

MINUTES – JUNE 5, 2012

The Caswell County Board of Commissioners reconvened its meeting at the Historic Courthouse in Yanceyville, North Carolina at 5:30 p.m. on Tuesday, June 5, 2012. Members present: Nathaniel Hall, Chairman, Cathy W. Lucas, Vice-Chair, William E. Carter, Jeremiah Jefferies, Gordon G. Satterfield, Kenneth D. Travis and N. Kent Williamson. Also present: Kevin Howard, County Manager, Gwen Vaughn, Finance Director and Dianne Moorefield, DSS Director. Paula P. Seamster, Clerk to the Board, recorded the minutes.

MOMENT OF SILENT PRAYER

Chairman Hall opened the meeting with a Moment of Silent Prayer.

BUDGET WORKSHOP Department of Social Services

Chairman Hall stated “Where do we want to start?” Mr. Howard responded “Ms. Moorefield is here so we would like to start with the DSS portion and discuss the software program they are talking about getting. We can talk about the questions that were asked at the last meeting after she has finished.”

Ms. Moorefield stated “Thank you for the opportunity to be here. I came not knowing exactly what I needed to be prepared for whether it was just going to be a budget discussion or a discussion about a couple of items that are in my budget this year that I would like to have an opportunity to share with you what these items are. It is two new programs. One is mandated. I don’t have to request that because that has to happen. The second one is a second portion to sort of boost the first mandate by the state in order to allow my agency to take and process applications in a totally different manner than what we are accustomed to. The first piece that I will discuss is NC FAST. It is a program, a web-based eligibility program that is slated to take place or go live in our county in September. This will affect our food stamp program first. Next year the Medicaid program will come on board and then following that the social worker segment will be implemented. That is all dependent upon how things go because implementation has sometimes been delayed for certain programs. They are testing the NC FAST program. They are just beginning to test that in a couple of counties. Hopefully they will be able to work out all the kinks before we are brought on board with that program. We are slated at the present time to go online in September. One of the concerns with that is that once the day comes and this program goes live our old way of doing business is shut down. We are going to hope that they work out all the problems and when we do reach the point of going live we will already have all the answers to solve all the problems that other people might have experienced.”

Chairman Hall asked “When will this be available?” Ms. Moorefield responded “We will go live with it in September.” Chairman Hall continued “When will the training be made available?” Ms. Moorefield responded “They have a very small piece of it that was supposed to already be up and running for two of my staff to be able to start learning about it. There have been some problems with that but the purpose of that was to get them accustomed and acquainted with how

this whole system will work. We are hoping that this will be up and running real soon. The NC FAST program will mean that a client will come in our office and rather than sitting down at a desk and doing their paper application the majority of that application will be done there on computer online in the worker's office. When that process is complete parts of it will still need to be printed off and kept in a paper file. It will not allow us to scan all of the supporting documentation like copies of birth certificates, driver's license and all of the eligibility pieces; we will still have to maintain a paper file on that client for all of the verification and required documentation. The other piece with NC FAST is that originally it was supposed to like a two year span where it would retain information for going back for two years, now that has been reduced to one year. I mention that because for those of you who have been involved with many of our departments know that we have state requirements on retaining data. We have to retain case files. That is why we have two segments of Guilford Mills packed half way to the ceiling with boxes. We have to retain those records and each program has a different retention schedule. Some are retained for years and years and years. NC FAST does not have a case document piece with it that stores this information with means we can do a web-base application but we are still going to print basically the entire thing and maintain a paper file, a paper case file on each client."

Chairman Hall asked "Do we know of anyone who can archive this stuff? That is kind of redundant." Ms. Moorefield responded "I agree with you. That is one of the reasons why I am coming before you with the Northwoods piece that many counties have in conjunction, they are already on board with the Northwoods Document Management Case Management system which does store the information. It does store it and it keeps it so it is readily accessible to be pulled back up at any point any case worker in the building needs to access that information. I brought the packet on the Northwoods system. There is a listing towards the front of the packet with all the counties in North Carolina who are using Northwoods. The advantage of Northwoods is that when someone walks into our agency, to the front desk, and they need to apply for services that information, all of the verifications, the information they have to provide us, everything can be scanned into the system. It is then electronically transferred to any worker in the building who needs access to that information. It is then stored indefinitely so that next year or two years or three years from now that individual comes back into the office they are already in the system. They will have to provide updated verifications but the file is already there and the new documentation can be scanned into the system and it is automatically disbursed throughout the agency to anybody who has a need to have that information in front of them. Right now when a client comes in if they apply for food stamps and then they apply for Medicaid or if they apply for any other program they have to provide this documentation to each department. Each department has a paper file with all the papers in the file. The Northwoods system once it is scanned there is no need for that document to be reproduced three or four times to be distributed by a worker throughout the agency. It is there on the system for anybody needing access to it. Northwoods is not an inexpensive program but I visited Alamance County, I saw their operation. They no longer have file rooms in their building. Over a two to three year program as people have come in and these documents have all been scanned they are now a paperless system. The workers are now using what used to be the file rooms as offices. None of the offices have file cabinets in them anymore. We saw clients coming back in to return information who had pending applications. The receptionist ran them through the scanner, gave the documents back to the individual, and also gave them a receipt showing which documents they had brought in

