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**Yadkin County**  
**Administrative Offices**

*C. Chad Wagoner, Chairman of Board*  
*Kevin Austin, Vice Chairman*  
*Tommy Garner, Commissioner*  
*David Moxley, Commissioner*  
*Brady Wooten, Commissioner*

PO Box 146  
217 East Willow Street  
Yadkinville, NC 27055  
336-679-4200  
336-679-6005 (fax)  
[www.yadkincountync.gov](http://www.yadkincountync.gov)

*Jim Graham, County Attorney*  
*Stan Kiser, County Manager*  
*Gina Brown, Clerk to the Board*

May 20, 2009

Board of Trustees  
Hoots Memorial Hospital, Inc.  
625 W. Main Street  
Box 68  
Yadkinville, NC 27055

Board of Trustees;

The local government of Yadkin County, North Carolina is committed to funding the continuing operations of Hoots Memorial Hospital, Inc. through July 1, 2010 and has agreed to make advances for the fiscal year ending June 30, 2010 for operating and capital purposes. Advances must be requested by the Hospital and will only be provided based on cash flow needs of the Hospital.

Signed: *C. Chad Wagoner*

Title: *Chairman of Yadkin County Board*

Date: *May 20, 2009*

Cc: Dixon Hughes PLLC

## JUVENILE RESTITUTION

2008-2009

\$138,901 Expense  
122,658 Revenue

\$ 16,243 County Funding

2009-2010

\$142,832 Expense  
120,111 Revenue

\$ 22,721 County Funding

\$22,721 2009-2010 County Funding  
16,243 2008-2009 County Funding

\$ 6,478 Increase in County Funding

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# Yadkin

## Department of Juvenile Justice and Delinquency Prevention County Funding Allocation

Available Funds: \$ \$120,111 Local Match: \$ \$23,081 Rate: 20%

A Program Agreement Form for each program listed below is included as an attachment to the Community Prevention and Intervention Plan.

#	Program Provider	DJJD Funding	LOCAL FUNDING		OTHER	OTHER	Total	% (Non-DJJD Program Revenues)
			Local Cash Match	Local In- Kind	State/ Federal	Funds		
1	Administrative Assistant	\$4,921					\$4,921	0%
2	Surry Children's Home	\$46,011	\$9,202				\$55,213	17%
3	Psych. Assessment	\$1,580		\$360			\$1,940	19%
4	SCAN- Parent and Teen	\$15,467	\$3,093				\$18,560	17%
5	Juvenile Mediation	\$12,845	\$2,569				\$15,414	17%
6	Project Challenge	\$39,287	\$7,857				\$47,144	17%
7							\$0	#DIV/0!
8							\$0	#DIV/0!
9							\$0	#DIV/0!
10							\$0	#DIV/0!
							\$0	#DIV/0!
							\$0	#DIV/0!
11							\$0	#DIV/0!
12							\$0	#DIV/0!
13							\$0	#DIV/0!
14							\$0	#DIV/0!
15							\$0	#DIV/0!
16							\$0	#DIV/0!
17							\$0	#DIV/0!
18							\$0	#DIV/0!
TOTALS:		\$120,111	\$22,721	\$360	\$0	\$0	\$143,192	16%

The above plan was derived through a planning process by the Yadkin County  
Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2009-2010

Cynthia H. Dixon  
Chairperson, Juvenile Crime Prevention Council (Date)

Chad Henry 5-18-09  
Chairperson, Board of County Commissioners (Date)

