

STATE OF NORTH CAROLINA)
)
COUNTY OF STOKES)
)

OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
TUESDAY MAY 29, 2018

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 Tuesday, May 29, 2018 at 6:00 pm with the following members present:

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

County Personnel in Attendance:
County Manager Jake M. Oakley
Clerk to the Board Shannon Shaver
Finance Director Julia Edwards
County Attorney Ty Browder
Human Resources Officer Gayle Tucker

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

INVOCATION

Vice Chairman Walker delivered the invocation.

GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE

Chairman Mendenhall invited those in attendance to join the Board in the Pledge of

Allegiance.

GENERAL GOVERNMENT – GOVERNING BODY – APPROVAL OF AGENDA

Chairman Mendenhall entertained a motion to approve or amend the May 29th Agenda.

Commissioner Jones moved to approve the May 29th Agenda. Commissioner Booth seconded the motion.

Chairman Mendenhall opened the floor for discussion.

Commissioner Lankford requested to amend the Agenda by removing Item b. on the Discussion Agenda.

Commissioner Lankford commented:

- I am not prepared for this item concerning the Recreation Task Force Update and Request for Wellness Center Feasibility Study.
- There is only one quote and I would like to table this until more information and additional quotes can be obtained.

Vice Chairman Walker commented:

- I agree with Commissioner Lankford on this item.
- I believe there are other options to be considered.

Commissioner Lankford made a motion to table the Recreation Task Force Update and Request for Wellness Center Feasibility Study. Vice Chairman Walker seconded the motion.

With no further discussion the motion carried with a 3 -2 vote.

Commissioner Jones moved to approve the May 29th amended Agenda with the deletion of item b. on the Discussion Agenda the Recreation Task Force Update and Request for Wellness Center Feasibility Study. Vice Chairman Walker seconded.

With no further discussion the motion carried unanimously.

COMMENTS - Manager/Commissioners

Commissioner Jones commented:

- Hope everyone had a wonderful Memorial Day and remember why that day exists.

Vice Chairman Walker commented:

- Hope everyone had a good Memorial Day weekend.
- Weather could have been better but could have been worse also.
- Hope everyone got some rest and some time to spend with their family and remembered why Memorial Day is celebrated.
- We have a lot to be thankful for.
- It is good to take some time to remember those who sacrifice for our Country.
- Many of those have made the ultimate sacrifice.
- Thanks to everyone who is here.
- I hope you find your time well spent.

Commissioner Booth commented:

- I also would like to say thank you for being here tonight.
- Thank the Lord Jesus Christ for his leadership and guidance he gives me making me able to do this job.
- I am thankful for his mercy and grace he shows me each day.

Chairman Mendenhall commented:

- Hope everyone had a great Memorial Day.
- Hope everyone realizes the true meaning of that day.
- It is very important to me as my Father served in the Korean War and I have two sons who served in the military.
- One in the Army and one in the National Guard.
- Touching ceremony on television at Arlington National Cemetery.
- Hope everyone remembers all that have given their lives so that we may have the freedom we have today.
- Thank you to everyone here.
- It is good to see smiling faces.

Commissioner Lankford commented:

- My Ethics for Life goes along with that sentiment.
- "Evil men understand not judgement but they that seek the Lord understand all things" Proverbs 28:5.
- Thankful for our freedom.
- It is a great thing to know that we live in the United States and are free because of those who sacrificed.

County Manager Oakley commented:

- Attended the Soil and Water Awards Banquet.
- It was at the Pine Hall building.
- Commissioner Booth was the MC for this event and is the Chairman of Soil and Water.
- It was a great event and I enjoyed it.
- Commissioner Jones and Commissioner Walker were there as well.
- I appreciate anyone that has served and those who continue to serve our Country.
- I am thankful to them and owe everything to them.
- I want everyone to know that.

PUBLIC COMMENTS

Chairman Mendenhall 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 Rd.
Lawsonville, NC 27022

RE: Arts Update
The Apple Gallery

Featured in the Apple Gallery during the month of May: Paintings by Sandy Murray and Pottery by Alex Flinchum.

The Danbury Songwriters Series

Kicks off second season May 31st at 7pm at The Arts Place of Stokes and continues each Thursday of the summer.

The Danbury Songwriters opens with The Traveling Danbury's at The Arts Place of Stokes. The Traveling Danbury's (Bruce Burgess, John Hartman, Rebecca Dresser, Skip Staples, and Kay Richey) always have a great time together and make sure everyone else does too. It's always a great time the whole family and a community gathering to celebrate live and original music among friends.

June 7th – The Series continues with Cathy Fink & Marcy Marxer. Two time Grammy Award Winners, Cathy Fink & Marcy Marxer are master musicians with a career spanning over 35 years. Their superb harmonies are backed by instrumental virtuosity on the guitar, five string banjo, ukulele, mandolin, cello-banjo, and many other instruments. Their repertoire ranges from classic country to western swing, gypsy jazz, to bluegrass, and old-time string bank to contemporary folk including some original gems.

ArtShine

Open your wallets for a great cause on Saturday, June 2, 2018 from 2-4:30 as ArtShine, a fundraiser for the Stokes County Arts Council, makes its way to The Meadows at Big Creek in Westfield (actually just at Hwy 89 and Lynchburg Rd). This beautiful location provided amazing views with lots of frontage on Big Creek. Tickets are \$50 each and Town & Country in King will be doing the catering.

The Arts Place Renovation

On June 4th the final phase of The Arts Place Renovation begins! The store will be closed for 3 days while the upstairs floors are laid and sanded. All merchandise will be moved from the space to prevent damage. Then the lower level will be completed including the kiln set up and the lift to the upper floor will be installed.

Just in time for our Arts Place 1st Year Anniversary on July 4th we hope!

Presentation of Fiscal Year 2018-19 Recommended Budget

Chairman Mendenhall turned the floor over to Interim County Manager Jake Oakley.

Budget Message

Fiscal Year 2018/19

TO: The Stokes County Board of Commissioners

FROM: Jake M. Oakley, Interim County Manager

DATE: May 29, 2018

SUBJECT: Fiscal Year 2018/19 Recommended Budget

In accordance with the North Carolina Local Government Budget and Fiscal Control Act (N.C.G.S. 159-8), it is my pleasure to present my recommended Stokes County Fiscal Year 2018/2019 proposed budget in the amount of **\$49,042,299**. This is a total that I am proposing from the two new recommended tax rates for General County at **\$36,896,740** and School Current Expense Fund at **\$12,145,559**. My total recommendation is balanced, and maintains the current property tax rate of \$0.62 for General County, \$0.04 for the Edu. School Fund, and \$0.08 for all Fire Districts.

The purpose of the County's annual budget process is to develop a fiscally responsible plan that enables the organization to accomplish the priorities established by the Board of County Commissioners. This guidance was based on the budget/goals sessions held during the month of March that relied upon a conservative budgeting philosophy to balance service demands with available revenues. We have made all of these decisions without negatively impacting the delivery of services to the public. Balancing the budget requires a thorough analysis of the County's revenue stream combined with attempting to meet the requests from each of the County's departments. Some requests were approved, some reduced, and some eliminated. All requests by the County departments were not taken lightly. I have thought critically about each of the requests, and my conclusions were based on the overall well-being of Stokes County citizens.

Below, you will see my recommendation for creating a new tax code for the Stokes County Board of Education. This requires separating the General County Rate of \$0.62 into two taxing areas; one for the General County with a rate of \$0.31, and the second for the School Current Expense Fund having a rate of \$0.31. Separating the original tax rate into these two new taxing funds will allow taxpayers better transparency, relating to where their tax dollars are being spent. I will go into more detail on the separated tax codes throughout the body of this recommendation. Please note that under both taxing scenarios presented, there will not be a tax increase.

A mandatory public hearing for the proposed FY 2018/19 Budget has been scheduled for 7:00 pm in Courtroom "A" of the Stokes County Government Center on Monday, June 12, 2018.

Attached, I have provided you with a brief summary of the County's revenue, along with my recommendations for each department's Budget.

I would like to thank the Board of Commissioners for providing the guidance and valuable assistance in helping myself and the budget team with the development of my Recommended Budget. I am looking forward to working with each of you as we complete and implement the final budget for FY 2018/19.

Stokes County

2018/2019 Budget Summary

Proposed Budget w/ Current Tax Rates

General Fund: \$46,290,125
 General Fund Balance: \$ 2,752,174
Total Budget: \$49,042,299
 County Levy @ 97.41% Collection Percentage Motor
 Vehicles @ 100% Collection Percentage

Total Property Valuation: \$3,914,440,341
 One Penny Generates (less M.V.) 382,291
 Approved Tax Rate: 0.62
 Estimated Current Year tax Levy: \$23,702,102

Recommended Budget w/ New tax Rates

General Fund: \$36,896,740
 School Current Expenses Fund: \$12,145,559
Total Recommended Budget: \$49,042,299
 County Levy @ 97.41 % Collection Percentage Motor
 Vehicles @ 100% Collection Percentage

Total Property Valuation: \$3,914,440,341
 One Penny Generates (less M.V.) 382,291
 General Fund Tax Rate: 0.31
 Est. Current Year tax Levy: \$11,851,051
 School Current Exp. Fund Tax Rate 0.31
 Est. Current Year tax Levy: \$11,851,051

Amount Recommended in Appropriation for Each Department

General Fund:

Administration \$ 245,654
 Governing Body 1,102,877
 Finance 444,539
 Purchasing 97,197
 Elections 202,457
 Register of Deeds 233,714
 Tax Administration 862,233
 Revaluation 171,413
 GIS/Mapping 218,410
 Public Building 1,112,292
 Information System 298,494
 Legal 82,000
 Superior Court 23,413
 Vehicle Maintenance + 209,351
Total General Funds: \$5,304,044

Health Department 764,778
 Environmental Health 291,662
 Social Services (all) 7,487,629
 Veteran's Service 23,020
 Senior Services + 614,758
Total Human Services: \$9,181,847

Sheriff \$3,761,100
 Jail 2,146,460
 Emergency Management 196,624
 Emergency Communications 850,723
 Fire Marshal 246,054
 EMS 3,237,289
 District Resource Center 174,783
 Medical Examiner 42,000
 Animal Control + 321,162
Total Public Services: \$10,976,195

Other County Departments:

Arts Council \$ 98,891
 Solid Waste 1,329,925
 Library 512,468
 Cooperative Extension 179,238
 Natural Resources 143,791
 Planning and Zoning 410,394
 Economic Development 824,834
 Recreation 117,484
 Special Appropriation 522,509
 Parks + 23,345
Total Other County: \$4,162,879

Board of Education:

Schools Current Expense Fund \$12,145,559
 Forsyth Tech College + 199,487
Total Education: \$12,345,046

Debt Service:

Debt Service +4,370,917
Total Debt Service \$4,370,917

Other County Funding:

Capital Reserve Fund \$ 350,000
 Medicaid Title XIX 587,777
 Mental Health (MOE) 248,820
 Stokes Reynolds Hospital Fund 74,999
 Contingency 300,000
 Dedicated Fund-Capital/Debt Service + 1,139,775
Total other Funds: \$2,701,371

Total Budget –All Funds: \$49,042,299

FISCAL YEAR 2018/19 RECOMMENDED BUDGET

This fiscal year's budget had its challenges. My primary goals were to present a balanced budget, while preserving a high quality of service to citizens, combined with meeting as many goals of the Board of Commissioners as funding would allow. After initial budget requests (General County and Schools) were submitted to the budget team, we arrived at a General Fund budget deficit of \$4,815,727 or the equivalent of **12.60 cents** of the property tax rate. Factors contributing to this deficit were as requested by the departments; **General County**, Additional Personnel (\$480,047), Salary Adjustments (\$74,544), Equipment (\$484,938), and Motor Vehicles (\$636,100), Operating Cost (\$734,100) and **Board of Education**, Current Expense (\$2,405,998).

