

# **YADKIN COUNTY BOARD OF COMMISSIONERS RECESSED SESSION MINUTES**

**Friday, March 27, 2020**

The Board of Commissioners of the County of Yadkin, State of North Carolina, met in Recessed Session in the Commissioners' Meeting Room of the Yadkin County Human Resources Building located at 217 East Willow Street, Yadkinville, NC on March 27, 2020 at 9:00am.

**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, Lisa Hughes; Clerk to the Board, Tanya Gentry; Assistant County Manager, Drew Hinkle; and Finance Officer, Lindsey Cearlock.

**Chairman Austin called the recessed Meeting back into Session on March 27, 2020 at 9:04am.**

**Human Services Update**

Jessica Wall addressed the Board. The United States has the highest number of coronavirus cases now. The United States has 68,440 positive cases and there have been 994 deaths. The State of New York has over 38,000 positive cases. North Carolina has conducted 12,910 tests. There are 636 positive cases in North Carolina and there have been 2 deaths. There have been 55 Yadkin County residents tested for coronavirus and 28 of the test results have come back as negative. The other test results are still pending. There are no positive cases in Yadkin County. County Manager Hughes addressed the Board. She asked Jessica Wall to see if she can find out how many tests have been conducted in the United States. She would like to be able to compare the number of tests conducted to the number of positive cases. The reason the United States has the highest number of cases may be because the United States has conducted more tests than the other countries have. Chairman Austin said that it is difficult to compare the data because the prioritization of who should be tested and the number of tests being conducted vary from state to state and nation to nation. Jessica Wall addressed the Board. She said she will look into the number of cases per million that each country has. That may be a better indicator than just looking at the total number of positive cases that each country has. The Yadkin County Medical Clinic has received the 12 test kits that they had requested. The State Epidemiologist has recommended that the counties who don't have many positive cases continue to follow the containment approach as long as they are able to. When a county's number of positive cases has increased to higher numbers and there has been community spread, the county will need to switch to a different approach because contact tracing will be too difficult. Coronavirus has been made a reportable communicable disease so all confirmed and suspected cases have to be reported to the State. Any confirmed or suspected coronavirus deaths have to be reported as well. The State Department of Public Health has recommended that all the parks remain open; although the use of some of the equipment that is located at public parks can be restricted. Human Services is continuing to monitor the hotline number and the email account that was setup as a way for people to ask about the coronavirus. The website is being updated on a daily basis. North Carolina has been given some coronavirus response funds. They have been told that approximately 2/3's of those funds will be given to the local health departments. The local health departments have been given guidelines on what those funds can be used for. The State Department of Public Health is in the process of determining the best way to allocate the funds to the local health departments considering both equity and maximum impact. The funding will be made available to counties through the local health departments Aide to County System. That is the System they use to draw down funds for the other programs that the State provides funding for. The service period will be back dated to January 20, 2020 so Human Services can use the funds to pay any allowable coronavirus related expenses that occurred from January 20, 2020 through March 15, 2021. The service period ends on March 15, 2021. It is one-time funding that doesn't require any matching funds from the County. The allowable expenses are not limited to just Human Services. The funds can be used to pay coronavirus related expenses that any of the County Departments incur.

**County Operations Update**

County Manager Hughes addressed the Board. There are now 95 counties and 1 band of Cherokee Indians that have declared a State of Emergency. Yadkin County, Anson County, Pender County, Robeson County, and Warren County have not declared a State of Emergency. Local government is an essential function. Yadkin County has an Emergency Operations Plan and will continue to operate and provide the citizens with services. County Manager Hughes met with the Department Director’s yesterday to review the Plan with them. Phase 2 of the Plan went into effect today. She gave the Board a copy of the Emergency Operations Plan to review. Phase 2 allows for some of the employees to telework from home. Some of the employees may be put on a rotation schedule. Hours of public access to County buildings may be limited and/or by appointment only. The Parks will remain open but the playgrounds will be closed. Each Department will follow the plan they came up with for their own operations. Each Department had to determine which employees, if any, would telework and which employees, if any, would be placed on a rotation schedule. They also had to determine their hours of operation. There will be times that some employees are not working. The employees who are not working can use their comp time, sick leave, vacation leave, shared leave, or leave without pay. Employees have to use any comp time that they have accrued first. After their comp hours have been used they can use their accrued sick leave or vacation leave if they want to be paid for the hours they aren’t working. They can request shared leave. If shared leave is donated to them then they can use that leave and be paid for the hours they aren’t working. They can also choose to use leave without pay. Normally if an employee takes leave without pay for an entire pay period they are responsible for paying their own health insurance premium, instead of the County covering the cost. County Manager Hughes requested the Personnel Policy be modified to temporarily allow the County to continue paying for the benefits that the County would be paying for if the employee wasn’t on leave without pay. Also, employees don’t normally accrue sick leave and vacation leave while they are taking leave without pay. County Manager Hughes requested the Personnel Policy be modified to temporarily allow employees who are taking leave without pay to continue accruing sick leave and vacation leave.