FOR PERIOD 13

PROJECTION: 2010 2009-2010 BUDGET PROJECTION

ACCOUNTS FOR:  
GENERAL FUND

	2008 ACTUAL	2009 ORIG BUD	2009 REVISED BUD	2010 DEPARTMENT	2010 MANAGER	COMMENT
1045235 JUVENILE RESTITUTION - REVENUE						
-----						
1045235 42201 JCPC	-5,532.00	-4,917.00	-6,431.00	-6,431.00	-4,921.00	
1045235 42202 DONLIN	-5,488.00	-5,561.00	-5,561.00	-5,561.00	.00	
1045235 42203 SCAN	.00	-11,122.00	-12,622.00	-12,622.00	-15,467.00	
1045235 42204 JUV.RESTIT	.00	.00	.00	.00	.00	
1045235 42205 PROJ.CHALL	-35,389.00	-40,000.00	-40,000.00	-40,000.00	-39,287.00	
1045235 42206 PSYCH.SERV	-2,052.00	-3,160.00	-3,160.00	-3,160.00	-1,580.00	
1045235 42207 RAINBOW CT	-41,607.00	-49,398.00	-49,398.00	-49,398.00	.00	
1045235 42209 BLUE RIDGE	-6,250.00	-8,500.00	-8,500.00	-8,500.00	-12,845.00	
1045235 42229 SURRY CNTR	.00	.00	.00	.00	-46,011.00	
TOTAL JUVENILE RESTITUTION -	-96,318.00	-122,658.00	-125,672.00	-125,672.00	-120,111.00	
TOTAL GENERAL FUND	-96,318.00	-122,658.00	-125,672.00	-125,672.00	-120,111.00	
GRAND TOTAL	-96,318.00	-122,658.00	-125,672.00	-125,672.00	-120,111.00	

\*\* END OF REPORT - Generated by Sheron Church \*\*

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YADKIN COUNTY  
NEXT YEAR BUDGET COMPARISON REPORT

2009-2010 BUDGET PROJECTION

PROJECTION: 2010

ACCOUNTS FOR:  
GENERAL FUND

2008 ACTUAL

ACCOUNTS FOR: GENERAL FUND	2008 ACTUAL	2009 ORIG BUD	2009 REVISED BUD	2010 DEPARTMENT	2010 MANAGER	COMMENT
1055235 JUVENILE RESTITUTION EXPENSE						
1055235 51600 PROJ. CHALL	42,467.00	48,000.00	48,000.00	48,000.00	47,144.00	
1055235 51610 SCAN	13,336.00	13,346.00	15,147.00	15,147.00	18,560.00	
1055235 51620 SURRY CNTR	.00	.00	.00	.00	55,213.00	
1055235 51630 BLUE RIDGE	7,500.00	10,200.00	10,200.00	10,200.00	15,414.00	
1055235 51640 RAINBOW CT	65,100.00	59,278.00	59,278.00	59,278.00	.00	
105535 51650 PSYCH.SERV	1,080.00	3,160.00	3,160.00	3,160.00	1,580.00	
105535 51651 DONLIN	.00	.00	.00	.00	.00	
105535 51660 ADMN.SERV.	4,596.00	4,917.00	6,431.00	6,431.00	4,921.00	
TOTAL JUVENILE RESTITUTION E	134,079.00	138,901.00	142,216.00	142,216.00	142,832.00	
TOTAL GENERAL FUND	134,079.00	138,901.00	142,216.00	142,216.00	142,832.00	
GRAND TOTAL	134,079.00	138,901.00	142,216.00	142,216.00	142,832.00	

