

The Alleghany County Board of Commissioners met in regular session on Monday, April 19, 2010, at 3:30pm in the Board Meeting Room of the County Administration Building, 348 South Main Street, Sparta, North Carolina.

Present: Chair Ken Richardson, Vice-Chair Randy Miller, Commissioner Doug Murphy, Commissioner Milly Richardson, Commissioner Steve Roten, County Attorney Donna Shumate, County Manager Don Adams and Clerk to the Board Karen Evans.

Chair Ken Richardson called the meeting to order.

Commissioner Doug Murphy led the Pledge of Allegiance and opened the meeting with a prayer.

Commissioner Milly Richardson made a motion to approve the agenda for this April 19, 2010, meeting. Commissioner Randy Miller seconded the motion. Vote 5:0.

AGENDA
Monday, April 19, 2010
3:30 PM

- 3:30 Meeting Called To Order, Pledge of Allegiance and Prayer
Motion on Agenda for April 19, 2010, meeting
Motion on Minutes for April 5, 2010, meeting
Motion on March Tax Releases and Refunds
- 3:35 A. Public Comments—30 minutes
B. Travis Dalton
RE: Cascades at Fox Hunters Paradise Final Plat Approval
C. EMS
RE: EMS Budget
D. Randy Blankenship
RE: Building Inspections Budget
E. Lizabeth Roupe
RE: Register of Deeds Budget
F. Mary Walker
RE: Tax Office Budget
G. April Hamm
RE: Transportation Budget
H. Joy Hines
RE: Smoky Mountain Mental Health Quarterly Report
Finance Office Budget
I. John Blevins
RE: DSS Annual Report
DSS Server
Lateral Filing System
Income Maintenance Investigator II Position
Contingency Administrative Funding for Food & Nutrition
J. County Business
1. Pawn Broker Ordinance
2. Board of E&R Dates Reminder
3. Budget Amendment—Soil and Water
4. Budget Amendment—Elections
5. Budget Amendments—FEMA Reimbursement
6. Budget Amendment—Roaring Gap Deputies
7. Fluctuating Workweek
8. New River Behavioral Healthcare Board Appointment
9. Fiscal Year 2010/2011 Budget Requests and Meeting Dates
10. Other Business
11. Adjourn

Commissioner Milly Richardson made a motion to approve the minutes for the April 5, 2010, meeting. Commissioner Randy Miller seconded the motion. Vote 5:0.

Commissioner Milly Richardson made a motion to approve the real and auto releases for March. Commissioner Randy Miller seconded the motion. Vote 5:0.

Commissioner Doug Murphy made a motion to approve the real and auto refunds for March. Commissioner Randy Miller seconded the motion. Vote 5:0.

Chair Ken Richardson asked for public comments. None were received. He closed the public comments portion of the meeting.

Travis Dalton, Planner, came before the Board to request final plat approval for a watershed subdivision and plat for a 33.33-acre tract. He reviewed the highlights of the subdivision. He stated that he has completed an onsite road inspection and recommends the Board provide final plat approval.

Commissioner Steve Roten made a motion to approve the plat. Commissioner Doug Murphy seconded the motion. Vote 5:0.

Linda Edwards, EMS Administrative Director, came before the Board to present updated job descriptions for paramedics and shift supervisors showing the rapid sequence intubation (RSI). She talked about the updated job descriptions. She said that they are requesting the paramedics move from grade 64 to grade 65 and shift supervisors from grade 66 to grade 67. She talked about the turnover rate in EMS. She further talked about she is requesting increases for longevity for 5-10 years being 3%, 10-15 years being 6%, and over 15 years being 9%. She explained the administration of the thrombolytic (clot-busting drugs) and requesting a one-step pay increase once this level of service has been accomplished. She further explained the amount of training required and costs of the thrombolytic drugs. She said that she is requesting a one-step increase now for the RSI and longevity but is looking at around a \$30,000 increase in the future for the thrombolytic certification and services.

Commissioner Doug Murphy and Linda Edwards talked about the RSI is already in place and the longevity amount. She explained how each person will be moved up in the pay grade plan.

County Manager Don Adams explained that EMS has seven employees that will go to the beginning pay because that they don't have longevity, two employees that will qualify to go to the beginning step plus 6% because of longevity, then one long-term employee will go 9% above starting pay and three employees who will receive 3%.

Chair Ken Richardson asked how rare this is to offer to the citizens and what does it actually mean.

Carl Moss asked Terry Taylor to speak about this because he is the training officer and coming from Wilkes County, who is the only one in the State that offers this service.

