

MINUTES – FEBRUARY 19, 2007

The Caswell County Board of Commissioners met in regular session at the Historic Courthouse in Yanceyville, North Carolina at 6:30 p.m. on Monday, February 19, 2007. Members present: George W. Ward, Jr., Chairman, Jeremiah Jefferies, Vice-Chairman, William E. Carter, Nathaniel Hall, Larry G. Hamlett, Kenneth D. Travis, and C. Hester Vernon, III. Also present: Robert V. Shaver, Jr., Interim County Manager/County Attorney and Shannon White representing The Caswell Messenger. Wanda P. Smith, Clerk to the Board, recorded the minutes.

MOMENT OF SILENT PRAYER

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

APPROVAL OF AGENDA

Commissioner Travis moved, seconded by Commissioner Jefferies to approve the agenda as presented. The motion carried unanimously.

APPROVAL OF CONSENT AGENDA

Commissioner Jefferies moved, seconded by Commissioner Hamlett to approve the Consent Agenda as presented. The motion carried unanimously.

The following items were included on the Consent Agenda:

- 1) Approval of Minutes of January 22 and 25, 2007 Meetings
- 2) Budget Amendment No. 12
- 3) Tax Director's Monthly Report for January, 2007

Tax Maps/Cards	\$ 74.30
County Maps	\$ 7.90
Beer License	\$ 5.00
NSF Charge	\$ 142.02
2007 Prepayments	\$2,808.94
- 4) Recreation Department Grant Request
Approval permits grant application for Fit Community Grant, with no County match required.

PUBLIC COMMENTS

Chairman Ward opened the floor for public comments.

There were no public comments made.

PIEDMONT COMMUNITY COLLEGE

Dr. H. James Owen, President, came before the Board to present Piedmont Community College's Annual Report/Caswell County Impact Statement.

Dr. Owen presented and reviewed the following Piedmont Community College Update:

CONTINUING EDUCATION PROGRAMS

- Continuing Education program enrollment for Fall 2006 was 2,229 students for Caswell and Person Counties.

OCCUPATIONAL EXTENSION

- Caswell County students enrolled in **Bio-Technology** related courses (Bio Work Process Technician), **Professional Truck Driver Training** in partnership with SAGE, **Nursing Assistant I, Nursing Assistant II, and Medication Aide.**
- **Fire Training** classes were held at the Casville, Pelham, Yanceyville, Semora, and Leasburg Fire Departments during Fall 2006.
- The **Yanceyville Municipal Services Building** was the location for training **781 students** in the following areas: **Corrections Officers In-Service Training**, and in-service training for **Community Corrections Officers** (Probation and Parole) this past year.
- The College received an **Allied Health Enhancement Grant** that will be used in Continuing Education to update equipment in the Nursing Assistant program, purchase videos for EMT and Nursing Assistant Training.

ADULT BASIC SKILLS PROGRAM (ABS) provides instruction to adults who lack basic academic and life skills so they may earn their high school equivalency diploma (GED) and/or learn English as their second language.

- 31% of Caswell County adults, age 25 and older, have less than a high school education.
- **856 ABS** students attended classes during Fall 2006.
- **149 GED's** were awarded by PCC on May 19, 2006, at the College's graduation.

HUMAN RESOURCES DEVELOPMENT PROGRAM (HRD) and the Caswell County JobLink Career Center on the Caswell County Campus partner to provide programming to prepare unemployed and underemployed individuals for re-entry into the workforce.

- **The College ranks second in the North Carolina Readiness Certificate program.** PCC is one of 19 pilot sites to implement this statewide credential that quantifies foundational skills of individuals in Reading, Math, and Locating Information. Since June 2006, PCC's HRD Program has issued in excess of **300 NC Career Readiness Certificates** to those meeting skill level requirements for this credential that is signed by Governor Easley. This represents the second highest number of certificates issued in the State with only Guilford Technical Community College issuing a greater number of certificates.

- **NETWorks** serves as the entry point for dislocated workers for receiving information, job seeking services, and referrals to other HRD classes.
- HRD continues to provide **Teacher Assistants** an opportunity through **WorkKeys Assessments** to meet “No Child Left Behind Act” requirements.

