

STATE OF NORTH CAROLINA )  
 )  
COUNTY OF STOKES )  
 )

OFFICE OF THE COMMISSIONERS  
STOKES COUNTY GOVERNMENT  
DANBURY, NORTH CAROLINA  
WEDNESDAY DECEMBER 26, 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 Wednesday, December 26, 2018 at 6:00 pm with the following members present:

Chairman Ronnie Mendenhall  
Vice Chairman Andy Nickelston  
Commissioner Rick Morris  
Commissioner Jimmy Walker  
Commissioner Jamie Yontz

County Personnel in Attendance:  
County Manager Jake M. Oakley  
Clerk to the Board Shannon Shaver  
County Attorney Ty Browder  
Finance Director Julia Edwards  
Economic Development Director Will Carter

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

Chairman Mendenhall asked the Clerk to the Board to read a statement to those in attendance.

Acting County Manager/Clerk to the Board Shannon Shaver read the following statement from Chairman Mendenhall:

Due to Mr. Mendenhall being under the weather tonight he will not be making comments during the meeting. His role will be asking for motions for approval during action and consent, and recognizing other Commissioners for comments. He wishes to thank everyone for being here tonight.

## INVOCATION

Commissioner Morris 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 December 26<sup>th</sup> Agenda.

Clerk to the Board Shannon Shaver requested to add items to the Agenda.

1. Budget Amendment #50 to the Consent Agenda transferring funds to enable EMS to purchase a Lucas3 Chest Compression System.
2. Resolution authorizing the sale of personal property worth less than \$30,000.00 to donate a surplus Thumper CPR Machine to the Francisco Fire Department enabling them to receive a discount on a new piece of equipment to the Discussion Agenda.

Vice Chairman Nickelston moved to approve the amended December 26<sup>th</sup> Agenda.

Commissioner Morris seconded the motion.

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

Commissioner Walker commented:

- This is a much larger agenda than we typically have during the holiday season.
- I am hoping we can move quickly, by establishing and keeping a good pace.
- I will try and do my part to help with that.

With no further discussion the amended December 26<sup>h</sup> Agenda was approved unanimously.

### **COMMENTS - Manager/Commissioners**

Commissioner Morris commented:

- Thanks to everyone for being here tonight.
- I received a lot of positive feedback on the blog I did after the last meeting.
- I will be continuing to do that after each meeting.
- I will try and have it up by noon the next day.
- I would like to make a few brief comments concerning a cell tower that may be placed in the Danbury / Lawsonville Communities.
- AT&T has expressed interest in placing a new cell phone tower on my property at 2199 Gentry Road - Danbury, N.C.
- Prior to the General Election I posted a document, which is on my website that provides background information on the proposed tower.
- I will not be posting any additional information concerning the tower.

- I would like to formally announce that since I have been elected as a county commissioner, I will recuse myself (and my wife) from participation in any aspect of the zoning and approval process for the proposed tower.
- My wife and I will not attend the tower company's January 3rd public meeting in Lawsonville and we will not attend or participate in the county's Planning Board meeting, if after their public meeting, AT&T decides to submit a formal application for the tower.
- Furthermore, if the tower application comes to the Board of County Commissioners for final approval, I will recuse myself and leave the room while this subject is discussed.
- Approval or disapproval of this tower should be that of the local community without my participation.
- I would encourage the public to participate in the zoning process to make your desires known on the tower, whether they are pro or con.
- I will refer any questions I receive on the tower to David Sudderth in the County Zoning and Planning Department.

Commissioner Walker commented:

- Welcome to everyone.
- I am pleased to see this many people here especially during the holiday season.
- No matter what your reason is for being here.
- I hope you find your time well spent.

Commissioner Yontz commented:

- Welcome to everyone here tonight.
- Merry Christmas to everyone.
- Hope everyone has a safe and happy New Year.

Vice Chairman Nickelston commented:

- I hope everyone had a great Christmas.
- It is good to see everyone here and to see the room almost full again.
- Looking forward to 2019.
- Hope everyone has a good New Year.

Chairman Mendenhall thanked everyone for being at the meeting and did not make any further comments.

County Manager Oakley commented:

- I want to recognize the DARE program.
- Shannon and I attended the programs recently held at Germanton Elementary and Sandy Ridge Elementary.
- We have tried to attend each one of those.
- I believe we missed one at Pine Hall while I was out for surgery.
- It is so important that our children are taught what drugs and alcohol can do to their lives.
- Our Sheriff's Department does a great job in providing this program.

## **PUBLIC COMMENTS**

Clerk to the Board Shaver 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 – December**

Stokes Arts welcomes Frank Duncan back to the Apple Gallery. Frank is always a hit at Christmastime.

#### **The Jayebird Gallery at Hanging Rock State Park – Nov /Dec**

The Stokes County Arts Council presents the works of artist Anthony Miller at The Jayebird Gallery at Hanging Rock State Park. His exhibit of digital art will be on display in November and December.

#### **Polar Plunge – 4<sup>th</sup> Annual – Tuesday -New Years Day 2-5pm**

If you're looking for a different kind of adventure to bring in the 2019 New Year, then look no further than the 4th annual Hanging Rock Polar Plunge scheduled for January 1 at the Hanging Rock State Park Lake.

All event festivities will originate from the Historic Bathhouse, with registration beginning at 2pm, costume parade at 3:15pm, and the plunge at 3:30pm, with musical entertainment provided throughout the afternoon.

Participants brave enough to "take the plunge" will enjoy endless food and beverage consisting of hot dogs, chili, chicken stew, coffee and hot chocolate, as well as a refreshing dip into the spring fed lake. Participants are also encouraged to dress in costume with prize categories including best youth, best individual, and best group awards. Concessions will also be available for purchase for non-participant spectators.

\$25 Advance Registration, Day of Event \$35

Ages 14 & Up /Under 18 must have consent of parent/guardian

#### **Come Hear North Carolina, 2019 NC Music Celebration**

Come Hear NC is a promotional campaign of the North Carolina Department of Natural & Cultural Resources and the North Carolina Arts Council designed to celebrate North Carolinians' groundbreaking contributions to many of America's most important musical genres — blues, bluegrass, jazz, gospel, funk, rock and everything in-between.

The Stokes County Arts Council kicks off the local celebration with a series of five concerts over the first five months of the year to celebrate Stokes County native musicians and those with close ties to the state.

**Stokes Arts presents The Malpass Brothers in concert at The Arts Place on Saturday, January 12 at 7pm.**

This is music steeped in the legacy of the Louvin Brothers, Johnny Cash, Marty Robbins, Hank Williams, Sr. & others. Count on classic, real country. Count on a couple of old-time traditional gospels. Count on them probably coming down into the house at intermission and asking what you'd like to hear. Count on giggles and ribbing between brothers, along with daddy on bass. Count on some big, high man hair, and maybe an Elvis twitch or two.

Other musicians in this series:

Feb 9<sup>th</sup> - Caleb Caudle

March 17<sup>th</sup> – John Cowan with Darin and Brooke Aldridge

April 26<sup>th</sup> – Leigh Nash

May 19<sup>th</sup> – Suzy Bogguss

**Winter Dessert Theater – Series of 4 Shows**

Jan 18<sup>th</sup> – “The Tortoise and the Hare” – Columbia Marionette Theatre

Jan 25<sup>th</sup> – “Breach of Peace” – Mike Wiley Productions

Feb 16<sup>th</sup> – “Flights of Imagination” – Terri Ingalls

March 2<sup>nd</sup>- “Murder Most Fowl” – Nonesuch Playmakers

James D. Booth  
1045 Moores Knob View Road  
Westfield, NC 27053

**RE: Wellness Center**

- Thank you for taking the time to hear me today.
- I am here on behalf of the Wellness Center that the previous Board passed unanimously.
- In the paper I have seen that this Board may be against this or may shut it down completely.
- I would just like to state a few reasons why it should move forward.
- I can remember back 8 years ago when I first came on the Board, the previous Board had passed new school construction and the early college.
- It totaled over \$40 million.
- We had a 20 percent fund balance at that time.
- We were able to find the money and get this done.
- I am asking this Board to move forward with the Wellness Center.

- The funds have already been allocated.
- If you have to borrow money you will be able to, although I feel that you will be able to obtain grants.
- This will be easier because when you are putting up 50 percent on a project it makes you more likely to get the grant.
- There are 800 plus students at the early college and college that would use this facility.
- You could consider having daycare, and after school programs.
- This would provide wellness opportunities to the people in this area of the county.
- We currently pay \$117,000.00 to the YMCA to do some things on the northeast side of the county.
- The money could be used from this to sustain the center, as well as fees from memberships.
- It is important to have something on the northeast side of the county.
- I believe this will grow.
- At the current time the area where this is proposed is where the old prison is located, and is an eye sore.
- This nice building could be there in place of this and has already been passed by a previous Board.
- At the last meeting you were able to see the architectural designs.
- There would be an outdoor walking trail.
- As far as the employees I would hope in the future having a Wellness Center would help with insurance rates.
- Now is the time to do this.
- Thank You.

(3 minute time limit called)

Andy Stevens  
157 Old Garner Drive  
King, NC 27021

#### **RE: Teacher Supplement, Streaming, Steps**

- Christmas was celebrated yesterday but it appears the gift giving will continue right on into the New Year.
- I suspect at least one item will be moving from the discussion to the action agenda tonight.
- We all know it is easier to pick ones pockets if no one is looking or has time to call the Sheriff.
- Nevermind that the North Carolina State Legislature has recently provided teachers with two significant pay raises.
- Increases by the way that the benefits are yet to be considered or realized.
- Never mind that the School Board was given a generous increase to cover the teacher supplement and chose not to do so.

- Tonight we plunder the county fund balance again.
- This will be a gift that continues to grow.
- \$400,000.00 today will well equate to over \$2 million over 4 years.
- \$5 million over 10 years.
- Money that must come from somewhere.
- Stokes County's well of property tax will be drawn deep to fund this expense.
- Like the Titanic we are full steam ahead into that iceberg called tax increase.
- The lookout in the crow's nest calls danger ahead.
- This is unheeded by the parties below.
- Citizens of Stokes County; don't say you weren't warned.
- Item 2, unfinished business from the last meeting.
- I see no action to provide livestreaming of the meetings.
- Budget hearings are set to begin next month.
- Will they purposely be conducted out of the light of day?
- When will professional streaming and recording and retention of County Commissioners meetings begin?
- Will campaign promises be kept?
- Item 3, monkey business from the last meeting.
- This concerns removal of the steps on Main Street in Danbury.
- If you recall at the last meeting, we were told that removal of the steps met with the unconditional approval of all the stakeholders.
- That was simply not true.
- I know because I asked.
- You should do the same before you vote tonight.
- The removal of the steps from both sides of Main Street will result in a serious accident if allowed to proceed as planned.
- If you do intend tonight to approve this dangerous removal of the steps, please create street accessible sidewalks on both sides of Main Street so that vehicle occupants can immediately and safely exit the heavily trafficked state highway.
- You will otherwise force pedestrians to share the road with high speed vehicles with only inches to spare.
- Don't let that accident be blood on your watch.
- Thank You.

Donnie Smith  
 3820 NC HWY 8 North  
 Lawsonville NC 27022

**RE: Wellness Center**

- I am asking that you reconsider the decision on the Wellness Center.
- I have addressed my concerns to Commissioner Nickelston already.
- I read in the paper that it could be something for 15 years down the road.
- I think this mindset is the reason that Stokes County has fallen behind.