Balancing the budget in light of these requests requires a thorough analysis of the County's revenue stream compared to departmental budget requirements. Details on my recommendations are found as follows:

Ad Valorem (Property tax):

The recommended budget includes **no property tax increase**, keeping the current County tax rate flat at \$0.62 County, \$0.04 Edu. Fund, and \$0.08 for all Fire Districts. If approved, this would mark the fourth (4) consecutive year with no County property tax increase. The projected County tax base for the fiscal year 2018/19 is \$3,533,625,598, comprised of real and personal property and all public utilities after exclusions. This is a modest 1% increase over the current year's adopted tax base, which is driven by the growth in new construction as submitted by the Tax Office. I am recommending that Real/Personal Property values be assessed for taxation during the FY 2018-19 at a 97.41% collection rate. Motor vehicle revenue appears to be strong, as in past years, with total projected values of \$380,814,743. The State of North Carolina Department of Motor Vehicle (DMV) collects these taxes throughout the year at a 100% rate of collection.

As stated in my introduction, I am recommending that a new tax code be set up for the County School System for current expenses. This new tax rate will only apply to the creation of a new fund, which will be a sub-fund of the General Fund and will be displayed on the County taxpayers' bills. This can be accomplished in accordance with the Local Government Commission guidelines (LGC). The new tax code for the schools will more accurately reflect the appropriation of all tax dollars. It will also create a better understanding for the taxpayers relating to how their County Commissioners appropriate funding. It will give citizens the transparency in Government that they need. Below you will see the current tax rates and my new recommended rates:

Proposed Revenue per Existing/Current Tax Codes:

General County & M.V. (\$0.62)	\$23,702,102
Edu. School Fund & M.V. (\$0.04)	\$ 1,529,168
Service Fire District & M.V. (\$0.08)	\$ 1,802,889
King Fire District & M.V. (\$0.08)	\$ 380,456
Rural Hall Fire District & M.V. (\$0.08)	\$ 73,773
Walnut Cove Fire District & M.V. (\$0.08)	\$ 261,040

Recommended New Tax Revenue Per Tax Codes:

General County Expenses & M.V. (\$0.31)	\$11,851,051
Schools Current Expenses & M.V. (\$0.31)	\$11,851,051
Edu. School Fund & M.V. (\$0.04)	\$ 1,529,168
Service Fire District & M.V. (\$0.08)	\$ 1,802,889
King Fire District & M.V. (\$0.08)	\$ 380,456
Rural Hall Fire District \$ M.V. (\$0.08)	\$ 73,773
Walnut Cove Fire District & M.V. (\$0.08)	\$ 261,040

I am recommending the four cent (0.04) Edu. School Fund stated above, be changed to **Dedicated Fund-Capital/Debt Service**. This is set up to handle all Capital Funding for buildings, repairs, new construction, and debt service for School Projects. By changing what these funds can be appropriated for, it will allow the County to plan for future growth for all areas of County Government. This would enable the County to provide the funding on some projects instead of issuing new debt, or do a combination of funding and debt service.

Sales Tax Revenues:

Sales tax revenue growth has been strong in the current year due to the rebound in the economy and the creation of a new Walmart in King. My recommended revenues in sales tax are to remain as last year's earnings, based on revenue reported as of March 2018.

General Fund:

1 Cent Sales Tax (Article 39)	\$2,365,000
½ Cent Sales Tax (Article 40)	\$2,120,000
½ Cent Sales Tax (Article 42)	\$ 640,000
Sales Tax Reallocation (Article 44*524)	\$1,645,000

School Capital Outlay/Capital Reserve Fund:

½ cent Sales Tax (Article 40)	\$935,000
½ cent Sales Tax (Article 42)	\$945,000

Enterprise Fund:

Stokes Reynolds Memorial Hospital is operated by LifeBrite. All budget items related to the Hospital are in accordance with the lease agreement. Regional Sewer and the Danbury Water Funds remain financially sound. Enhanced 911 is a sur-charge on all phone service and is used to maintain the county's addressing / E911 Communications.

Regional Sewer Fund:	\$ 125,956
Stokes Reynolds Hospital:	\$ 85,000
Danbury Water Fund:	\$ 125,557
Enhanced 911 Fund:	\$ 411,172

General Fund Balance:

In my proposed budget, an appropriation of \$2,752,174 will be required from the County's General Fund account to balance the budget. This appropriation will assure that funding for services provided by our County are met. This amount is the equivalent of a **7.2 cent** tax increase of the property tax rate, and reduces the fund balance from 33.56% (\$14,997,977) to 27.4% (\$12,245,803) per the County Fiscal Year 2017 audit. During the budget goal sessions, the Board of County Commissioners expressed concerns that the fund balance should not drop below 25%. I regret having to use any of the County fund balance to balance my recommended budget. However, to meet each department's needs, the needs of the school system, and to provide adequate services for our citizens, I had no choice other than to request the transfer of the amount stated above to ensure continued stability in our budget.

Expenditures, General County:

County departments requested \$37,731,056 (General County) in expenditures for next year's General Fund Budget. After careful review, the recommended budget is \$36,896,740 (General County), which equals an \$834,316 reduction from requested budget. The recommended budget is a decrease of \$1,179,501 without School Current Expense compared to fiscal year 2017-18. Below I am highlighting some of the items that are in the budget. We will discuss in detail each department's budget in the budget work sessions.

New Positions:

The recommended Budget includes funding for six (6) new positions in the Jail. These new positions are detailed below:

- 6 new Jailers for the New Jail Expansion, phased in over the new budget year.
 - 2 Jailers added - July 1st 2018 - 12 months employment.
 - 2 Jailers added - October 1st 2018 - 9 months employment.
 - 2 Jailers added - December 1st 2018 - 7 months employment.

The Stokes County Sheriff's Office is currently under contract for a new jail expansion and the completion date is set for mid to late February, 2019. Being in operation in the new 2018/19 fiscal budget makes the need for these new jailers to begin their employment phased in as stated above. With this completion in February, it gives the County the opportunity of four (4) months of saving/revenue.

Equipment/Vehicles:

- Sheriff's Office (\$177,200 Vehicles), (\$71,775 Equipment) – This will allow the Sheriff's Office to purchase six (6) new vehicles (4 SUV's and 2 trucks), and upgrade the Spillman Software, computers/laptops and body armor vests.
 - GM and Ford Motor Company have announced plans to phase out the police interceptor sedan by the end of 2019. After having a discussion with Sheriff Mike Marshall, it is in the best interest of the County to proceed in converting our Sheriff Department's fleet over to SUV's and trucks. I will go into more details on the type of vehicles during our Budget Work Sessions.
- Emergency Medical Services (\$252,200) - Funding will be primarily used to allow EMS to remount an existing ambulance, purchase LifePak, laptops with docking stations and Monitor VI pagers.
- Social Services (\$36,000) – Two (2) new vehicles. Only \$13,523 is from County funds-the balance is from State and Federal Funding.

Employee's Cost of Living (COLA) and Reclassification:

- **Employees - Cost of Living (COLA)**
I am recommending a 4% employee Cost of Living (COLA- \$550,650) for all full and part-time employees effective for the pay period beginning 07/14/18, and to apply the 4% to the current Salary Grade/Step Schedule. This begins the process of making Stokes County more competitive with our workforce and hopefully relieves some of the turnover pressures we have experienced in certain departments. Details will be discussed during the budget work sessions.
- **Employees - Reclassifications**
I am recommending employee reclassifications of (\$69,808) to be effective for the pay period beginning 07/14/18, which cost \$60,353 due to federal and state funding for DSS positions. This change will help reverse excessive personnel turnover and begin the process of making Stokes County competitive with the salaries of our surrounding counties. Details will be discussed during the budget work sessions.
- **Employee's Salary Schedule:**
I am recommending that the first five (5) grade levels be deleted (Grades 52, 53, 54, 55 and 56) and start the County's pay schedule grade at 57. All employees that fall under these first five (5) grades are to be placed on Grade 57 at the same step that they are currently on. This will be effective for the pay period beginning 07/14/18. This would affect five (5) employees and cost approximately \$5,800. If their salary is below \$19,500, then their step level will be moved to meet this figure. It is my understanding that the Board of Commissioners are requesting that this beginning salary be the \$19,500 figure. If the COLA is added to the Grade/Step table then the salary would be above \$19,500. Stokes County has a high turnover rate in certain departments. I am requesting that the Board of Commissioners look into moving from a one percent salary increase during the employee's anniversary date review to a two percent increase each year. I do not have this annual increase in my proposed budget; but, I am requesting that this be considered during the 2018/19 cycle and hopefully funded in the FY 2019/20 Budget. This change will help with the turnover rate and assure that County salaries are more competitive with the adjoining counties.

Health & Dental Insurance Cost:

- The County utilizes a health insurance broker (EBA) to find the lowest cost insurance provider for the County. During this bid process Medcost, our current provider, bid the lowest of competing companies. The bid for this year's coverage includes a 10.13% increase with a cost of \$559.89 per employee's monthly coverage. This amount would reflect a total annual cost of \$2.21 million for the County to provide health insurance for employees.
- Dental insurance will continue with the same provider used by the County last year and premiums will remain at \$31.62 per month for each employee.
- Term Life Insurance provided by the county will have a decrease for the new budget at a cost of \$4.98 per month for each employee.

Capital Projects, General County:

Jail:

The new FY 2018/19 Budget will reflect the New Jail Expansion Project, with a completion date of February, 2019. The Sheriff's Office is projecting savings with the housing of inmates from other counties as a revenue source of being able to provide the same type of service as housing inmates here at Stokes. This savings/revenue time frame for the New Jail is during the last four (4) months of the Fiscal Year 2018-19 budget cycle. The savings/revenue that are projected are not in my recommended budget as the new jail is currently under construction, with a date of completion set for late February, 2019. During any construction project of this size and nature, a lot of unforeseen events can cause delays, which negate any cost savings or revenue projected. I will go into more details concerning this new expansion during the budget work sessions.

RiverStreet Communications:

In regards to digital communications (internet), Stokes County has been working with RiverStreet Communications to provide this service. RiverStreet has made great strides in establishing its core base which, when completed, will support the branching out to unserved areas of the county. This service has already begun and will be completed on time. Stokes County has provided funding in the amount of \$1.8 million over a three year period amounting to \$600,000 annually. This is the final year of payment.

Petree Trust Fund:

Over the last several years, Stokes County has been blessed to see the construction of a beautiful recreation center in the community of Pine Hall, totally financed by the Petree Trust Fund. Recently, Stokes County has received more funding from the trust (\$241,000) to provide a picnic shelter and hiking trails. Again, at no cost to the taxpayers, this project should be completed during this new budget cycle, with the citizens of Stokes in the Pine Hall community enjoying this new addition.

Stokes County Board of Education 2018/19 Budget Request

School Current Expense:

Per North Carolina General Statutes, local Boards of Education have until May 15th of each year to submit their proposed budget to the County. The current expense budget request from the Board of Education for FY 2018/19 county funding was \$13,374,796, which \$94,508 for Poplar Springs Elementary School's operating cost paid from the Dedicated Fund (4 cents). This is a \$2,405,998 increase over last year's approved budget or the equivalent of **6.30 cents** of the property tax rate. Major Factors contributing to this deficit were as requested; Teacher Positions, Salary Increases, Supplement Pay, Matching Technology Grants, Utility Cost, Yellow Bus Operate, and School Resource Officers.

My recommendation for the Schools Current Expenses for FY 2018/19 Budget is \$12,145,559, with funding for Poplar Springs Elementary School's operating cost from the Dedicated Fund (4 cents). This is a \$1,176,761 increase over the FY 2017/18 Budget.

School Capital Outlay:

The Capital Outlay request from the Board of Education for FY 2018/19 county funding was \$2,016,811. This is a \$516,011 increase over last year's approved budget. Some of the factors contributing to this deficit were as requested; Mt. Olive Elementary Roof Replacement, Sandy Ridge Elementary New Roof, Chestnut Grove Middle Air Condition for the Gym, Repaving parking lots at Schools, and an Agricultural Building at West Stokes.

