

STATE OF NORTH CAROLINA)
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COUNTY OF STOKES)
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OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
OCTOBER 9, 2017

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, October 9, 2017, at 1:30 pm with the following members present:

Chairman Jimmy Walker
Vice Chairman Ernest Lankford
Commissioner James D. Booth
Commissioner Ronda Jones
Commissioner Ronnie Mendenhall

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 Jimmy Walker called the meeting to order and welcomed those in attendance for today's meeting.

INVOCATION

Chairman Walker invited those who wished to join in the invocation, to please do so.

Chairman Walker delivered the invocation.

GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE

Chairman Walker invited the citizens in attendance to join the Board in the Pledge of Allegiance.

GENERAL GOVERNMENT – GOVERNING BODY – APPROVAL OF AGENDA

Chairman Walker entertained a motion to approve or amend the October 9, 2017
October 9, 2017

Agenda.

Commissioner Jones moved to approve the October 9th Agenda as presented.

Vice Chairman Lankford seconded and the motion carried unanimously.

COMMENTS – Commissioners/Manager

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

County Manager Rick Morris commented:

- Presented a statistical handout regarding Operation Medicine Drop which was provided by EMS Director Brian Booe
 - Since 2010, the organization has collected 1,590,930.45 doses
- Provided the following Cooperative Extension Events:
 - Land Management Workshop – November 7th (9:00am/2:00pm)
 - Workshop explores land renovation options to reduce fire fuel in wooded areas, site prep for planting/pastures and a live demonstration of a forest mulching system (Cooperative Extension is partnering with the Forestry Service)
 - Pesticide Collection in Danbury – November 1st
 - Stokes County Beekeepers' Association will be providing a Bee School with a beekeepers certification – Forsyth Tech will be hosting
 - Agricultural Classes – Cooperative Extension is in the process planning agricultural classes for this winter

Commissioner Mendenhall commented:

- Would like to thank each person for coming out to our meeting today
- Lot of things going on around the county this fall
- Appreciate those taking part in our governmental process
- The citizens are the ones who elected each of us to serve on the Board of County Commissioners

Commissioner Booth commented:

- Welcome and thank you for being here today

Commissioner Jones commented:

- The Stokes Medicine Drop Report submitted by EMS Director Booe is very impressive
- Would like to clarify the motion regarding the hiring of department heads approved a few weeks ago
 - Was very fatigued from a long meeting at the time of the vote
 - Want to make sure that when I said “aye” to the motion, you understand that I am still abiding by the county manager form of government not saying that I am going to be saying yes or no, but rather a rubber stamp thing
 - Just want to clarify that because I think it might be taken quite the opposite

Vice Chairman Lankford commented:

- Ethics for Life “Do not boast about tomorrow, for you do not know what a day may bring forth.” (Proverbs 27:1)
- Stokes Partnership for Children held their annual Barbecue for Books on Friday, October 6th
 - Very successful event
- Invited everyone to the annual Piedmont Triad Regional Council Picnic on Wednesday, October 18, 2017 (12:00 noon) in Kernersville

Chairman Walker commented:

- Welcome everyone today and appreciate you being here
- Barbecue for Books is a very good event which provides books to our young people
- Always interested in anything that helps our youth and elderly population
- New playground in King is coming along – very impressive – built by donations and grants – not aware of any public funding
 - One thing that really sets this park away from other playgrounds is that there is a special section for the physically challenged (15 activities)
 - Believe the project was about \$500,000

PUBLIC COMMENTS

Chairman Walker noted that the Board of Commissioners will hear Public Comments, but will not respond to Public Comments and that each speaker will be allowed three (3) minutes.

The following spoke during Public Comments:

Ellen Peric

1095 Wheeler Smith Road

Lawsonville, NC

RE: **Arts Update**

Ms. Peric presented the following comments to the Board of County Commissioners:

- Reach the Peaks Hiking Challenge – Saturday, October 7th
 - Fantastic Event
 - Weather was perfect
 - 660 hikers and runners
 - Best time was just under two (2) hours – do not think that has been the best time
 - Feedback received by the Park, Friends of Sauratown, and the Arts Council has all been very positive
 - Hikers received a coupon book for local businesses and several shop owners posted their interactions with participants on Facebook
- Apple Gallery
 - Featuring Artist Angela Torrey during the month of October
 - Ms. Torrey is a big supporter of the Arts Council

- Shakespeare at the Rock at Hanging Rock State Park –October 14th and 15th at 2:30 pm
 - Stokes County Arts Council and Shared Radiance Theatre will be presenting “Much Ado About Nothing” by William Shakespeare
 - Show begins at the bath house, continues to the Rock Garden, with scenes at the Cascades and Waterfall where audience and actors will share this delightful story of love, laughter, betrayal and joyful reconciliation
 - Performance will finish at the Visitor’s Center where coffee and dessert will be served
 - Only 30 tickets are available for each show and must be purchased in advance
 - Cost is \$15 for students and \$25 for adults
- Old Timer’s Cup
 - 10th Annual Old Timer’s Cup – Entertainment Contest
 - Saturday, October 14th at 6:00 pm at The Arts Place
 - Admission \$7
 - 17 and Under Free
 - Allowed to enter one (1) contest – three (3) minute time limit
- October Ales and Tales to feature “Jack the Ripper”
 - Solo performance at The Arts Place
 - October 20th and 21st
 - Heavy Hors d’oeuvres served
- The Ghost of Camp Saura
 - Local theater at its best or should I say most spookiest
 - An ensemble cast of local youth will thrill you in this spooktacular tale
 - October 27th at 6:00 pm; October 28th at 2:00 pm; and Sunday, October 29th at 2:00pm

E. A. “Buddy” Timm

PO Box 573

Walnut Cove, NC

Re: **Subversion**

Mr. Timm read and presented the following to the Board of County Commissioners:

“Our concern is about subversion, “taking a knee” or displaying any other un-American activity specially in our schools.

“Taking a knee” is un-American when America’s National Anthem is played! Our American National Anthem honors Americans’ fight for freedom. That freedom is emblazoned in our founding document–The Declaration of Independence–which acknowledges the fountain of freedom–God our Creator–who established “the Laws of Nature and of Nature’s God,” which reveals “these Truths to be self-evident, that all Men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty, and the Pursuit of Happiness . . .” Even though some politicians and judges have passed perverted laws and rulings, the goal for which we fight for, and others have sacrificed their lives for, is there–Declared–written, for all to see, and to work towards. That fight never ends.

African slavery in America has been a reason to hate our Founders, their Monuments and writings; yet African slavery existed long before America was discovered; and lasted officially until 1981, in Mauritania–Africa; however, slavery still goes on. The largest slave markets in the world materialized with the conquest of North Africa by Islam. Slavery is complex, and it was the culture of the world for thousands of years before America’s founding as a way to handle POWs, criminals,

and debtors. Satisfying the demands of Justice is difficult because it questions—who should have to pay for the crimes of another?

It is alarming to see the foolishness of NFL player Colin Kaepernick—who has worn a pro Fidel Castro T-shirt, and socks depicting police as pigs—“take a knee” while the National Anthem was sung. And (09-27-2017) it was reported that Second Lt. Spenser Rapone, a West Point graduate, a member of the Democratic Socialist of America, and a promoter of the Communist Manifesto, displayed his written message inside his officer’s hat—“Communism will win,” while giving, in uniform, the Communist power fist salute; like the 2016 Super Bowl’s halftime performers gave. Is it any wonder leaks from the highest departments of the Federal Government happen?

There is no such thing as freedom of speech in Fidel Castro’s Communist Cuba, nor has Cuba banned slavery. Cuba tortures political dissidents, and enslaves them. The same is true for other Communist countries. Are Americans completely ignorant of the cruelty and wickedness of how Communists treat people? We cannot be ignorant and free; torn apart on our foundation of freedom, filled with disrespect, and expect freedom with Communism or Socialism.”

Ramona Timm

PO Box 573

Walnut Cove, NC

Re: **Subversion**

Ms. Timm read and presented the following to the Board of County Commissioners:

- Will be continuing Mr. Timm’s comments

“Have we forgotten what happened to Otto Warmbier, the University of Virginia student, who was arrested for stealing a Propaganda Poster while visiting North Korea? Otto was sentenced to 15 years of hard labor; however, because of his condition, he was repatriated after 17 months. His father said he was apparently tortured; he could not see nor hear, and uttered inhuman guttural sounds, so that he scared his sisters off the plane; and his lower teeth looked like they were twisted by pliers in their sockets. He died several days later.

