

MINUTES – JUNE 14, 2011

The Caswell County Board of Commissioners reconvened its meeting at the Cooperative Extension Office in Yanceyville, North Carolina at 5:30 p.m. on Tuesday, June 14, 2011. Members present: Nathaniel Hall, Chairman, Kenneth D. Travis, Vice-Chairman, Erik D. Battle, Jeremiah Jefferies, Cathy W. Lucas and Gordon G. Satterfield. Absent: William E. Carter. Also present: Kevin B. Howard, County Manager, and Gwen Vaughn, Finance Director and Angela Evans representing The Caswell Messenger. 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.

PROPOSED BUDGET FOR 2011 – 2012

Board of Elections

Chairman Hall asked if the Board of Election requested a new position. Mr. Howard responded that there was one position requested, a deputy director.

(At 5:35 p.m. Commissioner Lucas entered the meeting.)

Commissioner Lucas asked what the contractor services were for and if it was for the voting machines. Mr. Howard responded it was an estimate based on the Town Election in May. Commissioner Lucas stated that this was another cost that the county needed to look into for the Town.

Chairman Hall informed the commissioners that the Board of Elections would be moving into the Old Senior Center Building but it would have to be pre-cleared through the Justice Department. Commissioner Battle asked how soon this would take place. Mr. Howard responded that he had talked with Mary Jo about getting a schedule. It could be as soon as August. He also informed the Board that the court system was asking for it to take place quickly. Mr. Howard informed the court system that PCC would have to be moved out first before the Board of Elections could be moved.

Commissioner Lucas asked how much it would cost to move the Board of Elections. Mr. Howard responded around twenty thousand (\$20,000) dollars. Commissioner Lucas asked where this was in the budget. Mr. Howard responded it was in the Maintenance budget.

Register of Deeds

Commissioner Lucas asked what the contractor services were for. Mr. Howard responded that it was for the software for the state and for the maintenance of that software. Commissioner Lucas asked if our IT Department could do this work. Mr. Howard responded that our IT Department could not perform the maintenance nor do any upgrades on the Register of Deeds or the Sheriff's Office because it would void the warranty.

Information Technology

Commissioner Lucas asked about the contractor services. Mr. Howard responded that this was for things that the IT department could not do. One example he gave was for the replacement of the wireless system on the Old Senior Center building that had been struck by lightning.

(At 5:50 p.m. Commissioner Jefferies entered the meeting.)

Commissioner Satterfield asked what was included in Small Tools and Equipment. Mr. Howard responded that this was for the upgrades on equipment. It is also for the hardware to allow the county to do better monitoring on the computers. Mr. Howard informed that Board that some departments were allowed to use Facebook while others are not. He also informed them that this program slowed down the system. Chairman Hall asked if the county could get a faster system. Mr. Howard responded that the county already has the fastest connection through Comcast. Chairman Hall informed the Board that he would like to have someone to Chair the IT Board and this was one of the things that needed to be looked into.

Maintenance Department

Commissioner Lucas asked what the Inmate Services were for. Mr. Howard responded that this was previously discussed at a commissioners meeting to use inmate labor to do various job throughout the county for the cost of one dollar per day per inmate.

Commissioner Lucas asked about the Telephone charges. Ms. Vaughn responded that this was for the Historic Courthouse and the regular courthouse. Commissioner Lucas asked if the electricity was the same way. Ms. Vaughn responded that it was. Mr. Howard added that part of this expense comes out of the court facility fees.

Commissioner Battle asked about the capital requests in the Maintenance budget such as the HVAC for the Library. Mr. Howard responded that the capital requests were not included in the budget. Chairman Hall stated that he would come up with a proposal for the capital requests. He also added that the Board needed to have a plan for the capital requests especially the HVAC units that are over fifteen years old. By replacing the HVAC units they would pay for themselves in utilities but the Board would come back to this at a later time.

Commissioner Lucas asked Mr. Howard if he was aware of the changes from the state for the Welcome Center and their funding. Mr. Howard responded that the only thing the state pays for now is for the water.

Commissioner Lucas asked if the Maintenance Department was going to move out of the Courthouse. Mr. Howard responded that there have been some discussions about moving the Maintenance Department into the Guilford Mills building.

Non-Departmental

Chairman Hall asked what all was included in Non-Departmental. Ms. Vaughn responded that this was for items that are overall for the county and not charged to any one particular department. This includes twenty-four retirees' health insurance benefits that the county has the liability of paying for based on the years of service. It ranges from 100% down to 50% that the county pays for. Commissioner Satterfield added that the health insurance is paid until Medicare takes over. Mr. Howard added that this is true but it is also determined by how many years the person worked for the county. This policy was changed in 2004. Commissioner Battle stated it is based on time and service. Commissioner Lucas asked how many people are retired and are getting this benefit. Ms. Vaughn responded twenty-four (24). Commissioner Lucas asked how many thirty year employees are still employed. Ms. Vaughn responded that she would have to check on that.