My recommendation for the Schools Capital Outlay for FY 2018/19 Budget is \$1,880,000. This is a \$379,200 increase over the FY 2017/18 Budget.

I realize that my recommended budget reflects a significant reduction in the original request by the Board of Education. With these reductions, neither the Board of County Commissioners nor I can say what can or cannot be funded in current expense or capital outlay. I do believe that the school board will make appropriate adjustments in their budget that is in the best interest of our students and school faculty. During the budget session scheduled with the Board of Education, they will have the opportunity to appeal to the County Commissioners to reinstate the reduced funding.

Throughout the budget process, I have stated how the separation of the current tax rate needs to be assessed in two different areas of taxation; one tax rate for the General County, and one rate for the County School System. This change will allow taxpayers better transparency relating to where their tax dollars are being spent. The recommended tax rate for school current expense is 31 cents. This will allow the school system to have the assessed values for the fiscal year to project revenues.

Recommendation:

It is my formal recommendation that the Board of County Commissioners adopt my recommended budget of \$49,042,299 for the 2018/19 Fiscal Year.

I would like to thank each of the County employees for their tireless efforts and continuous service that they provide to the citizens of Stokes County. I would also like to thank the Board of Commissioners for providing valuable direction in the development of this recommended budget. I am looking forward to working with each of you to develop a final budget for FY 2018/19 that will meet the service needs and expectations of our citizens and our communities.

Chairman Mendenhall commented:

- I believe I speak for all five Board members when I say thank you for all of your hard work in putting together the Recommended Budget.
- We really appreciate all of your effort and the presentation.
- I ask that you take your information home and look over it.
- We have a Budget Work Session tomorrow at 11am and if it is acceptable to the other Board members we will hold off on any discussion until then.
- I want to give everyone time to take a look at the Recommended Budget before any discussion.

All Board members were in agreement to hold any discussion until the Budget Work Session May 30th at 11am.

CONSENT AGENDA

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

Minutes

- Minutes of May 14, 2018 – Regular Meeting

Budget Amendments

Governing Body – Budget Amendment #67

Finance Director Julia Edwards submitted Budget Amendment # 67.

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

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Public Buildings			
100.4190.590	Improvements	\$ 36,875.00	\$ 10,725.00	\$ 47,600.00
	Contingency			
100.9910.000	Contingency	\$ 291,038.00	\$ (10,725.00)	\$ 280,313.00
	Total	\$ 327,913.00	\$ -	\$ 327,913.00
This budget amendment is justified as follows:				
To transfer funds for the renovations for the judge office at the Government Center.				
This will result in a net increase of \$0.00 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 in this fiscal year.				
Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	General Fund			
		\$ -	\$ -	\$ -
	TOTALS	\$ -	\$ -	\$ -

EMS – Budget Amendment #68

Finance Director Julia Edwards submitted Budget Amendment # 68.

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

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
Emergency Medical Services				
100.4370.000	Salaries & Wages	\$ 1,219,545.00	\$ (25,000.00)	\$ 1,194,545.00
100.4370.020	Salaries & Wages-Part Time	\$ 310,000.00	\$ 25,000.00	\$ 335,000.00
	Total	\$ 1,529,545.00	\$ -	\$ 1,529,545.00
This budget amendment is justified as follows:				
To transfer funds for part salaries for the remainder of the fiscal year.				
This will result in a net increase of \$3,804.00 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 in this fiscal year.				
Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
General Fund				
				\$ -
				\$ -
	TOTALS	\$ -	\$ -	\$ -

EMS – Budget Amendment #69

Finance Director Julia Edwards submitted Budget Amendment # 69.

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

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Emergency Medical Services			
100.4370.351	Maint. & Repairs Auto	\$ 127,304.00	\$ 150.00	\$ 127,454.00
	Total	\$ 127,304.00	\$ 150.00	\$ 127,454.00
This budget amendment is justified as follows:				
To appropriate funds from insurance claims.				
This will result in a net increase of \$150.00 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 in this fiscal year.				
Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	General Fund			
100.3839.850	Insurance Claims	\$ 52,941.00	\$ 150.00	\$ 53,091.00
	TOTALS	\$ 52,941.00	\$ 150.00	\$ 53,091.00

District Resource Center – Budget Amendment #70

Finance Director Julia Edwards submitted Budget Amendment # 70.
To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	District Resource Center			
100.4321.352	Maint. & Repairs Building	\$ 4,620.00	\$ 900.00	\$ 5,520.00
				\$ -
				\$ -
	TOTALS	\$ 4,620.00	\$ 900.00	\$ 5,520.00
This budget amendment is justified as follows:				
To appropriate funds for additional area of carpet at the District Resource Center from DRC Fees.				
This will result in a net increase of \$830.00 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 in this fiscal year.				
Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
				\$ -
100.3433.410	District Resource Center Fees	\$ 2,520.00	\$ 900.00	\$ 3,420.00
	TOTALS	\$ 2,520.00	\$ 900.00	\$ 3,420.00

Governing Body-- Budget Amendment #71

Finance Director Julia Edwards submitted Budget Amendment # 71.
To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Public Buildings			
100.4190.590	Improvements	\$ 47,600.00	\$ 49,141.00	\$ 96,741.00
	Contingency			
100.9910.000	Contingency	\$ 280,313.00	\$ (49,141.00)	\$ 231,172.00
	TOTALS	\$ 327,913.00	\$ -	\$ 327,913.00
This budget amendment is justified as follows:				
To transfer funds for the construction of the parking lot behind the Arts Council				
This will result in a net increase of \$9,365.00 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 in this fiscal year.				
Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
				\$ -
				\$ -
	TOTALS	\$ -	\$ -	\$ -

Tax Administration Report – April 2018

EMS Billing Write – Off Requests

The Tax Office has determined, based upon information furnished to us from the Stokes County Jail (Sheriff's Office), that there is no further recourse of collection on the below listed billings to inmates and is requesting that the total amount of \$5,531.10 from 2/15/17-1/11/18 be written off.

Present - Use Value Late Application

Tax Administrator Jake Oakley presented the following late applications for 2018 for the Boards review at the May 14th meeting with consideration for approval at the May 29th meeting:

Per NCGS 105-277.4(a1), "Late Application...an application may be approved by the Board of Equalization and Review or, if that Board is not in session, by the Board of County Commissioners.

We have (2) late applications for year 2018 on which the Tax Office is recommending approval:

<u>Taxpayer</u>	<u>Parcel</u>	<u>Acreage</u>	<u>Reason</u>
Anderson, Linda G.	6010-00-17-3839	34.60	Forestry Use Value Late Delivery
Spencer, Barry T.	6010-00-17-3839	34.60	Late Delivery
Spencer, Jamie C.		2.78	Late Delivery

Refunds More Than \$100-Real and Personal Property

Tax Administrator Jake Oakley presented the following Refunds More Than \$100-Real and Personal Property (April 2018) at the May 14th meeting for the Board's review with consideration for approval at the May 29th meeting:

<u>Name</u>	<u>Bill Number</u>	<u>Amount</u>	<u>Reason</u>
Hopper, Ronald Lee	33358867	\$131.77 \$17.00 \$8.50	VEHICLE SOLD

Total Amount	\$157.27
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Releases More Than \$100-Real and Personal Property

Tax Administrator Jake Oakley presented the following Releases More Than \$100-Real and Personal Property (April 2018) at the May 14th meeting for the Board's review with consideration for approval at the May 29th meeting:

<u>Name</u>	<u>Bill Number</u>	<u>Amount</u>	<u>Reason</u>
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Shining Light Baptist Church	296600-2017-2017	\$606.80	Religious Exempt Late Application
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Total Amount	\$606.80
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Stokes County Health Department

2017 Stokes County

State of the County Health Report

Stokes County Health Department

1009 Main Street

Danbury, NC 27016

(336) 593-2400

<http://www.co.stokes.nc.us/index.htm>

Overview: Stokes County SOTCH Report

During the years between county Community Health Assessments (CHA), county health departments conduct and provide an abbreviated State of the County Health report (SOTCH report). While the SOTCH report is intended as a quick overview of community health data rather than a comprehensive review of the priority.

Health issues identified during the 2016 CHA, can be found in this document. The priority areas identified in this report are guided by findings from the 2016 CHA, SOTCH reports, community surveys, and state and local data. This report provides an annual review of the health of the community, tracks progress regarding health priorities and compares statistics. It also identifies new programs and partnerships in the community, as well as emerging issues that affect the health status of county residents.

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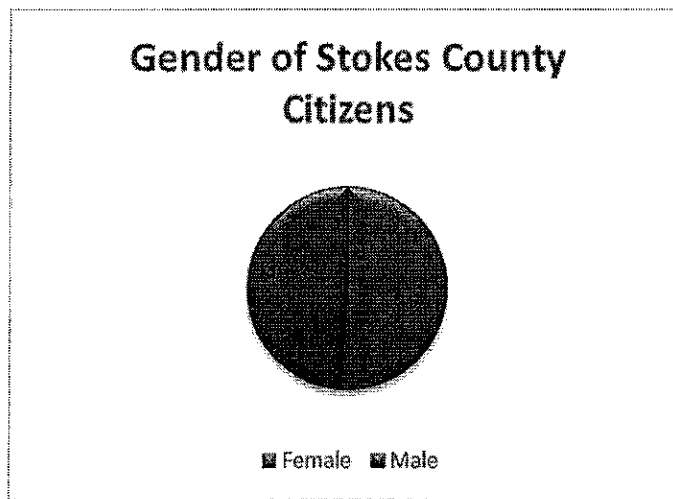
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Demographics and Social economic issues of Stokes County

Stokes County is made up of several incorporated towns and many unincorporated towns. The incorporated towns include the City of King which is the largest municipality in the county with a population of 6,906, and Walnut Cove with a population of 1,402 and Danbury with a population of 188. Stokes County Demographics shows the county population standing at 46,351 which is a 2% decrease since the last Community Health Assessment in 2016.



Leading Causes of Death in Stokes County 2016

Rank	Cause	Number	%
1	Cancer	115	21.1
2	Diseases of heart	103	18.9
3	Cerebrovascular diseases	47	8.6

4	Chronic lower respiratory diseases	39	7.2
5	All other unintentional injuries	27	5.0
6	Alzheimer's disease	19	3.5
7	Influenza/pneumonia	18	3.3
8	Intentional self-harm (suicide)	15	2.8
9	Diabetes mellitus	12	2.2
10	Motor vehicle injuries	11	2.0
	All other causes (Residual)	138	25.4
	Total Deaths – All Causes	544	100.0

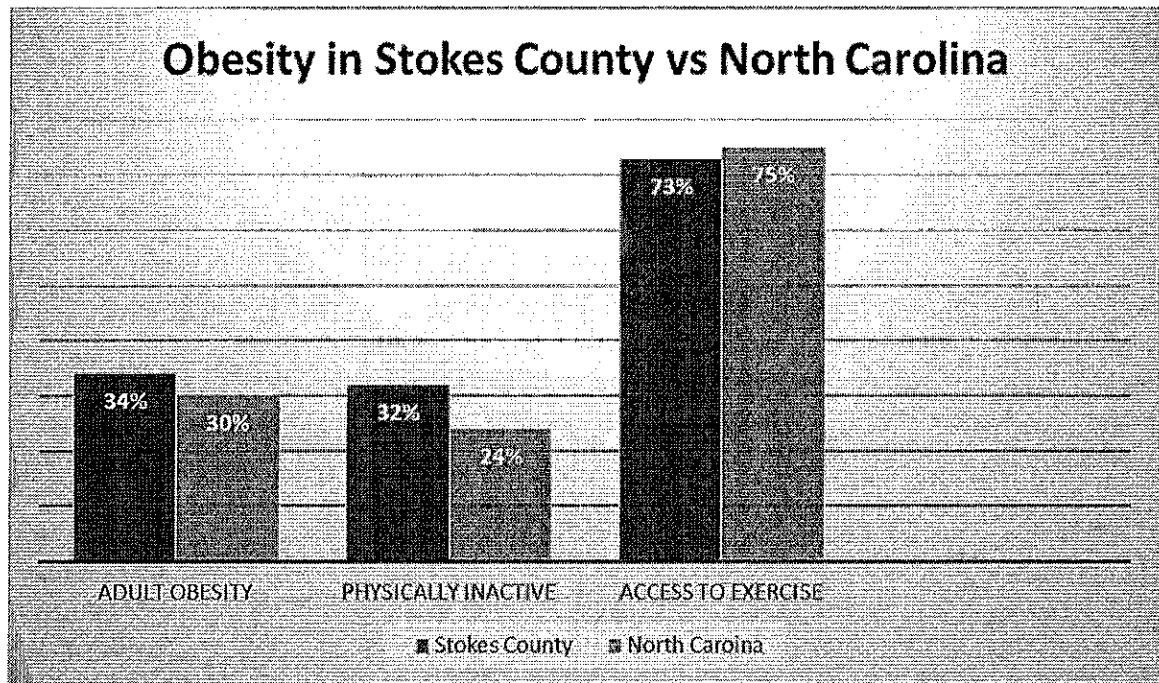
Source: State Center for Health Statistics, North Carolina

Priority Health Concerns

Stokes County's Community Health Assessment was completed in 2016. At this time surveys were distributed within our health department as well made available on line for everyone in Stokes County.