**Budget Amendment**

County Manager Hughes addressed the Board. The Governor’s Executive Order limiting restaurants to only providing take-out, drive-thru, and delivery services is negatively impacting locally-owned restaurants and the County’s economy. The County is helping to support those restaurants by purchasing employee lunches from them on a rotation schedule. A budget amendment is needed to cover the cost of those meals. The funding that will be used for the meals is not taxpayer dollars. The County has funds that go into a North Carolina Capital Management Trust account that earns interest. The following budget amendment appropriates \$5,000.00 of interest and places into the Public Relations budget line for expenditure:

Line Item	Account	Current Budget	Increase/ (Decrease)	New Budget
Finance Interest	1044310-4490	102,219	5,000	107,219
Public Relations	1059000-51705	20,000	5,000	25,000

**Online Water Payments for East Bend Waterline**

County Manager Hughes addressed the Board. People have been paying their water bills by cash or check. The MuniBilling software the County uses to process the water bills isn’t currently setup to accept online electronic payments. The County can enter into an agreement with MuniBilling to add an online electronic payment service. The County would pay a fee of approximately \$33.45 per month to use the service. The person paying the water bill online would also be charged a fee. The fee would vary depending on how much the water bill is if the person uses a credit card or debit card to pay the bill. A flat fee would be charged if the person pays the bill by electronic check. If the water bill is \$50.00 or less and the person pays with a credit card or debit card the fee would be approximately \$1.49. If the water bill is between \$50.01 and \$100.00 the fee would be approximately \$2.94. If the person pays their water bill by electronic check the fee would be approximately \$0.60. The Board would need to approve the agreement with MuniBilling because it will be a multi-year agreement.

**Unemployment Office**

The County is getting a lot of calls from people asking about unemployment. There is currently not an unemployment office in Yadkin County. Mount Airy and Winston-Salem have unemployment offices that Yadkin County citizens can go to if they would like. The County is giving people the phone number that

they can call to file for unemployment but people are having difficulty getting through because of the high volume of calls that are being made. The unemployment system is overwhelmed right now.

### Motions

The Board discussed what end date should be used for the temporary modifications to the Personnel Policy. **Commissioner Zachary made a motion to modify the Yadkin County Personnel Policy sections pertaining to leave without pay to allow the County to continue to pay the County paid benefits for employees choosing the option of leave without pay, including and not limited to health insurance, life insurance, and leave accruals, until April 30, 2020 unless otherwise modified. Vice Chairman Moxley second.**

**Vote: 5/0.**

**Commissioner Welborn made a motion to approve the budget amendment appropriating \$5,000.00 from Finance Interest into Public Relations to support local businesses by providing lunch for employees. Commissioner Hemric second.**

**Vote: 5/0.**

**Commissioner Zachary made a motion to authorize the County Manager to enter into an agreement with MuniBilling to allow online payments for the East Bend Waterline and report it back to the Board to be ratified. Commissioner Welborn second.**

**Vote: 5/0.**

### Board Discussions

Vice Chairman Moxley asked for verification on what is closed at the County Parks. County Manager Hughes said that currently the only things that are closed at the Parks are the playgrounds. Staff is cleaning the restrooms regularly and they are still open to the public. The trails are open now but if they start to become overcrowded the Board may need to talk about closing them. The staff at the County Parks will monitor the trails to see how many people are using them. The County wants to allow the public as much access to the Parks as possible; as long as the public is maintaining social distancing and staying safe.

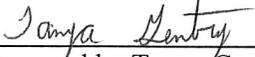
The Board discussed the types of payments that the County accepts. A lot of payments are made by cash or check. Some of the Departments are not setup to accept credit card and debit card payments. To help prevent the spread of the coronavirus there needs to be as much contactless interaction as possible. It is better for the staff and the citizens if payments can be made online, or in person, with the use of a credit card or debit card. The Board would like the County to look into having all of the Departments that accept payments be able to accept credit card and debit card payments. Lindsey Cearlock said the only Department that is required by Statute to always accept cash is the Tax Department. The Tax Department will need to continue accepting cash, check, and electronic forms of payments.

The Board discussed boat and kayak rentals at Memorial Park. If boats and kayaks are rented out they will need to be properly cleaned and sanitized after each use. For the safety of the staff and the citizens, it may be better for Parks & Recreation to temporarily stop renting out boats and kayaks. People can still go out on the lake in their own boats and kayaks.

Commissioner Zachary left the meeting at 10:10am.

The Board discussed recessing the meeting. **Vice Chairman Moxley made a motion to Recess the meeting until Tuesday, March 31, 2020 at 9:00am. Commissioner Hemric second.**

**Vote: 4/0.**

  
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Prepared by Tanya Gentry  
Clerk to the Board

  
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Kevin Austin, Chairman  
Yadkin County Board of Commissioners

5/18/2020  
Date approved by the  
Yadkin County Board of Commissioners