and then that person left with their birth certificate and driver's license. There was no paper transference. We have been talking on an ongoing basis with folks from Northwoods and I will tell you there are cheaper document management programs out there but Northwoods is the only program who has the extra expertise and their program knows what Social Services does. A lot of their employees are former DSS employee. They understand what the requirements are. They understand the forms that we have to use. They have gone the extra step to add a portion that is a case management piece, it is not use a document management but it allows the workers to do a lot more work in a more productive time efficient manner. The package that you have does have some cost figures in there and you will see that it is expensive. It has a list of the counties using this system. The piece that I need for you to also note is that we can get 50% reimbursement on the cost of the majority of this program. We have to purchase it but then we can claim reimbursement for 50% of the majority of the cost. There is a small portion of the cost that we cannot be reimbursed for but that is minimal when you look at the overall program. The first proposal they presented to us they had it broken down into a 3 year payment plan. The first would have been for this past fiscal year but we were not able to make it happen before July. The first two full payments which I believe were about eighty some thousand dollars each for the first two years was 50% reimbursable for each of those years. I ask you to please keep that in mind when you look at the dollar amounts here. Even though we have to pay upfront we turn around and claim reimbursement and that money comes back to the county. I believe that your package does show the reimbursement in some of the charts you have there. It is a little complicated but Northwoods has kindly offered to come and sit down with this Board if you so choose to have further discussions about what their program does and how it operates. They provide support to come into the agency and do all the training and be there when we go live if we are able to implement the Northwoods piece of this. NC FAST is going to happen with or without the Northwoods piece. We are going to be doing double work without this second half of the total package. Even though we will have a web-based program we will still be running copies and maintaining all the paper files. The Northwoods piece allows a worker to do something one time and it is done, it saves it, it stays there. The way this would be implemented would be starting with the day if it is put into action that day as people start coming into the agency this program starts. They start scanning everything that day as people walk in the door. Everything that is processed and done, that application is being done electronically in the system. We might already have a file on that particular person so what happens in that case is when the workers have spare time they will take that paper folder and scan it. They would go ahead and get it into the system. If you have ever been in our building you know we have a million pieces of paper in file cabinets. When the workers do recertifications on people that come back on their 6 month reviews at that point they would start to work on those records, as people come in the door. Over a period of time and realistically we are looking at a good year to get everybody in the system because the only other option would be to pull workers or to bring in new people and have them do nothing but have them scan all day. That is really not feasible. You do it as you go and with a year or a year and a half the majority of our current cases should be in this system and we won't have to hire extra people to do days and day and months and months of scanning. I will try to entertain any questions that you may have. I now it may take you a while to look at the packet. This packet is hot off the press. I actually received the revised packet yesterday. This is an ongoing process please understand that. These figures that you have in this packet can change. I say that because this packet is basically a turnkey job with us purchasing the scanners, the signature pads and everything from them. We are looking and have done some pricing from

other folks to see if we can purchase the equipment at a cheaper cost than what we could pay them. They have been very clear and upfront with me that we can get the monitors we need for less money because they will have to purchase the things we need and then turn around and sell it to us. They have encouraged us to look at other vendors to get some of the hardware we need to go with their system. Then they would actually come if we are able to move forward with this come and set everything up and stand there when workers start to use this program to do on the stop training to begin the process.”

Commissioner Satterfield stated “Looking at this real quick Ms. Moorefield it looks like it is about 1/3 of it is reimbursable. That is what the sheet says here. You said 50%.” Ms. Moorefield responded “Other counties have confirmed that overall it is about 50% reimbursable. There are some segments of it that is not reimbursable.” Commissioner Satterfield continued “How many case loads do your intake workers handle now, average case load?” Ms. Moorefield responded “That is a little difficult to answer because we have food stamps and in food stamps we have, don’t quote me on this but I think we have well over three to four thousand cases so it is a continual process. Those case loads have just gone out of the roof with the recession and the economy the way it is.” Commissioner Satterfield asked “Is that per employee?” Ms. Moorefield responded “No but each employee has anywhere from 500 to 700 cases each. It depends on the type of case; they could be different for some segments of the population.”

Commissioner Lucas asked “The projection is this could go on line in September, is that correct?” Ms. Moorefield responded “That is the NC FAST program. That is the mandated program.” Commissioner Lucas continued “How long has that been in place, NC FAST?” Ms. Moorefield responded “The state has been working on NC FAST for approximately 10 years. It is just been piloted in some counties now. All counties will become part of the NC FAST. They are doing it in stages. I believe that we are in the second tier to come on board in September. Some were slated to come on board in July and August.” Commissioner Lucas asked “So what your request is, is to have this in place in September, is that what you are asking?” Ms. Moorefield responded “That is the ideal solution. I don’t know that this is possible but...” Commissioner Lucas continued “I am questioning how it will affect this upcoming Social Services budget with all the savings it talks about in here. Would we rather see that in this upcoming budget?” Ms. Moorefield responded “You will see some savings in this upcoming budget from the sheer fact you will have less paper to buy. It is going to have immediate savings but you are going to see the savings over the year and in to the second year. That is really the reason I push Northwoods because if you put the two pieces together that is the optimal situation to have. If we are not able to do that then if we are able to get Northwoods at some point it is like backtracking to try to catch up. I don’t know how many of you have been around long enough but I had asked for Northwoods for several years for a system. Ms. Parker before she retired for several years had asked for money to implement a Northwoods program so I am back.” Commissioner Lucas asked “Where does Northwoods originate, who owns Northwoods?” Ms. Moorefield responded “They are actually out of I believe Ohio. They have staff that live here in North Carolina based out of Charlotte and that is the gentleman I have been working with. The company itself is not based in North Carolina. The work with quite a few states nationwide with this same program as you can see on their list of counties they are doing business with.”