Addendum B.4

\*\* END OF REPORT - Generated by Sheron Church \*\*



	FFD	FCFD	LHFD	BSFD	WYFD	YFD
FY 2009-2010 Revenues as of 5-20-09						
Real and Personal Value	273,322,715.00	221,158,547.00	75,908,962.00	101,025,294.00	263,927,804.00	552,384,390.00
Estimated Utility Value	3,853,867.00	4,909,122.00	5,615,996.00	3,035,208.00	2,630,972.00	11,176,710.00
Less: Pending Appeals	-2,056,395.00	-2,559,961.00	-641,128.00	-719,136.00	-2,033,940.00	-4,312,152.00
Elderly Exemptions Waiting	0.00	-178,554.00	-69,005.00	0.00	-88,216.00	-162,593.00
Veteran Exemptions Waiting	0.00	-90,000.00	-35,016.00	-15,650.00	-225,000.00	-135,000.00
Total Value:	275,120,187.00	223,239,154.00	80,779,809.00	103,325,716.00	253,643,155.00	558,951,355.00
Adjusted by '08 Collection Rate	0.96	0.96	0.96	0.96	0.96	0.96
Total Value:	264,115,380.00	214,309,588.00	77,548,617.00	99,192,687.00	243,497,429.00	536,593,301.00
Budget Revenue using 2008 tax rate	0.0650	0.0600	0.0750	0.0500	0.0875	0.6500
<b>Estimated Revenue</b>	<b>171,675.00</b>	<b>128,586.00</b>	<b>58,161.00</b>	<b>49,596.00</b>	<b>213,060.00</b>	<b>348,786.00</b>
2008 Registered Vehicle Value	30,694,601.00	29,457,350.00	8,698,620.00	17,559,454.00	30,561,110.00	55,617,952.00
Adjusted by '08 Collection Rate	0.82	0.82	0.82	0.82	0.82	0.82
Total Value:	25,169,573.00	24,155,027.00	7,132,868.00	14,398,752.00	25,060,110.00	45,606,721.00
Budget Revenue using 2008 tax rate	0.0650	0.0600	0.0750	0.0500	0.0875	0.0650
<b>Estimated Revenue</b>	<b>16,360.00</b>	<b>14,493.00</b>	<b>5,350.00</b>	<b>7,199.00</b>	<b>21,928.00</b>	<b>29,644.00</b>
Real and Personal Est. Revenue	171,675.00	128,586.00	58,161.00	49,596.00	213,060.00	348,786.00
Registered Vehicle Est. Revenue	16,360.00	14,493.00	5,350.00	7,199.00	21,928.00	29,644.00
<b>Total Estimated Revenue</b>	<b>188,035.00</b>	<b>143,079.00</b>	<b>63,511.00</b>	<b>56,795.00</b>	<b>234,988.00</b>	<b>378,430.00</b>

**Addendum C.2**

## **DSS COMPENSATORY TIME POLICY**

DSS IS REQUIRED TO HAVE SOMEONE ON CALL 24/7 FOR EMERGENCY SITUATIONS. This is primarily for Adult and Children protective services calls.

Workers rotate on call for one week (7 days Wednesday to Wednesday) and receive compensatory time of 4 hours for being on call. If a holiday occurs during the week they are on call they receive an additional eight hours compensatory time per holiday. If they are called out to work they earn that time also.

Supervisors rotate on call for one week (7 days Wednesday to Wednesday) receive compensatory time of 8 hours and if a holiday occurs during that week they receive an additional eight hours per holiday.

Workers are asked to take the time earned by being called out as quickly as the workloads will allow (preferably in the same week). Expectations are that compensatory time earned will be taken in the month accrued.

Number of employees the above applies too: 3 supervisors--- 17 Social workers

All other employees' are expected to take time off in same week earned if it will cause overtime that week

September 23, 1996

TO: All Social Work Staff  
FROM: Wayne E. Black   
RE: Clarification of Procedures for "On-Call Social Workers"

In reviewing time sheets I have noticed an increase over the past few months in the amount of time being worked after hours by on-call social work staff. In reviewing this situation, I have determined that a majority of this work time is related to making home visits or having other contacts to check on families, followup on contacts, or to initiate contacts with currently active cases. The On-Call System was established to handle after-hours "emergency" situations. Please review the following procedures governing on-call social worker responsibilities.