Communism is a very deadly form of government, killing over one hundred million of its own people in the last century. It violates Natural Law, with Natural Law’s Rights to Life, Liberty and Property. It uses the lure of Socialism to capture the mind with equality for all. Yet it uses force to accomplish that by taking property. “From each according to his ability, to each according to his needs”—Karl Marx. That is the corruption of Law—legalized plunder—theft. Communists work their way into society by dividing people—so look for the Race Pimps, they always inject race—stay principled. Next Communists want to purge your history so that you have no roots—then they can fill you with Communist propaganda. Communists create the appearance of popular support, neutralize opposition by name calling, and use mob violence to create a semblance of revolution. The major News media managers, a political party, educators, Hollywood and now major sports businesses (who forced change to HB2) are in concert with Socialist and Communist principles; not American principles of Natural Law irrespective of race.

Have we failed our young people, since many are choosing Socialism and Communism over their heritage to freedom? That battle for our young people rages on many fronts. What will we do as their freedoms and country struggle against subversion and collapse? Our founders chose to speak—the truths of Liberty—and moral Vigilance!

Never forget! The enemies to freedom never stop their agenda of conquest. They will self-identify by their words, actions, and associations (Proverbs 27: 19). Therefore, please stand against those disposed to un-American activities, subversion and distortions of Truth. Look to the “Laws of Nature and of Nature’s God”—the Bible’s Holy Scriptures—to find Truth, answers to life, wholesome laws and governance to be free!”

Chairman Walker expressed appreciation to those who spoke at today’s meeting.

CONSENT AGENDA

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

- Minutes of March 21, 2017 – Goals/Budget Work Session
- Minutes of September 25, 2017 – Regular Meeting
- Minutes of October 3, 2017 – Planning Meeting

Animal Control - Budget Amendment #12

Finance Director Julia Edwards submitted Budget Amendment #12.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	Animal Control			
100.4380.510	Equipment	<u>\$28,207.00</u>	<u>\$11,445.00</u>	<u>\$39,652.00</u>
	Totals	\$28,207.00	\$11,445.00	\$39,652.00

This budget amendment is justified as follows:

To appropriate insurance claim funds for the replacement of a total loss vehicle due to an accident.

This will result in a **net increase** of **\$11,445.00** 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>\$616.00</u>	<u>\$11,445.00</u>	<u>\$12,061.00</u>
	Totals	\$616.00	\$11,445.00	\$12,061.00

Natural Resources - Budget Amendment #13

Finance Director Julia Edwards submitted Budget Amendment #13.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	Natural Resources			
100.4960.181	Professional Services-Grants	<u>\$00.00</u>	<u>\$1,480.00</u>	<u>\$1,480.00</u>
	Totals	\$00.00	\$1,480.00	\$1,480.00

This budget amendment is justified as follows:

To appropriate unspent grant funds for the Little Snow Creek Project.

This will result in a **net increase** of **\$1,480.00** 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
100.3301.375	Natural Resources Grant	<u>\$00.00</u>	<u>\$1,480.00</u>	<u>\$1,480.00</u>
	Totals	\$00.00	\$1,480.00	\$1,480.00

Register of Deeds - Budget Amendment #14

Finance Director Julia Edwards submitted Budget Amendment #14.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	General Fund			
100.9820.960	Transfer to Capital Reserve	<u>\$245,000.00</u>	<u>\$4,023.00</u>	<u>\$249,023.00</u>
	Totals	\$245,000.00	\$4,023.00	\$249,023.00
	Capital Reserve Fund			
201.4180.025	Register of Deeds	<u>\$16,748.00</u>	<u>\$4,023.00</u>	<u>\$20,771.00</u>
	Totals	\$16,748.00	\$4,023.00	\$20,771.00

This budget amendment is justified as follows:

To transfer funds for the Register of Deeds Technology Fund per G.S. 161-11.3.

This will result in a **net increase** of **\$8,046.00** in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received this fiscal year.

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
General Fund				
100.3991.000	Fund Balance	<u>\$1,590,789.00</u>	<u>\$4,023.00</u>	<u>\$1,594,812.00</u>
	Totals	\$1,590,789.00	\$4,023.00	\$1,594,812.00
Capital Reserve Fund				
201.3981.000	Transfer from General Fund	<u>\$245,000.00</u>	<u>\$4,023.00</u>	<u>\$249,023.00</u>
	Totals	\$245,000.00	\$4,023.00	\$249,023.00

State Employees' Credit Union Annual Renewal – ATM Location

Clerk to the Board Darlene Bullins presented the following request from the State Employees' Credit Union for review and consideration at the October 9th meeting:

- In accordance with the terms of the original lease agreement, the monthly rental payments will remain the same for the lease term beginning January 1, 2018 and ending December 31, 2018

Annual Employee Christmas Luncheon – Wednesday, December 20, 2017

Clerk to the Board Darlene Bullins presented the following date and time for the County's Annual Employee Christmas Luncheon for review and consideration at the October 9th meeting:

- Wednesday, December 20, 2017 -12:00 noon

Commissioner Jones moved to approve the Consent Agenda as presented. Commissioner Booth seconded the motion.

Chairman Walker opened the floor for discussion.

With no further discussion, the motion carried unanimously.

GENERAL GOVERNMENT – GOVERNING BODY – INFORMATION AGENDA

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

GENERAL GOVERNMENT – GOVERNING BODY – DISCUSSION AGENDA

Social Services Monthly Report

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

- Metrics (As of September 2017):
 - Income Maintenance
 - NC FAST – In Compliance
 - Child care went live in June
 - CIP/LIEAP went live in July
 - WorkFirst – In Compliance
 - 65 open cases
 - \$13,454 in benefits delivered
 - One (1) benefit diversion = \$544
 - FNS – In Compliance
 - 2,811 open cases
 - 4,297 participants
 - \$642,269 in benefits delivered
 - Timeliness – 98.17% - continue to pass the state's percentage requirement
 - Adult Medicaid, Family & Children's Medicaid – In Compliance
 - Medical Assistance
 - 8,475 open cases
 - Special Assistance:
 - 174 open cases
 - \$72,639 Special Assistance benefits delivered
 - Child Support – In Compliance
 - Serving 1,366 children with collections at \$226,202.75
 - Program Integrity – In Compliance
 - 193 open cases
 - Collected \$4,928.31 with \$911.90 of collections retained in the county
 - Child Day Care – In Compliance
 - July service – paid August: \$97,074
 - 153 children on waiting list
 - Foster Care
 - Foster Care Services – In Compliance
 - Working with 107 children in custody
 - Monitoring eight (8) children that have been returned to their families
 - Four (4) children are in voluntary placement agreements or extended foster care
 - 119 children being worked with
 - Foster Care Home Licensing – In Compliance
 - Currently have twenty-two (22) licensed foster homes
 - Twelve (12) families are in process of being licensed

- Sixteen (16) families are currently going through MAPP/Deciding Together
 - This area is green because we are in compliance; however, the need for foster homes in our county continues to be great
- Adoptions – In Compliance
 - Two (2) adoptions finalized
 - 115 children open for adoption assistance
 - 58 children open for LINKS Services
- Child Protective Services
 - Investigations – In Compliance
 - Received thirty-nine (39) reports
 - There were twenty-one (21) reports accepted for investigation involving forty (40) children
 - Nine (9) were found in need of services
 - Have thirty-nine (39) active CPS investigations open
 - Offered services in one (1) case
 - Breakdown of report allegations:
 - Twenty-one (21) received for neglect
 - Three (3) received for abuse
 - Nine (9) received for substance abuse
 - Two (2) received for domestic violence/family violence
 - Two (2) received for improper supervision
 - Four (4) received for improper discipline
 - Two (2) received for improper care
 - Two (2) received for mental health issues
 - Case Management – In Compliance
 - Fourteen (14) open cases
 - Assists to other Counties
 - Five (5) assists
- Adult Services
 - Adult Protective Services – In Compliance
 - Received thirteen (13) reports
 - Ten (10) reports were screened in
 - One (1) received an offer services visit
 - Guardianship – In Compliance
 - Currently have twenty-seven (27) adult wards
 - Have seen an increase in the month of September –expect October’s numbers to be higher than 27 next month
 - SSBG/HCCBG/Payee/Adult Day – In Compliance
 - Twenty-one (21) open cases
 - Facility Monitoring – In Compliance
 - Monitor six (6) adult care facilities
 - One (1) complaint investigated this month
 - Family Caregiver Program – In Compliance
 - Fifteen (15) open cases