Chairman Hall asked “Do you foresee a cost savings in staff?” Ms. Moorefield responded “Yes I do. When workers are able to be more efficient and as our case loads continue to grow workers are able to handle a heavier workload rather than them having to do everything on paper. I think that other counties will tell you they have seen that staff is much more efficient. They did not like the fact of going through such a huge change but they had to adjust to it. We are looking on the federal level at the healthcare plan and that is going to impact us at the county level with the number of people qualifying for healthcare benefits. Those numbers rise continuously. Once this is actually implemented in the Medicaid program that will be a significant savings because as caseloads increase you have either got to have people there to manage that work or you have to make the ones you have much more efficient.”

Commissioner Carter asked “Did I understand you to say that the cost of the hardware could change?” Ms. Moorefield responded “Yes and we are looking at the cost of scanners, electronic signature pads because I believe we can get a better price on some of those. We just need to make sure that they work well with this particular software and that is what we are doing. Everyday there is some work done on this. I have conversation with Northwoods just about daily. We have worked with our IT Director, Robert, there were some questions initially about whether or not our building had the capacity to support some of the equipment but Robert graciously spoke with Northwoods staff so we have those issues worked out. We don’t have an issue with that. It is a work in progress and it will continue to be for a little bit.”

Commissioner Carter asked “I am just curious Dianne, how long are you required to store things?” Ms. Moorefield responded “It varies with each program. I will give you an example of one that I am really familiar with, take a foster child, somebody who has been in our custody. We cannot destroy that file until that child is 23 years old. If that were a family with more than one child we cannot destroy that record until the youngest child in that family turns 18. Some of them we have to keep forever. There are some Medicaid records that we cannot destroy for many years. Some of the others you can get rid of them after 3 years. Each program is different.”

Commissioner Williamson asked “Is this figure in your budget now?” Ms. Moorefield responded “What is in the budget currently is the first installment payment of eighty-three thousand or eight-six thousand that is actually included in this budget. However when we were able to locate some additional revenue, that revenue has been included in this year’s budget to offset the cost.” Mr. Howard added “It is not in the budget you have. This is something that came in this week.”

Ms. Moorefield stated “Another request I would make is that the last couple of years we have had to budget a large amount of money to our Foster Care Programs because we were going to have to start paying up front the cost of all the children coming into foster care. As it has turned out we have not had to pay upfront all of the money we expect to have to pay upfront and trying to get an answer as to why is some providers have still been able to bill directly to Medicaid and we did not have to pay. They did not bill us they went ahead and billed Medicaid, so far they have gotten away with that. That will not last but it has been happening. As a result of that I do have extra money that I had budgeted last year in our Foster Care Program that we did not have to spend. There is extra money leftover that of course reverts back to the county in our Foster

Care line item. We have identified an additional resource through a child support program, some incentive money that we are able to claim in July. That was seventy some thousand dollars that we will have next year that we did not have. I guess if there is ever a good time to think about spending money on a program like this I mean we have saved money this last year and we have identified a new revenue source for next year. That would be a large payment towards the price of this program. I would ask that you would please give that some consideration when thinking about the needs of paying for something like this.”

Chairman Hall asked “The county manager and the finance officer are aware of those sources?” Ms. Moorefield responded “Yes sir.”

Commissioner Lucas asked “This one million three sixty-three does include the payment or it is included in that amount?” Ms. Moorefield responded “You don’t have the last document that you are looking at. The bottom line today is \$1,285,783 which includes that includes that first eighty some thousand dollar installment. The packet that I just handed out tonight is the total cost. It is not broken down into installment payments but Northwoods told me today if this is something that this Board is interested in they can set up a payment plan. It would have to be in 2 years instead of 3 years. The money does not all have to be paid in the beginning. They will set it up over the two year period.”

Chairman Hall asked “What is the total cost?” Ms. Moorefield responded “The total cost is \$260,636.”