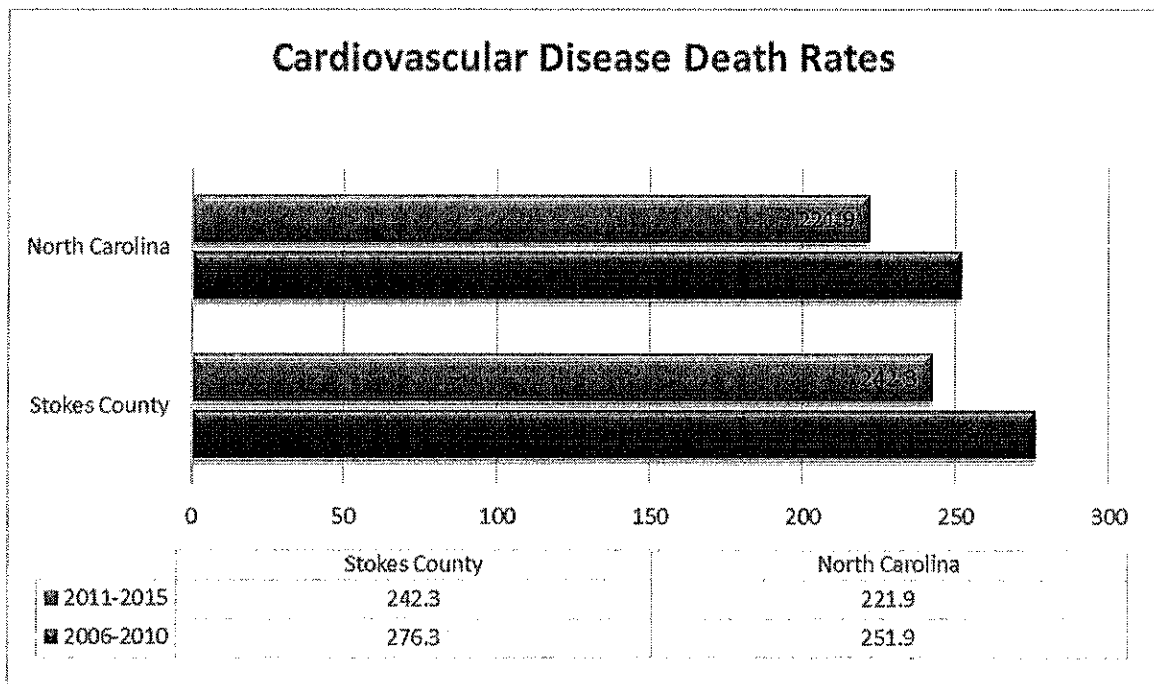
The report concluded that the top three biggest issues in our county were:

1. Substance Abuse
2. Mental Health
3. Chronic Disease



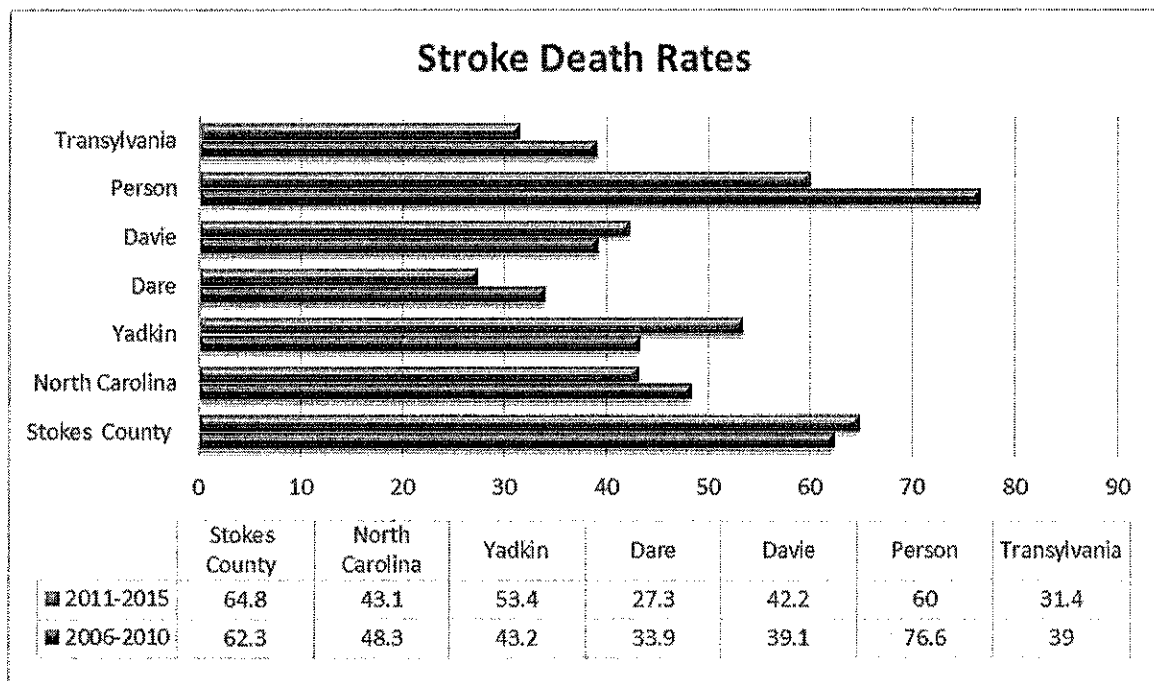
Source: State Center for Health Statistics, North Carolina

Stokes County being a rural county our population tends to show higher incidence of disease in a number of areas including heart disease, respiratory disease, and disability associated with chronic health conditions, and obesity. Rural populations disproportionately suffer from chronic disease relative to the general public. Access to quality health care in rural areas is restricted by poor infrastructure and a smaller health care workforce, hindering the utilization of preventative health services and compromising the implementation of wellness and healthy lifestyle programs.



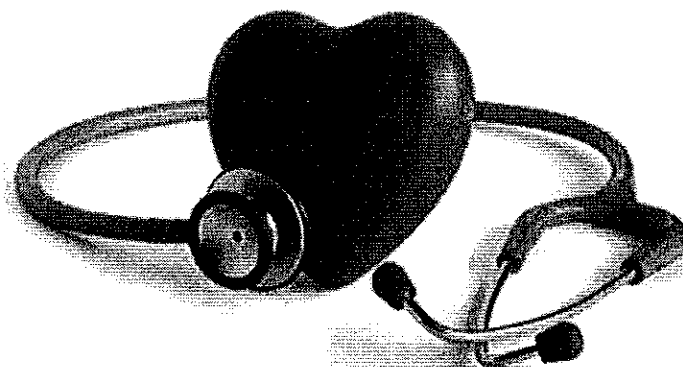
Source: North Carolina State Center for Health Statistics

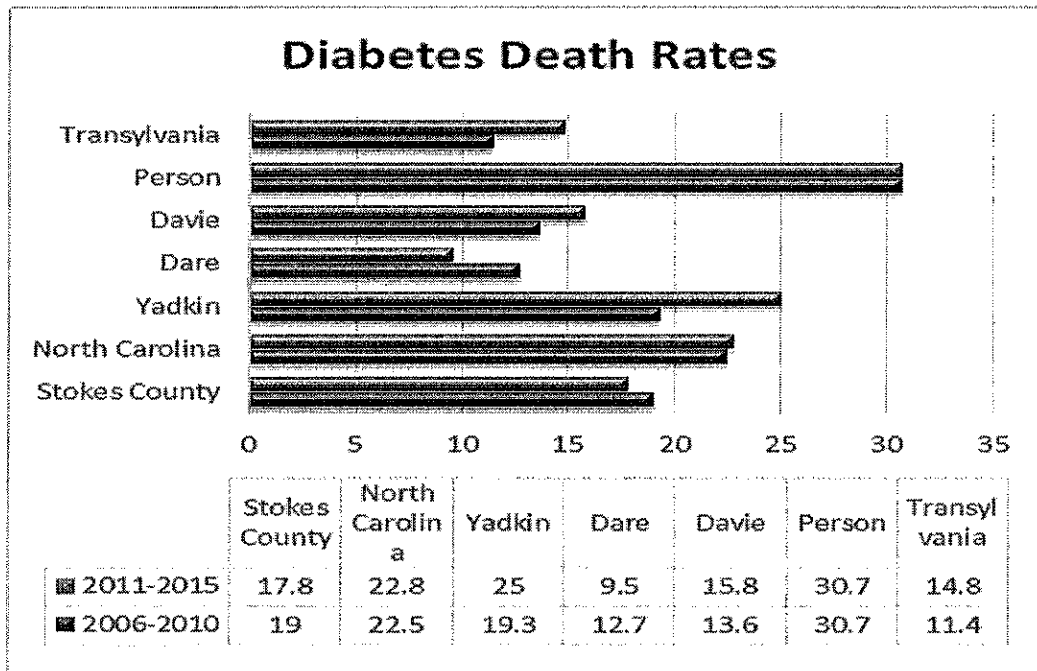
This chart displays the number of Cardiovascular Disease related deaths from 2006-2015 in Stokes County versus the number of Cardiovascular Disease related deaths during this time period in North Carolina. From 2006-2010, Stokes County had 276.3 heart disease related deaths while North Carolina had 251.9 related deaths. From 2011-2015, Stokes County had 242.3 cardiovascular disease related deaths while NC had 221.9 related deaths. Stokes County has decreased the number of deaths related to cardiovascular disease during this time period, however our death rate is more than the rate for the state. Cardiovascular disease risk factors that contribute to heart disease mortality include tobacco use, diet, physical inactivity, obesity, and alcohol. The Healthy NC 2020 Target = 161.5.



Source: North Carolina State Center for Health Statistics

This chart displays the number of Cardiovascular Disease related deaths from 2006-2015 in Stokes County versus the number of Cardiovascular Disease related deaths during this time period in North Carolina. From 2006-2010, Stokes County had 276.3 heart disease related deaths while North Carolina had 251.9 related deaths. From 2011-2015, Stokes County had 242.3 cardiovascular disease related deaths while NC had 221.9 related deaths. Stokes County has decreased the number of deaths related to cardiovascular disease during this time period, however our death rate is more than the rate for the state. Cardiovascular disease risk factors that contribute to heart disease mortality include tobacco use, diet, physical inactivity, obesity, and alcohol. The Healthy NC 2020 Target = 161.5.



