate at the next meeting.

Commissioner Inman confirmed with the clerk that the County had not received any applications for appointment.

There were no nominations

Chairman Booth entertained a motion to close the nominations.

Commissioner Inman moved to close the nominations. Vice Chairman Jones seconded and the motion carried unanimously.

Chairman Booth, with full consensus of the Board, directed the Clerk to place the item on the November 24th Action Agenda.

Commissioner Walker confirmed with the clerk that the posting of the appointment is located on the County website under "Board/Committee Appointments".

Social Services – External Posting

Chairman Booth entertained a motion regarding the external posting for Social Services presented at today's meeting.

Vice Chairman Jones moved to approve the external posting for two vacant Income Maintenance Caseworker positions for Social Services if no qualified internal applicants apply. Commissioner Walker seconded and the motion carried unanimously.

Walnut Cove Lions Club – Park Grant Project – Walnut Cove Lions Park

Chairman Booth entertained a motion regarding the Park Grant Application submitted by the Walnut Cove Lions for repairs to the park building presented at today's meeting.

Commissioner Inman moved to approve the Park Grant Application for up to \$2,000 submitted by the Walnut Cove Lions for repairs at Walnut Cove Lions Park. Commissioner Lankford seconded and the motion carried unanimously.

Adjournment

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

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

Darlene M. Bullins
Clerk to the Board

James D. Booth
Chairman