

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

Monday, August 6, 2012

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 Monday, August 6, 2012 at 9:00am.

Present were:

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

Staff present: County Attorney, Bobby Sullivan; County Manager, Aaron Church; Assistant 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 9:00am.

PLEDGE OF ALLEGIANCE led by Chairman Austin.

ADJUSTMENTS TO/ADOPTION OF THE AGENDA

It was requested that item #4 under Board Action, Standard Contract with External Environmental Health Specialists, and item #1, H438 Update, under Manager's Reports be moved to Closed Session for discussion. **Vice Chairman Zachary made a motion to adopt the Agenda with the stated changes. Commissioner Welborn second.**

Vote: 5/0.

PUBLIC COMMENTS

None.

Chairman Austin closed the Public Comments portion at 9:03am.

APPROVAL OF MINUTES

The July 16 Regular and Closed Session minutes were reviewed. **Commissioner Moxley made a motion to approve both sets of minutes as presented. Commissioner Hemric second.**

Vote: 5/0.

REPORTS/REQUESTS OF THE BOARD

None.

CONSENT AGENDA

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

Vote: 5/0.

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

Health Dept Budget Amendment

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
WIC Client Services Salary	105516751010	109,449	(5,418)	104,031
WIC Client Services SS	105516751300	6,790	(336)	6,454
WIC Client Services Medicare	105516751310	1,590	(79)	1,511

WIC Client Services Retirement	105516751330	7,640	(378)	7,262
WIC Client Services Grp Ins	105516751350	19,200	(886)	18,314
WIC Client Services 401K	105516751360	1,095	(54)	1,041
WIC Nutrition Salary	105516651010	34,273	5,418	39,691
WIC Nutrition SS	105516651300	2,125	336	2,461
WIC Nutrition Medicare	105516651310	497	79	576
WIC Nutrition Retirement	105516651330	2,392	378	2,770
WIC Nutrition Grp Ins	105516651350	5,316	886	6,202
WIC Nutrition 401K	105516651360	343	54	397

Transfer of funds to adjust salary/fringe to accurately reflect State allocations.

Health Dept Budget Amendment

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
WIC Admin	104516544206	3,469	5,220	8,689
WIC Admin Supplies	105516552010	0	1,740	1,740
WIC Admin Travel	105516554010	0	1,740	1,740
WIC Admin Equipment	105516556010	0	1,740	1,740
WIC Nutrition	104516644207	58,400	5,220	63,620
WIC Nutrition Supplies	105516652010	3,809	1,740	5,549
WIC Nutrition Travel	105516654010	1,500	1,740	3,240
WIC Nutrition Equipment	105516656010	0	1,740	1,740
WIC Client Services	104516744208	150,511	5,220	155,731
WIC C/S Supplies	105516752010	1,537	1,740	3,277
WIC C/S Travel	105516754010	180	1,740	1,920
WIC C/S Equipment	105516756010	0	1,740	1,740

Additional State funds allocated due to increase in clients served.

Health Dept Budget Amendment

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
WIC Breastfeeding	104516844210	6,005	5,220	11,225
WIC Breastfeeding Supplies	105516852010	1,405	1,740	3,145
WIC Breastfeeding Travel	105516854010	100	1,740	1,840
WIC Breastfeeding Equip	105516856010	0	1,740	1,740

Additional State funds allocated due to increase in clients served.

Health Dept Budget Amendment

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
Health Education State Money	104519044232	0	6,205	6,205
Health Education Supplies	105519052055	0	4,964	4,964
Health Education Travel	105519054010	0	1,241	1,241

Additional State funds for the Healthy Communities Program.

Health Dept Budget Amendment

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
Diabetes Education	104511144224	0	975	975
Diabetes Service & Maint Cont	105511151701	0	975	975

Additional State diabetes funds. Contract arrangement with Davie County.

Renewal Contract with Gentry Family Funeral Services

DSS has a contract with Gentry Family Funeral Services for cremation services of unclaimed bodies in accordance with NCGS 130A-415. The Board approved this renewal contract and authorized the County Manager to sign it.

Renewal Contract with Mackie-Sinclair Funeral & Cremation Services

DSS has a contract with Mackie-Sinclair Funeral and Cremation Services for cremation services of unclaimed bodies in accordance with NCGS 130A-415. The Board approved this renewal contract and authorized the County Manager to sign it.

Renewal Contract with Yadkin SCAN

DSS has a contract with Yadkin SCAN to provide “parent aide” support services to assist with the prevention of child abuse and neglect. The Board approved this renewal contract and authorized the County Manager to sign it.

Renewal Contract with Maximus Consulting Services

DSS has a software maintenance agreement with Maximus to provide support services for State software DSS uses for reporting purposes. The Board approved this renewal contract and authorized the County Manager to sign it.

Renewal Contract with Vanguard

DSS has a contract with Vanguard to provide temporary staffing when needed. The Board approved this renewal contract and authorized the County Manager to sign it.