Chairman Hall asked “I have one question that is not related to your presentation. I follow the legislature on mental health and one of the things that has been proposed and I don’t know how we will react to this is the move on guardianship from the state to the county department of social services. If they do that what will that do to the county?” Ms. Moorefield responded “Well the good or the bad side whichever way you want to look at it the mental health services in Caswell County has never had a large case load of guardianship cases. They have had a few but DSS has always had the majority of those cases. We will have to take those over the few that mental health did have. Guardianship cases are growing by leaps and bounds. We routinely are contacted by the clerk of court and are appointed guardian for individuals to a much greater extent than we have seen in the past. It is one of our fastest growing programs to be honest with you. There was also a provision where there was a team set up that when people were going to be leaving assisted living facilities and did not have anywhere to go we have to convene a team composed of a mental health professional, DSS worker, and family members if possible and there has to be a team meeting to try to come up with a plan. We will have a smaller increase in those cases than many counties because we already have most of them.” Chairman Hall continued “So what you are saying is it will not be significant?” Ms. Moorefield responded “It is significant amount in our case load overall but those coming specifically from mental health just add a few to our numbers. The guardianship cases are increasing tremendously.” Chairman Hall asked “Let me put it this way, it is not concerning you that much?” Ms. Moorefield responded “It is somewhat of a concern and the reason that it is because those particular cases usually have extreme mental health needs and it is being able to access the needed services. The numbers may not be as large but the cases are more severe.”

Chairman Hall thanked Ms. Moorefield for coming.

Public Education

Mr. Howard stated “The first sheet gives you a breakdown of what was requested from the School System and PCC. Their justification for the requested amount broken down and then the recommended amount that is actually in the budget. You have some fund balance information in here as well and then ARRA funding the school received over the last fiscal year, two to three years. If you will look at the first sheet the School System requested a Teacher Supplement for \$210,000. That is not in the recommended budget. In Current Expense they requested \$2,879,979. The increase over the current fiscal year was for Athletics which is for an athletic director in the amount of \$63,929. Support Services \$1,821. Taking over the Custodial Services \$207,187. The Transportation for \$100,021 is for gas or fuel cost the state is not covering. The next few items, Maintenance, Finance & Personnel are all health insurance increases that are not covered and then Legal Services of \$10,000. The recommended budget is the same amount as the current fiscal year. Capital Outlay they requested \$450,401 and we have \$450,000 in the recommended budget. Any questions about those?”

Mr. Howard continued “PCC. They requested in Operations and Maintenance \$284,700 and that amount included salary and benefits for an additional maintenance position and then pay for ½ the security position and the other ½ will be paid out of the Sheriff’s Department. Those are not in the budget. The recommended budget is \$224,730. Capital Outlay they requested \$100,000. The current fiscal year is \$4,050. That was to cover replacing carpet in one of the buildings, paving the parking lot and VOIP Equipment. My recommended budget is \$30,000 more than what they normally get and that is to cover VOIP Equipment and \$10,000 for the repairs to the parking lot.”

Chairman Hall asked “You said the Capital Outlay before was \$4,050, what was the Operations & Maintenance before?” Mr. Howard responded “224,730.”

Mr. Howard stated “What I also handed you was the ARRA funding and the expenditures they had as a balance as of April 30th and then you have in their fund balance and what they have allocated those funds to go towards, the Capital Projects Fund Balance and the Local Current Expense Fund Balance. What they are saying is they have a fund balance in ARRA of \$1,230,517 but if you take what they have allocated these funds to do certain projects and you take out the Agreed fund balance and other designations it will leave them with about \$25,000 in the remaining funding. That was in Capital Projects. The second block is the Local Current Expense Fund Balance which is listed at \$2,789,187. Take out the 3 months retention and other designations where they have it allocated for other projects leaves about \$269,187 in that fund balance.”

Commissioner Lucas asked “What were the designations for the 2009-10 Audit?” Mr. Howard responded “If you will look at the last page it will show you what those were.” Commissioner Lucas continued “Chairman Hall since we have Dr. Barker here can we get an explanation on the justifications for the increases like athletics? What specifically would that be for?” Dr. Barker responded “We decided 2 years ago that we needed an athletic director at the high school instead

of an assistant principal acting as an athletic director. Somebody that would be there in the afternoon. Somebody that would line up everything as far as the athletics were concerned and look after the kids that have issues with transportation or lining up games or things that an athletic director has to deal with across the state. That position was an assistant principal's position. We were cut our assistant principal positions and we have an individual there that is functioning as an athletic director and we asking that this be picked up from our local funds to be able to do that. That is one of the things we had listed in that ARRA money and is no long in there. The athletic trainer which is an additional cost of \$4,000 that is to pay that person a stipend. The state of North Carolina requires that you have to have an athletic trainer out there at all practice events and for all games such as football. It is required. You cannot do it any other way. It has to be somebody such as an EMT or an athletic trainer that has been trained because of all the concussions. We are asking to pay that person a stipend to do that. I think they are getting about \$1,000 now to do it from July through December. That is every afternoon, every Thursday night and Friday night. The 10 month custodian positions there is to replace the money that we given under the ARRA money from the federal government for custodians. When that was cut and we were given money by the federal government for that purpose the state of North Carolina cut that out completely and we are not sure we will get that back this year. That is a county responsibility to provide custodial services so we put that in the budget and asked for that. The increase in fuel cost, the state of North Carolina is allotting that at about \$2.78 a gallon for diesel fuel and it is cost us about \$3.30 when we did this budget for diesel fuel. The difference is what we are having to make up locally to be able to do that. The state is trying to get out of providing transportation services for kids. The are wanting the counties to take over that and we have nowhere to get that money from or raise it any other way except for coming back and asking for those funds from the county commissioners. That thankfully has gotten a little bit better recently but I think this coming year they are still somewhere in the range of \$2.70 per gallon for diesel fuel that may or may not stay there. We were about four tanker loads short this year and feel like it could be the same thing next year. We don't see any other way to do it more cost effectively. The increase for the legal cost, we about twelve to fifteen thousand dollars or somewhere in that range for an attorney to represent us in any legal actions we have. We have not had to go to court in the past 10 years I have been here but there is a potential that we may have to this year. I am dealing with a situation right now so I put that additional \$10,000 in there to get outside legal counsel because our legal counsel cannot represent us if we have to do that. The reinstatement of the local supplement is something that the board has asked me to put in the budget every year since it was taken out and I put that back in the budget for you again this year. The increase in employee retirement and hospitalization rates, the \$9,000 there again is something that is mandated by the state and is passed on to us just like it is passed on to your county manager as far as the cost of hospitalization and retirement costs. We don't have any funds for that but it has to be paid back into the state of North Carolina so those are the increases we have asked for in the local current expense."