Terry Taylor explained that there are several counties that offer the RSI but Wilkes County is the only one that does thrombolytic. He talked about base standards that are required of paramedics, and it is up to the medical director to go above those standards. He further talked about options available for heart-attack patients. He explained that Wilkes County has been doing this for 10 years. He further explained that the paramedics will have to have more training, which will take another year, and it will be the following budget year before budgeting the money.

County Manager Don Adams reiterated that the request is for RSI that is being done currently and thrombolytic will take a year of training.

Commissioner Milly Richardson and Carl Moss talked about the thrombolytic could have been administered approximately 10-12 times during the past year.

Terry Taylor described the RSI procedure.

Chair Ken Richardson talked about he thinks the Board should consider the pay grade in one motion and longevity in another one. He further talked about Commissioner Miller and he started working on longevity last year.

County Manager Don Adams stated that if the Board is in agreement to make a grade change, then this is how to do it. He explained his conversations with the departments about taking this case by case.

Commissioner Doug Murphy talked about looking at merit and longevity.

Commissioner Randy Miller asked for the costs of this request.

County Manager Don Adams stated that the annual amount is \$20,891.

Chair Ken Richardson asked if there is a motion to move paramedics from a grade 64 to grade 65 and shift supervisors from a grade 66 to grade 67.

Commissioner Randy Miller stated the options before the Commissioners are to do it now, not at all, or start July 1, 2010.

Commissioner Milly Richardson talked about setting a precedent and about the current budget situation.

Commissioner Milly Richardson made a motion to continue this discussion until budget discussions.

Chair Ken Richardson talked about we have staff that is performing a greater service and not being totally fair to this group of people because at the last meeting there was the same type of request.

Commissioner Doug Murphy talked about the Board must be consistent. He talked about if looking at merit on a case by case basis, the Board must be consistent. He stated that the Board has their work cut out. He said he is not in favor of a revenue increase for salary.

Commissioner Milly Richardson stated the reason for her motion and can't deal with these requests until the Board knows what we are talking about money wise.

Commissioner Doug Murphy stated that everyone has to keep in mind the commitment to Glade Creek Elementary School.

Commissioner Milly Richardson restated her motion to move these requests to the budget process because we don't know how much money is being discussed. Commissioner Steve Roten seconded the motion.

Chair Ken Richardson stated that the Board is not being totally fair to this request. He further stated under that scenario the prior request should have been put aside. He talked about the services by the employees and recognizing the RSI training.

Commissioner Doug Murphy stated whether the Board decides on it now or later is beside the point because the Board has already started looking at merit increases.

Commissioner Randy Miller stated the bottom line is how much is a life worth and surely the Board can find \$20,900.

Commissioner Steve Roten stated that he thinks all county employees are important, and these issues should have been addressed years ago when the money was available. He said that he would like to see them get that step now or later. He talked about the motion was because of the number of requests coming before the Board. He stated that he will help anyway he can help any department get what they deserve. He further stated his appreciation of what they do.

Commissioner Milly Richardson talked about the status of the economy when she was elected and asked why the employees weren't taken care of when the economy was good.

Commissioner Randy Miller stated that doesn't have anything to do with us.

Commissioner Milly Richardson stated that every single person coming before the Board will be giving evidence how their training has equipped them to better assist the citizens of the County. She said the Board can't give everyone everything they want but give them what the Board can.

Commissioner Doug Murphy talked about providing merit increases if needed because the Board has already done it on two other occasions.

The Board voted on the motion on the floor. Vote 2:3. (Randy Miller, Ken Richardson, Doug Murphy).

Commissioner Randy Miller made a motion to approve paramedics going from grade 64 to grade 65 and shift supervisors going from grade 66 to grade 67 effective May 1. Commissioner Doug Murphy seconded the motion. Vote 4:1 (Milly Richardson).

County Manager Don Adams clarified the normal policy someone who makes more than the minimum which is the employee who is promoted shall receive a one-step pay increase or an increase to the minimum step of the new pay range, whichever is higher with the current step being 1.875%.

Randy Blankenship, Chief Building Inspector, came before the Board to request that his Administrative assistant be brought up to the same grade as the other Administrative assistant's. He reviewed the job description to support this change.

Commissioner Doug Murphy and Randy Blankenship talked about how long she has been at this grade; 6½ years.

Commissioner Steve Roten and Randy Blankenship talked about how many other Administrative assistants are there on grade 57.

Randy Blankenship gave the Board five years of information pertaining to the Inspections Department; total revenue from permit fees, total revenues produced from the tax on the construction, total expenditures and revenue surplus.