- (1) On-call social workers will handle new reports or situations that arise after 4:30 p.m. until the next morning. Situations could include placing children in foster homes, transporting homeless person to shelter, any intake situation that arises. This could also include phone calls from on-going cases (Adult, CPS, Foster Care) or general child welfare calls. The time earned for on-call emergencies can be either flexed or carried over.
- (2) Any on-going cases that need monitoring, interviewing, assessing, or contact to meet child welfare or other standards, need to be handled by the social worker assigned to the case.
- (3) When after-hours work is needed for on-going cases, prior approval must be given by a supervisor and the time must be taken off the next day (or within the same week - if at all possible). Your supervisor would also need to know the hours (morning/afternoon) that you will be flexing. This flex policy also applies to participation in MAPP training, presentations for CPS/Adult Services, and Parenting Training, etc. When you are on-call and choose to do visits, monitoring assessments, etc. in your own caseload, the time worked doing these needs to be flexed the same day or day after. (Supervisor's approval must be given before time worked and time flexed.)

- (4) No employee is to work over 40 hours a week with the exception of the on-call worker which would be handling on-call emergency calls, except in unforeseen crisis situations.
- (5) As with any procedures there will be flexibility with this. I would ask for open communication with your Supervisor as unusual situations arise.

I truly appreciate your hard work and dedication to your job. It is important that we control compensatory time earned - Yadkin County requires it. It is more important, however, that you balance your workload with time off. - this job will burn you out!

Thank you for your attention to this.

REVIEW OF COMPENSATION FOR  
"ON-CALL" SOCIAL WORK STAFF  
IN YADKIN AND SURROUNDING COUNTIES

1. YADKIN COUNTY DSS
  - Compensatory Time is earned.
2. SURRY COUNTY DSS
  - Compensatory Time is earned.
3. WILKES COUNTY DSS
  - Compensatory Time is earned.
4. STOKES COUNTY DSS
  - Social Work staff earn \$40/weekdays (Monday - Thursday) for being "On-Call".
  - Social Work staff earn \$40/weekends (Friday - Sunday) for being "On-Call".
  - Total earned in 7-day period for On-Call: \$80.
  - Supervisors (back-up on-call) receive Compensatory Time.
  - Social Work staff receive an additional \$10.00 for each holiday occurring Monday - Friday.
  - For required home visits during On-Call hours, Social Worker is paid 110% of established hourly rate + mileage. Includes time for phone calls and documentation.
5. DAVIE COUNTY DSS
  - Staff On-Call receive \$75.00/week (7 days).
  - Staff receive \$175/week which includes holiday not on a weekend.
  - Staff receive \$275/week which includes 2 holidays not on a weekend.
  - Staff receive compensatory time for actual time worked while On-Call.

When receiving reports of abuse or neglect and initiating a home visit after hours, social workers will arrange with the appropriate law enforcement agency for assistance in making the home visit.

2. APPROVAL FOR COMPENSATORY TIME

All compensatory time worked by social workers will require prior approval by the immediate supervisor. This will include making home or collateral visits and performing case management activities, including dictation, court reports, case documentation, correspondence, and other paperwork. (This does not apply to emergencies; ie: performing abuse/neglect investigations and handling other emergencies after hours or while "on-call".)

Prior-approval for compensatory time will require the names of cases for which direct contact or case management activities will be performed. This information will be given to your supervisor, along with the approximate amount of time that will be needed for each case.

After any compensatory time is performed (for direct client contact, emergencies, or case management), the social worker will route the completed cases to the immediate supervisor on the following work day. For "on-call" activities, the After-Hours Worksheet goes to the supervisor.

3. "ON-CALL CPS/APS REPORTS

All reports involving child or adult abuse or neglect, received by the "on-call" social worker should be staffed by telephone with the back-up "on-call" Supervisor or Director. The back-up Supervisor/Director is also available for consultation regarding other calls that are received by the "on-call" worker.

Any issues related to assistance with home visits will be discussed with the Supervisor/Director during telephone consultation.