Commissioner Carter asked "\$450,000 in capital outlay you do have that proposed in this budget?" Mr. Howard responded "Yes sir minus the \$401."

Commissioner Satterfield asked "Where is the \$9,000 Dr. Barker was talking about?" Mr. Howard responded "If you add up the Maintenance, Office of Superintendent, Community Services, Special Population, Support Services, it is those numbers combined."

Public Safety

Mr. Howard stated "The Sheriff's office requested in their salaries \$1,148,288 and that was to cover the cost of the court security position that would be in the courtroom or the courthouse 100% of the time and the ½ position I mentioned with PCC. PCC will pay for ½ to be on campus or 20 hours a week and then the other ½ in courts on heavy court days. That is not in the current recommended budget. The current fiscal year allowance is for \$1,091,492."

Chairman Hall asked "On the court security how many are included in the budget?" Mr. Howard responded "I did not include any of those positions in the budget. I thought we would look at those on a case by case basis as we go through it." Chairman Hall continued "We are waiting for some studies to be done. I know the Sheriff is waiting for those to come back." Mr. Howard responded "This additional position was just to cover the courtroom itself. This was to beef up security in the courtroom. This did not include staff at the door entrances to shut it down. This is the first step in his eyes to get additional staff to be there when the courts are changing in and out and then had additional staff in the courtroom during court." Chairman Hall stated "I called the Sheriff in the last couple of days and I think he is out of town for training. He probably would want to talk about this. I did not realize that this was just inside the courtroom. We probably will have to have some type of justification and I don't know if his staff can answer those questions." Commissioner Jefferies asked "When will he be back?" Chairman Hall responded "I think he will be gone for 2 weeks." Commissioner Lucas asked "Do we know what kind of training it is?" Chairman Hall responded "Homeland Security."

Mr. Howard continued "His budget is pretty much the same as the current fiscal year, a few minor changes here and there. Are there any questions about those? He did not request any vehicles this year so that is not included."

Commissioner Lucas asked "What does the Professional Services line item include in it?" Ms. Vaughn responded "It is mostly medical services for inmates, Animal treatment for the K-9, storage unit, and software support. Those are the items that are included." Commissioner Satterfield asked "This \$1360 why is that under professional services?" Commissioner Lucas asked "What is the storage for?" Mr. Howard responded "Probably evidence." Ms. Vaughn responded "I don't think he has a rental line that is probably why it is listed under professional services." Chairman Hall stated "Accounting wise it should be listed under something else." Commissioner Lucas asked "I am just curious as to why we would be using a rental unit?" Mr. Howard responded "I will have to check on that. I am not sure." Mr. Travis responded "They are storing cars."

Mr. Howard stated "Are there any other questions about the Sheriff's Office? The next one is Sheriff/Police, page 3. That is just allocating the remaining funds leftover from the Town of Yanceyville. Detention Center, page 5."

Commissioner Lucas asked "Chairman Hall can I ask a question before we move on with the revenue side. When we confiscate drugs or cash off a person how is that handled? If it is actual money, say like \$600, how to we handle that?" Ms. Vaughn responded "The Sheriff has a

special fund. It is not deposited into the general fund.” Commissioner Lucas continued “What is the name of that account?” Ms. Vaughn responded “The Sheriff’s Drug Fund.” Commissioner Lucas asked “Is it deposited through the Finance Office?” Ms. Vaughn responded “No it is deposited by the Sheriff’s Office and it may very well be held as evidence.” Mr. Howard added “If he takes \$600 off a suspect that they arrest we don’t keep that. We get a percentage back depending on the whether it is state charges or federal charges. The state gets part of it and the federal government gets part of it so it would not be the whole amount. I am not sure how that actually breaks down.” Commissioner Travis added “If they are not proven guilty the money goes back to them.” Mr. Howard stated “It is the same way with the vehicles they seized. If they are seized federal then they can keep them and use them and sell them and all the money will go to the school system.”