BUSINESS DEVELOPMENT CENTER

- **38 small business seminars** were offered, at no cost, to adults during 2006 and included topics in financial management and home ownership.
- The College is currently working with the **Caswell County Commissioners** to develop an **Entrepreneurship Action Plan** for the County.
- Assisted the Caswell County Business Roundtable in addressing business community concerns.
- Offered the “Taste of Maya” **summer camp** in order that local high school students could learn about **Digital Effects and Animation**.
- Collaborated with the Film and Video program to offer two sessions of the Summer Film Institute.
- Offered **2 Lunch and Learn** programs in conjunction with the Caswell County Chamber of Commerce.

NEW AND EXPANDING INDUSTRY TRAINING

- **Royal Park Uniforms** is expanding by hiring an additional **18 employees**. As a result, the College is assisting RPU through the New and Expanding Industry Program.
- The College is currently working with **Wizards Cauldron** to develop an Expanding Industry project.

CURRICULUM PROGRAMS

- **Curriculum program enrollment for Fall 2006 was 2,564 students.** Enrollment on the Caswell County campus for Fall 2006 semester was **409 students**.
- **347 BYHS students are taking Piedmont Community College classes for the 2006-2007 year.**
- College **Distance Learning enrollment** increased from 928 for Fall 2005, to **1035 for Fall, 2006.**
- PCC now **ranks 11th in total distance learning enrollment** in the NC Community College system.
- Since 1993-94 the College has **moved from a ranking of 46th out of 58** in the community college system, **to our current ranking of 33rd** in size based on overall enrollment.
- The College is developing a **new offering in COSMETOLOGY for the Caswell County Campus.** The COSMETOLOGY program will **begin instruction in August of 2007.**

- The College is developing degree offerings in **Biotechnology, Medical Assisting, and Criminal Justice Technology – Latent Evidence**. Classes from these programs will be offered on the Caswell County Campus.
- The college has added **new college classes in digital photography and drama to the program at BYHS**. Student enrollment for these new classes has been outstanding.
- The College is very fortunate to have recently opened a **new instructional building and lab facility** for the **Film and Video Production Technology and Digital Effects and Animation Technology** programs.
- The College now operates a full service **Student Success Center on the Caswell County Campus**.
- The Caswell County Campus now has a **new full service LRC which provides a complete array of services and a full time Librarian and other staff for the Caswell County Campus**.
- **Achievement of “multi-campus” status for the Caswell County Campus** has brought **additional State resources** to add new educational services for students on the Caswell County Campus.
- The **Minority Male Mentoring Initiative** will be continued due to the additional State funding and **assistance provided by the SGA**. This program has been expanded to include the Caswell County Campus.
- **The Educational Opportunity Center and Student Support Services** continue to provide a variety of support and services for **Caswell County Campus students**.

AREA AGENCY ON AGING

Ms. Sabrina Lea, Long-Term Care Program Manager, and Mr. Blair Barton-Percival, Community-Based Program Manager, with the Piedmont Triad Council of Governments, Area Agency on Aging, came before the Board and gave the following update and overview of the Area Agency on Aging Program.

Long Term Care – The Continuum – “When people think of LTC many think of people residing in nursing homes and adult care homes. In a broader context, LTC are those services provided to people who have chronic conditions that are present for at least six months and impair their ability to carry out basic activities of daily living regardless of where they reside. Home and community services are also a significant part of LTC.”

The Area Agency on Aging is responsible for planning, developing, implementing, and coordinating aging services for seven counties in the Piedmont Triad (Alamance, Caswell, Davidson, Guilford, Montgomery, Randolph, and Rockingham) and their **171,268 residents age 60 and older**. It is a part of a larger aging network created by the Older American’s Act of 1965 dedicated to improving the lives of older Americans nationwide.

Technical Assistance is the keystone to supporting local programming.