- SA IH/MAC – In Compliance
 - Seventy (70) open cases
- CAP DA – In Compliance
 - Seventy (70) open cases
- Intake – In Compliance
 - See any individual that comes into the agency needing assistance with anything from housing to utility assistance to other resources
 - In September, saw fifty-six (56) individuals needing assistance
- Other – In Compliance
 - Three (3) offer services home visits (not APS related)
- Supervision (Staff/Supervisor Ratio) - In Compliance
 - Rule (10A NCAC 70G.0501) says one supervisor per five (5) child welfare social workers. The Department continues to need a SW Supervisor in the Child Welfare Department to meet standards. This continues to be a work flow and a liability issue for the agency. This area has remained green because we are making it work but making it work puts a huge burden on existing supervisory staff. This will be a budget request in the new budget year.
- Staffing (Years of Service) – In Compliance
 - Two (2) vacancies
 - Social Worker – Foster Care
 - Social Worker – Substance Abuse Liaison
 - Just received an application – will interview if qualified
- Medicaid Transportation – In Compliance
 - 382 clients served
 - 2,100 trips provided
 - \$55,996.37 paid to vendors
- Clerical – In Compliance
 - 954 Walk Ins
 - One (1) Fishing Licenses distributed

DSS Director Stacey Elmes presented the following additional information:

DSS Involvement with Cardinal Innovations

- September 12, 2017 – Permanency Planning Hearings at DSS for foster children (Cardinal staff in attendance)
- September 21, 2017 – Stakeholders Meeting held at the Health Department (DSS Staff attended)
- Our Foster Care Unit has two formal staff meetings each month (15th & 30th) if the date falls on a weekend, it is the first working day after – meeting is to discuss cases
 - Cardinal staff either attends or is available by phone for these staff meetings to offer any guidance that may be needed regarding our foster children
- Have actually talked to Cardinal Innovation every day in September regarding the placement of a foster child

Monitoring Information

- NC Division of Social Services Food and Nutrition Services Quality Control Active Case Review Findings Report was done recently-- no concerns noted

HB630 (Rylan's Law/Family Child Protection

- Timetable for Part III HB 630 (Session Law 2017-41)
 - Beginning July 2018 and annually thereafter: Responsible Entity - DHHS/DSS
 - Section 3 – DSS Enter Written Agreement with DHHS
 - Beginning in fiscal year 2018-19, the Secretary shall require all departments of social services to enter into a written agreement each year that specifies mandated performance requirements and administrative responsibilities with regard to all social services programs other than medical assistance
 - March 1, 2020: Responsible Entity – County DSS
 - Section 3 – Local DSS Enter Annual Written Agreement (Section 3.3)
 - Local departments required to enter into annual written agreement for all social services programs other than medical assistance
 - August 1, 2020 and annually thereafter: Responsible Entity – DHHS/DSS
 - Section 3 – Local DSS Written Agreements (Section 3.3)
 - The Department shall report to the Joint Legislative Oversight Committee on Health and Human Services (Committee) by August 1st of every year regarding oversight of the local administration of social services programs other than medical assistance
 - Beginning August 1, 2021: Responsible Entity – DHHS/DSS
 - Section 3.3 Continued
 - The required report shall also include: (a) A summary of the circumstances involved with the issuance of any corrective action plans or temporary assumption of local program administration by the State pursuant to G.S. 108A-74; (B) recommendations for legislative changes related to the authority of the State to supervise local social services administration pursuant to GS 108A-74 and related laws
 - Included in the agreement will be wordage that the State can take over the DSS operations if the department is not performing what it has agreed to do

2-1-1 Update

- July 1, 2017 – September 4, 2017
 - Stokes County Call Volume – 21 calls
 - Statewide System Call Volume:
 - First Quarter – 26,766
 - Second Quarter – 27,656
- Not a true picture due to just getting started
- There are trial calls being made to 2-1-1 to make sure what information is being provided

- Stokes Partnership for Children Director Cindy Tuttle, who has helped to implement the 2-1-1, has a student who will be taking the 2-1-1 flyers to all the medical offices within the county
- Should have more information as the service becomes better known

Chairman Walker opened the floor for discussion/questions/comments.

Commissioner Jones commented:

- Suggested the 2-1-1 flyers be sent home through school children

Commissioner Booth commented:

- Confirmed with Director Elmes that the foster child number for September has slightly decreased

DSS Director Elmes responded:

- Has probably gone back up since the information was placed in the Agenda

Chairman Walker commented:

- Seems like the number of foster children was in the 80's before this opioid epidemic came along
- Confirmed with DSS Director Elmes that there has been a significant increase in the foster care numbers that just will not go back down

DSS Director Elmes responded:

- We have some hurting families and hurting children in this County
- Social workers can only do so much

Chairman Walker continued:

- Noted that DSS Director Elmes had made a very good observation – the opioid issue does not only affect the user, it affects the entire family, friends, coworkers, etc.

Vice Chairman Lankford commented:

- Confirmed with DSS Director Elmes that HB630 has passed and that Stokes County Department of Social Services will have to sign an agreement with the State for Fiscal Year 2018-19
- Confirmed with DSS Director Elmes that the required agreement does not mean that the Social Services Department is not doing their job

DSS Director Elmes responded:

- Believe this bill fed from Senator Barringer's bill regarding Child Welfare
- Even though the bill was for Child Welfare, it will include all aspects of social services except for Medicaid

Vice Chairman Lankford continued:

- Just do not see the reasoning for the agreement

Commissioner Mendenhall commented:

- Appreciate the continued dedication from staff
- Confirmed with DSS Director Elmes that even with the new foster parents coming on Board and another class is moving along, it is still not enough foster parents

Chairman Walker expressed appreciation to DSS Director Elmes for the monthly report and how it is good to see all green again on the metrics report.

Tax Administration Report – September 2017

Tax Administrator Jake Oakley presented the following informational data for the September 2017 Report for the Board's review:

Fiscal Year 2017-18	Budget Amount	Collected Amount	Over Budget	Under Budget
Current 2017 Taxes	\$21,179,104.00	\$11,959,564.20		\$9,219,539.80
Percentage = 0.56%				
New Schools F-Tech Fund	\$1,366,394.00	\$785,616.55		\$580,777.45
Percentage = .58%				
Prior Taxes				
County Regular & Motor Vehicles	\$500,000.00	\$187,620.19		\$312,379.81
Percentages = .38%				

Business and Personal Property Discovery Report – July, August and September 2017

Tax Administrator Jake Oakley presented the following Business and Personal Property Discovery Report for July, August, and September 2017 for the Board's review:

Audit Dates	Number of Accounts	Total Value	Taxes Due
07-01-17/09-30-17	208	\$ 355,300.00	\$3,290.06

Business and Personal Discoveries Billed for Fiscal Year 2017-18

Tax Administrator Jake Oakley presented the following Business and Personal Discoveries Billed for Fiscal Year 2017-18 for the Board's review:

Audit Dates	Number of Accounts	Total Value	Taxes Due
07-01-17/06-30-18	208	\$355,300.00	\$3,290.06

Garnishments

Tax Administrator Jake Oakley presented the following Garnishments for July, August, & September 2017 along with the Fiscal Year 2017-18 Totals for the Board's review:

Audit Dates	Number of Accounts	Total Value	Taxes Due
07-01-17/09-30-17	339	\$133,609.17	\$94,648.92
07-01-17/06-30-18	339	\$133,609.17	\$94,648.92

EMS Billings & Collections

Tax Administrator Jake Oakley presented the following Current and Delinquent EMS Billing for Fiscal Year 2017-18 for the Board's review:

	Transports			Medicare/Medicaid	Other
Month	Billed	Charged	Collected	Non-Billable*	Non-Billable*
Jul-17	383	\$ 247,659.40	\$ 258,620.14	\$ 165,616.29	\$782.73
Aug-17	356	\$ 230,760.50	\$ 148,098.65	\$ 72,078.89	\$2,416.29
Sep-17	410	\$ 266,492.60	\$ 172,554.96	\$ 96,158.40	\$5,789.01
Totals	1,149	\$744,912.50	\$579,273.75	\$ 333,853.58	\$8,988.03

*Non Billable are contractual obligation, amount for which the patient can't be billed

Interstate Credit Collections – DataMax

Tax Administrator Jake Oakley presented the following Interstate Credit Collections – DataMax for Fiscal Year 2017-18 for the Board's review:

NC Debt Set-Off for Property Tax & EMS Accounts

Cumulative Total to Date Collected -NC Debt Setoff **\$289,181.56**

Cumulative Totals

Cumulative Total to Date Collected-Motor Vehicles **\$151,280.43**

Cumulative Total to Date Collected- Property Taxes **\$70,463.53**

Cumulative Total to Date Collected - EMS **\$448,812.36**

Grant Total to Date Collected - All categories **\$670,556.32**

Releases Less than \$100 – Real and Personal Property

Tax Administrator Jake Oakley presented the following Releases less than \$100 –

Real and Personal Property (September 2017) at the October 9th meeting for the Board's review:

Releases Less Than Name	\$100 Real/Personal Bill Number	Property Amount
Lucille B Wall	312845-2017-2017	\$96.94
	312845-2016-2016	\$34.54
	312845-2015-2015	\$34.31
	312845-2014-2014	\$33.13
	312845-2013-2013	\$33.13
John Paul Lanier	7-2017-2017	\$2.22
Perry W Carter	5065-2017-2017	\$9.89
Andrew B Blakely	708574-2013-2013	<u>\$25.94</u>
	Total Amount	\$270.10

Releases More than \$100 – Real and Personal Property

Tax Administrator Jake Oakley presented the following Releases more than \$100 – Real and Personal Property (September 2017) at the October 9th meeting for the Board's review with consideration for approval at the October 23rd meeting:

Name	Bill Number	Amount	Reason
Town of Walnut Cove	850179-2017-2017	\$641.30	Govt. Exempt Transfer to Religious Exempt-Bill Void
Bobby Lee Middleton Sr.	291191-2017-2017	\$183.52	Home Value Removed – Home sites 2 to 1
New Middleton Co Inc.	291183-2017-2017	\$156.14	Double Wide Mobile home Burned – Home sites 4 to 3
	291183-2016-2016	\$142.59	Double Wide Mobile home Burned – Home sites 4 to 3
ErLinda Y. Flores	299099-2017-2017	\$1,060.36	Revised Assessment – Home Overvalued
Karen Lou Patterson.	85187-2017-2017	<u>313.02</u>	Late Use Value – Application Approved
	Total Amount	\$2,496.93	

Refunds More than \$100 – Real and Personal Property

Tax Administrator Jake Oakley presented the following Refunds more than \$100 – Real and Personal Property (September) at the October 9th meeting for the Board's review with consideration for approval at the October 23rd meeting:

Name	Bill Number	Amount	Reason
Stephens Farm Trust	283686-2017-2017	\$289.37	Corrected Ownership of
Refund Check to: Peter Fatz & Christine Fatz			DWMH-Rebilled for 2017

Stephens Farm Trust	283686-2016-2016	\$287.41	Corrected Ownership of DWMH-Rebilled for 2016
Refund Check to: Lydia Ann Fatz Higgins			
Lawrence A Langdon	3169559	\$170.89	Vehicle Sold
Gloria P Lewis	38776651	\$141.73	Vehicle Sold
David Joseph Martin	25393425	<u>\$132.93</u>	Vehicle Sold
Total Amount		\$1,022.33	

Tax Administrator Oakley requested the following be placed on the October 23rd

Consent Agenda:

- Real and Personal Releases more than \$100.00
- Real and Personal Refunds more than \$100.00

Tax Procedures, Enforcement of Unpaid Tax/Ambulance Bills (Notice of Attachment/Garnishments on Wages and/or Bank Accounts)

Tax Administrator Oakley presented and discussed the following updated procedures regarding the Tax Procedures, Enforcement of Unpaid Tax/Ambulance Bills:

As requested by the Stokes County Board of Commissioners, the following are Procedures/Guidelines on the enforcement of delinquent tax/ambulance bills based on N.C.G.S. 105-356, 366, 367, 368 and Rule 4 of the North Carolina Rules of Civil Procedure and Chapter 44, Article 9A and 9B for the ambulance liens:

Yearly Annual billing:

Annual statements are mailed in July of each year, followed by a second notice the following February to cover the unpaid Real/Personal property bills. Advertisement of unpaid Real Property in local newspaper by April 15th.

Billing of Ambulance bill

First billing requesting Insurance allowing 45 days or if office has information, notice is sent for person liable giving 30 days to respond. Third billing is final notice before delinquent action is taken.

Enforcement of unpaid taxes:

When bills are not paid following the above steps, enforcement of collection procedures may be initiated, including attachment/garnishment of wages and/or bank accounts as outlined below. Tax Administration is also charged with the collection of delinquent EMS bills by resolution, (Delinquent EMS bills are to be treated as a tax bill having the same guideline under the enforcement procedures set-out by State Statute in 44-51.4).

1. Delinquent notice sent by regular mail of upcoming enforcement procedures to be taken. Taxpayer has ten (10) days to respond.
2. If no response to delinquent notice, Garnishment by Certified Mail is sent to Taxpayer by the United States Postal Service. At this time a \$30.00 Civil Action fee is placed on tax bill.
3. United States Postal Service notifies taxpayer of Certified Mail to be picked up and signed for. The Post Office will attempt three (3) notification mailings for pick-up, before returning to sender. If Tax Office receives signed return receipt back, Taxpayer will have 10 days from receipt of Notice to file objections with the Tax Office.
4. Once County has received unclaimed Certified Mail, the Tax Office will forward Garnishment Notification to Sheriff's Office for service. Upon Garnishment Notice being served by Sheriff's Office, the Taxpayer will have ten (10) days from date of service to file objections with the Tax Office. Note: the \$30.00 fee applied in the first certified mailing will now be paid to the Sheriff's Office for their service.
5. If the Taxpayer has filed no objections to the notice of garnishment within 10 days from receipt as required by Statute, Garnishment will be forwarded to the garnishee's Employer for the garnishment of wages and other compensation. At this time another \$30.00 Civil Action fee is placed on tax bill, giving a total of \$60.00 fee for all procedures taken.
6. Garnishment procedures, against a taxpayer's bank account or other property will only be implemented by the Delinquent Tax Collector upon receipt of approval of this action by the Tax Administrator. The Notice of Garnishment will be sent by certified mail return receipt addressee only to the bank, or other party holding property of the taxpayer first. Then a copy sent to the taxpayer certified mail return receipt addressee only. If taxpayer does not pick up the certified mail, then service will be attempted as set forth in paragraph 4 above, or by any other method set forth in Rule 4 of the North Carolina Rules of Civil Procedure, until service upon the taxpayer is completed.

Tax Administrator Oakley also noted:

- Have spoken to Sheriff Mike Marshall about the procedure and he is willing to assist the Tax Department with delivery of the garnishment notices
- This procedure will make sure that everyone who is about to be garnished is aware of the Tax Department's plans regarding their unpaid taxes
- Tax Department will be doing everything possible to make sure the citizens know what is about to happen when it pertains to a garnishment (before turning it over to the Sheriff's Department for delivery)
- Tax Department sends out the regular bills, second notices, and advertises unpaid taxes in the local paper in February each year before the garnishment process is even started
- Tax Department seldom ever attaches to a bank account because any attachment to a bank account normally shuts the account down

- Tax Department's procedures all follow the NC laws for collection of taxes
- Will start enforcement of the updated procedures once approved by the Board of County Commissioners

Tax Administrator Oakley requested the Tax Procedures, Enforcement of Unpaid Tax/Ambulance Bills (Notice of Attachment/Garnishment on Wages and/or Bank Accounts) be placed on the October 23rd Consent Agenda.

Chairman Walker opened the floor for discussion/questions/comments.

Vice Chairman Lankford commented:

- Have read over the documentation presented to the Board
- This is a real good start according to our previous discussion
- Do have a concern – this must be monitored
- If we get into a large group and the Sheriff's Department has to go out, there may have to be some modification
- I don't want them to come up with all this extra work that could be avoided

Tax Administrator Oakley responded:

- There is a possibility that the Sheriff's Department could get 40 garnishments a week if the individuals do not pick up their certified mail

Vice Chairman Lankford continued:

- If the postal service does what they should do, that should not have to happen
- Confirmed with Tax Administrator Oakley that the postal service will only attempt to deliver the certified letter three (3) times, then the letter is returned to the Tax Department
- Feel the information provided is very clear and have no issues approving the updated procedures
- Reiterated this needs to be monitored so that we don't have another agency fulfilling a lot of duties that they should not have to

Tax Administrator Oakley responded:

- Tax Department will do everything possible to make sure the Sheriff's Department is not overloaded
- Tax Department will try all methods before turning this over to the Sheriff's Department along with keeping in touch with the postal service
- If the postal service returns the certified notification with no luck reaching the taxpayer, staff will attempt another phone call before turning it over to the Sheriff's Department

Vice Chairman Lankford continued:

- Just want to make sure monitoring is in place
- Could also look at the county attorney sending a letter

Tax Administrator Oakley continued:

- Have tried the legal letter but did not get a good response

Vice Chairman Lankford continued:

- Just want to make sure there is not so much put on the Sheriff's Department that the Sheriff requests additional help in his next budget

Tax Administrator Oakley continued:

- Do not want to load the Sheriff's Department down with a lot of paperwork
- Once that taxpayer refuses bills, letters, calls, advertisement of delinquent taxes, and certified letters, we have no choice but to turn this over to the Sheriff's Department for delivery in order to proceed with the garnishment
- Will look at this in six (6) months and give the Board a report

The Board had no issues with placing the following on the Consent Agenda:

- Real and Personal Releases more than \$100.00
- Real and Personal Refunds more than \$100.00
- Tax Procedures, Enforcement of Unpaid EMS Bills

Chairman Walker, with full consensus of the Board, directed the Clerk to place the following items on the October 23rd Consent Agenda:

- Real and Personal Releases more than \$100.00
- Real and Personal Refunds more than \$100.00
- Tax Procedures, Enforcement of Unpaid EMS Bills

Recreational Options – USDA

Chairman Walker presented the following opening comments regarding recreational options involving USDA:

- At a recent meeting, Vice Chairman Lankford mentioned the possibility of having a community recreational center comparable to a "Y" type facility in this part of the county
- Feel we all have felt this way for some time
- That statement got my interest in a positive way and decided at that time that I would certainly do what I could to help things start moving in that direction
- Have one piece of information to offer regarding USDA
- Would like to give Vice Chairman Lankford an ample chance to share his thoughts and maybe describe the need for a community recreational center in this part of the county
- I will mention that when I was signing the USDA papers to complete the loan process for the community college, I had a chance to speak to USDA Representative Joshua Carswell about the USDA's views regarding this type of facility

- It turns out they are ready to participate in these type projects and have funded community centers for other areas
- USDA Representative Carswell seemed to be saying that they had funds available that could be used if the community chose to take that step, but seemed they are quite eager for funding to be used that way
- Certainly caught my interest along with the interest expressed by Vice Chairman Lankford at the other meeting, so that is the reason I put the item on the Agenda for Board discussion
- Wanted to see what the Board might do to get things moving to get a recreation center in this part of the county
- Knowing if we don't start on it sometime, it will never happen
- Would like to allow Vice Chairman Lankford to present his comments at this time

Vice Chairman Lankford presented the following comments:

- For many years, I have been out talking to scores of people in the northern part of the county
- Most would come up and say that they wished we had somewhere for their children to go for recreation, like a swimming pool
- Don't think anyone ever took the initiative to start the process to get this done
- I know the "Y" started with just a thought process and getting a lot of donations to get something started
- I am not sure, but think that would probably be the way to get started – identifying some property that could be used for a recreation center which would offer all types of recreation including exercising and a pool
- In talking to people from all over the county, it seems that the swimming pool is probably one of the most popular things at the "Y" because a lot of people use the pool for health reasons
- Feel the older people who are going to the "Y" for swimming is for health reasons
- Think we have most of the youth recreation such as baseball, basketball, etc. covered through the school system with the school grounds being used
- Feel the swimming pool is needed in the northern part of the county for recreation and health reasons
- Need to figure out a way to get this started through personal contributions, I made personal contributions to the "Y" in King when it was started – knowing it was a "Y" that anyone in Stokes County could use
- The problem comes in when you have to drive 14 to 18 miles with some parts of the county being 20 to 25 miles – people do not have time to drive that far
- You have to have it in a central location like 4-5 miles of driving
- Have visited the one in Pilot Mountain – Armfield Center – very nice facility
- Think it may be a non-profit entity
- If the Board is interested, think it would be good to get started

Chairman Walker responded:

- Very good thoughts from Vice Chairman Lankford
- Completely agree with Vice Chairman Lankford's comments

- Think the way to get started would be to form a Taskforce with key people on that Taskforce who have the objective to create a community center like what Vice Chairman Lankford has been describing
- The first part for the Taskforce would be to gather information and then decide on how to get started
- Confirmed with Vice Chairman Lankford that he would be glad to serve on a Taskforce
- Believe a couple of commissioners, maybe someone from each section of the county or maybe someone from each municipalities
- How about putting this back on the Discussion Agenda for the next meeting with the idea of creating a Taskforce
- This will allow the Board a chance to think about it

Chairman Walker opened the floor for further discussion/questions/comments.

Commissioner Jones commented:

- Good idea to create a Taskforce
- Land needs to be identified
- Be a great thing if this could happen

Commissioner Booth commented:

- Questioned Chairman Walker about the available USDA funding?

Chairman Walker responded:

- Per USDA Representative Carswell, there is available funding
- Requested Clerk Bullins, who was also in attendance for the USDA meeting, if there was any further information about funding

Clerk Darlene Bullins responded:

- Representative Carswell spoke about financing with USDA along with trying to obtain state PARTF Grants
- The PARTF Grants are 50/50
- The only thing about applying for PARTF Grants is that the County does not have a Comprehensive Master Recreation Plan which is scored very high on the PARTF application process
- Have been told there is no use in applying for a PARTF Grant if you don't have a Comprehensive Master Recreation Plan
- USDA Representative Carswell would be happy to speak to the entire Board at any time

Chairman Walker responded:

- A Recreation Plan is possibly one thing that the Taskforce could create
- The community/recreation center would be a key part of the plan
- Believe the USDA financing would be similar to the low interest rates obtained for the community college and jail if the economy remains stable
- Representative Carswell did encourage the County to start looking at possible grants

Commissioner Booth commented:

- Confirmed with Chairman Walker that USDA has money to loan, not money to give in grants
- Confirmed with Clerk Bullins that the PARTF Grants are based on what amount of funding that is available
- Confirmed with Clerk Bullins that land can be used as in-kind match with the PARTF Grant

Commissioner Mendenhall commented:

- Would like to have more information from USDA about funding opportunities
- Think the entire Board needs to hear from the USDA Representative

Chairman Walker commented:

- Took a recent tour of the Armfield Center in Pilot Mountain and asked a lot of questions
- Had a great tour of the facility
- Director works part time
- Most of the staff is part time
- They have a lot of volunteers who work
- They have a lot of activities going on
- It was built about twenty (20) years ago with some major donors getting it going
- Still paying for the center, but very close to having it paid off
- Was on the committee that helped the “Y” in the southwestern part of the county be there
- It was the third time an attempt was made to get one in the County
- The first attempt went to Mocksville – had some big donors
- The second attempt went to Clemmons – also had some big donors
- The “Y” in the southwestern part took about 10 years in the making
- Got down to having to have some substantial backing, believe Gary Merritt, Marvin Gentry and a few select others stepped up and gave some substantial funds to make it happen
- Here is something else, the County was involved in the “Y” being there along with the City of King – can’t remember the exact involvement
- Don’t want the folks in this part of the county to have to wait 10 to 20 years for a recreation center
- They have waited long enough
- In what Vice Chairman Lankford described, believe a lot of them feel that they have already waited too long and I tend to agree with them
- If there is a way to fast track this to make it happen, I would certainly be interested in knowing how that could be
- It might be using UDSA Funding and paying it back over the years
- I know that is risky and might be taking a chance, but I have reason to believe that a lot of people in the County feel that recreation is very important and they want to see the attention given to it that it needs, not just a “lick and a promise”

- Believe the people in the county want to see that something is being done and I don't blame them
- If I lived in this part of the County or Walnut Cove, I would want to see something being done
- I agree with a lot of people that have approached me about this that it is long overdue
- Who has a better idea?
- Believe we need to get some folks working on this
- Anyone have a better idea?

Vice Chairman Lankford commented:

- If our main objective at this point of the discussion is to formulate a Taskforce, my recommendation would be to put it back on the Agenda
- This would allow Board members to start thinking about some potential people who would serve
- One of the main things that I am talking about is our seniors – we are getting more seniors than young people
- That is the reason I mentioned the Armfield Center – they have indoor walking paths that could be utilized in the winter months
- Feel the recreation part for the youth is probably being handled pretty good in the northern part of the County, just like it is in the southern part of the county – parks, ballfields, basketball courts, etc.
- Think we have ample recreational needs for that particular group of population – the youth
- The seniors do not have anything
- Believe there are some taking advantage of the exercise equipment located near the hospital
- Need to go a few steps further
- Don't think you have to spend millions of dollars on a facility
- You can accomplish your mission without spending a tremendous amount of funding
- Hopefully there would be someone who would volunteer some land
- Think the entire Board needs to start thinking and then appoint a Taskforce

The Board unanimously agreed to place the item back on the October 23rd Discussion

Agenda.

Chairman Walker, with full consensus of the Board, directed the Clerk to place the item on the October 23rd Discussion Agenda.

Chairman Walker commented:

- Would like to make one additional comment
- Would like to see a facility in this part of the county, as much as possible, with what is in the Armfield Center and the "Y" located in the other part of the county
- A pool would be great
- A gym would be great for adults and kids

- Exercise equipment
- Program rooms for things like yoga
- Maybe the thing that the Taskforce could do would be to determine what is the best assortment of options to provide and how we can work with a cost that could make it happen

Commissioner Booth commented:

- You have just mentioned what the County can afford
- The “Y” and the Armfield was not all county
- Have to see what the people want
- Have to see where the donations are and what grants are available

Chairman Walker responded:

- Feel if we really work together and focus on this as a group, believe some good can happen for the County

Economic Development Director – Job Description

Chairman Walker opened the discussion with the following comments:

- Noted that the current job description for the Economic Development Director’s position was included in the Agenda packet

Chairman Walker opened the floor for discussion/questions/comments.