- This is why Danbury and Walnut Cove do not have adequate water supply.
- It is why there are not larger businesses in Stokes County.
- It is the reason that the college doesn't say Stokes County Community College.
- The places that have the most economic growth are the places that have something to do.
- You have to have something for the kids to do.
- I called the YMCA today and asked about their membership.
- They stated that two adults can join for \$65.00 per month.
- They offer 63 classes I believe.
- They offer these at all different times of the day.
- The peak hours are 12:30-3:00, and after 6:00pm as stated by the Y.
- They have around 2,000 members.
- That is approximately \$130,000.00 per month in memberships.
- I called the Armfield Center in Pilot Mountain.
- They have 1,500 members and the membership dues are \$75.00 per month.
- That is \$112,000.00 per month in revenue.
- They offer child care with pick up and drop off.
- Child care is one thing I think you will find that Stokes County residents have a hard time with.
- It would be nice to have a decent place with something for them to do.
- The pool would be a nice option to the center for this part of the county.
- I think it would increase businesses in the area.
- I spoke with the owner of the Berry Patch in Lawsonville and asked what ballgames at the local schools do for his business, and the answer is that it increases business.
- I think not completing the Wellness Center is a bad decision.
- Thank You.

(3 minute time limit called)

## **CONSENT AGENDA**

Chairman Mendenhall entertained a motion to approve or amend the following items on the Consent Agenda, with the addition of Budget Amendment #50.

## **Minutes**

Minutes of December 17, 2018 – Regular Meeting



## **Budget Amendments**

### **Budget Amendment #45 - Finance**

Finance Director Julia Edwards submitted Budget Amendment #45.

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

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
Finance				
100.4130.020	Salaries & Wages	\$ 2,000.00	\$ 7,000.00	\$ 9,000.00
100.4130.090	Social Security	\$ 10,990.00	\$ 435.00	\$ 11,425.00
100.4130.091	Medicare Tax	\$ 2,671.00	\$ 105.00	\$ 2,676.00
Purchasing				
100.4131.000	Salaries & Wages	\$ 177,253.00	\$ (7,540.00)	\$ 169,713.00
Total		\$ 192,814.00	\$ -	\$ 192,814.00

This budget amendment is justified as follows:

To transfer funds for the Finance and Purchasing Department part time salary thru 06/30/19.

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		\$ -	\$ -	\$ -

### Budget Amendment #46 – General Fund

Finance Director Julia Edwards submitted Budget Amendment #46.  
To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Administration			
100.4120.000	Salaries & Wages	\$ 175,861.00	\$ 2,325.00	\$ 178,186.00
	Social Services			
100.5310.000	Salaries & Wages	\$ 2,427,856.00	\$ 3,785.00	\$ 2,431,641.00
	Sheriff's Department			
100.4310.000	Salaries & Wages	\$ 1,939,657.00	\$ 2,655.00	\$ 1,942,312.00
	Contingency			
100.9100.100	Leave Contingency	\$ 41,628.00	\$ (8,765.00)	\$ 32,863.00
	Total	\$ 4,585,002.00	\$ -	\$ 4,585,002.00

This budget amendment is justified as follows:

To transfer funds from leave payoff contingency for retired, resigned, terminated and comp time over limit payoff as of 12/01/18.

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	\$ -	\$ -	\$ -

**Budget Amendment #50 – EMS**

Finance Director Julia Edwards submitted Budget Amendment #50.

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				
100.4370.230	Medical Supply	\$ 160,000.00	\$ (12,300.00)	\$ 147,700.00
100.4370.510	Equipment	\$ 344,200.00	\$ 12,300.00	\$ 356,500.00
Total		\$ 344,200.00	\$ 12,300.00	\$ 356,500.00

This budget amendment is justified as follows:

To transfer funds for the purchase of a Lucas3 Chest Compression System.

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		\$ -	\$ -	\$ -

## Tax Administration

### Real and Personal Refunds More Than \$100.00

#### STOKES COUNTY TAX ADMINISTRATION REFUND REPORT FOR NOVEMBER, 2018

##### REAL AND PERSONAL PROPERTY REFUNDS MORE THAN \$100 PER NCGS 105-381(b)

<u>NAME</u>	<u>ADDRESS</u>	<u>BILL NUMBER</u>	<u>LEDGER</u>	<u>AMOUNT</u>	<u>REASON</u>
CITY OF KING	PO BOX 1132 KING, NC 27021	45131402	100.3100.113	\$175.52	EXEMPT
			100.2130.068	\$124.47	
			211.3100.001	\$11.32	
CITY OF KING		45131414	100.3100.113	\$191.46	EXEMPT
			100.2130.068	\$135.31	
			211.3100.001	\$12.35	
CONNER, RUTH SPENCER	1200 AMOSRIDGE RD	31571650	100.3100.113	\$117.41	VEHICLE SOLD
	SANDY RIDGE, NC 27046		209.3100.112	\$15.15	
			211.3100.001	\$7.57	
TOTAL AMOUNT				\$790.56	

### Stokes County Foreclosure Policy

Date: December 3, 2018

To: Stokes County Board of Commissioners

From: Richard T. Brim, Tax Administrator

Reference: Stokes County Foreclosure Policy

In order to provide fair, consistent and equitable treatment to all taxpayers it is imperative to establish a Foreclosure Policy. I have attached a Foreclosure Policy that has been drafted by the Stokes County Tax Administration and reviewed by Nicholas Overby, Attorney at Law.

If adopted by the Board of County Commissioners this policy will help ensure consistency throughout the entire delinquency process.

If you have any questions or need additional information, please let me know.



## COUNTY OF STOKES TAX ADMINISTRATION

Post Office Box 294 • 1014 Main Street • Administration Building • Danbury, NC 27016  
Phone (336) 593-2811 • Fax (336) 593-4019

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# Stokes County Foreclosure Policy

It is the goal of the Stokes County Tax Administration to establish a Foreclosure Policy that is fair and equitable to all involved parties. The below detailed outline will provide clarity and transparency through the entire delinquent collection process. After a property has been delinquent for two years and no acceptable effort has been made by the taxpayer to satisfy the delinquent taxes the account will be given to the County Attorney to proceed with foreclosure. It will be the determination of the Stokes County Tax Administration if an acceptable effort by the taxpayer has been made. The Tax Administration will review each case and consider all factors and circumstances before rendering a decision.

- Taxpayer will be mailed a second notice letter in March after the taxes become delinquent on January 6<sup>th</sup>.
- Delinquent Real Property Owners will be advertised in the Stokes News each year sometime between March 1 and June 30 in accordance with NCGS 105-369. We normally advertise the second week of April (associated fees will be applied).
- Notice of Attachment and Garnishment will then be served on the taxpayer by either personal service or certified mail (delivery restricted to the taxpayer), giving the taxpayer 10 days to comply.
- Foreclosure Warning Letter will be mailed to the delinquent taxpayer giving them 30 days to pay in full or set up a payment arrangement.
- A demand letter will be mailed by certified mail from the County Attorney, giving the taxpayer 30 days to comply (associated fees will be applied).
- County Attorney conducts title search to determine proper parties (associated fees will be applied).

- County Attorney drafts and files Complaint for Tax Foreclosure (associated fees will be applied).
- County Attorney obtains service of the Summons and Complaint on all parties (associated fees will be applied).
- County Attorney conducts hearing to obtain judgment allowing foreclosure (associated fees will be applied).
- County Attorney conducts foreclosure sale of the subject property at courthouse (associated fees will be applied).
- Sale is subject to 10-day upset bid period. If upset, new 10-day period begins.
- Following final bid, sale is confirmed by the Court.
- Following confirmation by the Court, winning bidder arranges for closing out of which taxes owed to the county will be paid or if county is the winning bidder, property is transferred to the county.

All existing delinquent accounts of two years or more will be expedited and sent a final notice via the certified mail, giving the taxpayer 30 days to satisfy the account or make the appropriate arrangements with our Collection Staff or the account will be turned over to the County Attorney to begin Foreclosure.

In closing, it is never the desire or initial intent to foreclose on a taxpayer's property. Foreclosure is the final option and will only be implemented after all other means of collection have been exhausted. The entire process will be handled in a professional, tactful and courteous manner. Each case will be given a thorough review by our Delinquent Tax Collections Supervisor and Tax Administrator before turning the account over to the County Attorney for Foreclosure.

The applicable North Carolina General Statutes are 105-374, 105-375, 105-376, 105-377 and Article 12 Chapter 16A.

Sincerely,

Richard T. Brim  
Stokes County Tax Administrator

Approval \_\_\_\_\_

Denial \_\_\_\_\_

\_\_\_\_\_  
Ronnie Mendenhall  
Chairman, Board of Commissioners

\_\_\_\_\_  
Date

**Late Application For Elderly Exemption -2018**

Date: December 4, 2018

To: Board of Commissioners

From: Richard Brim

Re: Kaye Harris

Late application for elderly exemption for 2018

Abstract No: 297016

Parcel No: 6091-00-02-1447

The above taxpayer owns 4.60 acres of land and a dwelling located at 1095 Troy Joyce Rd, Sandy Ridge. She is requesting acceptance of a late application for the year 2018 for the elderly exemption. A review of her application and accompanying documents indicate that she qualify for the exemption.

North Carolina General Statute 105-282.1(a1) states "...Upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the close of the listing period may be approved by...the board of county commissioners...as appropriate. An untimely application for exemption or exclusion approved under this subsection applies only to the property tax levied by the county or municipality in the calendar year in which the untimely application is filed."

Due to the circumstances of this request, and discussion with Ms. Harris, the Tax Administration recommends approval by the Board of this late application.

Approval\_\_\_\_\_

Denial\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Richard Brim

Stokes County Tax Administrator

\_\_\_\_\_  
Ronnie Mendenhall

Chairman, Board of Commissioners

**Adoption of new 2018 Digital Aerial Photography Maps**

Date: December 14, 2018

To: Stokes County Board of Commissioners

From: Richard T. Brim, Tax Administrator

Reference: The adoption of the new 2018 Digital Aerial Photography Maps

I am requesting the approval, by the Stokes County Board of Commissioners, of the new 2018 Digital Aerial Photography Maps. These maps were produced and furnished to the County free of charge by the North Carolina E-911 Board for public and private use. The GIS/Mapping Department has reviewed these aerial photographs and is in full acceptance of their quality and accuracy. I have attached two maps, the first map is the new 2018 aerial and the second is the 2014 aerial that is currently being used on the public web. If you need to see additional maps for comparison, I will be more than happy to arrange a demo by our GIS/Mapping Department.

Sincerely,

Richard T. Brim  
Stokes County Tax Administrator

Approval \_\_\_\_\_

Denial \_\_\_\_\_

\_\_\_\_\_  
Ronnie Mendenhall  
Chairman, Board of Commissioners

\_\_\_\_\_  
Date



Commissioner Morris motioned to approve the Consent Agenda.

Commissioner Yontz seconded.

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

Commissioner Morris commented:

- There are a couple of corrections with the minutes.
- On page 42 please substitute the word Pioneer for the word they.
- On page 43 change the word to to too.
- Also on page 43 remove vice from in front of Chairman Mendenhall.

With no further discussion the Consent Agenda was approved unanimously.

