

**YADKIN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION MINUTES**

Tuesday, January 21, 2014

The Board of Commissioners of the County of Yadkin, State of North Carolina, met in Regular Session in the Commissioners' Meeting Room of the Yadkin County Human Services Building located at 217 East Willow Street, Yadkinville, NC on January 21, 2014 at 7:00pm.

Present were:

Chairman Kevin Austin
Vice Chairman David Moxley
Commissioner Gilbert Hemric
Commissioner Marion Welborn
Commissioner Frank Zachary

Staff present: County Attorney, Ed Powell; County Manager, Aaron Church; Deputy County Manager/Finance Officer, Lisa Hughes; and Deputy Clerk to the Board, Tanya Gentry.

INVOCATION led by County Manager Aaron Church.

CALL TO ORDER by Chairman Austin at 7:00pm.

PLEDGE OF ALLEGIANCE led by Chairman Austin.

ADJUSTMENTS TO/ADOPTION OF THE AGENDA

Commissioner Zachary made a motion to adopt the Agenda as presented. Commissioner Welborn second.

Vote: 5/0.

PUBLIC COMMENTS

There were no public speakers. Chairman Austin closed the Public Comments portion at 7:02pm.

APPROVAL OF MINUTES

The January 6, 2014 Regular and Closed Session minutes were reviewed. Commissioner Welborn made a motion to approve both sets of minutes as presented. Commissioner Hemric second.

Vote: 5/0.

REPORTS/REQUESTS OF THE BOARD

There were no reports to the Board.

CONSENT AGENDA

Commissioner Zachary made a motion to approve the Consent Agenda items as presented. Vice Chairman Moxley second.

Vote: 5/0.

The Consent Agenda items that were approved by the Board are as follows:

Human Services/Environmental Health Budget Amendment

| Line Item | Account | Current Budget | Increase/(Decrease) | New Budget |
|-----------------------------|---------------|----------------|---------------------|------------|
| Environmental Health Salary | 1055180-51010 | 133,759 | (35,000) | 98,759 |
| EH Part Time Salary | 1055180-51030 | 0 | 35,000 | 35,000 |

Transfer of funds from salaries to part-time salaries to use for contract employees.

Human Services/Medical Clinic Budget Amendment

| Line Item | Account | Current Budget | Increase/(Decrease) | New Budget |
|------------------------------|---------------|----------------|---------------------|------------|
| Maternal Health Salary | 1055163-51010 | 102,670 | (13,272) | 89,398 |
| Immunization Salary | 1055162-51010 | 9,758 | 10,314 | 20,072 |
| Immunization Soc Sec | 1055162-51300 | 620 | 626 | 1,246 |
| Immunization Medicare | 1055162-51310 | 155 | 146 | 301 |
| Immunization Retirement | 1055162-51330 | 715 | 721 | 1,436 |
| Immunization Group Insurance | 1055162-51350 | 1,675 | 1,465 | 3,140 |

Transfer of funds from Maternal Health to Immunization to reflect additional hours worked in Immunization.

Human Services/Preparedness Budget Amendment

| Line Item | Account | Current Budget | Increase/(Decrease) | New Budget |
|----------------------------|---------------|----------------|---------------------|------------|
| Preparedness Contract Serv | 1055120-51700 | 13,253 | (13,253) | 0 |
| Preparedness Equipment | 1055120-56010 | 10,000 | 11,084 | 21,084 |
| Preparedness Supplies | 1055120-52010 | 500 | 2,169 | 2,669 |

Transfer of funds to be used to purchase software to equip two PODS with scanning capability as well as EMS and the Medical Clinic. The purchase has been approved by the State Preparedness Program.

Tax Refunds & Adjustments for December 2013

The Tax Office submitted the December 2013 list of tax adjustments and refunds for the Board to review and approve. The Board approved the presented adjustments and refunds for the month of December 2013.

Division of Public Health Agreement Addendum Revision #2

Revision #2 to the Division of Public Health Agreement Addendum provides additional funds for Human Services to use to provide additional training to Healthy Communities employees. The staff must attend the webinars which correspond to the strategies outlined in the County's Healthy Communities Action Plan. The Board approved Revision #2 to the FY13-14 Division of Public Health Agreement Addendum and accepted the additional State funds of \$6,789.00 to be used for the Healthy Communities Program.

Amend Yadkin County Board of Education Agreement for the Provision of Health Services

Human Services requested the Board of Commissioners approve amending the Board of Education contract to add a Child Health Agreement Addendum MOA that will provide school age children with services that will promote and support their health. The MOA outlines the responsibilities of the Board of Education, the Human Services Medical Clinic, and Environmental Health. The Board approved the agreement.

