

Minutes
 Regular Meeting
 Hertford County Board of Commissioners
 County Commissioners' Meeting Room
 Tuesday, July 5, 2011
 9:00 A.M.

Present: Johnnie R. Farmer, Curtis A. Freeman, Sr., Ronald J. Gatling, Howard J. Hunter, III, and William F. Mitchell, Jr.

Absent: None

Also Present with the Board: Loria D. Williams, County Manager; Charles L. Revelle, III, County Attorney; and Shelia W. Matthews, Clerk to the Board

Chairman Johnnie R. Farmer called the meeting to order.

The invocation for the meeting was provided by Vice-Chairman Curtis A. Freeman, Sr.

MINUTES

On a motion by Mitchell and a second by Gatling, the Board voted unanimously to approve the minutes of the June 6, 2011, Regular Meeting as presented by the Clerk to the Board.

On a motion by Freeman and a second by Mitchell, the Board voted unanimously to approve the minutes of the June 20, 2011, Regular Meeting as presented by the Clerk to the Board.

On a motion by Mitchell and a second by Gatling, the Board voted unanimously to approve the minutes of the June 27, 2011, Reconvened Meeting as presented by the Clerk to the Board.

PERSONNEL

John P. Rankins, Assistant County Manager/Human Resources Director, made the Employee of the Quarter presentations. The recipient for the first quarter was Crystal Smith, Cooperative Extension Director. Her supervisor, Dr. Travis Burke, assisted Mr. Rankins with the presentation. The recipient for the second quarter was Phyllis Kaylor, Accounting Technician in the Finance Department. Her supervisor, Robbin Stephenson, assisted Mr. Rankins with the presentation, along with Lori Chavis, Tax Clerk, who nominated Mrs. Kaylor for the award. Each recipient received a framed Certificate and \$50 gift card. There will also be a plaque on display honoring the Employee of the Quarter recipients.

EAST CAROLINA BEHAVIORAL HEALTH

Mr. Roy Wilson, East Carolina Behavioral Health CEO, was present to address the Board and introduced Mike Kupecki and Joy Futrell. Mr. Kupecki presented the ECBH Initiatives Mid-Year Report, and Mrs. Futrell presented the Quarterly Fiscal Monitoring Report.

EMERGENCY SERVICES

On a motion by Freeman and a second by Hunter, the Board voted unanimously to approve the following increase in ambulance fees as presented and requested by James Broglin, EMS Director, effective July 1, 2011:

<u>Current Fees</u>		<u>Proposed Fees</u>	
ALS Emer./Non-Emer.	\$375	ALS Emer./Non-Emer.	\$425
BLS Emer./Non-Emer.	\$250	BLS Emer./Non-Emer.	\$325
Mileage (per mile)	\$9.50	Mileage (per mile)	\$10.50

Proposed New "Treatment Without Transport" Fee \$225 per call

On a motion by Freeman and a second by Mitchell, the Board voted unanimously to approve Ambulance Franchise Applications as presented by James Broglin, EMS Director, for the following:

- (1) Bertie Ambulance Service, Inc.
- (2) Hertford County Emergency Services
- (3) Med-Ex Medical Transport Service, Inc.
- (4) White Oak Medical Transport Service, Inc.

At this time, Mr. Broglin updated the Board on the passing away of Wesley Liverman, St. John Fire Chief. Vice-Chairman Freeman expressed that he will really be missed by the St. John Community. He was a committed volunteer.

AGREEMENTS/ENVIVA

On a motion by Freeman and a second by Gatling, the Board voted unanimously to approve the Local Government Grant Agreement and the Company Performance Agreement for One NC Fund Grant (Enviva – Project No. O-2010-6668) as presented by Loria Williams, County Manager, and Charles Revelle, III, County Attorney.

ABC BOARD

The request for approval of the Hertford County ABC Board Travel Policy was postponed until another meeting. The ABC Board Travel Policy must conform to the State or County Policy. The policy submitted did not meet this requirement; therefore, postponing approval until a later meeting.

POLICIES

On a motion by Gatling and a second by Freeman, the Board voted unanimously to approve the Hertford County Language Access Plan as presented by John P. Rankins, Assistant County Manager/Human Resources Director. This plan ensures that Limited English Proficient (LEP) individuals are provided equal access to benefits and services. This plan becomes effective July 14, 2011, for a two-year period.

RESOLUTIONS

As a result of receiving funding for the Tunis Sewer District project, the County must adopt a Minority Business Participation Policy. Discussion was held regarding our current policy adopted in 1987 and the State requirements. A Public Hearing needs to be scheduled and a policy adopted.

PERSONNEL

John P. Rankins, Assistant County Manager/Human Resources Director, reviewed the changes made to the Job Classification List to incorporate our recent restructuring. It was noted that a correction needed to be made under Grade 7 – change Animal Control Officer to Animal Control Officer II.

On a motion by Freeman and a second by Mitchell, the Board voted unanimously to approve the Hertford County 2011-2012 Budget Job Classification List-Grade Order with the change noted above to Grade 7.

At this time, Mr. Rankins reviewed job descriptions for the Facilities Manager, Building and Grounds Coordinator, and Housekeeping Coordinator. One change needs to be made to the Facilities Manager job description – this position will work under the supervision of the Assistant County Manager, not the County Manager. The Facilities Manager will be backup Building Inspector and continue to maintain his certifications. This duty is not currently included in the job description and will need to be added.

The Housekeeping Coordinator position will be filled by the employee with most seniority.

On a motion by Mitchell and a second by Hunter, the Board voted unanimously to approve the job descriptions for the Facilities Manager, Building and Grounds Coordinator, and Housekeeping Coordinator.

COUNTY MANAGER'S UPDATE

- Discussed letter from NCDOT regarding Celeste Drive and Chamblee Avenue
- Jerry Jennings with NCDOT has requested a meeting with the County Manager along with two Commissioners to discuss the 11 and 11 intersection. Chairman Farmer and Commissioner Mitchell will attend this meeting.
- The reorganization in the Solid Waste Department has changed from August 1 to August 31. As a result, the Solid Waste Budget will need to be adjusted.
- Golden Leaf Monies and Recreation were discussed. We need to request a change in the scope of project.

Commissioner Hunter left the meeting at this time.

On a motion by Gatling and a second by Freeman, the Board voted unanimously to instruct staff to pursue Golden Leaf monies for recreation in various areas of the County.

On a motion by Freeman and a second by Gatling, the Board voted unanimously to adjourn the meeting.

Shelia W. Matthews
Clerk to the Board

Johnnie R. Farmer, Chairman
Hertford County Commissioners