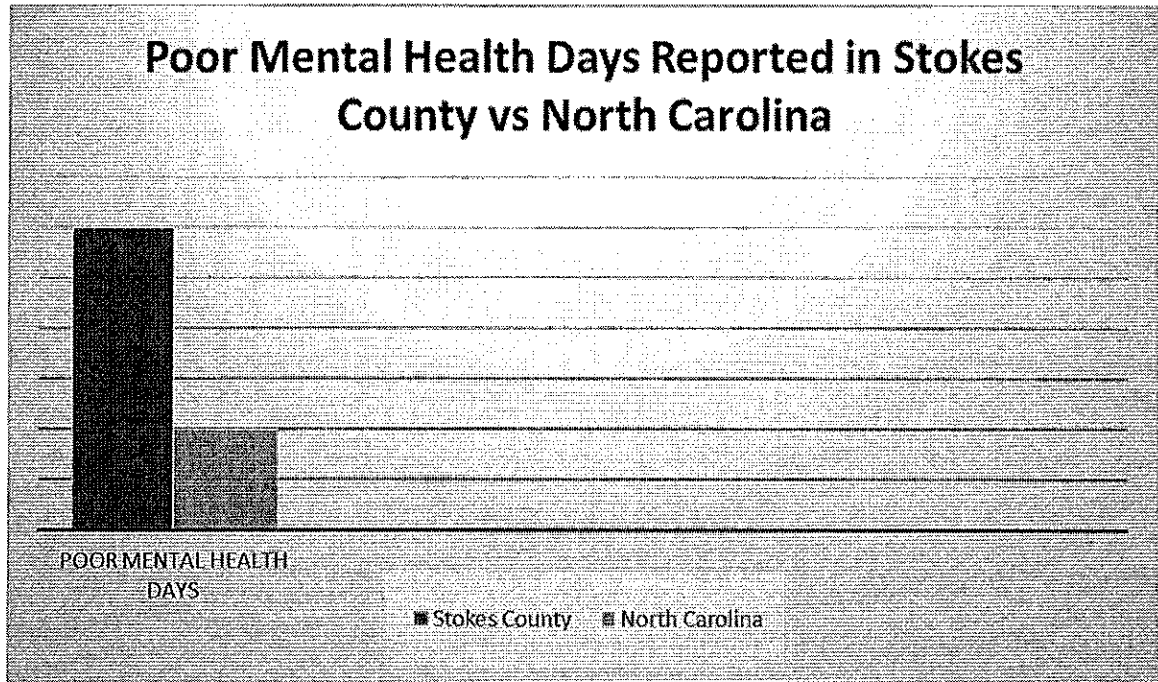


Source: North Carolina State Center for Health Statistics

This chart displays the trends in diabetes death rate for Stokes County and its peer counties as well as the state too from 2006-2015. Stokes County has experienced a decrease in diabetes related mortality, since 2006-2010.

The second issue that Stokes County is faced with is the lack of mental health resources. The individuals with mental health issues cycle through county services: hospital emergency departments and, social services. Even if there is access to care, there are cultural stigmas to mental illness that are particularly acute in rural areas and may keep people from seeking care. In a small community where everyone knows everyone, many don't want their car seen in the parking lot of a behavioral health specialist. Despite all of the obstacles, a movement toward changing the balance of access and care in rural regions is showing signs of life.

We have found that those individuals with mental health problems that do not seek help or treatment will often become involved in the aforementioned substance abuse problem in our county. These individuals may turn to prescription drugs or illegal drugs to help the mental conditions that they have (self-medicate) instead of seeking help with a professional.

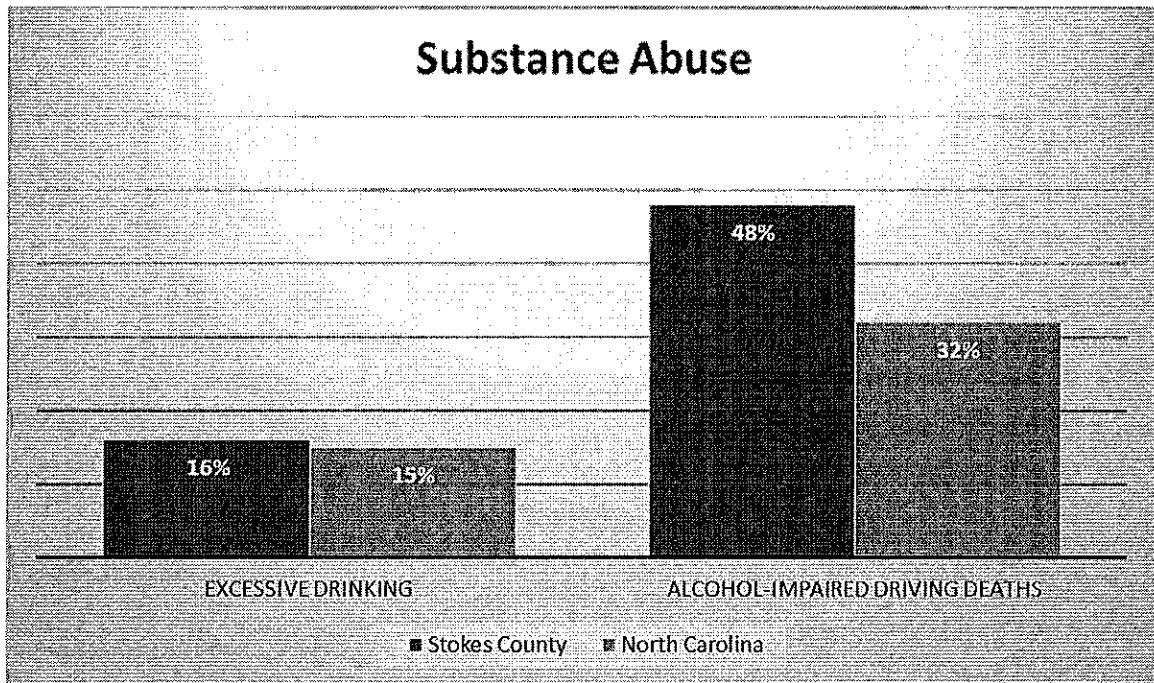


Source: State Center for Health Statistics, North Carolina



One of the biggest issues here in Stokes County is the significant number of drug overdoses (Opioid/Heroin) that are becoming more prevalent. There has been a statistically significant increase in drug overdose death rates from 2014 to 2016. Heroin use has been increasing in recent years among men and women, most age groups, and all income levels. Some of the greatest increases have occurred in demographic groups with historically low rates of heroin use: women, the privately insured, and people with higher incomes. In particular, heroin use has more than doubled in the past decade among young adults aged 18 to 25 years. The majority of drug overdose deaths (more than six out of ten) involve an opioid.

Most people who abuse prescription opioids get them for free from a friend or relative. However, those who are at highest risk of overdose (using prescription opioids non-medically 200 or more days a year) get them in ways that are different from those who use them less frequently. These people get opioids using their own prescriptions (27 percent), from friends or relatives for free (26 percent), buying from friends or relatives (23 percent), or buying from a drug dealer (15 percent). Those at highest risk of overdose are about four times more likely than the average user to buy the drugs from a dealer or other stranger.



Source: State Center for Health Statistics, North Carolina

Chronic Disease Prevention/Intervention

Women, Infants, and Children

Women, Infants, and Children (WIC), is a federal program that helps provide high quality, nutritious foods to low-income pregnant women, post-partum and breastfeeding women, as well as infants and children until they reach the age of five. WIC provides education on proper nutrition, supplemental foods, and breastfeeding support. Stokes County Health Department's WIC program reaches out to the community through our Little Folks Festival, Pre-K screenings and continuous contact with Smart Start programs in the county.

Brenner's Fit Program

Stokes County Health Department has partnered with Wake Forest Baptist Health Brenner Children's Hospital to begin offering the Brenner F.I.T. Program to our rural families for free. During these hands-on cooking classes, families will prepare a quick meal and learn how it meets Brenner FIT recommendations. Each meal follows the Balanced Plate concept and will include a protein, grain, fruit and vegetable.

National Walk to School Day

The Stokes County Health Department has continued to partner with Active Routes to School along with other organizations within the county such as the local sheriff's department and Stokes County Schools. Our goal is to promote walking and biking as exercise that could lead to a healthier lifestyle. Active Routes to School is an organized effort to increase safety for children who walk and bike for exercise not only at school but at home as well. The overall goal of the event is to educate students as well as parents on how important it is for kids to become more active and how to do so safely.

For the 2017 school year we had two schools in Stokes County participate in the National Walk to School day which takes place in October. These schools consisted of one elementary and one middle school. During this event students and teachers took time during the school day to walk on the school grounds or other walkways around the school. This was a successful event that both the students and teachers enjoyed while learning at the same time.



Mental Health / Substance Abuse Intervention

Stokes County Suicide Stakeholders

This group of stakeholders meet monthly to discuss and find ways to help provide mental health services to the citizens of Stokes County as well as help with the substance abuse problem as well. There are several organizations that make this group up EMS, Sheriff's Department, Health Department, Cardinal Innovations, DayMark Recovery, Youth Haven, Yveddi and many other individuals from Stokes County. The Stokes County Health Department now offers mental health services through DayMark at our location two days a month with hopes of adding more days in the future. This group has also helped to create the Stokes Connector Public Transportation Route with the help of YVEDDI. This route has helped to address the problem that we have where patients are sometimes unable to obtain transportation to an appointment.

Stokes Citizens for Safe and Healthy Communities

Stokes County Health Department has partnered with STOP and Insight to conduct prescription drug take back events and well as educate students in the Stokes County School system on the dangers of prescription drugs as well as illegal substances. In 2017 we will be spreading this information to the schools to be distributed to the students in hopes of reaching their parents or guardians with the help of the Lock Your Meds program. Lock Your Meds is a national multi-media campaign designed to reduce prescription drug abuse by making adults aware that they are the “unwitting suppliers” of prescription medications being used in unintended ways, especially by young people. Produced by National Family Partnership (NFP), the campaign includes a wide array of high-quality advertisements, posters, educational materials, publicity opportunities, interactive games and slide show presentations, and this website, where visitors can learn more and ask questions.

The target audience for Lock Your Meds is 20-80-year-old adults, with the primary focus on keeping prescription and over-the-counter pharmaceuticals away from drug abusers. Many adults may be unwitting suppliers and by making adults aware of the problem we can curb the abuse by others. This information will also be available in several locations within our county as well as given out at health fairs in the county.

New Initiatives

Opioid Community Education

In April of 2018 the Stokes County Health Department will begin providing education to the community with the help of the Lock Your Meds Campaign materials. With the help of Stokes County DSS and the STOP Coalition we will provide education at community health fairs as well as be providing lock boxes to patients and citizens that are in need of them. In May of 2018 the health department will be partnering with other stakeholders to have a MedAssit event where opioid education will be provided as well as lock boxes made available.

Remote Drop Off-Walk To School Program

With the help of Active Routes to School and the Stokes County School system we will begin talking to elementary and middle schools about the possibility of being a school that implements this program. Parents, teachers and the health educator from the health department will be responsible for leading and supervising the children as they walk to school in the mornings. A drop off location is in the process of being selected for several of our schools. An evaluation will be completed at the end of this programs first year to determine if we will continue it the following school year.

Stokes County Health Department
Stokes Family Health Center

P.O. Box 187
Danbury, NC 27016
(336) 593-2400

Hours:

Monday-Thursday 8:00 am-5:30 pm

Friday

8:00 am- 5:00pm

Our address:

1009 Main Street
PO Box 187
Danbury, NC 27016

Telephone:

(336)593-2400

Fax: (336)593-9361

Health Dept. Director: Emily Naylor (336)593-2435

Health Educator: Tammy Martin (336)593-1229

Environmental Health: (336)593-2403

Child Health: (336)593-2412

Family Planning: (336)593-2420

WIC: (336)593-2402

Home Health: (336)593-2401

King Office:

102 Hartgrove Rd.

King, NC 27021

Telephone: (336)985-2727

Fax: (336)985-2654

WIC available Tuesdays and Wednesdays 8:30-5:00

To make an appointment for either clinic please call:

(336)593-2400

To report a communicable disease outbreak, an environmental health emergency or a public health threat after hours, weekends or holidays please call 1-877-514-9259 or dial 9-1-1.