County Manager Don Adams talked about this is added to the tax base and collected by the tax office.

Randy Blankenship showed the area's counties salaries for Administrative assistants.

Commissioner Milly Richardson and Randy Blankenship talked about the amount of costs per year for the salary grade increase; \$5,210.

Commissioner Doug Murphy and Randy Blankenship talked about her trainings and duties she is assuming that is above the job descriptions.

Commissioner Milly Richardson talked about earlier conversations where there was a push for more inspectors.

Randy Blankenship reviewed his requests in order of importance at that time; Toni, new vehicle then the inspector. He talked about he thinks that Alleghany County has the best workforce anywhere you can go. He further talked about the Board of Commissioners need to look at the employees to keep them.

Commissioner Doug Murphy and Randy Blankenship talked about merit and the job description shows the increase.

Chair Ken Richardson reiterated that this is to go from grade 57 to grade 61. He talked about the additional compensation then go into longevity.

Chair Ken Richardson made a motion to grant that request. Commissioner Milly Richardson seconded the motion. Vote 5:0.

Lizabeth Roupe, Register of Deeds, came before the Board to discuss

reclassifications for the personnel in the Deeds office. She stated that she is requesting that both positions be reclassified. She talked about their additional training and level of certifications. She further talked about four changes coming to the Deeds office. She explained that these advancements will require additional trainings, and their current job descriptions do not match what they do. She requested adding two new classifications due to technology and level of certifications. She talked about the comparison of the surrounding counties, amount of fees, amount that went into the County funds, and efforts that she has done to try to get salary changes previously.

Commissioner Doug Murphy and Lizabeth Roupe talked about it has been 10 years since the job description changes.

Commissioner Milly Richardson and Lizabeth Roupe talked about the amount of money, which includes longevity. Lizabeth Roupe further talked about if the Board isn't providing longevity then her assistant will not get an increase.

County Manager Don Adams reviewed the current policy of starting salary on the grade the employee is moving to or a 1.875% increase on current salary, whichever is higher.

Lizabeth Roupe stated that the amount is \$3,669.20 for her assistant and \$5,037.35 for her deputy which includes longevity.

Chair Ken Richardson and Lizabeth talked about this is the assistant going from grade 63 to grade 66 and deputy going from grade 61 to grade 64.

Chair Ken Richardson talked about reflecting years of service will be talked about. He further talked about this more accurately reflecting the job classifications.

Commissioner Milly Richardson made a motion to approve the request.

Chair Ken Richardson, Commissioner Milly Richardson and Commissioner Doug Murphy talked about reclassification of the jobs and longevity will be discussed later.

Commissioner Milly Richardson restated that her motion is the reclassification of the positions.

Commissioner Steve Roten talked about their current pay.

Chair Ken Richardson talked about Commissioner Miller's and his work regarding longevity.

Commissioner Randy Miller seconded the motion on the floor. Vote 5:0.

Commissioner Doug Murphy and County Manager Don Adams talked about the amounts of the requests tonight.

Mary Walker, Tax Administrator, came before the Board to request position reclassifications. She talked about her staff and the amount of training and certifications received without any type of salary adjustments. She reviewed their job descriptions changes, being governed by the State and having to administer any changes that come along from the State on an annual basis. She stated that her request is to move each employee up three grades because of the certifications that are required for the job. She talked about a regional salary comparison for the jobs in the tax office. She provided costs for the grade changes. She stated that the job descriptions have not been changed in 10 years. She talked about changes in the tax office, and reminded the Board that she plans to retire some time this year. She stated that every tax office employee has been here longer than 5 years, and there isn't any money for certifications which are required.

Chair Ken Richardson and Mary Walker talked about the job descriptions are highlighted with the changes.

Commissioner Milly Richardson and Mary Walker talked about the amount of

money needed for these reclassifications.

Commissioner Doug Murphy and Mary Walker talked about her retiring and the hiring freeze in effect currently.

County Manager Don Adams talked about the number is around \$23,000 after adding FICA and retirement.

Chair Ken Richardson reviewed the request of moving each job up three grades.

Commissioner Randy Miller made a motion to grant the job reclassifications. Chair Ken Richardson seconded the motion. Vote 5:0.

April Hamm, Transportation Director, confirmed that the Board isn't talking about longevity increases only merit increases.

The Board agreed.

April Hamm came before the Board to request salary adjustments for the director and billing clerk. She talked about the job descriptions she provided. She explained the amount the program has increased in mileage and grant funding since she began working with Allegheny in Motion. She talked about the billing clerk position, 5310 and stimulus money. She explained that her billing clerk is now more like an Administrative assistant and things that this person is responsible for. She said her request is to move the billing clerk from grade 57 to grade 59. She reviewed the current administrative pay for the director and billing clerk. She explained that the original request would have costs the County \$879.