Commissioner Jones commented:

- New director should be mindful of the County’s beautiful environment and low impact growth in such a way that it does not take away from our quality of life
- New director should have a proven track record

Commissioner Booth commented:

- Confirmed with Clerk Bullins that the job description that was provided in the Agenda packet is the current job description on file

Chairman Walker commented:

- Believe this was used in hiring the past two directors
- The job description can be used in its current form, make changes, or whatever is the pleasure of the Board
- Believe the staff wanted to make sure the Board of County Commissioners was comfortable with the job description before proceeding with the hiring process

Commissioner Jones commented:

- Would like to add something to my earlier comments
- Distinctly remember, not the exact date or conversation, but it was when the Economic Development Commission (EDC) met with the Board in the chambers that

their mission statement include low impact growth, tourism, natural beauty, and quality of life

- To me, that solidifies the thought process and it is not something that I have created on my own
- I am just reaffirming it

Chairman Walker responded:

- There may be a way to incorporate that into the job description without limitation
- In my part the county, when I look out, all I see is businesses, it is too late for that area at this point

Commissioner Jones responded:

- Don't necessary agree with Chairman Walker
- My point is that you want them to try to work with the beauty of this county not against it

Chairman Walker commented:

- Not a lot of beauty on Main Street in King

Commissioner Jones responded:

- There are things that could be done about that

Commissioner Booth commented:

- Noted that the job description includes "work is performed under limited supervision of the Board of County Commissioners and the County Manager"
- Needs some type evaluation done frequently to see where we are at
- There should be involvement with management – director should not be allowed to be out on his own – that is my opinion

Commissioner Jones commented:

- Some type of accountability

Commissioner Booth continued:

- This has happened in the past where the Board and the County Manager did not have that much to say about the director's performance and what was going on
- More like the director was on their own
- It should be under the county manager and the manager should be very involved with the position

Vice Chairman Lankford commented:

- One of the things that I am very concerned about and would not be in favor of which is under Desirable Education and Experience
- The County paid for the last director's certification for Economic Development Director
- Will never agree to that again

- If someone wants to market themselves in a certain direction (get additional education and certifications) they need to do it on their own – not with county money
- Wanted this added to education and experience

Chairman Walker questioned Vice Chairman Lankford as to how he would like it added to the job description.

Vice Chairman Lankford responded:

- Would add: County will not fund any additional training/schooling to help promote a director in a way that adds accreditation to their resume such as Economic Development Director Certification
- Could probably word it differently, but hope everyone gets the jest of what I am saying
- Spent a lot of funding on our last director – paying for conferences and training to get certifications
- That is just like a teacher getting certain certificates for different courses – they pay for their own certifications
- I am not willing to pay for those certificates with tax dollars

Commissioner Mendenhall commented:

- Have read over the job description two (2) or three (3) times
- Overall, it is pretty well put together
- I have not heard any suggestions that I am totally against from my fellow commissioners
- Understand Vice Chairman Lankford's concern of using taxpayer dollars to increase the person chosen by furthering their educational knowledge
- One of the big things that I do agree with is the Desirable Education and Experience
 - "Bachelor's degree in business administration, marketing or a related field, and considerable experience in business, industrial development planning, or a related field; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities"
- This makes me feel comfortable
- Could be some minor changes

Chairman Walker commented:

- Need to incorporate internet skills
- In today's business environmental, it is not just an asset, it is an essential
- Would want someone who is efficient on the internet/web
- Confirmed with Commissioner Mendenhall that he was good with the current job description with the changes suggested by the other commissioners

Commissioner Jones commented:

- Just want to mention that the job description includes "attends seminars, conferences, workshops, classes, lectures, etc. as appropriate, to enhance and maintain knowledge of trends and developments in the field of industrial development and promotion"

- That could be misconstrued as personal growth
- If those conferences or workshops could bring something back to the county, then the taxpayer money would be an investment
- There needs to be a real distinction between what is a personal type of education that Vice Chairman Lankford says he would not agree to pay for
- We have to have a person in this position that has some flexibility to attend something that they could network with others that could possibly bring something back to this county
- There is usually a certain amount of continuing education that one has to have to keep whatever they may already have
- Want to be reasonable – not unreasonable
- Want the job description to be clear
- Need to decide what no county funding really means
- Any of those events could network that person to be able to go to another job
- Don't know how you can really disconnect the two except they are getting a personal certification

Commissioner Mendenhall commented:

- Understand what Vice Chairman Lankford and Commissioner Jones are trying to say
- What you have is a real fine line – a “slippery slope” as some people might say
- Many times you are required to stay up with the new requirements that are out there
- Don't thing in any way that we can say that we are never going to send them to any training or conference
- I was not on the Board when the last two directors were here so I feel like I am at a little bit of a disadvantage not knowing what has happened in this past
- Going to stop right here about that because I was not on the Board during the past situations

Commissioner Booth commented:

- This position, if I understand it right, is under the county manager like any other department head
- That is what I was trying to say – did not seem like the last position was strict enough under the county manager
- It was like they were out on their own
- Believe the position has to be under the manager as all the others – must have accountability
- The County Manager would keep the Board informed about this department just like any other department
- Do not like the wording “limited supervision”
- Confirmed with Commissioner Mendenhall that he was in agreed with the other commissioners' changes

Commissioner Mendenhall responded:

- Just want to make sure the commissioners understand the reason I cut myself off – I was not on the Board when the past directors were here so it is hard for me to make any comments regarding what did or did not happen

Chairman Walker commented:

- Need to delete the “Stokes County Development Corporation, Inc” which no longer exists

Vice Chairman Lankford commented:

- Last Economic Development Director, and I can agree with Commissioner Booth, sort of took things in his own hands through a group called the Economic Development Commission (EDC)
- It was like he thought it was his authority to drive the EDC
- The EDC thought it was the director’s authority to drive Economic Development
- I have always had a problem with that
- Don’t think that is the way any county employee should be
- The director has to be controlled through a way that things are handled through the county
- I will try to make myself a little clearer regarding further education
- Will use the school system as the analogy
- If I have a Bachelor’s Degree and I want to go get a Master’s Degree, I have to pay for it
- I am not talking about going to conferences
- Conferences are a place to go to for ideas, to listen to others
- That is not what I am saying
- Tax dollars were paid for the last director to personally go get some type of certification
- That meant it was an addition that was going to make him more marketable
- That is what I am talking about
- That is what I don’t want in this job description
- Don’t know how I can make it any clearer

Chairman Walker commented:

- What about including in the job description – the level Vice Chairman Lankford is talking about must be approved by the manager or Board of Commissioners

Vice Chairman Lankford commented:

- I am saying that I do not want it approved
- I am not going to support it even being in the description so that it can or can’t be approved

Chairman Walker commented:

- Believe Vice Chairman Lankford’s suggestion would be to limit county funding for educational opportunities

- Believe Commissioner Mendenhall basically agrees with the current job description that was presented
- Believe Commissioner Jones wants to include low impact growth and record of success
- Believe Commissioner Booth wants limited supervision changed to same supervision as all other department heads
- My comment was internet efficiency
- Any other comments from members of the Board

County Manager Morris commented:

- Would the Board like anything added about grant writing capabilities

Chairman Walker responded:

- Definitely add grant writing capabilities
- Believe we have a person in-house that is very proficient in obtaining grants
- I am wondering if we could use some current skills, abilities, and experience that we already have with some current employees to secure more grants – one employee in particular
- Would like to give the staff a chance to incorporate these ideas, as much as reasonably possible, into a tentative job description
- Wish we could do it today but understand it is very technical
- First, let me ask “what is the pleasure of the Board” as far as pushing this forward

The Board unanimously agreed to allow the staff to make the changes and bring the edited job description back to the next meeting.