Sources and Types of Funding

Federal, State, Local

HCCBG, Title IID, Title IIIE, Senior Center, Legal Services

Funding in the Amount of \$6.6 Million

46 Entities Receive Funds

Nonprofits

Colleges

Cooperative Extension

County Governments

Towns

Cities

Hospitals

18 Services Available

In Home Aide

Transportation

Nutrition

Senior Centers

Info & Assistance

Group Respite

Adult Day Care

Funding for Caswell County amounts to \$300,000, with a local match of \$30,000.

Older Adults in Caswell County

	<u>1990 Census</u>	<u>2000 Census</u>	<u>2005 Estimate</u>	<u>2010 Projection</u>	<u>2020 Projection</u>
Age 60+					
Number	3,910	4,212	4,452	4,993	6,352
% of total	18.9%	17.9%	18.7%	20.4%	24.4%

Caswell County Planning Committee - Planning is the focal point of all aging services in every county.

Program Overview

The Regional Elder Program is located within the Region G Area Agency on Aging. The programs are designed to assist older adults in understanding their rights, maintaining, and exercising control over decision making. The program attempts to ensure that older adults are informed about programs and services promised by law. The program also assists older adults in resolving disputes, using the most efficient and appropriate methods of representation and assistance.

Long Term Care Facilities in our Region

- 52 Nursing Homes
- 77 Adult Care Homes
- 139 Family Care Homes

Over 12,000 older North Carolinians reside in long term care facilities in this region.

Since 1990 long term care spending has increased 185% (from \$486 million to \$1.38 billion) in North Carolina.

The Ombudsman and Elder Rights Programs help our members address the needs of older adults.....

- Advocacy for dignity and quality of life for old and disabled adults
- Elder abuse awareness and prevention
- Health & Wellness
- Disaster Preparedness Planning
- Medicare Part D Education

Long Term Care Ombudsman Program

- State and federal law tasks this program with the responsibility of ensuring that older adults are informed about resources and services promised by law, and to ensure that older adults receive assistance in resolving disputes using the most efficient and appropriate methods of representation.
- This program is designed to assist older adults living in long term care facilities in understanding their rights and exercising control over decision making.
- This is accomplished through investigation complaints about services, mediation of disputes, information and referral, advocacy, technical assistance, and consultation to older adults, public agencies, care providers, and elected officials.

How Do We Help?

- Investigate concerns/complaints
- Mediate disputes
- Monitor plans of correction
- Advocate for the resident
- Provide education/training/consultation
- Provide Information & Referral
- Advocate for reform in long term care policies

Facility County by County:

<u>County</u>	<u>Nursing Homes</u>	<u>Adult Care Homes</u>	<u>Family Care Homes</u>
Alamance	7	24	41
Caswell	1	7	25
Davidson	9	12	2
Guilford	23	45	25
Montgomery	1	5	7
Randolph	6	11	8
Rockingham	5	9	31

Other Ombudsman Activities

- Provide leadership in development of community Advocacy Programs to have an impact on legislative decision.
- Provide technical assistance and training for Community Advisory Committees.
- Provide information and referral to consumers.

- Provide technical assistance to long term care providers and share “evidence-based” program information for quality improvement.
- Collected data pertinent to trends and issues around long term care.

Volunteers – the backbone of the Aging Network.

Current Regional Program Initiatives

- Professional Development for LTC Professionals
 - Long Term Care Social Work Roundtable
 - C.N.A. Training & Recognition
- Wavelengths Video Productions
- LTC Disaster Preparedness Planning
- SCAM JAMS
- S.A.F.E. in Long Term Care Task Force
- NC CARES Taskforce

RECOMMENDATION FROM SUBCOMMITTEE CONCERNING SCHOOL CAPITAL FUNDING REQUEST

Commissioner Hamlett, Chairman of the Subcommittee appointed to review the School Capital funding request, reported that his Committee met and has a recommendation. Commissioner Hamlett stated that the Committee’s recommendation is to appropriate \$50,000 to Caswell County Schools for Capital Funding, with \$25,000 to come from the Economic Development budget and \$25,000 to come from Medicaid relief. Commissioner Hamlett added that the Board could review this in a couple of months to see if more could be appropriated to the School Capital Fund, but at this time the Committee felt \$50,000 was the maximum that could be funded.