Non-Discrimination Statement

In accordance with Federal Law and Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992(Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Health Director Job Description

<p style="text-align: center;">STATE OF NORTH CAROLINA</p> <p style="text-align: center;">OFFICE OF STATE PERSONNEL</p> <p style="text-align: center;">POSITION DESCRIPTION FORM (PD-102R)</p>	<p>APPROVED CLASSIFICATION:</p> <hr/> <p>EFFECTIVE DATE: Updated 4/3/2018</p> <hr/> <p>ANALYST:</p> <hr/> <p style="text-align: center;">(This Space for Personnel Department Use Only)</p>	
<p>1. Present Classification Title of Position:</p> <p>Health Director</p>	<p>7 Present 15 Digit Position Number: 543-16-220</p>	<p>Proposed 15 Digit Position Number: N/A</p>
<p>2. Usual Working Title of Position:</p> <p>Health Director</p>	<p>8. Department, University, Commission, or Agency</p> <p>Stokes County Health Department</p>	
<p>3. Requested Classification of Position:</p>	<p>9. Institution & Division:</p> <p>N/A</p>	
<p>4. Name of Immediate Supervisor:</p> <p>Jake Oakley</p>	<p>10. Section and Unit:</p> <p>Health</p>	
<p>5. Supervisor's Position, Title & Position Number:</p> <p>Interim County Manager</p>	<p>11. Street Address, City and County:</p> <p>1009 North Main Street Danbury Stokes County</p>	

6. Name of Employee: Emily Naylor	12. Location of Workplace, Building and Room Number: Danbury
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I. A. Primary Purpose of Organizational Unit:

Stokes County Health Department strives to protect and preserve the health of our community. Our goal is to ensure that every person benefits from high quality public health service through promotion of health, prevention of disease, and care of the sick. We recognize that the health needs of the community are ever-changing, that early intervention is most effective, that the environment affects health, that health information is essential for making choices for healthy living, that SFHC must work to create a healthy community, and that individual health affects the community health and the community health affects individual health. We believe that providing services without discrimination of race, ethnicity, marital status, religion, gender, economic status, health status, lifestyle preferences or age, that individuals are valued and deserve courtesy and respect, that individuals have a responsibility for their own health, and that quality services are essential. The Health Center operates under the direction of the Health Director at the discretion of the Board of Health. There are basically seven divisions within the Health Department: Clinical and Outreach Nursing and Social Work Services, Education and Community Health Promotion, Management Support, Public Health Laboratory, WIC, Environmental Health, Emergency Planning and Administration.

B. Primary Purpose of Position:

This position serves as the chief executive officer of the Stokes County Health Department. The Local Health Director is responsible for the overall operation of the Agency. Along with the Board of Health, this position is responsible for promoting and protecting the public's health in Stokes County and for carrying out all

applicable federal, state and county, and local Board of Health rules and regulations.

Work involves providing leadership and directing program development and implementation, establishing program standards and monitoring and evaluating the quality of service delivery systems. Program implementation includes delegating duties relative to Accreditation, the quality assurance program that allows the Health Department to recoup Medicaid funding.

The employee supervises budget activities and maintains direct involvement in conflict/complaint resolution, staffing and personnel issues and serves as the principle spokesperson for the agency relative to public health issues.

Work also involves representing the agency with government officials, medical/dental societies, health care providers, public/private schools and a variety of advocacy groups to influence the decision making process in order to insure adequate resources for program maintenance, expansion, and the delivery of comprehensive services.

C. Work Schedule

The normal work schedule for this position is Monday through Friday from 8:00 a.m. to 5:00 p.m. and 8:00 a.m. to 5:30 p.m. with every other Friday off. Due to the nature of this position, after hours work is sometimes necessary, especially in the areas of emergency response and attendance at public meetings.

D. Change in Responsibilities or Organizational Relationship:

There are constant changes in rules, regulations, laws, and minimal staffing and resources, increasing demands through expanded requirements and major additions to programs, higher expectations to do more with less by the public and elected officials. Program emphasis and new directions are subject to political, funding, and technology changes.

II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES: Method Used:

Order of importance Sequential order

Management – 50%

The Health Director serves as chief executive officer of the health center with overall responsibilities for agency planning, organizing, implementing, directing, and evaluating department services and programs. This position is responsible for overseeing and management of the department, approving all staff assignments, hiring staff, firing staff, approving promotions and increases, developing and/or approving all program plans and policies, negotiating and implementing contractual agreements, budget development and presentation to the Board of Health/ BOCC and the public, approval of expenditures, development of fee schedules, and mediation of problems and conflicts.

Planning – 20%

Responsibility for a local public health department under conditions of constant change in rules, regulations, and laws, and minimal staffing and resources, with ever increasing demands through expanded requirements and major program additions, coupled with higher expectations on the part of the public and elected officials to do more with less, requires a great deal of planning and study of health department operations. Program emphasis and new directions are subject to political change, funding changes, technology changes, and changing need. The Health Director has or ensures that agency staff has expertise and training to collect, manage, integrate, and display health-related data. Responsible for planning and initiating changes within the agency such as the development of the agency's adult health program, expansion of family care coordination services, reorganization of staff responsibilities and duties, medical records, expansion of health promotion services, development of a Community Care Network, health check coordinator program, expansion of language interpretation services, expansion of the Stokes County Healthy Carolinians Program, establishment of a HIPAA compliance program, development of the Department's Public Health Preparedness Plan, and compliance with Accreditation benchmarks.

Leading/Delegating – 10%

Effective management requires constant involvement in daily program activities. Contact with program supervisors and coordinators is maintained in order to provide support for the staff and guidance when an issue arises during the course of guideline implementation. Programmatic issues are generally delegated to staff. Attention is given to ensure program policies and procedures are carried out. The Health Director is briefed routinely on program performance, levels of activity, and operational impediments. The Nursing Supervisor, Environmental Health Supervisor, CC4C/PCM Supervisor, Emergency Preparedness Coordinator as needed, Administrative Officer, WIC Director, and Home Health Nursing Supervisor report directly to the Health Director.

Enforcement and Program Administration – 10%

As a local health director, the N.C. General Statutes charge the director with the following duties: to administer programs as directed by the local board of health, to enforce the rules of the Board of Health, to investigate the causes of infectious, communicable, and other diseases, to exercise quarantine authority and isolation authority pursuant to G.S. 130A-145, to disseminate public health information and to promote the benefits of good health, to advise local officials concerning public health matters, to enforce State immunization requirements and laws, to examine and investigate cases of venereal disease pursuant to the State General Statutes, to examine and investigate cases of tuberculosis pursuant to the State General Statutes, to examine, investigate, and control rabies pursuant to State General Statutes, and to abate public health nuisances and imminent hazards pursuant to the State General Statutes. This position ensures that the necessary qualified staffs are available to carry out the above duties. Since the legislative responsibility rests with the local health director, this position must oversee the broad functioning of these duties.

Quarantine authority, isolation authority, and the declaration of public health nuisances and imminent hazards are powers and duties given only to the local health director and State health director. The Health Director is directly involved and responsible for these determinations and signing of such orders. In addition, in consultation with medical staff at the local and State level, this position makes the final decisions on community vaccination efforts to control communicable disease outbreaks in the community. Such decisions can result in thousands of exposed residents being vaccinated in the aftermath of a communicable disease case. The county health director serves as the local registrar for the registration of births and deaths in Stokes County. These duties are performed by deputy registrars within the Department.

Public Relations/Governing Board Administration Functions – 10%

This position serves as chief spokesperson for the Department. With the support of the Public Health Epidemiologist, the health director deals with all media inquires and interviews during times of crisis or public health activation. The Health Director is routinely contacted by the media on public health issues and problems. This position works closely with staff to establish the factual information on each issue/-inquiry and report back to the media. This role takes a great deal of skill in communicating the appropriate

message to the media.

The Local Health Director serves on numerous boards and committees as County Health Director. These may include, but not limited to: the Northwest Partnership for Public Health, the Stokes County Partnership for Children, the N.C. Association of Local Health Directors; the Stokes County Child Fatality Prevention Team, Healthy Carolinians of Stokes County, Stokes County Child Protection Team, School Health Advisory Committee and Northwest Community Care Network. A major component of the job is representing the needs and services of the Department throughout the community through the various organizations and community partners.

This position reports to the Stokes County Board of Health/BOCC with guidance from the County Manager.

The Stokes County Health Director position requires a great deal of interaction with medical providers, Dental providers, state officials, community groups, human service agencies, contractor, vendors, Developers, real estate agents, attorneys, auditors, local churches, schools, child care providers, governing board members, and staff. Conflict resolution and mediation is often necessary.

II. B. OTHER POSITION CHARACTERISTICS:

1. Accuracy Required in Work:
N/A
2. Consequence of Error: N/A
3. Instructions Provided to Employee:

Instructions are provided from the Stokes County BOH/Board of Commissioners by the County Manager through the personnel policy manual and by occasional directives. Health Director receives input and guidance from BOH/BOCC via formal contact at commissioner meetings as well as the Human Services Advisory Committee meeting.

4. Guides, Regulations, Policies and References Used by Employee:

North Carolina State and Local Government rules and regulations, personnel policies, both state and county, Stokes County Board of Health minutes, local county classification and pay grade scales, Department of Environment, Health and Natural Resources regulations, Standards for local health departments in North Carolina, Stokes County Health Department policies, Public Health and related laws in North Carolina, CDC manual, and MWR reports. Periodic communications from the various state health programs are also utilized.

5. Supervision Received by Employee:

Health Director works very independently receiving guidance from the Board of Health.

6. Variety and Purpose of Personal Contacts:

An "Open Door" policy is available to all employees and casual contact with them is daily. Formal contact

Is maintained with the management team members individually as needed and as a group at regular team

meetings. Monthly general staff meetings provide regular staff contact. Also contact with the general public is regular as well as contact with state officials and other health department administrators. County

and state officials are regularly contacted.

7. Physical Effort:

Physical effort is minimal.

8. Work Environment and Conditions:

Adequate, but aging facility.

9. Machines, Tools, Instruments, Equipment, and Materials Used:

Telephone, calculator, PDA, copier, computer, general office machines.

10. Visual Attention, Mental Concentration, and Manipulative Skills:

Closely monitor budget functions.

11. Safety for Others:

Safety for staff, clients and the general public is considered in OSHA/Bloodborne Pathogens training, personal protective equipment, facility safety, etc.

12. Dynamics of Work:

Work includes managing multiple and changing priorities.

As a Public Health First Responder, employee may be expected to work extended hours in the event of a major emergency, disaster and/or pandemic, including, but not limited to any natural disaster, bioterrorist event, and/or public health emergency such as H1N1, communicable disease outbreak, etc. or any other situation as deemed appropriate by the Health Director.

III. A. KNOWLEDGES, SKILLS, & ABILITIES:

General knowledge of management principles, techniques, and practices. Thorough knowledge of the principles and practices of public health. Working knowledge of applicable federal and state laws, rules, and regulations. Ability to exercise sound judgment in analyzing situations and making decisions; direct employees and programs in the various areas of responsibility; and develop and maintain effective working relationships with the general public, and with federal, state, and local officials.

B. 1. Required Minimum Training:

A master's degree in public health administration and at least one year of employment experience in health programs or health services; or a master's degree in a public health discipline other than public health administration and at least three years of employment experience in health programs or health services; or a master's degree in public administration and at least two years experience in health programs or health services; or a master's degree in a field related to public health and at least three years of experience in health programs or health services; or a bachelor's degree in public administration and at least three years experience in health programs or health services.