## **INFORMATION AGENDA**

### **LifeBrite – Facility Update**

Chairman Mendenhall turned the floor over to LifeBrite Hospital Administrator Pam Tillman.

LifeBrite Hospital Administrator Pam Tillman presented the following information to the Board:

- Thank you for allowing me to provide an update and for your ongoing support as we convert the Pine Hall Clinic to a rural health clinic.
- I am pleased to announce that Marie Stanley, a Nurse Practitioner has been hired.
- She began seeing patients on December 21<sup>st</sup> in Pine Hall.
- We have been marketing her arrival.
- A banner was posted at the entrance on Hwy. 311.
- One of the requirements for obtaining our approval as a rural health clinic is to have a Nurse Practitioner working at least half of the time the clinic is open.
- The government shut down could have an effect on our state survey that we are waiting for.
- We are currently waiting on a call back.
- We are in the process of purchasing equipment at this time for Marie to see pediatric patients as Dr. Butler was only seeing adult patients.
- This will be a positive for the community.
- We are continuing to work with Wieland regarding pre-employment physicals and annual wellness physicals.
- We are pricing items needed for the pre-employment process, and working to provide a health fair for them in February.
- In summary after all of that there is a need to provide the supplement for the third month.
- We had been asked to provide an update at the end of the second month regarding the ongoing need.

- As a general update, the hospital's cash flow is at a critical point, with Medicare HMO plans only paying about half of the traditional percentage for outpatient.
- This is due to a cost report error.
- We have now corrected that and resubmitted our revised cost report.
- We are basically getting half price for the business we are providing.
- We are still working with BCBS with meetings scheduled towards the end of January.
- The fact that we are still out of network is affecting our operations.
- Just want to put out a general reminder that those with BCBS can be seen in the emergency room.
- There is no limit for emergency visits.
- We are still in network for visits with commercial BCBS.
- One of the areas that is impacting us with BCBS is for the outpatient ancillary services for x-rays, and surgeries.
- Even our hospital employees have BCBS.
- We have had several surgeries scheduled and once the out of network benefits are disclosed they choose to go elsewhere which we understand.
- This is an area where we can have good revenue that is impacting us right now.
- At the surgery center I had previously reported we were working to purchase some equipment allowing us to perform additional surgeries; that has been finalized.
- That has been coming in over the last couple of weeks.
- We will be able to add surgeries.
- Until we get things settled with BCBS, we have the capability to add surgeries but this will continue to affect our numbers.

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

Commissioner Yontz commented:

- Thank you for the information.
- I have told many people that I am in no way qualified to run a hospital.
- I appreciate what you guys do.
- This information is beneficial.
- I encourage you to keep doing what you are doing.

Commissioner Walker commented:

- Contrary to Commissioner Yontz's comments, I have actually ran a hospital, along with the other Commissioners at the time.
- I believe you remember, and I found it to be rather challenging.
- I imagine it still is.
- Given the circumstances you described where do you see the hospital in the future?

Hospital Administrator Pam Tillman responded:

- First of all we need to get our cost reports straight.
- As you know cost reports can swing and take a bite.
- I would anticipate that we will get things worked out with BCBS.
- The desire is there to do that.

- With our commercial business that is vital to our survival.

Commissioner Morris commented:

- Are you working on an x-ray machine at Pine Hall?
- Would that be something Wieland would use a lot?

Hospital Administrator Pam Tillman responded:

- We are still working on that.
- We are talking with them about their workers comp and being able to do their x-rays.

Chairman Mendenhall expressed his gratitude to Pam Tillman for the information provided to the Board.

## **DISCUSSION AGENDA**

### **Teacher's Local Supplement**

Chairman Mendenhall turned the floor over to Commissioner Yontz.

Commissioner Yontz provided the following information to the Board regarding the teacher supplement:

- First I think it is important to point out that this is not a proposed increase of the supplement to the local teachers.
- It is actually making it a full 4 percent, which is something we have been saying we are going to give the teachers.
- I believe it has been frozen since 2013.
- Secondly I want to emphasize that the amount that was given in the last budget by the previous Commissioners is much appreciated.
- It was approximately \$1.2 million additional dollars that was given to the school board.
- I have sat down with Lynette Moore a couple of times, and much like our Finance Director here, she is great.
- She can crunch the numbers.
- Increase in matching benefits this year alone went up \$165,000.00.
- Resource officers decreased from our at risk funding by \$178,000.00.
- Utility cost was an estimated \$472,000.00, which we revisited and knocked down to \$310,000.00.
- This is in part due to the fact that Duke Energy did not have the proposed increase they originally thought.
- Yellow buses increased \$120, 000.00.
- 2 teaching positions added \$108,000.00.
- That all adds up to \$1.05 million.
- Of course that isn't the full \$1.2 million.
- Those are just the big ticket items.

- Some of the smaller items are \$16,000.00 for liability and vehicle insurance.
- Charter schools increased \$94,600.00 this year alone.
- You can see where those funds went.
- Again I am just asking this Board if we can make that 4 percent whole, and comparable to surrounding counties.
- I am not asking for an increase in any shape or form.
- If you look at the surrounding counties, 4 percent for Stokes County is certainly on the low end.
- I think a lot of people look at it and say the state has increased teacher pay, and they have.
- The problem with that are the unfunded mandates that go along with that.
- The increase for us locally has to come out of local funds.
- It is important to look at the big picture so that we can compete.
- I am not saying that we can have a 12 percent local supplement like Forsyth County by any means.
- I do think we owe it to our teachers to make it a full 4 percent.

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

Commissioner Walker commented:

- The previous Board made it a point to include funding for the teachers supplement in this year's budget.
- It was unanimous.
- We have the benefit of having a previous Superintendent on our Board.
- Everyone thought we were doing the right thing.
- There was no reason that I can think of that the funding would not go where we suggested.
- Commissioner Morris and I have had a discussion and he has a good idea.
- He said in the future if we have money we feel should go somewhere like that, then we should do a special appropriation.
- I wish we had this time, because folks where's the money?
- Nobody seems to be able to answer that.
- It went to the schools.
- With an additional \$1.2 million provided and a specific suggestion that whatever it took to bring the supplement up to a true 4 percent be taken from those additional funds; we did our part.
- I do not know what more we could have done, other than a special appropriation to lock it in.
- I had a discussion with a previous School Board member recently about the disposition of that money.
- I asked where the money went.
- They said it went to whatever expenses were at the top of the list, instead of the 4 percent supplement.
- It seems to me the money was made available along with the other money, and when it got to the school administration it was mixed in with other priorities.

- My position is on the last budget our Board included this money.
- I was there at that meeting.
- If anyone wants to find out specifically what happened then listen to the tape of our budget session and you will see what I am saying.
- I really wish we could work together better in this county and not pull against each other at times like this.
- I wish that on the behalf of the School Board now it could be said; it looks like the Commissioners did their part.
- They sent us the money.
- After all Commissioner Yontz, what is the budget of the school system, \$65 million?
- We need to go back to the budget and find the money to give the teachers their supplement that the Commissioners agreed to give to them.
- I don't want to seem upset but I am tired of having to do this.
- I am really confused about where we go from here.
- Would we send more money to cover what we have already covered?
- Is that what is being asked?
- I hope we can settle this in an amicable way.
- I don't see this as an issue that we need to draw lines in the sand over.
- I think we need to learn from it, and I believe I have.
- Next time I am going to consider Commissioner Morris's suggestion and if we have a specific amount of money for a specific purpose it needs to be done as a special appropriation.

Commissioner Morris commented:

- The three new Commissioners all campaigned on stabilizing the county workforce, and the school system workforce to reduce turnover.
- Along with that the teachers deserve the full 4 percent supplement, as well as to prevent turnover.
- That being said Commissioner Walker just asked where the money went, and Commissioner Yontz just explained where the money went, or some of it at least.
- I think what we are doing here is calling things discretionary that are not discretionary, as far as spending requirements in the school system.
- Sure I can give the School Board a certain amount of money and say give the teachers a supplement.
- If you have to turn the lights off in the classroom to do it, then that is okay, it's a choice.
- I think that is kind of the position we put the school system in.
- I would go back to the situation where we were dealing with art teachers a few years ago.
- We wanted to be sure those were funded for the first year and we did give a special appropriation to the school system to ensure that money was spent on art teachers.
- If a Board is serious about funding something you would have to do a special appropriation.
- Giving the school system impossible choices is not what I call solid and fair budgeting to try and fund their needs.
- I am in favor of having the school system have their full 4 percent in hopes that will in turn reduce their turnover.

- I think they have requested it the last 2 to 3 years in their budget request.
- If we are going to do it there definitely needs to be a special appropriation.
- This could done every year to keep that 4 percent at the actual pay they are getting.
- The last two things I would ask is that the School Superintendent, or the School Board, give us an update if this is the next logical step we should take to reduce their turnover.
- Something may have changed with their operations, so I would like for them to at least validate the fact that they think this is the first logical thing to do in reducing turnover in the school system.
- The second thing I would ask them to do is to put one or two metrics in place so that if they are given the 4 percent we can measure the impact of it.
- We can find out of it really worked or not.
- This is something we can ask them a year from now if we increase their supplement to the full 4 percent.
- The last thing is sort of a budget question for Julia.
- If we take any sort of action before the budget process are we talking about some funding for a partial year to finish out the fiscal year?

Finance Director Julia Edwards responded:

- When I spoke with Lynette she gave me this amount for the full year.
- I am not sure if they are planning on going back.

Commissioner Morris continued:

- If we were going to do something on this we would need to know the mechanics on it and how they would want to do it as well.

Commissioner Nickelston commented:

- As Rick stated we did campaign on this.
- I think it is important.
- This is our kids we are talking about.
- Retaining good teachers to educate our children is a high priority on my list.
- I understand that the Board gave the money towards it.
- Unfortunately just as in a business, you can plan for things, and unexpected things come up that you cannot plan for.
- Important things like keeping the power on have to come first.
- To sum it up I am for this.

Commissioner Yontz commented:

- Commissioner Walker asked where the funding went.
- Let me just reiterate that increases we saw were above and beyond the normal.
- I don't want it to appear that utilities were \$472,000.00.
- That was above and beyond what was included in our original budget.
- That is where the funding went.
- As I said the \$472,000.00 was actually cut down to \$310,000.00 if I recall.
- We were anticipating a much larger rate hike.
- The increase in benefits and resource officers is above and beyond the normal.

- As Commissioner Morris said that is where that funding went.

Commissioner Walker commented:

- We have two of the Commissioners here at the meeting tonight, along with me, and Chairman Mendenhall who were a part of this process.
- I sit here before you with the belief that when we created our budget with the schools, one of our top priorities was the 4 percent.
- We wanted the other expenses to line up behind that, not to keep pushing it down the list until it did not exist anymore.
- Our intent was for this money to be used for the intended purpose and not be pushed around and disappear because of other priorities.
- I understand there are fixed cost in any operation, and that it is hard to predict unexpected cost.
- That money was supposed to be the top priority, and if not pretty close to it.
- I think Chairman Mendenhall, and our previous Commissioners would agree.
- It was particularly important to Commissioner Lankford.
- He led the charge to have the additional funding for the 4 percent in place and all of the other Commissioners went along with it.
- I don't need to keep talking about it.
- We have a decision to make.
- There is no way I can justify giving money again for what we have already given for.
- What kind of precedence is that?
- Who wants to start down that route?