Commissioner Lucas asked what the professional services were for?" Ms. Vaughn responded that this was for ACS which is the tax office and finance office software package and it also includes the check signer. Two thousand was added in for the expense reduction services. They are used to come in and look at the sales tax. The actuarial study is also included in this.

Sheriff

Commissioner Lucas asked about the detention center on the maintenance and repair on the building. She asked what the five thousand was for. Mr. Howard responded that this was set aside to track the maintenance for the state. It was put in there so if there are any repairs needed after the inspection from the state in September. Mr. Howard informed the Board that a new a/c unit was installed in the jail because the state stated that it could not be more than 85 degrees in there.

911

Commissioner Jefferies asked if there were any vacancies at 911 since the overtime was so high. Mr. Howard responded that they have overtime cost every year because they do not have anyone to fill in when someone is out. Chairman Hall asked why don't they identify some part time staff. Mr. Howard responded they work on twelve hour shifts. He added that they are like the EMS Department. Chairman Hall suggested hiring some part time personnel to relieve the overtime amounts.

Commissioner Battle asked what the motor fuel was for. Mr. Howard responded that was for the placing of street signs. Chairman Hall suggested that CDOT purchase some hybrid cars and then CDOT can rent those cars to the different departments to save on gas.

Commissioner Travis asked how many people are driving cars back and forth from home. Mr. Howard responded that the only people who were supposed to drive a car home is the ones that have to respond after hours. Chairman Hall suggested getting a list of the employees that drive home daily and to put it on the regular agenda for the Board to discuss.

Commissioner Lucas asked for the total of the Enterprise Fund for 911. Ms. Vaughn responded that she thought it was a little over seven hundred thousand.

Commissioner Travis asked what the equipment fees paid for. Ms. Vaughn responded that it paid for the 911 director and fifty (50%) percent of one other person.

Commissioner Battle requested a new UPS for 911 and he asked how old the current one was. He stated that there was a need for a backup.

Building Inspections

Chairman Hall asked if the county was still reimbursing the inspection's staff for the use of their personal vehicle. Mr. Howard responded that the county is still reimbursing for personal vehicle mileage. Chairman Hall stated that this was an issue that the Board needed to address and that it would be more efficient to have a motor fleet. Mr. Howard stated that he thought this was in the contract for the Building Inspector.

Commissioner Lucas asked for the current total for mileage reimbursement. Ms. Vaughn responded four thousand six hundred and seventeen (\$4,617.00) dollars as of May 23rd. Mr. Howard added that the county pays for mileage reimbursement up to seven thousand (\$7,000.00) dollars and anything over that amount would not be reimbursed. Chairman Hall asked Mr. Howard to have the county attorney to look at the contract for the Building Inspector.

Animal Control

Commissioner Lucas asked why there was a decrease in the vet service. Mr. Howard responded that the decrease for this year was a grant for a spay and neuter program. The county got reimbursed from the state for this program.

Commissioner Lucas asked for an explanation on travel. Mr. Howard responded that there are two courses that they are going to try to take next year. One is a conference on animal cruelty and the other is a class at a community college.

Commissioner Lucas asked if the telephone charges were for their cell phone. Ms. Vaughn responded that it was for their cell phone and their regular telephone.

Chairman Hall asked how many cell phones does the county have and how many package deals. Ms. Vaughn responded that she had just finished working through a program with Verizon on the county's cell phone service. The county is currently on four different plans. Chairman Hall asked if there was a policy on who carries cell phones. Mr. Howard responded yes. Chairman Hall stated that the Board needed to review the cell phone policy and he asked Ms. Vaughn to get a summary of how much was saved by the county on the new contracts.

County Coroner

Commissioner Lucas asked how do they determine if there is an autopsy. Ms. Vaughn responded that on the invoice it states autopsy or medical exam. She stated that she did not know how that was determined. Commissioner Lucas asked who calls for the autopsy. Mr. Howard responded it would be the EMS or the Sheriff's office. Chairman Hall asked if the coroner signs the invoices. Ms. Vaughn responded that the bills come from the state. Mr. Howard added the purpose for the county coroner is if something happens to the county sheriff then the coroner will step in and take over as sheriff until someone else is elected.