Yadkin Valley Community Hospital Contract Amendment to Include Biohazard Waste Disposal

Human Services requested the Board approve an amendment to the Yadkin Valley Community Hospital contract that will allow the Hospital to provide the Medical Clinic with biohazard waste disposal. The Board approved the amendment to the contract.

2014 EMPG Application for EMS

EMS requested the Board approve the 2014 Emergency Management Performance Grant (EMPG) Application. The grant funds are used primarily to offset Emergency Management personnel salaries. The Board approved the application and authorized the appropriate personnel to sign it.

PUBLIC HEARING/ACTION TO SET PUBLIC HEARING

There were no public hearings or action to set public hearings.

BOARD ACTION

Animal Control Budget Amendment

Animal Control requested that an automatic drinking system for the dog kennels be installed at the Animal Shelter. The following budget amendment is needed to cover the cost of that:

| Line Item | Account | Current Budget | Increase/(Decrease) | New Budget |
|-------------------------------|---------------|----------------|---------------------|------------|
| Non-Departmental Contingency | 1059000-58500 | 40,000 | (5,500) | 34,500 |
| Buildings/Grounds Maintenance | 1054380-53010 | 1,927 | 5,500 | 7,427 |

Commissioner Hemric made a motion to approve the Animal Control budget amendment as presented. Vice Chairman Moxley second.
Vote: 5/0.

Animal Adoption Fee Refund

An animal was adopted from the Shelter. Prior to the animal going home with its new owner, the animal was tested for parvo and taken to the veterinarian's office to be spayed. The animal tested positive for parvo and could not be spayed. County policy is to have the animal spayed or neutered before the new owner takes it home with them. The animal is not adoptable at this time so Animal Control requested the Board approve refunding the adoption fee. The Board discussed the refund and the creation of a policy that would allow the refund of the adoption fee for an animal if that animal is deemed unadoptable. **Vice Chairman Moxley made a motion to approve an \$80.00 refund for Ms. Tina Johnson of Yadkinville and to create a policy that if an animal is deemed unadoptable to allow a refund of the paid adoption fee. Commissioner Welborn second.**
Vote: 5/0.

Sharp Agreement for Aqua Board Maintenance

The County received an aqua board as part of a contract that was previously entered into with Sharp. The maintenance is free for the first year. After the first year the cost for maintenance is \$240.00 a year. If, at the end of the first year, the County decides we don't want to continue the maintenance agreement it can be canceled. The County will need to notify Sharp of the cancellation prior to the start of the next year's term. The agreement states it is non-cancelable but Lisa Hughes has something in writing from Sharp stating it can be canceled at any point without a penalty. The Board discussed reviewing the maintenance agreement annually to see if it is still needed. **Commissioner Zachary made a motion to approve the Customer Care Maintenance Agreement and authorize the County Manager to execute it. Commissioner Welborn second.**
Vote: 5/0.

January 10, 2014 Sharp Proposal

The Board of Elections has 32 printers that they use at their polling locations. Two printers are used at each site to print off approximately two pages per person that votes there. Sharp has proposed providing maintenance for those printers. As part of the maintenance, Sharp will provide toner cartridges. Prior to the elections, Sharp will test the printers and ensure they are working properly. The Board discussed it. The next election will not be until May so the County has time to review this further before a decision is made.

Planning would like to lease a Canon wide format printer/scanner from Sharp. The plotter they previously had will not scan. They would like the capability to scan in some of their older documents that are too big to scan on a traditional scanner. Planning would surplus their old plotter so the funds could be used towards the lease of this new one.

The Sheriff's Office would like to lease a color printer to be used at their 911 Communications Center. They intend to pay the lease with 911 Emergency Telephone funds. The 911 Board has to approve Emergency Telephone line item expenditures and they have not supplied the County with anything saying they will agree that those funds can be used to pay for the lease of the color printer. The Board of Commissioners discussed it. If the Board of Commissioners would like to approve the lease of the color printer contingent upon the 911 Board agreeing that Emergency Telephone funds can be used to pay the lease they can do so by making a motion to that effect.

EMS is working on getting a good deal for an aqua board. They would like one they can roll around to various locations in their offices. They will use it for training and presentations.

Vice Chairman Moxley made a motion to approve the January 10, 2014 Sharp Proposal as presented for the wide format printer/scanner and the 911 color printer, pending the 911 Board's approval of 911 funds being used to pay the lease payments for the 911 printer, and authorize the County Manager to execute the related documents. Commissioner Zachary second.

Vote: 5/0.

CALENDAR NOTES

- 1) March 31, 2014 – Joint Board of Commissioners/Board of Education Meeting.

MANAGER'S REPORTS/BOARD ACTION

Authorize Tyler Technologies to Develop a Utility to Correct the Org Codes

Lisa Hughes addressed the Board. Tyler has been working with the County on upgrading MUNIS and it has been discovered that MUNIS cannot be upgraded to version 10.3 without corrections being made to the Chart of Accounts Org codes. When the Accounts were set up they established Orgs for each fund that identified whether the objects were assets, liabilities, or equities by placing an A, L, or Q as part of the Org code. This has not caused the County any operational problems but is preventing the upgrade from moving forward.