Commissioner Morris commented:

- The Board could give the schools 20 discretionary items to spend money on and still not give them enough money to do it.
- I will go back to what I said earlier.
- If you are serious about doing this, then you do a special appropriation.
- It is very critical that we stabilize the work forces, both in the County, and the School System.
- I am going to take the actions in working in conjunction with the School Board, and the Superintendent to do those two things.

Chairman Mendenhall commented:

- Do any other Commissioners want the Superintendent or Finance Director at the next meeting or do you just want to move this over to action?

With no further discussion and a majority of the Board the 4 percent teacher supplement is moved to the Action Agenda at the next meeting with a request from the Board for the Superintendent and Finance Director to be at the meeting to answer any questions from the Board such as the ones from Commissioner Walker and Commissioner Morris.

### **EMS Ambulance Request – Budget Amendment #48**

Chairman Mendenhall turned the floor over to EMS Director Brandon Gentry.

EMS Director Brandon Gentry presented the following information to the Board:

- I am requesting an additional \$65,000.00 to add to the current approved amount of \$165,000.00 from the 18/19 budget.
- The reason for the increase is the amount approved was for a remount ambulance to replace the current unit 5 in our fleet.
- It currently has 235,000 miles on it.
- The amount requested from the previous director would cover the cost of the remount.
- The problem with remounting this unit is it would have to be placed on a gas chassis.
- After test driving a gas Ford unit, I do not believe it would be a good move for our service.
- The unit was very underpowered when driving it around Danbury.
- I do not know the longevity of the gas units as far as the time the units spend idling at homes and the hospitals.
- Over the last 3 budgets we have purchased F-450 4x4 units, and removed the oldest boxes from our fleet that had been remounted multiple times.
- We have also been phasing out the small ambulance boxes.
- We have 3 F-450 4x4 units at the present time.
- So far these units have served us well and we have seen a decrease in brake service compared to the Chevy van.
- We have one unit that is a 2009 model chassis with a 2001 model box.
- It is the last of the small boxes.
- That unit has been remounted multiple times.
- Due to the age of the box, and difficulty in getting parts from our Horton ambulance dealer, it needs to be removed from our fleet.
- I believe buying a new unit this year will be the best option for our service.
- All the current boxes could be remounted but only on a gas chassis.
- All of the older units that are not mounted in the F-450 series chassis are designed for a van style ambulance.
- They will not mount to a truck type unit.
- I would like to see all of the units be 4x4 due to the weather we see and some of the places in the county we respond to.
- We have not seen an increase in service due to the 4x4.
- In the next few budgets we will have to ask for more new trucks to get the older fleet out so we can start remounting the F-450 series units.
- The cost of the new unit in the past was \$230,000.00.
- That did include a power stretcher with the unit.
- This request will include a power stretcher due to we have 2 spare units without stretchers in them at this time.
- We asked for stretchers in last year's budget, but they were cut out.



- If we had a major incident and we needed to use all of our resources we could not use 2 of our units due to there being no stretchers in the units.
- Currently we have to move the stretcher from front line units when the crews swap into 2 spare units without stretchers.
- If we could get this extra \$65,000.00 it would include the stretcher and that would put us down 1 stretcher for our service.
- The prices are going up in January for 2019.
- I should be able to get the 2018 model for \$230,000.00 and it could possibly be cheaper.
- I am requesting if possible for this item to be approved at this meeting in order to take advantage of the discounted price before the 2019 rate increase.

Budget Amendment #48 - EMS

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
100.4370.510	Emergency Medical Services			
	Equipment	\$ 279,200.00	\$ 65,000.00	\$ 344,200.00
	Total	\$ 279,200.00	\$ 65,000.00	\$ 344,200.00
This budget amendment is justified as follows:				
To appropriate fund balance to purchase an ambulance instead of remounting ambulance.				
This will result in a net increase of \$65,000.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.				
Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
100.3991.000	General Fund			
	Fund Balance	\$ 5,266,714.00	\$ 65,000.00	\$ 5,331,714.00
	TOTALS	\$ 5,266,714.00	\$ 65,000.00	\$ 5,331,714.00

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

Vice Chairman Nickelston commented:

- I think making sure you guys are equipped with what you need is pretty important.
- I believe Jimmy would agree with that.
- Have they given you any idea of the price increase for 2019?

EMS Director Brandon Gentry responded:

- I do not have an exact price but it is typically a 2 to 5 percent increase.

Commissioner Yontz commented:

- Thanks for bringing this information to us.
- What is the longevity of a diesel versus a gas unit?

- Idle time is harder on a gas engine correct?
- A Diesel engine stays cooler.

EMS Director Brandon Gentry responded:

- We have had some go 225,000 miles, while others went as many as 370,000 miles.
- The diesel is usually going to last longer, especially in our environment.
- Our goal is to remount.
- It saves the county a lot of money.
- As soon as we get the F-450's all in line we will start remounting.
- That is the ultimate goal.
- With the idle time a diesel can definitely withstand that better than a gas unit.
- There are a couple of counties around us that have tried the gas trucks and have not been happy with them.
- We have only test drove them.
- The training officer and I test drove a gas unit and I just do not think we would be happy with it.

Commissioner Walker commented:

- I want to thank you for the good service I received from you and your folks when I had my accident.
- Other than the bumpy ride to the hospital it was great.

EMS Director Brandon Gentry responded:

- That is the ambulance I am asking to replace.

Commissioner Walker continued:

- The service was great.
- I put a lot of confidence in you and I see Greg Collins here tonight, who was our previous EMS Director.
- You are the ones who work day to day with this, and seek to provide an adequate level of service to our citizens.
- If you come before me and present an option like we are looking at here this evening, and you say this is what you need to continue offering the level of service that you offer, I listen with great interest.
- I do not want to ride in one again anytime soon, but I do believe in keeping good equipment.
- Good training, good equipment, and good staff are key.
- We are very blessed with the kind of people we have, not just in your department, but in many departments here in the county.
- I am on board.
- The only thing I would ask is that I am sure you have heard me say that I prefer not to move things from discussion to action at the same meeting.
- I think that sort of throws the public a curve.

- They see discussion on the agenda and then they come knowing that our procedure is discussion, and action at the next meeting, I think that throws our citizens a curve.
- My request to you and the other departments is that as soon as you can see something like this unfolding instead of a last minute got to do it now, I would prefer more lead time.

Acting County Manager/Clerk to the Board Shaver commented:

- I would like to let you all know that he did request to put this on the last agenda.
- The agenda was so full it was delayed until this time.
- He was asked to wait until this meeting.

Commissioner Walker continued:

- I take back half of what I said then.
- In all seriousness I see the need.
- I like your line of thinking that it is better to spend a little more upfront and buy quality to start with instead of spending more down the road.

Commissioner Morris commented:

- What is the disposition of the 2001 box?
- Does it just get traded in or can we get anything for it?

EMS Director Brandon Gentry responded:

- We normally do them at the county sale.
- I have sent all the pictures to the dealer.
- They are going to give us a quote on what they will give us on trade.
- There is also one in the lot that has a bad motor.
- I am going to see if it will bring more in trade than at the sale.
- They stated they would be interested.

Commissioner Morris continued:

- If we do a new ambulance now, will you have all 450's in the fleet then?

EMS Director Brandon Gentry responded:

- We will have four.
- Unit 1 in Walnut Cove is still in a van chassis.
- It is on line to be replaced next year.
- It is a big box on a van chassis and cannot be remounted to an F series.
- The unit we are trying to trade is the last of the small boxes.

Commissioner Morris continued:

- I would never support buying a gas ambulance from what I know about them and from what you guys have told me before.
- I definitely want to stay with diesels.
- Have you thought about what you are going to ask for in the next budget?

EMS Director Brandon Gentry responded:

- I am looking at it.
- I will have to compare mileages.
- We will probably be looking at a remount, and we may get away with just buying one new one.
- We need to get back in the schedule with the replacements.

Commissioner Morris continued:

- We need to move it to action because of the cutoff date.
- It would be about \$11,000.00 more if we miss the December 31<sup>st</sup> cutoff.

Chairman Mendenhall commented:

- As most people know I have had two massive heart attacks.
- I have almost died twice.
- Both calls my wife made to you all were met with outstanding service.
- I will never forget that.
- I would like to move this to action tonight.

Commissioner Yontz motioned to move this item with Budget Amendment #48 to the Action Agenda at tonight's meeting.

Vice Chairman Nicklelston seconded.

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

With no further discussion the EMS Ambulance Request with Budget Amendment #48 was unanimously to the Action Agenda at tonight's meeting.

### **Information Technology – Information Security and Technology Plan**

Chairman Mendenhall turned the floor over to I. T. Director Diana Fulp.

I.T. Director Diana Fulp presented the following information to the Board:

- In your agenda you have a copy of the security awareness policy.
- Also included is a memorandum of approval from the County Attorney.
- I would like to request that the Board consider adopting the Security Awareness Policy and amend the Personnel Policy.
- It is meant to address employee awareness regarding emails and malware.
- We have policies and procedures in place to filter the malware activity.
- This is actually meant to address the employee side as far as awareness and training.

### **Information Security Awareness Policy**

#### **Purpose**

The purpose of this policy is to establish a security awareness and training program to inform and assess all staff regarding their information security obligations in the use of Stokes County information technology systems; with a goal of protecting the confidentiality, availability and integrity of Stokes County's information and information systems.

### **Policy Requirements**

All awareness training must fulfill the requirements for the security awareness program as listed below:

- Security awareness and training activities should commence as soon as practicable after staff joins the organization, generally through attending employee orientation as part of the on boarding process. The awareness activities should continue on a continuous basis thereafter in order to maintain a reasonably consistent level of awareness.
- Where necessary and practicable, security awareness and training materials and exercises should suit their intended audiences in terms of styles, formats, complexity, technical content, etc. Everyone needs to know why information security is so important, but the motivators may be different for staff focused on their own individual areas of responsibility or managers with broader responsibilities to the organization and their staff.
- Stokes County Information Systems will provide staff with information on the location of the security awareness training materials, along with security policies, standards, and guidance on a wide variety of information security matters.
- Stokes County Information Systems requires that each employee upon hire and at least annually thereafter successfully complete various training campaigns. Certain staff may be required to complete additional training modules depending on their specific job requirements upon hire and at least quarterly.
- Staff will be given a reasonable amount time to complete each course so as to not disrupt business operations.

### **Simulated Social Engineering Exercises**

Stokes County Information Systems will conduct periodic simulated social engineering exercises including but not limited to: phishing (e-mail), vishing (voice), phishing (SMS), USB testing, and physical assessments. Stokes County Information Systems will conduct these tests at random throughout the year with no set schedule or frequency. Stokes County Information Systems may conduct targeted exercises against specific departments or individuals based on a risk determination.

From time to time Stokes County staff may be required to complete remedial training courses or may be required to participate in remedial training exercises as part of a risk-based assessment.

### **Compliance & Non-Compliance with Policy**

Compliance with this policy is mandatory for all staff. Stokes County Information Systems will monitor compliance and non-compliance with this policy and report to the County Manager and Department Heads the results of training and social engineering exercises.