Mr. Howard continued “Detention Center budget. As you go through and look at that some of the items are based on the request the Sheriff made to the Board of Commissioners back in May. You will see an increase in food service and medical that is based on 6 months that it will be up and occupied by January 1.”

Commissioner Lucas asked “What were the contracted services for before?” Mr. Howard responded “That is what we paid the prison system for the food we bought from them.” Commissioner Lucas continued “So that line does not exist anymore?” Mr. Howard responded “Correct.”

Commissioner Carter asked “So that contract is based on how many inmates they are planning on housing from January through July?” Mr. Howard responded “That is based on us having a full jail. The expenses there are to cover that and if we don’t it will be a savings at the end of the year.”

Commissioner Lucas asked “So the total increase from last year in the detention center budget is what?” Mr. Howard responded “\$414,000, from \$625,459 to \$1,039,930, if you go by the revised budget.”

Mr. Howard stated “The next is School Resource Officer and that budget is the same as the current fiscal year.” Commissioner Lucas asked “And how many of those do we have?” Mr. Howard responded “Two.”

RECESS

The Board took a brief recess.

Public Safety (cont’d.)

Mr. Howard stated “911. The only difference requested in the 911 budget was they requested a 4% increase for dispatchers. This was based on the last 2 or 3 years they have gone to the EMD dispatching which is a higher level and no increases were given and it actually requires a certification for this. What they are asking for is 4% for 911 i/l/o the 3% COLA we may be

giving to the employees. If you approve to give the other employees 3% they are asking for 1% above that.”

Commissioner Travis asked “Where is that money going to come from?” Mr. Howard responded “It is not in the recommended budget. Based on the budget I have given you, you would have to cut something else.” Commissioner Travis stated “We can’t give one department more than we give another department.”

Mr. Howard continued “Inspections. Pretty much the same budget as the current fiscal year.”

Commissioner Lucas asked “The funding we approved for 911 was it my understanding that they were going to take part of that money and do something to the building down there? Is that what they were wanting to do, are they planning to do that or how far along have they gotten with that?” Mr. Howard responded “Part of that was once the Sheriff’s office moved out and into the new facility they would do work to the building.” Commissioner Lucas continued “They work talking about several thousand dollars to be able to match the detention center.” Mr. Howard responded “To brick up the front so it would be totally brick instead of metal at the top and brick at the bottom. That is in there but it is a last priority. If they have enough money they will come back.” Commissioner Lucas asked “So they will come back to the Board?” Mr. Howard responded “Yes ma’am.”

Commissioner Satterfield asked “Where will those funds come from?” Mr. Howard responded “The 911 fund.”

Mr. Howard stated “Inspections, any question on that one?” Commissioner Travis asked “On this mileage reimbursement. I know we talked about this one time. That is Woodrow and he drives his own vehicle. Is it the best interest of the county to do it this way or do we need to look at this?” Mr. Howard responded “What we discuss before is when he was hired; his package when he was hired included him driving his own vehicle and being reimbursed at the IRS rate. What we have done now is we actually reduced what we reimburse him to \$7,000. When he gets to \$7,000 he does not get anymore reimbursements. If he maxed out in December he would not be reimbursed for the rest of the year.” Commissioner Travis continued “Do he ever drive the county vehicle?” Mr. Howard responded “He may occasionally if he needs four-wheel drive.” Commissioner Travis stated “The way I see it is it needs to be one way or the other. Either he needs to drive the county truck all the time or he needs to get in the county truck and drive it. I don’t think it should be two ways. So he will get \$7,000 a year to drive his truck?” Mr. Howard responded “Yes.” Commissioner Travis continued “So if he does not drive enough to get \$7,000 he is still going to get \$7,000?” Mr. Howard responded “No sir. He is reimbursed on miles driven based on the IRS rate. If he goes over \$7,000 it stops and if he does not make it to \$7,000 it stays in our budget.”

Commissioner Lucas asked “Where are we currently with the reimbursement?” Mr. Howard responded “We actually stopped paying him last week. As of May he had maxed it out.” Commissioner Lucas continued “Did he go over.” Mr. Howard responded “No ma’am, in the current fiscal year he got paid up to the \$7,000 and we stopped paying him after that. I just signed a requisition this morning for last week.”

Commissioner Travis stated “Well building should be down. Do the miles start when he leaves his house and end when he gets back?” Mr. Howard responded “No when he gets to the office and go out to site that is when his mileage counts. I get a log sheet of where he has gone every month.” Commissioner Travis continued “We have talked about his several different times.”

Chairman Hall stated “I think this Board needs to look at his compensation package. Everything should not last forever. It might be in the best interest of the county to buy a truck or let CDOT buy a truck and lease it to the department to do inspections with. I don’t know but it is certainly something that we need to take a look at.” Mr. Howard responded “We can do that.”