County Manager Morris commented:

- Last director had special pay – travel allowance
- Will this be allowed for the new director

Vice Chairman Lankford commented:

- Absolutely not- will not be treated differently from other department heads

Chairman Walker responded:

- Unless three (3) other members agree to pay a travel allowance

Vice Chairman Lankford responded:

- That is my opinion – not speaking for anyone but myself - no special travel allowance

County Manager Morris continued:

- There is not a separate budget for this department
- Would assume that the director would be furnished a car
- As far as the certification, certain department heads must have certifications and others don't

- It would be strictly up to the Board if you want certified department heads or not
- You can always ask for certified people in the job description, you can certify them after they come, or not certify them at all

Chairman Walker commented:

- I am not that keen on certifications, I am more on whether the person can do the job or not and what past successes the person has
- If there was a certification that seemed essential, necessary, or beneficial, then it would first come to the manager and then the manager could bring to the Board

Vice Chairman Lankford commented:

- Do not see the Economic Development Director the same as I would the Environmental Health Specialist who has to be certified by the State
- This director does not have to get state certifications
- Glad that came up – that explains my whole viewpoint better
- The Economic Development Director is a worker who is trying to go out and get more businesses and do things for the county which really don't take any certifications

Chairman Walker continued:

- Overlooked a suggestion made by Vice Chairman Lankford that may be worth incorporating into the job description
- If there is another EDC, it will not be under the control of the Economic Development Director; the EDC will be an advisory board to the Board of County Commissioners
- Confirmed with Vice Chairman Lankford that it should be included in the job description
- What Vice Chairman Lankford said did happen and it did get kind of out of balance

Commissioner Jones commented:

- Went to a lot of those meetings that I thought were a waste of time
- Members did not show up
- The EDC did not have any power to make changes
- Most of the time, it was just talk
- Did not see any point in the meetings

Chairman Walker commented:

- It was heavily controlled by the Economic Development Director at that time
- Confirmed with Manager Morris that it could be added to the job description
- Any changes made by manager could be deleted once the Board reviews the changes
- Confirmed with Manager Morris that grant writing will be included in the job description

County Manager Morris continued:

- Confirmed with the Board that "certifications required" not be included in the job description

Commissioner Booth commented:

- Believe there are several employees in different departments that have grant writing capabilities – not just one
- Confirmed with Manager Morris that the department has one assistant
- Basically, it is like any other department that is under the county manager – the manager decides who goes and who does not go specific trainings, conference
- If the manager feels the Board needs to know about specific training, he can always bring that training to the Board

Vice Chairman Lankford commented:

- It needs to be clarified
- If it is clarified in the job description, there will be no questions

Chairman Walker confirmed with Manager Morris that he did not need any further direction from the Board regarding the suggested changes to the Economic Development Director job description.

Commissioner Jones commented:

- We want this director to be compliant
- As far as the EDC, they were really supposed to be more of an outreach of business people to find and network to bring in more business into the County
- Never saw that ever happen
- To be honest, it was a pretty dysfunctional group

Vice Chairman Lankford commented:

- Was on the Regional Economic Development Group as a Board Representative
- Most of the people did not have specific knowledge or certifications that made them special – they were just individuals working to try to bring new businesses to the state or region
- We need someone who is a “go getter” that will get out there and talk to people and encourage them to come to Stokes County
- The director must be familiar with what Stokes County can offer – the beauty that we don’t want destroy
- I think our 2035 Plan puts the cap on that – has certain restrictions which should also help
- I saw all different types of people serving on the committee – not just a certain type person
- That is one reason why I think we don’t have to prepare this person to be an Economic Development Director, the person should come with experience, education, etc. – not get that training and education after they get here

The Board unanimously agreed to place the item on the October 23rd Discussion Agenda.

External Posting – Health Department

County Manager Rick Morris presented the following information from Health Director Emily Naylor regarding an unfilled Public Health Nurse II position:

- Would like to request to externally post an unfilled Public Health Nurse II position which was approved in the Fiscal Year 2017-18 budget
- Position had not been filled due to not having a second provider
- Currently have a LPN who is retiring at the end of November
- Part of the duties of this unfilled PHN position have been assumed by the PHN Supervisor who has two (2) nurses who will be going out on extended leave within the next few months
- Through the Director Naylor's assessment, she feels the best usage of staff would be to fill the PHN II position and leave the LPN position vacant until a second provider comes on board
- Director Naylor is still in the recruiting stage for the second provider
- Request the item be moved to today's Action Agenda in order to expedite the hiring process

Chairman Walker opened the floor for discussion/questions/comments.

The Board had no comments regarding the request.

Vice Chairman Lankford moved to place the item on today's Action Agenda.

Commissioner Mendenhall seconded the motion.

Chairman Walker opened the floor for any further discussion.

Commissioner Booth commented:

- Confirmed with Manager Morris that the PHNII was approved in the Fiscal Year 2017-18 Budget
- Confirmed with Clerk Bullins that by filling the PHN II position, the employee would be able to handle PHN II duties along with LPN duties
- This would be a temporary situation with the two (2) employees going on extended leave
- Confirmed with Manager Morris that this is a recurring expense
- Confirmed with Manager Morris that the LPN will be vacant until a second provider is hired

Manager Morris responded:

- There will be still be one vacant position – LPN

- This will be much better, more efficient way to operate the department
- This PHN II position will take some of the duties that the PHN Supervisor has been covering since it has been vacant

With no further discussion, the motion carried unanimously.

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

Commissioner Booth requested a clarification – does there have to be a motion when consensus of the Board could be used?

Chairman Walker responded:

- Can be done both ways

Appointment – ETJ Appointment – City of King Planning Board/Board of Adjustment

County Manager Rick Morris provided the following information regarding the ETJ appointment for the City of King Planning Board/Board of Adjustment:

- Norma Cox's term on the King Planning Board/Board of Adjustment will expire on December 1, 2017
- Would request that the Board of County Commissioners make an appointment for a regular ETJ member before December 25, 2017
- Three (3) year term
- Ms. Cox has requested to be considered for re-appointment

Chairman Walker opened the floor for nominations.

Commissioner Jones nominated:

- Norma Cox

With no further nominations, Chairman Walker entertained a motion to close the nominations.

Commissioner Booth moved to close the nominations. Chairman Walker seconded the motion.

Vice Chairman Lankford confirmed with staff that Norma Cox does wish to be considered for re-appointment.

Vice Chairman Lankford noted that he did have another name.

Chairman Walker noted that Vice Chairman Lankford could submit his nomination at the October 23rd meeting.

The motion carried unanimously.

Chairman Walker, with full consensus of the Board, directed the Clerk to place the item on the October 23rd Action Agenda.

Appointment – Northwestern Regional Library Board – King Library Appointment

County Manager Rick Morris provided the following information regarding Northwestern Regional Library Board – King Library Appointment:

- Northwestern Regional Library Board would like to request that the Stokes County Board of Commissioners consider the appointment of Scott Tedder to the Northwestern Regional Library Board as the King Library Board member
- King Regional Library Board approved the recommendation at their September 18th meeting

Chairman Walker opened the floor for nominations.

Commissioner Jones nominated:

- Scott Tedder

With no further nominations, Chairman Walker entertained a motion to close the nominations.

Commissioner Booth moved to close the nominations. Vice Chairman Lankford seconded and the motion carried unanimously.

Chairman Walker, with full consensus of the Board, directed the Clerk to place the item on the October 23rd Action Agenda.

GENERAL GOVERNMENT – GOVERNING BODY – ACTION AGENDA

Proposed Operating Procedures for the Pine Hall Community Campus

County Manager Morris presented addition information regarding the proposed

Operating Procedures for the Pine Hall Community Campus which were presented at the

September 25th meeting:

- Have recommended \$50 for 4 hours for county residents
- Have recommended \$75 for 4 hours for non-county residents
- County residents can rent the community center for the entire day (8:00 am to 10:00 pm) for \$150.
- There will be a \$100 deposit

RENTAL AGREEMENT

THIS AGREEMENT, made this _____ day of _____ by and between the County of Stokes, the first part, hereinafter referred to as the "County", and _____ of the second part, hereinafter referred to as "lessee".

The County hereby grants to lessee the use of the Community Center, located at the Pine Hall Community Campus for the purpose of _____ on the following terms and conditions.

Lessee agrees to pay for all damage inflicted on Community Building, its furnishings, or appurtenances, arising from the use of Community Building by Lessee. Lessee further agrees to place on deposit with the County the sum of \$100.00. In the event that damage is inflicted on the Community Center, its furnishings, or appurtenances, or the Center is not properly cleaned, then said deposit, or any portions thereof, shall be used by the County to pay the actual cost of repairing such damage or cleaning the facility. **Nothing in this agreement shall limit the liability of the Lessee for damages in excess of the amount of the deposit. The key is to be picked up and returned to Community Center. If the key is not returned Lessee will be charged a \$225.00 re-keying fee.**

Lessee hereby agrees that the County shall not be liable to Lessee or any other person for any loss, damage or injury suffered as a result of the use of the Community Building by the Lessee, and Lessee assumes all risk to persons or property arising from the use of the Community Center by Lessee and holds the County and its officials harmless therefore.

Sufficient parking cannot be guaranteed for gatherings; however, overflow parking is available on the campus in addition to the paved parking lot.

This agreement may be terminated by the County at any time for violation of the Community Center rules and regulations, but Lessee shall remain liable for any loss, damage, or injury in accordance with this agreement. Lessee's signature below indicates that Lessee received a copy of the Community Center Rules and Regulations and agree to abide by them.