The penalties for non-compliance of this policy are as follows:

<b>Failure Count</b>	<b>Resulting Level of Remediation Action</b>
First Failure	Mandatory completion of Kevin Mitnick Security Awareness Training – 25 Minutes
Second Failure	Mandatory completion of Kevin Mitnick Security Awareness Training - 45 Minutes
Third Failure	Meeting with Department Head/IT Department

### **Non-Compliance Actions**

Certain actions or non-actions by Stokes County staff may result in a non-compliance event (Failure).

A Failure includes but is not limited to:

- Failure to complete required training within the time allotted
- Failure of a social engineering exercise

Failure of a social engineering exercise includes but is not limited to:

- Clicking on a URL within a phishing test
- Replying with any information to a phishing test
- Opening an attachment that is part of a phishing test
- Entering any data within a landing page as part of a phishing test
- Transmitting any information as part of a phishing test
- Replying with any information to a phishing test
- Plugging in a USB stick or removable drive as part of a social engineering exercise
- Failing to follow Stokes County policies in the course of a physical social engineering exercise

Stokes County Information Systems may also determine, on a case by case basis, that specific failures are a false positive and should be removed from that staff member's total failure count.

## **Compliance Actions**

Certain actions or non-actions by Stokes County personnel may result in a compliance event (Pass).

A Pass includes but is not limited to:

- Successfully identifying a simulated social engineering exercises
- Not having a Failure during a social engineering exercise (Non-action)
- Reporting real social engineering attacks to the IT department

## **Responsibilities and Accountabilities**

Listed below is an overview of the responsibilities and accountabilities for managing and complying with this policy program.

Stokes County Information Systems is accountable for running an effective information security awareness and training program that informs and motivates staff to help protect the organization's and the organization's customer's information assets.

Stokes County Information Systems is responsible for developing and maintaining a comprehensive suite of information security policies (including this one), standards, procedures and guidelines that are to be mandated and/or endorsed by management where applicable. Working in conjunction with other county functions, it is also responsible for conducting suitable awareness, training, and educational activities to raise awareness and aid understanding of staff's responsibilities identified in applicable policies, laws, regulations, contracts, etc.

Department Heads/Supervisors are responsible for ensuring that their staff and other workers within their responsibility participate in the information security awareness training, and educational activities where appropriate and required.

All Staff are personally accountable for completing the security awareness training activities, and complying with applicable policies, laws, and regulations at all, times.

## **Methods for Determining Staff Risk Ratings**

The following is a list of situations that may increase a risk rating of a Stokes County staff member. Higher risk ratings may result in an increased sophistication of social engineering tests and an increase in frequency and/or type of training and testing.

- Staff member email resides within a recent Email Exposure Check report
- Staff member possesses access to significant Stokes County systems containing sensitive/confidential information

- Staff member uses their mobile phone for conducting work-related business
- Staff member has repeated Stokes County policy violations

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

Commissioner Walker commented:

- I appreciate you bringing this before us.
- Security is eminently important.
- I put a lot of confidence in our staff.
- I am sure you have put a lot of thought and research into this.
- What would this change from where we are to where you see us being with this new policy?

I.T. Director Diana Fulp responded:

- This will allow the employees to continually be made aware of the viruses that are out there because it is constantly changing.
- We have conducted a couple of exercises and it seems once we get past that they forget about it.
- We have to do something to make them continually aware of what is out there.

Commissioner Morris commented:

- I understand the need for this and totally support it.
- You have mentioned an amendment to the personnel policy.
- Is that just to add this to it?

I.T. Director Diana Fulp responded:

- That is correct.

Commissioner Morris continued:

- Can you talk a little about how you are going to do these exercises?
- Is this more than you have been doing in the past?
- Based on the results of those people will have to do some things if they don't pass, is that right?

I.T. Director Diana Fulp responded:

- Exactly.
- We have done two in the past.
- What that entails is sending out a fake email and seeing if any of the employees would click on it.
- The first test returned 20 percent, and the second one was 26 percent of the employees clicking on the email.
- Out of about 100 to 130 people.
- That tells us there is a need for it.



Commissioner Morris continued:

- I think this is a good idea.
- It gives some teeth to the exercises and having some consequences for not paying attention.
- I am in support of this.

Vice Chairman Nickelston commented:

- The questions I had have been answered.

Commissioner Yontz commented:

- Thanks for the information and being proactive on this.
- As Commissioner Walker stated this is something that is ever changing and it is important to stay ahead of the curve.
- How often do we force a password change?

I.T. Director Diana Fulp responded:

- Our passwords have to be reset every 60 to 90 days.
- The auditors require that we do that.

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

### **Fire Marshal – Vehicle Request**

Chairman Mendenhall turned the floor over to Fire Marshal Scott Aaron.

Fire Marshal Scott Aaron presented the following information to the Board:

- The Fire Marshal's office is requesting to buy a vehicle.
- Our office had a truck in the budget that was removed when we did not think we would be contracting with the Town of Walnut Cove.
- During the budget process we received notification that the town would contract with the county allowing us to add a full time position.
- We are in need of a vehicle for this person to drive to perform their daily duties.
- We are in the process of hiring this person now.
- Due to the equipment needed for daily operations we are requesting a Ford F-250 with a camper shell that will be set up like the truck we currently operate.
- The total cost for this vehicle would be \$56,610.00.
- We are currently spending a lot of money on repairs of the older vehicle that needs to be replaced.

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

Vice Chairman Nickelston commented:

- I looked over the information you provided and it looks like you are spending a lot on repairs.
- It is sometimes best to cut what you have and get something that will work out better.

Commissioner Yontz commented:

- So this has come back because the Town of Walnut Cove is under contract and the need for the vehicle is back, is that correct?

Fire Marshal Scott Aaron responded:

- That is correct.

Commissioner Yontz continued:

- I don't have any other questions.
- That is all I need to know.

Commissioner Walker commented:

- What is the length of time for the contract set with the Town of Walnut Cove?

Fire Marshal Scott Aaron responded:

- There is not a length set for the contract.
- The amount the county is charging the town for this service is to be reviewed every year.

Commissioner Walker continued:

- Suppose they were to come back in a year and reconsider, what would that do for what we are discussing this evening?

Fire Marshal Scott Aaron responded:

- We are still running this vehicle.
- The cost is only going to increase with maintenance and repairs.
- We have one that was a salvage vehicle prior to it coming to the Fire Marshal's office.
- It currently has 206,000 miles on it.
- We have a Dodge that has been here since 2001 with 154,000 miles on it.
- It is getting expensive to maintain these two vehicles.
- Of my \$5,000.00 that I budgeted for vehicle maintenance this year, I have spent almost all of that on these two vehicles.

Commissioner Walker continued:

- Looks like the Chevrolet's are doing better than the others.
- The 1999 Chevrolet Tahoe had the least maintenance cost of any of them.

Fire Marshal Scott Aaron responded:

- We only drive it while the others are broken down.

Commissioner Walker continued:

- How important is this?

Fire Marshal Scott Aaron responded:

- We are out and about in the community every day.
- We are not only doing inspections, but we are also running back to EMS to assist them on calls.
- We are support to the Fire Departments.
- The need to have a vehicle to haul the equipment is very important.
- A lot of times on calls they are out and about in the community so they can be at a call before the Fire Department.

Commissioner Walker continued:

- At one time we beefed up the Fire Marshal's office for the very reason you just shared.

Fire Marshal Scott Aaron responded:

- We are not looking at growing the office any larger at this time.
- We are just looking to maintain what we currently have.
- We do have a little over 1,400 businesses and churches that we inspect yearly.
- This puts a lot of miles on a vehicle.

Commissioner Walker continued:

- We have a budget cycle getting ready to start next month.
- Would it be out of the question to wait for this in the budget?

Fire Marshal Scott Aaron responded:

- The reason as I stated for bringing this before you now is we have a new person coming on board.
- We have a vehicle that I currently drive, the Assistant Fire Marshal has a vehicle, and we had part time guy working who has been driving one of these vehicles.
- I feel that if we begin driving this vehicle on a daily basis instead of part time that it will only increase maintenance issues.
- This is the reason for bringing it forward now.

Commissioner Walker continued:

- Things normally work a little smoother when we can work them into our budget process, but I can see your point too.

Commissioner Morris commented:

- When does the contract start with Walnut Cove?
- Is the contract just for salary or does it pay some additional things?

Fire Marshal Scott Aaron responded:

- It actually started in August.
- We have been down there performing inspections already.
- The contract is for \$30,000.00.
- That was to cover our cost for being in the town.
- That also includes us supplying all of the equipment that we already have.

- The maintenance on the vehicle is what we are trying to keep up with and keep those expenses down.

Commissioner Morris continued:

- Do you expect this is going to last more than one year?

Fire Marshal Scott Aaron responded:

- Yes.
- From working with the town they have no plans to not continue this contract.

Commissioner Morris continued:

- Does this replace the 1999 vehicle?

Fire Marshal Scott Aaron responded:

- Yes it would take it completely out of service.

Commissioner Morris continued:

- I think everyone knows from my previous time when I worked here that I am a proponent of keeping the fleet updated.
- I went to Greg Collins's retirement celebration and there was a nice video presentation of all the things he had done back to the very beginning with EMS.
- I was watching this video and I saw this vehicle go by, and I turned to the gentleman next to me and said please tell me that is not the same vehicle the communications folks are still driving.
- It was the same vehicle.
- I am not a proponent of running these vehicles forever and spending a ton of money on maintenance.
- I am leaning in favor of trying to get something done with this.

With no further discussion and full consensus of the Board, the Chairman directed the Clerk to place this item on the next meetings Action Agenda with Budget Amendment #49.

### **Commissioner Pay Policy**

Chairman Mendenhall turned the floor over to Commissioner Morris.

Commissioner Morris presented the following information to the Board:

- One of my campaign issues was that in my opinion the current County Commissioner pay policy is flawed in that it creates a real and perceived organizational conflict of interest.
- The problem I have with the policy is that County Commissioners, unlike any other county employees or elected officials, are paid by the meeting.
- This creates a scenario where increased pay could be obtained by simply adding meetings, whether they are needed or not.

- I would like to see the Commissioners pay changed to match all other regular county employees and elected officials where a fixed amount of salary and benefits are paid on a scale for the work completed.
- I do not feel that this change can wait until the budget process.
- I am not comfortable being paid under the current policy.
- With this policy change, I feel that commissioners are entitled to a fair wage that is comparative to what other County Commissioners make in similar and surrounding counties given the personal investment it takes to get elected and the number of hours it takes to perform the Commissioner Job for the county.
- I also feel Commissioner Pay should be commensurate with what regular employees are being paid when both commissioner salaries and employee salaries are compared to similar and surrounding counties. I don't have a specific salary & benefit level to recommend at this time.
- I think the amount should be determined based on input from the entire Board of Commissioners and research to determine what other comparable counties are paying.
- The current pay structure is made up of a salary based on the number of meetings attended.
- In determining the salary level for Commissioners I believe that Commissioners deserve a fair level of pay.
- The pay is not only for regular meetings but for numerous other committees and boards the Commissioners serve on held at various locations throughout the region and the state.
- Another issue that needs to be addressed while Commissioner Pay is being reviewed is whether or not Commissioners should receive cost of living allowances approved for employees.
- I think they should.
- I would also recommend that Commissioners be paid for meetings they attend in person or participate in by phone.
- I would like to see this policy revised as soon as possible to rectify its deficiencies, and place everyone on a fixed based salary system.
- I am not trying to increase or decrease Commissioner Pay.
- I am just trying to place Commissioner Pay on a sounder policy footing.
- In conjunction with this I feel it is imperative the employee salary study be completed in time to be implemented into the 20/21 budget to ensure that pay levels of Commissioners and employees are comparable.
- This would be an example of the Board of County Commissioners leading by example.