Commissioner Satterfield asked “Does his vehicle have any type of identification or anything?” Mr. Howard responded “His personal vehicles, no sir it can’t. The county truck does it has County Inspections on the side of it.” Commissioner Satterfield continued “I really think there should be some type of identification on the vehicle. If people see him driving down the driveway and they don’t know who it is, it is not good to send people out there without some type of identification even if it is a stick on thing.” Mr. Howard responded “I am not sure but I don’t think he had any identification on that vehicle. His personal insurance should have his vehicle listed as using it for work but I don’t know if putting a decal on there, I don’t know how that will affect that.” Chairman Hall stated “That is another issue we need to be concerned about. Whether it is on his insurance or not once he is on the job he is on our insurance. That is why we need to revisit this whole thing. Our possible options on identification, insurance situation, if it is cost effective financially, and if it is in the best interest of the department.” Commissioner Travis stated “I agreed with what Mr. Satterfield said, it does not look professional when a man shows up at a job site and he is doing building inspections for Caswell County and there is nothing to show that he does inspections.” Commissioner Satterfield added “People of skittish now. People are scared when there are vehicles around and they don’t know who they are.”

Commissioner Carter asked “How many vehicles do we have for Inspections?” Mr. Howard responded “Just one, Ford Range about 10 to 15 years old and has about 200,000 miles on it.” Commissioner Travis stated “I am not saying we need to change this but we need to look at the whole picture to see if this is the best way to handle this. If anything is going to be changed it needs to be when this budget is passed.” Chairman Hall responded “Every agreement, every contract and everything we do should be reviewed annually or semi-annually.” Commissioner Travis stated “This might be something that he may want changed.” Mr. Howard responded “If you made \$7,000 a year driving you vehicle would you change it? I don’t have a problem doing this. If I were the manager that hired him I would not have made that offer. Building inspectors are hard to fine. I am sure you are aware that you can’t hire someone and have them trained. They have to work under someone else in order to be trained to get their certifications.” Commissioner Travis stated “The only thing I want to know is if it is the best for the county. I think we need some answers on it. I am not saying to call him in the office tomorrow and say we are going to change it.” Mr. Howard responded “My answer to that is I don’t know if that is what it took to get him to come.” Chairman Hall stated “My point is every appointment or every agreement we make needs to be reviewed periodically. I will go back; one board can’t tie down another. Each year that the board changes they have the option to change things. Staff may not

like it but we need to look at it. For one things could change, laws could change, situations could change, we need to recognize that and take appropriate action.” Commissioner Travis stated “I think it is something that the county manager needs to check on.”

Commissioner Satterfield stated “If he is going to drive his personal vehicle and I don’t have a problem with that but he should have some type of magnetic decal he sticks on those doors, windshield or something to identify that truck as the building inspector.” Chairman Hall responded “That is an easy thing to clear up.”

Commissioner Lucas asked “I have a question on the Contracted Services, services for Caswell law enforcement jobs, what is that?” Mr. Howard responded “Woodrow is not a level 3 inspector so we have had to contract someone from Person County to do inspections on the jail.”

Mr. Howard stated “Animal Control’s budget is the same as the current fiscal year.”

Chairman Hall asked “Do we have an agreement with the Town on animal control?” Mr. Howard responded “We actually found an agreement from back in the 90s and that was something that I was going to bring up and discuss with the town when we met on the interlocal agreements. It is something that we need to have with them on animal control services even if there is no charge. Some type of agreement allowing us to, we looked at something a while back when they brought their resolution giving us the authority to provide services in the town and we held off on that trying to get Milton to do it to and Milton never responded.” Chairman Hall responded “We are not concerned about them giving us the authority but are they absorbing any of the cost associated?” Mr. Howard responded “No sir.”

Mr. Howard continued “Emergency Management. That is pretty much the same as the current fiscal year. The only addition was a \$38,000 capital outlay request to buy a Chevrolet Tahoe and that is not in the recommended budget.”

Commissioner Lucas asked “Can you give a breakdown on the Emergency Management salary, whose salary does that cover?” Ms. Vaughn responded “50% of the director and 50% of the assistant director.”

Commissioner Carter asked “On the 4 x 4 Tahoe what is the need for that?” Mr. Howard responded “They have a Chevrolet Caprice which is worn out and they can’t use it anymore. They want to get a Tahoe to help tow trailers. I think they brought that up at a previous commissioners meeting. This is not in the budget I presented to you.”

Mr. Howard stated “EMS. The salaries and benefits cover several lines. They requested 1 new paramedic position and then to convert one EMT position to a paramedic position. The thought behind this was we actually have two EMT basics that will be paramedics within the next fiscal year and this will allow us to keep them here instead of them leaving and going somewhere else. We had this happen back in September or October. That funding is not in the recommended budget.”

Commissioner Lucas asked "So the increase in the salary line item is more than last year?" Mr. Howard responded "The salary line for EMS is their base pay and their scheduled overtime pay. That number is based on what is projected for this fiscal year. Part time salaries in EMS vary from year to year. If you will recall we have moved funds from one to the other depending on the kind of person we have on staff." Commissioner Lucas continued "In last year's budget we approved 3 new positions to take care of the overtime in part time salaries." Mr. Howard responded "It took care of the part time salaries." Chairman Hall asked "How much was the increase in dollars?" Mr. Howard responded "Just in salaries about \$13,000."