Note: Minimum training and experience requirements are in accordance with GS 130A-40 and GS 130-45.5. For master's degree related to public health, the determination must be made by the State Health Director.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.

2. Additional Training/Experience:

N/A

3. Equivalent Training and Experience:

As above.

IV. License or Certification Required by Statute or Regulation:

Valid Driver's License

ICS Trainings

V. Signatures indicate agreement with all information provided, including designation of essential functions.

Supervisor's Certification: I certify that (a) I am the immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: _____ Title: _____ Date: _____

Employee's Certification: I certify that I have reviewed this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: Title: Health Director Date: 4/3/2018

Section or Division Manager's Certification: I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: _____ Title: _____ Date: _____

Personnel Director's Certification: I certify that this is an authorized, official position description of the subject position.

Signature: _____ Title: _____ Date: _____

In accordance with the Stokes County Policy, I have reviewed and read my Job Description as required.

_____ No updates are needed with my job description at this time

X Updates are needed with my job description and will be made within 30 days. All updates must be signed off by the individual's supervisor and health director.

Individual Signature

_____ Date: 4/3/2018

Supervisor Signature:-

_____ Date: _____

HR

representative: _____ Date: _____

*Job description wording changed slightly to reflect BOCC acting as BOH and to add Accreditation as one of my duties, as it is essential to continue to receive funding

Stokes County Board of Health Operating Procedures

1. Name and Office.

The name of this organization is the Stokes County Board of Health (hereinafter "Board" or "BOH"). The principal office of the Board of Health is located at 1009 Main Street, Danbury, NC 27016. The Board of County Commissioners are the acting Board of Health.

2. Officers and Committees.

a. Chair and Vice-Chair

The Chair and Vice Chair will be the same as the Chair and Vice-Chair of the Stokes County Board of County Commissioners.

b. Secretary

The Clerk to the Stokes County Commissioners will serve as Secretary.

c. Committees

The Chair of the BOH shall appoint committees, standing or special, as deemed necessary to carry on the work of the Board of Health. The Chair shall be ex officio (non-voting) member of all committees. The Chair has no obligation to participate at committee meetings and shall not be counted in determining if a quorum is present. The Chair will determine composition, duration, and dissolution of all such committees. All standing or special committees are subject to the North Carolina open meeting laws and shall comply with the provisions of those laws.

d. Human Services Advisory Board

The Human Services Advisory Board must be appointed in accordance with Session Law 2012-126 or HB 438. This Human Services Advisory Board will be appointed by the BOH. This board shall comply with Session Law 2012-126 or HB 438, Stokes County Resolution adopted on June 10, 2013 and NC General Statute's 130A-135.

This board will be made up of the following individuals and must comply with NC General Statutes 130A-135, Stokes County Resolution adopted on June 10, 2013 and Session Law 2012-126:

- Licensed Physician
- Licensed Dentist
- Registered Nurse
- Licensed Pharmacist
- Professional Engineer
- County Commissioner
- Licensed Optometrist
- Licensed Veterinarian
- 3 citizens at large (these individuals should represent the interest of Department of Social Services)

The Human Services Advisory Board will meet once every three months (February, May, August, and November as needed).

3. Meetings.

a. Regular Meetings.

The BOH shall hold a regular meeting on second and fourth Monday of each month except that if a regular meeting day is a legal holiday, the meeting shall be held on the next business day. The meeting shall be held at the Stokes County Commissioners Chambers, Danbury, NC 27016 and shall begin at 6pm (or at 1:30pm if a daytime meeting). The Board of Health may relocate the meeting place provided ample notice is provided to announce the meeting to the public.

b. Agenda.

The Health Director shall prepare any agenda items for each meeting and forward all items to the Clerk to the Board of County Commissioners. Any board member who wishes to place an item of business on the agenda shall submit a request to the Secretary at least two working days before the meeting. For regular meetings, the Board may add items to the agenda or subtract items from the agenda by a majority vote. The agenda for a special or emergency meeting may be altered only if permitted by and in accordance with the North Carolina open meetings laws.

Any person may request that an item be placed on the Board's agenda by submitting a written request to the Secretary at least ten working days before the meeting.

c. Presiding Officer.

The Chair of the Board shall preside at Board meetings if he or she is present. If the Chair is absent, the Vice-Chair shall preside. If the Chair and Vice-Chair are both absent, another member designated by a majority vote of members present at the meeting shall preside. A Board member may be appointed by majority vote of the Board to assume the secretary's role in meetings where the local health director is excluded, i.e. closed sessions, special meetings, or absence of the local health director.

a. Quorum.

A majority of the actual membership of the Board, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members shall be counted as present for purposes of determining whether or not a quorum is present.

b. Voting.

Each Board member shall be permitted to abstain from voting, by so indicating when the vote is taken. A member must abstain from voting in cases involving conflicts of interest as defined by North Carolina law. If a member has withdrawn from a meeting without being excused by a majority vote of the remaining members, the member's vote shall be recorded as an abstention.

c. Minutes.

The Clerk to the BOH shall prepare minutes of each Board meeting. Copies of the minutes shall be made available to each Board member before the next regular Board meeting. At each regular meeting, the Board shall review the minutes of the previous regular meeting as well as any special or emergency meetings that have occurred since the previous regular meeting, make any necessary revisions, and approve the minutes as originally drafted or as revised. The public may obtain copies of Board meeting minutes at the Stokes County Health Department.

Closed session minutes will be sealed and kept on file at the office of the Clerk to the BOH. The envelope containing the minutes of the closed session meeting will be labeled "CLOSED SESSION MINUTES" with the date of the closed session meeting and the signature of the person submitting the minutes.

d. Special Closed Sessions.

Periodically the BOH will need to go into closed session to discuss items concerning staffing, personal, salaries, capital purchases and other items that may be deemed of a sensitive nature. The closed session is in accordance to NC G. S. 143-318.11(a) (5) and NC G. S. 143-318.11(6).

NC G. S. 143-318.11(a) (5) states:

To consider and take action with respect to the position to be taken by the county in negotiating the price of other material terms of an agreement for the acquisition or lease of real property pursuant to G. S. 143-318.11(a)(5)

NC G. S. 143-318.11(6) states:

Enter into closed session pursuant to G.S. 143-318.11(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

4. Amendments to Operating Procedures.

These operating procedures may be amended at any regular meeting or at any properly called special meeting that includes amendment of the operating procedures as one of the stated purposes of the meeting. A quorum must be present at the meeting at which amendments are discussed and approved, and any amendments must be approved by a majority of the members present at the meeting.

5. Public Comments.

It is the policy of the BOH to allow the public to comment.

When the public is allowed to comment each speaker will be required to sign up before the meeting commences and each speaker will be restricted to a total of 3 minutes. There will be no allowance for sharing or giving one speaker's minutes to another speaker.

When the public comment portion of the meeting is completed the public will not be allowed to comment further on the matter.

6. Other Procedural Matters.

The Board shall refer to the current edition of *Robert's Rules of Order Newly Revised (RONR)* to answer procedural questions not addressed in this document, so long as the procedures prescribed in *RONR* do not conflict with North Carolina law.

7. Compliance with North Carolina Law.

In conducting its business, the Board shall comply with all applicable North Carolina laws, including but not limited to open meetings laws, public records laws, and the laws setting forth the powers and duties of local boards of health. To assist the Board in compliance, the local health director shall maintain a current copy of relevant North Carolina General Statutes and make them available to Board members on request.

Commissioner Jones made a motion to approve the Consent Agenda.
Commissioner Booth seconded.

Chairman Mendenhall opened the floor for any discussion/comments/questions:

With no discussion the motion carried unanimously.

GENERAL GOVERNMENT – GOVERNING BODY – INFORMATION AGENDA

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

GENERAL GOVERNMENT – GOVERNING BODY – DISCUSSION AGENDA

Proposed Health & Dental Insurance Rates for Fiscal Year 2018-19

Chairman Mendenhall turned the floor over to EBA representatives Doug Dunn and Zack Brock.

Doug Dunn commented:

- We appreciate you having us here tonight.
- The one thing I want to make sure that you have a good understanding on is self-funding and why that decision was made.
- Historically we have been fully insured.
- Being fully insured means you pay a set amount to the insurance company.
- This amount is paid no matter what.

- If your set amount is \$2.1 million and your actual claims are \$1.6 million then the insurance carrier keeps the difference and makes quite a profit.
- Being self-insured you do not pay premiums.
- There are three sets of costs:
- Fixed cost, expected cost, and actual cost.
- Reinsurance is purchased to cover the worst case scenario.
- You pay fixed costs (administrative fees, stop-loss premiums), and variable costs (employee health care claims).
- Last year the decision was made to go self-funded.
- Our claims year from July 1st until now has not been the best.
- Some large claims came in.
- We will do a better job of managing these now that we know what they are.
- Claim expense is our only cost.
- We did go to other carriers to show that self-funding is still the best option.
- With self-funding we are looking at about a 10 to 11% increase.
- BCBS fully insured came out with a 25% rate increase.
- Stokes County is looking at a cost of \$559.89 this year per employee vs. \$508.41 last year for health insurance.
- Dental premiums remained the same at \$31.62 per employee.

Chairman Mendenhall opened the floor for any discussion/comments/questions.

Vice Chairman Walker commented:

- Thanks for being here.
- With self-funding we are looking at large deductibles.
- Where are the thresholds as far as what Med Cost covers and what we cover?
- I have heard we are paying a price for last year's claims, could you explain that?

Doug Dunn responded:

- Our plan is very competitive.
- Part of our due diligence every year is to send out quotes to every insurance company.
- After doing this we sit down and review with your staff.
- It was pretty clear that staying with Med Cost was the best option.
- The plan design stays the same.
- We do not pay a set amount to Med Cost with self-funding.
- If we were not self-funded and payed them 2 million dollars they assume all the risks.
- If we go over they cover it but if we are under they profit.
- We only pay for our actual claims.
- We do buy reinsurance in case something was to happen on a large scale.
- If we would have been fully insured and had the same claims experience with BCBS we would have gotten at least a 25% increase.
- With being fully insured the companies do not have any incentive to help us manage our claims.
- If we have a bad year they are going to give us a huge rate increase.

- If we have a great year and they made a million dollars from us, we would still get a rate increase.
- There were a couple of years we received a 5% increase, that started out at 17% and we worked to get that down.
- There have been years we deserved a decrease but that does not happen in insurance.
- This year our numbers were really high due to some large claims.
- As we worked to get our numbers down by working with employees to get the same care for less by changing some of the dynamics our numbers started to look better.
- At that point we were on more of a positive trend and we continued to try and get the rates down.
- With the positive trend we were able to show helped get us to this point.
- We saw a big spike in February and March.
- We took the gamble on your behalf to hope for a lower renewal.
- This being why we were a little later with the delivery of the rates.
- If we would have gone with the original quotes you would have been looking at a much larger increase.

Commissioner Jones commented;

- I do not have any questions.
- This is perfectly clear to me.
- I appreciate your due diligence.

Commissioner Booth commented:

- What were our numbers this year for claims being self-insured?
- Did we go into the reinsurance?

Doug Dunn responded:

- Of course the year is not over yet but we are on track to spend \$2.3 million.
- We did have to use the reinsurance but that is why we have it.

Commissioner Booth continued:

- As we move forward and get claims experience down we can hopefully reduce the amount of claims.
- The county pays fully for our employees and self-funding is saving us this year.
- We pay around \$6,000.00 per year for each employee.

Doug Dunn continued:

- Our main goal is to work on a wellness program for employees once we get the renewal and enrollments complete.
- There is really a return of investment with a wellness program.
- Typically we see a 3 to 1 return.
- We need to build wellness programs that work.

Chairman Mendenhall commented:

- I want to thank you both for taking the time to be here.
- I do not have any questions.