Commissioner Doug Murphy and April Hamm talked about the new programs, new grants and awards for the transportation program.

Chair Ken Richardson and April Hamm discussed the billing clerk going from grade 57 to grade 59, the director going from grade 64 to grade 66 and taking out longevity will costs less than \$879.

Commissioner Doug Murphy made a motion to approve the request. Commissioner Steve Roten seconded the motion. Vote 5:0.

Joy Hines, Finance Officer, came before the Board to present the Smoky Mountain Center's fiscal monitoring report. She reviewed the report including their revenues are still above their expenditures. She further reviewed their explanation sheet.

Chair Ken Richardson talked about they operate their own mobile crisis center and those revenues are hard to collect.

Joy Hines talked about her request for finance office personnel. She reviewed the job descriptions included, grade changes and one job title change. She stated that she is requesting the assistant finance officer be moved from a grade 65 to grade 67, 2% to 6% because of years of service and reviewed her job duties. She further stated that she is also requesting that the accounting technician was originally hired to handle solid waste billing and is now an accounts payable specialist, and she is requesting going from a grade 61 to grade 65, change the title to accounting tech IV and longevity percentage increase. She talked about their experience levels.

Commissioner Milly Richardson and Joy Hines talked about their attendance, and having to answer the phones of the County Manager's office occasionally.

Chair Ken Richardson summarized the request of moving the assistant finance officer from grade 65 to grade 67, and the accounting tech from grade 61 to accounting tech IV at grade 65.

Commissioner Steve Roten made a motion to grant the request on the grade changes. Commissioner Milly Richardson seconded the motion. Vote 5:0.

John Blevins, Social Services Director, talked about the Department of Social Services' employees have lots of trainings, job duties have changed over the years, and they fall under the Office of State Personnel. He explains how it works for their job descriptions/duties to change. He presented the DSS annual report. He quickly reviewed the highlights of their programs. He talked about changes that are coming that will impact Social Services. He urged the Board to review the annual report, and call him with questions. He talked about the DSS server and money that he is talking about is in the current fiscal year. He explained that the money will have to be moved, the public assistance budget has a little money available because the foster kids did not increase as anticipated. He talked about moving money from that budget to capital. He reviewed that the current server was installed in 2000, service from the state is by telephone only, savings to the County, T1 internet line and if going to a windows-based network will save \$4,500 per year. He talked about in addition to the server; he would have to replace two desktops because their software isn't compatible with the new server. He reviewed the costs for the equipment and installation with the County-costs being \$2,854.36, which would be paid for in eight months using the savings from the lower network access.

Commissioner Steve Roten made a motion to approve the server replacement. Commissioner Doug Murphy seconded the motion.

Commissioner Milly Richardson and John Blevins talked about moving the money from foster care.

The Board voted on the motion on the floor. Vote 5:0.

John Blevins talked about their lateral filing system and moving some of that money over to purchase four systems.

Commissioner Steve Roten made a motion to approve. Commissioner Randy Miller seconded the motion. Vote 5:0.

John Blevins talked about the Federal Government will be providing money, \$43,748, to be spent by September 2011 to assist with hiring staff to work with the upcoming rule changes for the food and nutrition services. He said he had to submit a plan by April 5 contingent upon the Board of Commissioners' approval. He said if Allegheny doesn't spend the money, they will give it to another county. He talked about the Income Maintenance Investigator II position, where Glenna Ham is retiring May 31. He talked about using a portion of the \$43,748 to help alleviate the costs of her position. He reviewed the costs to the County for the position; \$4,719.32. He talked about the current case load, and this position is spent on 55% program integrity and 45% food and nutrition services activities.

Commissioner Doug Murphy and John Blevins talked about errors that are found are county-pay back monies.

John Blevins talked about the impact of this program, and this is a position that does bring in monies to the county. He further talked about using a portion of the contingency administrative funding to save this position.

Chair Ken Richardson asked the Board about approving this position to be filled.

Commissioner Milly Richardson made a motion to fill the position. Commissioner Randy Miller seconded the motion. Vote 5:0.

John Blevins talked about the remaining amount of contingency administrative funding for food and nutrition, and the plan must add to the current program. He stated that he is proposing a part-time temporary position on a time limited basis totally based on funding and when the funding runs out, the position ends. He talked about the money would be used for a temporary person who would work 20 hours per week for 60 weeks and purchasing a computer for the person to use.