Commissioner Lucas asked "What makes up the difference in the previous year's totals, the \$409,325 and the \$609,285 is that the 3 new positions?" Mr. Howard responded "Yes ma'am."

Chairman Hall stated "Over the last 2 years we have made changes to show savings but we are not showing savings, they keep growing. I have to think about what happened a couple of weeks ago when we were told we were short staffed on a Saturday. I am thinking something is not working here and I don't know what it is."

Commissioner Lucas asked "Are supervisors responding to calls?" Mr. Howard responded "Yes ma'am." Commissioner Lucas continued "So that has changed. At one point they were not." Mr. Howard responded "They answer calls if they issue the 3rd truck out. They do have other duties but they do answer calls."

Commissioner Jefferies asked "What is the difference in contracted services?" Mr. Howard responded "\$20,000 covers the cost of the medical director and some other items." Mr. Vaughn added "The director also added a lease payment for 5 EKG monitors and that has been moved out to the lease payment line."

Chairman Hall asked "Why would we lease the equipment?" Ms. Vaughn responded "He decided to lease them for 2 years and then he will be able to buy them for \$1.00. The lease is the more efficient way." Mr. Howard added "It is a lease/purchase." Chairman Hall stated "Most of the time on a lease/purchase you lose." Commissioner Travis asked "How much are the monitors a piece if you buy them straight out?" Mr. Howard stated "This is the upgraded cardiac monitors. We were actually on ABC news yesterday they did not mention that it was Caswell but they are trying to increase the time with a cardiac. This monitor transfer information between the ambulance and the hospital to increase survival rates. This is to upgrade our equipment to the new standards." Mr. Howard responded "They are \$20,000 a piece. That is \$30,000 a year. There are 5 monitors so that would be \$100,000. I think it is a 3 or 4 years lease, I will have to get the information. That is not on this. The lease also includes a \$1000 maintenance plan."

Commissioner Lucas asked "Who is our medical director?" Mr. Howard responded "She is from Greensboro I don't remember her name off the top of my head. This was contracted back in January. At one time she was the head of ER at Moses Cone."

Mr. Howard continued "The last 2 vehicles listed are for EMS in capital outlay. One is \$107,000 for the second ambulance they have been talking about for the last few months. It also included

\$8,000 in capital outlay for the building to make changes around the building itself. Neither of them was in the recommended budget.” Mr. Howard stated “Then you have the Coroner/Medical Examiner. This is the same budget we have had for 3 or 4 years. That completes the General Fund budget.”

Chairman Hall asked “Previously we had some questions that staff was going to get answers on, is that in here?” Mr. Howard responded “Yes sir. It is titled Budget Session Information for the June 5th meeting.”

Ms. Vaughn stated “I can tell you what you requested and if there are any additional questions we can discuss it. At the last meeting Commissioner Lucas asked for the Maintenance/M&R Building and that is Attachment 1. Attachment 2 is Maintenance/Parking Lot M&R. Attachment 3 is the breakdown for Non-Departmental/Professional Services and Dues & Subscriptions. You have a list of that. Attachment 4 gives you a breakdown of what you appropriated and the items paid in the Capital Building Fund. Attachment 5 is the Payroll Employees Gross Pay. This sheet gives you the information by employee name. On the same page it gives you the vacant positions. DSS has 2. One of which was effective as of March 1st and position 2 Foster Care has been open for some time. Ms. Moorefield has included that in her budget and has asked to keep that position open because the case load has increased. If she closed that position out she will have to go back through the process with the state to get it classified as a position so she is asking to leave that open. Public Health Department has a CAP Social Worker that is open and has been open for 30 days. They actually offered it to a person today or the person came in today to be signed up. They also have a Nurse Case Manager position in the budget and they plan to fill that in July if it is approved. Commissioner Hall asked about the Debt Service Schedule and that is included as Attachment 6. Attachment 7 is the Lottery & ADM balances. It gives you the balance cumulative for about 10 or 15 years I think. Commissioner Hall asked for the Revaluation fund balance and as of June 2012 it should be \$195,976 with an estimated accrued interest of \$125 that varies just a little. The other things that are included are Attachment 8 Revised Payroll Budget Worksheet. This one actually has the names on it. Attachment 9 is the Estimated Tax Valuation Reports and those were requested by Commissioner Lucas for the valuation reports that we receive from the Tax Director. I have one item that I did not include Commissioner Lucas asked for the breakdown of permits & fees and sales & services so I have that on a sheet if you would like to get that. We can upload that tomorrow if you would like to have that uploaded to your iPad.”

Chairman Hall stated “So we have gone through everything except the Health Department and we will have to get back with the Sheriff. We have the Health Department coming Thursday.” Mr. Howard asked “Do you want to wait to do Solid Waste and CATS separately? Do this budget first and then address those?” Chairman Hall stated “We can discuss those Thursday.”

RECESS

At 7:20 p.m. Commissioner Travis moved, seconded by Commissioner Jefferies to recess until Thursday, June 7, 2012 at 5:30 p.m. The motion carried unanimously.

Paula P. Seamster
Clerk to the Board

Nathaniel Hall
Chairman