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

Commissioner Walker commented:

- These are interesting observations.
- Sometimes you and I agree on things and sometimes not.
- I would appreciate it if I was not compared to a county employee.
- I have nothing in the world against county employees.
- I think we have wonderful people.

- If you were the CEO of a corporation which you have been and you called your Board of Directors employees of that corporation, they may not be too fond of that.
- I don't think I would be if I was on the Board of one of them.
- If you want to compare the Board of Commissioners to any aspect of the corporate world, we are like the Board of Directors.
- I agree with some of what you say.
- I think the last time Commissioner Pay was increased was about 15 years ago or more, other than cost of living adjustments.
- I am a Commissioner 24/7.
- Have you ever thought of a time when one of us Commissioners was not a Commissioner?
- When you go to the super market, gas station, or a restaurant you are a Commissioner.
- If somebody has a problem and they call you at 10:00 or 12:00 at night, you are a Commissioner.
- When I tell people what you get for being a Commissioner they think I am kidding.
- It has been as low as \$9,000.00 per year for me.
- The most it has ever been is \$12,000.00 or so.
- There comes a time when reality sets in.
- I try to keep an open mind on issues as I am gathering information.
- The decision is easier if you can do this.
- The recommended amount from the state of North Carolina's Association of County Commissioners for the Commissioners is whatever your County Manager's salary is should be the amount total for the five Commissioners.
- If we use that algorithm to determine compensation then the salary range for the County Manager is about \$61,000.00 to \$108,000.00; so if you take mid-range the salary would be about \$17,000.00 per year.
- We are nowhere near that.
- Some of us do get health insurance.
- That was encouraged again by the Association of County Commissioners years ago.
- They incorporated that into their policy years ago.
- We are not exactly county employees.
- We are the Board that runs the county.
- We are the buck stops here Board.
- I am talking about a 24/7 job.
- How many hours do you think as a Commissioner you spend thinking about county business?
- Sometimes I go to bed thinking about county business and wake up thinking about county business.
- This should mean something to the people of our county.
- I think it is time we look into the Commissioner Pay Policy.
- I am surprised about this from Commissioner Morris because he is a merit person.
- As far as Commissioners participating in a meeting by phone; I don't think I have ever known of a Commissioner being paid to participate in a meeting by phone.
- I would be ashamed to turn in a meeting that I wasn't at.

- I don't think this is a broken policy per say.
- When you attend an outside meeting you get about a third of what you get for a regular meeting.
- This is compensation for the extra time and trouble.
- On the average over the past few years I attend two to three extra meetings a month, sometimes more, sometimes less.
- Have you detected a particular problem with our policy?

Commissioner Morris responded:

- It is a conflict of interest.

Commissioner Walker continued:

- I don't understand that.

Commissioner Morris responded:

- You add more meetings if you want more money.

Commissioner Walker continued:

- I don't think we are doing that.

Commissioner Morris responded:

- It is the policy that is the problem.
- I am not accusing anyone of doing anything.

Commissioner Walker continued:

- I don't think I ever remember anyone doing that.
- The trick is after a while to figure out how to get out of going to meetings.
- When you have as many as three meetings in one day; it gets old.
- I don't even try and go to all of those when I have a schedule like that.
- The most important thing for me right now is to keep an open mind and gather information.
- I will see how the pieces fit together.

Commissioner Yontz commented:

- I agree with Commissioner Morris.
- It is something we need to visit.
- It sounds like we don't really have a solution in place right now; we need to think about that.
- I am certainly not a proponent of increasing our pay in any way shape or form.
- I can say that when I was on the School Board for eight years we didn't have a COLA.
- It was the same thing when I went in as when I went out.
- That being said I would certainly encourage us to look at what we have paid historically over the last seven or eight years.
- Maybe we could do an average that we could plug in and use as a monthly flat fee.

Vice Chairman Nickelston commented:

- I see good and bad in both.
- In no way did I run for this to make money.
- I didn't do it to lose money either.
- It takes time away from your family.
- I do have five kids, it is a blessing and they are growing up fast.
- I also enjoy what I am doing here.
- I spoke with some other Commissioners in a surrounding county.
- Their pay range is \$850.00 per month plus \$250.00 for travel.
- That meant he had two Commissioners meetings a month, and three committee meetings a month.
- If we were to do something like that here you would be looking at about \$500.00 compared to what they would get which would be \$1,100.00.
- I do want to talk about it.
- I am open to it.
- Then again I don't want to cheat the taxpayers.
- In some cases if we went with a system like one of our neighboring counties we would be charging the taxpayers more than if we just continue to use the system in place.
- I am interested in looking to see which way is better.

Chairman Mendenhall commented:

- If it is okay with everyone I think this is something we need to research and do our due diligence on.
- I don't think we need to set a specific time to come back to this.
- We know that it is out here and brought up by Commissioner Morris.
- I certainly want to do my homework before this is brought up again.

Commissioner Walker commented:

- We can certainly bring this up at one of our upcoming budget sessions.

Commissioner Morris commented:

- I am not really trying to decrease or increase our pay either.
- I am just trying to fix a flawed policy.
- Yeah sure we are the Board of Directors, but I consider us the leadership face of the county, both to the employees and the public.
- If I am getting paid equally to what the County Commissioner next door is and our employees are not getting paid what their counterparts next door are; I have a real problem with that.
- That is really almost more important to me than the policy.

Vice Chairman Nickelston commented:

- Are there currently any full time employees that the Commissioners are making more than?



Acting County Manager/Clerk to the Board Shaver responded:

- No there are not.

Commissioner Walker commented:

- We need to be careful who we compare ourselves to.
- We are elected.
- Thousands of people put their trust and confidence in us and put us where we are.
- We gave our employees a 5 percent raise last year.
- We gave a 4 percent COLA, and 1 percent longevity.

Commissioner Morris commented:

- The last comment I will make is it is leadership by example.

### **Budget Goals Work Session – Proposed Dates**

Chairman Mendenhall turned the floor over to Acting County Manager /Clerk to the Board Shannon Shaver.

Acting County Manager /Clerk to the Board Shannon Shaver presented proposed dates and times for Budget Goals Work Sessions requested by the Board in January.

After a brief discussion by the Board the following dates and times were approved for the Budget Goals Work Sessions:

Thursday January 24, 2019 – 5:00 pm

Tuesday January 29, 2019 – 5:00 pm

### **Resolution –Authorizing Sale of Personal Property worth less than \$30,000.00**

Chairman Mendenhall turned the floor over to Acting County Manager /Clerk to the Board Shannon Shaver.

Acting County Manager /Clerk to the Board Shannon Shaver presnted the following information to the Board:

- The following resolution authorizes the Support Services Supervisor to sell with or without compensation a surplus Thumper CPR Machine to the Francisco Volunteer Fire Department.
- It will allow Francisco Fire Department to receive a \$2,000.00 discount of the purchase of a new piece of equipment.
- The Support Services Supervisor shall publish a notice summarizing this.

- Resolution and transfer of ownership of said Thumper CPR Machine shall not be executed pursuant to this resolution until at least ten (10) days after the date notice was published.
- This has to be done by the 28<sup>th</sup> so that they may receive this discount.

**Resolution authorizing sale of personal property worth less than \$30,000.00  
(G.S. 153A-176; 160A-267, 160A-279)**

WHEREAS, The County of Stokes owns a Thumper CPR Machine that has become surplus in 2000

WHEREAS, North Carolina General Statute 160A-279 authorizes the County to appropriate funds to any public or private entity which carries out a public purpose, the County may, in lieu of or in addition to the appropriation of funds, convey by private sale to such entity any real or personal property which it owns.

WHEREAS, Procedural provisions of North Carolina 160A-267 Private Sale shall apply;

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

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

1. The Board of Commissioners authorizes the Support Services Supervisor to sell with or without compensation the following Thumper CPR Machine to:

Francisco Volunteer Fire Department

2. The Support Services Supervisor shall publish a notice summarizing this Resolution and transfer of ownership of said Thumper CPR Machine shall not be executed pursuant to this resolution until at least ten (10) days after the date notice was published.

Adopted this the \_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Ronnie Mendenhall - Chairman

\_\_\_\_\_  
Andy Nickelston – Vice Chairman

\_\_\_\_\_  
Rick Morris - Commissioner

\_\_\_\_\_  
Jimmy Walker - Commissioner

\_\_\_\_\_  
Jamie Yontz – Commissioner

Attest \_\_\_\_\_  
Shannon Shaver  
Clerk to the Board

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

Commissioner Morris motioned to move the Resolution --Authorizing Sale of Personal Property worth less than \$30,000.00 to the Action Agenda at tonights meeting.

Vice Chairman Nickelston seconded.

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

## **ACTION AGENDA**

### **Voting Delegate Designation- Legislative Goals Conference**

Chairman Mendenhall turned the floor over to Acting County Manager /Clerk to the Board Shannon Shaver.

Acting County Manager /Clerk to the Board Shannon Shaver presented the following information to the Board:

- I receieved a request to add this item directly to the Action Agenda from the NCACC.
- I sent out an email a while back regarding the Legislative Goals Conference in Raleigh on January 10<sup>th</sup> and 11<sup>th</sup>.
- January is a busy month so I am not sure that anyone will be attending.
- If anyone is planning to attend I will need to complete registration and a voting delegate will need to be designated.

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

Commissioner Walker commented:

- Is it possible to submit goals?
- I think it would be good for Vice Chairman Nickelston to attend and represent our county.

Acting County Manager /Clerk to the Board Shannon Shaver responded:

- The time to submit goals has passed.

Chairman Mendenhall opened the floor for nominations for the 2019 Voting Delegate at the 2019 Legislative Goals Conference.

Commissioner Yontz nominated Vice Chairman Nickelston.

Commissioner Walker motion that nominations for the 2019 Voting Delegate at the 2019 Legislative Goals Conference be closed.

Commissioner Yontz seconded.

Chairman Mendenhall opened the floor for any discussion/questions/comments.  
With no further discussion the motion carried with a unanimous decision with a 5-0 vote.

### **Town of Danbury/ NC D.O.T. Request – Danbury Pedestrian Safety Project**

Chairman Mendenhall turned the floor over to Acting County Manager / Clerk to the Board Shannon Shaver and Town of Danbury Manager Mike Barsness.

Acting County Manager / Clerk to the Board Shannon Shaver presented the following information to the Board:

- As part of the Pedestrian Safety Project the NC D.O.T is requesting permission from the County to approve the removal of the stairways on both sides of Main Street, and for the County to grant a temporary construction easement on both sides of Main Street.
- They have requested this approval in the form of a letter or Resolution.
- The Town of Danbury has been attempting for years to develop and implement pedestrian safety improvements on Main Street.
- Improvements will include marked crosswalks at both ends of Courthouse Circle, ADA curbs and ramps, pedestrian activated rapid flashing beacons at both crossings and sidewalk stubs for future sidewalk projects.
- In order to receive the final approval from NC D.O.T, the mid block stairways on both sides of Main Street must be removed.
- If the stairways are allowed to remain, it would continue as a pedestrian path defeating the purpose of the project.
- In order to receive the final approval NC D.O.T needs approval from the County.
- There are letters of support for this project from Sheriff Mike Marshall, and Arts Director Eddy McGee.
- Public Works Director Mark Delehant and Superintendent Brad Rice have no objection to the removal of the stairway.
- All of this information is what was presented at the last meeting.
- I have spoken with Mr. Barsness and expressed the concerns of the Board concerning the parking if the stairs are removed on the old court house side.
- With that said I will let Town Manager Mike Barsness speak to the Board on this issue and provide clarity on this project.