Commissioner Lankford commented:

- Is there a certain amount of reinsurance we are carrying?
- Hopefully the federal government will step in and help with prescription cost.

Doug Dunn responded:

- We are moving from \$75,000.00 to \$100,000.00 per insured individual.
- That does not factor in employee contributions for deductibles and copays.
- There are some things in the works to help with prescription cost.

Commissioner Lankford continued:

- I appreciate what you have explained regarding the rate increase and self-funding.
- Hopefully we can get the wellness program started for our employees.
- It will just take some time.

With no further discussion and full consensus of the Board, the Chairman instructed the Clerk to place this item on the Action Agenda at tonight's meeting.

Appointment Request – PTRC Aging Planning Committee

Chairman Mendenhall presented the following information regarding an appointment request for the PTRC Aging Planning Committee.

- Request received from Mike Stewart to serve on the Aging Planning Committee.
- The request has been verified with Bob Cleveland of the PTRC.

Commissioner Lankford nominated Mike Stewart for appointment to the PTRC Aging Planning Committee.

Commissioner Booth made a motion to close nominations. Commissioner Jones seconded.

Chairman Mendenhall opened the floor for any discussion/comments/questions.

With no discussion and full consensus of the Board, the Chairman instructed the Clerk to place this item on the Action Agenda at the next meeting.

Danbury Parking – Court House Circle Proposal/Bid

Chairman Mendenhall turned the floor over to County Manager Oakley.

County Manager Oakley commented:

- This was an item we discussed at the last meeting.
- We approved the parking proposal from East Landscaping for the parking lot behind the Arts Place only.
- The parking proposal for the Courthouse Circle area did not include all items from the scope of work.
- These were concerns that the Board asked me to get clarification on.
- In this proposal the construction of a retaining wall and paving are not included in the bid of \$15,075.00.
- This was included in the bid from Garanco with a bid of \$54,500.00.
- Both quotes state their bid does not include removal of heavy boulders encountered that may require removal during the grading procedure.

Chairman Mendenhall opened the floor for any discussion/comments/questions.

Commissioner Jones commented:

- The site plan has 12 spaces.
- Garanco has 10.
- Which one is correct?

County Manager Oakley responded:

- Garanco is estimating losing 2 spaces at the top due to rock.
- East Landscaping is not taking that into consideration.

Commissioner Jones continued:

- We just want a nice result.
- There is a big difference in the quotes.
- The other bid would need to be amended to include all of the requested work.

Vice Chairman Walker commented:

- If East Landscaping does not do the work not included could we get a bid from someone who does?
- If we could compare the total of the portion he can do along with someone else completing the work and see if we still come out better than the \$54,500.00 bid from Garanco.

County Manager Oakley responded:

- Mr. East does not do paving or wall construction.
- I can check on getting some quotes from other companies.
- Paving would be less than concrete.
- East Landscaping will not be able to get the concrete price that Garanco will most likely be able to get.

Commissioner Booth commented:

- We need to move on this.
- We are talking about a \$35,000.00 difference.
- I feel sure we can get someone to do the wall and paving for less than that.
- I would like to see this on the Action Agenda at the next meeting.

Chairman Mendenhall commented:

- I am not going to be repetitive.
- My concerns have been covered.

Commissioner Lankford commented:

- We just need the rates to compare.

Commissioner Jones commented:

- My concern is about piece milling this project.
- Just want this to look nice.
- I have no problem having this on Action next time if we can make it happen.

Commissioner Booth commented:

- A reputable company working with Mr. East can make this look right.

With no further discussion and full consensus of the Board, the Chairman instructed the Clerk to place this item on the Action Agenda at the next meeting.

GENERAL GOVERNMENT – GOVERNING BODY – ACTION AGENDA

FTCC Stokes Campus Security Gate

Chairman Mendenhall entertained a motion regarding the FTCC Stokes Campus Security Gate presented at the last meeting on May 14th.

Commissioner Jones motioned to approve the FTCC Stokes Campus Security Gate with Budget Amendment #72.

Commissioner Lankford seconded.

Chairman Mendenhall opened the floor for any further discussion.

With no further discussion the motion carried unanimously.

The proposal for a New Security Gate at the Forsyth Tech / Early College High School Entrance was presented at the last meeting by the County Manager. In this request you will see two (2) bids from Nickelston Fence Co. and Piedmont Access Control. I reviewed each proposal. I am requesting that the County approve Nickelston Fencing as they are the lowest bid and are doing

more in the proposal for security of our School Campus. In Nickelston's proposal you will also see the type of Gate and fencing that will be constructed. A budget amendment is attached for your review. Budget Amendment #72 is included. The selected quote from Nickelston Fence for all materials and work to be completed is \$21,865.00 total.

FTCC Gate/Fence - Budget Amendment #72

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
General Fund				
Forsyth Tech				
100.5920.510	Equipment	\$ -	\$ 21,865.00	\$ 21,865.00
100.5920.353	Maint. & Repairs Grounds	\$ 7,000.00	\$ (5,000.00)	\$ 2,000.00
	Total	\$ 7,000.00	\$ 16,865.00	\$ 23,865.00
Capital Reserve Fund				
201.5912.018	Forsyth Tech	\$ 13,600.00	\$ (13,600.00)	\$ -
201.9810.000	Transfer to General Fund	\$ 16,200.00	\$ 13,600.00	\$ 29,800.00
		\$ 29,800.00	\$ -	\$ 29,800.00
Dedicated Fund (4 Cents)				
211.9100.000	Debt Services	\$ 713,002.00	\$ (3,265.00)	\$ 709,737.00
211.9820.000	Transfer to General Fund	\$ 1,937,658.00	\$ 3,265.00	\$ 1,940,923.00
		\$ 2,650,660.00	\$ -	\$ 2,650,660.00
This budget amendment is justified as follows:				
To appropriate and transfer funds for the purchase of a security gate for the Forsyth Tech Campus.				
This will result in a net increase of \$16,865.00 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 in this fiscal year.				
Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
General Fund				
100.3982.960	Transfer from Capital Reserve Fund	\$ 16,200.00	\$ 13,600.00	\$ 29,800.00
100.3982.970	Transfer from Dedicated Fund (4 Cents)	\$ 1,940,658.00	\$ 3,265.00	\$ 1,943,923.00
	TOTALS	\$ 1,956,858.00	\$ 16,865.00	\$ 1,973,723.00

Surplus Tax Foreclosed Property

Chairman Mendenhall entertained a motion regarding the Surplus Tax Foreclosed Property presented at the last meeting on May 14th.

Commissioner Lankford motioned to approve the Surplus Tax Foreclosed Property.

Commissioner Booth seconded.

Chairman Mendenhall opened the floor for any further discussion.

With no further discussion the motion carried unanimously

As outlined in NCGS 160A-269, an advertisement for upset bids was placed in the Stokes News along with being posted on the County web page pertaining to the sale of tax foreclosed surplus parcel 6979-03-43-7698, Deed/Page 661/820, Lot 8 Delta Acres, 1110 Sandy Lane.

Total outstanding taxes and legal fees as of February 26, 2018 was \$6,128.76 when presented to the Board of Commissioners for approval to start the up-set bid process.

The upset bid process started on March 8, 2018 and ended at 5:00 pm Friday May 4, 2018.

Upset Bid #9	\$13,000.00	Michele Shaver	April 24, 2018
Upset Bid #8	\$12,000.00	Herb Hallett	April 20, 2018
Upset Bid #7	\$11,000.00	Michele Shaver	April 10, 2018
Upset Bid #6	\$ 9,500.00	Herb Hallett	April 4, 2018
Upset Bid #5	\$ 9,000.00	Michele Shaver	April 3, 2018
Upset Bid #4	\$ 7,252.44	Herb Hallett	March 29, 2018
Upset Bid #3	\$ 6,859.46	Michele Shaver	March 20, 2018
Upset Bid #2	\$ 6,485.20	Herb Hallett	March 19, 2018
Initial Bid #1	\$ 6,128.76	Michele Shaver	February 21, 2018

At this point, the Board of Commissioners has the option of accepting or rejecting the offer from Mrs. Michele Shaver.

I recommend accepting Mrs. Shaver's offer to purchase this tax foreclosed surplus property for \$13,000.00

Insurance Renewals

Chairman Mendenhall entertained a motion regarding the Insurance Renewals presented at the last meeting on May 14th.

Commissioner Lankford motioned to approve the Insurance Renewals.

Commissioner Jones seconded.

Chairman Mendenhall opened the floor for any further discussion.

With no further discussion the motion carried unanimously

Below are the renewal cost figures from the NCACC for Workers' Compensation, General Liability, Automotive insurance coverage for fiscal year 2018/19.

	Year 2018-19	Year 2017-18
Workers' Compensation	426,810.00	395,877.00
Liability, Property, Auto's	226,660.00	226,658.00
Multi-Pool Discounts	-10,780.00	-10,430.00
Longevity Credit	-19,604.00	
	623,086.00	612,105.00

Longevity Credit is new this year. The County qualifies for a 3% discount based on the number of years we have participated in the NCAAC insurance pools.

Deductible Amounts

Property Loss Claims	1,000.00	General Liability	0.00
Auto Liability	0.00	Auto Physical Damage	1,000.00
Crime	1,000.00	Public Officials	5,000.00
Law Enforcement	5,000.00	Employment Practices	5,000.00
Boiler /Machinery	1,000.00	Cyber Liability	5,000.00

The main causes for the Workers Comp increase is again our experience mod rating along with increases in payroll such as COLA, new employees in 17/18 budget along with part-time funding increases.

The County's workers compensation experience mod rating continues to climb. Below is our last five fiscal year experience ratings:

2014/15	1.06
2015/16	1.05
2016/17	.99
2017/18	1.74
2018/19	1.88

Please present the above costs to the Board of Commissioners for their approval to stay within the NCACC risk management insurance pool for fiscal year 2018/19.

Chairman Mendenhall opened the floor for discussion, comments, and questions.

With no further discussion and full consensus of the Board and the Chairman directed the Clerk to place this item on the next meetings Action Agenda.

Appointment – PTRC Aging Planning Committee

Chairman Mendenhall entertained a motion regarding the appointment of Thomas Sands to the PTRC Aging Planning Committee presented at the last meeting on May 14th.

Commissioner Jones moved close nominations.

Commissioner Booth seconded.

Chairman Mendenhall polled the Board:

Commissioner Jones: Thomas Sands
Vice Chairman Walker: Thomas Sands
Commissioner Booth: Thomas Sands
Chairman Mendenhall: Thomas Sands
Commissioner Lankford: Thomas Sands

Chairman Mendenhall opened the floor for any further discussion.

With no further discussion the motion carried unanimously.

Proposed Health & Dental Insurance Rates for Fiscal Year 2018-19

Chairman Mendenhall entertained a motion regarding the Proposed Health & Dental Insurance Rates for Fiscal Year 2018-19 presented at tonight's meeting.

Commissioner Jones motioned to approve the Proposed Health & Dental Insurance Rates for Fiscal Year 2018-19.

Commissioner Lankford seconded.

Chairman Mendenhall opened the floor for any further discussion.

With no further discussion the motion carried unanimously

Closed Session

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

- To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged pursuant G.S. 143-318.11(a)(3)
- To consider the initial employment or appointment of an individual to any office or position, other than a vacancy in the Board of County Commissioners or any other public body, or to consider the qualifications, competence, performance, character, and fitness of any public officer or employee, other than a member of the Board of Commissioners or of some other public body pursuant to G.S. 143-318.11(a)(6)

Commissioner Booth moved to enter Closed Session for the following:

- To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged pursuant G.S. 143-318.11(a)(3)
- 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 Lankford seconded and the motion carried unanimously.

The Board re-entered the open session of the May 29, 2018 meeting.

Adjournment

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

Commissioner Jones moved to adjourn the meeting.

Commissioner Booth seconded and the motion carried unanimously.

Shannon Shaver

Clerk to the Board

Ronnie Mendenhall

Chairman