Emergency Management

Commissioner Lucas asked for the salary breakdown on Emergency Management. Ms. Vaughn responded that this budget has the director at 50% Emergency Management and 50% EMS. The assistant director at 10% Emergency Management and 90% EMS and then a supervisor at 50/50.

Emergency Medical Services

Mr. Howard stated they are hoping to decrease the part time employees by three and increase the full time employees by three. They are trying to get into compliance with the 1000 hour rule.

Commissioner Lucas asked what the contracted services were for. Mr. Howard responded that is for the medical director that was discussed earlier.

Economic Development/Planning

Commissioner Lucas stated that the county does not have an economic developer. Chairman Hall asked if one was needed. Commissioner Battle responded yes there is a need for an economic developer.

Extension Service

Chairman Hall asked if the dollars in this budget were just local dollars. Mr. Howard responded that is was just local dollars. He added that the county sends the salaries in to the state and the state pays the employees.

Commissioner Battle suggested that the county use the format that the state has with their employees.

Ag Preservation

Mr. Howard stated that is the Preservation District if someone wanted to join. Chairman Hall asked if the Extension handled this. Mr. Howard responded that Brian Collie handles this.

Soil and Water Conservation

Commissioner Battle asked what Soil and Water does. Commissioner Jefferies responded that they handle issues with soil erosion. Chairman Hall asked if they are a local agency or a state agency. Mr. Howard responded that they are a state agency. Chairman Hall stated that he had asked this agency to come and talk to the Board on soil erosion.

Public Health

Chairman Hall asked if Public Health had mentioned how much of a deficit they are anticipating this year. Mr. Howard responded that he did not think they are going to have a deficit since they are receiving over two hundred thousand dollars from Medicaid.

Commissioner Battle asked what the travel covered. Mr. Howard responded it is reimbursement for the nurses in Home Health and for training for the staff in the Health Department.

Commissioner Lucas asked for the total on contracted services. Ms. Vaughn responded it is one hundred twelve thousand two eighty-seven through May 23rd. Commissioner Lucas asked if she could get a list of contracted services. Ms. Vaughn responded that she did not have that information but she could get it.

Mr. Howard informed the Board that the Health Department had asked for an increase for their fees. Commissioner Satterfield suggested having a joint session with the Health Department.

Department of Social Services

Commissioner Lucas asked what the professional services were. Commissioner Jefferies responded it was for lawyers to cover child support.

Commissioner Battle asked if they were getting new computers this year. Mr. Howard responded that they get new computers every year. They are on a rotation.

Ms. Vaughn stated that the state is cutting the DSS budget by seventy-seven thousand. Chairman Hall responded so the county will be responsible for that seventy-seven thousand. Chairman Hall asked what programs were being cut that the county will have to handle. Mr. Howard responded that he did not know which programs they were.

Senior Services

Commissioner Lucas asked what the travel budget included. Ms. Vaughn responded that it includes the travel for Meals on Wheels and for the training for the new director.

Commissioner Battle asked what the redo locks were for on the Senior Budget. Mr. Howard responded that he did not know but he would check on this.

Commissioner Lucas asked what the medical transportation was used for. Ms. Vaughn responded that it is transportation that is provided through the Home Community Care grant that offers transportation for a senior that may need dialysis and things like that.

RECESS

The Board held a brief recess.

PROPOSED BUDGET FOR 2011 – 2012 (Cont'd)

DJJDP – 4H YES

Commissioner Satterfield asked how many local dollars were being put into this program. Mr. Howard responded that the county is putting in about ten percent. Ms. Vaughn added about ten thousand.

Ms. Vaughn added the county dollars are for the 4H Yes Program and the Youth Enrichment Service.

Commissioner Lucas asked what the outside county program was. Ms. Vaughn responded that it is a parenting program.

Commissioner Lucas asked if the conference and travel dollars were state money. Mr. Howard responded yes. Commissioner Lucas asked for a breakdown. Ms. Vaughn responded that it is for the JSA or the Juvenile Services Association spring and fall conference and teen court has a conference. Commissioner Lucas asked who serves on the board. Mr. Howard responded that the board members are set by statute and that they are judges, the district attorney, DSS, mental health, clerk of court. Commissioner Lucas asked if this was being cut. Ms. Vaughn responded yes. Ms. Vaughn also stated that there were over two hundred and forty-eight jobs lost in the merger of the DJJ.

The next meeting will be Wednesday, June 22, 2011 at 5:30 p.m. to discuss the remainder of the budget and to discuss any proposals from any of the Board members.

RECESS

At 8:20 p.m. Chairman Hall recessed the meeting until Wednesday, June 22, 2011 at 5:30 p.m.

Paula P. Seamster
Clerk to the Board

Nathaniel Hall
Chairman