Chairman Ward stated that his stance was not going to change and added that he understands the Schools’ plight, but his concern right now is the County’s Fund Balance. Chairman Ward added that the County just does not have the funds to do this right now.

Commissioner Travis stated that the Board has just been told by its auditor that it needs to put money in the County’s Fund Balance, and he did not think spending \$50,000 was putting money into Fund Balance.

Commissioner Carter stated that the County should have monies in Salaries left over at the end of the year.

Chairman Ward stated that he has reservations about the monies in Salaries, because the Board does not know what it will cost to hire a new County Manager.

Commissioner Hall stated that even though there may be some monies saved in Salaries, the Board budgeted \$200,000 from Fund Balance, and until the Board saves \$200,000, it has not saved a dime. Commissioner Hall added that the Board would need to go back and recoup the \$200,000 that was budgeted out of Fund Balance before it can start talking

about saving money. Commissioner Hall stated that if the Board continues to spend money, at the end of the year he felt that the County's Fund Balance may be below eight percent.

Chairman Ward informed the Board that he has requested information from the Finance Officer to have by the next Commissioners' meeting which would inform them as to if funding expectations come in as planned and budgeted, what amount would be taken out of Fund Balance for the percentage to fall below eight percent.

Commissioner Hall referred to the proposed letter to the Local Government Commission in which it states that the Board of Commissioners has during the fiscal year, taken a hard line approach to the appropriations of any monies not originally in the 2006-07 budget and stated that it would be very difficult for the Board to appropriate these funds to the Schools and then state that they are taking a hard line approach.

After further discussion, Commissioner Hamlett moved, seconded by Commissioner Carter to accept the Subcommittee's recommendation and approve an appropriation of \$50,000 to Caswell County Schools for School Capital Funding, with \$25,000 to come from the Economic Development budget and \$25,000 to come from Medicaid relief. The motion carried by a vote of four to three with Commissioners Ward, Hall, and Travis voting no.

RESPONSE TO LGC LETTER CONCERNING 2005-2006 AUDIT

Mr. Robert V. Shaver, Jr., Interim County Manager/County Attorney, provided the Board with a copy of a letter addressed to the Local Government Commission from the Chairman in response to its letter concerning the analysis of the audited financial statements for Caswell County for the fiscal year ending June 30, 2006, and its Fund Balance. Mr. Shaver noted that the LGC has calculated Caswell County's Fund Balance at 8.14%, which is approaching the minimum level of 8%, and that the County's Fund Balance has declined over the past few years.

Mr. Shaver stated that the letter is geared towards what the Board did in its last budget to address the problems. Mr. Shaver reviewed the following list of actions taken that the Board feels will address the situation.

- 1) The property tax rate for Caswell County was increased from 60 cents per \$100 to 64.5 cents per \$100.
- 2) The Board took a conservative approach in budgeting estimated revenues in order to minimize chance of revenue shortfall.
- 3) The Board analyzed each expenditure line in the budget to ensure that monies expended were absolutely necessary for operations and put on hold any program expansion or personnel expansion for the fiscal year 2006-07.

- 4) The Board decided to allocate future revenues from sale of County property to Fund Balance instead of budgeting into the operational budget for 2006-2007.
- 5) The Board of Commissioners has, during the fiscal year, taken a hard line approach to the appropriations of any monies not originally in the 2006-07 budget, and to date our expenditures and revenues are on target to meet the projected budget.

Commissioner Hall recommended that the Board delete No. 5 from the letter and to also delete the first sentence of the last paragraph, "The Board believes that the actions taken will reverse the trend of declining Fund Balance".

After further discussion, Commissioner Travis moved, seconded by Chairman Ward to approve the letter addressed to the Local Government Commission as written, with the deletion of No. 5, "The Board of Commissioners has, during the fiscal year, taken a hard line approach to the appropriations of any monies not originally in the 2006-07 budget, and to date our expenditures and revenues are on target to meet the projected budget," and deletion of the following sentence, "The Board believes that the actions taken will reverse the trend of declining Fund Balance".