Renewal Agreement with NC Department of Agriculture & Consumer Services for Forestry

The agreement with the NC Department of Agriculture & Consumer Services provides for the protection, development, and improvement of forest lands in Yadkin County. The Board approved this renewal contract and authorized the County Manager to sign it.

County Portion of GA Awarded Special Vacation Leave for Cooperative Extension Staff

The 2012 General Assembly awarded a one-time additional 40 hours of special vacation leave to eligible State employees. The special vacation leave has to be used between July 1, 2012 and June 30, 2013. Eligible State employees work for Yadkin County Cooperative Extension. Since a portion of their salaries is paid by the County, the County was asked to approve its proportional match. The Board approved the County’s portion of the special leave awarded to State employees and authorized the County Manager to sign the county agreement form provided by NC Cooperative Extension.

PUBLIC HEARING/ACTION TO SET PUBLIC HEARING

None.

BOARD ACTION

Reclassifying Parks & Recreation Assistant Position to Maintenance Mechanic I Position

Jason Walker addressed the Board. A current Parks & Recreation Assistant will be retiring soon. Jason Walker requested the grade 62 position be reclassified to a grade 59 Maintenance Mechanic I position. The maintenance mechanic would mow and perform other duties needed for grounds keeping at the County park facilities and other County owned properties. **Commissioner Hemric made a motion to approve the reclassification of one of the current parks and recreation assistant positions to a maintenance mechanic I position, upon the retirement of the current employee. Commissioner Moxley second. Vote: 5/0.**

Posting of LED Sign on Human Resources Building

Monecia Thomas addressed the Board. The Health Department purchased two LED signs with Preparedness Funds. The signs will be used to alert the community in the event of a disaster or other emergency. The Health Department was planning to request that one of the signs be placed on the Human Resources building but when they consulted the Town of Yadkinville it was discovered it is against a Town ordinance to mount the sign there. The Town is checking to see where the portable signs are allowed to be displayed. **Vice Chairman Zachary made a motion to postpone action on the LED sign item indefinitely. Commissioner Moxley second. Vote: 5/0.**

Annual Supplement for Environmental Health Specialists with REHS Status

Monecia Thomas and Chuck Wood addressed the Board. To help recruit and maintain environmental health staff, the Health Department would like to offer an annual \$4,000.00 supplement to environmental health specialists who are hired with full Registered Environmental Health Specialist (REHS) status and to interns when they achieve this status during their employment with Yadkin County. An intern is required to achieve REHS status within 3 years of their employment. The Board reviewed the documentation supplied by the Health Department. The information gathered from the adjacent counties is not detailed enough. After the pay and classification study that was done, the County's salary ranges should be in line with the surrounding counties. When a job offer is to be made, the hiring policy allows the County Manager to take into consideration the candidate's education and experience when setting the starting salary. **Vice Chairman Zachary made a motion to approve the \$4,000.00 annual supplement for environmental health specialists who are hired with full Registered Environmental Health Specialist (REHS) status and for those who are hired and obtain this Registered status later. Commissioner Moxley second.**
Vote: 0/5.

Fill Lab Technician Position at 40 Hours a Week

Monecia Thomas addressed the Board. The Board previously approved filling a 32 hour a week lab technician position. The Health Department requested the Board approve filling the lab technician position at 40 hours a week instead. This will allow them to better utilize their staff. If it remains at 32 hours a week, the nurses will have to take time away from their own duties to perform the lab technician's duties during his or her absence. Accreditation work is also happening over the next several months. Since the position is budgeted at 32 hours a week, there would be some additional cost involved. The Board considered if there was sufficient reason to make the position a 40 hour a week position. **Vice Chairman Zachary made a motion to approve the Yadkin County Health Department's request to fill the lab technician position at 40 hours, instead of 32 hours. Commissioner Welborn second.**
Vote: 0/5.

Northwest Community Care Network Grant Application

Monecia Thomas addressed the Board. The Health Department has concerns about the way their space is configured and how it affects the privacy of their clients. They would like to apply for a grant from the Northwest Community Care Network. If awarded, the funds would be used to hire a consultant to study their space and make recommendations on how best to utilize it. The Board offered the use of County staff to perform the space study. **Commissioner Welborn made a motion to approve the grant application to the Northwest Community Care Network. Commissioner Hemric second.**
Vote: 0/5.

CALENDAR NOTES

- 1) August 14, 2012 – H438 Conference Call at 10:00am.
- 2) August 16-19, 2012 – 105th NCACC Annual Conference in Raleigh, NC.

MANAGER'S REPORTS/BOARD ACTION

H438 Update

Moved to Closed Session.

MANAGER'S BUDGET AMENDMENTS & CONTRACTS / NO ACTION REQUIRED

Contract with Denise Oviatt for Interpreter Services

The Health Department has a contract with Denise Oviatt to provide interpretation services for deaf, hearing impaired, and hard-of-hearing clients.