Town Manager Mike Barsness commented:

- We have been working on trying to get this project started for a long time.
- I have had several conversations with Sheriff Mike Marshall concerning this project.
- We came up with some ideas that were unique to what we had originally tried.
- With his help we were able to come up with the improvements and alternate funding you see before you.
- What it came down to is that if this was going to be done by the NC D.O.T the steps would have to be removed.

- We resisted that at first because the people that park there still need to be able to have an easily accesible way to get up to the court house.
- The other thing they required is to move the stairs on the Arts Place side too.
- The D.O.T stated that there was no need to go throught the trouble of making the cross walks and leaving the stairs.
- People are going to take the path of least resistance and this would continue to be a safety issue.
- The town is against removing the parking on the street.
- The parking will be reduced from 8 spaces to 6 spaces.
- It removes the spaces on each end to accommodate the ADA ramps.
- I have gone back and forth with D.O.T over this and asked that we just remove the stairs on the Arts Place side which would prevent parking and crossing in the center over to that side.
- D.O.T. will not negotiate on this.
- They are only willing to do it if we allow them to remove the stairs.
- If the stairs are not removed the parking will be removed which the town does not want.
- The other option is the project goes away completely.
- Comparing this parking to other areas we are actually better off than similar areas such as Walnut Cove as far as the distance to the travel lane from the parking spaces.

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

Vice Chairman Nickelston commented:

- I can see that this will make this area safer.
- Thank you for the information.

Commissioner Yonntz commented:

- You have addressed my concerns.
- I believe people have the perception that the wall is closer than it is when they park there.
- Everyone seems to stay away from the wall and park closer to the street, which puts them out in the traffic more than they should be.
- I think at the very least those spots should be clearly marked and this will help to keep them out of the traffic.
- This was my main concern that people parking would now have to go to either end instead of being able to use the stairs.
- It sounds as if by removing the spaces on either end for ADA requirements will provide an area for motorists to exit and get to the old court house safely.

Commissioner Walker commented:

- I am still considering this.
- I am looking for that one piece of information that makes me know that this needs to be done.
- I would like to have any thoughts from our Chairman and Commisisoner Yontz since they have the most experience parking there.

Commissioner Yontz responded:

- We will just need to be sure we communicate the change that is occurring.
- It will just take some getting used to.
- It is definitely a safety issue to cross in the center.
- You listen more than anything for traffic.
- Moving up or down the hill would certainly improve visibility and make it easier to watch for traffic rather than listen for it.

Commissioner Morris commented:

- When people are crossing in the upper area will people be able to see the oncoming traffic?

Town Manager Mike Barsness responded:

- Absolutely and motorists will be able to see them and they will see the flashing beacon first.
- People driving today are more distracted than ever before.
- It is just a dangerous situation as it is now.

Commissioner Morris continued:

- I agree 100 percent that it is super dangerous and would like to see this happen.
- I would like to take action quick enough that you don't lose the money.

**RESOLUTION TO REMOVE THE MID-BLOCK STAIRWAYS ON BOTH SIDES OF MAIN STREET DANBURY NORTH CAROLINA AND GRANT THE NCDOT A TEMPORARY CONSTRUCTION EASEMENT ON BOTH SIDES OF MAIN STREET**

Whereas, The Town of Danbury has been attempting to develop and implement pedestrian safety on both sides of Main Street in the vicinity of the Arts Place and the Old Courthouse ; and

Whereas, improving motorist awareness of pedestrian activity while channeling pedestrian movement to the designated crosswalks; and

Whereas, improvements will include marked crosswalks at both ends of Courthouse Circle, ADA curbs and ramps, pedestrian activated rapid flashing beacons at both crossings as well as sidewalk stubs for future sidewalk projects; and

Whereas, this being a state highway the NCDOT must approve any modifications to the existing state of their transportation system;

And Whereas, the NCDOT has agreed to remove the stairs and repair the ground as part of the project as leaving the stairways would allow a pedestrian path therefore defeating the purpose of the project.

NOW, THEREFORE, LET IT BE RESOLVED that the Stokes County Board of Commissioners hereby grants the request of The Town and Danbury for the removal of the stairways, hereby granting a temporary construction easement to the NCDOT on both sides of Main Street, Danbury, NC

Adopted this the 17<sup>th</sup> day of December 2018.

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Chairman Ronnie Mendenhall

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Vice Chairman Andy Nickelston

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Commissioner Rick Morris

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Commissioner Jimmy Walker

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Commissioner Jamie Yontz

Attest:

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Shannon Shaver

Clerk to the Board

Chairman Mendenhall entertained a motion regarding the Pedestrian Safety Project first presented by Acting County Manager/Clerk to the Board Shannon Shaver at the December 17<sup>th</sup> meeting.

Commissioner Yontz moved to approve the resolution for the removal of the mid-block stairways on both sides of Main Street in Danbury and grant the NC D.O.T. a temporary construction easement on both sides of Main Street.

Commissioner Morris seconded.

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

With no further discussion and full consensus of the Board the motion carried unanimously.

### **2019 Meeting Schedule**

Chairman Mendenhall entertained a motion regarding 2019 Meeting Schedule.

Vice Chairman Nickelston moved to approve the 2019 Meeting Schedule with the noted changes of Regular Meetings all being held at 6pm and Planning Meetings at 7pm.

Commissioner Walker seconded.

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

With no further discussion and full consensus of the Board the motion carried unanimously.

## **PUBLIC NOTICE**

### **2019 COMMISSIONERS' MEETINGS SCHEDULE**

**The Stokes County Board of Commissioners will meet each month on the  
2<sup>nd</sup> (Second) Monday at 6:00 pm and 4<sup>th</sup> (Fourth) Monday at 6:00 pm**

#### **2nd MONDAY**

January 14, 2019  
February 11, 2019  
March 11, 2019  
April 08, 2019  
May 13, 2019

#### **4th MONDAY**

January 28, 2019  
February 25, 2019  
March 25, 2019  
April 22, 2019  
\*May 28, 2019



June 10, 2019

July 08, 2019

August 12, 2019

September 09, 2019

October 14, 2019

\* November 12, 2019

December 09, 2019

June 24, 2019

July 22, 2019

August 26, 2019

September 23, 2019

October 28, 2019

November 25, 2019

December 23, 2019

\*May 27<sup>th</sup> Meeting changed to Tuesday, May 28<sup>th</sup> (Due to Holiday)

\*November 11<sup>th</sup> Meeting changed to Tuesday, November 12<sup>th</sup> (Due to Holiday)

**The Board of Commissioners will conduct its regular meetings in the Commissioners' Chambers at the Administrative Building in Danbury. The Board will consider invitations to meet at different locations throughout the County at the invitation of community groups that wish to host a meeting.**

**Commissioners' Meeting (Planning) – First Tuesday of every other month at 7:00 pm**

Planning meetings are held as needed- the meeting will be advertised prior to the dates listed below: Held in Commissioners' Chambers

February 5, 2019 (as needed)

April 2, 2019 (as needed)

June 4, 2019 (as needed)

August 6, 2019 (as needed)

October 1, 2019 (as needed)

December 3, 2019 (as needed)

**Stokes County League of Governments – 6:30 pm**

Meeting with Town of Danbury, Town of Walnut Cove, City of King and Stokes County

January 17, 2019 – Town of Walnut Cove

April 18, 2019 – Town of Danbury

July 18, 2019 - City of King

October 17, 2019 – Stokes County

**Stokes County Board of Commissioners as the Department of Social Services Board – Third Monday of every month at 1:00 pm in the conference room of the Stokes County Department of Social Services at 1010 Main Street Danbury, NC 27016.**

**3<sup>rd</sup> Monday**

\*January 22, 2019

February 18, 2019

March 18, 2019

April 15, 2019

May 20, 2019

June 17, 2019

July 15, 2019

August 19, 2019

September 16, 2019

October 21, 2019

November 18, 2019

December 16, 2019

\*January 21<sup>st</sup> Meeting changed to Tuesday January 22<sup>nd</sup> (Due to Holiday)

**Stokes County Board of Commissioners as the Board of Health – Third Monday of every month at 3:00 pm in the conference room of the Stokes County Health Department at 1009 Main Street Danbury, NC 27016.**

**3<sup>rd</sup> Monday**

\*January 22, 2019

February 18, 2019

March 18, 2019

April 15, 2019

May 20, 2019

June 17, 2019

July 15, 2019

August 19, 2019

September 16, 2019

October 21, 2019

November 18, 2019

December 16, 2019

\*January 21<sup>st</sup> Meeting changed to Tuesday January 22<sup>nd</sup> (Due to Holiday)

**Any other change in Date, Time, or Place will be advertised and placed on the County Web Page – [www.co.stokes.nc.us](http://www.co.stokes.nc.us)**

**Shannon Shaver  
Clerk to the Board**

### **Salary Study**

Chairman Mendenhall entertained a motion regarding the Salary Study proposal presented at the last meeting.

Commissioner Morris commented:

- I think it is very important that we get on with this so that the salary study can be completed and implemented in the 20/21 budget.
- As far as employee compensation this year we will deal with that in the approaching budget.
- It will take a good deal of time for this to be completed.
- I recommend we have those old proposals updated and I believe Shannon has already made a call on that.
- We can then either go with the three if they re-propose, or open it up to other companies and send out an RFP.
- This is where I stand with it.

Commissioner Walker commented:

- I believe Shannon was asked to do some research on these proposals at the last meeting.
- I am not seeing anything that looks like new information in the agenda although with the busy season I have not had a chance to be as thorough as I would like on going through this agenda.
- Would the old proposals still be valid?

Acting County Manager / Clerk to the Board Shannon Shaver responded:

- As Commissioner Morris was saying I have reached out to the three companies that submitted the original proposals.
- I was not really asked to do anything specific.
- I have emailed all three companies.
- I have gotten a response back from one at this time which is the PTRC.
- In fairness I did send the email out on Christmas Day so I am sure they will get back to me soon.
- I do want to confirm with our County Attorney that there is nothing against doing this that way as far as not opening it up to other companies.

County Attorney Browder responded:

- There is nothing against this if they want to re-submit.
- The only thing is there may be other companies out there that could do the work as well that were not there when this was originally done.

Commissioner Yontz commented:

- I am certainly in favor of this.
- I would like to see it go back out and not just limited to the three original companies.
- I agree with County Manager Oakley on not just comparing us to like size counties but comparing us to the counties around us where our workforce is being lost to.

Vice Chairman Nickelston commented:

- I agree with what Commissioner Yontz is saying on putting it back out there.
- We need to give other companies around here a chance to compete for the work.

Commissioner Morris commented:

- Does this Board want to review the RFP before it goes out?

County Attorney Browder commented:

- I think the Board should review it to be sure it covers what they are wanting.