Chairman Ward stated that he had hoped that monies from Salary line items for Planner and Economic Developer, as well as any additional monies, could have gone back into Fund Balance.

Commissioner Hall stated that he did not feel that the Board has taken any substantive action to reverse the trend of declining Fund Balance and would not support sending the letter as written.

Upon a vote of the motion, the motion carried by a vote of six to one with Commissioner Hall voting no.

WATERSHED RECLASSIFICATION REQUEST

Mr. Robert V. Shaver, Jr., Interim County Manager/County Attorney, reported that an inquiry had been received from Ms. Elizabeth Kountis, Environmental Specialist, with the Classification and Standards Unit of the Division of Water Quality, NCDENR regarding Caswell County's position on the proposed reclassification of the Dan River near Milton to a WS-IV Water Supply Watershed. Mr. Shaver stated that Ms. Kountis informed him that she was making contact since a significant amount of time had passed since the original reclassification request in 2002 to ascertain the County's present position. Mr. Shaver added that Ms. Kountis advised that counties who approve of reclassification requests typically submit a resolution to DWQ indicating approval.

Mr. Shaver noted that the reclassification request stems from the efforts of Roxboro, Person County, and Yanceyville to implement a water supply system with an intake facility proposed to be located on the Dan River near Milton. Mr. Shaver stated that in 2002, Caswell County opposed the efforts of the three local governments to implement

this project, even filing a lawsuit to prevent the project without its permission. Mr. Shaver noted, however, that the Superior Court rejected Caswell's contentions, and the Court of Appeals upheld the lower court's decision in a unanimous opinion issued in 2005.

Mr. Shaver provided a map showing the area of the County that would be affected by the reclassification. Mr. Shaver stated that if reclassification is granted, the County would need to amend its Watershed Protection Ordinance to accommodate inclusion of the WS-IV designated area.

Commissioner Hall stated that he felt that it would be difficult for a permit to be issued for the water project without Caswell County's approval and added that Caswell County can show a need for the water.

Chairman Ward noted that a meeting was held with the Yanceyville Town Council on October 23, 2006, and they had indicated that they would like to meet with Person County and the City of Roxboro first and then report back to the Board of Commissioners.

After further discussion, Commissioner Hamlett moved, seconded by Commissioner Jefferies to table this item until the next Board meeting in order that the Town of Yanceyville may be contacted to see if they have met with Person County and the City of Roxboro. The motion carried unanimously.

SOLID WASTE CONVENIENCE CENTER CONTRACT RENEWALS.

Mr. Robert V. Shaver, Jr., Interim County Manager/County Attorney, reported that the contracts for seven of the eight convenience center operators are due for review and renewal. Mr. Shaver noted that the eighth site, Leasburg, expires in 2008. Mr. Shaver provided the following list of current providers at the eight sites:

- 1) Anderson: Clifton Watlington
- 2) Casville: Thad Harrelson
- 3) Cherry Grove: Henry Boone
- 4) Leasburg: Richie Richmond
- 5) Milton: Billy Willis
- 6) Pelham: Sam's Corner
- 7) Prospect Hill: Gary Strader
- 8) Providence: Ronnie Carroll

Mr. Shaver provided the Board with copies of the basic contract utilized by the County for the convenience centers.

Upon questioning, Mr. Tim Smith, Solid Waste Director, reported that all of the sites are operating smoothly and recommended renewal of each operator and location for a term running through June 30, 2009. Mr. Shaver noted that this renewal would include the

extension of the Leasburg site contract through June 30, 2009, so that all site contracts have the same expiration date.

After further discussion, Commissioner Travis moved, seconded by Commissioner Jefferies to authorize staff to renew the solid waste convenience center contracts with all eight operators and sites as listed, to expire June 30, 2009. The motion carried unanimously.

SOLID WASTE COLLECTIONS RFP

Mr. Robert V. Shaver, Jr., Interim County Manager/County Attorney, presented and reviewed for the Board's consideration the *Request for Proposals for Solid Waste Collection, Transportation, and Disposal for County Convenience Centers and County-Owned Facilities*. Mr. Shaver reported that the RFP's would be sent out in March and responses will be due by the end of April.