4. CASE MANAGEMENT STANDARDS FOR CPS/APS CASES

A. These reports will be initiated by the Department in accordance with statutory time frames. When there is an indication that a child or disabled adult may be currently at risk, all efforts will be made to initiate an investigation immediately. Reports will be initiated by making contacts to assess the risk to the child/disabled adult. (Sending a memo or letter to the alleged perpetrator does not constitute initiation of an investigation and is not acceptable.)

# Yadkin County Health Department

P. O. Box 457  
Yadkinville, NC 27055

KEITH PHILLIPS, DDS  
BOARD OF HEALTH CHAIRMAN  
J. MICHAEL REAVIS, M.P.A., R.S.  
DIRECTOR



TELEPHONE:  
(336) 679-4203  
FAX  
(336) 679-6358

May 19, 2009

TO: Stan Kiser

FROM:  Mike Reavis

RE: Questions and Concerns about changes to Personnel Policy

- Thanks for changing minimum vacation increment to one (1) hour. This will be quite helpful!
- What is the difference between "emergency" over-time and "normal" over-time?
- Eliminating comp time handicaps new hires. The first year of employment employees comp time helps them to work in doctor's visits, sick time, etc. without taking leave without pay. Please reinstate eight (8) hours of sick and vacation leave upon hiring.
- If the non-exempt staff (clerical, LPNs, Lab Tech, MOA) leaves the exempt staff (FNP's and RN's) at 5pm there will be no one to check out the patients. Coming in late the next day is not always a good option as there may not be enough staff to check-in patients and the day will end up being longer and patients will have to wait longer-"a vicious cycle".
- Environmental Health is responsible for food permits at weekend festivals (East Bend God and Country, Boonville Heritage Days, Yadkinville Harvest Festival, etc.), we can try to adjust work hours in anticipation of number of hours on the weekend but with limited staff not always easy.
- My primary concern with the new policy is that it requires only forty (40) hours a week when the best use of an employee might be forty-three (43) this week and thirty-seven (37) another week. Examples: Health Fair may be on Saturday next year (to see more clients) or around Flu Vaccination Clinics which usually require staff to be here from 7:30am-6:30pm.

- When a pandemic hits we will be running 24/7. We will try to rotate staff but if some staff becomes sick we will have no choice but to work over-time. During the recent H1N1 (swine flu) outbreak, even though Yadkin had no suspect cases, staff logged many after normal work day hours. When a serious outbreak happens all staff including non-exempt will be needed beyond forty (40) hours per week.
- The Health Department has managed (with very few exceptions) to stay within the ten (10) hours per quarter guidelines. Why should we be penalized? DSS and Health Department are quite different from EMS and Law Enforcement. Must pay for comp time be everyone or no one?
- Why take a helpful tool out of the Health Department's tool box and replace it with an expense line item?

Employee Name	Comp Time Amount	Rate of Pay	Total Payout
Avalos, Evangelina	12.65 hours	\$13.54	\$171.29
Bridges, Marsha	.75 hours	\$11.79	\$8.85
Hamel, Carol	5.5 hours	\$18.47	\$101.59
Shaw, Deborah P.	10.14 hours	\$13.34	\$135.27
Wagner, Shannon	4.5 hours	\$11.79	\$53.06
Walker, Yvonne	5.5 hours	\$23.06	\$126.83
Wood, Charles	6.25 hours	\$24.70	\$154.38
Wood, Marlana	6.00 hours	\$13.54	\$81.24
<b>Total</b>	51.29 hours		\$832.51

TO: Stan Kiser, County Manager  
FROM: Sheriff Cain  
SUBJ: Employee Overtime  
DATE: May 20, 2009

As per our meeting on May 19<sup>th</sup> regarding employee overtime, we will try to reduce overtime as much as possible. As you are already aware, our office operates on a 24/7 basis and we must have someone covering these positions at all times therefore overtime will be accumulated due to the nature of law enforcement procedures and policies.

MCC/lc