Commissioner Morris moved to complete a RFP for a new salary study.

Vice Chairman Nickelston seconded.

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

With no further discussion and full consensus of the Board the motion carried unanimously.

**Child Fatality Prevention Team – Annual Report/Approval of Team Members**

Chairman Mendenhall entertained a motion regarding the Approval of the team members for the Child Fatality Prevention Team.

Chairman Mendenhall opened the floor for nominations.

Commissioner Yontz made a motion to close nominations.

Vice Chairman Nickelston seconded the motion.

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

With no further discussion and full consensus of the Board the motion carried unanimously.

Chairman Mendenhall polled the Board.

The Board of Commissioners approved the following to serve on the Child Fatality Prevention Team.

Stacey Elmes – Co- Chair

Tammy Martin – Co- Chair

Marsha Marshall

Sheriff Mike Marshall or Detective Libby Reid

Ricky Bowman or Representative

Jeannie Easter

Brad Rice

Kimberly Morgan

Jaime Kehoe

Dr. Sam Newsome

Brandon Gentry

Judge Tom Langan

Ronda Jones

Susan Hairston

Commissioner Representation

Rusty Slate or Jeana Barneycastle

Tamara Veit

Pam Hooker

Sheila Bowen

Joanie Spencer

Stephanie Tuttle

Commissioner Jimmy Walker



*Stokes County*  
*Department of Social Services*

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*Stacey S. Elmes*  
*Director*

**MEMORANDUM**

**TO:** Shannon Shaver, Interim County Manager

**FROM:** Stacey Elmes, Director, Stokes County Department of Social Services  
Tammy Martin, Director, Stokes County Health Dept./Family Health Center

**DATE:** December 1, 2018

**RE:** Stokes County Community Child Protection and Child Fatality Prevention Team, Annual Report – 2018

In accordance with North Carolina General Statutes, please find attached the Annual Report for 2018 for the Stokes County Community Child Protection and Child Fatality Prevention Team. General statute require that this report be submitted to the Board of County Commissioners annually.

We would ask that the attached list of team members be officially appointed by the Board of County Commissioners so we request that this aspect of the report be placed on the action agenda for the December 26<sup>th</sup> meeting.

As always, thank you for your continued support.

**Stokes County Community Child Protection and  
Child Fatality Prevention Team  
Annual Report 2018**

*Prepared November 26, 2018*

**Introduction**

The Community Child Protection Team and the Child Fatality Prevention Team formally merged in November 2011. During 2018, the CCPT/CFPT team met four times. All meetings were held at the Stokes Family Health Center in Danbury. On average, twelve people attended each meeting.

**Related North Carolina General Statutes**

N.C.G.S.7B-1406 provides for Community Child Protection Teams (CCPTs) to be established in each county. Such teams were established as one means for the state and local communities to form a partnership to strengthen child protection.

Per statute, each CCPT shall: (1) Review, in accordance with the procedures established by the director of the county department of social services under G.S. 7B-1409:

- a. Selected active cases in which children are being served by child protective services;
- b. Cases in which a child died as a result of suspected abuse or neglect, and 1. A report of abuse or neglect has been made about the child or the child's family to the county department of social services within the previous 12 months, or 2. The child or child's family was a recipient of child protective services within the previous 12 months.

Each CCPT shall submit annually to the Board of County Commissioners recommendations, if any, and advocate for system improvements and needed resources where gaps and deficiencies may exist.

N.C.G.S. 7B-1407 identifies who shall comprise the CCPT. Each local team shall consist of representatives of public and nonpublic agencies in the community that provide services to children and their families and other individuals who represent the community. Local teams that review the records of additional child fatalities are required to have five additional team members. [Attached to this report is a list of team members for Stokes County.]

**Local Team Strengths**

- Low turnover rate among team members.
- Low turnover rate among team leadership.
- Strong team participation by appointed members.
- Diverse membership from multiple disciplines.

**Meeting Highlights**

During case reviews, it was evident that there continues to be problems with lack of transportation, lack of substance abuse/mental health treatment nearby, and lack of helpful and timely services for alcohol abusers. As far as transportation, there has been quite a bit of assistance through funds at the Department of Social Services and YVEDDI in order to help folks get to mental health appointments or substance use appointments. Getting folks to take advantage of available resources is a problem.

The team spent quite a bit of time discussing the drug epidemic and the impact that it is having on our families and children in Stokes County. Funding has been appropriated by our Board of County Commissioners for the following: medication storage/lock boxes, implementation of 2-1-1, funding for substance abuse prevention/treatment for adolescents, naran kits for law enforcement and EMS, a new detective position with the sheriff's department for enforcement dealing with drug abuse, and a new position with the Department of Social Services to assist individuals in getting the right resources for treatment. While these are all steps in the right direction, we still have a long ways to go.

The team reviewed zero fatalities between the months of January 2018 and October 2018.

Number of Children	Cause of Death

The following recommendations continue to be important:

- Stokes County residents could benefit from better/easier access to substance abuse and mental health assessment and treatment. Transportation to/from this treatment is also a huge barrier. YVEDDI has started a commuter route in the county to assist citizens in getting to places they need to go.
- All social workers working in the county will continue to educate new parents on safe sleeping for newborns, specifically discouraging the practice of placing any items in a crib with a newborn.
- Stokes County Department of Social Services and Stokes Family Health Center will work on increasing awareness for county residents of resources available at both departments.
- Awareness in the schools regarding suicide, alcohol, drugs, mental health issues, driver safety, etc. needs to be of utmost importance.

**Recommendations Made to the State Community Child Protection Team Coordinator**

- Assistance in developing resources in rural counties.
- Information on how local gaps in services can be addressed beyond what the local team has already done.
- Regional CCPT meeting held quarterly or twice a year to share ideas among local agencies.

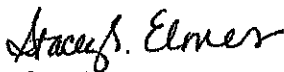
**Recommendations for the Board of County Commissioners**

- Continue to support efforts by service providers to make resources such as transportation and mental health/substance abuse treatment available to Stokes County citizens.
- Formally appoint the individuals listed on the attached sheet to serve on the team, as required by N.C.G.S. 7B-1407.

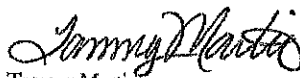
**Conclusion**

In conclusion, our Community Child Protection and Child Fatality Prevention Team remains focused on the task of identifying system deficiencies in Stokes County as they relate to child abuse and neglect. We continue to be satisfied with the merger of the Community Child Protection and Child Fatality Prevention Teams and are confident that our joint efforts will make an even greater impact on our ability to enhance child safety in our community. Our goal is to make Stokes County a safer place for all of our children and families. We welcome your input and, most importantly, your continued support.

Respectfully Submitted,



Stacey Elmes  
Director, Department of Social Services  
Co-Chair, CCP&CFP Team



Tammy Martin  
Director, Stokes County Health Dept./Family Health Center  
Co-Chair, CCP&CFP Team

Attachments

### **EMS Ambulance Request – Budget Amendment #48**

Chairman Mendenhall entertained a motion regarding the EMS Ambulance Request and Budget Amendment #48 presented at tonight's meeting.

Commissioner Morris moved to approve the EMS Ambulance Request and Budget Amendment #48 presented at tonight's meeting.

Vice Chairman Nickelston seconded.

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

With no further discussion and full consensus of the Board the motion carried unanimously.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Emergency Medical Services			
100.4370.510	Equipment	\$ 279,200.00	\$ 65,000.00	\$ 344,200.00
	Total	\$ 279,200.00	\$ 65,000.00	\$ 344,200.00

This budget amendment is justified as follows:

To appropriate fund balance to purchase an ambulance instead of remounting ambulance.

This will result in a net increase of \$65,000.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	General Fund			
100.3991.000	Fund Balance	\$ 5,266,714.00	\$ 65,000.00	\$ 5,331,714.00
	TOTALS	\$ 5,266,714.00	\$ 65,000.00	\$ 5,331,714.00



**Resolution –Authorizing Sale of Personal Property worth less than \$30,000.00**

Chairman Mendenhall entertained a motion regarding the Resolution authorizing the sale of personal property worth less than \$30,000.00 to Francisco Volunteer Fire Department at no charge for a surplus Thumper CPR Machine presented at tonight's meeting.

Vice Chairman Nickelston moved to approve the Resolution authorizing the sale of personal property worth less than \$30,000.00 to Francisco Volunteer Fire Department at no charge for a surplus Thumper CPR Machine presented at tonight's meeting.

Commissioner Yontz seconded.

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

With no further discussion and full consensus of the Board the motion carried unanimously.

**Resolution authorizing sale of personal property worth less than \$30,000.00  
(G.S. 153A-176; 160A-267, 160A-279)**

WHEREAS, The County of Stokes owns a Thumper CPR Machine that has become surplus in 2000

WHEREAS, North Carolina General Statute 160A-279 authorizes the County to appropriate funds to any public or private entity which carries out a public purpose, the County may, in lieu of or in addition to the appropriation of funds, convey by private sale to such entity any real or personal property which it owns.

WHEREAS, Procedural provisions of North Carolina 160A-267 Private Sale shall apply;

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

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

3. The Board of Commissioners authorizes the Support Services Supervisor to sell with or without compensation the following Thumper CPR Machine to:

Francisco Volunteer Fire Department

4. The Support Services Supervisor shall publish a notice summarizing this Resolution and transfer of ownership of said Thumper CPR Machine shall not be executed pursuant to this resolution until at least ten (10) days after the date notice was published.

Adopted this the \_\_\_\_ day of \_\_\_\_\_ 2018.

Ronnie Mendenhall - Chairman

Andy Nickelston – Vice Chairman

\_\_\_\_\_  
Rick Morris - Commissioner

\_\_\_\_\_  
Jimmy Walker - Commissioner

\_\_\_\_\_  
Jamie Yontz – Commissioner

Attest \_\_\_\_\_  
Shannon Shaver  
Clerk to the Board

### **Closed Session**

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

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

To 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)

To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged pursuant to GS 143-318.11(a)(3)

Commissioner Yontz moved to enter Closed Session for the following:

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

To 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)

To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged pursuant to GS 143-318.11(a)(3)

Vice Chairman Nickelston seconded.

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

With no further discussion the Board entered into closed session.

The Board re-entered the open session of the December 26, 2018 meeting.

Chairman Mendenhall opened the floor for any additional business in open session.

**Bridge Replacement – Sheppard Mill Rd.**

Commissioner Walker motioned to make a recommendation to the NC D.O.T. to keep the road open during the replacement of the bridge.

Vice Chairman Nickelston seconded.

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

Commissioner Yontz commented:

- Is it necessary to add anything to the motion concerning the three pieces of property?

Chairman Mendenhall responded:

- Not at this time.

With no further discussion and full consensus of the Board the motion carried.

**Reclassification – Clerk to the Board**

Vice Chairman Nickelston motioned to reclassify Clerk to the Board Shannon Shaver as Assistant County Manager as well as maintaining the title of Clerk to the Board of Commissioners at a salary grade 82 4B.

Commissioner Walker seconded.

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

With no further discussion the motion carried with a 4-1 vote.

**Adjournment**

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

Commissioner Yontz moved to adjourn the meeting.

Vice Chairman Nickelston seconded and the motion carried unanimously.

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**Shannon Shaver**  
**Clerk to the Board**

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**Ronnie Mendenhall**  
**Chairman**