Tyler Technologies can develop a utility to fix the Org codes at a cost of \$3,300.00 to the County.

Commissioner Zachary made a motion to approve the Tyler Technologies Development Client Sign-Off to correct the org codes and authorized the County Manager to sign as the Client. Commissioner Hemric second.

Vote: 5/0.

MANAGER'S BUDGET AMENDMENTS & CONTRACTS / NO ACTION REQUIRED

There were no funds transfers or contracts to report tonight.

BOARD VACANCIES/APPOINTMENTS

Joint Nursing Home and Adult Care Home Community Advisory Committee

There are two vacancies on the Committee.

Alternate on the Board of Adjustment

There is a vacancy for an alternate on the Board of Adjustment.

COMMISSIONER COMMENTS

Commissioner Welborn stated he was glad to see the few people who came tonight.

Commissioner Zachary stated he appreciated Sheriff Oliver, Keith Vestal, Jason Walker, Lisa Hughes and Tanya Gentry for being here tonight. Maybe more people will be able to attend the next meeting.

Vice Chairman Moxley thanked the ones who came tonight. He thanked the staff for continuing to look at the County contracts and trying to get the best prices. He appreciates all the hard work that goes into that. He dreads the cold spell that is coming in.

Commissioner Hemric thanked the ones who came tonight. He thanked the staff for all they do. He appreciates the staff for looking for ways to save money.

Chairman Austin stated he was sorry the Boonville students were unable to be here tonight; maybe they can come to lead the Pledge of Allegiance next month.

Chairman Austin made a motion to go into Closed Session pursuant to NCGS 143-318.11(a) (1)(3)(4)(5)(6) to discuss Personnel Matters and to Protect Personnel Information that is Confidential under NCGS 153A-98, and to discuss the potential Location or Expansion of Industries or other Businesses in the County, to Establish the County's Negotiating Position for Acquiring Real Property

and to instruct the County Staff on that Position, and to have a Privileged Consultation with our County Attorney. Commissioner Zachary second.

Vote: 5/0.

After a motion to come out of Closed Session was made and the Board was in Open Session, Vice Chairman Moxley made a motion to authorize the County Manager to enter into an agreement with the NC Wildlife Resource Commission for \$80,129.06 to construct the boat ramp at 5-D.

Commissioner Welborn second.

Vote: 5/0.

Commissioner Welborn made a motion to authorize the County Manager to offer employment to a job applicant for the Environmental Health Specialist position at a salary of \$43,500.00, or 26% above the minimum hiring rate, and directing the County Manager to bring back an appropriate job title.

Commissioner Zachary second.

Vote: 5/0.

Commissioner Hemric made a motion to approve the Water and Sewer budget amendment as presented. Vice Chairman Moxley second.

Vote: 5/0.

The approved budget amendment is shown below:

| Line Item | Account | Current Budget | Increase/(Decrease) | New Budget |
|---------------------|---------------|----------------|---------------------|------------|
| Contracted Services | 6154714-51700 | 100,000 | (16,380) | 83,620 |
| Salaries | 6154714-51010 | 0 | 12,000 | 12,000 |
| Social Security | 6154714-51300 | 0 | 780 | 780 |
| Medicare | 6154714-51310 | 0 | 500 | 500 |
| Retirement | 6154714-51330 | 0 | 850 | 850 |
| 401K | 6154714-51360 | 0 | 150 | 150 |
| Group Insurance | 6154714-51350 | 0 | 1,800 | 1,800 |
| Uniforms | 6154714-52060 | 0 | 300 | 300 |

Commissioner Zachary made a motion to authorize the County Manager to hire a Lead Environmental Health Specialist at a salary of \$57,000.00. Commissioner Welborn second.

Vote: 5/0.

Vice Chairman Moxley made a motion to authorize the County Manager to pay the Action printing invoice in the amount of \$167.60 and the D & F Catering invoice in the amount of \$800.00 for services rendered for the jail ribbon cutting ceremony. Commissioner Hemric second.

Vote: 5/0.

Vice Chairman Moxley made a motion to reinstate 2/3rds of the sick and vacation time taken by the three employees mentioned in Closed Session who have been on workers comp. Commissioner Hemric second.

Vote: 5/0.

Commissioner Welborn made a motion to adjourn. Commissioner Zachary second.

Vote: 5/0.

Tanya Gentry
Prepared by Tanya Gentry
Deputy Clerk to the Board

Kevin Austin
Kevin Austin, Chairman
Yadkin County Board of Commissioners

2/3/2014
Date approved by the
Yadkin County Board of Commissioners