County of Stokes

Lessee

.....
NAME: _____

HOME PHONE: _____

COUNTY RESIDENTS

<u>AREA RESERVED</u>	<u>AMOUNT</u>	<u>TIMES</u>
Community Center	\$ 50.00	8:00 am – 12:00 noon
Community Center	\$ 50.00	1:00 pm – 5:00 pm
Community Center	\$ 50.00	6:00 pm – 10:00 pm
		DEPOSIT AMT _____

AMOUNT PAID TO DATE: \$ _____

BALANCE DUE: _____

.....

NON - COUNTY RESIDENTS

<u>AREA RESERVED</u>	<u>AMOUNT</u>	<u>TIMES</u>
Community Center	\$ 75.00	8:00 am – 12:00 noon
Community Center	\$ 75.00	1:00 pm – 5:00 pm
Community Center	\$ 75.00	6:00 pm – 10:00 pm
		DEPOSIT AMT _____

AMOUNT PAID TO DATE: \$ _____

BALANCE DUE: _____

.....

REFUND INFORMATION:

DATE OF REFUND: _____ AMOUNT OF REFUND: _____

****SEE RULES AND REGULATIONS ON ATTACHED PAGE****

PINE HALL COMMUNITY CAMPUS BUILDING RULES

PURPOSE: To provide a community room and conference room for the use and enjoyment of the public.

CHARGES: There is a \$100.00 deposit for the rental, which will be refunded
Provided all the following conditions are met. A key should be
picked up by the close of business on the last business day prior
to the use of the Community Center.

Hours: THE COMMUNITY CENTER IS AVAILABLE FOR USE BY
RESERVATION ONLY BETWEEN 8:00 A.M. AND 10:00 PM.

GENERAL RULES

- 1) The center is cleaned daily. It is your responsibility to clean up before you leave so that it is suitable for the next party. It is unacceptable to come back the following day to clean up. Our employee will check behind your party to see that you have taken care of

leaving the building the way it was when you rented it. You, the renter, are responsible for breakage, damage and are expected to report such with the return of the key. IF YOU FIND THE ROOM UNSUITABLE WHEN YOU ARRIVE, PLEASE CONTACT THE FRONT DESK RECEPTIONIST AT THE LIFEBSITE MEDICAL CENTER LOCATED IN THE LEFT SIDE OF THE MAIN LOBBY OF THE BUILDING.

- 2) No decorations are to be attached to curtains or walls or ceiling.
- 3) Chairs and tables are available in the storage room which is connected to the large room. Tables and chairs may be used by the lessee but must be returned to the storage room after use and chairs must be returned to the mobile storage racks. When placing chairs on the storage racks be sure to stack the bottom rows of chairs first to prevent the storage rack from tilting over. Do not stand or sit on tables.
- 4) No articles or furnishings should be removed from the Community Building.
- 5) PLEASE SUPPLY YOUR OWN TRASH BAGS AND TAKE YOUR TRASH WITH YOU WHEN YOU DEPART THE FACILITY.
- 6) Leave appliances, floors, and counter tops clean.
- 7) Please clean the oven if you use it.
- 8) Be sure stove and lights are off before leaving.
- 9) Leave the facility as you found it.
- 10) Do not light any candles other than small birthday candles.
- 11) LOCK ALL DOORS YOU ARE RESPONSIBLE FOR BEFORE LEAVING.
- 12) NO EXCEPTIONS TO THESE RULES ARE PERMITTED. VERBAL AGREEMENTS BETWEEN THE COUNTY AND THE LESSEE ARE NULL AND VOID.

By following these rules and regulations, you will help us to be able to return your full deposit. If you have any trouble securing the building or problems with the Community Center, contact the front desk receptionist at the LifeBrite Medical Office. If no one is there contact

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

IN CASE OF EMERGENCY CALL 911 FOR POLICE, FIRE DEPARTMENT OR RESCUE SQUAD.

NO ALCOHOL OF ANY KIND IS EVER ALLOWED ON THESE PREMISES!!!!!!

PINE HALL COMMUNITY CAMPUS

BUILDING CLEAN-UP CHECK LIST

1. IF YOU USE THE OVEN MAKE SURE YOU CLEAN IT. SWEEP FLOORS (BROOM & DUST PAN IN HALLWAY).
2. CLEAN UP ANY SPILLS ON FLOORS (MOP IN HALLWAY).
3. CLEAN ALL TABLE TOPS
4. CLEAN ALL CABINET/COUNTERTOPS AND STOVETOP.
5. EMPTY ALL TRASH CANS AND TAKE TRASH WITH YOU).
6. REPLACE ALL TRASH BAGS (THEY ARE 33 GALLON SIZE BAGS).
7. TAKE ANY DECORATIONS YOU USED.
8. PICK UP ANYTHING ON BATHROOM FLOORS AND THROW AWAY.

9. PICK UP ALL TRASH YOUR PARTY GENERATED IN ALL AREAS TO INCLUDE THE BACK PATIO AND FRONT OF THE BUILDING.
10. BE SURE ALL DOORS ARE LOCKED AND LIGHTS ARE TURNED OFF WHEN YOU LEAVE EXCEPT FOR LIGHTS THAT ARE ON AN AUTOMATIC TIMER.
11. ANYTHING YOU BRING OR HAVE BROUGHT TO THIS BUILDING IS TO DEPART WITH YOU.
12. CLEAN BLACK MARKS OFF THE FLOOR.

Chairman Walker entertained a motion regarding the proposed Operating Procedures for the Pine Hall Community Campus.

Commissioner Jones moved to approve the proposed Operating Procedures for the Pine Hall Community Campus. Commissioner Booth seconded the motion.

Chairman Walker opened the floor for any further discussion.

Vice Chairman Lankford confirmed with Manager Morris that the fee of \$50 covers the conference room, community center, and kitchen.

With no further discussion, the motion carried unanimously.

Proposed Resolution – Approval for the Local Water Supply Plan for the Danbury Water System

Chairman Walker entertained a motion regarding the following proposed Resolution – Approval for the Local Water Supply Plan for the Danbury Water System which was presented at the September 25th meeting.

Town of Danbury - Local Water Supply Plan

WHEREAS, North Carolina General Statute 143-355 (I) requires that each unit of local government that provides public water services or plans to provide such services shall, either individually or together with other such units of local government, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for Danbury, Town of, has been developed and submitted to the Stokes County Board of Commissioners for approval; and

WHEREAS, the Stokes County Board of Commissioners finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (I) and that it will provide appropriate guidance for the future management of water supplies for Danbury, Town

of, as well as useful information to the Department of Environment Quality for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Stokes County Board of Commissioners of Danbury, Town of that the Local Water Supply Plan entitled, Danbury, Town of dated October 9, 2017, is hereby approved and shall be submitted to the Department of Environment Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Stokes County Board of Commissioners intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

Adopted this the _____ day of _____, 2017.

Jimmy Walker - Chairman

Ernest Lankford – Vice Chairman

James D. Booth - Commissioner

Ronda Jones - Commissioner

Ronnie Mendenhall – Commissioner

Attest _____
Darlene Bullins
Clerk to the Board

Commissioner Jones moved to approve the proposed Resolution – Approval for the Local Water Supply Plan for the Danbury Water System Fiscal Year 2017-18. Commissioner Mendenhall seconded the motion.

Chairman Walker opened the floor for any further discussion.

With no further discussion, the motion carried unanimously.

Proposed Modifications – Articles of Association & Agreement (Northwest Piedmont Job Training Consortium)

Chairman Walker entertained a motion regarding the Proposed Modifications – Articles of Association & Agreement for the Northwest Piedmont Job Training Consortium which were presented at the September 25th meeting.

Commissioner Booth moved to approve the Modification Articles of Association &

Agreement (Northwest Piedmont Job Training Consortium). Commissioner Jones seconded the motion.

Chairman Walker opened the floor for any further discussion.

With no further discussion, the motion carried unanimously

External Posting – Health Department

Chairman Walker entertained motion regarding the external posting for a vacant PHN II position which was presented at today's meeting.

Commissioner Jones moved to approve the external posting for a vacant PHN II position. Commissioner Booth seconded the motion.

Chairman Walker opened the floor for any further discussion.

With no further discussion, the motion carried unanimously.

Closed Session

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

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

Vice Chairman Lankford moved to enter Closed Session for the following:

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

Commissioner Jones seconded and the motion carried unanimously.

The Board re-entered the open session of the October 9th meeting.

Adjournment

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

Commissioner Mendenhall moved to adjourn the meeting. Vice Chairman Lankford seconded and the motion carried unanimously.

Darlene M. Bullins
Clerk to the Board

Jimmy Walker
Chairman