Commissioner Milly Richardson made a motion to grant this request.

Commissioner Randy Miller seconded the motion. Vote 5:0.

Chair Ken Richardson declared a 5-minute recess at 5:33.

Chair Ken Richardson reconvened the meeting.

County Manager Don Adams presented the proposed pawnbroker's license ordinance. He reviewed the changes from the previous version. He talked about the scheduled public hearing on the first Monday in May.

Commissioner Doug Murphy and County Manager Don Adams discussed the fee of \$250 annually.

The Board of Commissioners and County Manager Don Adams discussed the bond amount of \$5,000.

County Manager Don Adams reminded the Commissioners of the upcoming Board of E&R meetings; April 20, April 27 and April 29 at 6:30pm.

Chair Ken Richardson mentioned that he and Commissioner Roten are having lunch with Sam Halsey, our NCDOT representative.

County Manager Don Adams presented budget amendment General Fund #21 in the amount of \$531 for the reclassification for a soil and water employee.

Commissioner Milly Richardson made a motion to approve budget amendment General Fund #21 in the amount of \$531. Commissioner Steve Roten seconded the motion. Vote 5:0.

County Manager Don Adams presented budget amendment General Fund #22 in the amount of \$665 for an increase in part-time salary for elections.

Commissioner Milly Richardson made a motion to approve budget amendment General Fund #22 in the amount of \$665. Commissioner Steve Roten seconded the motion. Vote 5:0.

County Manager Don Adams presented budget amendment Fairgrounds Fund #1 in the amount of \$1,170 for a reimbursement from FEMA.

Commissioner Steve Roten made a motion to approve budget amendment Fairgrounds Fund #1 in the amount of \$1,170. Commissioner Milly Richardson seconded the motion. Vote 5:0.

County Manager Don Adams presented budget amendment Transfer Facility #2 in the amount of \$8,309 for a reimbursement from FEMA.

Commissioner Milly Richardson made a motion to approve budget amendment Transfer Facility #2 in the amount of \$8,309. Commissioner Steve Roten seconded the motion. Vote 5:0.

County Manager Don Adams presented budget amendment General Fund #23 in the amount of \$20,740 for a reimbursement from FEMA. He explained that these monies are \$2,941 for Glade Creek Volunteer Fire Department, \$498 for Cherry Lane Volunteer Fire Department, \$9,791 for the road at Green Mountain and \$7,510 for a generator on Fender Mountain.

Commissioner Milly Richardson made a motion to approve budget amendment General Fund #23 in the amount of \$20,740. Commissioner Doug Murphy seconded the motion. Vote 5:0.

County Manager Don Adams presented budget amendment General Fund #24 in the amount of \$877 for Roaring Gap Deputies. He explained that this is because of not budgeting enough in salary lines to cover their salaries. He further explained that their salary amounts have not changed.

Commissioner Milly Richardson made a motion to approve budget amendment General Fund #24 in the amount of \$877. Commissioner Steve Roten seconded the motion. Vote 5:0.

County Manager Don Adams stated enclosed in the packets are copies of a public personnel law talking about fluctuating workweeks. He explained that some Board members have received anonymous letters regarding how EMS is paid over time. He further explained fluctuating workweek and how overtime is paid for EMS, which is a legal and standard way of pay.

Chair Ken Richardson stated that he has received a request by one Commissioner to table the New River appointment until the next meeting.

County Manager Don Adams presented the budget requests for FY10/11 in the amount of \$15,385,929 for the General Fund, breakdown of special appropriations in the amount of \$1,808,660, requested salary increases, capital/capital improvements for the General Fund departments in the amount of \$932,904 which includes capital for the schools of \$771,373. He reminded the Board that a portion of the sales taxes are mandated for the schools' capital.

Chair Ken Richardson asked about meeting dates.

County Manager Don Adams talked about he will present the budget to the Commissioners on June 1.

Chair Ken Richardson talked about waiting until the next meeting to discuss meeting dates.

County Manager Don Adams talked about he was approached by the ministerium group about May 6 being National Day of Prayer and wanting to utilize the front part of the parking lot at the County Administration Building, and there will be multiple churches participating for a couple of hours.

Commissioner Milly Richardson asked about the New River board appointment.

Commissioner Randy Miller stated that he asked for it to be tabled so he can do more research.

Being no further business, Commissioner Steve Roten made a motion to adjourn at 6:01pm. Commissioner Randy Miller seconded the motion. Vote 5:0.

Respectfully Submitted,

Karen Evans
Clerk to the Board

Attest:

Ken Richardson
Chairman