

Minutes
Regular Meeting
Hertford County Board of Commissioners
County Commissioners' Meeting Room
Monday, April 21, 2014
7:00 P.M.

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

Absent: None

Also Present with the Board: Loria D. Williams, County Manager; Charles L. Revelle, III, County Attorney; and Betty Williams, Senior Administrative Assistant II

Chairman William F. Mitchell, Jr., called the meeting to order.

The invocation for the meeting was provided by Commissioner Curtis A. Freeman, Sr.

TAX

On a motion by Commissioner Hunter and a second by Commissioner Freeman, the Board voted unanimously to approve the following refunds totaling \$ 4,965.77 as presented by Gay Sumner, Tax Collector:

Enviva Pellets (\$101.58)
David Meeker, VP Finance
7200 Wisconsin Ave, STE 1100
Bethesda, MD 20815
(The balance due on account was less than the wage garnishment payment).

Southern Bank (\$4,404.15)
Kim Anderson
Post Office Box 729
Mount Olive, NC 28365
(Attorney handling account combined amounts due for the month of March and April; requested Southern Bank issue Hertford County Tax Collector a check for combined months).

Hertford County Board of Education (\$326.62)
P.O. Box 158
Winton, NC 27986
(Taxpayers on account paid wage garnishment in full prior to Board of Education responding to release).

Mr. Leon Artis (\$133.42)
109 Center Road
Murfreesboro, NC 27855
(Mr. Artis paid vehicle tax bill on 03/21/14, debt setoff sent payment 4/8/14).

FINANCE

On a motion by Commissioner Hunter and a second by Commissioner Farmer, the Board voted unanimously for Winston, Williams Creech, Evans, & Company, LLP to conduct the 2014-15 Audit.

On a motion by Commissioner Hunter and a second by Commissioner Freeman the Board voted unanimously to a three year contract with the Audit Firm, Winston, Williams Creech, Evans, & Company, LLP.

COST ESTIMATE

1. Winston, Williams & Creech, LLP uses standard governmental audit programs (PPC) and the Audit Manual for Governmental Auditors in North Carolina.
2. Winston, Williams & Creech, LLP uses statistical sampling for all disbursements and payroll testing.
3. We do not foresee the need for the use of any computer specialist, however, should we encounter the need for one, we would use one.
4. The organization of the audit team is as follows:
 - A. James P. Winston, II — Partner responsible for all phases of the audit.
 - B. Tara H. Roberson — Manager CPA on site 100% of the total fieldwork.
 - C. Jennifer T. Reese — Manager CPA on site for 100% of the fieldwork.
5. Information included in the management letter would be any recommendations we see for improvement of internal controls and improvements in the unit's overall systems.
6. No additional assistance from the government's staff other than outlined in the RFP.
7. Tentative schedule for completing the audit is as follows:

| | |
|-----------------------------------|-------------------------|
| May 19 — May 23, 2015 | Interim fieldwork |
| September 15 — September 19, 2015 | Completion of fieldwork |
| October 1, 2015 | Preliminary Draft |
| October 31, 2015 | Final Reports |

8. Costs for fiscal years June 30, 2015, 2016 and 2017 are as follows:

Cost estimated for 2016 & 2017 assume a 3% inflation increase with no increase from 6/30/14 to 6/30/15.

| Total estimated cost by category | <u>6/30/2015</u> | <u>6/30/2016</u> | <u>6/30/2017</u> |
|----------------------------------|------------------|------------------|------------------|
| Partners | \$14,300 | \$14,730 | \$15,170 |
| Staff | 27,700 | 28,530 | 29,385 |
| Non CPA Staff | 11,600 | 12 | 12,310 |
| Total Manpower Cost | 53,600 | 55,210 | 56,865 |
| Travel | 900 | 900 | 900 |
| Total Cost | <u>\$54,500</u> | <u>\$56,110</u> | <u>\$57,765</u> |

- 9 Other information

In the event that circumstances arise during the audit that requires work to be performed in excess of the original estimates, any additional costs will be negotiated prior to commencement of the work and billed at the standard hourly rates.

We certify that the information contained in this audit proposal is complete and accurate to the best of our knowledge. We also certify that all Partners and Staff CPAs are Certified Public Accountants licensed by the North Carolina State Board of Certified Public Accountant Examiners.

PUBLIC COMMENT PERIOD

Dr. Michael A. Elam, President, Roanoke-Chowan Community College gave an update on programs for the college. Handouts were given of updates. The mission of the college is to provide world-class life-long educational and workforce training in order to meet the emerging needs of the community and to improve the quality of life for the students that are served. Dr. Elam stated that some of the key programs are Associate in Arts, Medical Office Administration, Welding Technology, Nursing, Barbering, and Criminal Justice Technology. He further stated that HAVC and Nursing Assistant 1 will have eight students that will be completing the exam for certification. NC Back to Work

Program of National Association of Community Colleges has instituted a program which allows those 50 and above to receive skilled training to reenter the work force. There will also be an upcoming Career Fair. Dr. Elam also thanked the Board of Trustees from Roanoke-Chowan Community College (Ms. Pierce and Commissioner Gatling) for their support.

Chairman Mitchell and Commissioner Hunter commended Dr. Elam for the work he is doing at the college.