After further discussion, Commissioner Hamlett moved, seconded by Commissioner Vernon to approve the proposed *Request for Proposals for Solid Waste Collection, Transportation, and Disposal for County Convenience Centers and County-Owned Facilities* as presented. The motion carried unanimously.

RECESS

The Board held a brief recess.

DISCUSSION OF RESIDENCY REQUIREMENT FOR COUNTY MANAGER AND SELECTION PROCESS

The Board held a discussion of whether there should be a residency requirement for the Caswell County Manager. After discussion, Commissioner Carter moved, seconded by Commissioner Hall that there be no residency requirement for the Caswell County Manager. The motion carried unanimously.

The Board discussed the selection process for the County Manager. Ms. Wanda Smith, Clerk to the Board, reported that 16 applications for County Manager have been received as of today. After discussion, Commissioner Carter moved, seconded by Commissioner Vernon that the Personnel Committee screen all applicants for County Manager and select six applicants to be brought back before the full Board. The motion carried by a vote of five to two with Commissioners Hamlett and Jefferies voting no.

SENIOR CENTER RFQ RESPONSES

Mr. Robert V. Shaver, Jr., Interim County Manager/County Attorney reported that he sent out a number of Requests for Qualification to engineering and architectural firms for the Senior Center Project and received eight responses. The Board discussed the process for reviewing Request for Qualification responses provided by engineers and architects

for the Senior Center Project. After discussion, it was agreed that the responses should be referred for review to the Building and Grounds Committee, along with the Interim County Manager/County Attorney, and Senior Center Director.

COUNTY MANAGER'S REPORT

Mr. Robert V. Shaver, Jr., Interim County Manager/County Attorney, provided the Board with an additional quote from Jones & Frank of Raleigh, NC, for a gasoline tank in the amount of \$13,000.

Mr. Shaver provided the Board with information from the North Carolina Association of County Commissioners concerning County Health Plan Trend Factors for 2007-2008 that its underwriters expect to use to calculate the County's health coverage renewal.

Mr. Shaver provided the Board with a letter from the Town of Yanceyville concerning the zoning of property on Fire Tower Road which is being proposed for the Senior Center. Mr. Shaver informed the Board that the parcel is presently zoned MI-Manufacturing and based on the Town's Zoning Ordinance, Table of Permitted Uses, a community building is allowed in this zoning district. Mr. Shaver added that a zoning amendment is not required for construction of the proposed Senior Center. Mr. Shaver noted that Ms. Ginger Booker, with the Piedmont Triad Council of Governments, also agrees with this.

Mr. Shaver informed the Board that the Vehicle and License Plate Renewal Office will be closed on March 7 – 14, 2007, due to the operator's scheduled vacation.

ANNOUNCEMENTS

Commissioner Jefferies reported that he was approached by Mr. Larry Whitt, Retired Cooperative Extension Service Director, concerning a plaque that was presented to another County employee. Commissioner Jefferies added that Mr. Whitt informed him that he did not receive a plaque from the Commissioners upon his retirement after many years of service as Cooperative Extension Service Director. The Clerk to the Board was directed to look into this.

Commissioner Vernon reported that he attended the dedication of the Fifth Floor at Danville Regional Hospital last week and the hospital provided him with hospitality bags to give each Commissioner.

Chairman Ward stated that he would like for the Board to give the Interim County Manager direction on the upcoming budget at its next meeting.

CLOSED SESSION

Commissioner Hamlett moved, seconded by Commissioner Jefferies that the Board enter into closed session to hear a complaint, charge, or grievance by or against an individual

public officer or employee, and to consider the competence, terms of appointment, and performance of an individual public officer (NCGS 143-318.11(a)(6)). The motion carried unanimously.

REGULAR SESSION

Commissioner Ward moved, seconded by Commissioner Hamlett to resume regular session. The motion carried unanimously.

THE ADJOURNMENT

At 9:30 p.m. Commissioner Hall moved, seconded by Commissioner Travis to adjourn the meeting. The motion carried unanimously.

Wanda P. Smith
Clerk to the Board

George W. Ward, Jr.
Chairman