Contract with Calimaster Sound Systems for Service of Audiology Equipment

The Health Department has a contract with Calimaster to provide calibration and minor repair services for their otoacoustic emission (OAE) equipment and audiometer.

Contract with Southern Microscope for Service of the Laboratory Microscope

The Health Department has a contract with Southern Microscope to do annual maintenance and repairs on their laboratory microscope.

BOARD VACANCIES/APPOINTMENTS

Community Child Protection Team/Child Fatality Team

There is one vacancy that needs to be filled by a parent of a child who died before their 18th birthday.

Board of Adjustment & Planning Board

Richard Foster's term on the Board of Adjustment and Mark Hollar's term on the Planning Board are expiring this month. Both of them are willing to serve another term if reappointed. **Commissioner Welborn made a motion to reappoint Board of Adjustment regular member Richard Foster to a three-year term ending 8/21/2015 and to reappoint Mark Hollar as an alternate Planning Board member with a term ending 8/7/2015. Vice Chairman Zachary second.**

Vote: 5/0.

Board of Health

The engineer representative on the Board of Health has resigned and a replacement needs to be found.

COMMISSIONER COMMENTS

Commissioner Welborn stated it was good to see everyone who came this morning.

Vice Chairman Zachary thanked everyone for coming this morning and being here with us. School starts this week and he hopes the children have a good year. The summer went by fast and most children he speaks to are saying they are looking forward to next summer.

Commissioner Moxley thanked everyone who came today. Coming up on August 18, 2012 there is a kayak small mouth bass fishing tournament on the Yadkin River. The first place prize is a kayak. They will put in and come out on the Yadkin County side of the river. The river is a great resource for the County and he looks forward to utilizing it well.

Commissioner Hemric thanked everyone for coming. He pointed out a 4-H student who was in the attendance today. The student had to attend a County Commissioners Meeting as one of her projects. She will also be attending the youth portion of the NCACC Conference in Raleigh.

Chairman Austin thanked the staff for their hard work. The County has a great staff. He thanked Boonville for their improvements to the Yadkin River shore access sites. The Commissioners held their joint meeting with the Board of Education. There is a convocation for the teachers in the morning that the Board of Commissioners was invited to attend. He will not be able to attend because he has other obligations with the Rotary Club but some of the other Commissioners may be attending. It was a very good meeting and everyone is excited about education here in Yadkin County.

Chairman Austin made a motion to go into Closed Session pursuant to (1)(3)(4)(5)(6) NCGS 143-318.11(a) in order to discuss Personnel Matters and to Protect Personnel Information that is Confidential under NCGS 153A-98, 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/or entering into an employment contract, and to Instruct County Staff on that Position, and to have a Privileged Consultation with our County Attorney including about two lawsuits: Jerry Hutchens vs. Yadkin County and the Bankruptcy of HMC/CAH Consolidated, Inc and its subsidiaries. Commissioner Welborn second.

Vote: 5/0.

After a motion to come out of Closed Session was made and the Board was in **Open Session**, **Vice Chairman Zachary made a motion to extend the meeting beyond 11:00am. Commissioner Welborn second.**

Vote: 5/0.

Chairman Austin made a motion to reenter Closed Session for all of the reasons previously stated. Vice Chairman Zachary second.

Vote: 5/0.

Commissioner Welborn left at 12:37pm.

After a motion to come out of Closed Session was made and the Board was in **Open Session**, **Commissioner Hemric made a motion to approve task order 2 with Davis-Martin-Powell to complete a Consumer Confidence Report for \$2,100. Commissioner Moxley second.**
Vote: 4/0.

Vice Chairman Zachary made a motion to approve the contract for the continuation of environmental health services and approve the attached budget amendment. Commissioner Moxley second.
Vote: 0/4.

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
EH Salaries	105518051010	175,248	(18,976)	156,272
EH Soc. Security	105518051300	10,865	(1,287)	9,578
EH Medicare	105518051310	2,541	(301)	2,240
EH Retirement	105518051330	12,232	(1,449)	10,783
EH Group Ins	105518051350	23,628	(2,530)	21,098
EH 401K	105518051360	1,752	(207)	1,545
EH Contract Service	105518051700	0	24,750	24,750

Commissioner Hemric made a motion to authorize the County Manager to prepare a letter from the Board of Commissioners to the Board of Health requesting, in the interest of the health and wellbeing of Yadkin County, the environmental health position be filled as soon as possible. Vice Chairman Zachary second.
Vote: 4/0.

Vice Chairman Zachary made a motion to adjourn. Commissioner Hemric second.
Vote: 4/0.

Prepared by Tanya Gentry
 Deputy Clerk to the Board

Kevin Austin, Chairman
 Yadkin County Board of Commissioners

Date approved by the
 Yadkin County Board of Commissioners