VOLUNTEER SHARED LEAVE POLICY

Discussion was held on the Shared Leave Policy. Chairman Mitchell directed Ms. Williams to open discussion. Ms Williams stated the purpose for the Shared Leave Policy was created to provide economic relief for employees who are likely to suffer financial hardship because of a prolonged absence or frequent short-term absences caused by a serious medical condition. Employees who have exhausted all accumulated paid leave (sick leave and annual leave, if applicable) and compensatory time is eligible to receive donated leave. The maximum amount of Voluntary Shared Leave hours that a person could receive is 450 hours per 12-month period. Ms. Williams also shared that the Shared Leave Policy is not for the purpose of Bereavement. Ms Williams recommended that there be a distinction between Shared Leave and Bereavement. At present there is not a bereavement policy in place.

A motion was made by Commissioner Gatling and a second by Commissioner Hunter to table for next meeting. Ms Williams will research Shared Leave Policy and Bereavement and bring findings to the Board.

RESOLUTION /COURTHOUSE

On a motion by Commissioner Hunter and a second by Commissioner Farmer the Board voted unanimously to adopt the following resolution presented by Loria D. Williams, Hertford County Manager.

RESOLUTION TO CONSIDER WAIVING FORMAL BID REQUIREMENTS FOR FURNISHINGS PURCHASE

WHEREAS, Hertford County is soliciting Requests for Qualifications (RFQ) from furniture dealers for the purpose of assisting in the selection, procurement, and installation of office and courtroom furniture, fixtures, and equipment ("FFE") for the new Hertford County Courthouse and Government Center Project ("Project");

WHEREAS, it is the current intent of the Hertford County Board of Commissioners to waive the bidding requirements of NCGS 143-129 for the obtaining of this FFE, provided the selected dealers pursuant to the RFQ can procure the necessary furniture, fixtures or equipment from a qualified supplier pursuant to the requirement of NCGS 143-129 (g), which is also known as "purchasing under state contract":

NOW THEREFORE, the Hertford County Board of Commissioners hereby resolves

(1) that the Hertford County Manager shall work with RFQ selected dealers to obtain proposals for acceptable furniture, fixtures, or equipment for the Project, within the Project budget;

(2) that if preliminarily acceptable proposals are received by the County Manager, that meet the requirements of NCGS 143-129(g), the Manager shall arrange for the publication of a notice of waiver of bid procedure at least ten days prior to the meeting at which the governing body will consider formally waiving the bid procedure and entering a contract to purchase the selected furniture, fixtures, or equipment;

(3) that the County Manager is authorized to publish the notice of waiver of bid procedure solely by electronic means; and

(4) that the Hertford County Board of Commissioner reserves the option to later seek formal bids pursuant to NCGS 143-129, if acceptable proposals cannot be provided under the state contract method.

This the 21st day of April, 2014.

TAX FORECLOSURE PROPERTY

On a motion by Vice Chairman Gatling and a second by Commissioner Hunter the Board voted unanimously to accept the bid offer of \$3,713.17 from James R. and Emma Futrell to purchase tax foreclosure property at 1309 River Street, Murfreesboro, NC (Pin #5968-36-6490) and authorize the County Attorney to advertise for Upset Bid.

BOARD APPOINTMENTS

Betty Williams, Senior Administrative Assistant II reviewed a list of board vacancies with terms expiring that will be advertised and posted on the County's website as follows:

BOARD VACANCIES

The following Board vacancies will be advertised in the R-C News-Herald and listed on our website:

Hertford County ABC Board 06-30-14
Choanoke Public Transportation Authority 09-30-14
Public Health Authority Board 06-30-14
Medical Services Transportation Advisory Council 06-30-14
Parks & Recreation Advisory Commission 06-30-14
Region Q Workforce Development Board 06-30-14
Tri-County Airport Authority 10-01-14

On a motion by Commissioner Hunter and a second by Vice Chairman Gatling the Board voted unanimously to approve the Board vacancies to be advertised and posted on the county's website.

COUNTY MANAGER'S UPDATE

Ms Williams shared with the Board the request for an ABC Permit. Beechwood Country Club is under new ownership and operating on ABC permit that will expire April 30, 2014.

On a motion by Commissioner Hunter and a second by Vice Chairman Gatling, the Board voted unanimously to approve the issuance of an ABC Permit for On-Premise Malt Beverage (Beer) and Unfortified Wine to Melvin and Nancy Chamblee (Beechwood Country Club) as presented by Loria D. Williams, County Manager.

COMMISSIONERS' COMMENTS

Commissioner Farmer shared with the Board a request from the Union Fire District for the Board's consideration of more appropriations FY2014-15.

On a motion by Vice Chairman Gatling and a second by Commissioner Hunter, the Board voted unanimously to recess Regular Session to go into a scheduled Closed Session as allowed under G. S. 143-318.11 (a) (3) to consult with the County Attorney and (6) to discuss personnel matters.

CLOSED SESSION

Minutes of Closed Session are on file in the office of the Clerk to the Board.

REGULAR SESSION

On a motion by Commissioner Hunter and a second by Vice Chairman Gatling, the Board voted unanimously to adjourn the meeting.